

POLICY AND PROCEDURES

Continuum Of Care (CCP) Intensive House Arrest Program (IHA)

PURPOSE

To utilize the Intensive House Arrest Program as a supervisory tool to assist in managing clients.

POLICY

Intensive House Arrest (IHA) shall be utilized by the Department of Juvenile Justice Services as an alternative to secure detention and as a tool of graduated sanctions. Probation Officers utilize the Global Positioning Satellite (GPS) and Home Management Program (HMP) to monitor the movement of selected high, medium, and low-risk juvenile offenders and other designated high-risk offenders, and to provide additional structure for offenders and as a mechanism to provide interventions for condition violators. Intensive House Arrest shall be utilized in conjunction with conditions imposed by the Las Vegas Department of Juvenile Justice Services' Courts and Probation Services.

OFFENDER SELECTION CRITERIA

Intensive House Arrest shall be an appropriate supervision tool for alternatives to secure detention and graduated sanctions for the following offenders:

- Offenders requiring restriction or monitoring of movement.
- Offenders and Parents that are willing and able to comply with the requirements for IHA.
- The offender must reside within the said Jurisdiction of DJJS.
(Clark County)

REFERRAL PROCEDURE

The Intensive House Arrest Program is for Pre and Post Adjudicated youth. CCP receives referrals from the Courts, Intake, and Field Probation Officers.

Detained Youth

- Referrals for IHA supervision will be submitted to the CCP Court Liaison Officer (CLO).
- The CLO will interview the Parent(s) or Guardian(s) before the youth is interviewed.
- The CLO will first explain what the Program entails. They will then review the Release Agreement Contract, the Parental Agreement Contract, and

- the GPS Liability Contract with Parent(s) or Guardian(s). Once the Parent/Guardian(s) have read and agreed to the conditions of the contracts, they must sign them stating so.
- The CLO will then contact Detention Services to have the youth released. (It is important to wait to have the youth released after the parent/guardian(s) have been interviewed and have agreed to all terms and conditions. If the parent/guardian(s) does not agree with the terms and conditions of the program and refuses to sign all of the contracts, then the CLO must place the case back before the presiding Judge or Hearing Master and explain the circumstances).
 - When the youth is released from Detention Services, the CLO will review the IHA Release Agreement Contract and Liability Contract with the youth. The parent/guardian(s) will be present during the review with the youth. This will allow all issues and concerns to be addressed so all three parties are in agreement.
 - After explanation of the programs, HMP referrals can be released to their parents, guardians, or probation officer. The CLO will meet with the GPS referrals to install the ankle bracelet.
 - Once the ankle bracelet is installed, the youth may be released to the parent, guardian, or probation officer.

Non-detained Youth

Referrals From Court and Intake

- Referrals for IHA supervision will be submitted to the CCP Court Liaison Officer (CLO).
- The youth and the family will meet with the CLO immediately after court or the Intake appointment. At that point, the CLO will give a brief explanation of the program and go over the IHA Release Agreement Contract and Liability Contract with the youth and family. (GPS unit will be installed at this time)
- The CLO will contact the assigned Probation Officer and their Supervisor via e-mail with youth's name, phone number, and address. The CLO will also provide information regarding charges, next court date and/or duration of supervision.
- The CLO will have parent/guardian(s) sign the contracts, stating they agree to all terms and conditions, give them copy, and forward the original copy to the assigned Probation Officer.

Referrals From Field Probation

- Referrals for IHA supervision will be staffed with a CCP supervisor via email (Email should include both CCP supervisors and the CLO).
- Once the referral is approved, the CCP supervisor or the CLO will determine what CCP Officer and Center the youth will be assigned to.

- The CCP supervisor or the CLO will contact the assigned Probation Officer via phone and/or e-mail with youth's name, phone number, and address. Information regarding charges, next court date and/or duration of supervision will also be provided.
- When CCP Probation Officers receive referral information, they are to contact the Parent/Guardian(s) of the youth prior to the end of their shift to address any questions and concerns, and/or schedule an appointment to install a GPS monitor.
- During the initial home visit, where IHA is used as a graduated sanction, the Officer will give a brief overview of the program. They will review the Release Agreement Contract, the Parental Agreement Contract, and the Liability Contract with Parent/Guardian(s) and youth. Once the Parent/Guardian(s) and youth have read and agreed to the conditions of the contracts, they must sign them stating so.
- Installation of the ankle bracelet can be done at this time on GPS referrals.

GPS ALERT NOTIFICATIONS

A. Immediate alert notification shall be provided by the contractor, via cell phone, fax, or email to the supervising Officers.

1. Concurrent e-mails will be forwarded to the officer of record and that officer's supervisor.

B. Immediate alert notification shall be provided to the appropriate officer in cases of strap tamper, device tamper, low battery, or violation of exclusion zones.

C. For offenders determined to be "designated high risk" an immediate alert by cell phone shall be provided to the appropriate officer for violations of strap tamper, device tamper, low battery, exclusion zone or curfew violation.

D. At the beginning of the supervisor's shift, the will log onto the GPS website and check for violations and maintenance issues. If necessary, the supervisor will contact the client(s) and address any maintenance issues.

E. At the beginning of the officer's shift, the officer who is supervising offenders on GPS is to:

1. Log onto the GPS website, print out reports for each client, and immediately highlight and address violations shown.
2. If the Primary Officer is on leave, training or RDO, their partner will print out their reports and address violations.

3. If the assigned Officer and his partner are both on Leave status or training, the officer on duty, within the unit, will retrieve the GPS printout and address the violation.
4. Documentation is to be written in Family Tracs regarding the violation and how it was addressed.

Response to Alert Notifications

A. Upon notification of an alert, the officer who is contacted shall attempt to determine the validity and resolution of the violations by either calling the offender, completing a home visit, clearing alert via monitoring website, or all three immediately.

1. If it is determined that the alert is valid and unable to be resolved, the officer shall take action necessary to resolve the alert which may include attempting to contact others who may have information on the offender's status or whereabouts, requesting the assistance of co-workers, or other law enforcement entities to travel to the offender's residence or last known location.
2. If the alert is not resolved by the next working day and the offender's location is unknown, the matter will be placed back before the court if it's a Pre- Adjudicated case. If it's a Post-Adjudicated case, the Primary Officer will be contacted and if need be an Arrest Warrant will be issued.
3. All actions taken in the case shall be documented in the contact notes as soon as possible after their occurrence.

B. For offenders determined to meet the category of "designated high risk", (**Sex Offenders, Certifications, and Violent Crimes**), alerts will be received and handled by Detention Services Admissions Staff. The Admissions staff may attempt to resolve the alert, however, if the staff are unable to resolve the alert, the staff shall:

1. Execute the **safety plan** provided by the supervising Probation Officer of record:
2. If there is no Safety Plan in place, Admissions staff are to contact the Metro Politian Police Department (METRO) or the local Law Enforcement Agency that has jurisdiction, to address the violation.
3. The Admissions staff are to follow up with an email to the supervising GPS Officer, the Primary Officer, and their perspective supervisors.

4. Documentation of actions taken in the case shall be placed in the contact notes as soon as possible after their occurrence.

C. Should an alert be received during working hours, the officer of record, their partner, or their supervisor (whoever is available) should be contacted for resolution.

1. Probation Officers and the Officer's supervisor shall ensure that follow up action is taken as soon as possible upon becoming aware of a violation.

Program Duration

A. The courts shall determine the length of time a Pre-adjudicated offender is on GPS monitoring.

B. Post-adjudicated offenders shall not exceed a period of 30 days unless authorized by supervisor.

C. The length of time Juvenile Sex Offenders are monitored shall be at the discretion of the Juvenile Sex Offender Unit.

D. The length of time for GPS monitoring for Drug Court Offenders, is at the discretion of the Drug Court Judge.

Program Completion/Termination

A. Upon the offender's termination from the program, whether by completion or by unsuccessful termination, the following shall be accomplished:

1. The supervising Probation Officer will log on to GPS website and deactivate assigned unit and terminate the case.
2. In the case of an unsuccessful termination, an attempt shall be made by probation staff to recover the equipment.
3. Documentation of successful or unsuccessful equipment recovery shall be made in the contact notes by the Probation Officer.

Lost or Damaged Equipment

A. If equipment is lost or damaged, supervising probation officer will immediately attempt to retrieve the equipment for repair, replacement or violation processing.

B. When it is determined by the probation officer that the lost/damaged GPS equipment has been intentionally damaged or disposed of by the offender, a standard offense report shall be written, charging the youth with Grand Larceny, Destruction of County Property and Violation of Probation if the youth is Post-adjudicated.

1. The violation report as well as the standard offense report shall contain specific detail regarding the extent of the loss or damage sustained to the equipment and shall include the approximate date of equipment damage or loss.
 - a. If the equipment is damaged, but the extent of damage is not discernible by the supervising probation officer or supervisor, the damaged equipment shall be returned to the appropriate GPs contract liaison for a damage estimate.

C. The supervising probation officer shall forward the report(s) of damage or loss of GPS monitoring equipment to the County/District Attorney for determination of potential criminal prosecution.

1. A copy of the report(s) shall be forwarded the Supervisor.
2. If local prosecution is not pursued by the County/District Attorney and the offender placed on probation, information should be included in the Report Summary citing the monetary loss incurred due to loss or damage of equipment and shall include a recommendation to the courts for imposition restitution for the amount of repair or replace.

DEFINITIONS

Active GPS Supervision: A mode of GPS monitoring that provides near real time tracking reserved for offenders determined to pose a higher risk.

Adjudication: A formal finding of guilt by a court.

Alert: Transmission of information from the contractor indicating that either the GPS equipment is malfunctioning, or a violation of GPS protocols has been committed by the offender.

Curfew: A designated time that an offender will be required to be in or out of his/her residence.

Curfew violation: Offender violation of the predetermined away hours allocated at enrollment by the parole officer.

Designated High Risk Offender: An offender who, in the judgment of the courts, probation officers, and supervisor, could cause risk to the public based

upon previous violent criminal activity, specific threats made toward others, or due to recent post-conviction comments and behavior. (Sex Offenders, Certifications, etc....)

Device Tamper: Offender has attempted to foil the GPS device by interfering with its communication or has attempted to dismantle the unit.

Exclusion Zone: Defined areas where an offender may not go, i.e., hot zones. An exclusion zone alert indicates the offender has entered a restricted area.

Global Positioning Satellite (GPS) Device: Equipment used to track an offender's presence in a designated area and/or non-designated area. The locator unit carried by the offender records its location and communicates with the offender's ankle bracelet, confirming that the GPS unit's location is the location of the offender wearing the ankle bracelet. The GPS information is relayed to the monitoring company where the offender's movements are recorded and displayed on a map.

Global Positioning System (GPS) Monitoring: Tracking an offender's movement by use of equipment with the ability to communicate with the 24 Department of Defense satellites, which ultimately provides offender location information to designated staff.

House Arrest: A program where the defendant is placed on probation or pre-trial release, confined to his/her home, and monitored by electronic devices and/or probation officers.

Inclusion Zone: Designated area where an offender must be during a given time frame. The violation, very similar to a curfew violation, indicates that the offender is not at that location during the given time frame.

Monitoring Violation: occurs when the monitored offender is not at the residence of record or within the acceptable monitoring range during the established monitoring period as indicated and reported by the GPS monitoring system.

Passive GPS Supervision: A mode of GPS monitoring that either provides delayed notification to staff of offender movements, or fewer tracking points than active GPS monitoring. This mode is reserved for offenders whose location is not immediately required.

Safety Plan: A supervision plan for "designated high risk" youth.

Strap Tamper: Offender has intentionally cut the GPS unit strap or attempted to remove the unit.