

What happens in the Intake I Office? (Day)

The Intake I Office has the responsibility of reviewing the paperwork prepared by the overnight Intake II Office and MPD to make a recommendation about whether charges should be filed. This process includes conducting a court history search to determine if there is a past or active delinquency or neglect case involving the youth. An interview is conducted with the parent or guardian either face-to-face or by telephone to confirm and gather background information on the youth, family and community. The police report is reviewed in conjunction with communicating with the Office of the Attorney General (OAG) to determine whether they will go forward with a petition (which formally charges the youth with specified offenses). This review is important in making an informed placement recommendation and identifying the treatment services, if needed. The Intake Probation Officer presents recommendations in all petitioned cases in the New Referrals Courtroom (JM-15). The Probation Officer compiles a case file and makes appropriate referrals and in some instances drafts status reports so that the case can be transferred to probation officer for continued monitoring.

The diversion cases require no court hearing but is a signed agreement between the respondent and the OAG to participate in a community program for a specified period of time.

What happens in the Intake II Office? (Evening)

The Family Court Social Services Division's Intake II Office is responsible for ensuring appropriate youth are screened, released to the community, held overnight and are subsequently brought before a Judge. Youth who are arrested in D.C. are first brought to the Youth Services Center, where they are referred to Family Court Social Services Division's Intake II Office. Probation Officers review the complaint and interview the youth and parent/legal guardian. Delinquency records and other available records are reviewed and a Risk Assessment Instrument is completed and scored. When possible, youth are released to the family to return to court for an initial hearing. Youth may be held overnight at the Youth Services Center or at a shelter care facility based on statutory risk factors.

What is the criteria for release or detention?

Decisions to release or hold the youth overnight are determined by several factors, which include:

- Seriousness of the alleged charge(s)
- History of prior court contacts
- Risk of flight
- Danger to the community
- Danger to self
- Circumstances surrounding the alleged offense
- Required "cooling off" period for eligible domestic violence offenses

Hours of Operation

The Intake I Unit operates during the regular workweek (Monday-Friday), from 8:00am—5:00pm, also on Saturdays and holidays with limited staff. The Intake II Office is open 7 days a week including holidays and when the court is closed for emergencies from 3:30pm - 7 :30am.

What is expected of me (the parent)?

Parents assistance is critical to the completion of a thorough investigation and to the delivery of services for their child. They will be expected to:

- Participate in a detailed social history interview
- Ensure your child's availability for court hearings and referrals
- Comply with all court mandated conditions

I was told I have to come to court, what should I bring and where do I go?

Report at 8:30 AM to the Juvenile Intake I Office, room 4206, located in the Moultrie Courthouse. 500 Indiana Ave., NW, Washington DC 20001. Come to the Information desk and the Duty Officer will assist you. A probation officer will meet with you interview you or confirm information given in your overnight interview.

You should bring :

- **Government Issued I.D.**
- **Birth Certificate for your child**
- **Medical Insurance Information**

What Happens When I go to court?

The initial hearing will be held in JM-15 on the JM level of the Moultrie Courthouse. You will enter the courtroom after your name has been called. Juvenile proceedings are not open to the public. The parties will identify themselves for the court record. The respondent is arraigned (informed of the charges against him or her). A probation officer will provide social history to the Judge with a recommendation that will include treatment services. The judge may ask the parents some questions. The Judge will make the final decision. He/she may release your child with conditions that must be followed until the next hearing date. He/she may order that your child be detained in a youth shelter house or secure detention (Youth Services Center).

My child has been arrested after court operating hours, who do I call?

You may call the Intake II Office after 3:30 PM at (202) 576-5174 or (202) 576-5067 and ask if your child has been referred to Court Intake. Your child may not have reached the Intake II Office and may still be in processing at MPD.

Juvenile Intake I

Supervisory Probation Officer

Vonda Frayer
(202) 879-1168

Deputy Clerks

Paulette Byrd (202) 879-1936
Shannon Robinson (202) 879-4776

Probation Officers

Nathaniel Henry, PO (202) 879-4778

Benee Easley, PO (202) 879-0086
Edwin Gonzalez, PO (202) 879-4790

Lela Jackson-Lewis, PO (202) 879-0018
Twanna Blocker, PO (202) 879-0069

Tonya Shedrick-Douglass, PO
(202) 879-1718

Juvenile Intake II

Supervisory Probation Officer

Mark Jackson
(202) 576-8437

Deputy Clerk

Jeffrey Waugh
(202) 576-8172

Probation Officers

William Askew, PO (202) 576-8426
Denise Harris, PO (202) 576-5174

Melanie Sanchez (202) 576-5182
Patrice Young, PO (202) 576-5067

Bridgette Henley, PO (202) 576-8486

*"The mission of
Family Court Social Services Division
is to assist the
District of Columbia Superior Court
in the administration of
justice and serve the community
by providing probation services
and social services for juveniles
and their families."*

**Family Court Social Services Division
510 4th Street, N.W.
Washington, D.C. 20001**

Terri Odom, Director
(202) 508-1800
www.terri.odom@dcsc.gov

Hiram E. Puig-Lugo, Presiding Judge
D.C. Superior Court, Family Court

Lee F. Satterfield, Chief Judge
District of Columbia Superior Court



**Family Court
Social Services Division**

**Juvenile Intake I Office
Moultrie Courthouse
500 Indiana Avenue, NW
Room #4206
Washington, DC 20001
(202) 879-4742**

**Juvenile Intake II Office
Youth Services Center (YSC)
1000 Mount Olivet Rd., NE
Washington, DC 20002
(202) 576-5174**



