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I. POLICY:

Alternative Detention Services (ADS) Units primary function is to provide detention alternatives wherein juveniles are held accountable for their behavior and the community is protected. Personal responsibility for one's behavior is emphasized and ensured through the active supervision of juveniles.

II. Definitions:

A. Detention Risk Assessment Instrument (DRAI): Is an objective risk-based tool that can determine detention placement recommendations. The DRAI will be completed on all youth booked into the Detention Facility.

III. Procedures:

A. General

1. Two factors determine if a youth is eligible for ADS services:
 - a) Youth is not a risk to community safety, and
 - b) Youth is not at risk of failing to appear for court.
2. All youth in ADS must be court ordered into the program.
3. Youth may be placed in multiple ADS programs: i.e. Electronic Home Monitoring (EHM), Community Detention (CDET), Day Reporting School (DRS),
4. Because youth are court ordered into detention, they can be placed in secure detention if they violate program conditions.

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5. All pre-trial youth with services (CDET, EHM) will be under ADS supervision.
- B. ADS placement Procedures:
1. **Pretrial:**
 - a) Youth is presented at the backdoor by law enforcement.
 - b) Youth is screened at booking using the DRAI (attachment 1) and is securely detained.
 - c) The assigned Probation Officer staffs the youth with their supervisor for placement into ADS. Discussion also takes place around appropriate program(s).
 - d) Decision is made to recommend the youth for ADS.
 - e) Notification is made to the ADS staff by either the PO or the supervisor of the potential ADS youth. Notification will be in the form of a phone call or face to face conversation before 11 a.m.
 - f) The assigned PO talks with the youth and parent/guardian regarding the recommendation of ADS and the program(s) requested.
 - g) If EHM is requested, the PO will explain and prepare the parent/guardian about the EHM phone requirements and costs. If possible, the PO will complete the EHM referral form.
 - h) The assigned PO will complete the pre-court paperwork.

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- i) The pre-court paperwork is:
 - 1) Pre-Trial Release Information Form
 - 2) Order of Placement into ADS (attachment 2)

2. After PO notification and prior to court, ADS staff will:
 - a) Prepare ADS paperwork:
 - 1) Print Judi referral form.
 - 2) ADS checklist identifying what programs to which the youth will be entered.
 - 3) Request booking photo from Intake.
 - 4) Print probable cause.
 - 5) Prepare appropriate referrals CDET, EHM and/or Day Reporting (attachments 3,4,5)
 - 6) Prepare the ADS contract (attachment 6)

 - b) Make initial contact with the youth. Verify home address, phone number, and school attendance.

 - c) The ADS staff will read the contract to the youth (and parent/guardian). All expectations and rules will be gone over to ensure all questions are covered.

 - d) Youth and parent/guardian will sign the contract if in agreement with the program expectations.

 - e) After the youth is court ordered into ADS, staff will obtain the green copy of the order and file the signed ADS contract with the Clerk's office. Copies of the contract will also be distributed to the DPA and the Defense Counsel.

 - f) ADS staff will complete the appropriate release for the youth.

 - g) ADS staff will ensure parent/guardian receives a copy of the signed contract before the youth leaves the building.

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3. **Probation Violation:**

- a) The assigned Probation Officer staffs the youth with their supervisor for placement into ADS. Discussion also takes place around appropriate program(s).
- b) Decision is made to recommend the youth for ADS.
- c) Notification is made to the ADS staff by either the PO or the supervisor of the potential ADS youth. Notification will be in the form of a phone call or face to face conversation before 11 a.m.
- d) The assigned PO talks with the youth and parent/guardian regarding the recommendation of ADS and the program(s) requested.
- e) The assigned PO will complete the appropriate referral(s) to the program(s) requested (attachment 7).

C. Office Procedures

1. ADS New Case Checklist

Before a new case is given to the ADS Office Assistant, ADS staff will make sure the following items are completed.

- a. Appropriate referrals completed (CDET, EHM, DRS)
- b. Obtain the booking photo
- c. Copy of the Probable Cause or Police Report
- d. JUDI Detention Referral
- e. Copy of signed ADS Contract. Four copies made: 1) parent/youth, 2) DAC, 3) Prosecutor, 4) ADS File.

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- f. Copy of signed ADS Court Order
 - g. Youth place on the CDET Phasing Roster (if applicable)
 - h. Youth placed in the ADS Case Notes
 - i. Youth entered on the ADS Daily Log
 - j. ADS programs entered into JUDI
2. ADS Files
- a. After a youth is assigned to ADS, the Office Assistant will make an ADS file for that youth. This file will be used to keep copies of all paperwork for the youth while on ADS.
 - b. Copies of the Daily Contact sheets will be in the file and made available to Probation Staff when needed.
 - c. All incident reports will be entered into the case notes and a copy provided to the assigned Probation Officer.