



EXHIBIT 4

FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Supervised Release Intensive Home Detention with Electronic Monitoring Guidelines

Program Description

Intensive Home Detention with Electronic Monitoring: Youth are released to the parent, guardian, or responsible adult with supervision guidelines that include restrictions on the youth's whereabouts, five (5) random face-to-face contacts with the youth and one (1) family per week, and the use of electronic monitoring tracking equipment.

Target Population

Youth who score 12 points on Florida's Detention Risk Assessment Instrument (DRAI).

Definitions

1. Detention Hearing: A hearing held within 24 hours of an arrest to determine the need for continued supervision during the court hearing process.
2. Detention Risk Assessment Instrument (DRAI): An objective, data driven screening tool used to determine the appropriate level of supervision while awaiting court hearings.
3. Electronic Monitoring (EM): A device that provides continuous GPS surveillance of the youth's location and movement of youth at all times.
4. Supervised Release Tracker (SRT): Person responsible for conducting supervision contacts and providing compliance updates to the assigned JPO and Supervised Release Review Committee.
5. Juvenile Assessment Center (JAC): A physical location where youth are assessed to determine risk to community safety and the necessity of increased supervision while awaiting court hearings.
6. On-Call Screening: A process conducted in the community to determine risk to community safety and the necessity of increased supervision while awaiting court hearings.
7. Program Success: A data-driven determination based on the percentage of youth who remain arrest free and attend all court hearings during program participation.
8. Supervised Release Continuum: A document that provides an overview of the supervised release programs ranging from least intrusive to most intrusive. Overviews include a description of the program, eligibility, contact standards, capacity, and admission considerations.
9. Supervised Release Review Committee (SRRC): a review committee that examines a youth's progress while participating in a supervised release program to determine if movement along the continuum is appropriate.

Intensive Home Detention with EM Placement

Screening Process

1. All youth referred to a Juvenile Assessment Center (JAC) or screening unit will be assessed using a DRAI. In some areas, this assessment is completed via an on-call, screening method.
2. The results of the DRAI will determine if the youth is released, placed into a supervised release program, or placed in secure detention.
3. Youth who score 12 points on the DRAI are appropriate for placement onto intensive home detention with EM status pending a detention hearing.
4. The screener will review the Supervised Release Agreement and Electronic Monitoring Agreement with the youth and guardian or responsible adult to obtain signatures documenting the review/understanding the program guidelines.
5. An EM device will be placed on the youth at the JAC or prior to release from the detention hearing in areas where JAC do not exist. The JAC screener, DJJ staff, or other designee will place the youth on EM after completing screening process, which includes activation in the Department's EM database, initial entering of EM schedule and home zone, and one-time grace period for travel to home.
6. The Supervised Release Agreement and Electronic Monitoring Agreement will be added to the detention packet and uploaded to the Screening/JAC packet folder in the Document Upload Section of the Juvenile Justice Information System (JJIS).
7. Continue supervision on intensive home detention placement with electronic monitoring will be the determination of the court during the detention hearing.

Release from Secure Detention

1. If the youth scores for secure detention and is court-ordered to Supervised Release at the detention hearing, the youth would be placed immediately onto IHD with EM.
2. A SRT or JPO will place an EM device will be placed on the youth prior to release from secure detention. A SRT or JPO ensure each of the following are completed:
 - a. Activation in the Department's EM database
 - b. Initial entering of EM schedule and home zone,
 - c. One-time grace period for travel to home set up.
3. A detention staff, SRT or otherwise designated DJJ representative will review the Florida Department of Juvenile Justice Intensive Home Detention Agreement and Electronic Monitoring Agreement with the youth and guardian or responsible adult to obtain signatures documenting the review and understanding of the program guidelines prior to the youth's release.
4. The Florida Department of Juvenile Justice Intensive Home Detention Agreement and Electronic Monitoring Agreement will be sent to SRT and/or JPO for upload in JJIS/Case Notebook Module.

Other Placement Considerations

Youth who meet the following descriptions are inappropriate for EM placement:

1. Under the age of 13 (case-by-case consideration must be made)
2. Current placement in a dependency placement or shelter outside of the county
3. Current placement in a community-based residential facility

4. Previous placements on EM that resulted in damaged equipment, cut straps, and/or numerous alerts (Exclusion Zones, Inclusion Zones, Tracker Low Battery, Max No Motion, Strap Tamper, etc.)

Local law enforcement may operate their own EM program which includes installation, removal, monitoring and submission of their own violations of supervision. Although DJJ staff will *not* be required to respond to any alerts from law enforcement EM programs, Department personnel will monitor youth in accordance with the IHD standards.

Program Supervision

Initial Contact:

This face-to-face meeting will be held with the youth and parent/guardian within 24 hours of court ordered placement to supervised release/IHD with EM. During this initial contact, the following items will be discussed:

1. Program description including rules, contact standards, and compliance stipulations (Intensive Home Detention Agreement and Electronic Monitoring Agreement).
2. Gathering of information regarding school placement, employment, and other regularly scheduled events that will assist the monitor in supervising the youth appropriately.
3. Visual inspection of the EM device and alerts to determine appropriate and successful installation. Ensuring that EM schedule and youth information is accurate and updated in the EM system.
4. Date of next court hearing and any barriers that may prevent the youth's appearance.
5. Description of steps to supervision escalation, de-escalation, and successful completion.
6. Exchange of accurate contact information for youth, guardian, and SRT.

This contact must be conducted by a SRT or JPO that has been trained in the proper way to install an EM and initiation of monitoring schedules. The EM installation must be completed prior to the youth's departure from the 24-hour detention hearing.

Supervision: Initial 21 days

A SRT will make contact with the youth according to the following schedule, and will complete visual inspection of EM device at every encounter to ensure no tampering has taken place:

1. A minimum of (5) five face-to-face contacts will be completed with the youth each week. One of these contacts must be conducted during evening hours. Evening is defined as any time on Monday through Thursday after 6:00pm
2. A minimum of (2) two face-to-face weekend contacts must be completed within a 21-day period. Weekend is defined as the period of time between 6:00 pm Friday and 11:59pm Sunday of each week.
3. A minimum of (1) one face-to-face contact with parent, guardian, or responsible adult per week.

Supervision: 22nd day and beyond

A JPO or SRT will conduct a minimum of three (3) face-to-face contacts with the youth each week.

All contacts must be documented in the JJIS Case Notebook Module with the type “supervised release” selected.

Supervised Release Reviews

This program is subject to the guidelines provided in the Supervised Release Continuum Policy.

Graduated Responses for Technical Violations

Technical violations of the Intensive Home Detention and/or Electronic Monitoring Agreement will result in the following responses:

1. For initial occurrences of the items listed below, the SRT or assigned JPO will investigate and determine if the occurrence was **willful** and seek to understand the reasons for the violation. Upon determination of the occurrence as willful, a written plan to prevent future occurrences will be outlined and signed by the SRT or assigned JPO, youth, and parent/guardian.
 - a. Unexcused late arrival to school
 - b. Unexcused absence from school or work
 - c. Arriving home late from school or work without prior approval from the SRT or JPO
 - d. Leaving primary residence or work without a parent/guardian and prior approval from the SRT or JPO
 - e. Technical violations outlined in the Electronic Monitoring Agreement
 - f. Youth received one of the following EM alerts:
 - i. Inclusion Zone
 - ii. Cell Signal Lost
 - iii. GPS Jam Reset
 - iv. Track Low Battery alerts
2. The second or subsequent willful occurrence will result in a supervised release review to determine the need for the submission of a formal violation for court consideration of secure detention placement.

Responding to EM Alerts:

ALL alerts and responses must be documented in the JJIS Case Notebook Module. In cases where there are a series of alerts of the same type within in the same business day, the JPO or SRT may address them all in the one case note (i.e. if the youth received 10 Inclusion Zone alerts overnight, the JPO or SRT may complete one case note addressing them all the following work day).

Formal Violations

A formal violation of supervised release will be filed for one of the following reasons:

1. Youth received a new arrest for an offense that occurred during program supervision.
2. Youth failed to adhere to the graduated responses to technical violations.
3. Youth absconded supervision.
4. Youth failed to attend any scheduled court hearing (FTA issued).
5. Youth willfully received one of the following EM alerts:
 - a. Exclusion Zone Enter
 - b. Case and/or Strap Tamper
 - c. Max No Motion
6. Youth willfully received one of the following EM alerts in two of more incidents:
 - i. Inclusion Zone
 - ii. Cell Signal Lost
 - iii. GPS Jam Reset
 - iv. Track Low Battery alerts

Violations resulting in a need for a formal response must be reported to the assigned JPO and JPOS within 24 hours of becoming aware of the violation.

Discharge from Intensive Home Detention with Electronic Monitoring

Youth may be released from Intensive Home Detention with EM at any point in the court hearing process. Releases from Intensive Home Detention with EM will occur for one of the following reasons:

1. Statutorily-based supervised release supervision jurisdiction has expired.
2. Court order issued releasing youth from supervised release status.
3. Youth placed in secure detention.
4. SRRC determination of an increase or decrease in supervision