

**STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE**  
**POLICY AND PROCEDURES**

Title:	Termination of Probation/Parole Supervision and Case Closure	Policy No.:	F-9.2	Page(s):	1 of 4
Authority:	County Offices, Division of Community Services				
Responsible Areas:	County Offices				
Juvenile Justice Code:	n/a				
PbS Related Standard(s):	n/a				
February 06, 2017 Effective Date		SIGNED/ <i>Freddie B. Pough</i> Freddie B. Pough Acting Director			

**POLICY:** Juveniles under probation or parole supervision with the Department of Juvenile Justice (DJJ) will be terminated from supervision upon completion of the stipulations ordered by the Family Court, the Interstate Compact for Juveniles (ICJ), South Carolina Board of Juvenile Parole or DJJ Juvenile Release Authority, at the earliest termination date allowed by court order and including any credits, such as Earned Compliance Credit (ECC) or upon reaching the statutory age limit. The Case Manager (CM) will notify the juvenile and parent when supervision is terminated and submit the case file for closure.

**DEFINITIONS:**

**Case Management Plan (CMP):** A plan developed by a county case manager in consultation with the juvenile and family that serves as a guide for accessing appropriate services for the juvenile and family.

**Conditional Release:** A S. C. Juvenile Parole Board/DJJ Release Authority action allowing a committed juvenile to return to the community on aftercare status under supervision/authority of the Board/ Release Authority and subject to the general/specific rules established by the Board/Release Authority. (Also referred to as Parole guidelines)

**South Carolina Board of Juvenile Parole:** The entity with the responsibility of determining when and under what conditions juveniles that are committed to DJJ for felony offenses will be released.

**South Carolina Department of Juvenile Justice Release Authority:** The entity within DJJ with the responsibility of determining when and under what conditions juveniles committed to DJJ for non-felony offenses will be released.

**Earned Compliance Credit (ECC):** A state law (S.C. Code §63-19-1835) authorizing DJJ to grant up to a 10 day reduction (credit) in supervision length to probationers and parolees who are under DJJ supervision, for each month they are compliant with the terms and conditions of their probation order/conditional release.

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## **PROCEDURAL GUIDELINES:**

### **A. Early Termination of Supervision Guidelines**

Successful completion of the court-ordered terms of supervision or terms of conditional release will be the primary basis for requesting early termination of supervision.

1. The Case Manager (CM) may recommend termination when:
  - a. The juvenile has successfully completed all court-ordered terms of probation or terms of conditional release, to include monetary restitution;
  - b. The juvenile has successfully completed the goals and objectives of his/her Case Management Plan (CMP); and
  - c. The juvenile's qualifications for early termination have been verified.
2. The CM will staff the case with a supervisor and receive approval prior to submitting a request for early termination.
3. Upon receiving approval from the supervisor, the CM will follow local county procedures as established by the Family Court and /or Solicitor's Office when requesting early termination for juveniles on probation.

A Termination of Probation (DJJ form F-9-2A) may be used when submitting the request.

4. Upon receiving approval from the supervisor, the CM will prepare and submit the Request for Change of Parole Status/Special Conditions (Parole Board Exhibit P-16) for juveniles on parole through the Board of Juvenile Parole.
5. Upon receiving approval from the supervisor, the CM will prepare and submit to the DJJ Release Authority the Request for Change of Parole Status/Special Conditions (DJJ Form A-5.1K) for juveniles on parole through the DJJ Release Authority.
6. The CM will continue to monitor the case until termination is approved by the appropriate authority.

### **B. Termination of Supervision through Earned Compliance Credit (ECC)**

The juvenile's probation or parole supervision will be terminated at their earliest release date or adjusted release date in compliance with SC Code of Laws §63-19-1835, Earned

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Compliance Credit (ECC) and consistent with DJJ Policy F-8.1 Community Based Supervision.

C. Termination of Supervision upon Completion of the Period of Supervision

The juvenile's probation/parole supervision will be terminated when the juvenile completes the period of supervision and conditions as ordered by the South Carolina Family Court, South Carolina Board of Juvenile Parole, or DJJ Juvenile Release Authority (Policy A-5.1).

D. Termination of Supervision upon Reaching the Statutory Age Limit

The juvenile's supervision will be terminated when he/she reaches the statutory age limit pursuant to the South Carolina Children's Code (§63-3-510).

1. Probation supervision must be terminated for juveniles upon reaching 18 years of age.
2. Parole supervision must be terminated for juveniles upon reaching 21 years of age.

E. Termination of Interstate Compact Supervision

The CM will comply with Policy F-5.1, Interstate Compact, when seeking the juvenile's termination of probation or parole supervision.

F. Termination Notification

1. The CM will notify the juvenile and his/her parents/guardians, when the juvenile is terminated from supervision.

The CM will, upon request, provide a copy of the Expungement of Records Fact Sheet (Attachment F-7.2A).

2. When a victim notification request is active, the CM will notify the victim when the juvenile is terminated from supervision in compliance with Policy F-2.2, Victim Services.
3. The CM will notify service providers involved with the juvenile when the juvenile is terminated from supervision.

G. Case Closure

1. No later than five (5) business days from the date the juvenile is terminated from supervision, the CM will review JJMS and close out all applicable information in

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JJMS to include unresolved offenses, obligations, location information in JJMS to include unresolved offenses, obligations, location information, and dispositional orders, remove the juvenile from their caseload and submit all closed case files to the respective supervisor.

2. The Supervisor will review the case file for closure and ensure all pending matters are resolved before the case is filed as inactive.
3. Upon completion of the review, the closed case file will be maintained as an inactive file in a secure location consistent with DJJ Policy B-5.1, Juvenile Records and the county office standard operating procedures.

#### H. Documentation

Within five (5) business days of each activity, the CM will complete an Activity Note in JJMS.

#### **RELATED FORMS AND ATTACHMENTS:**

Form F-9.2A, Termination of Probation

Attachment F-7.2A, Expungement of Records

Form A-5.1K, Request for Change of Parole Status/Special Conditions (Release Authority)

Exhibit P-16, Request for Change of Parole Status/Special Conditions (Parole Board)

#### **REFERENCED POLICIES:**

F-2.2, Victim Services

F-5.1, Interstate Compact

A-5.1, Juvenile Parole – Release Authority Process

F-8.1 Community Based Supervision

B-5.1, Juvenile Records

#### **SCOPE:**

This policy applies to the regional and county office staff.

#### **STANDARD OPERATING PROCEDURES:**

Required in county offices where the process deviates from this policy in due to local judicial proceedings. In these cases, the County Director will maintain a standard operating procedure specifying their process for terminating probation/parole supervision and case closure.

#### **TRAINING REQUIREMENT:**

Regional, County Office, and DJJ Release Authority employees are required to review this policy within 30 calendar days of its publication.