
Section 14

Alternatives to Detention at the Preliminary Hearing



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GLOSSARY

Community Detention (CD) – Previously called “Close Street Supervision” or “Close Supervision,” this is a court-ordered 7-day a week program in lieu of detention, designed to be culturally competent, while preserving public safety.

Day Reporting Center – A program providing supervision for the day and evening hours, including Saturdays, ordered for some youth already on probation as part of their pre-adjudicated release plan.

Electronic monitoring – The highest level of Community Detention. Youth are monitored in their homes via ankle bracelets and special monitoring devices temporarily installed in the homes.

High-need youth – Youth who often score below 12 points on the RAI, and need both community-based supervision and treatment intervention.

High-risk youth – Youth who score 12 or more points on the RAI or require a Departmental Override to be held in secure Detention due to risks not covered in the RAI.

House Arrest – The second highest level of Community Detention that requires the youth remain at home with 24-hour adult supervision. School attendance and Court-related appearances are exceptions to remaining in the home.

Intake – Both the physical space within the Juvenile Justice facility where youth are processed for admission to Detention and the process itself, conducted by Custody Services Intake Counselors.

Juvenile Court Counselors (JCC) – Multnomah County Department of Community Justice employees responsible for conducting pre-adjudication assessments of delinquent youth, completing Court Summaries and Reformation Plans, proposing dispositions to the Court, and providing case management for youth pending adjudication. They supervise youth in the community at both pre- and post-adjudication stages and are the equivalent of an adult probation officer.

Measure 11 – Legislation passed in 1995 that mandates that all individuals 15 years and older will be tried and sentenced as adults for specified crimes. This law also establishes mandatory minimum sentences for Measure 11 crimes.

Multnomah County Detention Conditions Assessment Team – Volunteers committed to review and report annually on facility conditions.

Oregon Crime Commission – A Citizen Review Board for Department policies and practices as they relate to local and State initiatives.

Oregon Revised Statutes (ORS) – A manual that provides the State of Oregon's Criminal Codes, which include juvenile laws and selected laws relating to sex offenders, alcohol, controlled substances, and civil forfeiture.

Risk Assessment Instrument (RAI) – The objective instrument used to determine the level of risk of pre-adjudicated youth. This instrument assesses youths' risk of re-offending and/or failing to appear for hearing. The RAI is used in determining detention decisions at both intake and Preliminary Hearings.

Staff Secure Shelter – Temporary (up to 28 days) shelter placement with 24 hour staff supervision for pre-adjudicated youth requiring the most secure shelter placement. The Out Front House and Kletzer Hall are the two contracted shelters providing this service.

Stakeholders – A broad term used to describe any of the individual people, agencies, or organizations, public or private, which serve youth. Stakeholders can be parents, members of the community, law firms, etc.

Volunteers of America of Oregon, Inc. (VOA) – A not-for-profit human services organization that creates partnerships with community leaders, donors, volunteers, and organizations such as the Juvenile Community Justice Department. The VOA provides community tracking for the Community Detention program and runs the Kletzer Hall Staff Secure Shelter, among other services offered to the Department.

INTRODUCTION

This section gives an overview of the types of alternatives available to youth at the Preliminary Hearing. The main focus of the section, however, is on Multnomah County's Community Detention program and the collaboration that it requires of the County and outside resources.

GOALS

- To recognize the need for community resources to reflect the risk assessment objectives.
- To explain how alternatives to detention with different levels of supervision can ensure safety of the community and the youth.
- To identify funding options for demonstration alternatives to detention projects.
- To recognize the impact of Multnomah County detention alternatives on secure Detention.
- To identify the role of data in evaluating the Detention population and the success or failure of alternatives to detention.
- To recognize the value of collecting and analyzing data to determine current service level availability and identify additional needs.

KEY ELEMENTS

- Community Detention has been a resource for the juvenile justice system in Multnomah County since 1980.
 - ✓ Referral process not consistent across the Department.
 - ✓ Reason for referral not consistent across the Department.
 - ✓ Duration of monitoring not consistent across the Department.
- Limited, subjective accountability placed on youths' performance while on Community Monitoring.
- Contact standards not objective or consistent.
- Effective intervention with youth is the driving force behind the need to reform the existing system.
 - ✓ Involvement of the community in a collaborative nature to effectively institute change.
 - ✓ Use of community volunteer panel (Detention Conditions Assessment Team) to monitor changes in the Detention facility itself.

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- Develop the necessary tools to ensure that objective decisions were made regarding the treatment of youth in the system.
 - Track key decision points through the process.
 - Develop an assessment tool that allows objective decision-making.
 - Involve community partners in a collaborative manner.
 - ✓ Design and implementation phase of community-based options.
 - Use data-based decision-making.
 - Community Detention lead to an overall decrease in the use of Detention.
 - Increased accountability on the part of the community and the Department.
 - Effective fiscal management.
 - Involve the community in initial program design.
 - Identify those areas in which the community could provide more effective services.
 - Streamline the process.
 - Identify areas of accountability.
 - Establish performance outcomes for Department and community providers.
 - ✓ Ensure that youth show up at all hearings.
 - ✓ Prevent new law violations while on the program.
 - ✓ Work to ensure that youth are successful in the program and not pulled further into the system.
 - ✓ Maintain contact with youth on the program per the guidelines set out in the operations manual.
 - Integrate community into existing work groups.
 - Identify potential barriers:
 - ✓ Job reclassification/redefinition at the Department level.
 - ✓ Integration of community providers into existing Department systems.
 - ✓ Education of Department and community providers as to reformed system.
 - ✓ Development of a joint problem-solving process.
 - ✓ Dismantling issues around spheres of authority.
 - ✓ Identification of lines of communication.
 - Implementation of a risk assessment instrument to drive decision-making.
 - ✓ Objective decision-making process.

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- Standardized placement decision process implemented for those youth outside the referral base.
 - Consistent contact standards and criteria developed.
 - Consistent intervention standards developed.
 - Data regarding existing program used in Community Detention program re-design.
 - Establishment of data-based performance outcomes.
 - Joint problem-solving process implemented to deal with program issues.
 - ✓ Daily meetings between program components.
 - ✓ Monthly joint staff meetings.
 - ✓ Meetings at the management level as issues arise.
 - Community partners integrated into existing Department service array.
 - Effective management of youth on the program.
 - ✓ Increased cross-program communication.
 - ✓ Increased joint problem-solving to effectively intervene with youth. (These are handled at the daily staff meeting and further outlined in the operational guidelines section under "Management of Case.")
 - ✓ Increased accountability placed on youth.
 - ✓ Increased accountability placed on all program components.

HISTORY

Community Detention

Community Detention has existed in Multnomah County in various forms since 1980. Called "Close Street Supervision" or "Close Supervision" in the past, Community Detention is a court-ordered 7-days-a-week program that is in lieu of Detention and is designed to be culturally competent, while preserving public safety. Community Detention keeps track of youth who are considered to have too high a risk of failing to appear for adjudication to allow for their unconditional release. These youth are not so high a risk that they should be held in the Detention facility, however, so they are placed on Community Detention.

In the Community Detention program, youths are monitored through face-to-face visits and telephone calls. These telephone calls and face-to-face visits help ensure that youth are not only going to appear for their adjudication hearings, but also that they are not committing any additional offenses between the Preliminary Hearing and adjudication.

Prior to undertaking the Juvenile Detention Reform Initiative, Multnomah County's Community Detention program consisted of an inconsistent referral process across the Department. This was due to a lack of consistent referral criteria for appropriate placement. The process was subjective on the part of the Juvenile Court Counselor. Additionally, youth remained on the old program for inconsistent amounts of time, depending on their court dates, rather than their performance. Most of the time, the youths' performance and accountability while on Community Detention was limited and subjective. Therefore, there was less incentive for a youth to achieve 100% compliance with his/her conditions of release to Community Detention. Furthermore, the youth were subject to inconsistent standards of contact with their monitors and the contact rules were established on an individual basis at the monitor's discretion.

Electronic Monitoring

This is the most severe community monitoring program provided for youth awaiting trial. A device monitors the youth by picking up transmissions from an ankle bracelet. The youth may not leave the home except in cases of emergency. All other requests to leave the home require 24-hour notification.

House Arrest

This form of monitoring requires 24-hour adult supervision in the home. Youth placed on this level of supervision may not leave the home. School attendance and/or Court-related appearances are the only exceptions. These must be pre-approved. The youth is to have no contact with the alleged victim(s), alleged codefendant(s), witnesses, or friends either in person, by telephone, or through a third party. These conditions are the same for all levels of Community Detention.

COLLABORATION

Community Partners

The creation of the continuum of Detention Alternatives began with Multnomah County's Community Detention Monitoring Program.

Stakeholders and community providers were invited to participate in a year-long design process which included visits to other counties around the United States to review their community-based detention monitoring programs. It was ultimately decided to create a time-limited program with a level system to determine the amount of contact required between the youth and the Juvenile Court.

Even though the Juvenile Court had experimented with its own version of community detention, it soon became apparent that it would not be most effective to continue the Department's program and that a private/public partnership would yield a higher quality result.

Volunteers of America of Oregon, Inc.

Volunteers of America of Oregon, Inc. (VOA) was selected to do the Community Monitoring piece of pre-trial Community Detention. VOA is a not-for-profit human services organization that creates partnerships with community leaders, donors, volunteers, and organizations such as the Multnomah County Juvenile Community Justice Department. Their goal is to develop innovative solutions to key social issues and provide programming in the areas of children and family services, senior services, and community corrections.

The team of Community Detention Monitors is carefully trained to detect violations of the Court-established terms of release or potential threats to public safety. Monitors report any changes in a youth's home or school situation. If a youth engages in any activity that places the public at risk, he/she may be withdrawn from the program and held in the Detention facility. By assuring the community that the youth are closely supervised and pose no threat to public safety, the Community Detention program stakeholders have created an environment in which high-need youth can continue with school or work and maintain their community ties, support systems, or alternative care.

Volunteers of America of Oregon, Inc.'s mission statement, "Whatever it Takes," accurately reflects the partnership established between VOA and the Multnomah County Juvenile Community Justice Department since both organizations share the belief that remaining in the community increases the chances for at-risk youth to successfully adjust and become productive members of society.

IMPLEMENTATION

At the Preliminary Hearing, only certain youth can be placed on Community Detention. In general, only those youth who score between 7 and 11 on the RAI at the time of Detention Intake may be placed on the program. Of course, there are overrides that can cause a youth with a higher score to be released and placed on Community Detention, as well as overrides in which a youth scoring under 7 can be too great a risk to be granted an unconditional release. Regardless of the RAI score, only youth with holdable charges, as defined by ORS 419C.145, can be placed on Community Detention.

VOA's original contract was for a paid staff of seven monitors, plus an administrator, to be responsible for the monitoring of a maximum of 82 youth. The contract was for actual face-to-face contact, but the frequency of the contact depended on the assessed risk level of each youth. Random, unannounced visits were made at home, school, and work regardless of a youth's supervision level.

The original contact standards developed were as follows:

- ✓ House arrest/maximum supervision: 2 visits each day
- ✓ Medium supervision: 2 visits each week
- ✓ Minimum supervision: 2 visits each month

Within the first three months of the program, the minimum supervision level was later changed to once each week. Data showed that too many high-need, low-risk youth were falling through the cracks and more frequent, consistent contact by monitors would help. The increased contact appears to be improving the overall compliance level of the program.

Additionally, the Juvenile Community Justice Department requested that the Community Detention program impose curfew checks, in which staff members visit homes to make sure the youth are complying with curfew laws. In Multnomah County, the curfew for youth under 14 is 9:15 p.m. to 6 a.m. and for those 14-17, curfew is 10:15 p.m. to 6 a.m. on school nights and midnight to 6 a.m. on non-school nights. In 1997, the program curfew was lowered to 8 p.m.

The Detention Reform challenges the concept of community monitoring by pushing to have more youth released to appropriate community resources. In addition to Community Detention, the County provides other alternatives to detention at the Preliminary Hearing. These include:

- **Boys and Girls Aid Shelter Care**, which acts as a temporary shelter in a family-type shelter care placement for a few days pending state agency placement.
- **Staff Secure Shelter Care**, which acts as a temporary placement in staff secure facility for up to 28 days for youth requiring secure shelter care placement.

The Staff Secure Shelter Program provides the most restrictive form of *shelter* care available, in that youth assigned there are supervised 24-hrs. a day. Staff members watch over youth at all times to ensure that they do not run away or cause any harm to themselves or others. The target population served in this detention alternative consists of both boys and girls between ages 12 to 18 who have been charged with offenses that are detainable by statute. This could include a law violation and/or parole violation charge. Eligible youth are those who could be supervised in an

environment less restrictive than Detention and those who have no other shelter or housing resources available to them while awaiting their hearings. This shelter resource is not available for youth with serious gun charges, serious arson charges, or predatory sex offense charges.

The Placement Coordinator is primarily responsible for placing youth in the Staff Secure Shelter Program. The length of time a youth may spend ranges from a minimum of one day to a maximum of 28 days, based upon a youth's individual needs. Because this resource is limited in the total number of nights Multnomah County may use the staff secure shelter, a great deal of effort is made to find appropriate long-term shelter for the youth. The Placement Coordinator is the primary Department contact for stakeholders who wish to extend shelter care services beyond the time established in the initial referral. If a youth runs while under the supervision of a staff secure shelter, the shelter staff is responsible for calling in the run report to the Placement Coordinator and submitting a written report by the following business day.

- **Day Reporting Center**, which may be ordered in conjunction with release of pre-adjudicated youth who are already on probation.

OBSTACLES

When the Community Detention program was created out of the old Close Supervision Program, the number of staff was essentially doubled, using existing County staff to deal with the internal processes and adding VOA staff to handle the external or field responsibilities. The Department-level job reclassification or redefinition triggered the perception that this outside contractor might be taking away County employee jobs. Department staff were removed from the field in order to handle cases in Court. However, these individuals remained a part of the Community Detention program.

Integrating a community provider into an existing institutional system is no easy task, especially when it must occur along with a philosophical shift in the program's approach. Both the VOA and Department staff had to reach consensus on the need to reform the existing system and the standards and criteria that were to shape the new system. It was agreed that *effective* intervention with youth is the key to a successful program. From there, they were able to develop more consistent contact and intervention standards for youth placed in the community.

Another issue was the fact that Community Detention was being consistently underutilized. In order to keep the program funded, it needed to be actively serving the community. The previously-imposed cap of 82 youths was never a concern; Volunteers of America of Oregon, Inc. never reached its capacity.

One factor was the passage of Measure 11, in which most of the youth who might have been given maximum supervision on Community Detention were instead moved to the adult justice system. Because the Community Monitoring program was underutilized, program leaders agreed to start monitoring sex offenders, all of whom fall into the high-risk category. These are the only post-adjudicated youth served by Volunteers of America of Oregon, Inc.

Today, the program serves 40 youth on regular Community Detention and 20 sex offenders. There are 4 staff members who serve the 40 Community Detention cases. One staff member serves all 20 sex offenders and another runs a program for gang-affected girls. Of the 4 staff members who deal with Community Monitoring, three cover different areas of the county, while one is responsible for making school visits.

Accurate documentation proved to be a considerable challenge for the program. Since VOA staff were responsible for site visits while Department employees were in charge of telephone monitoring, each organization had only a partial picture of how a youth might be handling Community Detention. In order to solve this problem, Multnomah County decided that a better system for documentation needed to be implemented. A computer program was developed so that Volunteers of America of Oregon, Inc. employees could make reports concerning each visit; these reports would then be accessible to County staff members. If a VOA worker makes a visit and finds a youth drinking, using drugs, or otherwise violating his/her conditions of release, the monitor files a report as usual, but issues an alert along with it. This alert allows the Juvenile Community Justice Department's Compliance Team to follow up on the problem and determine the best course of action. In this manner, not only are valuable case data collected and made available, but clear lines of communication are established.

All decisions and recommendations that have an impact on the program's youth are in the database, along with the necessary documentation to support the decisions. Further, all of the data collected from these reports is used for future decision-making.

THE NEW REFORMED SYSTEM

On March 1, 1999, a new Community Detention program design was implemented on a trial basis. The decision for the redesign was made jointly by both Volunteers of America of Oregon, Inc. and the Department. This decision also had the support of all of the necessary stakeholders, such as the DA, defense, Judiciary, Counseling Staff, etc. Data regarding the existing program were analyzed and used for re-designing the Community Detention program. All youth who were already on Community Detention are proceeding under the old guidelines, while all youth admitted to the program as of March 1, 1999 are beginning under the new structure.

Please see Additional Information for more details about this new pilot project.

DATA-DRIVEN DECISION-MAKING

Over the past few years, the data gathered by the Juvenile Community Justice Department have pointed to the success of the Community Detention Monitoring Program. The standardized Benchmarks, which were identified for Community Detention, are:

- 90% of youth enrolled on the program will appear for all scheduled hearings; and
- 95% of youth will commit no new law violations.

Through this unique program, at-risk youth are granted far greater opportunity to demonstrate their accountability and responsibility than they would have in Detention.



ADDITIONAL INFORMATION

- Revised Community Detention Monitoring Program Operational Guidelines
- Community Detention Program Notification of Supervision Level Change

Revised Community Detention Monitoring Program Operational Guidelines

Program Overview:

1. Program Goals:

The new program must adhere to the following:

- ◆ Ensure that youth shows up for all court hearings.
 - ✓ Documented notification of Court date.
- ◆ No new law violations.
- ◆ Work to ensure that the youth is successful while on the program.
 - ✓ The intent of the program is not to pull them further into the system.

2. Basics of program:

Community Detention viewed as part of the following continuum:

Detention → House Arrest/Electronic Monitoring → Community Detention → Release

Community Detention components:

- ◆ Length of stay: 28-days.
- ◆ Maximum population: 40 youth.
- ◆ All youth enter the program at the same initial level of supervision.

3. Program components:

There will be three components to the redesigned program. They include:

- ◆ Electronic Monitoring
 - ◆ House Arrest
- ◆ Community Detention

The revisions to the existing program will have an impact on those youth placed on Community Detention. Those changes are:

- ◆ All youth start program at Week 1/Entry Level.
 - ✓ RAI score of 7 to 11 with holdable charge is the main qualifier.
 - ✓ Judicial and/or Administrative over-ride may be a qualifier.
- ◆ Accountability for performance while on the program placed on the youth.
- ◆ Team management model between the Compliance Team and VOA Staff (see “Areas of Responsibility”).
- ◆ Length of time on the program: 28 days.
 - ✓ Review after 21
 - Recommendation to remove automatically after 28 days.
 - Recommendation for a hearing before a Judicial Officer.
 - May get an extension beyond the 28-day limit if approved by Judiciary.
 - All extensions will be evaluated on a case-by-case basis and must be approved by the Judiciary.
 - 10-day Reviews.

- ◆ Program timelines are kept in line with Secure Custody guidelines.
- ◆ Program designed for the majority of the youth that will be referred.
- ◆ House Arrest and Electronic Monitoring referrals require a specific separate court order. These types of supervision may be used in conjunction with community monitoring.
 - Electronic Monitoring:
 - No changes to this component.
 - House Arrest:
 - No changes to this component.

4. Contact type and amount:

Level	Phone calls from youth	Visits with Monitors
Week 1 Entry Level	4 calls a day (28 per week)	2 face to face a day, 2 face to face curfew checks, 5 curfew phone checks (14 visits per week)
Week 2 Mid-Range	3 calls a day (21 per week)	1 face to face a day, 2 curfew checks a week (7 visits per week)
Week 3 Mid-Range	2 calls a day (14 per week)	3 face to face a week
Week 4 Exit Level	1 call a day (7 per week)	2 face to face a week (2 per week)

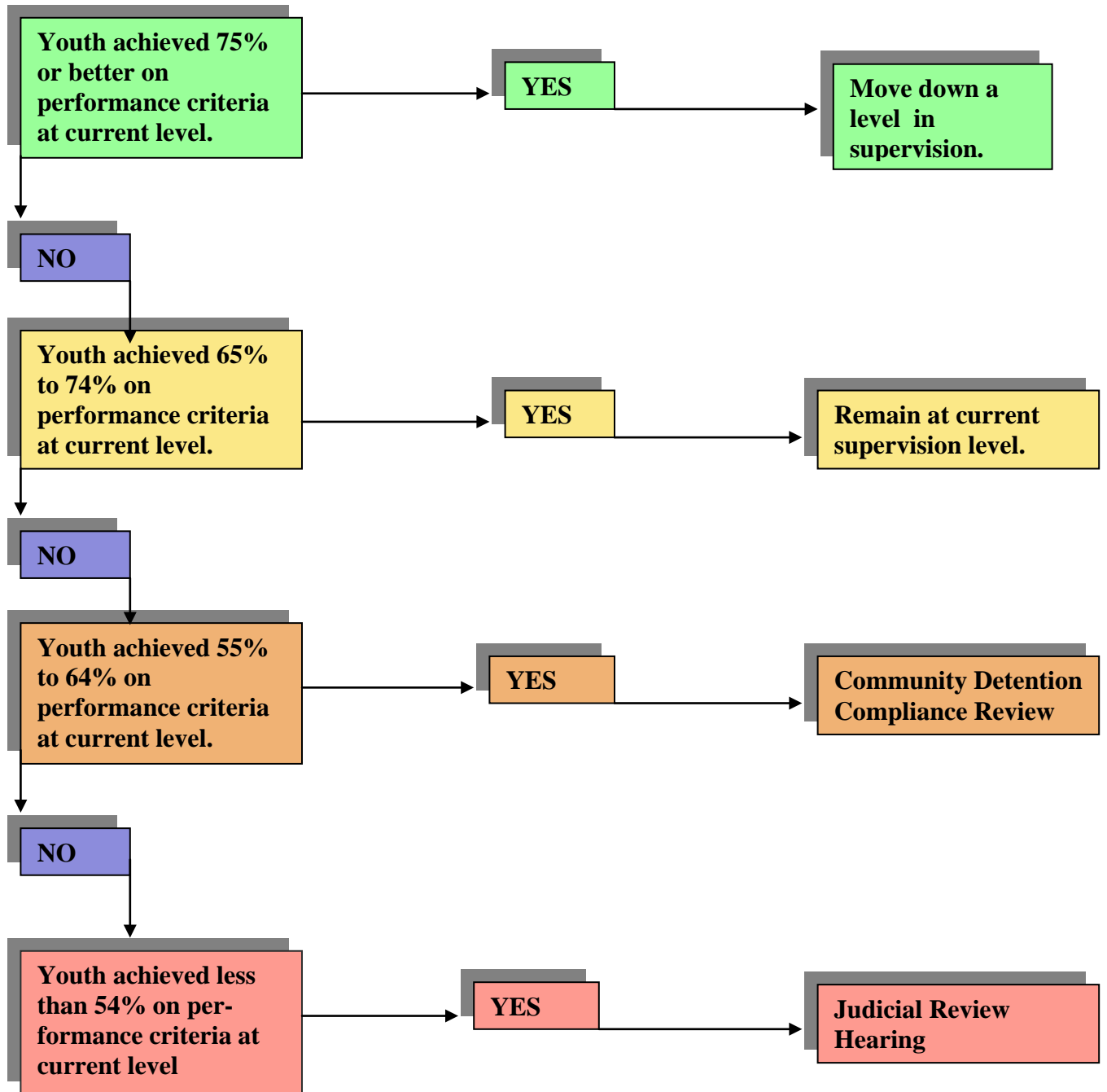
5. Placement on the program and compliance criteria:

All youth referred to the Program will begin at the same initial level of supervision. Movement through the program will be based on the youth's performance. The performance criteria are:

- ◆ Contact with Monitors
- ◆ Phone calls to the Program
- ◆ Adherence to Program rules
- ◆ Adherence to Court orders

These criteria will be used to evaluate whether or not the youth can proceed to the next supervision level. Decisions for movement through the Program will be made on a weekly basis. Information from all four criteria will be considered when making these decisions. The following are the decision points:

COMMUNITY DETENTION COMPLIANCE GRID



If the youth is in compliance with these criteria their supervision level may be reduced. If a youth begins to be out of compliance with the program/court expectations, they may remain at a higher level of supervision. If the youth is at a lower level of supervision and begin to be out of compliance, their supervision level could be raised.

6. Case Management:

A. Internal Review:

- ◆ Purpose is to try to determine what can be done to ensure that the youth continues to comply with program expectations.
 - ✓ Outcome of the meeting will be in keeping with the Intervention Grid.
- ◆ Coordinated by Department Community Detention staff and/or Placement Coordinator.
- ◆ Facilitated by Department Community Detention staff.
 - ✓ Meeting will follow the Department's Core Curriculum.
- ◆ Participants:
 - ✓ Youth
 - ✓ Parent/guardian
 - ✓ Department Community Detention staff
 - ✓ VOA Community Detention staff
 - ✓ JCC
 - ✓ Other interested parties as appropriate

B. Judicial Review Hearing:

- ◆ In front of a Judicial Officer. After meeting with the youth and there is no change in behavior. The purpose of the meeting will be to secure a court order to enforce program compliance (i.e. hold in detention, raise supervision level to House Arrest or Electronic Monitoring, etc.). This will occur only after all other avenues to ensure that the youth has complied with program expectations have been exhausted.
- ◆ Participants:
 - ✓ Youth
 - ✓ Parent/guardian
 - ✓ Department Community Detention staff
 - ✓ JCC
 - ✓ Attorneys
 - ✓ Other interested parties as appropriate

7. Exit from the program:

There are a number of ways that youth can be removed from the program.

- ◆ Complete the program
 - ✓ Report issued at 21 days with the recommendation to automatically remove or to schedule a hearing.
 - Decision is performance-based.
 - Issues to all interested parties.
 - Youth
 - Juvenile Court Counselor
 - Defense Attorney
 - Prosecuting Attorney
 - Judicial Officer
 - If there are any concerns, any member may request that a hearing be scheduled.
- ◆ Complete program and are adjudicated within the 28 days;
- ◆ Plea hearing within the 28 days;
- ◆ Warrant issued for their arrest;
 - ✓ Youth will be removed once the warrant is formally issued;
- ◆ Judiciary removes them.

8. Documentation:

In order for the program to run smoothly and effectively, documentation will play an integral role in holding the youth accountable. Accurate documentation is necessary for program operation as well. All decisions and recommendations that impact youth on the program will need to be in the database with the necessary documentation that back them up.

With that in mind, the following overarching documentation standards will be followed:

- A. Any action taken or decision made that involves a youth on the program must have documentation to back it up. This documentation must be in the following locations:
 - ◆ In the database (The current primary database for the program. This will change once the JIN System is fully operational);
 - ◆ In the hard copy file maintained by the Department Community Detention staff (as the secondary and back up database for the program). This may include but is not limited to:
 - ✓ Warning Letters
 - ✓ School attendance records
 - ✓ Original notes from meetings
 - ✓ All documents that can not be entered into the database system
- B. All hard copy documents with signature(s) will be maintained in the hard copy file maintained by the Department Community Detention staff. Documents with the following signatures (but not limited to these signatures) will be placed in the hard copy file:
 - ✓ The youth
 - ✓ Parent/Guardian
 - ✓ DJACJ staff
 - ✓ Judicial Officer
 - ✓ VOA program staff
 - ✓ Any other individual's signature that is involved in the case
- C. All documentation must be entered into the database prior to the end of shift.
 - ◆ Phone calls from the youth after 7 PM will be entered into the database by DJACJ staff on the following day.

Here are some examples of situations that should be documented in the database file. Not every entry needs to be alerted. When there is any doubt, the entry should be alerted. (Those topics with a * should always be alerted.)

Sanctions:*

- ◆ Verbal Warnings: Must be documented in the database listing who, what when, where, why, how of the situation and any follow-up that is required.
- ◆ Written Warnings: Must be documented in the database listing who, what when, where, why, how of the situation and any follow-up that is required. This will also require the documentation that the Warning Letter was delivered, the manner in which it was delivered and who received it.

Meetings:*

- ◆ All meetings regarding youth on the program must be documented in the database. Include information such as:
 - ✓ Who was present
 - ✓ What the presenting issues are

- ✓ Decisions made
- ✓ Any follow-up that is required

Hearings: *

- ◆ Trial date: The date of the youth's trial must be documented in the database. It should also be documented that the youth or parent/guardian was notified of the trial date.
- ◆ Internal Review Hearings: Should include the following information:
 - ✓ Who was present
 - ✓ What are the presenting issues
 - ✓ Decisions made
 - ✓ Any follow-up that is required
- ◆ Judicial Hearings: Should include the following information:
 - ✓ Who was present
 - ✓ What are the presenting issues
 - ✓ Decisions made
 - ✓ Any follow-up that is required

Curfew:

- ◆ All curfew checks (in person and/or by phone) must be documented in the database.
 - ✓ Curfew checks where the youth is contacted do not need to be alerted.
 - ✓ Curfew checks where the youth is not contacted must be alerted.
 - Document who was contacted if not the youth.
 - Document if no one was contacted.

Violation of Program Rules:*

- ◆ All violation of program rules must be documented in the database. The following details must be documented:
 - ✓ Who, what, when, and where.
 - ✓ What type of warning was issued in response to the rule violation.
 - ✓ What type of follow-up is needed.

Violation of Court Order:*

- ◆ All violation of program rules must be documented in the database. The following details must be documented:
 - ✓ Who, what, when, and where.
 - ✓ What type of warning was issued in response to the rule violation.
 - ✓ What type of follow-up is needed.
- ◆ All contacts with co-defendant(s) must be documented in the database.
- ◆ All contact with the victim(s) must be documented in the database.

Collateral Contacts:

- ◆ All collateral contacts regarding a youth on the program must be documented in the database. These do not always have to be alerted it depends on the severity of the issue. The following is a partial list of possible collateral contacts:
 - ✓ Attorney
 - ✓ School Official
 - ✓ Court Official

- ✓ Parents
- ✓ Police

Drug/Alcohol:*

- ◆ All instances of drug/alcohol use, suspected use, and/or observable behavior traits must be documented in the database.
- ◆ Any follow-up as a result must be documented in the database.

Abuse/Violence:*

- ◆ Any instance of abuse/violence must be reported per the state guidelines.

School issues:*

- ◆ School attendance must be documented in the database.
- ◆ Issues pertaining to the youth's performance in school must be documented in the database. The severity of the issue will determine if it is alerted or not.
- ◆ See "Collateral Contacts" and "Meetings."

No contact by field staff:

- ◆ All contacts and attempts to contact by field staff must be documented in the database.
 - ✓ More than 3 attempts with no contact with a youth on Week I and Week II will be include an alerted progress note.
 - ✓ More than 2 attempts with no contact with a youth on Week III and Week IV will include an alerted progress note.

Phone calls from the youth:

- ◆ All phone calls from the youth must be documented in the database.
- ◆ Any additional information that the youth leaves when they make their call will be documented in the database. The following information must be alerted:
 - ✓ Schedule changes
 - ✓ Appointments
 - ✓ Any information that may potentially hinder field staff from making contact with the youth. In some cases the information may have to be called out into the field.

Phone calls between DJACJ and VOA staff:

- ◆ All phone calls regarding youth on the program between DJACJ and VOA staff must be documented in the database.

Electronic Monitoring:*

- ◆ All issues pertaining to Electronic Monitoring must be documented in the database. This includes but is not limited to:
 - ✓ Contact with the vender.
 - All Faxes sent and received (a summary)
 - Weekly schedule notification
 - All phone calls
 - All reports
 - ✓ All trouble shooting from the office and from the field.
 - ✓ Placement assessments
 - ✓ Installation
 - ✓ Removal
 - ✓ Any issue that pertains to the youth's performance and the operation of the equipment.

Areas of Responsibility

The following is an outline of some of the responsibilities shared by program staff of VOA and DJACJ as well as some of those that are specific to each portion of the program.

Volunteers of America of Oregon, Inc.	Department of Juvenile and Adult Community Justice
◆ Comply with Documentation standards	◆ Comply with Documentation standards
◆ Record all visits and/or attempts and record the outcome.	◆ Record all phones calls from the youth*
◆ Attend 4 PM Meetings	◆ Attend 4 PM Meetings
◆ Attend Internal Review Meetings	◆ Attend Internal Review Meetings
◆ Attend all scheduled joint staff meetings.	◆ Attend all scheduled joint staff meetings.
◆ Attend all scheduled VOA staff meetings.	◆ Attend all scheduled DJACJ Compliance Team staff meetings.
◆ Comply with VOA's policies and procedures.	◆ Comply with DJACJ and Union policies and procedures.
◆ Comply with Community Detention program operational procedures.	◆ Comply with Community Detention program operational procedures.
◆ Monitor the youth's compliance with: <ul style="list-style-type: none"> ✓ Intervention Grid ✓ Curfew ✓ School attendance ✓ Electronic Monitoring 	◆ Monitor the youth's compliance with: <ul style="list-style-type: none"> ✓ Intervention Grid ✓ Curfew ✓ School attendance ✓ Electronic Monitoring
◆ Issue Warning Letters	◆ Issue Warning Letters
◆ Relay necessary information from the field.	◆ Primary liaison to Court and officials of the Court.
◆ Primary worker in the field.	◆ All Intakes and Sign – ups
◆ Install Electronic Monitoring Equipment.	◆ Monitor for Court date
	◆ Schedule all Compliance Review Hearings
	◆ Internal Review Meeting Coordinator
	◆ All Reports
	◆ Monitor follow – up on consequences
	◆ Attend 11:30 meeting
	◆ Implement Core Curriculum
	◆ Primary contact with BI on Electronic Monitoring

COMMUNITY DETENTION PROGRAM INTERVENTION MATRIX

	Violation	Intervention
Internal Program Process	◆ Less than 70% on calls into the program.	◆ Verbal/Written warning.
	◆ No calls into the program for 2 or more days.	◆ Written warning
	◆ 1 time out of the home without parent and/or guardian permission for less than 8 hours.	◆ Verbal/Written Warning.
	◆ Less than 50% contact with the field monitors.	◆ Written warning.
	◆ 1 missed appointment with JCC.	◆ Written warning.
	◆ Violation of a no contact order 1 time.	◆ Written warning.
	◆ School attendance and/or behavior.	◆ Report to JCC, remain at current supervision level.
Internal Review Process	◆ Consistent non-compliance with program expectations.	◆ Client to appear for an Internal Review. ◆ Problem solving using the CORE Curriculum. ◆ Follow up by field monitors and DJACJ staff.
	◆ New minor (non-holdable) law violation.	
	◆ More than 1 time out of the home without parent and/or guardian permission for more than 8 hours.	
	◆ 1+ missed appointment with JCC.	
	◆ 1+ violation of no contact order.	
	◆ Out of home/placement for more than 24 hours.	

**Community Detention Program
Intervention Matrix (con't.)**

Judicial Process	◆ Continued consistent non-compliance with program expectations after less restrictive interventions exhausted (see above).	<ul style="list-style-type: none"> ◆ Appear for Community Detention Review Hearing in Court. ◆ May Recommend: <ul style="list-style-type: none"> ✓ Hold for trial; ✓ Hold for 1 or 2 days; ✓ Hold for 1 or 2 days suspended based on compliance; ✓ Warn and release; ✓ Order House Arrest or Electronic Monitoring. ✓ Issue a warrant. ◆ May also be used for: <ul style="list-style-type: none"> ✓ Vacate automatic report. ✓ Remove from Community Detention.
	◆ New allegations (need to serve a petition).	
	◆ Automatic report ordered by the Court.	
	◆ Absent for more than 24 hours.	
	◆ Placement issues (need for an alternative placement).	

**Program Incentives
Behavior/Compliance Based**

Supervision Level	Possible incentive
Week I	<ul style="list-style-type: none"> ◆ Move down a level per program operational guidelines (see manual). ◆ School attendance certificate. ◆ Notification of decrease in supervision level and phone calls.
Week II	<ul style="list-style-type: none"> ◆ Move down a level per program operational guidelines (see manual). ◆ School attendance certificate. ◆ Notification of decrease in supervision level and phone calls.
Week III	<ul style="list-style-type: none"> ◆ Move down a level per program operational guidelines (see manual). ◆ School attendance certificate. ◆ Notification of decrease in supervision level and phone calls. ◆ No curfew checks.
Week IV	<ul style="list-style-type: none"> ◆ Certificate of completion. ◆ All visits scheduled based on youth's schedule. ◆ No curfew checks.

