

**Memorandum of Understanding Between the Department of Juvenile Justice and City of
Riviera Beach-Operated Riviera Beach Youth Empowerment Center**

This Memorandum of Understanding (MOU) is between the Department of Juvenile Justice (DJJ) and the City of Riviera Beach-Operated Youth Empowerment Center (YEC).

Purpose

The purpose of this MOU is to establish guidelines for the Riviera Beach YEC to act and serve as an Evening Reporting Center (ERC) for identified juvenile justice-involved youth. The purpose of the ERC is to provide youth, who meet the minimum criteria for secure detention or are at-risk of meeting the minimum criteria for secure detention, and who are not a risk to public safety, an alternative to secure detention. The aforementioned youth are to be supervised in their community while ensuring that he or she will attend required court hearings and not commit any new law offenses for a period of up to twenty-one (21) days or until the youth returns to court. Youth may be on intake, probation, post-commitment probation, conditional release or waiting placement status.

Goals of this Partnership

- To provide appropriate supervision for youth in the juvenile justice system who are court-ordered to participate in an ERC program.
- To allow for opportunities for participation in educational services, pro-social activities, mentorship, community service, and other means of positive programming.
- To track outcome measurements of youth participating in the ERC to identify statistics of successful completion and recidivism.
- To create and build a community partnership to increase knowledge of each organization's role and promote future collaboration.

Roles and Responsibilities

The Florida Department of Juvenile Justice agrees to:

- Communicate promptly regarding any concerns related to the ERC.
- Designate an employee as the point of contact to share information and to address any areas of concern or conflict.
- Provide information requests for verifying attendance, participation, and progress.
- The DJJ Juvenile Probation Officers (JPOs) will work cooperatively to engage the youth to participate in the ERC.
- Ensure that DJJ fully complies with applicable statutes, policies, and attached Standard Operating Procedure.
- Work collaboratively with the City of Riviera Beach-Operated YEC staff to maximize program effectiveness.

- Promote the protection of confidentiality for DJJ-involved youth, and reduction of unnecessary disruptions at the YEC by not referring youth on electronic monitoring devices.

The Youth Empowerment Center agrees to:

- Communicate promptly regarding any concerns related to the ERC.
- Designate an employee as the point of contact to share information and to address any areas of concern or conflict.
- Shall make best effort to complete intake appointment within 24 hours of receipt of DJJ referral notification, excluding weekends and holidays.
- Provide information for verifying attendance, participation, and progress.
- Fully comply with attached Standard Operating Procedure.
- Work collaboratively with DJJ staff to maximize program effectiveness for attending ERC youth.
- Ensure the confidentiality of DJJ-involved youth is maintained in accordance with Florida and federal law. This includes, but is not limited to, confidentiality among other attending YEC participants.
- Provide access to all pertinent programming calendars via <http://discover.pbcgov.org/youthservices/Pages/YEC.aspx>.
- Provide supervision of youth at a minimum of Monday-Friday, 3-7PM, excluding weekends and holidays, unless otherwise scheduled by the program.
- Provide daily transportation from the following schools to the program:
 - JFK Middle School – 4:05PM
 - Howell L. Watkins Middle School – 4:05PM
- Provide daily transportation from the program to home for youth who reside in the following area: Northlake Blvd. to 25th St. & Broadway Ave. to Haverhill Rd.

Youth Eligibility

The program shall serve youth ages 11–19 who are court-ordered to the ERC, and who would: 1) otherwise remain, or 2) are at-risk of becoming securely detained. The youth may be eligible if they meet one of the following criteria: have transportation to AND from the program with no regard to residency or school attendance location; attend the above listed schools AND have transportation home if they do not reside in the above reference drop off zone or walking distance of program; attend any nearby school that has public (i.e. high schools) or Palm Tran (i.e. Turning Points) bus stops in walking distance of the program AND have transportation home if they do not reside in the above referenced drop off zone or walking distance of the program. Eligible youth will not be presenting with a new charge that is a disqualifying offense (Felony person crimes w/ serious injury, offenses w/ deadly weapons/firearms, sexual offenses, capital or life offenses, and offenses involving arson.) Any youth with a prior history of excluded offenses, regardless of disposition, or extenuating circumstances, will be discussed for eligibility on a case-by-case basis.

Terms of Agreement

This MOU shall be effective upon execution by DJJ and City of Riviera Beach-Operated YEC. THIS AGREEMENT can be updated and amended as needed by either party, and/or can be terminated in writing by either party with sixty (60) days' notice.

Modifications

Any alterations, variations, modifications, extensions or waivers of provisions of this MOU shall be valid when they have been reduced to writing, duly approved and signed by both parties and attached to the original MOU.

State of Florida Department of Juvenile Justice

Name: Gregory Starling

Title: Chief Probation Officer – Circuit 15
Florida Department of Juvenile Justice
1100 45th Street, Bldg. B
West Palm Beach, FL 33407

Signature

Date

City of Riviera Beach-Operated Youth Empowerment Center

Name: Thomas A. Masters

Title: Mayor, City of Riviera Beach
City of Riviera Beach
600 West Blue Heron Blvd.
Riviera Beach, FL 33404

Signature

Date

Name: Valerie Grimsley

Title: Riviera Beach YEC Director
Riviera Beach Youth Empowerment Center
1550 West 28th Street
Riviera Beach, FL 33404

Signature

Date



FLORIDA DEPARTMENT OF JUVENILE JUSTICE
Circuit 15 (Palm Beach)
STANDARD OPERATING PROCEDURES

Chief Probation Officer: Gregory J. Starling	In Effect: November 2017 Updated:	Section: Circuit Management
Subject: Evening Reporting Center		
Purpose:	The purpose of this Circuit 15 procedure is to ensure public safety and accountability for juveniles who are under the supervision of the Department and awaiting disposition within the juvenile court process by providing them with an alternative to secure detention.	
Scope:	This procedure applies to youth with pending delinquency proceedings who are court-ordered to report to an Evening Reporting Center (ERC) which is physically located at a Youth Empowerment Center (YEP).	
Procedure:	<p>Eligibility</p> <ol style="list-style-type: none"> i. Any youth on intake, probation, post-commitment probation, or conditional release, or pending placement status that have pending delinquency proceedings are eligible for placement at an ERC, if they are <u>court-ordered</u> to report to said Evening Reporting Center in lieu of secure detention, and meet the following criteria: <ol style="list-style-type: none"> a. Charged with a felony or misdemeanor offense pending a disposition <u>or</u> pending a violation of non-secure detention (i.e. Electronic Monitoring, Intensive Home Detention, ERC, Home Detention, etc.). b. Ages 11-19; c. Must reside and attend school in agreed upon geographic location of Youth Empowerment Center (YEC) and have appropriate transportation plan per each location <u>or</u> has ability to ensure that reliable transportation arrangements are made to and from program location, regardless of residence or school. (See individual site Memorandum of Understanding for local transportation agreements.) <p>EXCEPTIONS/EXCLUSIONS:</p> <ul style="list-style-type: none"> • Youth found incompetent in juvenile system; • Youth charged with: Felony Person offenses with serious bodily injury or with a deadly weapon, sexual offenses, offenses involving arson, and Capital Life offenses (Any youth with a prior history of disqualifying offenses, regardless of disposition, or extenuating circumstances, will be discussed for eligibility on 	

a case-by-case basis.)

- Youth under 11 years of age;
- Youth diagnosed with mental health disorders involving psychosis and/or violent tendencies.
- Youth on an electronic monitor.

Referral Process & Placement

- I. Once a youth is court-ordered to the Evening Reporting Center, the DJJ court liaison will forward a copy of the court order to the following DJJ staff, via email: CPO, ACPO, JDAI Coordinator, JDAI Monitor, JPO, JPOS, & all Detention Administration.
- II. Next, DJJ representative will e-mail ERC (cc: all pertinent staff) within 24 hours. E-mail to YEC staff will consist of:
 - a. Face Sheet;
 - b. Court Order;
 - c. Any other available documents that could assist in youth's programming and/or supervision.
- III. Upon receipt of e-mail from DJJ representative:
 - a. YEC staff will respond to DJJ representatives e-mail or telephone call with a range of times of availability, and will make best effort to conduct an intake appointment within 24 hours of receipt of e-mail referral.
 - b. Upon response of availability from YEC staff, Detention Staff will facilitate youth's release to parent/guardian for immediate report to YEC for intake completion.

Failure to Report to ERC for Intake

- I. If youth fails to report to ERC as agreed, YEC staff will immediately notify DJJ Representatives via e-mail or telephone. Additionally, DJJ Representatives will follow the home detention protocol to address the violation.

Juvenile Alternative to Secure Detention Evening Reporting Center



Riviera Beach Youth Empowerment Center
1550 West 28th Street
Riviera Beach, FL 33404
Director: Valerie Grimsley
vgirmsley@rivierabch.com
561.840.0135



Reporting Hours: Mon-Fri: 3-7PM;
Excluding weekends and holidays, unless scheduled

Youth Eligibility Requirements			
Age 11-19	Presenting on a new charge that is pending a disposition <u>or</u> a violation of supervision	Must meet detention status criteria	
Must be court-ordered to attend	Reside in or attend school in which bus stops drop off in walking distance of program; have transportation to/from program; or attend school or live in walking distance of designated pick-up schools (JFK MS & Howell L. Watkins MS); Program will bring youth home if they reside in the following boundaries: Northlake Blvd. to 25 th St. & Broadway Ave. to Haverhill Rd.		
Exclusions/Restrictions			
Youth with severe mental health diagnoses that include psychosis or violent tendencies	<u>Disqualifying Presenting Offenses:</u> Felony person crimes w/ serious injury; Offense w/ deadly weapon/firearm; Sexual offenses; Capital & Life offenses; Offenses including arson <u>If prior history includes offenses, will be discussed on case-by-base basis</u>	Youth found incompetent per juvenile court	Youth on an Electronic Monitor
Services/Programming			
Community Service	Mentoring	Tutoring/Homework Assistance	
Skill-Building	Career Exploration	Structured Activities	
Program Provisions			
Arranged transportation	Connection to local, community resources	Direct Care Supervision	

**Memorandum of Understanding
BETWEEN
The Department of Juvenile Justice of Juvenile Justice
AND
The City of Riviera Beach Youth Empowerment Center**

This Memorandum of Understanding (MOU) is between the Florida Department of Juvenile Justice of Juvenile Justice (DJJ) and the City of Riviera Beach Youth Empowerment Center (YEC).

I. Purpose:

The purpose of this MOU is to establish guidelines for an Evening Reporting Center to be located adjacent to the City of Riviera Beach YEC, and to work cooperatively with the City's YEC to prevent and/or reduce juvenile delinquency by allowing the court system to divert youth to an Evening Reporting Center (ERC), rather than to secure detention.

Evening Reporting Center (ERC)

Youth held in secure detention do not always need to be securely confined, but may be in need of an alternative to secure detention in a structured community based environment to help ensure these youth appear in court, and do not reoffend pending court hearings. An Evening Reporting Center (ERC) offers an alternative to secure detention that allows youth to remain in the community, waiting a court date. An ERC is a non-secure, non-residential program where court-involved youth are supervised and engage in structured activities. The hours of operation coincide with national analysis that indicates the peak time for juvenile misbehavior is in the afternoon and early evening. An ERC is designed to keep court involved youth occupied and supervised during those hours to help prevent further delinquent activity, and failure to appear in court.

This ERC will be located and serve youth in high-referral neighborhoods by providing structured programs and services during the critical hours of the afternoon and early evening. ERC daily activities and programming will be diverse, structured and designed to provide youth with needed support (e.g., tutoring, mentoring, social skills, employability skills, incentive recreational activities, victim impact and restoration). Transportation, meals, and relevant facilitated group curricula will be provided by skilled staff. The program is supported thru the collaboration of community based organizations, city government, education, law enforcement, and youth directed agencies, and judicial partners. An ERC functions as an extension of a continuum of detention alternatives that also addresses the reduction of racial and ethnic disparities for detention youth by making the alternative accessible and offering needed services, supervision and support to positively impact youth. (*Annie E Casey Foundation, Subject – Evening Reporting Centers: Structure, Function and Best Practices*).

The City of Riviera Beach ERC model is based on data analysis that determined the target population and neighborhood(s) to be served, as noted below. Structure is governed based on an assessment of youth to be served and an admission/referral process that will also restrict net-widening:

II. Terms

The parties consent to establish an Evening Reporting Center (ERC) by agreeing to the following responsibilities.

City of Riviera Beach Youth Empowerment Center (YEC) Shall Agree to the Following:

- The ERC Program shall be located at 1550 West 28th Street, Riviera Beach, Florida 33404 in Circuit 15. The Program shall be provided in a City/YEC-owned or leased facility. The facility shall have adequate space to provide required interventions and other services and maintain confidential records.
- Services, including transportation shall be provided five (5) days per week from approximately 2:45 pm to 8:30 pm (Monday through Friday) plus one (1) Saturday a month for community activities, with service days not to exceed two hundred sixty-two (262) days per year per filled slot. Services are not required on State Holidays.
- Implement and operate a Juvenile Detention Alternative Initiative (JDAI) Evening Reporting Center (ERC) program in Circuit 15 for youth on intake, probation, post-commitment or conditional release status with pending delinquency proceedings, classified as moderate or moderate high risk to reoffend based on the Positive Achievement Change Tool (PACT) Pre-Screen or PACT Full Assessment, and court ordered to report to an Alternative to Secure Detention (ATSD) Evening Reporting Center for up to twenty-one (21) calendar days not to exceed thirty (30) calendar days. The Program shall ensure provision of a minimum of fifteen (15) slots up to a maximum of twenty (20) slots at any given time.
- Services shall be made available to youth ages 13-18 (less than 13 years of age on a case by case basis) placed on intake, probation, post commitment probation and conditional release that are referred by the Department of Juvenile Justice and meet the following criteria:
 - The youth shall reside and attend school within the targeted high referral neighborhood/zip codes of the City of Riviera Beach: 33404, City of Lake Park: 33403, City of West Palm Beach: 33401 and 33407, and the City of Palm Beach Gardens: 33410. Specific boundaries span from Northlake Blvd to 36th Street and from Military Trail to Broadway.
 - The youth shall be of moderate or moderate-high risk to re-offend based on the PACT Pre-Screen or PACT Full Assessment, which is conducted by the Department of Juvenile Justice. Youth shall meet at least one of the following additional criteria which may include:
 - Lack of supervision/parental control;
 - Ongoing, willful violation of supervision;
 - Poor school attendance, truancy, or academic participation;
 - History of absconding and/or curfew violations;
 - Refusal, or history of failure to attend and/or participate in court ordered sanctions and conditions of supervision, such as counseling and/or treatment while on supervision; and
 - Negative peer associations.
- The program shall serve youth, who are court ordered to the ERC that would otherwise be in Secure Detention. Youth charged with felony or misdemeanor offenses are eligible for program services with the exception of youth with felony person offenses (serious injury to the victim and/or youth with a deadly weapon), sexual offenses, and capital life offenses.
 - The youth shall not be on any other form of detention as listed: the Palm Beach Sherriff's Office (PBSO) Electronic Monitor (EM), the Department of Juvenile Justice of Juvenile Justice EM, or in the Gulfstream Goodwill ATSD program.

- Dedicated space for ERC youth and staff:
 - 1 large Room w/divider (called the Arts and Crafts Room)
 - 1 computer lab access
 - 2 small offices (1 for private counseling/tutoring and 1 for the ERC Program Director, ERC staff, storage for supplies)
- The City/YEC shall provide youth transport and daily transportation from the youth's school or designated bus stop to the program and to the youth's home/place of residence after program services.
- The City/YEC shall keep their own reports on all referrals (both accepted and rejected), placements (admissions), and releases with dates and reasons notated for each youth.
- The City/YEC's staff shall identify, schedule and supervise youth participation in service activities and document youth participation via the youth's completion of a time record with his/her name, unique identification number, date of service and signature on a record of attendance for each service activity.
- Provide access to physical fitness and recreational programming on and off site
- Provide and/or coordinate the following services/activities, as deemed appropriate by DJJ:
 - Mentorship/ mentoring program for identified ERC youth
 - Youth admitted to the Program are required to participate in one (1) or more delinquency interventions.
 - Evidence-Based and Promising Practices Facilitated Group Training based, promising practices or interventions with demonstrated effectiveness, excluding any mental health or substance abuse treatment intervention) in accordance with the dosage and frequency as prescribed by the fidelity of the model as applicable.
 - Delinquency Interventions and other services that enhance and support the youth in responsible decision making and pro-social skills.
 - Tutoring/ virtual school/ home-work assistance/ peer on peer studying each day
 - Academic tutoring 5 days a week, provided by Palm Beach County School between the hours of 3:00 pm to 5:00pm
 - Expand on-site learning opportunities through further collaboration with Palm Beach County School District
 - Employment readiness workshops
 - Career Internship Youth Training and Summer Career Youth Internship Training for youth identified by DJJ to support ERC activities.
 - The City/YEC shall serve snacks after school and a light evening meal (i.e. beverage, sandwich) to each youth. Meals shall be served family-style and a registered dietician shall approve the menu. Nutritious, well-balanced meals and snacks shall be prepared and served in a manner that ensures the needs of each youth are taken into consideration. Food services shall be provided in accordance with the U.S. Department of Juvenile Justice of Agriculture's National School Lunch Program. The dietician or nutritionist shall be licensed in accordance with chapter 468, Florida Statutes.
 - Music/Sound Engineering Studio Lessons
 - Provide DJJ Research and Planning with ERC documentation upon request on related activities that may include youth status, and/or group facilitated class attendance
 - When appropriate and consistent with the Department of Juvenile Justice's goals for services, the City/YEC staff may identify, schedule, and supervise leisure activities (incentives) that promote responsible decision-making, allow youth to develop positive

peer associations, and extend the City/YEC's opportunities to supervise the youth's activities in the community.

- **YEC/ERC: Contact:** Valerie Grimsley, Director, 1550 West 28th Street, Riviera Beach, FL 33404, Email: vgrimsley@rivierabch.com Phone # (561) 840-0135 Fax # (561) 840-0143 Cellular # (561) 707-8345

Department of Juvenile Justice of Juvenile Justice Shall Agree to the Following:

- Provide DJJ Support staff (JPO's) to assist in some functions at the ERC.
 - Identify target population for ERC admission, monitor the program, provide program data for analysis, prepare reports and communicate on ERC initiative, as directed.
 - Refer eligible youth for services and the City/YEC shall review referrals to ensure eligibility requirements are met.
 - If there is a dispute regarding the appropriateness of the referral, the DJJ Circuit 15 Chief Probation Officer or Assistant Chief Probation Officer will make the final determination for ERC program eligibility, and will notify the court accordingly.
 - Forward referrals to the City/YEC utilizing the JJIS Probation Resource Booking (PRB) Module. Note: The Department of Juvenile Justice will provide training in JJIS prior to the Contract start date to ensure the City/YEC's staff possesses the necessary training and permissions to access JJIS (documented by completing the City/YEC JJIS Access Agreement Form).
 - The City/YEC and the Department of Juvenile Justice shall work cooperatively to engage the youth to attend the program pursuant to the court order.
 - Furnish the following supplies (see attached budget):
 - Two printers
 - Three laptops
 - Printer paper
 - Back up toner
 - 1 year maintenance on printer(s)
 - Curricula materials and supplies
- **DJJ/ERC: Contact:** Greg Starling, C-15 Chief Probation Officer, 1100-45th Street, Bldg B, West Palm Beach, FL 33407. Email: greg.starling@dji.state.fl.us Phone # (561) 882- 3600, Fax# (561) 682-0019, Cellular # (561) 722-1917

III. Costs and Reports

DJJ will provide the funds allocated within the attached budget. The YEC will provide in kind and financial support as designated in the attached budget, and will submit timely and accurate accounting reports to the C-15 Chief Probation Officer and/or designee.

IV. Term of Agreement

This MOU shall be effective upon execution by DJJ and the YEC. THIS AGREEMENT can be updated and amended as needed by either party, and can be terminated in writing by either party with 30 days' notice.

Notice to the City of Riviera Youth Empowerment Center should be sent to:

Valerie Grimsley, Director, 1550 West 28th Street, Riviera Beach, FL 33404
Email: vgrimsley@rivierabch.com
Phone # (561) 840-0135 Fax # (561) 840-0143 Cellular # (561) 707-8345

Notice to DJJ should be sent to:

Greg Starling, C-15 Chief Probation Officer, 1100-45th Street, Building B, West Palm Beach, FL 33407
Email: greg.starling@djj.state.fl.us
Phone # (561) 882- 3600, Fax# (561) 682-0019, Cellular # (561) 722-1917.

V. Modifications

Any alterations, variations, modifications, extensions or waivers of provisions of this MOU shall only be valid when they have been reduced to writing, duly approved and signed by both parties and attached to the original of the MOU.

VI. Department of Juvenile Justice and City of Riviera Beach Youth Empowerment Center Mutually Agree:

This MOU contains all the terms and conditions mutually agreed upon by the parties in the preparation of this MOU. IN WITNESS THEREOF, the parties hereto have caused this MOU to be executed by their undersigned officials as duly authorized.

State of Florida Department of Juvenile Justice of Juvenile Justice	City of Riviera Beach Youth Empowerment Center
Signature (above)	Signature (above)
Name/Title: Timothy Newman, Dep. Sec State of Florida Department of Juvenile Justice of Juvenile Justice	Name/Title: Ruth Jones, City Manager City of Riviera Beach
Date: 12-8-15	Date: 11-20-15
City of Riviera Beach Youth Empowerment Center	City of Riviera Beach Youth Empowerment Center
Signature (above)	Signature (above)
Name/Title: Danny D. Jones, Deputy City Manager City of Riviera Beach	Name/Title: Pamela Hanna Ryan, City Attorney City of Riviera Beach
Date: 11/29/2015	Date: 11/19/15

VII. Attachments:

- A. Weekly Calendar of Activities/Events
- B. Budget/In-Kind Benefits

Juvenile Alternative to Secure Detention Evening Reporting Center



1550 W. 28th Street
Riviera Beach, FL 33404

Reporting Hours: Mon-Fri: 3-8PM & select Saturdays
Youth capacity: 20



Youth Eligibility Requirements

Age 13-18	Pending disposition	Must meet secure detention criteria
Moderate-High or High risk to reoffend based on PACT and/or case-by-case basis	Reside/Attend School in Riviera Beach and/or zip codes: 33401, 33404, 33407, 33410 within the specified boundaries of: (Northlake Blvd. to 36 th St. & Haverhill Rd. to Broadway)	

Exclusions/Restrictions

<u>Disqualifying Offenses:</u> Felony person crimes w/ serious injury; Offense w/ deadly weapon; Sexual offenses; Capital/Life offenses	Youth with out of county dependency/shelters	Youth pending competency review	Youth with severe mental health diagnoses that would deter compliance
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Services/Programming

Community Service	Mentoring	Tutoring/Homework Assistance
Skill-Building	Career Exploration	Structured Activities

Program Provisions

Transportation	Meals/Snacks	Direct Care Supervision
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FLORIDA DEPARTMENT OF JUVENILE JUSTICE
Circuit 15 (Palm Beach)
STANDARD OPERATING PROCEDURES

Chief Probation Officer: Gregory J. Starling	In Effect: April 4, 2016	Section: Circuit Management
Subject: Evening Reporting Center		Number:
Purpose:	The purpose of this Circuit 15 procedure is to ensure public safety and accountability for juveniles who are under the supervision of the Department and awaiting disposition within the juvenile court process by providing them with an alternative to secure detention.	
Scope:	This procedure is inclusive of youth with pending delinquency proceedings, classified as moderate or moderate-high risk to reoffend based on the Positive Achievement Change Tool (PACT), and court-ordered to report to an Alternative to Secure Detention (ATSD) Evening Reporting Center (ERC).	
Procedure:	<p>Eligibility</p> <ol style="list-style-type: none"> i. Any youth on intake, probation, post-commitment, or conditional release status that have pending delinquency proceedings, classified as moderate or moderate-high risk to reoffend per the Positive Achievement Change Tool (PACT) Pre-Screen or Full Screen Assessment, are eligible for placement at an ERC, as long as they are <u>court-ordered</u> to report to said Alternative to Secure Detention Evening Reporting Center in lieu of secure detention, and meet the following criteria: <ol style="list-style-type: none"> a. Charged with a felony or misdemeanor offense (EXCLUDING: Felony Person Offenses w/ serious bodily injury or any youth with a deadly weapon, Sexual Offenses, and Capital Life Offenses); b. Ages 13-18; c. Must reside and attend school in Riviera Beach and/or within the specified zip codes: 33401, 33404, 33407, & 33410 within the area of: Northlake Blvd. to 36th St. & Haverhill Rd. to Broadway. <p>EXCEPTIONS/EXCLUSIONS:</p> <ul style="list-style-type: none"> • Youth pending competency review; • Youth 12 years of age and under; • Severe mental health issues that deter compliance; and/or • Out of county dependency placements/shelters <p>Referral Process & Placement</p> <ol style="list-style-type: none"> i. Once a youth is court-ordered to the Evening Reporting Center, the court liaison will forward a copy of the court order to the ERC staff, via email, 	

immediately following court. Liaison will copy all pertinent DJJ staff: CPO, ACPO, JDAI Coordinator, JPO, JPOS, & Detention Designee.

- II. The assigned Juvenile Probation Officer will follow up with a referral, via e-mail, to the ERC (cc: all pertinent staff) within 24 hours. Referral e-mail to ERC staff will consist of:
 - a. Face Sheet;
 - b. Court Order;
 - c. Any other available necessary documents
- III. Upon receiving referral packet from JPO, ERC staff:
 - a. Accept or deny youth's admission to the ERC within 24 hours;
 - b. ERC staff will return e-mail to all necessary parties with acceptance decision, and provide information as to when ERC staff has designated the time for parent to deliver youth to ERC for intake;
 - c. If the ERC is unable to reach parent at the time of acceptance of the youth and informing of all parties, youth is to remain in secure detention until parent can be reached, and intake appointment can be scheduled;
 - d. ERC staff will inform of youth's acceptance as soon as possible, and may follow up with another e-mail to include intake appointment details;
 - e. JDAI Coordinator must be notified of acceptance & intake appointment, and will be responsible for youth's JJIS Placement to ERC;
 - f. Upon contact with parent and relay of intake formation to all staff, and youth ERC placement has been created, youth will be released to parent/guardian, and must report to ERC at the time of scheduled appointment.
 - g. DJJ staff will be responsible for releasing the youth to HD status, in conjunction with ERC placement status.

Failure to Report to ERC for Intake

- I. If youth/parent fail to report to ERC as scheduled, ERC staff will notify JPO and necessary parties immediately on the same day of missed intake appointment. In this event, JPO will follow HD protocol to address a violation of HD supervision.