

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES
“PROBATION MANUAL”

TITLE:

HOUSE ARREST

House Arrest is a court ordered sanction which allows a youth to be released from detention under certain conditions and places specific restrictions on the youth's everyday activities. The Detention screen score is 9 - 11. Violation of these rules will result in the return to Detention on the charge of Violation of a Court Order.

Youth who are not in need of secure custody based on their detention screening score, who are at less than significant risk to re-offend, whose prior record is not serious, and who are not a threat to abscond, are the most appropriate for utilization of this program. Consider especially those youth whose school or employment record would be seriously jeopardized if they remained in detention.

A Probation Officer can make the recommendation to the Juvenile Master for a release on House Arrest. Probation Officers may give the Juvenile Master specific information regarding the youth's proposed schedule of activities. The Court can then make a determination as to what may be allowed while on House Arrest. Once House Arrest is ordered, the Probation Officer must go over and sign the House Arrest Contract and fill out the House Arrest contact log. The contract is kept in the Probation Officer's file. The contact log is placed in the appropriate place in Detention.

The following instructions apply as well as those listed in the House Arrest contract:

1. Youths/Families without phone service to their residence will typically not be placed on House Arrest. Although the Court may order a phone line to be installed. In these cases, see the section on installing Court ordered phone lines.
2. Parent(s)/guardian(s) will be advised by Probation Officers that weekday (Sunday through Thursday) calls by detention personnel may be made as late as 9:00 pm. Weekend (Friday and Saturday) calls by detention personnel may be made as late as 11:00 pm.

If Detention does not notify the Probation Officer regarding House Arrest violations, Probation Officers will check the House Arrest Contact log(s) kept in the Detention Control Room.

Probation Officers will arrest and detain by the next work day (if possible) any youth who violates the House Arrest Contract.

The youth will then be booked for “Violation of a Court Order”. Detained youths must appear before the Juvenile Master for a detention hearing within twenty-four (24) hours (excluding weekends and holidays).

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES
“PROBATION MANUAL”

HOUSE ARREST (continued)

It is the sole responsibility of the Probation Officer to receive, authorize and notify detention staff of schedule changes, preferably twenty-four(24) hours in advance. The contract delineates other specific instructions regarding outings, etc.

Parent(s)/Guardian(s) will be responsible to notify the Probation Officer/Detention Staff if their child will be unavailable for contact (see House Arrest rules).

A youth is typically placed on House Arrest by the Court Master for a set number of days (thirty or sixty). Reviews every thirty days are mandatory while the youth is on House Arrest unless otherwise specified by the Juvenile Court Master.

Any youth booked for a House Arrest Violation (Violation of Court Order) must have a petition request submitted immediately if they are detained in Wittenberg Hall. If the youth has other charges pending, and a petition has been requested, notify the secretary at the District Attorney’s Office so it can be set for a hearing at Wittenberg Hall.

When a youth completes or is ordered released from House Arrest, the Probation Officer must fill out the Removal Form. This enables tracking and accurate record keeping of the status of youth on House Arrest. The form goes to the Program Manager for signature and then to the identified Legal Secretary for data entry. Probation Officers or Detention staff will remove the House Arrest log from Detention.

INFORMAL HOUSE ARREST

Probation Officers can place a youth on Informal House Arrest (without booking or Court Order) as a consequence for technical violations while on formal Probation.

The Probation Officer will explain the violations and consequence to the youth and parent. If voluntarily agreed to, the Probation Officer completes the packet and other forms as described earlier in this section.

Informal House Arrest should be for a maximum of 14 days. If the youth continues to have behavioral problems that fall into the category of Probation Violation, the youth can be taken into custody for Probation Violation (note the appropriate factor). Violation of Court Order can only be used when the House Arrest was Court ordered.

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES
"PROBATION MANUAL"

TITLE:

PHONE LINES; INSTALLING COURT ORDERED LINES

There are occasions when the Court will order that a phone line be installed into a home in order for the youth to be released from Detention on either House Arrest or Electronic Monitoring. When this order occurs you should:

- 1) Complete a Disbursement Order. The START and STOP dates are CRITICAL. Get it approved by the appropriate person.
- 2) Contact the internal Account Clerk to get the staff name and phone number at SBC. Call SBC and identify yourself as a Probation Officer with the Washoe County Department of Juvenile Services. The number is active 24 hours a day. Be prepared to give them information as requested. The information needed is the parent's name and the address where the line is to be installed. There is a standard procedure for how the line is to be set up. If you get the voice mail, leave the name and address and confirmation of activation will be made within 24 hours.
- 3) Submit the Disbursement Order for payment purposes to the Account Clerk or Fiscal Compliance Officer.
- 4) The Account Clerk has a single line phone available to give the family.
- 5) The phone service will be cancelled on the STOP date of the Disbursement Order. Until service is stopped, it will show on the Ongoing Services Statement that is distributed monthly.

FYI: The line is restricted. No long distance calls, collect calls, call waiting, caller ID, 3-way, etc. It is an unlisted number with no repair coverage and it CANNOT be transferred to the individual after the Department stops paying for it. It must be deactivated. All bills will come directly to the Department.

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES
“PROBATION MANUAL”

TITLE:

ELECTRONIC MONITORING

Electronic Monitoring is a method of providing supervision with an individual that is less restrictive than secure detention, but more controlled than traditional supervision or House Arrest, and is typically Court Ordered. Electronic Monitoring is a form of alternative incarceration and, as such, is considered an extension of detention. Failure to abide by the restrictions of the Electronic Monitoring Contract will be considered an escape from detention and will be charged as such. Electronic Monitoring is done through the use of an ankle bracelet and corresponding equipment.

This program is available to youth:

1. Assessed on the Detention screen (score of 12 - 14) and deemed by the Court to be appropriate for Electronic Monitoring.
1. Whose parent / guardian agrees to cooperate with the conditions of the Electronic Monitoring Contract and who accepts the financial responsibility associated with the program.
2. Whose Probation Officer agrees to monitor the juvenile’s behavior in accordance with the Electronic Monitoring Contract. (see Electronic Monitoring forms)

Further factors used in making the decision should include:

- Parents Work Schedule: an adult must be available to supervise the child and enforce the probation conditions and accurately report the youth’s level of compliance. Parents must be willing to meet the program requirements.
- Juveniles Prior Record: a pattern of serious offenses, probation violations or absconding would make a youth a poor candidate for electronic monitoring. Youth at high risk to re-offend should not be recommended for electronic monitoring.
- Telephone: The youth/family must have phone service to their home. If ordered, Juvenile Services will pay for phone service to be set up.
- Schedule: The out of home activities of a youth ordered on electronic monitoring should be limited to school, court appointments, counseling appointments, probation appointments, and Doctor appointments. Juveniles should only be allowed time away from the home for mandatory appointments. Shopping, movies, sports activities, etc. negate the purpose of electronic monitoring. Probation Officers may approve supervised activities if deemed appropriate.
- It is the sole responsibility of the Probation Officer to receive, authorize and notify Sentinel of schedule changes, preferably twenty-four (24) hours in advance.

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES
"PROBATION MANUAL"

TITLE:

ELECTRONIC MONITORING (continued)

- If a youth violates the Electronic Monitoring he/she is to be taken into custody and detained (by the next work day if possible). The youth will be booked on the charge of Violation of a Court Order. The charge will be "Escape" if they run away, cut off the ankle monitor or leave without permission. Detained youths must appear before the Juvenile Master for a detention hearing within twenty-four (24) hours (excluding weekends and holidays).

The Probation Officer, at a Detention Hearing, can make the recommendation for release on Electronic Monitoring or the Master can accept the recommendation from the District Attorney or Public Defender and order the youth to be released on Electronic Monitoring.

Once a youth has been court-ordered to be released on Electronic Monitoring, the Probation Officer must sit down with the youth and parent(s)/guardian(s) to fill out the appropriate paperwork. This paperwork includes, but is not limited to, Request for Placement on Electronic Monitoring, Electronic Monitoring Rules and Conditions, Responsibility for Electronic Monitoring Equipment, Electronic Monitoring Fee Agreement, 4 Amendment Waiver-Permission to Search, Escape from Custody Statement, Electronic Monitoring Enrollment Form, and Electronic Monitoring Informal Contractual Agreement.

The Client Information Form needs to be filled out and processed. No one will be denied the option of Electronic Monitoring based on inability to pay. If the Court orders the Department to be financially responsible for the Electronic Monitoring, the process for completion of a Disbursement Order needs to reflect this. (The Client Information Form can act as the Disbursement Order if given to the Account Clerk at the time of sign up).

Once all of the paperwork is completed, the youth and parent will be given a specific time to arrive at Sentinel. Sentinel will provide the equipment, and the Probation Officer will fax the youth's schedule to Sentinel. A log of activities is available upon request from Sentinel.

Also, in those cases where a youth is going to be on House Arrest or Electronic Monitoring for a long period of time, their status must be reviewed every 30 days. Schedule these reviews by adding the youth's name to the Detention Hearing List by contacting the District Attorney's Office. The Court Master will set the time frame.

When a youth is ordered by the Court to be removed from Electronic Monitoring, the Probation Officer must complete the appropriate paperwork and fax this to the local Sentinel number and the 800 Sentinel number as soon as possible. A copy of the paperwork must be given to the Account Clerk so payment will be stopped. The

WASHOE COUNTY DEPARTMENT OF JUVENILE SERVICES
"PROBATION MANUAL"

Removal from Electronic Monitoring form must also be filled out and given to the Program Manager for signature and then to the appropriate Legal Secretary for data entry.