

January 2023

FAMILY ENGAGEMENT GUIDE

Navigating the Wood County
Youth Justice System

ALSO INCLUDED:

The Life of A Youth
Justice Referral

Who to Call in a Crisis



**WOOD COUNTY HUMAN
SERVICES DEPARTMENT**

Empowering Individuals by Offering Opportunities

Our Commitment To Families

We recognize that families are at the center of our process and that they are the experts in their own realities. With this in mind, we seek to honor the youth and family voices through:

- Providing opportunities for families to partner in the design, implementation and monitoring of the youth's plan
- Recognizing that the family is the youth's primary resource
- Ensuring family access to resources that empower and assist the family unit in cooperative independence
- Providing support to ensure families have the skills and understanding that will help their youth succeed
- Supporting families by honoring their cultures and beliefs while working to eliminate delinquent behavior



Our Commitment To Youth

We also recognize that youth have a special role to play in this process, building their future, and addressing the situations leading to their involvement in the Youth Justice System. Therefore, we strive to recognize their involvement in the following ways:

- **Being Collective** - Giving youth a place at the table in meetings, activities, planning, and goal-setting.
- **Empowering Youth Voice**- Youth voice is a driving force throughout the process.
- **Equitable Treatment** - Adults recognize young people have differing backgrounds that require different approaches.
- **Healthy Interaction** - Respectful disagreement, speaking up, and other avenues that equalize disparities between youth and adults.
- **Focus on Learning** - Young people gain skills, knowledge and tools to be effective agents of change
- **Staying Relevant** - Activities are responsive to the lives of young people
- **Supporting Capacity for Responsibility** - Adults and youth develop and sustain their capacity to be "response-able"
- **Prioritizing Impact** - Activities, interactions, outcomes, and sanctions are designed to have a real-life, positive impact on self, organizations, communities and society.
- **Self-Motivated** - Young people feel driven to participate.

Purpose

This Guide was created to help you and your family understand and navigate the youth justice system and the services of the Wood County Family Services Division available to you. It is designed to be used as a reference at any time to understand what may be happening during the process for the youth and the family as a whole, their rights, the various roles of key players, as well as their own role and what they can do to assist.

We understand that the legal system, especially the juvenile justice system can be an intimidating system to navigate and understand. The Wood County Human Services Department wants you to know that you do not have to go through this process alone. Our Family Services Division is equipped and here to help you and your family through this difficult time.

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A Message from the Youth Justice Team

Our young people face a variety of challenges as they grow. They are working to develop friendships, navigate family relationships, manage growing responsibilities at school and/or employment and identify their place in the world. We understand that both positive and negative influences exist within our community, and these influences impact the level of success each youth and family experience.

We also recognize the many feelings youth and families may experience when being referred to Youth Justice; fear, frustration, defensiveness, and hope are just a few. The social workers and service providers of Wood County Human Services Department are here to assist each youth and family that enters our system. Our primary goal is to help youth and families be successful. This can be achieved in a variety of ways, but it starts with strong partnerships with the youth and families we serve.

Thank you for taking the time to learn more about the Youth Justice process and how the Wood County Human Services Department is working to help each youth and family experience success. Please let us know if there are ways we can further support your family.

With Warm Regards,
The Wood County Youth Justice Team



Kids At Hope

Wood County Human Services has partnered with Kids At Hope, whose mission "inspires, empowers, and transforms schools, organizations serving youth, and entire communities to create an environment and culture where all children experience success, NO EXCEPTIONS!"

Kids At Hope is a belief system based out of the Arizona State University's Center for the Advanced Study and Practice of Hope. It seeks to study and spread the practice of Hope which includes believing in, connecting with, and empowering youth to 'time travel' (imagine a bright future). It works to replace the current paradigm of 'Kids at risk' to recognize the skills, talents, and potential that all youth (and families) possess.

Who Are We?

Wood County Youth Justice

We are the Youth Justice Unit which is a division of the Wood County Department of Health and Human Services. Youth are primarily referred to our unit through law enforcement but may also be referred through the school for truancy.

We seek to help youth referred to us by understanding their needs and making the proper recommendations. We can provide a broad range of programs and services for youth and their families before, during, and after involvement in the youth justice system.

We have a dual responsibility to help both the youth and families involved in the youth justice system, as well as maintain safety in the community.

Wood County Human Services Vision & Mission

The **vision** of the Wood County Human Services Department is **empowering individuals by offering opportunities.**

The **mission** of the Wood County Human Services Department, in partnership with the community, is to **provide quality, cost effective and accessible human services that maximize the potential of individuals and families.**

Our Values

WELL-BEING

WE PROMOTE HEALTH AND SAFETY THROUGH OUR METHODS.

WE CREATE OPPORTUNITIES TO DEVELOP SELF-CONFIDENCE.

WE PROVIDE A COLLABORATIVE WORK ENVIRONMENT THAT EMBRACES RESPECT AND TRUST.

RELATIONSHIPS

WE MAINTAIN EMPATHETIC RELATIONSHIPS THAT STRENGTHEN INDIVIDUALS AND FAMILIES THROUGH THE PROCESS OF ENGAGEMENT.

WE COMMUNICATE IN WAYS THAT ARE UNDERSTANDABLE AND RESPONSIVE TO THE INDIVIDUALS AND FAMILIES WE SERVE.

WE PRACTICE IN A CULTURE OF TRUST AND ACCEPTANCE THAT CELEBRATES OUR DIFFERENCES AND ALLOWS FOR AN OPEN EXCHANGE OF IDEAS THROUGH A TEAM APPROACH.

OPPORTUNITY

WE EMPOWER INDIVIDUALS AND FAMILIES.

WE ARE COMMITTED TO ASSISTING INDIVIDUALS AND FAMILIES IN MEETING THEIR GOALS.

WE PROVIDE CONTINUING EDUCATION AND A SUPPORTIVE ENVIRONMENT IN ORDER FOR STAFF MEMBERS TO ACHIEVE THEIR PROFESSIONAL GOALS.

PROFESSIONALISM

WE ARE COMMITTED TO INTERACTING WITH ALL INDIVIDUALS, FAMILIES AND COMMUNITY PARTNERS WITH RESPECT AND COMPASSION.

WE ARE COMMITTED TO ETHICAL AND SKILLED PRACTICE.

WE PROVIDE OPPORTUNITIES FOR PROFESSIONAL DEVELOPMENT.

RESOURCES

WE PROVIDE LEARNING TOOLS, OPPORTUNITIES AND COLLABORATION WITH OUR COMMUNITY PARTNERS.

WE BUILD UPON STRENGTHS AND DISMANTLE BARRIERS IN ORDER TO EMPOWER INDIVIDUALS AND FAMILIES TO DEVELOP SOLUTIONS WITH THE COMMUNITY.

WE PROVIDE SUPERVISION AND SUPPORT TO INTEGRATE KNOWLEDGE AND DEVELOP SKILLS.

Youth and Guardian Rights

All youth involved with the Youth Justice unit and the court system have rights, regardless of their involvement. It is important that youth and families know and understand their rights at all times. These rights are outlined on the Notice of Rights and Obligations, court form JD-1716. Youth have the right to:

REQUEST COUNSELING

Know the nature and possible consequences of the proceedings:

- **Intake inquiry** | to determine if a petition should be requested or filed.
- **Custody hearing** | to determine whether the youth should be placed or remain in custody.
- **Future hearings** | to determine if the allegations are true and whether any disposition should be imposed.

REMAIN SILENT

- The silence of the youth in a delinquency proceeding shall not be adversely considered by the court.
- The silence of any party in a non-delinquency proceeding may be relevant and considered by the court.

CONFRONT AND CROSS-EXAMINE WITNESSES

Youth have a right to know who the witnesses are against them ahead of time, to have their lawyer question the witnesses on the stand, and to request additional information that is helpful to their case.

PRESENT AND SUBPOENA WITNESSES

Youth have the right to name anyone that they would like to testify and to have the Judge order (subpoena) the witness to appear in court to testify on their behalf.



AN ATTORNEY

- If the youth is petitioned to court, a Public Defender shall be appointed. A parent or guardian will be required to reimburse the state or county for the attorney and contribute toward the expenses of post-adjudication services to the youth, including alcohol or drug treatment. The youth may also hire an attorney of their own choosing at their own expense.
- If a parent or guardian desires to be represented by an attorney, they may be appointed counsel subject to Wis. Stat. § 48.23. The parent or guardian may be required to reimburse the state or county for the attorney. The parent or guardian may also hire an attorney at their own expense.

HAVE THE ALLEGATION PROVEN

- In a delinquency proceeding, the allegation must be proven beyond a reasonable doubt.
- In all other proceedings, the allegation must be proven by clear and convincing evidence.

A TRIAL

- In a delinquency proceeding | to the court.
- Juvenile in Need of Protection or Services (JIPS) proceedings | to the court.
- Child in Need of Protection or Services (CHIPS) | to the court or a jury.

A SUBSTITUTION OF JUDGE

This means that the youth can inform their lawyer that they want a different judge to hear their case. This request must be made before the end of the Plea Hearing (before the youth gives a Plea) and wherein the law does not otherwise prohibit a substitution.

If you or your child have questions regarding rights, please contact your case worker.



Feedback Process

We understand that you want the best service for your family. While we strive to offer this, there may be times when you feel that your expectations were not met. At these times, we would like to hear your feedback on how we can continually improve our service system and work with you to resolve current concerns to the best of our ability. Please keep in mind that some policies are founded in state or federal statute and may have little or no flexibility.

If you have a grievance or would like to address an issue, please know that you are able to call and request to speak with a supervisor. You do not need to know the name of this person, only the division or unit which they oversee. Please call the main line 715-421-8600 and make your request. If they are unable to field your call at that time, please leave a message and a supervisor will get back to you.



The Family Role

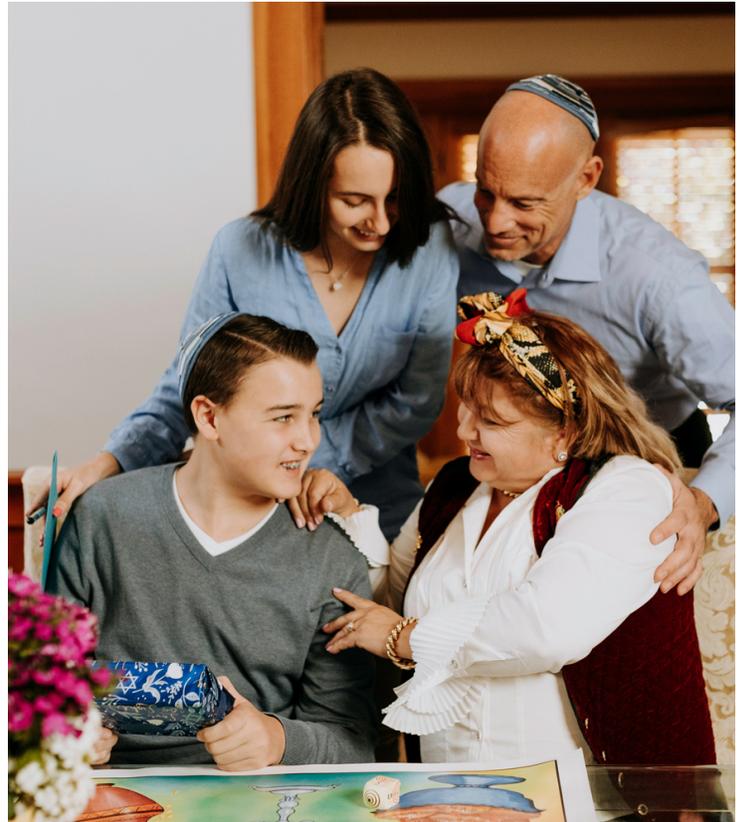
The Division of Youth and Family Services defines family as:

Any person(s) identified and defined by the youth and family who has a vested interest in the well-being of the youth and family. These defined individuals provide positive support, are culturally significant to the family, and can include both traditional and non-traditional persons.

What Can You Do?

Court Proceedings and Team Meetings

- Ask questions to clarify things that you don't understand. It is important to have a clear understanding of what is happening and we are happy to answer your questions to the best of our ability.
- Attend all court hearings and team meetings, and work with the team to ensure that you are complying with the court orders to the best of your ability.
- Attend and participate in team meetings. Team meetings bring everyone together to support you and your family and to discuss progress and challenges.
- Understand the court ordered requirements and conditions. Ask clarifying questions to ensure that you understand what is being asked.
- Parents, be prepared to tell the court how you intend to supervise your child and cooperate with the court to meet their requirements.
- Speak up during team meetings and court hearings. As a parent you have a say in the development of the services put in place for your child.



Stay Organized

- Keep track of meetings, court hearing dates, court documents, important phone numbers and other information provided to you by your team. Keep them in a safe place.
- Come prepared with all necessary documentation for any court hearings or meetings.

Relationship Building

- Build a relationship with the team members assigned to you and your family. This could include the Social Worker, Service Providers, Mentors, or other advocates and school personnel.
- Be respectful in any interaction you have with the court, attorneys, and others as it will help the process for you during this understandably difficult time.



If Your Child Is Placed Out Of The Home

- Keep in consistent contact with your child. You can call, write letters, schedule visits, etc.
- Communicate with the placement provider and inquire how your child is doing. Offer support as needed.
- Continue to participate in your child's education, attend any group sessions available to you and your child to show your support.

Mental Health and Education

- Share with the team if your child has any mental health, learning, or other disabilities. It is important to provide this information because certain challenges may interfere with your child's understanding of charges against them.
- Make sure your child's attorney and Social Worker are aware of records and evaluations that may be relevant. Provide authorization as you see necessary for parties to have access.
- Participate in your child's education. It is important to maintain an active interest in your child's education and to work with the school to help your child be successful. Help your child to change their behaviors.
- Ask for help from your team if you find that you need additional help and are struggling.

Youth Justice System

The Youth Justice System in Wood County, Wisconsin is the combined effort of many departments and agencies working together to help our community be a safe and thriving place for our youth and families to grow up and succeed.

The justice system itself is comprised of our local police departments, Sheriff's office, County Dispatch, Human Services Department Family Services Division, Youth Justice Unit, District Attorney's Office, and Circuit and District Courts as well as our numerous community partners. It is this system that this guide is intended to describe and assist you with throughout your journey in the justice process.



'In matters of Truth and Justice, there is no difference between large and small matters, for issues concerning the treatment of people are all the same.'
-Albert Einstein

The Youth Justice Process

The Youth Justice process begins with an 'alleged' crime being committed by someone under the age of 17, unless in the rare situation the offense is deemed great enough to enter adult court. Alleged in this case means that the crime has not yet been verified through the court process.

Law enforcement determines relevant charges and sends a referral to the Wood County Human Services Department, where it will be forwarded to the Youth Justice Unit supervisor.

The supervisor reviews the charges and if there is sufficient evidence to proceed, the case will be assigned to a Youth Justice Social Worker. If the youth referred for charges is already open with the unit, the worker previously assigned will typically receive all new referrals regarding the youth.

If the youth is not open with the unit and the case is assigned to a new worker, a letter will be sent notifying the youth and family of an intake meeting to discuss the charge and complete necessary paperwork. If victims were named in the charge referral, a notice to victims with necessary paperwork will also be sent out at this time.



The Youth Justice Process Continued

At the intake meeting with the family, the assigned YJ Social Worker will work with the youth and family to understand the circumstances of the charges and the needs of the youth and family. The worker will gather information which will inform their recommendations for how the case will proceed. Part of this process includes the state-wide YASI Pre-Screen Instrument which is used to determine how likely the youth is to commit the same alleged crime in the future. There are three possible recommendations a Social Worker will make.

Social Workers have 40 days from the date the referral is received by the department to submit these recommendations to the District Attorney's office who will review the charges and recommendations.

Possible Recommendations:

1. Request delinquency petition (generally starts the Court process)
2. Enter into an informal agreement (also called a Deferred Prosecution Agreement or DPA)
3. Counsel and Close Case (no further process)

The District Attorney's Office makes the final decision on how a case will proceed. They consider the recommendations from the Social Worker and make the decision to:

1. Petition the Charge
(start the Court process)
2. Enter into an informal agreement
(also called a Deferred Prosecution Agreement or DPA)
3. Counsel and Close Case
(no further process)

If the decision is to petition the charge to court, then an initial court hearing (also called a plea hearing) will take place within 30 days. A Notice of Hearing will be mailed to the family providing the date and time.

If a deferred prosecution agreement is entered into, the Social Worker will contact the family via phone to discuss next steps.

If the case is closed, the Social Worker will notify the family by mail.

If you are ever confused about this process or are wondering how your case is progressing, please feel free to reach out to your assigned worker or call Human Services at 715-421-8600 and ask for the Youth Justice Unit.

Supervision

There are two types of supervision with the Youth Justice Unit; Voluntary and Involuntary. Voluntary cases receive support from a Social Worker in accessing resources and services but are not court ordered to participate. Involuntary supervision is ordered through the Court through a Deferred Prosecution Agreement (DPA), a Delinquency Petition, or through a Juvenile in Need of Protection or Services (JIPS) order.

When a youth has been placed on supervision, the Social Worker will meet with them after Court to explain the outcomes of the Court process. The Social Worker will answer any questions and explain what to expect moving forward. The court- ordered conditions will be reviewed and the youth and guardian(s) will be asked to sign, acknowledging they have read and understand what the court has ordered.

Supervision is an ongoing arrangement throughout the life of a case. In order for the youth to successfully complete their supervision, it is important for the youth and family to work with the Social Worker to develop an individual plan to identify the needs of the youth and develop goals to address those needs. The Social Worker will use the results of the YASI (Youth Assessment & Screening Instrument) to inform this case plan.



Community Referrals to Services

It is impossible to provide services to our youth and families without the partnership that exists with our community providers and the other Family Services divisions. In order to meet the variety of needs of our families, we strive to offer referrals for services in a respectful and person-centered manner. Our partners offer services such as competency restoration, mental health and substance abuse treatment, monitoring and mentoring, as well as various family supports. Working with the HSW and community service providers only increases the youth and family's chances for success. We strongly encourage developing a partnership with the entire team of service providers to maximize the youth's chances to complete supervision successfully.

Please visit our website for a full list of services and services providers: <https://www.co.wood.wi.us/Departments/HumanServices>

Ongoing Communication and Expectations

The Social Worker will maintain regular contact with the youth and family throughout the period of supervision. The frequency of meetings will be based on each youth's individual needs and can take place several times per month. Family should expect to meet with their Social Worker at least once a month. Meetings will include visits in the home or office and may also occur in the community setting or school.

In addition to in-person meetings, the Social Worker may also contact the family by phone or mail. The Social Worker will make every effort to meet with family at a time that is convenient for all parties. The family should maintain communication with the Social Worker throughout the life of the case.

Key Players (The Courts)

The Family The family is defined as any person(s) identified and defined by the youth and family whom have a vested interest in the well-being of the youth and family. These individuals provide positive support, are culturally significant to the family, and can include both traditional and non-traditional persons.

The District Attorney The District Attorney (DA) is a lawyer who represents the state and is responsible for determining whether the youth will be formally charged with the alleged offense by filing a petition. At a trial, the DA has to prove beyond a reasonable doubt that the youth committed the delinquent act. The DA will make recommendations to the judge about what should happen in a case.

Child Protective Services Child Protective Services (CPS) works with families in crisis to ensure the safety and well-being of children. In conjunction with community partners, CPS provides services to families in crisis that help keep children safely in the home. When it is necessary, CPS looks to foster and permanent homes for placement of the child.

Guardian AD Litem The Guardian AD Litem (GAL) is a Lawyer who acts on behalf of the child. The GAL determines what the youth's best interest is based on their investigation and not necessarily what the youth wants.

Judiciary The Judge is an elected official that makes decisions on all youth cases brought before them.



Public Defender The Public Defender (PD) is a lawyer who represents and advocates for the youth. The PD will consult with the youth about their legal options and make recommendations and arguments to the court based on the youth's wishes.

Victim Witness Office The mission of Wood County's Victim/Witness Services Department is to provide victims and witnesses of crimes in Wood county information related to the rights granted to them by Wisconsin State Statute 950 and the Wisconsin State Constitution. The Victim/Witness office can also provide information on support services in Wood County, assistance with restitution and/or victim compensation, notification of court hearings, help with understanding the criminal justice system, completing a Victim Impact Statement, and much more.

Office Information

Wood County Victim Witness Services
Wood County Courthouse
2nd Floor, Room 203
Office Hours: 8:00am - 4:30pm M-F
Phone: (715) 421-8580

Key Players (Human Services)

Youth Justice Social Worker YJSWs are the staff assigned to work directly with youth and families. While they have varied responsibilities, their primary role is to help youth and families successfully complete the supervision period by helping them to identify and address the needs that are related to their court involvement. Every youth on supervision will have an assigned YJSW.

- They will explain the process, including defining the role of each person who will be involved in the decision-making process.
- The YJSW will obtain the parent and/or youth's signatures on all required forms and gather all required information to complete all required assessments.
- Explain the possible outcomes of the intake process including case closure, referral to court, and deferred prosecution agreement.
- Discuss timelines (e.g. 30 days, 20 days) and what to expect in a formal or informal handling of the case.
- Define court proceeding if youth was charged (formal handling).
- Discuss the parties' roles and statuses, explaining terms such as plea, trial, etc.
- Refer for services, if needed, or provide the family with resources that address their individual needs.
- The YJSW will ask for additional contact information. It's very important that the family provide the YJSW with alternate names, addresses and phone numbers of informal supports, in case placement is an issue during the process. It's in the best interest of the youth to attempt to utilize family supports prior to placing a youth in Secure Detention or Temporary Shelter.
- Allow the family time to think about what's been discussed to see if they have any additional questions.



Youth Mentor The Wood County Youth Mentor Program provides mentoring services for youth who are involved with Wood County Human Services. Youth Mentors aim to develop healthy relationships with their youth by providing youth with a positive adult role-model. The goal of the youth mentor program is to improve the overall well-being of the youth by increasing self-esteem, developing new skills, building resilience/coping strategies, setting/achieving goals, finding new pro-social hobbies, and forming/maintaining healthy relationships. Youth mentors utilize a wrap-around approach and attempt to support their youth in all areas of life including home/family, school/employment, community/service, and recreation/hobbies.

Family Preservation Worker CW Solutions is contracted to provide Family Preservation Therapy, which provides in-home counseling to children and their families who are currently receiving services through Wood County Human Services, such as youth justice or family services. The therapists coordinate with social workers to provide support to families in need. A therapist assists families with skill development and management of mental health, substance use, maltreatment, trauma, and/or behavioral needs. The primary focus of the intervention is to preserve the placement of children and youth in their homes, or aid in reunification efforts by partnering with families to achieve their identified goals.

Key Players (Human Services) Continued

Intensive Youth Justice Social Worker

The 4Sight Program is a community resource imbedded in the Wood County Youth Justice Unit. It is an in-home stabilization service that works intensively with the youth, their family, and other service providers to create an individualized success plan. Youth and families in this program work on skills in 4 CORE areas, Communication, Observation, Responding, and Emotional Regulation. This is an intensive service and often meets with the youth and family multiple times a week and aims to be flexible to meet each individual family's needs.

Comprehensive Community Services CCS is a recovery based, team-focused community program for individuals of all ages with mental health and/or substance use issues. CCS offers community based services that allow individuals to learn the skills to manage their lives by having support in the community to practice these newly learned skills. Some consumers are enrolled for a few months, others for a few years. This is dependent on the needs and goals of the individual.

**To make a referral, contact
Wood County Human Services
Crisis Intervention at 715-421-2345.**

CCS is a Medicaid funded program. The consumer must have Medicaid and have a mental health and/or substance use diagnosis attainable by an MD, psychiatrist, or AP/NP. A functional eligibility screen will be completed to determine if CCS is appropriate.

Adolescent Diversion Program

ADP (Accept, Develop, Prepare) is an 18 week program for youth, ages 12-17, at risk of involvement in the justice system. ADP aims to help youth uncover their potential and be successful. An ADP case manager works with a youth 6 hours per week in their home, community, and school to teach them new skills, help them recognize their strengths, and make connections within the community. In addition, the case manager helps connect the youth and their family to community resources when needed. Youth can be referred through school, human services, or law enforcement.

Behavioral Health Wood County Human Services provides a variety of different mental and behavioral outpatient mental health services. Families may engage with behavioral health on a voluntary basis or through referral. The different types of services include:

- **Individual Therapy** An opportunity to work in a safe, caring and confidential setting with a licensed counselor, to explore your feelings, beliefs and work on current and past challenges, memories and experiences. In a one-to-one or group setting, you set your personal goals and work toward your desired change.
- **Children/Adolescent Therapy** At times family members have problems that they just cannot resolve or are dealing with major traumatic experiences. Human Services Mental Health Therapists are trained in the fields of play therapy, cognitive therapy, and rational emotive therapy, as well as various other modalities to aid children and adolescents in their recovery.

- **Psychiatry Services** A referral to our psychiatrist can be made if there appears to be a need for medication to help manage mental health concerns. Psychiatry services offered through Human Services are somewhat limited and we encourage utilization of other physicians in the area if possible.
- **Group Therapy** Provides counseling in a format where one or more therapists work with several people at a time. Group therapy offers an opportunity to give and receive support from others, learn from other people's experiences and perspectives, and to learn how to relate to yourself and others in healthier ways. Groups are offered on a range of topics, including dual diagnosis, adult and adolescent anger management, stress management, healthy relationships, and adolescent feelings management.

The vision of the Wood County Human Services Department is:

"Empowering individuals by offering opportunities."



A Special Note on the Different Types of Justice Systems

Police contact in the community can result in three types of government contact:

Adult Criminal Justice System

Individuals ages 16 and up, that meet certain criteria and are alleged by law enforcement to have committed a crime based on state statute, are referred to the state Department of Justice.

Youth Justice System

Youth, ages 10-17 years of age, alleged by law enforcement to have committed a delinquent act based on state statute, are referred to the Department of Human Services. Youth are eligible to be waived to adult court at 16+ years of age.

Municipal Government

No criminal record results from municipal government contact; however, if an ordinance violation of local municipal rules has taken place, it must be resolved through the city municipal court. While no criminal record is created, a municipal record does result from these cases and does have consequences.

Court Involvement

People To Expect In Court

At every hearing, the following people will be present:

Judge
Court Clerk
District Attorney
Public Defender
Social Worker
Court Reporter
Victim or victim witness (if applicable)



Types of Court Hearings

There are several types of court hearings that take place when a youth is involved in the youth justice system.

Detention Hearing This occurs shortly after the youth is arrested by law enforcement and brought to the Detention Center.

Extension Hearings The court, Social Worker, parent or guardian, District Attorney and/or youth can request that the dispositional order be extended to provide additional time for supervision and services.

Initial / Plea Hearing This is the hearing that takes place after the District Attorney has

made a decision to petition the youth and now the Judge is going to hear the case for the first time. At this hearing the youth is advised their rights and informs the court how they would like to proceed with the case.

Permanency Plan Hearing This is a hearing for youth that are under a court order and living outside the home of a parent or guardian. At this hearing the parties discuss where the youth is living and how they are doing there. This hearing focuses on identifying what needs the youth has, how those needs are being met, and planning for the youth to either return home or find some other permanent living situation.

Placement Hearing This is a hearing that discusses where youth is living currently and where they will be placed to live until the next court hearing. These types of hearings will continue to take place until the living situation for the youth is resolved.

Plea Negotiations This is the process where youth, through their attorney, and the District Attorney attempt to come to an agreement on a recommendation to the Judge about how a case should be resolved.

Plea/Disposition Hearing This is the hearing where the youth, with their attorney, will enter a plea (the youth admits to the offense). and the Judge will enter an order to resolve the case, also called reaching a disposition. Human Services provides no advisement here and the youth has the right to discuss with their attorney. Social Workers do not provide advisement.

Revision of Order Hearing The court, District Attorney, youth, Social Worker, and parents or guardians can also ask that the court modify an order if circumstances change. Judges have discretion to change their original orders in order to better serve the needs of the youth and their needs as circumstances change.

Sanction Hearings If youth are suspected of violating a supervision condition, the Social Worker or District Attorney notifies the court. This is usually done by filing sanctions with the court. The Judge will hear the case and impose a sanction if the violation is proven or admitted to in court.

Status Hearing This is the hearing set to address specific issues that still need to be resolved, worked out and / or discussed. Examples of issues that may need to be resolved include: placement, discovery, whether or not to hold a trial, or plea negotiations. Status hearings can happen at any time during a case.

Trial This is a hearing before the court where the youth requires the District Attorney to prove each and every element of the charged offenses by proof beyond a reasonable doubt. A trial will involve witnesses, testimony, and arguments to serve as the basis for the Judge's decision.

Waiver Hearing This hearing is held when the District Attorney, or other party, is requesting for the youth's case to be moved from the juvenile court to the adult criminal court.



Types of Court Actions

Deferred Prosecution Agreement (DPA) Any party can ask the court to dismiss a case and refer it back to intake for a DPA. This involves the court making a determination that it would be beneficial to the youth, and not harmful to the community, to dismiss the case and allow the youth to work with a Social Worker without the supervision of the court. If at any time during the DPA the youth is not cooperative, or commits a new offense, the case can be re-referred to the District Attorney and a new petition brought before the court.

Consent Decree A consent decree is a mutually agreed upon contract that is entered into by all parties involved in a court case. As a part of this consent decree the juvenile is often required to admit to an offense but the Judge does not adjudicate the youth delinquent. If the youth follows all of the agreed upon terms to the contract, the adjudication is never placed on the record and the case is dismissed. If the youth violates the terms of the contract, the Judge may enter the adjudication on the record and the juvenile will be placed under a dispositional order.

Delinquency Order A court order placing the youth under formal court supervision. This order sets forth the conditions the youth and families must comply with during the duration of the order. This order may place a juvenile inside or outside of their parent or guardians home.



Child In Need of Protection (CHIPS) A court order designed to ensure children and youth receive safe and adequate care.

Juvenile In Need of Protection (JIPS) Comes from the Youth Justice process and is used for youth under the age of 10, uncontrollable youth, runaway or truant youth.

Department of Corrections (DOC) Youth who are adjudicated delinquent and found by the judge to be a danger to the community can be placed into the custody of the Wisconsin Department of Corrections and placed into a secure correctional setting.

Serious Juvenile Offender (SJO) Youth who are adjudicated delinquent of certain serious and dangerous felony offenses can be placed on a five year dispositional order and their custody transferred to the Wisconsin Department of Corrections.

Completing Supervision

The goal of Wood County Human Services is for all youth to be successful in completing their orders of supervision. With support from their families, youth can end their supervision by complying with orders set by the court and cooperating with their social workers, as well as other providers. If the youth receives a new charge, it is possible that another dispositional order will be put in place by the court in addition to the order that is already in place. Youth can have multiple open dispositional orders at once. If the youth receives a new charge or referral while on an existing order, they are able to complete their current order on time by completing all of the court ordered conditions.

Types of Out of Home Care Defined

Sometimes out of home care may be necessary for a youth to receive the help and support they need to meet their court ordered conditions. In those cases, the following placement types may be used.

Respite Temporary care, providing relief for their usual caregivers. Usually short periods during the week and only when providers are available. There are two types of respite, formal and informal. Formal respite is when the child will spend a short period of time in a given week with a contracted / licensed provider. Informal respite is when a youth spends a short period of time with a family member or a family friend.

Shelter Care This is a non-secure, residential placement for juveniles and children temporarily in need of services.

Residential Treatment A non-secure facility that provides full treatment services, including medical and behavioral therapy.

Foster Care A child is placed in the home of a licensed caregiver. They can provide for no more than four children at a time, or if necessary to keep siblings together no more than six children.

Group Home Facility operated by a licensed person for the care of five to eight children. They provide a structured environment with supervision.

Hospital Emergency placement under 51.15 or voluntary placement. The youth or child receives mental health services.

CONTACT INFORMATION

For emergencies where safety is a concern and immediate assistance is needed - CALL 911

Crisis Intervention:

(SWC) 715-421-2345 (NWC) 715-384-5555

Police Non-Emergency Numbers:

Arpin: 715-652-3551

Grand Rapids: 715-424--1821

Wisconsin Rapids: 715-421-8700

Port Edwards: 715-887-3030

Nekoosa: 715-421-8701

Pittsville: 715-884-2100

Marshfield: 715-387-4394

Sheriff's Department: 715-421-8700

Child Protective Services:

Call Human Services at 715-421-8600 and inform them you would like to make a CPS report.

Case Manager:

Call your assigned case manager's extension or call Human Services at (WR) 715-421-8600 or (MFLD) 715-387-6374 and ask for your social worker by name.

Acknowledgements

Milwaukee County Division of Youth & Family Services:
Family Engagement Guide

Wisconsin Juvenile Justice Code Chapter 938

Wood County Human Services Official Website



APPENDIX A: Commonly Used Acronyms

ACE Adverse Childhood Experience	ELM Electronic Monitoring System
ADA Assistant District Attorney	FPT Family Preservation Therapy
ADP Adolescent Diversion Program	GAL Guardian ad Litem
AODA Alcohol and Other Drug Abuse	GPS Global Positioning System
APSW Advanced Practice Social Worker	JIPS Juvenile in Need of Protection or Services
ART Aggression Replacement Training	JJ Juvenile Justice
AWOL Absent Without Leave	LE Law Enforcement
BHS Behavioral Health Services	LEO Learn & Empower Oneself (external Program)
CAC Child Advocacy Center	LGBTQ Lesbian Gay Bisexual Transgender Queer or Questioning
CCS Comprehensive Community Services	OHC Out of Home Care
CHIPS Child in Need of Protection or Services	PD Public Defender or Police Department
CPS Child Protective Services	SRO School Resource Officer
CSP Community Service Program	RCCCY Residential Care Center for Children and Youth
CST Community Support Team	RTC Residential Treatment Center
DA District Attorney	TIC Trauma Informed Care
DHS/HSD Department of Human Services / Human Services Department	TPC/TPCO Temporary Physical Custody/ Temporary Physical Custody Order
DJC Department of Juvenile Corrections	TPR Termination of Parental Rights
DOC Department of Corrections	YASI Youth Assessment Screening Instrument
DPA Deferred Prosecution Agreement	YJ Youth Justice
DT Detention	

APPENDIX B: Commonly Used Terms

Adjudication A juvenile court judge's determination as to whether or not a youth committed a delinquent offense. A juvenile adjudication is like an adult criminal conviction, but generally does not subject the youth to the same direct and collateral consequences.

Apprehension Request Usually requested by the HSW and issued by the court for violation of court orders and programming and/or being absent from placement without permission.

Capias/Warrant A capias is a warrant or order for arrest of a person for violation of court orders, being absent from placement without permission, or failing to appear for court. A capias is issued by the judge or commissioner in a case.

Child in Need of Protection or Services (CHIPS) A child who has been found by the court to be in need of protection and/or services based on one of the various reasons stated in Chapter 48 of the Wisconsin State statutes. Reasons include but are not limited to child abuse, neglect, and unmet special needs of the child.

Competency A youth's ability to stand trial, measured by their capacity to understand juvenile court proceedings, to consult meaningfully with a lawyer, and to assist in their own defense. Evaluation of a youth's competency is particularly important where a youth is very young, immature, or suffers from a mental health disorder or intellectual disability.

Courtesy Supervision On occasion, youth who are on supervision/probation in one jurisdiction (county) may move to another jurisdiction. The original jurisdiction may request courtesy supervision for the juvenile. The original HSW must continue to have contact with the juvenile and supervising jurisdiction.

Delinquency Juvenile actions or conduct in violation of any state or federal criminal law.

Delinquency Petition A legal document that formally starts the court process against a youth. A delinquency petition informs all the parties of the allegations against a youth and asks the judge to determine if the youth did what they are accused of doing.

Delinquent A youth who is 10 years of age or older, and who has been found by a Judge at Court to have violated any state or federal criminal law.



(APPENDIX B Continued)

Department of Corrections-Division of

Juvenile Corrections DOC-DJC is responsible for the safe and humane custody of inmates in prisons and correctional centers in the state.

Department of Corrections-Division of

Juvenile Corrections-Stayed Order "Stayed" refers to the Judge's decision to order a youth into the custody of Department of Corrections for a specific period of time, but give the youth an opportunity to avoid DOC if the youth complies with the court's conditions of probation and supervision. If a youth violates rules or conditions of probation then the "stay" will be lifted and the youth will be required to serve the original DOC disposition imposed by the court.

TPC Hearing A court hearing held within twenty-four (24) hours (excluding weekends and court holidays) after a child is taken into secure or non-secure custody, where a delinquency petition is filed and the court determines whether continued custody is necessary.

Disposition The stage of a delinquency proceeding comparable to the sentencing stage of an adult criminal trial. A disposition hearing is only held if a youth has entered an admission (plea) to an offense or after a trial by the judge who has adjudicated the youth delinquent. Based on information provided by a youth's defense attorney, the prosecutor, and the local probation department, the judge determines the youth's needs and how best to meet them, while still ensuring the public's protection.

Diversion A system of procedures and programs designed to channel certain youth away from the formal juvenile court process. States and localities have created various ways for first-time offenders, non-violent offenders, and youth whose delinquent behavior stems from mental health or substance abuse needs, to receive appropriate treatment and services from community-based programs without the need for formal court involvement. Diversion programs hold youth accountable for their actions without burdening them with a juvenile record and the stigma of a delinquency label.

Docket Sheet A court record that documents all the actions taken by the court during hearings and all the documents filed with the court as a part of the court record.

Expunge/Expungement Court process where a youth asks the judge to remove any record of a delinquency adjudication from the court's record. Expungement can be requested once a youth has turned 17, completed all the conditions of the dispositional order, shown that society will not be harmed by expungement, and that the individual will benefit from expungement.

Fact Finding Hearing Fact finding hearing where the judge will hear facts and legal arguments from all parties regarding a particular issue in a case before the judge makes a decision.

(APPENDIX B Continued)

Interstate Compact Legally binding agreements and administrative arrangements under which the states in an interstate transfer serve as each other's agents in the supervision of certain parolees, probationers, juvenile delinquents, and youthful offenders.

Juvenile in Need of Protection or Services (JIPS) A juvenile who has been found by the court to be in need of protection and/or services due to habitual truancy from school or home, uncontrollability, mental illness, drug dependence or alcoholism, or a juvenile who has been determined to be not responsible for a delinquent act by reason of mental disease or defect, or has been determined to be not competent to proceed, or who is under the age of 10 and has committed a delinquent act.

Juvenile/Youth A person who has not yet attained the age set forth in a particular state to be considered an adult for purposes of court jurisdiction.

Motion Hearing A request to a judge for an order or a finding. Usually, motions are made in writing.

Non-Secure Order A non-secure order means that placement will be in a non-secure setting such as the home of a parent, guardian, relative or foster home (or comparable environment), a group home, or residential treatment center. This type of placement is a non-locked facility.

Plea Hearing A type of court hearing where the youth enters a formal position of "admit (guilty)" or "deny (not guilty)" to a delinquency or criminal charge. (In some states other words are substituted for "guilty"/"not guilty," such as "admitted"/"denied" or "true"/"not true.")

Before accepting a plea of "guilty" (or "admitted" or "true"), the judge must ensure that the youth understands the charges against them, and must personally inform the youth of their rights and the potential consequences of waiving those rights

Post-Disposition This refers to a case that has already reached disposition (see Disposition definition) and is the phase where monitoring and supervision of the court order is taking place.

Pre-Disposition Stage before case goes to Disposition (see Disposition definition). All court proceedings and processes prior to the court adjudicating someone delinquent and entering a formal dispositional order.

Supervision A disposition involving the supervision of a delinquent youth in the community rather than in a secure confinement facility, such as Department of Corrections. When a youth is placed on supervision, they must comply with any conditions specified in the judge's order, including submission to routine drug tests, payment of restitution to a particular victim or to a crime victims' fund, participation in treatment or educational programs, and/or completion of community service.

Sanctions A court ordered consequence for a juvenile who has violated a condition of their delinquency order.

(APPENDIX B Continued)

Secure Order Temporary custody of a juvenile before trial in a secure confinement facility. Detention is imposed after a judge determines that a youth must remain in custody prior to a delinquency proceeding for their own protection or the protection of society, or to ensure their appearance at the hearing. Detention for youth is different from jail for adults, both because juveniles do not have a right to bail and because youth in detention have the ability to receive education and treatment services.

Serious Juvenile Offender Program A youth, who is 14 years of age or over who has been adjudicated delinquent for committing certain acts that would be punishable as Class A, B or C felonies if committed by an adult, or a youth who is 10 years of age or over and has been adjudicated delinquent for attempting or committing first-degree intentional homicide, or committing first-degree reckless homicide, or second-degree intentional homicide may be placed in the serious juvenile offender program through the DJC. This is a 5-year commitment to the Department of Corrections.

Temporary Physical Custody Order A TPC order places a youth under the custody of the court and specifies what the youth's placement will be and what rules the youth must follow while a court case moves through the system until a dispositional order is entered. A TPC order can place a youth in either secure or non-secure custody and is entered only when there is probable cause to believe the information alleged in the petition is true.

Temporary Shelter A non-secure, unlocked, state-licensed place of temporary care and physical custody for children.

Waiver Hearing Court Hearing where a juvenile court judge determines whether a case should remain in juvenile court or be transferred to the adult criminal system. In Wisconsin, waiver is permitted for youth age 14, who are alleged to have committed certain serious felony offenses, and youth age 15 and older who are alleged to have committed any criminal offense.

YASI An evidence-based, structured risk-assessment instrument that looks to identify both the static (unchangeable characteristics) and the dynamic (changeable characteristics) risk factors of youth in order to help the Human Service Worker manage their caseloads by better structuring and targeting specific services to meet youth's individual needs.



APPENDIX D: Who to Call in A Crisis

Who Can You Call in a Crisis?



A crisis can look like many things. It's important to know who to call to get the help that you and your family needs. Review the chart below to find out who may be best able to help you in your current situation.

CRISIS INTERVENTION	POLICE
Available 24/7 to assist with a crisis situation caused by an individual's mental health needs which current coping methods are unable to meet. Crisis Interventionists are able to provide a listening ear, assist with problem-solving, assessing need for mental health urgent care or stays.	Available 24/7 to respond to criminal activity or concerns for safety between persons. First priority is to ensure safety on-scene. If a crime was committed but the scene is safe, call your local non-emergency law enforcement number. *See back for numbers in Wood County
CHILD PROTECTIVE SERVICES	CASE MANAGER/ SOCIAL WORKER
Available 24/7 to receive reports of abuse or neglect of infants, children, and youth. With this information, an investigation may be prompted. Call 9-1-1 when there are immediate concerns for safety.	Available during regular work hours or by appointment to respond to questions or concerns regarding court orders, placements, and services. Case Managers can assist in problem-solving, setting up respite (when available), and assigning sanctions to address an order infraction.
MENTAL HEALTH PROVIDER	2-1-1
Available during regular work hours or by appointment. Check with your provider if they provide a 24/7 line. May be able to schedule an appointment to see a provider or immediate access to process through a current emergent situation.	Free 24/7 service to help you connect with local resources for emergency housing assistance, energy assistance, food pantries, clothing centers, transportation assistance, etc...
ON-CALL SOCIAL WORKER	FIRE DEPARTMENT
Available after-hours with police contact. The on-call social worker can assist with situations involving a present danger threat in a child protection-related matter or if a youth is being taken into custody and meets state statute requirements for placement outside of the home.	Available 24/7 to provide rescue services for fires, accidents, and situations requiring specialized equipment to ensure a successful rescue on land or in the water. Fire crews can also provide emergency medical response services.