C-1 Youth in Need of Care
Procedure and review checklist for Youth in Need of Care Actions

Resources: Squaxin Island Code Chapter 10.08

Critical path:

- ☐ Complaint advanced by any person with personal knowledge of youth in need of care.
- ☐ Complaint is filed with Law Enforcement or ICW.
- ☐ Two paths: Law Enforcement or ICW

PATH A: LAW ENFORCEMENT FIRST RECEIVES COMPLAINT

- ☐ Law Enforcement notifies ICW
- ☐ Law Enforcement investigates immediately.
- ☐ If Emergency Custody is warranted, obtain Order.
- ☐ Remove and place youth, with or without order.
- ☐ Notify parent, guardian or custodian.
- ☐ Without order, release to parent with counseling or place in shelter care.
- ☐ Law Enforcement prepares a detailed report.
- ☐ Law Enforcement provides report to ICW within 3 days of Complaint.

PATH B: ICW FIRST RECEIVES COMPLAINT

- ☐ Confer with Law Enforcement to determine if further action on Complaint is necessary.
- ☐ As necessary, Law Enforcement investigates immediately.
- ☐ Inform youth's parent, guardian or custodian as soon as possible.
- ☐ Return youth to parent, guardian or custodian if warranted.
- ☐ If Emergency Custody is warranted, obtain Order.
- ☐ Remove and place youth, with or without order, with assistance of Law Enforcement.
- ☐ If youth is in custody and not likely to be returned within two working days, ICW immediately files a request for a preliminary hearing.

- ☐ Request for preliminary hearing filed. File request within two working days of taking youth into custody.
- ☐ Hearing to be held within two working days of filing the request for a hearing.
- ☐ Notice of hearing provided to parent, guardian, or custodian.
- ☐ Court does or does not find that there is probable cause to believe that a Youth is in Need of Care.
- ☐ File petition for a Fact Finding Hearing.
- ☐ Fact Finding Hearing set within 35 days of the filing of petition.

- ☐ **Court Clerk provides notice of Fact Finding Hearing at least 5 days prior to the hearing.**
- ☐ **Court enters findings.**
- ☐ **ICW prepares a pre-disposition report.**
- ☐ **ICW seeks recommendations of social service staff.**
- ☐ **ICW serves pre-dispositional report at least 5 days prior to the hearing.**
- ☐ **Any one else may serve their own pre-dispositional report.**
- ☐ **Dispositional hearing to take no more than 35 days from fact finding hearing.**
- ☐ **Disposition order entered.**
- ☐ **Appeal.**
- ☐ **Continuing jurisdiction: review and/or modification of disposition order at least every six months or as requested by any party.**

MEDIATION BOARD ALTERNATIVE **(for use prior to [possibly only prior to fact finding] dispositional hearing)**

- ☐ **Request for mediation hearing by Presenting Officer or ICW Case Worker**
- ☐ **Order for mediation hearing by Court.**
- ☐ **Community Boards Coordinator schedules hearing.**
- ☐ **Notice of hearing.**
- ☐ **Hearing conducted.**
- ☐ **Agreement may or may not be entered.**
- ☐ **Compliance monitored by ICW Case Worker.**
- ☐ **Non-compliance: ICW Case Worker seeks further mediation hearing or proceeds to fact-finding.**