



*Joseph H. Vicari, Director
Gary Quinn, Deputy Director
Barbara Jo Crea, Commissioner
Virginia E. Haines, Commissioner
John P. Kelly, Commissioner*

*Tristin J. Collins, Director, Management & Budget
Jennifer L. Bowens, Purchasing Agent*

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

***REQUEST FOR PROPOSALS
ELECTRONIC MONITORING PROGRAM FOR JUVENILES***

***ADVERTISEMENT DATE: October 5, 2023
OPENING: October 26, 2023, 4:00 pm***

REQUEST FOR PROPOSALS

The Ocean County Board of Commissioners is requesting proposals for the services of a firm licensed in the State of New Jersey to provide services for **Electronic Monitoring Program for Juveniles**.

All proposals must be received prior to **4:00 pm**, prevailing time on **Thursday, October 26, 2023**.

Proposals will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

The County will not be responsible for late submissions and no proposals will be accepted after the time stipulated on this notice.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOSEPH H. VICARI, Director

JENNIFER L. BOWENS, Purchasing Agent

INTRODUCTION TO PROPOSERS

Summary

The Ocean County Board of Commissioners is requesting proposals for the services of a firm licensed in the State of New Jersey to provide services for Electronic Monitoring Program for Juveniles.

Contact Information

For further information regarding these specifications, contact

Jennifer Bowens

Purchasing Agent

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2101](tel:(732)929-2101)

Department:

Juvenile Services

Timeline

Advertising Date	October 5, 2023
RFP Receipt Date	October 26, 2023, 4:00pm Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

INSTRUCTIONS TO PROPOSERS

INTRODUCTION

The County of Ocean is a County of Fifth Class as defined in N.J.S.A. 40A:6-1 et seq. Pursuant to N.J.S.A. 19:44A-20.4 et seq., the County of Ocean requests proposals from firms capable of providing Electronic Monitoring Program for Juveniles for a one (1) year contract term beginning January 1, 2024 through December 31, 2024.

Contracts may be renewed on an annual basis based on performance and recommendations of the YSC Monitoring Committee (to the Full Council YSC) for a period of up to two additional funding years or as otherwise directed by the New Jersey Juvenile Justice Commission. No legal liability on the part of the County for payment of any money shall arise unless, and until, funds are made available each year to the Director of the Department of Finance. The County reserves the right to award this contract in whole or in part to one or more agencies.

A funding allocation of up to \$150,000 is available to provide an Electronic Monitoring Program for Juveniles involved in the Family Court System in Ocean County, New Jersey.

The successful vendor(s) must have a minimum of two (2) years of experience in providing this type of service to juveniles involved in the family court system.

METHOD OF SUBMISSION

The County of Ocean is accepting **only electronic proposals** for this RFP. Submitting your proposal manually is cause for rejection.

You may only provide one (1) final submission which includes one (1) cost proposal and one (1) technical proposal. ***DO NOT*** submit a hard copy of your electronic submission.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".

Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

IMPORTANT INSTRUCTIONS FOR ELECTRONIC SUBMITTAL

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Proposer's Understanding of the Project Proposals will be evaluated against the questions set forth below:</p> <p>Has the proposer demonstrated a thorough understanding of the purpose and scope of the project?</p> <p>How well has the proposer identified pertinent issues and potential problems related to the project?</p> <p>Has the proposer demonstrated that they understand the deliverables the County expects them to provide?</p> <p>Has the proposer fully responded to all the questions set forth herein?</p> <p>Does the proposal depict a logical approach to fulfilling the requirements of the RFP?</p>	Points Based	30 <i>(30% of Total)</i>
2.	<p>Experience and Qualifications Proposals will be evaluated against the questions set forth below:</p> <p>Do the individuals assigned to the project have experience on similar projects?</p> <p>Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in work this project requires?</p> <p>How extensive is the applicable education and experience of the personnel designated to work on the project?</p> <p>Has the proposer demonstrated experience in completing similar projects?</p> <p>How successful is the general history of the proposer regarding timely and successful completion of the projects?</p> <p>Has the proposer provided letters of reference from previous clients?</p>	Points Based	20 <i>(20% of Total)</i>
3.	<p>Contractual Conditions Proposals will be evaluated against the questions set forth below:</p> <p>Has the proposer provided a sample Certificate of Insurance evidencing the required types and levels of insurance coverage?</p> <p>If the proposer requested any modifications to the Specifications, are they reasonable and acceptable to the County?</p>	Points Based	20 <i>(20% of Total)</i>

<p>4.</p>	<p>Cost Once the list of Proposers has been rated on the above scoring system, the cost proposals for the highest-scoring vendors will be evaluated. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set forth below:</p> <p><u>(lowest cost proposal) x (max points) = points awarded</u> (amount of proposal being rated)</p>	<p>Reward Low Cost</p>	<p>30 <i>(30% of Total)</i></p>
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SCOPE OF WORK

SCOPE OF WORK

Please refer to the PDF under "Attachments - Project Documents" to view the downloadable RFP document and Scope of Work.

VENDOR QUESTIONNAIRE

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Prohibited Russia-Belarus Activities & Iran Investment Activities

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) **If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302). This form will be made available to the Contractor by the County of Ocean.**

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of New Jersey Business Registration Certificate

A Valid BRC is required Prior to Award of Contract. Please upload your company's BRC.

Use the following link to check the status of your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

NOTE: a BRC is not required at the time of submission, only prior to award of the contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the PROPOSER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the PROPOSER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

TECHNICAL PROPOSAL *

Please upload your technical proposal for Electronic Monitoring Program for Juveniles.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

*Response required

COST PROPOSAL*

Please upload your cost proposal for Electronic Monitoring Program for Juveniles.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

*Response required

PROJECT DESCRIPTION *

Please review the attached document and upload your project description either here or with your technical proposal.

- [Project Description - Elect...](#)

*Response required

REFERENCES

Please upload your references for Electronic Monitoring Program for Juveniles.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

CERTIFICATE OF INSURANCE

Please upload your Certificate of Insurance for Electronic Monitoring Program for Juveniles.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

ADDITIONAL VENDOR DOCUMENTATION

Please use this area to include additional paperwork you wish to be considered as part of this RFP.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

PROPOSAL SUBMISSION ACKNOWLEDGMENT*

The County of Ocean is accepting only electronic proposals for this RFP. Submitting your proposal manually is cause for rejection. You may only submit one (1) proposal. **DO NOT** submit a hard copy of your proposal. Please confirm that you understand that the method of submission is electronic **ONLY** and that submitting a proposal manually is automatic cause for rejection.

Please confirm

*Response required

SUBMISSION OF PROPOSAL FORMS*

Proposers shall complete all documents and acknowledge all terms included with this package. All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

*Response required



Joseph H. Vicari, Director
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**COUNTY OF OCEAN
ADMINISTRATION BUILDING
101 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753**

REQUEST

FOR

PROPOSAL

FOR

ELECTRONIC MONITORING PROGRAM FOR JUVENILES

SCOPE OF WORK

1. To prevent future delinquency by providing supervision for youth (male/female) in the community (within Ocean County) placed on a detention alternative program while awaiting final disposition of their court case - including, but not limited to, phone contacts, face-to-face contacts, house visits, and 24/7 monitoring of GPS location for youth on electronic monitoring bracelets.
2. To provide intensive supervision for youth in the community in Ocean County who on a detention alternative *post-disposition serving a committed sentence*, including 24/7 GPS location monitoring.
3. Ability to place youth on the detention alternative GPS program afterhours (24/7) based on admissions to the alternative program from the Juvenile Court's Risk Screening Tool Process and recommended level of supervision. (Refer to Risk Screening Tool Manual attachment).
4. Able to implement a continuum of detention alternative programs with options for increasing and decreasing levels of supervision based on compliance and achievements while on the alternative. (**Refer to DA manual attachments in Project Documents**).
5. Ability to contract with an electronic monitoring GPS bracelet equipment supplier/provider – **detailing the options of GPS monitoring service types as an addendum in proposal**.
6. To provide a cost-effective program within the guidelines of the allotted budget including client-specific funds to host program graduations and/or other family engagement activities to encourage building healthy relationships between youth and their families.
7. To ensure DA Supervision Staff are adequately trained to work with youth and their families. *For example, knowledge of the juvenile brain development, trauma informed care, motivational interviewing, restorative justice practices, and Rational Emotive Behavior Therapy (not limited to) in addition to other evidenced-based practices for working with youth.*
8. Develop additional program components that positively reinforce pro-social behaviors to motivate youth and encourage compliance along with creating a program grievance procedure for youth and families to access if felt so needed – **submit outline for- and details of same with proposal**.
9. Ability to immediately notify judiciary and probation stakeholders to follow-up on suspected drug use and urine monitoring to either entities and/or a third-party drug testing facility.
10. To make staff/representative available at juvenile court hearing days:
 - EM staff will be present in court when their client is in court;
 - when they are advised in advance, up to the morning of, that a juvenile may be placed on EM and
 - when ordered by the court without prior knowledge of their being possibility or request, then court staff will notify EM staff via email and they must arrive to the courthouse within 1 hour of being notified of a juvenile placement on EM.
 - (when notified) to place youth on the alternative and meet with their parent/guardian to review rules/obligations of the detention alternative program at the Ocean County Superior Courthouse and/or Youth Detention Center.
11. To fulfill the services and specified practices/procedures as outlined in the attached Ocean County Detention Alternative Manual (subject to Revision/Modification by the YSC & JDAI County Council on Juvenile Justice System Improvement).

12. Proposer is to include Family Engagement to increase the success of youth involved in program and/or services provided.
13. Proposer is to include Community Engagement to strengthen community bonds and increase the success of youth involved in the program.
14. To have qualified staff available to provide electronic monitoring case management services and goal planning for youth placed on the post-dispositional alternative program from the Youth Detention Center and/or as a mechanism of increase supervision in response to minor/moderate violations.
15. To assist youth and families with linking to services/referrals made by the juvenile court and/or sought by the parent/guardian/youth for treatment needs.
16. To collaborate & establish communication with court, treatment providers, and education stakeholders already working with youth and families.
17. To provide, transportation for youth to attend court on an as needed basis, for youth dealing with extreme transportation barriers (**provider to outline a policy for same**).
18. To provide a supervising staff member to attend County-level JDAI Subcommittee Meetings on a quarterly basis.
19. To provide a program representative to attend County Youth Services Commission meetings.
20. To provide updated documentation, reports, progress summaries, youth status changes, within 24-business hours to the juvenile court Family Intake.
21. Facilitate a post-evaluation for youth and families to give feedback on the program services.
22. Allow grantor monitoring of program performance measures and budget.
23. Successful outcomes for youth on the alternative programs should on average total 85% of all youth placed on the alternatives. If success rates fall under 80% provider will develop an action plan with recommendations for how to increase success rates for the youth they are working with, based on alternative supervision staff feedback, youth/families survey feedback, and national best-practices, included in monthly submitted reports to YSC.
24. Maintain excel data files of youth admissions/release dates, demographics for youth placed on the alternative (template excel sheet can be provided by YSC).
25. Proposer is to work cooperatively with all member of the juvenile justice system, including but not limited to Family Court, Probation Supervision, Care Management Organization, Division of Youth and Family Services, and the Multi-Disciplinary Team (MDT).
26. The proposer is to maintain individual files for each youth referred to the program as well as any collateral documents such as referral form, attendance records, contact/case notes, pre- & post-test results, program evaluations and completion documents.
27. Proposer is to submit written reports and communicate verbally or via email to the Family Court and the Youth Services Commission as needed.
28. Proposer shall submit monthly, quarterly & yearly reports as requested by the County and required by the state Juvenile Justice Commission, including reporting via the Internet. This includes but is not limited to YSC monthly reporting, Quarterly Program Implementation and Outcome Reports, Sign-In Sheets for all Face-to Face contacts, Youth Exit Surveys, and JAMS Intake/Completions and Quarterly Narratives.
29. Proposer will participate in Annual Program Monitoring with the Youth Services Commission and will follow all Monitoring guidelines, including but not limited to: fiscal audits, reporting, staff and youth interviews, random site visits, program analysis, etc.
30. Proposer will submit monthly billing and all Youth Service Commission required backup documentation on the 15th of each month.

31. Proposer will maintain an appropriate log of the counselor(s) and clients' activities and progress, and budget for review at program monitoring.
32. Proposer will collect post-program surveys from all participants.
33. The County shall have the right, at any time, to inspect the operations and records of the proposer with regard to the implementation of the delinquency prevention and diversion services.
34. The Proposer will cooperate fully and completely with the Monitoring Committee of the Youth Services Commission and the Youth Services Commission Administrator.
35. Proposer is to indicate how services will be gender-responsive and culturally competent – ability to be provided to non-English speaking clients, in particular – Spanish.
36. All goals and objectives as set forth in N.J.S.A. 2A:4A-76 et seq. and the Juvenile/Family Crisis Operations Manual by the New Jersey Judiciary.

SELECTION CRITERIA

The Director of Juvenile Services shall designate a committee to review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein, shall include:

- 30% Proposer's Understanding of the Project**
- 20% Experience and Qualifications**
- 20% Contractual Conditions**
- 30% Cost**

Proposer's Understanding of the Project: Proposals will be evaluated against the questions set forth below:

- Has the proposer demonstrated a thorough understanding of the purpose and scope of the project?
- How well has the proposer identified pertinent issues and potential problems related to the project?
- Has the proposer demonstrated that they understand the deliverables the County expects them to provide?
- Has the proposer fully responded to all the questions set forth herein?
- Does the proposal depict a logical approach to fulfilling the requirements of the RFP?

Experience and Qualifications: Proposals will be evaluated against the questions set forth below:

- Do the individuals assigned to the project have experience on similar projects?
- Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in work this project requires?
- How extensive is the applicable education and experience of the personnel designated to work on the project?
- Has the proposer demonstrated experience in completing similar projects?
- How successful is the general history of the proposer regarding timely and successful completion of the projects?
- Has the proposer provided letters of reference from previous clients?

Contractual Conditions: Proposals will be evaluated against the questions set forth below:

- Has the proposer provided a sample Certificate of Insurance evidencing the required types and levels of insurance coverage?
- If the proposer requested any modifications to the Specifications, are they reasonable and acceptable to the County?

Cost: Once the list of Proposers has been rated on the above scoring system, the cost proposals for the highest scoring vendors will be evaluated. The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set forth below:

$$\frac{(\text{lowest cost proposal}) \times (\text{max points})}{(\text{amount of proposal being rated})} = \text{points awarded}$$

PROPOSAL SUBMISSION REQUIREMENTS

All responses to the Request for Proposal (“RFP”):

1. Must be submitted electronically and must be received prior to 4:00pm, prevailing time on the date on which they are to be unsealed.
2. The County will not be responsible for late submissions and no responses to this RFP will be accepted by the County if received after the time stipulated above.

AWARD

The County of Ocean shall award a contract to the vendor or vendors that best meet the needs and interests of Ocean County. The County reserves the right to negotiate the terms and conditions of a contract with the successful vendor or vendors to obtain the most cost advantageous services for the County.

The County reserves the right to reject any or all proposals in accordance with N.J.S.A. 40A:11-13.2, or to waive any informalities and non-material defects in the proposals and to accept any proposal deemed in the best interest of the County.

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

INDEMNITY CLAUSE

The proposer, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

INSURANCE REQUIREMENTS

The contractor shall maintain primary insurance to protect against all claims under Worker’s Compensation, Comprehensive General Liability and Automobile. Except for Worker’s Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability shall include the following:

1. Coverage for explosion, collapse or underground hazards.
2. Occurrence basis coverage.
3. Broad form property damage coverage.
4. Coverage for personal injury sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the insured.

Comprehensive Automobile Liability, if applicable, shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- a. Liability arising out of the ownership, maintenance or use of any auto;
- b. Auto non-ownership and hired car coverage.
- c. Contractor's Worker's Compensation, Comprehensive General Liability and Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Copies of each insurance certificate shall be furnished to the County with Proposal (when requested).

ADDITIONAL INFORMATION

It is to be understood by the proposer that their proposal is submitted on the basis of specifications prepared by the County and the fact that any proposer is not familiar with these specifications or conditions will not be accepted as an excuse.

Payments will be made upon the approval of vouchers submitted by the successful proposer in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Ocean County Board of Commissioners will make award within sixty (60) days after receipt of proposals.

The County of Ocean is exempt from any State sales tax or Federal excise tax.

“All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.”

PAY TO PLAY REQUIREMENTS

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000

from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN IRAN

Pursuant to N.J.S.A. 52:32-58, the proposer must certify that neither the proposer, nor one of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e)(3)), is listed on the Department of the Treasury's List of Persons or Entities Engaging in Prohibited Investment Activities in Iran and that neither is involved in any of the investment activities set forth in N.J.S.A. 52:32-56(f). If the proposer is unable to so certify, the proposer shall provide a detailed and precise description of such activities. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Non-Involvement in Prohibited Activities in Iran.

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, the “person or entity” (as defined in N.J.S.A. 52:32-60.1, et seq) seeking to enter into or renew a contract for the provision of goods or services or the purchase of bonds or other obligations shall certify that it is not “engaging in prohibited activities in Russia or Belarus” (as such term is defined in as defined in N.J.S.A. 52:32-60.1, et seq. If the person or entity is unable to certify, the person or entity shall provide a detailed and precise description of such activities. The N.J.S.A. 52:32-60.1 certification form must be completed prior to contract award and is provided in the specification documents (DocuSign).

Vendors may view the Precluded Entities List Here:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

TRANSITIONAL PERIOD (excluding Professional Contracts)

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one month, at the County’s request.

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

COMPLETION OF DOCUMENTS

Proposer's shall complete all documents and acknowledge all terms included with this proposal package. All documents should be from this proposal package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

AMERICANS WITH DISABILITIES ACT

Equal Opportunity for Individuals with Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Project Description
ELECTRONIC MONITORING PROGRAM FOR JUVENILES

Please submit the following information:

- I. Basic Agency Data:
 - a. Agency Name
 - b. Agency Address
 - c. Agency Phone Number
 - d. Agency Director/Administrator
 - e. Contact person for this Proposal
 - f. Federal Employer's Identification Number
 - g. Corporation type (profit, non-profit, other) (if other please specify)
 - h. Is the agency exempt under Section 501(c)(3) of the IRS Code of 1954?
 - i. Total Funding requested and fee per service rate.
 - j. Title of service to be provided

- II. Required Attachments
 - a. Statement of Ownership
 - b. Non-Collusion Affidavit
 - c. Affirmative Action Questionnaire
 - d. Copy of New Jersey Business Registration Certificate in compliance with N.J.S.A. 52:32-44 OR Copy of IRS letter granting tax exempt status under Sec. 501(c)3
 - e. Acknowledgement of Receipt of Addenda or Revisions (if issued)
 - f. Computed Budget Proposal and Project Description
 - g. Signature Page
 - h. Certificate of Insurance
 - i. Agency shall provide and pay for Professional Liability and Comprehensive General Liability, each of which shall be in the amount of \$1,000,000.00 per occurrence with an aggregate limit of \$3,000,000.00. Agency shall name the County as an additional insured on the Comprehensive General Liability policy.
 - ii. Agency shall maintain Statutory Workers Compensation Insurance to the extent required by law. Agency shall maintain such insurance in full force until the final completion or termination of all work and services hereunder. Agency shall submit an insurance certificate to the County consistent with the provisions of this paragraph.
 - i. Current List of Board of Directors and Organizational Chart

- III. Background Information
 - a. Mission Statement of Agency
 - b. History of Agency
 - c. Current Services Provided by Agency
 - d. Resumes and biographies for each staff providing direct services to the participants.
 - e. List of trainings required for staff annually
 - f. List of trainings attended/participated by staff in the last year
 - g. Does your agency actively participate on the Youth Services Commission? If Yes, please explain
 - h. What is the agency's funding history with the Youth Services Commission?
 - i. If your agency was funded in the last five years, include monitoring results
 - j. Confirmation that staff providing direct services have passed a criminal background check. Attach a copy of the agency's policy.
 - k. Chain of command for direct service staff.

- IV. Description of Service – Refer to Scope of Services

- a. Define the Target population(s) to be served? Ages, location, etc.
- b. Provide a data analysis to support the services you intend to provide.
- c. How many youth does the program intend to serve?
- d. Will all Ocean County residents meeting eligibility criteria be considered for this service?
- e. Provide a logic model to define/describe the goal(s) of the service.
- f. Provide a logic model to describe the specific objectives of the service.
- g. Provide a logic model to describe the specific activities that will be performed to effectively achieve the operational objectives listed above.
- h. Provide a logic model to describe the measurable outcomes for services as well as measurement tools to be used.
- i. Describe the qualifications and skills required of staff providing the service and the ratio of staff to prospective program participants.
- j. Describe the method(s) of internal evaluation regarding the quality of service to be provided.
- k. Describe how Trauma Informed and Trauma Responsive Care are incorporated into your agency and the services you provide.
- l. Describe if and how virtual platforms will be used to provide services to youth and families

V. Accessibility of Service

- a. Describe hours and days when service will be made available to the participants.
- b. List the location(s) where the service will be provided to participants.
- c. Describe transportation options for participants to obtain this service.
- d. Describe the referral process and include any referral form(s) information required
- e. Describe the methods used to determine participant eligibility.
- f. Will this service be accessible to those requiring bilingual services? Please explain.
- g. Will this service be accessible to the handicapped? Please explain.

VI. Family Engagement

- a. What does Family Engagement mean to your agency?
- b. How will you include Family Engagement to increase the success of the youth in your program services?
- c. What has been the agency's history with Family Engagement, and what success has the agency had with implementing family engagement events or activities?

VII. Community Engagement

- a. What does Community Engagement mean to your agency?
- b. How will you include Community Engagement to increase the success of the youth in your program services?
- c. What has been the agency's history with Community Engagement, and what success has the agency had with implementing Community Engagement events or activities?

VIII. Restorative Justice

- a. What does Restorative Justice mean to your agency?
- b. How will you include Restorative Justice activities/events to increase the success of the youth in your program services?

IX. Computed Budget Proposal

- a. Please provide a fee per service or unit cost for **each** service provided, to be billed monthly by line item fee per service.
- b. Budget should be detailed and comprehensive and include line items for all things including but not limited to: client specific needs, client activities, emergency needs, personnel, equipment, supplies, training, insurance, family engagement, community engagement, transportation, etc.
- c. 5% of the total contract ceiling can be utilized for General and Administrative costs. (Please

explain how this number was calculated), and any in-kind, if applicable.

- d. The successful vendor(s) is expected to leverage and not supplement or supplant other sources of funding for services for which a youth may be eligible, such as Medicaid, Medicare, private health insurance, and reimbursement from the State Department of Children and Families. The successful vendor(s) is expected to assist or refer youth and families to other organizations that assist with access to health care coverage. This includes pursuing certification to determine presumptive eligibility for Medicaid and acting as or coordinating with Certified Application Counselors and Health Insurance Navigators that assist consumers with Medicaid and Health Insurance Marketplace enrollment. Youth Services Commission grant funds may be applicable to direct service costs, unless otherwise disallowed by Federal or State law.

OCEAN COUNTY COUNCIL ON JUVENILE JUSTICE SYSTEM IMPROVEMENT (CJJSI)



PRE-DISPOSTION ELECTRONIC MONITORING PROGRAM GUIDE

Last Updated: 9/2023

This Manual illustrates the Pre-Disposition Detention Electronic Monitoring Program. A guide for Ocean County's Juvenile Justice Stakeholders detailing the options available for the Community Supervision of youth with pending charge(s), instead of reliance on secure detention.

PURPOSE/OVERVIEW OF DETENTION ALTERNATIVE PROGRAMS

A core strategy of JDAI includes “Establishing an effective continuum of detention alternatives with various degrees and types of supervision for youth whose cases are pending disposition.” Detention Alternatives are options available to juvenile justice stakeholders to provide supervision for youth where there are pending charges, in lieu of placing youth in secure detention. For each juvenile admitted into detention, alternatives are considered first, rather than incarceration. Detention Alternatives are effective and appropriate methods of utilizing the least restrictive means of supervision necessary to maintain public safety and ensure youths’ court appearances. Ocean County has worked with local juvenile justice stakeholders to create a Continuum of Detention Alternatives with varying levels of supervision to meet these goals. The alternatives are designed to deal with program participant’s minor transgressions. This Continuum is intended to reduce the number of juveniles held in secure detention. Juveniles who would not otherwise be held in detention should not be included in Detention Alternatives.

Objectives of Detention Alternative Programs

- Ensuring that appropriate juveniles are placed in the least restrictive settings while maintaining public safety and ensuring the juveniles’ appearance in court.
- Providing supervision to juveniles by periodically visiting and communicating with them and their families/ guardians/ caretakers.
- Assisting juveniles and their families/ guardians/ caretakers in contacting and utilizing appropriate community resources if needed, and providing emergency intervention contact information.
- Maximizing juveniles’ compliance with court orders, conditions of release, and program rules.
- Ensuring that Detention Alternatives are culturally competent, sensitive, and accessible to juveniles.
- Ensuring that Detention Alternatives are time sensitive and are reviewed by the court in an expeditious manner.

Policy | Procedures

1. *SCREENING PROCESS*

- a. **Via Intake** – Family Division Intake may directly place a youth on an alternative using the Risk Screening Tool (please see RST policies for additional information).
- b. **Via Court** – Once a juvenile is admitted to detention the Juvenile Court Judge can also order a youth on an alternative. If an evaluation is made for that youth’s placement, the Detention Alternative Officers will complete an evaluation and report back to Court (as outlined in the process below).

2. *EVALUATION PROCESS*

- a. The Court issues a referral to the Electronic Monitoring (EM) program when further information is necessary.
- b. For each EM referral, Staff take the following into consideration when making the decision to admit a youth:
 - I. Explore if the parent/ guardian/ caretaker with whom the juvenile is to reside is adequate and capable of reporting the juvenile’s whereabouts at all times.
 - II. Consult the juvenile’s school (if attending), local police, service providers, Juvenile Detention Social Service Staff or Administrative Staff (if applicable), Probation, and Guardian (and other pertinent parties with whom a release is obtained); informing the court as to any public safety or non-appearance concerns



noted, and as to participation in any positive social or educational/vocational/employment activities.

III. After evaluation, a report will be provided to the court and all counsel. Information including, but not limited to the following, will be included:

- Program violations during a previous enrollment in Detention Alternatives
- Caregiver and Juvenile unwilling or unable to comply with the rules and regulations of the program
- Juvenile not residing in Ocean County
- Prosocial supports
- Recommendations and/or compliance with treatment services

c. Timeframes

I. For first hearings, an evaluation request will be completed to the best of the agency's ability within 2 business days. Additional, time may be needed and will be communicated with the court via memo.

II. A Court ordered evaluation will be completed **with in 5 business days of the court order**. Alternative Supervision Staff will provide a written report to the court and all counsel.

- Eval ordered in court: family to sign release if in court, or PD/Attorney to have release signed and to EM Staff within 24 hours.
- Parent/guardians must schedule home visit with EM staff within 72 hours from time of court order
- If information is needed prior to next court appearance prior to the 5 business days from court order, EM will provide the court with any information available at that time and complete report by 5th business day.

3. PLACEMENT ON ELECTRONIC MONITORING

a. Following receipt of a signed court order, the juvenile is officially placed on Electronic Monitoring. The court personnel are to IMMEDIATELY connect the youth to the Electronic Monitoring team to arrange time and place to affix the monitoring bracelet. Placements may take place at Bright Harbor Health Care, juvenile court, in the community, a police department or local youth detention center in Toms River, NJ.

Placement will happen prior to the end of that business day.

b. At placement, youth are provided with a copy of program rules. These rules include the following and are able to be modified (upon approval) by the Electronic Monitoring staff:

Contract Rules and Regulations

- Youth Will:

1. Appear without fail at all court dates.
2. Remain offense free.

In addition:

3. Attend school or educational program daily. If youth is not attending school currently, they will attend an EM approved educational program with the goal of returning to school, obtaining GED or vocational training.

- If I do not attend school due to an illness or an injury, I will contact EM officer before my regular departure to notify them.
 - I am to notify EM officer of any/all changes in school schedule (inclement weather, school emergencies, etc.)
 - I am to arrive to school on time; and be prepared for and participate in every class
 - I will attend every class on my schedule with no exceptions. I will not cut any classes.
 - I will cooperate completely with school administrators, staff and teachers.
 - I will remain in school from arrival until dismissal; specifically, this means that I will not leave the school building for lunch.
 - I will comply in all ways with the school guidelines and regulations regarding dress, appearance and conduct.
 - In the event of any suspension, whether in-school or out of school, I will notify EM officer. I understand that any out of school suspension may result in violation of my EM status, and placement in the Ocean County Juvenile Detention Center.
 - I am prohibited from charging the tracker at school
 - Unless specifically authorized by EM officer, I am not allowed to participate in any extracurricular activities or school trips.
 - I will go home directly upon dismissal; unless EM officer is notified in advance and a valid reason is given/confirmed to stay after the school day.
4. Comply in all ways with the court mandates and all of the court's rules and special conditions, which may include complying with my probation officer, prohibition from using the computer to search the internet or access social media sites, etc.
 5. Comply with all house rules set by my parent/guardian
 6. Unless specifically authorized by EM Officer or the court, I am not allowed to drive without supervision from a parent or guardian.
 7. Keep EM officer aware of my whereabouts by calling in daily to check-in as instructed by EM officers. I understand that I am only allowed to leave my residence to attend, school, work, religious services, court ordered programs, court appearances and for medical or dental purposes as scheduled with EM officer. I understand that EM officer must know my whereabouts 24/7 and that failure to keep them informed can result in violation of my EM status, and placement in the Ocean County Juvenile Detention Center.
 8. Special requests for special events/outings, etc. that are not outlined in participants set schedule need to be made through the participants attorney to the court.
 9. I understand that while on EM I cannot have friends at my residence or on my property.
 10. Inform the EM officer immediately of any encounters with law enforcement personnel.
 11. Meet when required with EM officer regarding my progress.
 12. Will not use or have in my possession any alcohol or illegal drugs.

13. Should I be prescribed any medications, I will notify EM officer immediately and take as prescribed. I will keep a medicine log of all medications including over the counter medication and submit it to EM officer weekly. I am to receive prior approval for any over the counter medications that may result in a positive drug test or requires identification to purchase.
14. Will not be in the company of anyone who is using or has in their possession any alcohol or illegal drugs.
15. Will not possess or have in my control or in my place of residence any firearms.
16. Will not leave Ocean County without the specific permission of the EM officer.
17. Agree to permit the EM officer to make scheduled and unscheduled visits to my residence to check on my status at any time.
18. Agree to be monitored by a GPS tracking device. Tampering with the devices is a direct violation of the program. Damage to the equipment will be my responsibility, financially and otherwise. If I lose or destroy the device, I understand that a criminal mischief complaint will be filed by EM officer.
19. Agree to charge my GPS tracking device every day for 2 hours.
20. Agree not to wear any clothing in public that allows the tracking device to be seen such as shorts, short pants, short skirts, or short dresses. I understand that I am not to show off or otherwise bring attention to the tracking device.
21. Agree not to post pictures of the tracking device on any website, both during and after my term on the EM Program. I will also not allow others to photograph the device and/or make use of any pictures of the device for posting on social media or any website.
22. The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue or its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, present a clear and present danger to the community and is strictly prohibited.
23. Will participate in any treatment deemed necessary by the court or EM officer.
24. Will not associate in any way with anyone on probation, on parole, in detention or incarcerated.
25. Will follow all conditions of the EM call in procedure.
26. I understand that I am subject to instant or lab ordered random drug screening as part of the EM Program. I understand that EM officers do not need to obtain permission from my parents/guardians prior to ordering these drug screens. I understand that all urine screen results will be forwarded to the court. When lab ordered, I agree to submit to a monitored drug screening within 48 hours.
27. Will remain in my residence unless it becomes necessary to leave for reasons of personal safety. If a personal safety issue occurs that requires leaving the home, I will notify EM officer immediately. Specifically, this means that I agree not be outside the "living" area of my home during the specified time.
28. I understand that receiving any new charges may result in termination of my EM status, and my placement in the Ocean County Juvenile Detention Center for the duration of my sentence or until resolution of my charges.
29. Parent understands that if they will be out of the home and unavailable to supervise the youth for an extended period of time, including overnight, the EM officer will be notified and provided with the contact information (name, address, phone number) of an appropriate adult supervising youth in parent/caregiver's absence.

DETENTION ALTERNATIVE COMPONENTS AND REQUIREMENTS

Appendix B outlines further Policy and Procedure and is annexed to this Guide

4. COURT REPORTING

- a. Formal court reports regarding the juvenile's status will be provided to the court and all counsel for each court appearance. Informal reports will be provided, to the Multidisciplinary Team as scheduled. Status reports also include Incentives and Sanctions.

b. Behavioral Management System

Level System for behavior management. Participant may move up or down the **Level System** depending on behavior, attitude, and cooperation or lack thereof. This program allows participant to see clearly how they are responsible for their actions. The HSP staff will encourage participation with our behavior management system and will assist in any way to help the participant achieve their goals.

Below is an outline of the Home Supervision Program Level System.

Participant will be required to sign a contract stating they understand the system.

Continuum of Care Model: Levels of Detention or Supervision

Participant may move up or down the continuum of care model depending on behavior, attitude, and cooperation or lack thereof. This continuum allows the participant to see clearly how they are responsible for their actions.

Behavior Criteria and Implementation Time Frame:

- The Home Supervision Program expects all participating juveniles to achieve Gold Level status on his/her 29th day in the Home Supervision Program.
- Considerations for Gold level will only be made after a participating juvenile has been in the program for a minimum of 28 days with minimal redirections.
- Level demotions can be made at any time; a participating juvenile can drop from a higher level to lower level for program violations and/or consistently exhibiting negative behavior.
- Restrictions may be imposed on participating juveniles on an individual basis, such as, restrictions from the court, the Home Supervision Program, and/or an outside provider. These restrictions at times may supersede a request for a special privilege.

Bronze 1

Day 1 through Day 7

4 days face to face supervision (in home/off site)
3 days staff/juvenile phone contact
Case plan development
Staff/family relationship building

Silver 1

Day 15 through Day 21

4 days face to face supervision (in home/off site)
3 days staff/juvenile phone contact
Case plan compliance

Gold 1

Day 29 through Day 35

3 days face to face supervision (in home/off site)
4 days staff/juvenile phone contact

Bronze 2

Day 8 through Day 14

4 days face to face supervision (in home/off site)
3 days staff/juvenile phone contact
Case plan development
Staff/family relationship building

Silver 2

Day 22 through Day 28

3 days face to face supervision (in home/off site)
4 days staff/juvenile phone contact
Case plan compliance

Gold Plus

Day 36 and beyond

3 days face to face supervision (in home/off site)
4 days staff/juvenile phone contact

Case plan review (Family/Providers)
1 hour per week free time

2 hours per week free time

Examples of additional privileges:

- One friend (positive role model) visit at your residence for a period of time supervised by the HSP staff.
- Later curfew time for a free time activity
- Attendance at a family social event (length of time determined by HSP staff)
- A specific request for a privilege by you or your parents/guardians

Basic Level Criteria

At minimum, participating juveniles are required to receive a positive rating in **all** areas:

SCHOOL

Respect, Cooperation, Attitude, Effort

No unexcused absences

Free of disciplinary actions (suspensions, detentions) If not, dates of detention/suspension

EMPLOYMENT (if applicable, required if not attending school)

Actively seeking employment

Free of any missed days; clocks in/out on time

Reports in to Program staff weekly schedule

MEDICATION/PERSONAL HYGIENE

Medication Compliance

Activities of Daily Living (ADL) (showering, laundry, etc.)

Awake no later than 9:30a (non school days), bed made, room orderly: indoors by evening curfew

GENERAL

Free of any negative daily reports (LOPs, Warnings)

Must exhibit a conscious effort to exceed/succeed in the Home Supervision Program (ie-good communication during supervisions, positive attitude toward making future goals, etc.)

Chores completed

Must maintain excellent behavior, attitude, respect at all times towards staff, family members, program participants, outside professionals, and during all HSP transports

Follows Call In Procedures

Reports in to Program staff weekly schedule (school, treatment sessions, employment)

Negative Urine Screens (when applicable)

INDIVIDUAL CASE PLAN

Working toward meeting or achieving personal goals/treatment/counseling

Complying and participating in all programming

Completing weekly community service hours as outlined in case plan

c. Violations | Sanctions

Do NOT assume you will be given a redirection or a warning for violating the Home Supervision Program rules or regulations before you are given a loss of privilege.

Violations of the rules and regulations are defined as inappropriate behaviors toward staff, professionals, fellow participating juveniles, and/or family members.

Below is a list of common, *but not all*, violations of the Home Supervision Program rules:

Minor Infractions

Sanctions: Written report (2 pages on subject matter or subject determined by staff), delay advancement into next phase.

- Contra-band on person/in belongings (Level 1)
- Refusing and/or incompleting of chores/tasks
- Disrespectfulness and/or using profanity
- Engaging in a verbal argument
- Failure to return home at designated time from programming (1st offense)
- Accessing social network sites
- Smoking
- Falsifying information to staff (Level 1)
- Failure to follow staff directives/time limits
- Failure to complete weekly schedule
- Failure to notify HSP of meetings (in-home or off-site)
- Manipulation (staff, family, professionals)

****Any violation of a minor infraction for two or more times will result in the minor infraction automatically becoming a moderate infraction (regardless of length of time elapsing between the two same infraction violations).**

Moderate Infractions

Sanctions: Written report (2 pages on subject matter or subject determined by staff), increase level of supervision, possible case management conference/behavior contract, delay advancement into next phase, level demotion, notification made to family court

- Refusing Programming/Therapeutic Services/Appointments
- Falsifying information to staff (Level Two)
- Consistent instigation and/or engagement in a verbal argument
- Failure to follow call-in procedures / Unauthorized stop
- Discussion/giving advice regarding your own charges/another participating juveniles charges
- Failure to have phone communication available 24/7 (no access to phone, phone off, etc.)
- Receiving school infraction/Refusing School
- Interference with the HSP processes (ie-grievance process, staff directives)
- Failure to complete/participate in community service
- Failure to return home at designated time from free time
- ****Contra-band on person / in room (Level Two)**

Gold Level Sanctions/Consequences:

You will serve sanction of type of violation (minor or moderate), and additionally,

- Loss of free time
- Immediate demotion in level regardless of minor or moderate violation

- Increased weekly face to face supervision

Major Infractions

The Home Supervision Program has a *Zero Tolerance* policy regarding,

Please be advised, you will not be given any redirections or warnings for these behaviors. You will receive an infraction and an immediate demotion in level. Immediate notification will be made to Family Division/Probation/Court. Additionally, these infractions may also result in receiving additional charges from the Police/Prosecutor's office.

- | | |
|--|---|
| • New arrests / charges | • Physical altercations |
| • Positive drug screen / Under the influence | • Written or verbal threats toward staff /participating juveniles |
| • Spitting on another person | • Stealing |
| • Destruction of property – Personal/County | • Inappropriate touching of staff/participating juveniles |
| • <u>Written/Verbal/Non-Verbal:</u> | • Violation of a no contact order |
| ➤ Bullying or Mocking | |
| ➤ Bias or Racial comments | |
| ➤ Gang Activity or Discussions | |

Curfew

You are required to be indoors for the remainder of the evening as follows, with the exception of treatment service appointments and employment hours;

Bronze Level: 9:00pm

Silver Level: 9:30pm

Gold Level: 10:00pm

5. *Client Rights*

You will not be set apart as different because of your race, color, nationality, creed, sex, physical handicap, religion or political opinions. You, and all other clients, will go by the same set of Home Detention Program rules.

YOU HAVE THE RIGHT:

1. To be treated with respect and fairness.
2. To be informed of the rules of the Home Detention Program during admission.
3. To be free of physical punishment, threats, assaults or bullying.
4. To practice the religion of your choice.
5. To have access to your attorney. Through your attorney, you will have access to the courts.
6. To have access to your case management team members (CMO, DCP, Probation, etc...)
7. To report any problems or complaints while in the Home Detention Program without fear of retribution.

GRIEVANCE PROCEDURE

The Ocean County Home Detention Program welcomes any legitimate grievance you may have as it pertains to your involvement with the Home Detention Program. However, this is not an immediate

response system. If you need to file an immediate complaint, such as abuse or neglect, please speak to the staff **IMMEDIATELY!**

Please note, you cannot grieve a Home Detention program rule violation.

Grievance forms may be requested at anytime with the following exceptions:

- during a situation in which the Program staff deem a crisis
- during transports or programming

After you obtain the form, fill it out **COMPLETELY** and give it to the Home Detention staff

- The Program staff will give the grievance to the Program Coordinator.
- As soon as possible after receiving the grievance form, the Program Coordinator will meet with you.
- An investigation will begin and the Program Coordinator will again meet with you to discuss the findings
- In the event you are not satisfied with the Program Coordinator response, you may request a hearing with the Division Director
- The Division Director will review your issue within 48 hours and respond to you in writing as to the final outcome of your grievance. The Division Director's decision/ruling is **FINAL**.

There will be no retaliation by any staff member of the Home Detention Program. Keep in mind that you may only grieve an issue that pertains to **the Home Detention Program**. We have **no control** over the policy, procedures, or employees of secure facilities, the Courts, probation, and other law enforcement agencies, etc.

6. Readmission to Detention from a Violation of a Detention Alternative.

Regarding a juvenile who is on GPS/ Home Detention and in serious violation of the rules of the program; for example, they are out of range, cut off the bracelet, etc., Alternative Supervision Staff must immediately call Family Intake at the Juvenile Court to either apply the Risk Screening Tool to determine recommendation for admission to detention and/or activate a bench warrant to detention through the juvenile/on-call judge.

7. Record Keeping

Detention Alternatives Staff are responsible for the following Record Keeping:

- a. Maintain accurate case files, records and statistical information on all detention alternative participants.
- b. Provide Family Court with timely progress or violations reports of all participants prior to their court dates.
- c. Maintain an inventory of electronic monitoring units in use or on shelves always reconciling serial number to participant.
- d. Prepare monthly and quarterly reports in a timely manner for the Youth Services Commission, and Juvenile Justice Commission.

8. Forms

The following forms are to be utilized for Electronic Monitoring:

- Electronic Monitoring Informed Consent
- Electronic Monitoring Psychosocial Assessment
- Electronic Monitoring Contract
- Goal Planning
- Youth Case Plan
- PADDI-5
- JAMS Intake & Completion
- Electronic Monitoring Release of Information
- School Notification & Close Out Letters
- Parent Close Out Letter
- Close Out Survey
- EM Medication Log
- Referral for Service Request

APPENDIX A: NAVIGATING NON-COMPLIANCE - SANCTIONS & INCENTIVES

- A.** A juvenile is considered “compliant” if the juvenile remains arrest free, attends all scheduled court appearances, follows the rules and conditions of the alternative and/or responds to graduated sanctions imposed for rule violations, or as ultimately determined by the court.
- B.** A juvenile will be considered “noncompliant” if there are new charges, fails to appear for court scheduled hearings, or violates alternative rules and conditions of release and fails to respond to graduated sanctions. Adjustments in individualized conditions may be initiated at any time by Detention Alternatives staff, and specified in mandatory interval reports.
 - i.* A change in alternative requires a report to court and all counsel, and a signed court order. A hearing may then be scheduled to consider a change in Detention Alternatives.
 - ii.* No change in alternatives status will occur without court order.
 - iii.* Completion of Detention Alternatives occurs upon receipt of signed court order.

APPENDIX B: ALTERNATIVES-SUBSTANCE ABUSE PHILOSOPHY & POLICY

In creating an acceptable drug policy for this program, we must give treatment a chance to succeed. It is to be expected that even among individuals who are committed to sobriety, a relapse is most likely possible, and so, participants in treatment will be given further opportunity to continue treatment (upon discretion of the supervising staff). An individual who is involved in treatment, but may not be serious about abstinence and sobriety must not be allowed to circumvent program rules regarding substance use.

- I. POLICY:** A prevention and intervention program that supports and reinforces participant’s sincere efforts at treatment and recovery, while simultaneously seeking to intervene and redirect participants who continue to engage in substance abuse. Alternative Staff should provide participants currently engaged in treatment incentives to remain substance free, to link participants actively abusing substances to seek treatment, and to educate participants/families about the harms of substance abuse.
- II. SCOPE:** To avoid “widening the net” for possible juvenile offenses, program officers will limit the implementation of this policy to those participants who:
 - A.** Are facing substance abuse related charges and/or admit to recent use of substances.
 - B.** Exhibit signs of substance abuse as determined by parents, program officers, probation officers, school administration, or staff
- III. POLICY DISTRIBUTION:** Program officers will inform participants and their parents of the

program's substance abuse policy at intake. Program officers will provide a written copy of the policy to the participant and their parents. A second copy, signed by the participant and their parents will be maintained in the participant's file.

IV. TESTING PROCEDURE: Once it has been determined a program participant is to be substance tested, the juvenile will report to Ocean Mental Health within 48 hours as stated in the policy.

OCEAN COUNTY COUNCIL ON JUVENILE JUSTICE SYSTEM IMPROVEMENT (CJJSI)



POST-DISPOSTION HOME DETENTION ALTERNATIVE PROGRAM GUIDE

Last Updated: 09/2023

This Manual illustrates the Post-Disposition Detention Alternative, Home Detention Program. A guide for Ocean County's Juvenile Justice Stakeholders detailing the options available for the Community Supervision of youth with pending charge(s), instead of reliance on secure detention.

PURPOSE/OVERVIEW OF DETENTION ALTERNATIVE PROGRAMS

A core strategy of JDAI includes “Establishing an effective continuum of detention alternatives with various degrees and types of supervision for youth whose cases are pending disposition.” Detention Alternatives are options available to juvenile justice stakeholders to provide supervision for youth where there are pending charges, in lieu of placing youth in secure detention. For each juvenile admitted into detention, alternatives are considered first, rather than incarceration. Detention Alternatives are effective and appropriate methods of utilizing the least restrictive means of supervision necessary to maintain public safety and ensure youths’ court appearances. Ocean County has worked with local juvenile justice stakeholders to create a Continuum of Detention Alternatives with varying levels of supervision to meet these goals. The alternatives are designed to deal with program participant’s minor transgressions. This Continuum is intended to reduce the number of juveniles held in secure detention. Juveniles who would not otherwise be held in detention should not be included in Detention Alternatives.

Objectives of Detention Alternative Programs

- Ensuring that appropriate juveniles are placed in the least restrictive settings while maintaining public safety and ensuring the juveniles’ appearance in court.
- Providing supervision to juveniles by periodically visiting and communicating with them and their families/ guardians/ caretakers.
- Assisting juveniles and their families/ guardians/ caretakers in contacting and utilizing appropriate community resources if needed, and providing emergency intervention contact information.
- Maximizing juveniles’ compliance with court orders, conditions of release, and program rules.
- Ensuring that Detention Alternatives are culturally competent, sensitive, and accessible to juveniles.
- Ensuring that Detention Alternatives are time sensitive and are reviewed by the court in an expeditious manner.

Policy | Procedures

1. SCREENING PROCESS

- a. **Via Court** – Once a juvenile is disposed, the Juvenile Court Judge can also order a youth on a detention alternative to serve their commitment sentence. A commitment sentence served on the detention alternative requires intensive supervision and any moderate/major violations of this program results in immediate notification to Juvenile Court Family Intake and subsequent admission to the youth detention center for the remainder of their sentence. If an evaluation is made for that youth’s placement, the Detention Alternative Officers will complete an evaluation and report back to Court (as outlined in the process below).

2. INVESTIGATIVE | EVALUATIVE PROCESS

- a. Occurs when the Court issues a referral and further information is necessary.
- b. For each Detention Alternatives (DA) referral, Alternative Supervision Staff take the following into consideration when making the decision to admit a youth:
 - I. Establish that the parent/ guardian/ caretaker with whom the juvenile is to reside is adequate and capable of reporting the juvenile’s whereabouts at all times.
 - II. Consult the juvenile’s school (if attending), local police, Juvenile Detention Social Service Staff or Administrative Staff, Probation, and Guardian; informing the court as to any public safety or non-appearance concerns noted, and as to participation in any positive social or educational activities.



III. After evaluation, a report will be provided to the court and all counsel. Information including, but not limited to the following, will be included:

- Program violations during a previous enrollment in Detention Alternatives
- Caregiver unwilling or unable to comply with the rules and regulations of the program
- Juvenile not residing in Ocean County

c. Timeframes

I. The evaluation will be completed a week before the court date. Alternative Supervision Staff will provide a written report to the court and all counsel.

3. PLACEMENT ON DETENTION ALTERNATIVES

- d.** Following receipt of a signed court order, the juvenile is placed on the specified Alternative within the same day at Awarded Agency, juvenile court, a police department or local youth detention center in Toms River, NJ.
- e.** At placement, youth are provided with a copy of program rules. These rules include the following and are able to be modified (upon approval) by the awarded provider:

Contract Rules and Regulations:

- 1.** I will appear without fail at all court dates.
- 2.** I will remain offense free.

In addition:

- 3.** I will attend school every day or educational program daily. If youth is not attending school currently, they will attend an EM approved educational program with the goal of returning to school, obtaining GED or vocational training.
- a)** If I do not attend school due to an illness or an injury, I will contact EM officer before my regular departure to notify them.
 - b)** I am to notify EM officer of any/all changes in school schedule (inclement weather, school emergencies, etc.)
 - c)** I am to arrive to school on time; and be prepared for and participate in every class
 - d)** I will attend every class on my schedule with no exceptions. I will not cut any classes.
 - e)** I will cooperate completely with school administrators, staff and teachers.
 - f)** I will remain in school from arrival until dismissal; specifically, this means that I will not leave the school building for lunch.
 - g)** I will comply in all ways with the school guidelines and regulations regarding dress, appearance and conduct.
 - h)** In the event of any suspension, whether in-school or out of school, I will notify EM officer. I understand that any out of school suspension may result in violation of my EM status, and placement in the Ocean County Juvenile Detention Center.
 - i)** I am prohibited from charging the tracker at school
 - j)** Unless specifically authorized by EM officer, I am not allowed to participate in any extracurricular activities or school trips.
 - k)** I will go home directly upon dismissal; unless EM officer is notified in advance and a valid reason is given/confirmed to stay after the school day.

4. Comply in all ways with the court mandates and all of the court's rules and special conditions, which may include complying with my probation officer, prohibition from using the computer to search the internet or access social media sites, etc.
5. Comply with all house rules set by my parent/guardian
6. Unless specifically authorized by EM Officer or the court, I am not allowed to drive without supervision from a parent or guardian.
7. Keep EM officer aware of my whereabouts by calling in daily to check-in as instructed by EM officers. I understand that I am only allowed to leave my residence to attend, school, work, religious services, court ordered programs, court appearances and for medical or dental purposes as scheduled with EM officer. I understand that EM officer must know my whereabouts 24/7 and that failure to keep them informed can result in violation of my EM status, and placement in the Ocean County Juvenile Detention Center.
8. Special requests for special events/outings, etc. that are not outlined in participants set schedule need to be made through the participants attorney to the court.
9. I understand that while on EM I cannot have friends at my residence or on my property.
10. Will inform the EM officer immediately of any encounters with law enforcement personnel.
11. Will meet when required with EM officer regarding my progress.
12. Will not use or have in my possession any alcohol or illegal drugs.
13. Should I be prescribed any medications, I will notify EM officer immediately and take as prescribed. I will keep a medicine log of all medications including over the counter medication and submit it to EM officer weekly. I am to receive prior approval for any over the counter medications that may result in a positive drug test or requires identification to purchase.
14. Will not be in the company of anyone who is using or has in their possession any alcohol or illegal drugs.
15. Will not possess or have in my control or in my place of resident any firearms.
16. Will not leave Ocean County without the specific permission of the EM officer.
17. Agree to permit the EM officer to make scheduled and unscheduled visits to my residence to check on my status at any time.
18. Agree to be monitored by a GPS tracking device. Tampering with the devices is a direct violation of the program. Damage to the equipment will be my responsibility, financially and otherwise. If I lose or destroy the device, I understand that a criminal mischief complaint will be filed by EM officer.
19. Agree to charge my GPS tracking device every day for 2 hours.
20. Agree not to wear any clothing in public that allows the tracking device to be seen such as shorts, short pants, short skirts, or short dresses. I understand that I am not to show off or otherwise bring attention to the tracking device.
21. Agree not to post pictures of the tracking device on any website, both during and after my term on the EM Program. I will also not allow others to photograph the device and/or make use of any pictures of the device for posting on any website.
22. Will participate in any treatment deemed necessary by the court or EM officer.
23. Will not associate in any way with anyone on probation, on parole, in detention or incarcerated.

24. The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, present a clear and present danger to the community and is strictly prohibited.
25. Will follow all conditions of the EM call in procedure.
26. I understand that I am subject to random drug screening as part of the EM Program. I understand that EM officers do not need to obtain permission from my parents/guardians prior to ordering these drug screens. I understand that all urine screen results will be forwarded to the court. When ordered, I agree to submit to a monitored drug screening within 48 hours.
27. Parents/guardians are responsible for providing adequate supervision as deemed by EM officers/court.
28. Will remain in my residence from “full dark” until morning, unless it becomes necessary to leave for reasons of personal safety. If a personal safety issues occurs that requires leaving the home, I will notify EM officer immediately. Specifically this means that I agree not be outside the “living” area of my home during the specified time.
29. I understand that receiving any new charges may result in termination of my EM status, and my placement in the Ocean County Juvenile Detention Center for the duration of my sentence or until resolution of my charges.

DETENTION ALTERNATIVE COMPONENTS AND REQUIREMENTS

Appendix B outlines further Policy and Procedure and is annexed to this Guide

4. COURT REPORTING

- a. Formal court reports regarding the juvenile’s status will be provided to the court and all counsel for each court appearance. Informal reports will be provided, to the Multidisciplinary Team as scheduled. Status reports also include Incentives and Sanctions.
- b. **Approved Movements (If, Granted by the Court)**
 - I. Immediately upon placement, program participants are allowed to request permission to:
 - Participate in any inter-scholastic teams, sports, or clubs in which they are already engaged.
 - If permission granted, it extends to any supervised activities relating to their team, sport, or club.
 - Participants are allowed to leave the home with an assigned social service provider upon approval of EM Staff.
 - Participant must have their departure verified by the social service provider.

c. Behavior Management System

Level System for behavior management. Participant may move up or down the **Level System** depending on behavior, attitude, and cooperation or lack thereof. This program allows participant to see clearly how they are responsible for their actions. The HSP staff will encourage participation with our behavior management system and will assist in any way to help the participant achieve their goals.

Below is an outline of the Home Supervision Program Level System.

Participant will be required to sign a contract stating they understand the system.

Continuum of Care Model: Levels of Detention or Supervision

Participant may move up or down the continuum of care model depending on behavior, attitude, and cooperation or lack thereof. This continuum allows the participant to see clearly how they are responsible for their actions.

Behavior Criteria and Implementation Time Frame:

- The Home Supervision Program expects all participating juveniles to achieve Gold Level status on his/her 29th day in the Home Supervision Program.
- Considerations for Gold level will only be made after a participating juvenile has been in the program for a minimum of 28 days with minimal redirections.
- Level demotions can be made at any time; a participating juvenile can drop from a higher level to lower level for program violations and/or consistently exhibiting negative behavior.
- Restrictions may be imposed on participating juveniles on an individual basis, such as, restrictions from the court, the Home Supervision Program, and/or an outside provider. These restrictions at times may supersede a request for a special privilege.

Bronze 1

Day 1 through Day 7

- 4 days face to face supervision (in home/off site)
- 3 days staff/juvenile phone contact
- Case plan development
- Staff/family relationship building

Silver 1

Day 15 through Day 21

- 4 days face to face supervision (in home/off site)
- 3 days staff/juvenile phone contact
- Case plan compliance

Gold 1

Day 29 through Day 35

- 3 days face to face supervision (in home/off site)
- 4 days staff/juvenile phone contact
- Case plan review (Family/Providers)
- 1 hour per week free time

Bronze 2

Day 8 through Day 14

- 4 days face to face supervision (in home/off site)
- 3 days staff/juvenile phone contact
- Case plan development
- Staff/family relationship building

Silver 2

Day 22 through Day 28

- 3 days face to face supervision (in home/off site)
- 4 days staff/juvenile phone contact
- Case plan compliance

Gold Plus

Day 36 and beyond

- 3 days face to face supervision (in home/off site)
- 4 days staff/juvenile phone contact
- 2 hours per week free time

Examples of additional privileges:

- One friend (positive role model) visit at your residence for a period of time supervised by the HSP staff.
- Later curfew time for a free time activity
- Attendance at a family social event (length of time determined by HSP staff)
- A specific request for a privilege by you or your parents/guardians

Basic Level Criteria

At minimum, participating juveniles are required to receive a positive rating in **all** areas:

SCHOOL

Respect, Cooperation, Attitude, Effort

No unexcused absences

Free of disciplinary actions (suspensions, detentions) If not, dates of detention/suspension

EMPLOYMENT (if applicable, required if not attending school)

Actively seeking employment

Free of any missed days; clocks in/out on time

Reports in to Program staff weekly schedule

MEDICATION/PERSONAL HYGIENE

Medication Compliance

Activities of Daily Living (ADL) (showering, laundry, etc.)

Awake no later than 9:30a (non school days), bed made, room orderly: indoors by evening curfew

GENERAL

Free of any negative daily reports (LOPs, Warnings)

Must exhibit a conscious effort to exceed/succeed in the Home Supervision Program (ie-good communication during supervisions, positive attitude toward making future goals, etc.)

Chores completed

Must maintain excellent behavior, attitude, respect at all times towards staff, family members, program participants, outside professionals, and during all HSP transports

Follows Call In Procedures

Reports in to Program staff weekly schedule (school, treatment sessions, employment)

Negative Urine Screens (when applicable)

INDIVIDUAL CASE PLAN

Working toward meeting or achieving personal goals/treatment/counseling

Complying and participating in all programming

Completing weekly community service hours as outlined in case plan

d. Violations | Sanctions

Do NOT assume you will be given a redirection or a warning for violating the Home Supervision Program rules or regulations before you are given a loss of privilege.

Violations of the rules and regulations are defined as inappropriate behaviors toward staff, professionals, fellow participating juveniles, and/or family members.

Below is a list of common, ***but not all***, violations of the Home Supervision Program rules:

Minor Infractions

Sanctions: Written report (2 pages on subject matter or subject determined by staff), delay advancement into next phase.

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- Refusing and/or incompleting of chores/tasks
- Disrespectfulness and/or using profanity
- Engaging in a verbal argument
- Smoking
- Falsifying information to staff (Level 1)
- Failure to follow staff directives/time limits
- Failure to complete weekly schedule

- Failure to return home at designated time from programming (1st offense)
- Accessing social network sites
- Failure to notify HSP of meetings (in-home or off-site)
- Manipulation (staff, family, professionals)

****Any violation of a minor infraction for two or more times will result in the minor infraction automatically becoming a moderate infraction (regardless of length of time elapsing between the two same infraction violations).**

Moderate Infractions

Sanctions: Written report (2 pages on subject matter or subject determined by staff), increase level of supervision, possible case management conference/behavior contract, delay advancement into next phase, level demotion, notification made to family court

- Refusing Programming/Therapeutic Services/Appointments
- Falsifying information to staff (Level Two)
- Consistent instigation and/or engagement in a verbal argument
- Failure to follow call-in procedures / Unauthorized stop
- Discussion/giving advice regarding your own charges/another participating juveniles charges
- Failure to have phone communication available 24/7 (no access to phone, phone off, etc.)
- Receiving school infraction/Refusing School
- Interference with the HSP processes (ie-grievance process, staff directives)
- Failure to complete/participate in community service
- Failure to return home at designated time from free time
- **Contra-band on person / in room (Level Two)

Gold Level Sanctions/Consequences:

You will serve sanction of type of violation (minor or moderate), and additionally,

- Loss of free time
- Immediate demotion in level regardless of minor or moderate violation
- Increased weekly face to face supervision

Major Infractions

The Home Supervision Program has a *Zero Tolerance* policy regarding,

Please be advised, you will not be given any redirections or warnings for these behaviors. You will receive an infraction and an immediate demotion in level. Immediate notification will be made to Family Division/Probation/Court. Additionally, these infractions may also result in receiving additional charges from the Police/Prosecutor's office.

- New arrests / charges
- Physical altercations

- Positive drug screen / Under the influence
- Spitting on another person
- Destruction of property – Personal/County
- Written/Verbal/Non-Verbal:
 - Bullying or Mocking
 - Bias or Racial comments
 - Gang Activity or Discussions
- Written or verbal threats toward staff /participating juveniles
- Stealing
- Inappropriate touching of staff/participating juveniles
- Violation of a no contact order

Curfew

You are required to be indoors for the remainder of the evening as follows, with the exception of treatment service appointments and employment hours;

Bronze Level: 9:00pm

Silver Level: 9:30pm

Gold Level: 10:00pm

Client Rights

You will not be set apart as different because of your race, color, nationality, creed, sex, physical handicap, religion or political opinions. You, and all other clients, will go by the same set of Home Detention Program rules.

YOU HAVE THE RIGHT:

1. To be treated with respect and fairness.
2. To be informed of the rules of the Home Detention Program during admission.
3. To be free of physical punishment, threats, assaults or bullying.
4. To practice the religion of your choice.
5. To have access to your attorney. Through your attorney, you will have access to the courts.
6. To have access to your case management team members (CMO, DCPP, Probation, etc...)
7. To report any problems or complaints while in the Home Detention Program without fear of retribution.

GRIEVANCE PROCEDURE

The Ocean County Home Detention Program welcomes any legitimate grievance you may have as it pertains to your involvement with the Home Detention Program. However, this is not an immediate response system. If you need to file an immediate complaint, such as abuse or neglect, please speak to the staff **IMMEDIATELY!**

Please note, you cannot grieve a Home Detention program rule violation.

Grievance forms may be requested at anytime with the following exceptions:

- during a situation in which the Program staff deem a crisis
- during transports or programming

After you obtain the form, fill it out **COMPLETELY** and give it to the Home Detention staff

- The Program staff will give the grievance to the Program Coordinator.
- As soon as possible after receiving the grievance form, the Program Coordinator will meet with you.
- An investigation will begin and the Program Coordinator will again meet with you to discuss the findings

- In the event you are not satisfied with the Program Coordinator response, you may request a hearing with the Division Director
- The Division Director will review your issue within 48 hours and respond to you in writing as to the final outcome of your grievance. The Division Director's decision/ruling is **FINAL**.

There will be no retaliation by any staff member of the Home Detention Program. Keep in mind that you may only grieve an issue that pertains to **the Home Detention Program**. We have **no control** over the policy, procedures, or employees of secure facilities, the Courts, probation, and other law enforcement agencies, etc.

5. *Readmission to Detention / Violation of a Detention Alternative Post-Disposition.*

Regarding a juvenile who is on GPS/ Home Detention and in violation of the rules of the program; for example, they are out of range, cut off the bracelet, etc., Alternative Supervision Staff must immediately call Family Intake at the Juvenile Court to determine re-admission to the youth detention center.

6. *Record Keeping*

Detention Alternatives Staff are responsible for the following Record Keeping:

- Maintain accurate case files, records and statistical information on all detention alternative participants.
- Provide Family Court with timely progress or violations reports of all participants prior to their court dates.
- Maintain an inventory of electronic monitoring units in use or on shelves always reconciling serial number to participant.
- Prepare monthly and quarterly reports in a timely manner for the Youth Services Commission, and Juvenile Justice Commission.

7. *Forms*

The following forms are to be utilized for Electronic Monitoring:

- Electronic Monitoring Informed Consent
- Electronic Monitoring Psychosocial Assessment
- Electronic Monitoring Contract
- Goal Planning
- Youth Case Plan
- PADDI-5
- JAMS Intake & Completion
- Electronic Monitoring Release of Information
- School Notification & Close Out Letters
- Parent Close Out Letter
- Close Out Survey
- EM Medication Log
- Referral for Service Request

- A. A juvenile is considered “compliant” if the juvenile remains arrest free, attends all scheduled court appearances, follows the rules and conditions of the alternative and/or responds to graduated sanctions imposed for rule violations, or as ultimately determined by the court.
 - B. A juvenile will be considered “noncompliant” if there are new charges, fails to appear for court scheduled hearings, or violates alternative rules and conditions of release and fails to respond to graduated sanctions. Adjustments in individualized conditions may be initiated at any time by Detention Alternatives staff, and specified in mandatory interval reports.
 - i. A change in alternative requires a report to court and all counsel, and a signed court order. A hearing may then be scheduled to consider a change in Detention Alternatives.
 - ii. No change in alternatives status will occur without court order.
 - iii. Completion of Detention Alternatives occurs upon receipt of signed court order.
-

APPENDIX B: ALTERNATIVES-SUBSTANCE ABUSE PHILOSOPHY & POLICY

- I. **POLICY:** The Ocean County Juvenile Services Electronic Monitoring Program, provides an alternative to incarceration for some adjudicated individuals, as The Court sees fit. Placement on Electronic Monitoring as an alternative to incarceration under these circumstances is considered to be a privilege, and as such, all adjudicated participants are directed at the outset that they are to adhere strictly with program rules and regulations. Program participants are reminded at intake that they have been sentenced to a term of incarceration at the Ocean County Juvenile Detention Center, and that any breach of program rules can result in their placement in that facility.
- II. **SCOPE:** To avoid “widening the net” for possible juvenile offenses, program officers will limit the implementation of this policy to those participants who:
 - a. Are adjudicated, or have otherwise plead guilty to drug related charges.
 - b. Admit during the program’s intake process they have recently used substances.
 - c. Exhibit signs of substance abuse as determined by parents, program officers, probation officers, school administration, or staff
- III. **POLICY DISTRIBUTION:** Program officers will inform participants and their parents of the program’s substance abuse policy at intake. Program officers will provide a written copy of the policy to the participant and their parents. A second copy, signed by the participant and their parents will be maintained in the participant’s file.
- IV. **TESTING PROCEDURE:** Once it has been determined a program participant is to be substance tested, the juvenile will report to Ocean Mental Health within 48 hours as stated in the policy.
- V. **TEST RESULTS:** Immediately upon receipt of the test results, program officers will notify the participant, the participant’s parents, probation officer, and if the participant is involved in a Substance Abuse Program, the program contact. All test results will be distributed to the above-listed persons and agencies.
 - a. **Positive Results:** Because post-dispositional placement on Electronic Monitoring is

provided by the court as an indication of leniency for an adjudicated charge, program officers will consider any positive drug test as an extremely serious breach of program rules. Due to the nature of adjudicated placements, unless significant extenuating circumstances indicate otherwise, all positive drug tests will result in a program violation, and the placement of the participant in the Ocean County Juvenile Detention Center for the duration of his sentence.

- b. **Negative Results:** In the event that any test comes back as negative, the participant, their parents, the Court, and if on probation, the participant's probation officer will be notified. No further action will be taken.

OCEAN COUNTY COUNCIL ON JUVENILE JUSTICE
SYSTEM IMPROVEMENT (CJJSI)



GUIDE TO CONTINUUM OF DETENTION ALTERNATIVE
PROGRAMS AND IMPLEMENTATION OF NJ's
RISK SCREENING TOOL (RST)

Prepared On: August 13, 2010
Prepared For: Ocean County Juvenile Justice Stakeholders

Part I. Purpose/Overview of Detention Alternative Programs

One of the eight core strategies of JDAI includes “Establishing an effective continuum of detention alternatives with various degrees and types of supervision for youth whose cases are pending disposition.” Detention Alternatives are options available to juvenile justice stakeholders to provide supervision to/for youth where there are pending charges in lieu of placing youth in secure detention. Such alternatives should be the first consideration, rather than incarceration for each juvenile admitted to Juvenile Detention. Detention Alternatives provides an effective and appropriate means of utilizing the least restrictive alternative necessary to maintain public safety and ensuring juveniles’ court appearances. Ocean County has worked with local juvenile justice stakeholders to create a continuum of detention alternatives with varying levels of supervision to meet these goals. The alternatives are designed to deal with minor transgressions of program participants. The alternatives should reduce the number of juveniles held in secure detention and should ensure that those charged with the most serious offenses and who present the highest risk to the community are held. Juveniles who would not otherwise be held in detention should not be included in Detention Alternatives.

Objectives of Detention Alternative Programs

- ❖ Ensuring that appropriate juveniles are placed in the least restrictive settings while maintaining public safety and ensuring the juveniles’ appearance in court.
- ❖ Providing supervision to juveniles by periodically visiting and communicating with them and their families/ guardians/ caretakers.
- ❖ Assisting juveniles and their families/ guardians/ caretakers in contacting and utilizing appropriate community resources, if needed, and providing emergency intervention contact information.
- ❖ Maximizing juveniles’ compliance with court orders, conditions of release and program rules.
- ❖ Ensuring that Detention Alternatives are culturally competent, sensitive and accessible to juveniles.
- ❖ Ensuring that Detention Alternatives are time sensitive and are reviewed by the court in a timely manner.

Description of Alternative Custody Options

Three of Ocean County’s detention alternatives are accessible by Intake Services for youth appropriate for alternative custody. These options include In Home Detention (HD), Electronic Monitoring (EM), and YES Family Court Beds.

- 1) **Home Detention (HD):** Youth are supervised in the community, in either the youth’s home or an agreed upon place of residence. This could be the home of relative or guardian who agrees to accept youth. The capacity for HD is 10 youth.
- 2) **Electronic Monitoring (EM):** Youth are supervised in the community, in either the youth’s home or an agreed upon place of residence while wearing an electronic anklet. The capacity for EM is 10 youth (this includes GPS units).
- 3) **Shelter.** Non-secure residential detention alternative. The capacity for the shelter is 12 youth.

The use of the Shelter is intended to be limited/ to be accessed for those youth where one of the following circumstances exist: 1) there is no suitable parent/caregiver and/or adult available to take the youth home, 2) due to transportation issues, the parent/caregiver is unable to pick the youth up at detention, or 3) the offense for which detention is being requested is family related. Length of stay in shelter is intended to be short-term.

NOTE: The Detention Alternative/Case Processing Subcommittee in conjunction with key stakeholders will regularly monitor alternative admissions, departures, and Average Daily Population (ADP) to ensure that the alternative programs are used efficiently and as intended. Daily populations emails will be sent out to key stakeholders to keep all parties informed as to how many slots are filled/vacant and accessible to Intake after-hours.

Detention Alternative Policy and Procedures

I. **Screening Process**

- a. **Via Intake** – Family Division Intake may directly place a youth on an alternative using the Risk Screening Tool (please see RST policies for additional information).
- b. **Via Detention** – Once a juvenile is admitted to detention a referral may be made for placement on an alternative. If an evaluation is made, the Detention Alternative Officers will complete an evaluation and report back to Court.

II. **Investigative/Evaluative Process**

- a. Occurs when the Court makes a referral and therefore further investigation is necessary.
- b. For each Detention Alternatives referral, DA Officers take the following into consideration when making the decision to admit a youth:
 - Establish that the parent/ guardian/ caretaker with whom the juvenile is to reside is adequate and capable of reporting the juvenile's whereabouts at all times.
 - Consult the juvenile's school (if attending), local police, Juvenile Detention Social Service staff or Administrative staff, Probation and guardian, informing the court as to any public safety or non-appearance concerns noted, and as to participation in any positive social or educational activities.
 - After evaluation, a report will be provided to the court and all counsel. Information including, but not limited to the following, will be included:
 - a. Violent or seriously disruptive behavior while in detention
 - b. Program violations during a previous enrollment in Detention Alternatives
 - c. Caregiver unwilling or unable to comply with the rules and regulations of the program
 - d. Juvenile not residing in Ocean County
- c. Timeframes
 - The evaluation will be completed within 3 working days of receipt of a signed court order by Electronic Monitoring staff that will provide a written report to the court and all counsel.

III. Placement On Detention Alternatives

Following receipt of a signed court order, the juvenile will be placed on the specified alternative within 24 hours or court will be notified.

Detention Alternative Components and Requirements

IV. Reporting

Status reports regarding the juvenile will be provided to the court and all counsel, as well as to the Multi-disciplinary Team for each court appearance. It is anticipated that these reports will be provided at 14-day intervals. Status reports will include Sanctions and Incentives.

V. Sanctions/ Incentives

- a. Upon report to court and receipt of court order, individualized conditions may be increased (Sanctions) or decreased (Incentives) according to the juvenile's performance. A juvenile may still be considered compliant with adjusted conditions. For example, a juvenile who is compliant for 30 days on Electronic Monitoring could be recommended to remain on Home Detention without electronic monitoring. Examples of Individualized Incentives may include extended curfew, participation in family activities, and participation in school activities.
- b. A juvenile who is not compliant with alternatives may have his/ her individualized conditions sanctioned. Examples of Individualized Sanctions may include limiting participation in activities, removal of prior incentives, and activation of a bench warrant specific to the Electronic Monitoring alternative.
- c. A juvenile will be considered "compliant" if the juvenile remains arrest free, attends all scheduled court appearances, and follows the rules and conditions of the alternative or responds to graduated sanctions imposed for rule violations, or as ultimately determined by the court.
- d. A juvenile will be considered "noncompliant" if there are new charges, fails to appear for court scheduled hearings, or violates alternative rules and conditions of release and fails to respond to graduated sanctions, or as ultimately determined by the court.
- e. Adjustments in individualized conditions may be initiated at any time by Detention Alternatives staff, and specified in mandatory interval reports.
- f. A change in alternative requires a report to court and all counsel, and a signed court order. A hearing may then be scheduled to consider a change in Detention Alternatives. No change in alternatives will occur without court order.
- g. Guidelines for Sanctions/Noncompliance to be reported to court and all counsel:
 - Failure to appear for court hearings.
 - Any new charge, with recommendation based on severity and nature of new charge.
 - Three unexcused absences from work/ school/ court-ordered program.
 - For Home Detention, any incident of unexcused/ unverified AWOL.
 - Any incident of suspension from school.
 - Any incident of violating a signed Detention Alternative Contract.
 - Possessing alcohol/ drugs.
 - Possessing unlawful weapons.
 - Willful destruction of electronic monitoring equipment.
 - Guidelines for Incentives/Compliance to be reported to court:

- a. No new charges.
- b. Attends all court hearings.
- c. Compliant with school/work.
- d. Compliant with household rules.
- e. Compliant with signed Detention Alternatives contract or responds to graduated sanctions.
- h. No change in the level of Detention Alternatives can occur without signed court order.
- i. Completion of Detention Alternatives occurs upon receipt of signed court order.

VI. Warrants

For Electronic Monitoring, an existing open warrant may be activated by the program, in concert with Probation Intake in accordance with the guidelines as annexed to this policy.

VII. Record Keeping

Detention Alternatives staff is responsible for the following record keeping:

- a. Maintain accurate case files, records and statistical information on all detention alternative participants.
- b. Provide Family Court with timely progress or violations reports of all participants prior to their court dates.
- c. Maintain an inventory of electronic monitoring units in use or on shelves always reconciling serial number to participant.
- d. Prepare monthly and quarterly reports in a timely manner for the Youth Services Commission, DYFS and Juvenile Justice Commission.

VIII. Forms

The following forms are to be utilized for Electronic Monitoring:

- a. Electronic Monitoring Screening Report
- b. Electronic Monitoring Home Detention Contract
- c. Electronic Monitoring Rules and Regulations
- d. School Information Release
- e. Controlled Substance Screening Release
- f. School Notification Letter
- g. Parent Notification Letter

Part II. Purpose/Overview of NJ's Risk Screening Tool

A. Ensuring Detention is Used Consistent with its Purpose

The purpose of secure detention is to ensure alleged delinquents appear at scheduled court hearings and to minimize the risk of serious reoffending while youth await their final dispositional placement. This purpose is reflected in New Jersey statute, which states the “objective of detention is to provide secure custody for those juveniles who are deemed a threat to the physical safety of the community and/or whose confinement is necessary to insure their presence at the next court hearing” (N.J.A.C. 13:92-1.3).

The most effective detention admissions practices are those that help ensure secure detention is utilized in a manner consistent with this stated purpose. Implementing a detention risk screening tool (RST) is one practice that effectively helps jurisdictions meet this goal. Detention screening tools are objective, standardized instruments that evaluate a youth’s immediate risk to public safety and risk of flight. They take the form of additive scales where legally relevant factors are assigned point values and sum to a final score that guides the detention admission decision. Given the purpose of detention, the most relevant factors are those empirically related to risk of re-arrest or risk of flight. Screening tools often include additional, select factors that may not be correlated with risk, but that nevertheless represent serious public safety concerns (e.g., severity of offense).

B. Promoting Equity and Transparency in Use of Detention

In addition to helping jurisdictions meet the goal of using detention consistent with its stated purpose, a structured screening tool also promotes consistency, equity, and transparency in decision-making. Decisions are guided by explicitly stated, rational, and objectively measured criteria that are applied uniformly across cases, which results in similar outcomes for similarly situated youth. Indeed, use of the detention screening tool promises to promote the advancement of equal justice for youth across the state.

C. Ancillary Benefits: Deflecting Criticism, Allocating Resources

An ancillary benefit of using a standardized screening tool is that it provides a buffer against the type of criticism that is sometimes levied at individuals and organizations responsible for making decisions that affect both kids and the community. The consistent use of a structured decision-making tool helps deflect such criticism for all the reasons discussed – decisions are transparent, equitable, and based on rational, legally relevant, and consensus-driven factors. Moreover, because the same criteria are applied over and over again, any particular decision that yields less than optimal results is better able to withstand scrutiny, because there are hundreds and hundreds of previous decisions that proceeded without incident, and that did so using *the same exact criteria*.

Finally, using a structured detention screening tool also helps jurisdictions allocate limited system resources more efficiently by directing the most intensive interventions to those offenders at highest risk, while using less costly and less restrictive alternatives for lower-risk juveniles.

The following policies and corresponding procedures collectively comprise the Manual of Operating Procedures for the Detention Screening Tool pilot implementation in Ocean County.

Screening Tool Policies and Procedures

POLICY I. PROCESSING REQUESTS FOR DETENTION

Upon receiving a call requesting temporary detention, the Intake Officer shall complete the *Call to Intake and Screening Tool Form* to determine whether a youth should be released, placed in alternative custody, or detained.

I. PROCEDURES

A. Completing the Screening Tool

1. The screening tool is only applied in cases where a warrant to detain is not active at the time of the call to intake services. If a warrant to detain is active, the youth is automatically detained. Therefore, the intake officer does not complete the Risk Screening Tool, Part II of the Call to Intake Form. *Note:* the Intake Officer is still required to complete Part I and Part III of the Call to Intake Form.
2. If the warrant *does not* specify detention, the screening tool *must* be completed. This includes day-time warrants and warrants to the shelter.
3. Using the instructions provided in the Screening Tool User's Guide, the Intake Officer shall gather all of the required information to accurately complete the screening tool.

B. Intake Staffing Pattern – There will be 5 Intake Officers who will be participating in the pilot of the Risk Screening Tool.

1. During business hours, four Intake Officers shall be responsible for processing calls to intake.
2. After hours, five Intake Officers shall rotate on a weekly basis. The scheduled Intake Officer shall be responsible for processing calls to intake during his or her week. The after-hours schedule shall be completed prior to the pilot of the RST.
3. The After Hours schedule shall be provided to detention staff and alternative staff.

C. Obtaining Required Information

1. Intake Officers shall obtain the current charge and degree information from the agency/police department making the request for detention.
2. Prior adjudication history and failure to appear (FTA) warrant history shall be obtained from FACTS by the Intake Officer on duty using a laptop provided by the Judiciary.
3. AWOL history shall be obtained using FACTS and the youth's court file.
4. Current Detention Alternative Status shall be obtained using the Detention Alternative Roster generated and distributed by DA Staff. This report shall be updated on a daily basis and distributed each business day, first thing in the morning. The DA Roster shall be emailed to all Intake Officers.

5. All paperwork required to complete a Call to Intake/Screening Tool shall be kept in a central location for the Intake Officer to access on a daily basis.

POLICY II. ACCESSING ALTERNATIVE CUSTODY OPTIONS AT POINT OF INTAKE

When a youth scores for alternative custody the Intake Officer shall access one of the three alternative options listed above. After the decision is made to release to alternative custody, the Intake Officer shall then place a youth in an alternative using the guidelines set forth below. If the Intake Officer places a youth in an alternative that differs from the recommended guidelines provided, the Intake Officer shall provide a brief explanation.

The procedures for accessing an alternative shall vary slightly depending upon the alternative program. Specific procedures are identified below. All three programs will be available 24 hours, 7 days a week. NOTE: placement in alternatives is NOT always the same during business and after-hours. See Detention Alternative Program Descriptions (above) for guidelines regarding placing youth in alternatives based upon Screening Tool points.

PROCEDURES

A. HOME DETENTION

1. Business and After-Hours

- a. If a youth is placed on Home Detention, Intake will inform the referring agency which alternative the youth is eligible for.
 - b. If the youth is at the police station, the police officer will complete the DA Placement Order, provide it to the youth and guardian, and fax a copy to the Control Room at the detention center that same day.
 - c. Police will instruct the youth and family to appear at Family Intake, Juvenile Unit, and the next business day to complete the 5A application for counsel.
 - d. Intake shall notify DA Staff of placement of youth on detention alternative program and advise them of the date of the 1st scheduled court hearing.
2. The police officer shall be required to bring the complaint to the Juvenile Unit the next business day by 1:00 pm.
 3. The 1st court appearance shall be scheduled 10 business days from the date of receipt of the juvenile complaint.

B. ELECTRONIC MONITORING

1. Business Hours

- a. If a youth is placed on Electronic Monitoring during business hours (between 8:00 am and 4:00 pm), Intake shall notify DA Staff of the new admission.
- b. DA Staff shall go out to the police department to place EM equipment on the juvenile. At this time the DA Placement Order shall be completed with

the youth and guardian. The youth and guardian shall be instructed to appear at Family Division, Juvenile Unit, the next business day at 1:00 pm to complete the 5A application for counsel.

- c. The Police Officer shall give the complaint to the DA Officer who shall then place it in the bin for Family Intake at the Detention Center. The Family Court Detention Liaison shall pick up all complaints at detention.
- d. The complaint shall also be forwarded to the Office of the Prosecutor, Juvenile Division.

2. *After-Hours*

- a. If a youth is placed on EM after-hours (anytime after 4:30 pm), Intake shall instruct the police officer or referring agency to transport the youth to the detention center for placement on EM. The police officers shall instruct the youth's guardian to go to the detention center to pick up the juvenile.
- b. The staff at the detention center shall put the GPS unit on the youth and have the youth and guardian complete the DA Placement Order. Detention staff shall instruct the youth and guardian to appear at Family Division, Juvenile Unit, the next business day at 1:00 pm to complete the 5A application for counsel.
- c. Central Control at the Detention Center shall notify the Detention Alternative Officers of a new admission immediately.
- d. It is intended that length of stay on GPS shall be short-term. Only in the event that a youth does not have a landline shall the youth remain on wireless EM. Otherwise, the youth shall be transferred to a landline EM unit within one to three business days.
- e. The complaint shall also be forwarded to the Office of the Prosecutor, Juvenile Division.

C. SHELTER

1. *Business and After-Hours*

- a. **Only** to be accessed for those youth where the decision is made by Intake to release to an alternative but where one of the following circumstances exist: 1) there is no suitable parent/caregiver and/or adult available to take the youth home, 2) due to transportation issues, the parent/caregiver is unable to pick the youth up at the detention center, or 3) the offense for which detention is being requested is family related.
- b. Intake shall first ascertain whether or not there is open availability at the shelter. Intake shall notify the shelter that a youth shall be transported for admission.
- c. Upon approval by Intake, the arresting agency shall transport the youth to the shelter. Upon admission, the arresting agency shall be required to drop off the juvenile complaint at the Shelter, which shall then be provided to Family Division.
- d. If the youth is brought to detention for placement on EM and at that point it is identified that a parent/guardian is unable to pick the youth up, the youth shall be admitted to the shelter. The detention Officer shall notify the on-call

Intake Officer to inform him or her that the youth has been placed in the shelter.

- e. The referring agency shall inform the youth and parent/guardian that they are required to appear at Court, the next business day for a review hearing. *Note:* For youth placed in the shelter over the course of the weekend, an Emergent Detention Hearing shall be held with the Emergent Judge the next day.
- f. The Shelter shall be responsible for transporting the youth to the courthouse for the 1st scheduled court appearance.
- g. The following will most likely only apply to weekends and holidays: In the event a youth is placed in the shelter due a parent/guardian's inability to pick the youth up at the time and the parent is able to pick the youth up the following day then the youth may be released from the shelter to the custody of his or her parents. Detention Alternative Staff shall be notified when a youth is released from the Shelter to home during non-business hours.

POLICY III. WARRANTS FOR YOUTH ON ALTERNATIVE CUSTODY

With regard to after-hours, if a youth is currently on a detention alternative the DA staff shall call the on-call Intake Officer for permission to execute a Bench Warrant. There are open warrants ONLY for youth who are placed on EM.

POLICY IV. SCREENING TOOL OVERRIDES

An override occurs when the Intake Officer's decision to "Release to Parents," "Release to Alternative," or "Detain" differs from the Screening Tool Recommendation. For example, if the Screening Tool Recommendation is "Release to Parents" but the Intake Decision is "Release to Alternative," the decision made by intake would constitute an "override."

An example of what does not constitute an override is where both the Decision by Intake and the Screening Tool Recommendation is "Release to Alternative," and the Intake Officer places a youth in an alternative that differs from the recommended alternative set forth in the guidelines above.

It is important to note that while a standardized instrument provides rational guidelines to detention decisions based on relevant criteria, no such instrument can include the *entire universe* of factors that might be present in any given case. As such, the screening tool includes a mechanism that allows intake officers to override the tool's recommendation when, in the officer's professional judgment, a different outcome is warranted based on extenuating circumstances. While it is expected that overrides will occur, ensuring they are used sparingly and reasonably is key to the screening tool's effectiveness and to realizing the benefits described above. The Intake Officer's Supervisor must review all overrides as soon as possible.

II. PROCEDURES

A. Business Hours

1. For overrides that are made during business hours, the Intake Officer shall immediately review the override with an available Team Leader/Supervisor.
2. Upon review of the override, the Team Leader/Supervisor is required to sign the Call to Intake form in the space provided to indicate that supervisory review has occurred.

B. After Hours

1. For overrides that are made after hours, the Intake Officer shall immediately review the override with an available Team Leader/Supervisor first thing the next business day.
2. Upon review of the override, the Team Leader/Supervisor is required to sign the Call to Intake Form in the supervisory review has occurred.

POLICY V. MAINTAINING SCREENING TOOL DATA

The Call to Intake and Screening Tool Form, Part I & II, will be entered into a Microsoft Access database **within 48 hours** of the call taking place. Part III of the Call to Intake Form, Follow-up Information, will be entered into the database in a timely manner. The Access database has been developed by the JJC and will be provided to the site for utilization upon the start of the pilot. The Detention Specialist will also provide training to the individual(s) responsible for data entry. The procedures will be the same for calls to intake made during both business and after-hours.

III. PROCEDURES

A. Part I and Part II –

- a. The Intake Officer who completes the Call to Intake and Screening Tool Form *shall submit the original* form to a Team Leader who shall review the form for completion. Upon review that the Call to Intake form is complete, the Intake Officer who completed the call shall make ONE copy for the Detention Specialist.
- b. The Intake Officer who completes the call is responsible for entering the Call to Intake into the database provided within 48 hours of the call taking place.
- c. After the Call to Intake is entered, the form shall be filed chronologically in the binder located in the Team Leader's Office.

B. Part III, Follow-Up Information – Each officer is responsible for maintaining and entering the Part III Follow-Up information for the calls that he or she completes.

a. Outcome of 1st Hearing

- i. Detained Youth – Intake Officers shall update this information the following business day.
- ii. Alternative Youth – The date of first hearing shall be recorded on the form the next business day when the youth completes the 5A Application. Intake Officers shall update the outcome of first hearing

within 14 to 21 days of the youth being placed on an alternative using FACTS and/or communication with the Family Division Detention Liaison.

- iii. Released Youth – Intake Officers shall update this information within 30 days of the youth released to a parent/guardian using FACTS.

b. Pre-Disposition Outcome - Intake Officers shall use several different resources for entering this information. Intake Officers will have access to daily detention and detention alternative rosters to identify if a youth currently on an alternative or released to parents was admitted to secure detention pre-disposition. Additionally, Intake Officers will be required to review FACTS to identify if the youth has failed to appear and/or incurred a new delinquency charge prior to the disposition of his or her current charge. Note: a youth may fail to appear and/or incur a new charge without being placed in detention. Furthermore, it is recommended that Intake Officers communicate regularly with detention alternative staff to check the status of youth on alternatives (i.e. youth violated program and was returned to detention).

- i. Detained Youth – disposition does not have to occur in order for Part III B to be completed. Instead, select option (1) N/A: Detained by Intake.
- ii. Alternative Youth – Intake Officers shall update this information within 60 days of the youth being placed on an alternative. This is an estimated timeframe for case-processing timelines can vary.
- iii. Released Youth – Intake Officers shall update this information within 90 days of the youth released to a parent/guardian using FACTS. This is an estimated timeframe for case-processing timelines can vary.

Please Note: If Part III A, Result of 1st Hearing = (3) jurisdiction of the case was transferred, (4) a complaint was not filed in court within 90 days of the call to intake, or (5) the youth was rearrested, FTA'd, or violated alternative placement prior to the 1st hearing, then select option (7).

POLICY VI. RST QUALITY ASSURANCE

A. Internal QA. This involves supervisory review of completed RSTs as part of internal management strategies. Team Leaders shall review completed RSTs on a bi-weekly basis.

B. External QA. This involves the review of completed RSTs by individuals outside of Family Division, specifically the JJC Research and Evaluation Team which includes the Detention Specialists. The results of the external reviews are provided to individual users as an ongoing training tool. Additionally, aggregate results will be included as part of overall monitoring and evaluation reports for the RST multi-site pilot.

1. The Detention Specialist (DS) shall review the first 5 RSTs completed by all new users, and provide immediate, constructive feedback on RST completeness and accuracy.
2. The DS shall retrieve the first 5 RSTs completed by new users on a weekly basis.

3. The DS shall meet with the Family Division (FDM, AFDM, and/or Team Leaders) and Intake Officers weekly during the RST Pilot.

C. Ongoing QA

- a. During the first 3 months of a site's pilot implementation, each month the DS shall review a minimum of 20% of all RSTs completed, or 20 RSTs, whichever is greater. RSTs will be randomly selected (except as described in VI B. above).
- b. During the second 3 months of a site's pilot implementation, the DS shall review a minimum of 10% of all RSTs completed, or 10 RSTs, whichever is greater.
- c. Depending on intake rotation, reviewing the first 5 RSTs of each Intake Officer as described in VI B. above may achieve the "20% or 20" or "10% or 10" goal in a given month. If it does not, additional RSTs will be randomly selected for review until the required number of RSTs is reached.
- d. The DS shall visit the site to retrieve the required number of randomly selected hardcopy RSTs on a monthly basis.
- e. QA procedures beyond the 6-month mark shall be determined based on the overall evaluation of the RST pilot.

D. Maintaining RST Documents

- a. All Call to Intake/RST Documents shall be kept in a central location, chronologically by date of call.
- b. After a Call to Intake/Screening Tool Form is entered into the Database the Intake Officer shall file the form, chronologically, in the file cabinet located in the Team Leader's Office.
- c. The RST maintained on file should always be in the format it was originally completed. For example, if the user fills out a hardcopy version and subsequently enters the hardcopy information into the RST database, the hardcopy version (and not a printed RST from the database) should be on file. On the other hand, if the user completes the RST via direct-entry into the database, the forms should be printed and filed.

FIGURE 1. Ocean County
Continuum of Detention Alternatives
Revised: August 13, 2010

SHELTER

TARGET POPULATION:

- Any juvenile eligible for a detention alternative program that in the absence of a parent/guardian in unable to be supervised in his or her home.
- Youth who remain in detention awaiting a residential placement post-disposition.

SHELTER CAPACITY:

- 12 Youth

DESCRIPTION:

- Case Reviews by MDT weekly

CONTACTS:

LOS: 30 – 45 Days

HOME DETENTION

TARGET POPULATION:

- **As Recommended via RST or**
- Juveniles with CURRENT 3rd degree delinquency offense or qualifying 4th degree offense.
- Most Serious Prior Adjudication = 3rd Degree or Less
- No History of FTA within last 12 months.
- No History of non-compliance with prior alternatives within last 12 months.
- 2nd degree Offense as deemed appropriate by the Judge.

PROGRAM CAPACITY:

- 10 Youth

PROGRAM DESCRIPTION:

- Individualized Behavioral Contract to include, for example, but not limited to school activities etc., a curfew or other particular conditions.
- Parents must accompany youth when outside of the home (unless otherwise specified).
- Can be utilized as a step-down within continuum.
- NO monitoring via bracelet.
- A progress report would be submitted to the Judge & all counsel prior to the youth's next court hearing. This report could recommend an increase in conditions OR release from home detention.
- Case Reviews by MDT weekly.

CONTACTS:

- At least ONE phone or face-to-face contact each week.
- At least ONE face-to-face contact every two weeks.

LOS: 45-60 days

ELECTRONIC MONITORING

TARGET POPULATION:

- **As Recommended via RST or**
- Juveniles with a CURRENT 3rd degree charge AND
- Most Serious Prior Adjudication = 1st or 2nd degree
- 1st & 2nd Degree Offenses as deemed appropriate by the Judge.
- History of Non-compliance with prior alternative within past 12 months. Prior history of AWOL, absconding, and cutting of bracelet excluded.

PROGRAM CAPACITY:

- 10 Youth

PROGRAM DESCRIPTION:

- 24/7 Monitoring by Electronic Monitoring Bracelet.
- A progress report would be submitted to the Judge & all counsel prior to the youth's next court hearing. This report could recommend movement to HD, increased conditions, return to detention, etc.
- Must have permission to leave home at any time.
- Can be utilized as a step-up within continuum.
- Case Reviews by MDT weekly.

CONTACTS:

- At least ONE phone or face-to-face contact each week.
- At least ONE face-to-face contact every two weeks

LOS: 45-60 days

GPS wireless units available upon request by the court

* The DA Continuum is intended to be guideline. The DA Subcommittee will continue to monitor and track the utilization of the programs*