

STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES

Title:	Electronic Monitoring	Policy No.:	F-8.2	Page(s):	1 of 3
Authority:	County Offices, Division of Community Services				
Responsible Areas:	County Offices				
Juvenile Justice Code:	n/a				
PbS Related Standard(s):	n/a				
August 04, 2016 Effective Date		<u>SIGNED/ Sylvia Murray</u> Sylvia Murray Director			

POLICY: The Department of Juvenile Justice (DJJ) administers the Juvenile Electronic Monitoring Program through contracts with approved vendors. Electronic Monitoring can be used for juveniles as an alternative to pre-adjudicatory secure detention by order of the Family Court or as a graduated response and alternative to secure confinement while under probation/parole supervision. Electronic Monitoring holds the juvenile accountable while allowing the juvenile to be supervised in the least restrictive environment and protects the public by monitoring the juvenile's movement and thereby restricting the opportunity to cause harm.

PROCEDURAL GUIDELINES:

A. Electronic Monitoring Eligibility Considerations

Electronic Monitoring can be considered for juveniles as an alternative to continued pre-adjudicatory secure detention and for juveniles supervised on probation/parole as a graduated sanction or house arrest support. The County Case Manager (CM) will consider the following when recommending Electronic Monitoring:

1. The safety of the community, the victim and the juvenile. Inquiry will be made as to potential contact between the juvenile and the victim.
2. The level of supervision and whether or not the juvenile is returning to the community from a secure or non-secure environment.
3. As a graduated response to enhance any level of supervision.
4. The juvenile's and his/her parent's/guardian's level of cooperation and ability to comply with the conditions stated in the Electronic Monitoring Agreement and Schedule (Form F-8.2A).
5. The juvenile's electronic monitoring history. Juveniles with prior electronic monitoring violations will be reviewed and staffed with a supervisor before being placed on an electronic monitor.

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B. Participation Requirements

A juvenile placed on electronic monitoring and his/her parent/guardian must sign the Electronic Monitoring Participant Agreement and Schedule (Form F-8.2A). Compliance with the terms of the Electronic Monitoring Participant Agreement is mandatory.

C. DJJ Responsibilities:

The County Case Manager will:

1. Participate in and comply with the vendor's training and instructions regarding the use, installation and removal of the electronic monitoring equipment and, the process for enrolling and removing the juvenile from the vendor's central monitoring computer.
2. Ensure pre-adjudicatory electronic monitoring is ordered by the Family Court before installing the equipment and activating the juvenile on electronic monitoring.
3. Review the terms and conditions of the agreement with the juvenile and the juvenile's parent/guardian.
4. Install the electronic monitoring equipment and orient the juvenile and the juvenile's parent/guardian as to the use and operation of the equipment.
5. Monitor and follow up on the alerts from the contracted vendor to ensure the equipment is functioning properly and the juvenile is in compliance with the electronic monitoring conditions. The County CM will attempt to resolve the alerts through communication with the juvenile, equipment troubleshooting, etc.
6. Maintain contact with the juvenile and the juvenile's parent/guardian while he/she is being monitored.
7. Notify the supervisor for monitoring assistance if the County CM is away from the office two (2) or more consecutive business days and is unable to monitor alerts.
8. Staff with a supervisor when juveniles are on electronic monitoring in excess of 90 days.
9. Inactivate/close the juvenile in the respective vendor system in order to terminate the billing cycle when the juvenile is discharged from electronic monitoring supervision.

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10. Remove the tracking equipment from the juvenile and from the juvenile's residence when the juvenile is discharged from electronic monitoring. Ensure the equipment is examined, inventoried and properly cleaned before storing the equipment in its original case.
11. Complete an Activity Note within 5 business days of all electronic monitoring case management activities.

D. Violation of Electronic Monitoring

1. If a monitoring alert poses a risk to the community, the County CM will notify a supervisor immediately and without delay. The County CM and supervisor will staff the matter and take appropriate actions to resolve the potential risk to the community.
2. Within two (2) business days of receiving notification of all other Electronic Monitoring violations, the County CM will inform the supervisor to determine further action.
3. The juvenile's failure to comply with electronic monitoring can result in the following:
 - a. Revision of the Electronic Monitoring schedule and/or zones.
 - b. Extension of Electronic Monitoring supervision.
 - c. Return to Family Court for violation of House Arrest Order, a probation violation or to the Board of Juvenile Parole or DJJ Release Authority for a revocation.

RELATED FORMS AND ATTACHMENTS:

Form F-8.2A, Electronic Monitoring Participant Agreement and Schedule

SCOPE:

This policy applies to regional and county office staff members.

LOCAL PROCEDURAL GUIDE:

The County Director is required to provide a local procedural guide that has been approved by the Regional Administrator and that is not contrary to Agency policy.

TRAINING REQUIRED:

Regional and county office employees are required to review this policy within 30 calendar days of its publication.