

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 9.5	SUBJECT: AMENDING COURT COMPLAINTS
	EFFECTIVE DATE: 1/27/04
	REVISION DATE: 10/24/06
	REVIEW DATE: 4/26/05, 1/23/07, 8/1/08, 10/09

PURPOSE:

To insure accuracy in all legal proceedings for amending complaints in the event of new information negating or creating a legal change in circumstances.

POLICY:

This policy shall not apply when filing an ex parte or emergency order with the court. During the course of any investigative or other procedure when Butler County Children Services staff become aware of a change in circumstances that potentially invalidates a previously filed allegation with the court, or that creates the need for additional allegations to be filed, the following procedures shall apply.

PROCEDURE:

1. The assigned caseworker shall submit to the Supervisor, Administrator and Assistant Prosecuting Attorney a copy of the original complaint and a detailed description of the changed circumstances, along with a request to amend the complaint before the court.
2. The assigned caseworker shall also cause a copy of the letter to the Assistant Prosecuting Attorney to be placed into the permanent file in the correspondence section.
3. The assigned caseworker shall also note in the Social Summary the change in circumstances and verbally communicate this information to the Assistant Prosecuting Attorney prior to next court hearing.
4. In the event an Assistant Prosecuting Attorney makes a decision the matter does not rise to the level of legal significance, the assigned caseworker shall place this information into the contact sheet and enter this information into dictation.
5. It shall be the responsibility of the assigned supervisor, through the administrator, to document in a letter to the assigned Assistant Prosecuting Attorney the agency's concerns and to schedule a meeting to obtain clarification of the decision.

7. Should the meeting with the assigned Assistant Prosecuting Attorney not result in resolution of the concern, the assigned administrator shall meet with the Executive Director at the earliest possible convenience for purpose of coordinating a meeting with the Assistant Prosecuting Attorney Juvenile Division.
8. The Executive Director retains the right to pursue such courses of action as may be in the best interest of BCCS for resolution of any concerns involving the legal process.

Approval Date:

A handwritten signature in black ink, appearing to read "Jeff Centers", written over a faint horizontal line.

Jeff Centers, Executive Director