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Charles A. Tubbs
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ADMINISTRATOR'S MEMO SERIES FOR COUNTIES

MEMO # 08-07

Date: July 02, 2008
To: County Departments of Human/Social Services Directors
From: Charles A. Tubbs, Administrator *Charles A. Tubbs*
Subject: Juvenile Court Intake Worker Training Sessions

The Division of Juvenile Corrections continues to partner with the Wisconsin Juvenile Court Intake Association to provide Basic Juvenile Court Intake Worker Training in accordance with DOC Administrative Rule 399. We are pleased to announce that training sessions for newly-hired/assigned juvenile court intake workers are being offered, as follows:

Sept. 08-12, 2008	Wisconsin Dells
November, 2008	Manitowoc
January 2009	Madison
April 2009	Wisconsin Dells OR Wausau – TBA
June 2009	Eau Claire

Description:

An overview of the training session is attached to this memo. Please share the description with employees that are assigned to attend this training.

The Division of Juvenile Corrections, in collaboration with the Wisconsin Juvenile Court Intake Association, the Department of Children and Family, and the Southern Training Partnership continues to work on developing a 2 day web-based/3 day classroom juvenile court intake training to replace the current training offered. This new training would continue to meet requirements pursuant to §48.06 and §938.06. The official change in training will not be implemented until after the June 2009 training.

Payment:

There is a **\$130** fee per participant, charged to counties, for workers trained during state fiscal year 2009 (July 1, 2008-June 30, 2009). Checks or purchase orders should be made out to the WI Juvenile Court Intake Association (WJCIA). Checks must be received at least 30 days prior to the session. **Please note: All training cancellations must be received by Kim Boldon at least 2 weeks prior to the training, or your county will be billed the full registration fee.**

Registration:

Contact: **Kim Boldon**
Waukesha County DHHS
500 Riverview Ave.
Waukesha, WI 53188
(262) 548-7336

Cell Phones:

We ask training participants to show consideration to the instructors and colleagues during the session with regard to cell phone use. We request that counties make arrangements prior to the session for workers to check in at the office during lunch and break times if necessary. Personal phone calls should not be made or received during the session. The training sites are willing to deliver a message to the room where the session is being held, in the case of an emergency. Training instructors will be asked to remind workers to turn off their cell phones while in session. We appreciate your cooperation.

Notification Requirement:

It is the employer's legal responsibility to notify the Department of Corrections at the time that a new intake worker is hired or re-assigned. The form is attached to this memo. Notification forms should be sent to:

DOC - Division of Juvenile Corrections
ATTN: Michelle Buehl
3099 East Washington Avenue
P. O. Box 8930
Madison, WI 53708-8930
FAX: (608) 240-3371

If you have questions about this procedure or need additional Department notification forms, you may contact Michelle Buehl at (608) 240-5914 or at michelle.buehl@wisconsin.gov. Thank you.

Attachments: Program Description
Notification Form

cc: Rick Raemisch, Secretary, Department of Corrections
Amy Smith, Deputy Secretary, DOC
Ismael Ozanne, Executive Assistant, DOC
Silvia Jackson, Assistant Administrator, DOC/DJC
Reggie Bicha, Secretary, Department of Children & Families
Jill Chase, Bureau of Regulation and Licensing, DCF
Diane Waller, Director of Area Administration, DES/DHS
DES Area Administrators
DES Human Service Area Coordinators for Children and Families
Division of Juvenile Corrections Management staff
County Youth Aids contacts
Greg Van Rybroek, Mendota Juvenile Treatment Center
Court-attached juvenile court intake offices

BASIC INTAKE WORKER TRAINING

General Information:

- Pursuant to §48.06 and §938.06, all workers that are assigned to perform court intake worker duties (taking and holding in custody, carrying a pager, conducting intake conferences, etc.) as part of their job are required to attend this training.
- This training is for five (5) days and a total of 30 hours of class time.
- There is a required exam at the conclusion of training.
- The DOC-Division of Juvenile Corrections will award certificates of completion of the training for participants that meet the attendance and examination requirements.

Training Overview:

Basic Intake Training is designed to provide a newly assigned intake worker with the basic knowledge to take and hold a child/juvenile in custody and timelines that must be adhered to during the intake process, as specified in state statutes. It is not designed or intended to cover all of Chapter 48 or 938. It is designed to provide the worker with the basic information that they will need to perform the job functions of an intake worker. Determining whether or not the youth is within the jurisdiction of the court is one of the most important tasks of the intake worker. Therefore, a significant focus in the session will address establishing jurisdiction in Chapters 48 and 938, and on understanding the elements of a crime for delinquent acts. This training is not designed to teach interviewing skills, understanding the effects of mental health on behavior, dealing with difficult clients, and other similar useful skills for an intake worker to possess. This training is a specialized training on the law and how to apply it.

Participants Will Learn:

Titles and Legislative purpose;
Powers and duties of intake workers and disposition workers;
Definitions of terms used in juvenile court;
Abused and neglected children – definitions, reporting requirements;
Jurisdiction, rights, and venue;
How to refer appropriate cases to Chapter 51 or 55;
Orders applicable to adults;
Compulsory school attendance and enforcement;
Timelines for filing petitions with the court and sending notice to victims;
Types of court hearings;
Consent decrees, informal agreements, adjudication, and dispositions;
Parental liability;
Overview of the Criminal Codes.

Training participants should know the location and contents of his/her county's judicial policies and child protection standards.

For more information, contact the WI Department of Corrections, Division of Juvenile Corrections or visit the website at www.wi-doc.com or the WI Juvenile Court Intake Association website at www.wjcia.org.

