



**COUNTY OF OCEAN**  
**DEPARTMENT OF PURCHASE**  
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OCTOBER 30, 2020

ADDENDUM NO. 1

ELECTRONIC MONITORING PROGRAM FOR JUVENILES



RFP OPENING DATE – TUESDAY, NOVEMBER 17, 2020

1. Questions received by the County have been answered on the attached pages.

These new pages shall be attached to and become part of the specifications.

**Failure to acknowledge this addendum on the Addendum Acknowledgment form with your bid submission will result in the rejection of your RFP.**

O.C. DEPARTMENT OF PURCHASE

  
JENNIFER L. BOWENS   
Purchasing Agent



SPECIAL ASSISTANCE/ACCOMMODATIONS available, please call (732) 929-2101.



## ADDENDUM QUESTIONS

### RFP - ELECTRONIC MONITORING PROGRAM FOR JUVENILES

1. If this is an existing program, could you please share who the current contracted vendor is?  
**Ocean' Harbor House**
2. If this is an existing program, could you please share what the pricing is for this project or per juvenile? **Please refer to page 3 of the RFP under Introduction**
3. If this is an existing program, could you please share what make/model of GPS is used to monitor the juveniles enrolled in this program? **Behavioral Interventions (BI) is the company used for bracelets and monitoring services, bracelets are LOC8/LOC8XT**
4. Is the County seeking a proposer that can provide a continuum of detention alternative programs and not just a GPS electronic monitoring program? **Please refer to Scope of Work in the RFP on page 3-5, and attachments A & B page 2.**
5. Could the County please clarify the average number of active GPS devices deployed over the past 12 months? **In 2019, 42 youth were placed on EM bracelets**
6. Could the County please provide the current daily rate for the active GPS devices deployed? **\$2.09 each per day**
7. Could the County please provide the current active Shelf Allowance for its GPS devices? **2 spare units (availability through provider to overnight if needed)**
8. Could the County please provide the current model of GPS device deployed?  
**LOC8/LOC8XT**
9. Is the County requiring the proposers to provide installation and de-installation services?  
**Please refer to Scope of Work in the RFP on page 3-5, and attachments A & B page 2.**
10. How many installations and deinstallations has the County had over the past 12 months? **In 2019, there were 42 of installations, and 47 deinstallations**
11. Scope of Work, Item 3: Is the County requiring the proposer to perform GPS electronic monitoring installations after hours? If so, how many after-hours installations has the County had over the past 12 months? **Please refer to Scope of Work in the RFP on page 3-5, and Attachment A Page 2, Attachment B page 2. In 2019 there were approximately 2 afterhours placements.**
12. Scope of Work, Item 4: Is the County requiring that the proposer implement other types of detention alternative programs other than 24/7/365 GPS electronic monitoring? If so, what other alternative programs are required? **Please refer to Attachment A, Page 1-2, Attachment B, Page 1-2.**

OCEAN COUNTY COUNCIL ON JUVENILE JUSTICE  
SYSTEM IMPROVEMENT (CJJSI)



**PRE-DISPOSITION HOUSE ARREST & HOME  
DETENTION ALTERNATIVE PROGRAM GUIDE**

Last Updated: 3/18

This Manual illustrates the Pre-Disposition Detention Alternative House Arrest and Home Detention Programs. 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. *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***

- a. 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.
- 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 awarded provider: Contract Rules and Regulations:

1. I will appear without fail at all court dates.
2. I will remain offense free.
3. I will attend school every day.
  - 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. I will 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. I will 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. I will 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. I understand that while on EM I cannot have friends at my residence or on my property.
9. I will inform the EM officer immediately of any encounters with law enforcement personnel.
10. I will meet when required with EM officer regarding my progress.
11. I will not use or have in my possession any alcohol or illegal drugs.
12. 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.
13. I will not be in the company of anyone who is using or has in their possession any alcohol or illegal drugs.
14. I will not possess or have in my control or in my place of resident any firearms.
15. I will not leave Ocean County without the specific permission of the EM officer.
16. I agree to permit the EM officer to make scheduled and unscheduled visits to my residence to check on my status at any time.
17. I 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.
18. I agree to charge my GPS tracking device every day for 2 hours.
19. I 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.
20. I 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.
21. 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.
22. I will participate in any treatment deemed necessary by the court or EM officer.
23. I will not associate in any way with anyone on probation, on parole, in detention or incarcerated.
24. I will follow all conditions of the EM call in procedure.
25. 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.

26. I 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.
27. 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. Positive Reinforcement | Incentives**

- I. Immediately upon placement, program participants are allowed to:
  - Participate in any inter-scholastic teams, sports, or clubs in which they are already engaged.
    - This permission extends to any supervised activities relating to their team, sport, or club.
  - Participants are allowed to leave the home with an assigned mentor at any time.
    - Participant must have their departure verified by the social service provider.
- II. Participants incentives will be determined by the following points based rewards system. The system is set up so that participants can not receive incentives until they are compliant with program rules for 14 days.
  - Participants will receive points for the following
    - Charging the tracker without prompting, 1 point a day
    - Complying with house rules, 1 point a day
    - Calling in according to procedures, 1 point a day
    - Complying with EM rules, 1 point a day
    - Complying with treatment and/or EM case management, up to 5 points a week
  - Once participants earn the following points, they can earn family supervised incentives created with EM officers
    - Level 1= 63-99 points
      - Participants may be allowed to participate in one activity a week outside of the residence, but for less than an hour and supervised at all times by an approved family member.
    - Level 2= 100-134 points
      - Participants may be allowed to participate in one activity a week outside of the residence for a length of time determined by EM staff and supervised at all times by an approved family member

➤ Level 3= 135 + points

- Program participants, at program officer's discretion, are allowed to leave the residence, with parent /guardian supervision to participate in family related & religious activities. Parents are advised that they must have the juvenile back in the residence at an agreed upon time.

**c. Violations | Sanctions**

Do **NOT** assume you will be given a redirection or a warning for violating the House Arrest or Home Detention Program's 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 Detention Program rules:

**Minor Infractions**

**Sanctions:** Juvenile will meet with EM officer to discuss the infraction and lose all incentives until the participant can show they comply with EM rules.

- Contra-band on person/in belongings/in room  
For example, tobacco products, lighters, etc
- Refusing and/or incompleting of chores/tasks
- Disrespectfulness and/or using profanity towards authority
- Failure to follow staff directives/time limits
- Engaging in a verbal argument
- Not charging Tracker consistently
- Failure to follow call in procedures
- Failure to notify HDP of meetings (in-home or off-site)
- Falsifying information to staff
- Failure to take medication as prescribed, in a way that constitutes as abuse
- Charging/showing off Tracker in Public
- Smoking
- Manipulation (staff, family, professionals)

**\*\*Any violations of the same 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:** Juvenile will meet with EM officer to discuss, drop a level and all incentives will be lost until the participant can show they comply with EM rules. Juvenile will also attend a community workshop or participate in community service

- Failure to have phone communication available 24/7 (no access to phone, phone off, etc.)
- Falsifying information to staff (Level Two)
- Consistent instigation and/or engagement in a verbal argument
- Failure to follow call-in procedures / Unauthorized stop/location
- Receiving school infraction/Refusing School. Disciplinary action taken by school
- Damage to Tracker equipment due to neglect
- Failure to complete/participate in community service
- Failure to return home at designated time from free time



- Discussion/giving advice regarding your own charges/another participating juveniles charge(s).
- Interference with the HDP processes (i.e. grievance process, staff directives, etc.)
- Failure to comply with court order
- \*\*Contra-band on person/in belongings/ in room. This includes anything that may be used as a weapon, or illegal substances. For example, knives, guns, drugs, illegal paraphernalia, etc.
- Refusing Programming

### Major Infractions

#### The Home Detention Program has a *Zero Tolerance* policy regarding,

Please be advised, you will not be given any redirections for these behaviors. You will receive an infraction and an immediate demotion in level. Notification will be made to Family Division/Probation/Court. These infractions may result in sanctions up to and including a possible remand to secure detention. Additionally, these infractions may also result in receiving additional charges from the Police/Prosecutor's office.

- New arrests / charges
- Bullying, Mocking, Bias or Racial Comments
- Tampering/Removing the Tracker
- Destruction of property – Personal/County
- Physical Altercations within the home
- Written or verbal threats toward staff/participating juveniles
- Violation of a no contact order/victim contact
- Inappropriate touching of staff/participating juveniles

#### *5. 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.*

#### *6. 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.

## 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

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## APPENDIX A: NAVIGATING NON-COMPLIANCE - SANCTIONS & INCENTIVES

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- 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.

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## APPENDIX B: ALTERNATIVES-SUBSTANCE ABUSE PHILOSOPHY & POLICY

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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-DISPOSITION HOME DETENTION  
ALTERNATIVE PROGRAM GUIDE**

Last Updated: 10/2/17

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 Harbor House, 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.
3. I will attend school every day.
  - 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.
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9. I will inform the EM officer immediately of any encounters with law enforcement personnel.
10. I will meet when required with EM officer regarding my progress.
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12. 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.
13. I will not be in the company of anyone who is using or has in their possession any alcohol or illegal drugs.
14. I will not possess or have in my control or in my place of resident any firearms.
15. I will not leave Ocean County without the specific permission of the EM officer.
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17. I 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.
18. I agree to charge my GPS tracking device every day for 2 hours.
19. I 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.
20. I 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.
21. I will participate in any treatment deemed necessary by the court or EM officer.
22. I will not associate in any way with anyone on probation, on parole, in detention or incarcerated.
23. 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.
24. I will follow all conditions of the EM call in procedure.
25. 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.

26. Parents/guardians are responsible for providing adequate supervision as deemed by EM officers/court.
27. I 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.
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.

## **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. **Violations | Sanctions**

Do **NOT** assume you will be given a redirection or a warning for violating the House Arrest or Home Detention Program’s 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 Detention Program rules:

#### **Minor Infractions**

**Sanctions:** Juvenile will meet with EM officer to discuss the infraction and lose all incentives until the participant can show they comply with EM rules.

- Contra-band on person/in belongings/in room  
For example, tobacco products, lighters, etc
- Refusing and/or incompleting of chores/tasks
- Disrespectfulness and/or using profanity towards authority
- Engaging in a verbal argument
- Failure to notify HDP of meetings (in-home or off-site)
- Falsifying information to staff
- Failure to follow staff directives/time limits
- Charging/showing off Tracker in Public



- Not charging Tracker consistently
- Failure to follow call in procedures
- Smoking
- Attempted Manipulation (staff, professionals)
- Failure to take medication as prescribed

***\*\*Any violations of the same 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: Juvenile will meet with EM officer to discuss, drop a level and all incentives will be lost until the participant can show they comply with EM rules. Juvenile will also attend a community workshop or participate in community service.**

- Failure to have phone communication available 24/7 (no access to phone, phone off, etc.)
- Falsifying information to staff
- Consistent instigation and/or engagement in a verbal argument
- Failure to follow call-in procedures / Unauthorized stop/location
- Discussion/giving advice regarding your own charges/another participating juveniles charge(s).
- Failure to comply with court order
- Receiving school infraction/Refusing School. Disciplinary action taken by school
- Damage to Tracker equipment due to neglect
- Failure to complete/participate in community service
- Failure to return home at designated time from free time
- Interference with the HDP processes (i.e. grievance process, staff directives, etc.)

### Major Infractions

Please be advised, you will not be given any redirections for these behaviors. Staff shall immediately notify Juvenile Court Family Intake and request violation and subsequent detention admission.

- New arrests / charges
- Bullying, Mocking, Bias or Racial Comments to Staff
- Tampering/Removing the Tracker
- Destruction of property – Personal/County
- Contra-band on person/in belongings/ in room. For example, knives, guns, drugs, illegal paraphernalia, etc.
- Physical Altercations within the Home
- Written or verbal threats toward staff/participating juveniles
- Violation of a no contact order/victim contact
- Inappropriate touching of staff/participating juveniles
- Refusing Programming

#### *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:

- 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.

## 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

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## APPENDIX A: NAVIGATING NON-COMPLIANCE - SANCTIONS & INCENTIVES

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- 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.
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## 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.