



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1392.1 COMPLETING THE DETENTION ASSESSMENT SCREENING

Policy Directive: **21-21**

Effective Date: **March 2021**

Implements Policy: **1392**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines how to complete the Detention Assessment Screening Tool (NHJB-2581-DF).

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Prior to completing the Detention Assessment Screening tool, the JPPO:
 - A. Inquires as to the youth's immediate physical and mental health to determine:
 1. If the youth is actively under the influence of a substance and requires medical attention; or
 2. If the youth is actively suicidal and in need of hospitalization;
 - B. Reviews law enforcement information to:
 1. Confirm there will be a new petition or violation;
 - (a) Gather information as to what the current charges are; and
 - (b) Inquire if the youth had any weapons in their possession;
 2. Request information as to any prior law enforcement history; and
 3. Request records as appropriate to support the information entered into the tool; and
 - C. Reviews the DCYF electronic information system for prior JJS involvement, including:
 1. Prior offenses and violations of conditional release (with a focus on information relevant to the appropriateness of an alternative placement versus detention);
 2. Any prior placement utilized (as applicable);

3. Any history of absconding from placement;
 4. Prior detention or commitment; and
 5. Potential placement alternatives.
- II. Complete and score the Detention Assessment Screening Tool (NHJB-2581-DF) according to instructions.
 - III. Determine if the youth is eligible for detention, based on the final score indicated by the Detention Assessment Screening Tool.
 - A. If the youth does not score the recommended points for detention, but meets the statutory requirements under RSA 169-B:19 I(j) for detention, the JPPO may still request (or recommend law enforcement to request) detention based on the circumstances presented.
 - IV. The Detention Assessment Screening Tool is forwarded to the Administrative Office of the Court as directed on the tool and a copy is maintained in the file.

Applicable Forms

Form	Title
NHJB 2581-DF	Detention Assessment Screening Tool

Frequently Asked Questions

Q1. How do I access the instructions to the Detention Assessment Screening Tool?

A The instructions to form NHJB 2581-DF can be found on the court website.

<https://www.courts.state.nh.us/forms/nhjb-2577-df.pdf>

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date