

BEST PRACTICE



ICJ TRANSFER OF SUPERVISION

COMMUNICATION GUIDELINES FOR LOCAL AUTHORITIES WITH JUVENILES/FAMILY MEMBERS

- All communications between local authorities must be conducted through the state ICJ offices. "Local" includes any state or local authorities, except state ICJ office personnel. Local authorities may communicate directly **ONLY** if both state ICJ offices have agreed. (ICJ Rule 2-104)
- After transfer of supervision is accepted, Receiving State local authorities act as agents of the Sending State.
- While the Sending State retains jurisdiction, the Sending State local authorities must **NOT** continue to supervise after the case has been accepted by the Receiving State.
- When necessary, Sending State local authorities may have limited communication with juveniles/family members in the Receiving State for specific purposes.

EXAMPLES OF APPROPRIATE COMMUNICATIONS BETWEEN SENDING STATE LOCAL AUTHORITIES AND JUVENILES/FAMILY MEMBERS IN THE RECEIVING STATE INCLUDE:

- Follow-up to ensure that the juvenile has connected with Receiving State personnel;
 - Redirecting family concerns to the supervising worker in the Receiving State or others in their chain of command;
 - Information regarding restitution, fines, fees, and other related matters;
 - Court-ordered services provided by and/or funded by the Sending State;
 - Communication required by Sending State law, policy, procedures, or similar standards; and
 - Official notices and reminders of court hearings or other similar events/notices.
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- ICJ offices do not serve official notices, such as court summons or subpoenas. Official notices must be sent directly to the juvenile/guardian by Sending State local authorities. Copies of such notices should be sent to state ICJ offices for informational purposes only.
 - All communications must be documented in written form and submitted to state ICJ offices. Such communication may be submitted via email or directly in UNITY if the local has direct access to UNITY. (ICJ Rule 2-104)