1. Welcome and Introductions
2. Objectives
   a. Module 9.1: Intake/Receiving Juveniles
      i. Generate a list of steps required of the juvenile corrections officer in the intake and receiving process.
      ii. Given a sample police report and/or intake sheet of charges against a juvenile taken into custody, identify the juvenile’s age/date of birth, jurisdiction, type of offense, misdemeanor or felony, gender, and co-defendants.
      iii. Given sample intake forms and court documents, identify: notification of parents/guardians, minor’s name, minor’s address, minor’s social security number, minor’s driver’s license number, parents/guardians name and address, likely to flee, danger to self, danger to property/persons, phone rights, time deadlines, time taken into custody of police, violation of juvenile court order, monitored visits, contact orders, no contact orders, Miranda warning/rights, and time frames of release.
      iv. Explain the reasons for following proper procedure during intake and receiving.
      v. Identify steps to take and the reasons for completing the medical/psychological assessment form.
   b. Module 9.2: Admitting and Orientation
      i. Explain the major reasons for orientation during initial stages of confinement.
      ii. Identify the important communication skills during the orientation process.
      iii. List the major areas to cover during the orientation process.
      iv. Explain the process of taking an inventory of a juvenile’s clothing, property, and/or money.
      v. Identify steps in supervising showers of new juveniles and issuing clothing and bed supplies to new juveniles.
      vi. Given Descriptions of a juvenile’s behavior in the receiving/holding room, identify potential behavioral problems.
      vii. Given sample questions commonly asked by juveniles at orientation, discuss appropriate answers.
      viii. Per Title 15, identify juvenile’s rights with respect to bathrooms, meals, showers, clean clothes, privileged communication with attorney or clergy, correspondence, religion, visiting, recreation, school, large muscle exercise, and bedding.
   c. Module 9.3: Classification and Case Planning
      i. Explain the purpose and intent of classification.
      ii. Given a sample case description indicate those factors that would affect classification/housing.
      iii. Identify the consequences of incorrectly classifying a juvenile.
      iv. Identify sources of information for classification decisions.
      v. Given a sample intake profile and a sample classification plan, classify the juvenile and assign housing according to key classification factors, and justify your decision.
      vi. Describe the procedures taken for ongoing in-custody classification.
vii. Identify behaviors exhibited during the classification process that would suggest the need for further investigation prior to classification.

d. Module 9.4 - Release Procedures
   i. Identify the steps involved in releasing a juvenile.
   ii. Given sample release documents, identify the juvenile’s birth date, name, intake photo, person authorizing the release, unique information to identify the juvenile and date of release.
   iii. Identify the potential consequences of improperly releasing a juvenile.
   iv. Identify the procedures for an in-custody release.