

IN THE IOWA DISTRICT COURT FOR THE THIRD JUDICIAL DISTRICT

FILED

IN RE: JUVENILE INTAKE  
PROCEDURES IN  
WOODBURY COUNTY

\*13 MAY 22 A9:06

\* ADMINISTRATIVE ORDER  
\* CLERK OF DISTRICT COURT  
WOODBURY COUNTY 2013 - 0521 #15  
DESIGNED

WHEREAS, Pursuant to section 602.1217 the Chief Judge of the Judicial District supervises the Chief Juvenile Court Officer who is responsible for the administrative operations of the Juvenile Court Services in accordance with law and the rules, directives and procedures of the judicial branch and the judicial district.

WHEREAS, Pursuant to Iowa Code section 232.2(27) "Intake officer" means a juvenile court officer or other officer appointed by the court to perform the intake function.

WHEREAS, it is in the best interest of efficiency that School Probation Officers, Beth Ortmann, Oscar Sanchez, Nikki Stokes, Kathy Vrieze and JCS Specialist Brittni Cooper be appointed as Intake Officers in and for Woodbury County.

WHEREAS, It is necessary and in the best interest of the juveniles and families served in Woodbury County, Iowa that there be a uniform procedure for handling the intake functions utilizing the Iowa Risk and Needs Assessment Tool developed within ICIS.

IT IS HEREBY ORDERED AS FOLLOWS:

THAT Beth Ortmann, Oscar Sanchez, Nikki Stokes, Kathy Vrieze and Brittni Cooper shall have the powers afforded Intake Officers as prescribed in Iowa Code Section 232.28.

The Clerk of Woodbury County shall email a copy of this order to Leesa McNeil, District Court Administrator and Gary Niles, Chief Juvenile Court Officer.

Signed and dated this 21<sup>st</sup> of May, 2013 in Sioux City, Woodbury County, Iowa.

  
Duane Hoffmeyer  
Chief Judge of the Third Judicial District  
State of Iowa

copy to Gary Niles 5/22/13 am