



Tennessee Department of Children's Services

Protocol for No-Contact Order for Youth in Custody

Supplemental to DCS Policy: [13.10, Custody Requirements for Justice Involved Youth](#)

All Department of Children's Services (DCS) staff must comply with all court orders. Failure to comply with a court order may result in a finding of contempt and is punishable by fine, incarceration and/or internal disciplinary action to include termination. This protocol outlines procedures to ensure workers are informed of and comply with all no-contact court orders when youth are committed to the Department of Children Services (DCS).

Court Liaison/Family Services Worker (FSW)/Juvenile Service Worker (JSW) or designee:

- ◆ Includes in all notifications if the Juvenile Court issued a no-contact order for the youth in custody and if they require separate **transportation**.
- ◆ Documents any no-contact orders (include specific names) on the intake form and in the opening case summary in the Electronic Record System for the initial face-to-face contact.
- ◆ Ensures it is documented in the **Child and Family Team Meeting (CFTM)** of each youth, if the Juvenile Court Judge issued a no-contact order for co-defendants.
- ◆ Notifies the placement division of the no-contact order;
- ◆ Notifies the assigned Family Service Worker (FSW)/Juvenile Service Worker (JSW) and Team Leader (TL) when youth enter the DCS Office and advises if there is a "no contact order" with other youth in custody.
- ◆ Verifies the no-contact order by reviewing the court-ordered recommendations and findings once the placement is identified; and
- ◆ Ensures transportation is notified of any no-contact orders issued by the court.

Note: For Juvenile Justice youth, Network Development notifies detention or placement of all no-contact orders so staff can ensure youth are placed in separate locations within the facility if placed together.

JSW/TL:

1. The JSW thoroughly reviews all documents, including the court order and findings, before accepting a permanent placement.
2. The JSW ensures that youth in custody with no-contact orders are not transported in the same secured/ unsecured vehicle.

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Supplemental to: 13.10

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3. The JSW documents in the initial contact that the youth has a “no contact order” with other youth in custody in the Electronic Record System.
4. The TL sends an email to the Program Coordinator/Team Coordinator stating said youth has a “no contact order” with other youth in custody and include the court order along with the recommendations and findings order.
5. If youth with a “no-contact order” are enrolled in the same school program, the JSW notifies the school. The school determines the best course of action to comply with the court order.

Note: Upon receipt of the Court Order (if available), the worker reviews the document thoroughly to ensure compliance.