

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 Sheriff'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@dj.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@dj.j.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: State of Florida Department of Juvenile Justice of Juvenile Justice	Name/Title: Ruth Jones, City Manager City of Riviera Beach
Date:	Date:
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:	Date:

VII. Attachments:

A. Weekly Calendar of Activities/Events

B. Budget/In-Kind Benefits

DRAFT

Attachment A: Evening Reporting Center Schedule

(ERC) Evening Reporting Center	Hours of Operation Monday (3:00-8:00)	Hours of Operation Tuesday (3:00-8:00)	Hours of Operation Wednesday (3:00-8:00)	Hours of Operation Thursday (3:00-8:00)	Hours of Operation Friday (3:00-8:00)	Hours of Operation Saturday* (Noon-6pm)
Evening Reporting Center Staff	Program Staff (on site):	Program Staff (on site):	Program Staff (on site):	Program Staff (on site):	Program Staff (on site):	*Restorative Justice Community

+ ERC Program Director + ERC Program Assistant + ERC Adm. Support + DJJ Juvenile Probation Officer (JPO) + Goodwill Staff	Director Assistant Adm. Support DJJ JPO <u>Varies:</u> Goodwill Tutors Mentors	Director Assistant Adm. Support DJJ JPO <u>Varies:</u> Goodwill Tutors Mentors	Director Assistant Adm. Support DJJ JPO <u>Varies:</u> Goodwill Tutors Mentors	Director Assistant Adm. Support DJJ JPO <u>Varies:</u> Goodwill Tutors Mentors	Director Assistant Adm. Support DJJ JPO <u>Varies:</u> Goodwill Tutors Mentors	Service Activity and/or Incentive Field Trips <i>Start/End Time May Vary Based on Event</i>
2:45	Transport from School	Transport from School	Transport from School	Transport from School	Transport from School	
3:00	Check-In	Check-In	Check-In	Check-In	Check-In	
	Relaxation Health & Recreational Strategies Music Studio	Relaxation Health & Recreational Strategies Music Studio	Relaxation Health & Recreational Strategies Music Studio	Relaxation Health & Recreational Strategies Music Studio	Relaxation Health & Recreational Strategies Music Studio	
3:45	Snacks	Snacks	Snacks	Snacks	Snacks	
4:00	Tutoring & Homework Assistance/Exam Prep Career Development	Tutoring & Homework Assistance/Exam Prep Career Development	Tutoring & Homework Assistance/Exam Prep Career Development	Tutoring & Homework Assistance/Exam Prep Career Development	Tutoring & Homework Assistance/Exam Prep Career Development	
5:00	Facilitated Group Curricula	Facilitated Group Curricula	Facilitated Group Curricula	Facilitated Group Curricula	Facilitated Group Curricula	
6:15	Dinner	Dinner	Dinner	Dinner	Dinner	
<i>*Speakers – motivational varies occasions</i>						
7:00	Clean-up	Clean-up	Clean-up	Clean-up	Clean-up	
7:30	Transport home	Transport home	Transport home	Transport home	Transport home	
Career Development: <i>Jr Achievement, Career Exploration, Job Shadowing, Street Smart, Entrepreneurship/Business Planning, Career Internships</i>			Incentive Field Trips: <i>High School Football/Basketball Games, Sporting Events, Wet & Wild Waterpark, Rock Climbing, Movies, Local events</i>			
Facilitated Group Curricula (TBA): <i>Various curricula for facilitated groups: LifeSkills, Socialization Skills for Success, Impact of Crime Vignettes, Teaching Alternatives to Gangs, Thinking for a Change (T4), 8 to Great, other curricula approved by DJJ</i>			Motivational Speakers: TBA			