

Juvenile Intervention and Support Center (JISC) On-site Protocol

City of Chicago Office of the Mayor, Department of Family Support Services,

the Chicago Police Department, and Lawndale Christian Legal Center

Effective March 19, 2021

This document memorializes the shared goals and protocols for operations at the Juvenile Intervention and Support Center (JISC) as a partnership between the City of Chicago Office of the Mayor ("Mayor's Office), Chicago Department of Family Support Services (DFSS), Chicago Police Department (CPD), and Lawndale Christian Legal Center (LCLC). CPD and LCLC will partner with the Mayor's Office and DFSS to support juveniles interacting with the JISC under a services contract between the City of Chicago and LCLC.

JISC goals

The overarching goal of the JISC is:

- To reduce the harms of the justice system for young people arrested in Chicago by promoting diversion opportunities, station adjustment to send young people home without charges, and connect youth and families to services.

Protocol on-site at JISC

1. An LCLC team consisting of an attorney and case manager ("LCLC") will be on site at the JISC for 5 days each week, 8 hours per day based on high traffic times. The purpose of LCLC's presence at the JISC is to advocate for more youth to be offered diversion (i.e. to be referred to services or sent home as an option of an informal station adjustment).
 - a. Based upon LCLC's model of Holistic Legal and Social Services, the JISC must be covered by both the LCLC attorney and case manager.
 - b. During times where the identified attorney and/or case manager cannot be onsite at the JISC, LCLC has identified an additional attorneys and case managers to serve as back up.
 - c. LCLC will not provide legal advocacy in cases where an attorney is not available, either onsite or remotely, during our regularly scheduled times.
 - d. CPD should make all diversion referrals to jisc@lclc.net when LCLC is not on site and physically when LCLC is on site (see #12).
2. When LCLC is on site at the JISC, a CPD member will notify LCLC when any youth enters the JISC building in person or over the JISC intercom system.
3. A CPD member will conduct an evaluation of the youth upon arrival to determine whether the youth needs medical attention (including screening for COVID).
4. LCLC will make an introduction to the youth to offer the opportunity to receive limited legal representation to advocate for diversion. If the youth refuses the legal advocacy the interview will immediately terminate.

5. A CPD member will document LCLC's offer of limited legal representation and will complete the Juvenile Attorney/711 Visitation Notification form (CPD-11.575), which will include a youth signature and notification to the youth's guardian. A youth who has agreed to receive limited legal representation will be allowed to meet privately with LCLC to:
 - A. explain the scope of limited legal representation that LCLC offers, and
 - B. gather information to present to CPD to advocate for the youth to be granted the opportunity for diversion.

During this meeting, the youth and LCLC may form an attorney-client relationship by signing a letter of engagement (parental consent is not necessary). A CPD member shall remain near the area where this meeting is held to ensure the safety of the youth and LCLC. The CPD member shall not interfere with the privacy of this meeting unless there is an emergency. This process will take no more than 45 minutes. If additional time is needed, LCLC will coordinate with the CPD member.

6. During the meeting between the youth and LCLC, the CPD member will begin arrest processing by preparing the arrest report and all related documents, provided that these activities do not interfere with the meeting between the youth and LCLC. Following the meeting between the youth and LCLC, and completion of arrest processing, the CPD member will bring the youth to the secure processing area where the youth will be photographed and fingerprinted.
7. During arrest processing, a JISC Detective will review the case, the youth's criminal history, the youth's victimology and other contacts that the youth has had with police in order to assist CPD and LCLC with providing the youth with the best possible diversion opportunity. A CPD supervisor will advise LCLC if the youth's time in custody becomes a factor during the processing phase.
8. If the youth has agreed to be represented by LCLC, a JISC Detective will discuss disposition alternatives with LCLC before a decision is made (i.e. diversion, referral to court, or detention, release to a parent/guardian without an adjustment) or before entering final disposition information into CLEAR. LCLC will advocate for diversion (being referred to services and/or sent home).
9. CPD agrees that the JISC Detective will:
 - A. refer an eligible youth to diversion in lieu of court whenever possible;
 - B. inform LCLC of the preliminary decision regarding diversion and the basis for it;
 - C. inform LCLC of any additional information that could affect the referral decision or disposition outcome in cases where the detective may use discretion;
 - D. Request supervisor approval if they recommend an alternate disposition; and
 - E. Recognize that LCLC's role is to represent the youth and advocate for non-custody release if the detective recommends an alternate disposition.

10. If CPD determines to execute an informal station adjustment and refer a young person to services, the youth will be referred to LCLC, who will coordinate community-based services via one of the partner agencies (i.e. ALSO, BUILD, New Life Center, or others) for community areas they do not directly serve for case management services for all JISC districts and community areas.
 - A. A CPD member will document referrals to LCLC on the JISC Arrest Disposition Screening Instrument and enter on the CLEAR processing report as "the City funded agency".
11. If the JISC Detective refers a youth to court or detention, LCLC will be provided the opportunity to meet with the youth in the secure holding area following CPD guidelines for legal representatives visiting a youth in a secure holding area, and JISC protocol for interviews in the secure area. This meeting may occur as soon as it is safe to do so, and before the youth is transported to juvenile detention.
12. For all youth referred to diversion services, a CPD member will provide the following information and paperwork to LCLC via email to jisc@lclc.net when LCLC is not on site and physically when LCLC is on site. LCLC will be responsible for coordinating a community agency to provide case management services to the youth.
 - i. JISC Arrest Disposition Screening Instrument
 - ii. Copy of the Station Adjustment form
 - iii. JISC Conditions of Station Adjustment Notification and Agreement (pink copy)
 - iv. If LCLC is not present at the JISC, or someone other than the parent or guardian picks up the youth, an Overflow Referral Form shall also be provided.
13. The detective will document all diversion referrals or other referrals to LCLC or other providers in the JISC Service Provider Referral Book and on the O Drive.

NOTE: A referral differs from a diversion which is part of the station adjustment process. Referrals are given by Detectives to families whose youth has been referred to court or to families who are not eligible for diversion but have asked for additional support. Additional referrals to services that are not diversion will be placed in an intake box to share with LCLC, when applicable.

A SharePoint file has been developed for tracking all final dispositions. This includes youth provided with a diversion, youth station adjusted without services, youth detained or provided with a court date and referrals to LCLC and other service provider referrals. LCLC diversions should note which community agency the youth was referred to for diversion, including those referred outside of LCLC's service area. Watch Coordinators will be responsible for entering information on all youth processed at the JISC.

14. Upon arrival of a parent or guardian at the JISC, the detective, LCLC and the youth will meet with the youth's parent in the first-floor office. The detective will make an introduction between the

parent or guardian and LCLC, and will explain the conditions of station adjustment and diversion. In order for the station adjustment to become effective, the parent or guardian must sign it and agree to diversion in lieu of court. The detective will then leave the parent or guardian and youth so that LCLC can talk to the family more freely about services that will be offered.

15. LCLC will share an aggregated and de-identified monthly data report on all JISC service areas with the Mayor's Office and DFSS which will summarize services provided for the prior month, a description of new clients, and engagement. No individual level client information will be shared.

NOTE: In the event of a disagreement during any part of the diversion process the following persons should be contacted.

CPD:

- Lieutenant Tyler Partyka, 312-718-7741
- Commander Patricia Casey, 773-818-9478

LCLC:

- Holistic Legal Defense Supervisor, Laura Chrismer, 413-478-7884
- Holistic Social Services Supervisor for Juveniles, Diana Glende 224-234-5771

Performance management

CPD and LCLC will conduct monthly performance management sessions with representatives from DFSS and the Mayor's Office. These sessions will entail reviewing respective aggregate data reports on a monthly basis and determining operational changes to align with the stated goals.

Revisions to this protocol

The Mayor's Office may revise this protocol upon request from and in agreement by CPD, DFSS, or LCLC.

Acknowledgement



David O. Brown
Superintendent of Police
For Chicago Police Department



Cliff Nellis
Executive Director
For Lawndale Christian Legal Center

[\(see next page\)](#)

Maurice Classen
Chief of Staff
For City of Chicago Office of the Mayor



Brandie Knazze
Acting Commissioner
For Department of Family Support Services

Date: 3/23/2021

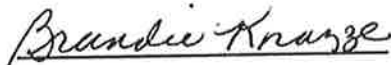
Acknowledgement

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Date: 3/23/01