

Agency Responsibilities

Each member agency is joined together by agreement that each agency shall have certain responsibilities.

Each School District Shall:

- Cooperate in the gathering of data for use by all participating agencies.
- Report all delinquent acts and crimes that are committed on school campus to law enforcement.
- Report all violations of probation or parole, which are committed on the school campus.
- Provide educational supervision and services appropriate to all students attending school.
- Provide support and assistance to other agencies in the SAFEPOLICY/SHOCAP Program.
- Develop appropriate “At-Risk” criteria, which is specific to each school system.
- Using the “At-Risk” criteria, screen the student population and report “At-Risk” students to the other SAFEPOLICY/SHOCAP agencies.
- Participate in the SAFEPOLICY/SHOCAP computer network, including the input of student information, use of reports and daily use of the bulletin board feature.
- Maintain and respect the confidentiality of these exchanges or juvenile information. Safeguard the records of this system whether electronic or hard copy.

Each Law Enforcement Agency Shall:

- Cooperate in the gathering of data for use by all participating agencies.
- Gather informational data on any identified incident involving any person any person under the age of eighteen years of age.
- Compile juvenile records in a usable format to be used by schools, courts, prosecutors, probation, and parole agencies.
- Establish departmental policies in the handling of SHOCAP Members.
- Commit to the use of school resource officers to assist the schools in the area of “at-risk” youth and SHOCAP Members.
- Commit resources to the prevention and intervention programs such as D.A.R.E. and book buddies.
- Provide support and assistance to other agencies in the program.
- Participate in the SAFEPOLICY/SHOCAP computer network, including the input of student information, use of reports and daily use of the bulletin board feature.
- Maintain and respect the confidentiality of these exchanges or juvenile information. Safeguard the records of this system whether electronic or hard copy.

Kokomo Police Department Responsibilities

- Provide SHOCAP Project Director
- Prepare and distribute SHOCAP Member lists to agencies in a timely fashion.

The Prosecution Shall:

- Cooperate in the gathering of data for use by all participating agencies.

- File delinquency petitions based on the most serious provable offense of each arrest incident.
- Make all reasonable prosecutorial efforts to persuade the court to impose the most appropriate authorized sentence upon an offender at the time of disposition.
- Make all reasonable prosecutorial efforts to reduce the time between arrest and disposition of charges.
- Act as a liaison with the court and other criminal justice agencies to establish policies regarding the program to ensure interagency cooperation in the planning and implementation of this program.
- Provide support and assistance to other agencies engaged in this program.
- Participate in the SAFEPOLICY/SHOCAP computer network, including the input of student information, use of reports, and daily use of the bulletin board feature.
- Maintain and respect the confidentiality of these exchanges or juvenile information. Safeguard the records of this system whether electronic or hard copy.

The Welfare/Family Services Agency Shall:

- Cooperate in the gathering of data for use by all participating agencies.
- Identify or establish special service or placement opportunities for drug, alcohol, or behavioral troubled offenders, or “at-risk” youth.
- Share case history information or diagnostic information with the appropriate officials and participate in case management teams formed to assist in the prevention and intervention plans of youth.
- Request police intervention and crime analysis follow-up on neglect, abuse, or other problem case areas.

- Provide case support for obtaining civil commitments for at risk, troubled, problem, or delinquent youth as well as offenders.
- Provide support and assistance to other agencies engaged in this program.
- Participate in the SAFEPOLICY/SHOCAP computer network, including the input of student information, use of reports, and daily use of the bulletin board feature.
- Maintain and respect the confidentiality of these exchanges or juvenile information. Safeguard the records of this system whether electronic or hard copy.

The Office of Juvenile Services Shall:

Supervision Division:

- Institute intensive and continuous case management for designated offenders.
- Adopt proactive community control concepts utilizing all resources.
- Provide mandatory sanctions for each infraction of probation rules, including revocation or probation status.
- Evaluate case information from all sources to provide intervention services for the at-risk juvenile.
- Recommend when appropriate secure detention of SHOCAP offenders.
- Commit to probation officers working in schools or community to provide hands on supervision and assistance to the schools.

Intake Division

- Commit to detaining every SHOCAP offender presented at intake charged with an offense that would be a crime if committed by an adult.
- Refer every SHOCAP offender to the Prosecutors Office for court filing.
- Monitor juvenile dispositions to select the SHOCAP status candidates and present these candidates at the SHOCAP Screening Team on a monthly basis.

- Maintain a specific file of behavior for each SHOCAP offenders while detained in a detention facility.
- Commit to the detention of SHOCAP offenders in the secure sections of the detention facility.
- SHOCAP offenders are to be moved to the lowest award level at entry with no carry over from the last term of detention.
- Provide control and intervention services to “at-risk” offenders.
- Provide support to SAFEPOLICY issues through entrance or exit interviews of clients.
- Continue concepts of appropriate school programs to clients in the non-secure setting of detention.
- Use the total resources of the community in prevention, interventions and control programs.

General Commitments for the Office of Juvenile Services, Howard County Circuit Court

- Cooperate in the gathering of data for use by all participating agencies.
- Provide support and assistance to other agencies engaged in this program.
- Maintain a liaison with law enforcement agencies and prosecutor for effective actions for “at-risk” non-SHOCAP offenders.
- Provide support for prevention and intervention programs based in other agencies.
- Participate in the SAFEPOLICY/SHOCAP computer network, including the input of student information, use of reports, and daily use of the bulletin board feature.
- Maintain and respect the confidentiality of these exchanges or juvenile information. Safeguard the records of this system whether electronic or hard copy.

The Howard Circuit Court Judge Shall:

- Cooperate in the gathering of data for use by all participating agencies.
- Provide a blanket court order authorizing the exchange of information and inspection of juvenile court records, probation, and protective service records, and law enforcement agency related data related to the prevention, intervention, and control of “at-risk” and delinquent youth in Howard County with emphasis to control issues of SHOCAP offenders.
- Commit to detaining SHOCAP offenders presented to the Court charged with an offense that would be a crime if committed by an adult, after a finding of probable cause.
- Promote the strategy of prevention, intervention, and control as one of making informed decisions about “at-risk” youth and SHOCAP offenders as a common sense approach, using total community resources and services.
- Insure that the appropriate consideration is given SHOCAP offender files in the Juvenile Court.