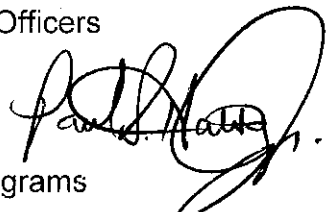




FLORIDA DEPARTMENT OF JUVENILE JUSTICE

INTEROFFICE MEMORANDUM

DATE: January 16, 2020 PCI 19-003 Amendment III
TO: Regional Directors and Chief Probation Officers
FROM: Paul Hatcher Jr. Assistant Secretary
Probation and Community Intervention 
SUBJECT: Supervised Release Continuum and Programs

F.S. 985.03 (18)(b) defines Supervised Release detention as temporary, nonsecure custody of the child while the child is released to the custody of the parent, guardian, or custodian in a physically nonrestrictive environment under the supervision of the department staff pending adjudication or disposition, through programs that include, but are not limited to, electronic monitoring, day reporting centers, and nonsecure shelters. Supervised release detention may include other requirements imposed by the court.

Supervised Release is a legal status designated for youth that score in the middle category on the Detention Risk Assessment Instrument. This legal status includes a continuum of programs designed to provide enhanced supervision to ensure youth going through the court process attend all court hearings and remain-arrest free during program participation. This memo provides an overview of the supervised release continuum and Department guidelines on associated programs.

Please submit all questions regarding supervised release policies to Minnie Bishop, Minnora.bishop@djj.state.fl.us.

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Ron DeSantis, Governor

Simone Marstiller, Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Supervised Release Continuum Policy and Procedures

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Mission

To make a collaborative effort to provide an effective continuum of community-based supervision programs designed to ensure youth remain arrest free and attend court hearings.

Purpose

Florida Department of Juvenile Justice is committed to the continued evaluation and implementation of best practices for increased public safety and positive youth outcomes. These policies are designed to ensure objective use of the supervised release continuum programs and provide guidance for jurisdictions to incorporate locally-run programs that will enhance opportunities for success.

Definitions

1. Detention Hearing: A hearing held within 24 hours of an arrest to determine the need for continued supervision during the court hearing process.
2. Detention Risk Assessment Instrument (DRAI): An objective, data driven screening tool used to determine the appropriate level of supervision while awaiting court hearings.
3. Electronic Monitoring (EM): A device that provides continuous GPS surveillance of the youth's location and movement of youth at all times.
4. Evening: As any time on Monday through Thursday after 6:00pm.
5. Juvenile Assessment Center (JAC): A physical location where youth are assessed to determine risk to community safety and the necessity of increased supervision while awaiting court hearings.
6. On-Call Screening: A process conducted in the community to determine risk to community safety and the necessity of increased supervision while awaiting court hearings.
7. Program Success: A data-driven determination based on the percentage of youth who remain arrest free and attend all court hearings during program participation.
8. Supervised Release Continuum: A document that provides an overview of the supervised release programs ranging from least intrusive to most intrusive. Overviews include a description of the program, eligibility, contact standards, capacity, and admission considerations.
9. Supervised Release Program: A community-based program that provides enhanced supervision to ensure youth going through the court process attend all court hearings and remain arrest free during program participating.
10. Supervised Release Review Committee (SRRC): A group of people that examine the progress of youth participating in a supervised release program to outline proactive plans for identified supervision and court appearance barriers and the determination of appropriateness of movement along the continuum.
11. Supervised Release Tracker (SRT): Person responsible for conducting supervision contacts and providing compliance updates to the assigned Juvenile Probation Officer (JPO) and Supervised Release Review Committee (SRRC).
12. Week: A 7-day period beginning on the day of the detention hearing.
13. Weekend: The period of time between 6:00 pm Friday and 11:59pm Sunday of each week.

Entering the Continuum

A. Screening Process

- a. A completed DRAI is required for all youth when presented to the department for detention screening. This screening is completed at Juvenile Assessment Centers (JACs) or via the on-call screening method.
- b. The results of the DRAI will determine if the youth is released without restriction, placed into a supervised release program, or placed in secure detention.
- c. Youth who score 6 or less points will be released to a responsible adult without any restrictions or added supervision.
- d. Youth who score 7-12 points will be placed in the appropriate supervised release program in accordance with the guidelines provided in the Supervised Release Continuum (see attached) pending the continued supervision determination at a detention hearing.
- e. Youth who score 13 or more points will be placed in secure detention pending the continued supervision determination at a detention hearing.

B. Supervised Release Program Referral Process

a. Referral from Screening

- i. If the youth score 7-12 points, the screener must use the Supervised Release Continuum to determine the appropriate target program.
- ii. Once the screener identifies the appropriate target supervised release program, he/she will ensure the identified program is indicated on the DRAI in JJIS.
- iii. The screener will complete the Supervised Release Agreement and review the guidelines with the youth and guardian/responsible adult.
- iv. If the youth scores 12 points and the screening is completed face-to-face, the screener will install an electronic monitor (EM) and set a 24-hour schedule prior to release from screening. The screener will complete and review an EM agreement with the youth and guardian/responsible adult.
- v. Signed agreements must be uploaded to the Screening/JAC Packet folder in the Document Upload Section of Juvenile Justice Information System (JJIS).
- vi. The initial contact/orientation for the assigned program, except for ERC placement, will occur on the day of the detention hearing. ERC/DRC orientation will be conducted within one business day of the court ordered placement to supervised release/ERC/DRC.

b. Referral from Detention Hearings

- i. The court may determine if supervised release is the appropriate legal status during the detention hearing.
- ii. The Department will use the information provided in the court order and the DRAI score to determine placement.
 1. If court order mandates a specific supervised release program level, the Department will begin the referral process for the ordered program.
 2. If the court does not order a specific supervised release program and the youth scored (13 or more points) for secure detention, the Department will place the youth on Intensive Home Detention with Electronic Monitoring.

3. If the court does not order a specific supervised release program and the youth does NOT score (12 or less points) for secure detention, the Department will place the youth in a supervised release program based on the DRAI score.
 4. Orientation for HD, IHD, and IHD with EM must occur within 24 hours of the youth's release.
 5. Orientation for the ERC must occur within one business day of the youth's release.
 6. Youth ordered to EM supervision must meet with Department staff or rep within one hour of release from a hearing or secure detention release for installation and schedule initiation. Failure to comply will result in a formal violation.
 7. The Supervised Release Tracker will ensure the appropriate documents are completed with the youth and guardian or responsible adult. All paperwork will be forwarded to the assigned Juvenile Probation Officer (JPO) and Juvenile Probation Officer Supervisor (JPOS) via e-mail within 24 hours.
- c. Recommendations for Continued Placement: The Department is not allowed to say the word 'recommendation' in court. The Department representative is only allowed to advise the court of the target program the youth's score and the circuit's supervised release continuum indicates. The Department can advise the court of information related to items listed in the "special considerations" section of each program.

Supervised Release Continuum Programs

Supervised Release Continuum programs include, but are not limited to:

1. Home Detention: Youth are released to a parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts and at least one (1) random face-to-face contact with the youth and parent/guardian per week.
2. Evening/Day Reporting Center (ERC/DRC): Highly structured programming at a community center which includes, but is not limited to, skill building exercises, homework assistance, vocational classes, tutoring, and family engagement programs. Supervision requirements include restrictions on the youth's whereabouts and participation in center activities three to six times per week.
3. Intensive Home Detention: Youth are released to a parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts, three (3) random face-to-face contacts with the youth, and one (1) with parent/guardian contact per week.
4. Intensive Home Detention with Electronic Monitoring: Youth are released to a parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts, three (3) random face-to-face contacts with the youth, one (1) parent/guardian contact per week, and the use of electronic monitoring tracking equipment.

LEAST TO MOST RESTRICTIVE/INTRUSIVE

Identifying the Assigned SRT

Circuits are welcomed to use the “key participants” portion of JJIS to list the name and contact information of the SRT assigned to each case.

Family Engagement

The SRT and/or a representative from the assigned program will contact the youth’s parent or guardian within the time frame provided in the respective program policy. This initial contact will include an overview of the program, verification of the parent/guardian’s contact information, and the issuance of the JPO and/or program representative information to the parent/guardian. If the youth is assigned to Evening/Day Reporting Center (ERC/DRC) placement, the parent/guardian shall be offered the opportunity to tour the facility. Ongoing family contacts must occur at the rate outlined in the respective program policies. Family input must be considered at each supervised release review.

Youth 18 or older

If a person age 18 or older is order to SR, no parent signature/parent contacts are required. Indication of the youth’s age must be documented in the orientation case note.

Supervised Release Reviews

Each circuit will establish a Supervised Release Review Committee (SRRC) to examine the youth’s success. The SRRC will meet each week to discuss every youth on supervised release supervision. The JPO or SRT may request an emergency review when deemed necessary. Determinations for movement along the supervised release continuum shall be based on the guidelines below. A Supervised Release Review form will be completed each week and uploaded to the JJIS Case Notebook Module.

SRRC Members

Review committee members should, at minimum, include:

1. Chief Probation Officer (CPO) or Assistant Chief Probation Officer (ACPO)
2. Supervised Release Tracker(s) or SRT Regional Manager
3. Circuit’s JJIS Supervised Release Admission/Release Personnel

Preparation for the SRRC

The SRT Provider or supervising person will ensure the SRRC form is completed/submitted to all parties at least 24 hours prior to each weekly meeting.

SRRC Meeting Focus

The primary focus of this meeting is to outline proactive plans for identified barriers to supervision compliance and court appearances as well as decide on the appropriateness of the youth’s movement along the supervised release continuum.

SRRC Determination Factors

Committee reviews will focus on the following:

1. Youth’s performance in program to date
 - a. Performance compliance is defined as:
 - i. Youth has remained arrest free.

- ii. Youth has attended all scheduled court hearings (no failure to appear (FTA) court order issued).
 - iii. Youth followed the rules and complied with all contact standards as outlined in the respective program policy and/or was present during all required ERC/DRC hours of each program scheduled day.
 - iv. Youth complied with graduated responses for technical violations.
 - b. Performance non-compliance is defined as any of the following:
 - i. Youth received a new offense.
 - ii. Youth failed to appear (FTA court order issued) for a scheduled court hearing.
 - iii. Youth did not comply with the contact standards as outlined in the respective program policy or has been unsuccessfully discharged from the ERC/DRC.
 - iv. Youth did not adhere to graduated responses for technical violations.
 - v. Youth absconded from supervised release supervision.
 - c. Although services may be offered to youth participating in supervised release programs, youth should not be considered non-compliant for choosing not to participate in overlay services.
2. Supervising JPO input
 3. Parent/guardian input
 4. Youth input

Supervision Modification Process

If the youth was **court ordered to a specific program**, the SRRC will conduct reviews as stated above. If a youth is eligible for movement (up or down), the Department may choose to request a review hearing within 2 business days to receive court approval for the placement modifications. For youth on supervision at least 21 days and meet the standard for compliance, the Department will request a review to discuss supervision reduction or release.

If court does not approve placement modifications, youth will remain on current supervised release status, and will continue to be reviewed weekly by supervised release review committee. The review team will use information provided by the court, youth's continued performance and professional discretion to determine when to request another review hearing for placement modification.

If the youth is **not ordered to a specific program**, the youth's status will be modified in accordance to the review committee's decision within 2 business days. Youth are not eligible for descalation until after 14 days of supervision compliance.

Youth on home detention are not eligible for supervision reduction/release until after the statutory allowable 21 days. Youth cannot be elevated to secure detention without an order from the court.

The SRT provider must be notified of an upcoming Supervised Release supervision end date during the SRRC meeting.

The results of each review will be documented in the Juvenile Justice Information System (JJIS) **Case Notebook Module** with Supervised Release type selected.

Courtesy Supervision

If a youth is living in a different circuit from the one that has jurisdiction of the case, the circuit providing the supervision is responsible for EM monitoring and contacts. The supervising SRT will ensure all case notes are updated in a timely manner.

Initiating Courtesy Supervision

Upon learning of the relocation request, the sending JPO shall provide electronic notification to the sending Regional EM Liaison (see Statewide EM directory for Regional EM liaisons, Circuit Chiefs and designees).

- (1) This transmission shall include:
 - a. date of youth's relocation
 - b. anticipated primary location (residence)
 - c. anticipated release date
 - d. attached detention order
 - e. IHD or HD Agreement (if applicable)
 - f. EM Agreement
- (2) Subsequent orders pertaining to the youth's EM (such as additional conditions, continuing EM beyond anticipated release date, or release orders) shall be forwarded upon receipt.

Sending (Has Jurisdiction) Circuit

Within one (1) working day of the initiation notification, the sending Regional EM Liaison will transfer the youth within the BI system to the receiving Circuit's EM designee and forward the sending county's courtesy request (to include above reference documents) to the involved Circuit's EM designee and Management Team.

Receiving (Courtesy Supervision) Circuit

1. Within one (1) working day of the initiation notification, the receiving Circuit's EM designee will assign the youth to the staff who will provide courtesy supervision (the youth transfer will also transfer the equipment assigned to the youth to the receiving Circuit's inventory).
2. The receiving circuit staff will assume responsibilities as outlined in PCI-19-004 to include:
 - a. Within one day, verify zones and schedules within BI system and make updates when needed
 - b. Provide, same day response to all alerts (unless notification is received after business hours, on the weekend or holiday; then the next business day). If it was determined the alert was made due the youth's non-compliance:
 - i. Provide verbal warning when appropriate.
 - ii. Provide electronic notification of any non-compliance requiring a formal violation being submitted to the court to the sending JPO and the Supervisor

During Courtesy Supervision

The SRT provider will conduct an initial contact/orientation with the incoming youth within 24 hours of the receipt of notification of the youth's presence in the receiving circuit from the local circuit administration. The SRT will supervision the based on the supervision level ordered by the court of jurisdiction.

SRRC Reviews should primarily be conducted by the circuit of jurisdiction based on the information provided in the case notes. The SRTs submission of a SRRC Review form can assist in the process as well. The circuit of jurisdiction will provide notice of any suggested changes in supervision needed within 24 hours of the review completion.

Ending Courtesy Supervision

Upon release (by the Court with jurisdiction):

- (1) The assigned courtesy staff will deactivate youth in the BI system, retrieve all assigned equipment (ankle monitor, beacon, charger, and 2 batteries) and provide the equipment to the receiving circuit’s Chief Probation Officer or designee.
- (2) The receiving circuit’s Chief Probation Officer or designee will include the transferred equipment in their monthly inventory report (the equipment will not be mailed back to sending Circuit).
- (3) The sending circuit will update JJIS to reflect the closure of Supervised Release with EM within one working day of the court ordered release date.

All case activity shall be documented in JJIS case notes.

Community-based Residential Non-DJJ Program

If a youth is ordered to supervised release on in a community-based residential non-DJJ Program (example: residential substance abuse program), the youth shall be supervised in the following manner:

- One face-to-face contact per week
- One telephone call to the provider to verify youth’s presence per week.
- These two weekly contacts cannot be completed on the same day.

Steps to Determining Detention Care Release Date (21 Days)

1. The detention hearing date (or date of court order to detention status) is your start date. The 24-hour period between screening and the detention hearing does NOT count.
2. The date of the detention hearing is day 1. This means the youth has 20 more days of supervision, NOT 21.

Here’s an example:

- Youth has detention hearing today (October 8, 2019) and is ordered to a detention status.
- Release Date = 10/28/2019 (Just add 20 days to the detention hearing date.)

See Display

Date	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18
Day	1	2	3	4	5	6	7	8	9	10	11

Date	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28
Day	12	13	14	15	16	17	18	19	20	21

Prolific Juvenile Offenders

PJO Eligibility:

Florida Statute 985.255 (1)(f) defines a PJO as a youth that:

1. Is charged with a delinquent act that would be a felony if committed by an adult;
2. Has been adjudicated or had adjudication withheld for a felony offense, or delinquent act that would be a felony if committed by an adult, before the charge under subparagraph 1; and
3. In addition to meeting the requirements of subparagraphs 1. And 2., has 5 or more of any of the following, at least 3 of which must have been for felony offenses or delinquent acts that would have been felonies if committed by an adult:
 - a. An arrest event for which a disposition, as defined in s. 985.26, has not been entered;
 - b. An adjudicated; or
 - c. An adjudication withheld

As used in this subparagraph, the term “arrest event” means an arrest or referral for one or more criminal offenses or delinquent acts (misdemeanor or felony) arising out of the same episode, act, or transaction.

Supervision:

All youth with a PJO designation will be supervised based on the Intensive Home Detention Standards for a time period NOT to exceed the expiration of the PJO designation (See details below). PJO youth are not eligible for policy provision related to 14-day supervision reductions for compliance or the post 21-day reduction in supervision afforded for all other case types.

If the youth is ordered to Supervised Release and the circuit has the discretion to select the SR program type, the PJO youth will be placed on Intensive Home Detention with Electronic Monitoring.

All PJO youth will participate in a law enforcement curfew program, if available. Law enforcement contacts will not substitute for IHD contacts. A JPO shall immediately contact the designated law enforcement liaison if a PJO eligible youth fails to appear for a court proceeding or absconds from supervision.

PJO – SR ordered – **Intake only:** IHD/PJO contacts can be made by a SRT provider or JPO. If the youth is released from SR by the court, the IHD/PJO contacts will no longer be made.

PJO – Active Department Supervision (probation, PCP, or conditional release):

- Active Supervised Release Order
 - IHD/PJO contact will be made by the SRT provider.
 - Active Department supervision contacts will be conducted by a JPO in compliance with Administrative Rule 63D-10 and PCI 16-003.
- Supervised Release Order Expired, but PJO designation/alert still active
 - If the youth is released from SR and still on active Department supervision, the youth will be released from the SRT provider’s supervision and the assigned JPO will make contact in accordance with the IHD policy until disposition/PJO alert expiration.

Special Note:

- PJO youth in secure detention shall be seen by a JPO once a week.
- PJO youth in jail shall be seen by a JPO once a month.

Discharge from Supervised Release Continuum

Youth may be released from the continuum at any point in the court hearing process. Releases from the supervised release continuum will occur for one of the following reasons:

1. Statutorily based supervised release supervision jurisdiction has expired.
2. Court order issued releasing youth from supervised release status.
3. Youth placed in secure detention.

Continuum Oversight

A youth's placement in supervised release programs will be documented in JJIS and clearly identified on the youth's Face Sheet. All continuums will be displayed on the Department's website. The Department will release annual outcome reports disaggregated by circuit and/or county. These reports will provide guidance on enhancements and/or gaps in supervision. Regional and state-level partners will conduct follow-up meetings with local stakeholders to gain recommendations on process improvement needs.

Coordinators responsible for JDAI oversight will conduct data analysis of DRAI outcomes, admissions, placement modifications, and program success rates for the entire supervised release continuum. They will provide feedback to the stakeholders within their assigned region on patterns identified and facilitate discussions on ways to improve the process and practices.

Integrating Local Programs

Circuits may establish additional supervised release programs to be included in the continuum. Program development must primarily focus on the provision of increased supervision contacts rather than the delivery of services. Circuits should consider available community-based resources to enhance supervised release programming. It is recommended that circuits consult the regional Juvenile Detention Alternatives Initiative (JDAI) coordinator for guidance regarding best practices for program implementation. All program additions must be submitted for review. Once approved, a JJIS program placement will be created and modification to the circuit continuum will be made.

Supervised Release - Home Detention Policy and Procedures

Program Description

Home Detention: Youth are released to a parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts and at least one random face-to-face contact with the youth and parent/guardian per week.

Target Population

Youth who score 7 to 8 points on Florida's Detention Risk Assessment Instrument (DRAI). Youth who score 9 points may be placed on home detention if an Evening/Day Reporting Center is not accessible.

Home Detention Placement

Screening Process

1. All youth referred to a Juvenile Assessment Center (JAC) or screening unit will be assessed using a DRAI. In some areas, this assessment is completed via the on-call screening method.
2. The results of the DRAI will determine if the youth is released without restrictions, placed into a supervised release program, or placed in secure detention.
3. Youth who score 7-8 points on the DRAI are appropriate for placement onto home detention (HD) status pending a detention hearing. Youth who score 9 points may be placed on home detention if an Evening/Day Reporting Center is not accessible.
4. The screener will review the Department of Juvenile Justice (DJJ) Supervised Release Agreement with the youth and guardian or responsible adult to obtain signatures.
5. The Department of Juvenile Justice (DJJ) Supervised Release Agreement will be added to the detention packet and uploaded to the Screening/JAC Packet folder in the Document Upload Section of the Juvenile Justice Information System (JJIS).
6. Placement home detention supervision will be the determination of the court during the detention hearing.

Release from Secure Detention

The court may decide that a youth placed in *secure detention based on a placement override, (NOT a score of 13 or more)*, would be better served on a supervised release status.

- If the court does not order a specific program, the Department will place the youth that score 7-9 points onto home detention status.
- The home detention agreement must be reviewed with youth and guardian or responsible adult to obtain signatures within 24 hours of the youth's release from secure detention.

Program Supervision

Initial Contact:

This face-to-face meeting will be held with the youth and parent/guardian within 24 hours of court ordered placement to supervised release/HD. During this initial contact, the following items will be discussed:

1. Program description including rules, contact standards, and compliance stipulations (Home Detention Agreement).
2. Gathering of information regarding youth's living arrangements, school placement, employment, and other regularly scheduled events that will assist the SRT in supervising the youth appropriately.
3. Date of next court hearing and any barriers that may prevent the youth's appearance.
4. Description of steps to supervision escalation, de-escalation and successful completion.
5. Exchange of accurate contact information for youth, guardian, and SRT.

This contact can be made by any state-operated or provider employee regardless of JPO certification status. This contact can be conducted at the 24-hour detention hearing. If completed by someone other than the SRT or person assigned to provide supervision, a copy of the initial contact forms must be sent to the SRT provider or supervision provider within 24 hours. The SRT Provider must be provided with a copy of the detention order within the 1st week of supervision.

Supervision: Initial 21 days (*The 21-day period begins on the day of the detention hearing*).

1. A SRT will conduct a minimum of one (1) face-to-face contact with the youth and parent/guardian each week. The initial week begins at the culmination of the detention hearing. At least one of these contacts must be conducted on the weekend.
2. Attempts to contact will not be credited towards compliance of the standard.

Supervision: 22nd day and beyond

A JPO or SRT will conduct a minimum of one (1) telephone call with the youth each week.

All contacts must be documented in the JJIS Case Notebook Module with the type "supervised release" selected.

Graduated Responses for Technical Violations

Technical violations of the Home Detention Agreement will result in the following responses:

1. For the initial occurrence of the items listed below, the SRT or assigned JPO will investigate and determine if the occurrence was willful and seek to understand the reasons for the violation. Upon determination that the occurrence was willful and a result of extenuating circumstances, a plan to prevent future occurrences may be outlined and documented in the JJIS Case Notebook Module.
 - a. Unexcused late arrival to school
 - b. Unexcused absence from school or work
 - c. Arriving home late from school or work without prior approval from the SRT or JPO
 - d. Leaving primary residence or work without a parent/guardian and prior approval from the SRT or JPO
2. The second or subsequent willful occurrence will result in a supervised release review to determine the need for increased supervision or submission of a formal violation.

All communications regarding violations must be documented in the JJIS Case Notebook Module.

Violations

A formal violation of supervised release will be filed with the court for one of the following reasons:

1. Youth received a new arrest for an offense occurring during program supervision.
2. Youth failed to adhere to the graduated responses to technical violations.
3. Youth absconded supervised release supervision.
4. Youth failed to attend all scheduled court hearings (FTA court order issued).

SRTs must report the violations above to the assigned JPO and JPOS within 24 hours of becoming aware the violation has occurred.

Discharge from Home Detention

Youth may be released from Home Detention at any point in the court hearing process. Releases from Home Detention will occur for one of the following reasons:

1. Statutorily based supervised release supervision jurisdiction has expired.
2. Court order issued releasing youth from supervised release status.
3. Youth placed in secure detention.
4. SRRC determined increase in supervision.

Supervised Release – Evening Reporting Center Policy and Procedures

Program Description

Evening/Day Reporting Center (ERC/DRC): Highly structured programming at a community center which includes, but is not limited to, skill building exercises, homework assistance, vocational classes, tutoring, and family engagement programs. Supervision requirements include restrictions on the youth's whereabouts and participation in center activities on all days of scheduled programming as determined by the local center. This averages between three to six times per week.

Target Population

Youth who score 9 to 10 points on Florida's Detention Risk Assessment Instrument (DRAI).

Evening/Day Reporting Center Placement

Screening Process

1. All youth referred to a Juvenile Assessment Center (JAC) or screening unit will be assessed using a DRAI. In some areas, this assessment is completed via an on-call screening method.
2. The results of the DRAI will determine if the youth is released without restriction, placed into a supervised release program, or placed in secure detention.
3. Youth who score 9-10 points on the DRAI will be identified as an ERC/DRC referral pending a detention hearing.
4. The screener will review the Supervised Release Agreement with the youth and guardian to obtain signatures documenting the review and understanding of the program guidelines.
5. The Supervised Release Agreement will be added to the detention packet and uploaded to the Screening/JAC Packet folder in the Document Upload Section of the Juvenile Justice Information System (JJIS).
6. Continued placement at the ERC/DRC will be determined during the detention hearing.

Other Placement Considerations

1. Youth who are employed and scheduled to work during ERC/DRC hours are not considered appropriate for placement.
2. Youth assigned to the ERC/DRC must be within the program's transportation area range or have the means to be transported from school to the center and home at the end of each required day.
3. Program capacity
4. Disruption of previously court-order counseling or other treatment services

Release from Secure Detention

The court may decide that a youth placed in *secure detention based on a placement override*, (**NOT a score of 13 or more**), would be better served on a supervised release status.

- If the court does not order a specific program, the Department will place the youth that score 9-10 points and residing with the designated coverage area into the ERC program.
- The ERC agreement must be reviewed with youth and guardian or responsible adult to obtain signatures within one business day of the youth's release from secure detention.

Program Supervision

Initial Contact:

1. Program admission will be initiated by the ERC/DRC within one business day of the court ordered placement to supervised release/ERC/DRC.
2. Orientation must include the following:
 - a. An overview of the program and ERC Agreement
 - b. An invitation to tour the facility
 - c. Verification of the parent/guardian's contact information
 - d. The exchange of contact information to the parent/guardian for the assigned JPO and program director
3. If the youth fails to report to the ERC/DRC for orientation, the provider will immediately contact the Juvenile Probation Officer Supervisor (JPOS) and Juvenile Probation Officer (JPO).
4. If the program is at capacity, the provider shall immediately send written notification to the Court, Chief Probation Officer (CPO), Assistant Chief Probation Officer (ACPO), or designee, JPOS, and JPO. The youth will be placed in alternative supervised release program pending availability. Youth who score 9 points will be supervised on HD. Youth who score 10 points will be placed on IHD.

Supervision:

1. The youth will report to the ERC/DRC each scheduled program day and be present for all scheduled program hours unless otherwise approved by the ERC/DRC staff and JPO.
2. ERC/DRC programming may include community service projects, outside structured skill building activities, mentoring programs, educational services, life skills training, and program incentives.
3. Each circuit will designate a DJJ staff member to obtain weekly updates on the youth's compliance with supervised release at the ERC/DRC. This information will be dispersed to the assigned JPO.
4. Unexcused absences will be reported to the JPO and JPOS within one business day.

All contacts must be documented in the JJIS Case Notes with the type "supervised release" selected.

Graduated Responses for Technical Violations

Technical violations will result in the following responses:

1. For initial occurrences of the items listed below, the ERC/DRC and/or JPO will investigate and determine if the occurrence was **willful** and seek to understand the reasons for the violation. Upon determination that the occurrence was willful and a result of extenuating circumstances, a plan to prevent future occurrences may be outlined and documented in the JJIS Case Notebook Module.
 - a. Unexcused late arrival to school
 - b. Unexcused absence from school or work
 - c. Unexcused absence from ERC/DRC
 - d. Leaving primary residence without a parent/guardian, and prior approval from the JPO
 - e. Failure to attend the ERC/DRC orientation as scheduled
 - f. Non-compliance with the ERC/DRC program rules

2. The second or subsequent willful occurrence will result in a supervised release review to determine the need for increased supervision or the issuance of a formal violation.

All communications regarding violations must be documented in the JJIS Case Notes.

Violations

A formal violation of supervised release will be filed with the court for one of the following reasons:

1. Youth received a new arrest for an offense that occurred during program supervision.
2. Youth failed to adhere to the graduated responses to technical violations.
3. Youth was formally discharged from ERC/DRC for non-compliance.
4. Youth absconded from supervised release supervision.
5. Youth failed to attend all scheduled court hearing (FTA court order issued).

Discharge from ERC/DRC

Youth may be released from ERC/DRC placement at any point in the court hearing process.

Releases from ERC/DRC will occur for one of the following reasons:

1. Statutorily based supervised release supervision jurisdiction has expired.
2. Court order issued releasing youth from supervised release status.
3. Youth placed in secure detention.
4. SRRC determined increase or decrease in supervision.
5. Youth displayed a pattern of willful disruption of the ERC/DRC programming.

Supervised Release – Intensive Home Detention (IHD) Policy and Procedures

Program Description

Intensive Home Detention: Youth are released to a parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts and three (3) random face-to-face contacts with the youth and one (1) parent/guardian contact per week.

Target Population

Youth who score 11 points on Florida's Detention Risk Assessment Instrument (DRAI). Youth who score 10 points may be placed on Intensive Home Detention if an Evening/Day Reporting Center is not accessible.

Intensive Home Detention Placement

Screening Process

1. All youth referred to a Juvenile Assessment Center (JAC) or screening unit will be assessed using a DRAI. In some areas, this assessment is completed via the on-call screening method.
2. The results of the DRAI will determine if the youth is released without restriction, placed into a supervised release program, or placed in secure detention.
3. Youth who score 11 points on the DRAI are appropriate for placement onto intensive home detention status pending a detention hearing. Youth who score 10 points may be placed on Intensive Home Detention if an Evening/Day Reporting Center is not accessible.
4. The screener will review the Supervised Release Agreement with the youth and parent/guardian or responsible adult to obtain signatures documenting the review/understanding of the program guidelines.
5. The Supervised Release Agreement will be added to the detention packet and uploaded to the Screening/JAC packet folder in the Document Upload Section of the Juvenile Justice Information System (JJIS).
6. Continued placement on intensive home detention will be the determination of the court during the detention hearing.

Release from Secure Detention

The court may decide that a youth placed in *secure detention based on a placement override*, (**NOT a score of 13 or more**), would be better served on a supervised release status.

- If the court does not order a specific program, the Department will place the youth that score 10-11 points onto intensive home detention status.
- The intensive home detention agreement must be reviewed with youth and guardian or responsible adult to obtain signatures within one business day of the youth's release from secure detention.

Program Supervision

Initial Contact:

This face-to-face meeting will be held with the youth and parent/guardian within 24 hours of court ordered placement to supervised release/IHD. During this initial contact, the following items will be discussed:

1. Program description including rules, contact standards, and compliance stipulations (Intensive Home Detention Agreement).
2. Gathering of information regarding school placement, employment, and other regularly scheduled events that will assist the SRT in supervising the youth appropriately.
3. Date of next court hearing and any barriers that may prevent the youth's appearance.
4. Description of steps to supervision escalation, de-escalation, and successful completion.
5. Exchange of accurate contact information for youth, guardian, and SRT.

This contact can be made by any state-operated or provider employee regardless of JPO certification status. This contact can be conducted at the 24-hour detention hearing. If completed by someone other than the SRT or person assigned to provide supervision, a copy of the initial contact forms must be sent to the SRT provider or supervision provider within 24 hours. The SRT Provider must be provided with a copy of the detention order within the 1st week of supervision.

Supervision: Initial 21 days *(The 21-day period begins on the day of the detention hearing)*

The SRT will make contact with the youth according to the following schedule:

1. A minimum of (3) three face-to-face contacts will be completed with the youth each week. At least one of these contacts must be conducted during evening hours each week.
2. A minimum of (2) two face-to-face weekend contacts must be completed within a 21-day period.
3. A minimum of (1) one face-to-face contact with parent, guardian, or responsible adult per week.

Supervision: 22nd day and beyond

The JPO or SRT will conduct a minimum of one (1) face-to-face contact with the youth each week.

All contacts must be documented in the JJIS Case Notebook Module with the type "supervised release" marked.

Graduated Responses for Technical Violations

Technical violations of the Intensive Home Detention Agreement will result in the following responses:

1. For initial occurrences of the items listed below, the SRT or assigned JPO will investigate and determine if the occurrence was **willful** and seek to understand the reasons for the violation. Upon determination that the occurrence was willful and a result of extenuating circumstances, a plan to prevent future occurrences may be outlined and documented in the JJIS Case Notebook Module
 - a. Unexcused late arrival to school
 - b. Unexcused absence from school or work
 - c. Arriving home late from school or work without prior approval from the SRT or JPO
 - d. Leaving primary residence or work without a parent/guardian and prior approval from the SRT or JPO
2. The second or subsequent willful occurrence will result in a supervise release review to determine the need for the use of EM or submission of violation for court consideration of secure detention placement.

All communications regarding violations must be documented in the JJIS Case Notebook Module.

Violations

A formal violation of supervised release will be filed for one of the following reasons:

1. Youth received a new arrest.
2. Youth failed to adhere to the graduated responses to technical violations.
3. Youth absconded from supervised release supervision.
4. Youth failed to attend all scheduled court hearings (FTA court order issued).

SRTs must report the violations above to the assigned JPO and JPOS within 24 hours of becoming aware the violation has occurred.

Discharge from Intensive Home Detention

Youth may be released from Intensive Home Detention at any point in the court hearing process.

Releases from Intensive Home Detention will occur for one of the following reasons:

1. Statutorily based supervised release supervision jurisdiction has expired.
2. Court order issued releasing youth from supervised release status.
3. Youth placed in secure detention.
4. SRRC determined increase or decrease in supervision.

Supervised Release – Intensive Home Detention with Electronic Monitoring Policy and Procedures

Program Description

Intensive Home Detention with Electronic Monitoring: Youth are released to the parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts, three (3) random face-to-face contacts with the youth and one (1) parent/guardian contact per week, and the use of electronic monitoring tracking equipment.

Target Population

Youth who score 12 points on Florida's Detention Risk Assessment Instrument (DRAI).

Intensive Home Detention with EM Placement

Screening Process

1. All youth referred to a Juvenile Assessment Center (JAC) or screening unit will be assessed using a DRAI. In some areas, this assessment is completed via an on-call, screening method.
2. The results of the DRAI will determine if the youth is released, placed into a supervised release program, or placed in secure detention.
3. Youth who score 12 points on the DRAI are appropriate for placement onto intensive home detention with EM status pending a detention hearing.
4. The screener will review the Supervised Release Agreement and Electronic Monitoring Agreement with the youth and guardian or responsible adult to obtain signatures documenting the review/understanding the program guidelines.
5. An EM device will be placed on the youth at the JAC or on the day of the detention hearing in areas where JACs do not exist. The JAC screener, DJJ staff, or other designee will place the youth on EM prior to the youth's release from screening, which includes activation in the Department's EM database, initial entering of EM schedule and home zone, and one-time grace period for travel to home.
6. The Supervised Release Agreement and Electronic Monitoring Agreement will be added to the detention packet and uploaded to the Screening/JAC packet folder in the Document Upload Section of the Juvenile Justice Information System (JJIS).
7. Continue supervision on intensive home detention placement with electronic monitoring will be the determination of the court during the detention hearing.

Release from Secure Detention

1. If the youth scores (13 or more points) for secure detention and is court-ordered to Supervised Release at the detention hearing, the youth would be placed immediately onto IHD with EM unless the judge specifies a different supervision level.
2. A SRT or JPO will place an EM device will be placed on the youth prior to release from secure detention (preferably). If this is not feasible, the youth must report to a designated location for EM placement within one (1) hour of release from secure detention. A SRT, JPO, or JAC staff will ensure each of the following are completed:
 - a. Activation in the Department's EM database
 - b. Initial entering of EM schedule and home zone,
 - c. One-time grace period for travel to home set up.

3. A SRT or otherwise designated DJJ representative will review the Florida Department of Juvenile Justice Intensive Home Detention Agreement and Electronic Monitoring Agreement with the youth and guardian or responsible adult to obtain signatures documenting the review and understanding of the program guidelines within 24 hours of the youth's release.
4. The Florida Department of Juvenile Justice Intensive Home Detention Agreement and Electronic Monitoring Agreement will be sent to SRT and/or JPO for upload in JJIS/Case Notebook Module.

Special Placement Considerations

Youth who meet the following descriptions are inappropriate for EM placement:

1. Under the age of 13 (case-by-case consideration must be made)
2. Current placement in a dependency placement or shelter outside of the county
3. Current placement in a community-based residential facility
4. Previous placements on EM that resulted in damaged equipment, cut straps, and/or numerous alerts (Exclusion Zones, Inclusion Zones, Tracker Low Battery, Max No Motion, Strap Tamper, etc.)

Local law enforcement may operate their own EM program which includes installation, removal, monitoring and submission of their own violations of supervision. Although DJJ staff will *not* be required to respond to any alerts from law enforcement EM programs, Department personnel will monitor youth in accordance with the IHD standards.

Program Supervision

Initial Contact:

The orientation (except EM installation) will be held with the youth and parent/guardian within 24 hours of court ordered placement to supervised release/IHD with EM. During this initial contact, the following items will be discussed:

1. Program description including rules, contact standards, and compliance stipulations (Intensive Home Detention Agreement and Electronic Monitoring Agreement).
2. Gathering of information regarding school placement, employment, and other regularly scheduled events that will assist the monitor in supervising the youth appropriately.
3. Visual inspection of the EM device and alerts to determine appropriate and successful installation. A SRT or JPO ensure each of the following are completed:
 - a. Activation in the Department's EM database
 - b. Initial entering of EM schedule and home zone
 - c. One-time grace period for travel to home set up.
4. Date of next court hearing and any barriers that may prevent the youth's appearance.
5. Description of steps to supervision escalation, de-escalation, and successful completion.
6. Exchange of accurate contact information for youth, guardian, and SRT.

This contact can be made by any state-operated or provider employee regardless of JPO certification status. This contact can be conducted at the 24-hour detention hearing. If completed by someone other than the SRT or person assigned to provide supervision, a copy of the initial contact forms must be sent to the SRT provider or supervision provider within 24 hours. The SRT Provider must be provided with a copy of the detention order within the 1st week of supervision.

Supervision: Initial 21 days (*The 21-day period begins on the day of the detention hearing*).

A SRT will make contact with the youth according to the following schedule, and will complete visual inspection of EM device at every encounter to ensure no tampering has taken place:

1. A minimum of (3) three face-to-face contacts will be completed with the youth each week. At least one of these contacts must be conducted during evening hours each week.
2. A minimum of (2) two face-to-face weekend contacts must be completed within a 21-day period.
3. A minimum of (1) one face-to-face contact with parent, guardian, or responsible adult per week.
4. Visual inspections of EM device at every encounter to ensure no tampering has taken place.

Supervision: 22nd day and beyond

A JPO or SRT will conduct a minimum of one (1) face-to-face contacts with the youth each week.

All contacts must be documented in the JJIS Case Notebook Module with the type “supervised release” selected.

Graduated Responses for Technical Violations

Technical violations of the Intensive Home Detention and/or Electronic Monitoring Agreement will result in the following responses:

1. For initial occurrences of the items listed below, the SRT or assigned JPO will investigate and determine if the occurrence was **willful** and seek to understand the reasons for the violation. Upon determination that the occurrence was willful and a result of extenuating circumstances, a plan to prevent future occurrences may be outlined and documented in the JJIS Case Notebook Module.
 - a. Unexcused late arrival to school
 - b. Unexcused absence from school or work
 - c. Arriving home late from school or work without prior approval from the SRT or JPO
 - d. Leaving primary residence or work without a parent/guardian and prior approval from the SRT or JPO
 - e. Technical violations outlined in the Electronic Monitoring Agreement
 - f. Youth received one of the following EM alerts:
 - i. Inclusion Zone
 - ii. Cell Signal Lost
 - iii. GPS Jam Reset
 - iv. Track Low Battery alerts
2. The second or subsequent willful occurrence will result in a supervised release review to determine the need for the submission of a formal violation for court consideration of secure detention placement.

Responding to EM Alerts:

ALL alerts and responses must be documented in the JJIS Case Notebook Module. In cases where there are a series of alerts of the same type within in the same business day, the JPO or SRT may address them all in the one case note (i.e. if the youth received 10 Inclusion Zone alerts overnight, the JPO or SRT may complete one case note addressing them all the following work day).

Formal Violations

A formal violation of supervised release will be filed for one of the following reasons:

1. Youth received a new arrest for an offense that occurred during program supervision.
2. Youth failed to adhere to the graduated responses to technical violations.
3. Youth absconded supervision.
4. Youth failed to attend any scheduled court hearing (FTA court order issued).
5. Youth willfully received one of the following EM alerts:
 - a. Exclusion Zone Enter
 - b. Case and/or Strap Tamper
 - c. Max No Motion
6. Youth willfully received one of the following EM alerts in two or more incidents:
 - a. Inclusion Zone
 - b. Cell Signal Lost
 - c. GPS Jam Reset
 - d. Track Low Battery alerts

Violations resulting in a need for a formal response must be reported to the assigned JPO and JPOS within 24 hours of becoming aware of the violation.

Discharge from Intensive Home Detention with Electronic Monitoring

Youth may be released from Intensive Home Detention with EM at any point in the court hearing process. Releases from Intensive Home Detention with EM will occur for one of the following reasons:

1. Statutorily-based supervised release supervision jurisdiction has expired.
2. Court order issued releasing youth from supervised release status.
3. Youth placed in secure detention.
4. SRRC determination of an increase or decrease in supervision