



# Juvenile & Youth Services

## YOUTH JUSTICE SERVICES HANDBOOK

SUBJECT: Tether Monitoring

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ITEM: 407.2

DATE: 12/6/2024

### POLICY:

It is the policy of Wayne County Juvenile and Youth Services (WC-JYS) and House Arrest Services, Inc. (H.A.S) that all electronic monitoring of tethered youth within Wayne County will be managed by HAS Services, Inc. This includes adherence to guidelines for enrollment, installation, handling violations, maintenance, and removal of the tether. HAS Services will provide 24/7/365 monitoring, ongoing support to case management organizations (CMOs), effective court advocacy, and maintain communication for all youth under monitoring.

The Electronic Monitoring device serves as a short-term alternative to secure detention or as a behavior deterrent, allowing the youth to remain in the community with restricted and monitored movements. Authorized by the Court, the program permits the youth to stay at home (In-Home Detention) under strict terms and conditions, rather than being placed in a more restrictive environment. While on tether, the youth's supervision is shared by the parent(s) and relevant staff, such as case managers, tether coordinators, or probation officers.

- A. Electronic Monitoring (EM), referred to as "Tether" within this policy, may be employed under the following circumstances:
- 1) Condition of Bond
  - 2) In-Home Detention
  - 3) Progressive Sanction (at the discretion of agency if tether is authorized by the Court)
  - 4) Monitoring youth de-escalated from Probation Level 2 to Probation Level 1 or Probation Level 1.5, post-care as a community-based reintegration plan.

- B. The following legal statuses may be considered for the implementation of Electronic Monitoring (EM):
- 1) Non-Ward/Pre-adjudicated,
  - 2) Probation Level 1
  - 3) Probation Level 1.5
  - 4) Probation Level 2
  - 5) 3rd Circuit-Juvenile Division Courts
- C. House Arrest will receive the parent/guardian's contact information from AFS after the preliminary hearing and will contact the parent/guardian and the youth to complete the enrollment process for Electronic Monitoring.
- D. Court orders must include language authorizing "Electronic Monitoring" or have the selected box option for "Tether, spot check, drug screens, and up to 14 days of authorized respite."
- E. CMO/Court may assess the use of tether for youth on Probation Level 1, Probation Level 1.5 (progressive sanction or as a behavioral deterrent) or Probation Level 2 (transitioning from residential to post care).
- a. The CMO's must request Court authorization of Tether as initial support in the community-based reintegration plans for Class I, II, and III (assaultive offenses) youth transitioning from residential treatment facilities to a community-based setting.
  - b. The use of Tether to enhance the transition/reintegration plan and adjustment for Class III (non-assaultive), IV and V offenders is optional.
  - c. If tether is authorized, (See policy Item 600.11 Reintegration Services), the CMO must prepare and submit a tether referral packet to HAS at least **thirty (30) days** prior to the anticipated release (See Policy Item 700.14 Standards of Promptness) from residential treatment facility into the community.
  - d. The residential placement must agree to tether program terms and conditions. The terms and conditions must be discussed with the youth and parent/legal guardian. The terms and conditions must be discussed and indicated the Court Report (See Policy Item 401.9), Initial or Updated Probation plans (See Policy Item 700.2 Updated Case Planning and Case Management and Treatment Planning).
- F. Initial Tether authorization is for 90 days, unless supported/ordered by Court for an extended period.
- a. The WC-JYS Contract Manager may approve written CMO requests for extensions in 30-day increments, ten (10) business days prior to 90-day expiration via request with appropriate rationale.

- b. Within one (1) business day of WC-JYS approval, the CMO will forward the WC-JYS written approval to HAS to validate the extension. Pre-disposition youth may be on tether until case is adjudicated and/or ordered removed by the Court.

G. CMO/Court staff must complete all tether-related training, including procedures, forms, and process updates, within thirty (30) days of hire, whether external or internal.

H. CMO/Court staff (new and currently enrolled) must request log-in credentials to access tether software from House Arrest. House Arrest will forward confirmation of training completion to WC-JYS and CMO/Court for inclusion in staff training records.

I. CMO/Court staff must document their agency responses or follow up (i.e., phone contact, face-to-face contact, implementation of sanctions) to any adverse/critical alert notifications in JAIS and any other reporting system identified by WC-JYS, within one business day, or as otherwise directed.

J. For youth in detention, the CMO must complete the Youth Release Authorization and forward to HAS at least 48 hours prior to scheduled release, per Policy Item 500.6.

## DEFINITIONS:

**Case Management Organizations (CMOs):** Five (5) lead agencies responsible for managing adjudicated youth cases within specific clusters of zip codes. These agencies are tasked with providing comprehensive services for each youth assigned to their caseload. This includes case management, service planning, court-related services, home-based interventions, placement, and coordinating a network of subcontracted treatment providers.

**In-Home Detention (IHD):** In-Home Detention (IHD) - IHD is a Home-Based Care Management Track (CMT). Daily supervision is provided to arrested youth allowed to return home pending a formal adjudication hearing, following disposition, or pending the initiation of a treatment CMT. IHD may be enhanced by court ordered tether, to structure accountability, through increased community surveillance (Policy Item 600.6 Home-based CMT).

- a. Surveillance takes the form of daily contacts with the youth, parents, school personnel, employers, etc. to ensure the youth adheres to program terms and conditions.
- b. IHD means that the youth is under HAS and only allowed to participate in certain prior approved activities.

**Electronic Monitoring (EM)/Tether:** A monitoring technology that allows for the tracking of youth s via a Global Positioning System (GPS) device while they reside in a community-based living arrangement. The system involves a bracelet-like device, typically a SecureCuff or strap, fastened to the youth 's ankle. The device is monitored through an Internet-based platform Intellitrack, providing real-time location data to ensure compliance with court-ordered restrictions.

**Provider:** An entity, authorized via contract or Memorandum of Understanding (MOU) by the Court, to deliver services to youth with active petitions or cases in the Third Judicial Circuit Court of Michigan – Family Division. This includes Case Management Organizations (CMOs) and their designated subcontractors, the Wayne County Juvenile Detention Facility, House Arrest Services, the Intensive Probation Unit (IPU), and the Supervised Treatment for Alcohol and Narcotics Dependency (STAND) program.

**WEB:** The Warrant Enforcement Bureau (WEB) is a Unit of the Wayne County Department of Juvenile and Youth Services and employs Wayne County Deputy Sheriffs.

**Government Issued Identification:** Identification card issued by a government entity, such as a driver's license, State ID Card, City of Detroit ID Card, or passport.

**Inclusion Zone:** A place(s) where the youth must be for a specified time. Every youth must have an Inclusion Zone (i.e., home, school, day treatment, etc.)

**JDF:** Juvenile Detention Facility

**WC-JYS:** Wayne County Juvenile and Youth Services

**JAIS:** Juvenile Assessment Information System

**AFS/JAC:** Assured Family Services/Juvenile Assessment Center

**Adverse / Serious Events:** Situations/circumstances that warrant database daily log in, review by CMO/Court staff and documentation of response in JAIS and any other reporting system identified by WC-JYS. **Examples:**

- a. Inclusion Zone Violations
- b. No GPS/No Location/Device Communication Loss (i.e., Communication Disruption)
- c. Device Interference (i.e., Jamming/Shielding)
- d. No Movement (4 to 6 hours from Dawn to Dusk)

**Critical Events:** situations/circumstances that warrant database daily log in, review and immediate action by CMO/Court staff and documentation in JAIS and any other reporting system identified by WC-JYS. **Examples:**

- a. Strap Tamper
- b. Strap Optical Disconnect
- c. Any Exclusion Zone Violation
- d. Battery Critical
- e. Device Shutdown or Powered Off
- f. No movement (between 6 to 8 hours from Dawn to Dusk)

## PROCEDURES:

### REFERRAL:

- 1) The CMO may refer a youth for tether by initiating an enrollment packet and forwarding it to HAS.
- 2) Third Circuit Court- Juvenile Division may refer youth to tether by delivering an enrollment packet to the Court JAC or House Arrest.
- 3) House Arrest will contact and coordinate a meeting with the pre-adjudicated youth and their parent/legal guardian to complete the tether enrollment process.
- 4) A CMO assignment request will be made to assist with paperwork and preparations for tether installations for any post-adjudicated youth.
- 5) If House Arrest is unable to complete the enrollment process with post-adjudicated youth and their families, the CMO will assume responsibility for completing the enrollment packet.
- 6) House Arrest Services will follow the pre-adjudication process with youth and family until disposition of the case or Jurist termination of tether services.

### REGISTRY:

AFS/JAC is the responsible provider for creating the youth's profile in JAIS and importing all contact information.

- a. Upon completion of all enrollment packets, House Arrest will communicate and share the necessary identification information for the youth and parent/legal guardian to create the profile for pre-adjudicated youth only.

### ENROLLMENT:

A. A legible, accurate, and complete enrollment packet must be emailed to House Arrest. The packet includes:

- 1) Tether Packet Checklist (Exhibit 407.2-A)
- 2) Most recent Court Order authorizing electronic monitoring (all juveniles), and immediate apprehension (if authorized) for violations, with a valid jurist signature. The name of the

parent/legal guardian with whom the youth (non-ward /pre-adjudicated) resides should be present on Court Orders (i.e., MJC 1029, MJC 997A, JC 10) or verification in Odyssey, the Court's database system.

- a. Foster care/supported independent living (SIL) provider is not required to sign the financial responsibility grid on the Participant Agreement.
  - b. For individuals 18 years or older, living independently, she/he can legally sign the document during the review and will be legally responsible for the equipment.
- 3) Enrollment Information Form (Exhibit 407.2-B)
  - 4) Participant Agreement (Exhibit 407.2-C)
  - 5) Youth Information/Schedule Change (Exhibit 407.2-D)
  - 6) Proof of Enrollment (Exhibit 407.2-E)
  - 7) Proof of Lockdown (Exhibit 407.2-F)

#### CANCELLATION:

If a tether referral must be cancelled for any reason, the Provider is required to complete and forward the **Electronic Monitoring Cancellation Form** (Exhibit 407.2-G) to House Arrest.

#### INSTALLATION:

- 1) House Arrest will schedule installation with all youth and parent/legal guardian, and or the assigned CMO for post-adjudicated youth.
- 2) House Arrest will prepare and complete the Enrollment Packet for all pre-adjudicated youth.
- 3) The Enrollment Packet received from CMOs will need to include all of the following to be processed efficiently by House Arrest Services:
  - a. Court Order
  - b. Tether Packet Checklist
  - c. Participant Agreement
  - d. Enrollment Information Form
  - e. Proof of Enrollment
  - f. Proof of Lockdown Schedule
  - g. Digital photograph of the youth
  - h. Youth Information/Schedule Change Form
  - i. Color copy of government issued identification
- 4) House Arrest must contact parent/legal guardian prior to the installation date to verify contact information, address, and other applicable enrollment information.
- 5) If the CMO/Court staff is aware of activities or court appointed appointments that the youth is participating in at the time of the installation, the CMO/Court staff will provide House Arrest Services with the youth's schedule prior to installation by using the Youth Information/Schedule Change Form (Exhibit 407.2-D)
- 6) Upon conducting spot checks, WEB will communicate with House Arrest within 24 hours to confirm that the monitoring device is functioning properly.

## CHANGES:

- A. Legal Status: When the youth is adjudicated, or there is a CMO reassignment and tether services are continued, the CMO/Court staff must complete the Electronic Monitoring Transfer Form (Exhibit 407.2–H) and forward to HAS for processing within one (1) business day.
  - a. Upon disposition, the CMO/Court staff must give written notification to House Arrest by submitting the most current Court Order and Transfer Form or termination form to continue tether or initiate the termination process (See Policy Item III-J) within one (1) business day.
  - b. Upon disposition of a pre-adjudicated youth, House Arrest will verify the change in legal status via a court order and will inform the “receiving” CMO/Court staff of the change in legal status and facilitate record transfer.
- B. CMO/Court staff will provide House Arrest with written notification of any changes, such as address, zones, parent/guardian availability, appointments, case manager updates, or extracurricular changes, for further processing or rescheduling using the Youth Information/Schedule Change Form (Exhibit 407.2-D).
  - a. The assigned CMO must provide schedule changes to House Arrest **24 hours** in advance of the actual change.
  - b. The assigned CMO shall make notifications between the hours of **9:00am to 1:00pm, Sunday through Saturday**.
  - c. *If requests are not submitted within the specified time frames, adjustments may not accurately reflect the appropriate lockdown schedule for the youth, potentially impacting program operations.*

## MONITORING:

- 1) House Arrest is responsible for entering case notes into the tether software daily and monitoring assigned youth(s).
- 2) House Arrest will receive immediate (“real-time”) notifications when violations occur and must check the status of tethered youth and respond to alerts accurately and efficiently.
  - a. CMO/Court staff must document timely contacts and responses (i.e., phone, In-person, etc.) with the youth and parent/legal guardian in JAIS.
  - b. House Arrest will document contacts, responses, or notifications from CMO/Court staff in tether software and JAIS within one (1) business day of all Events/Alerts or notifications.

- c. Each CMO/Court staff must provide timely responses to WC-JYS / HAS inquiries within one (1) business day, unless otherwise indicated.
- 3) Adverse/Serious Events require the CMO/Court staff to make telephone contact with youth and parent/legal guardian within one (1) business day and document contact and Agency response/actions in JAIS.
- 4) Critical Events requires the CMO/Court staff to make face to face contact with youth and parent/legal guardian at staff office or youth 's home within one (1) business day and document contact, Agency response/actions, and equipment condition (i.e., visual inspection) in JAIS.
- 5) CMO/Court staff will contact House Arrest to address any questions related to youth schedules, violations, reports, alerts, notifications, or maintenance/troubleshooting issues.
- 6) The House Arrest Court Liaison will report and communicate all alerts and violations to the assigned CMO for all post-adjudicated youth.
- 7) CMO/Court staff are expected to follow directives from municipal authorities during significant, extraordinary circumstances (e.g., State of Emergencies, curfews, natural disasters, terrorist threats, riots). They must address these situations with tethered youth and their families. Monitoring and contact should be maintained if safe or resumed as soon as feasible after the event.

#### PROGRAM VIOLATIONS:

- 1) All appropriate progressive sanctions must be thoroughly documented.
- 2) For respite stays longer than 3 days, the CMO must review and document rationale for continued use of electronic monitoring with WC-JYS Contract Manager and in JAIS. If the device-strap is removed, CMO will request re-installment with House Arrest prior to anticipated release date.
- 3) When a youth escapes or is suspected of escaping (AWOL) from the program with electronic monitoring equipment attached, the CMO and House Arrest must follow the escape procedures outlined in Policy Item 401.13.
  - a. CMO and House Arrest must immediately notify WC-JYS and WEB.
  - b. CMO will complete and submit a JAIS Preliminary Report to WC-JYS, detailing family contact, retrieval efforts, and any suspected or actual unrecoverable or damaged equipment.
  - c. Third Judicial Circuit Court Juvenile Programs must notify WC-JYS, House Arrest, WEB, and CMO of any suspected or actual unrecoverable or damaged equipment and related retrieval efforts.
  - d. WEB will provide an Incident Report to House Arrest, documenting unrecoverable or damaged equipment.



- e. CMO/Court staff will use the Incident Report and Participant Agreement to support their court recommendation for financial liability and reimbursement to HAS.
  - f. Upon court approval of the reimbursement recommendation (via court order), CMO/Court staff will direct the parent/youth to submit a check or money order payable to HAS. The receipt of payment must be documented in the youth's case record and in JAIS prior to being sent to House Arrest Services. House Arrest Services will confirm receipt of payment by documenting it in JAIS.
- 4). Pre-adjudicated/Non-Ward Youth Tether services may be revoked, and youth detained if House Arrest Services have supporting documentation of Tether program violations.

#### MAINTENANCE:

- 1) During any face-to-face contact between the tethered youth and WEB, CMO, or HAS, a visual inspection of the tether must be conducted. The responsible entity must notify HAS if an equipment swap is needed. HAS will monitor tether diagnostics daily through the software and notify WEB of any anomalies requiring maintenance.
  - a. HAS will review the submitted information and schedule necessary maintenance with WEB as needed.
  - b. CMOs must submit a Preliminary Report within two (2) business days of becoming aware of any damaged or unrecoverable equipment and document on the Equipment Return Form (Exhibit 407.2-J) and submit to House Arrest Services.
  - c. HAS will remove damaged equipment from inventory, document the physical condition, and return it to the vendor.
- 2) HAS will inform CMO/Court staff of the status of all pending requests for tether maintenance.

#### TERMINATION OF TETHER SERVICES:

- 1) Upon a youth's completion/termination of tether services, HAS staff must complete the following tasks within the identified timeframes:
  - a. Within one (1) business day of HAS receiving Electronic Monitoring Termination Form (Exhibit 407.2-I) from court/CMO.
    - i. Deactivate the device in the tether software Enrollee Profile screen. *\*this action terminates daily monitoring charges.*
    - ii. Indicate program completion date and reason by entering a case note in the youth's tether software enrollment profile, which is provided by court/CMO: "Successful" or Unsuccessful" (AWOL, Non-Compliance, or New Charge).
    - iii. Remove the tether device and collect all equipment from youth.

- iv. Visually inspect each piece of equipment and document all visibly damaged/lost components on the Equipment Return form. If damage/loss is noted, notify youth/parent of financial liability according to Exhibit 407.2-C.
- 2) Upon a youth(s) completion/termination of tether services, CMO staff must complete the following task:
  - a. Within one (1) business day of decision to terminate tether services.
    - i. Complete Electronic Monitoring Termination Form (Exhibit 407.2-I) with termination reason and date must match termination reasons in tether software.
- 3) House Arrest will complete the following tasks to ensure sufficient availability of equipment:
  - a. Clean and visually/physically inspect all returned equipment, noting any damage.
  - b. Archive terminated youth records from database and return the device to inventory.
  - c. Sign, date, and provide a copy of the Equipment Return Form to CMO/Court staff.
  - d. Complete an Inventory Report for any outstanding equipment and/or termination paperwork, submitting it to WC-JYS.
- 4) WC-JYS administration shall request outstanding equipment and/or termination paperwork from the CMO/Court staff/WEB.

#### DAMAGED OR UNRECOVERABLE EQUIPMENT:

- 1) CMO/Court staff/HAS/WEB must make and document every effort/attempt to locate and/or retrieve tether equipment in JAIS or Intellitrack.
- 2) The CMO/Court staff Must make written notification to WEB (email) and WC-JYS via a JAIS Preliminary Report per Policy Item 1000.3 of suspected or actual unrecoverable or damaged equipment and retrieval efforts.
- 3) Within two (2) business days of any visual inspection that indicates equipment loss or damage, CMO's must complete the JAIS Preliminary Report form (Select: Tether Equipment Loss/Damage). Upon HAS visual inspection that indicates equipment damage, HAS must notify via email to assigned CMO so the JAIS Preliminary Report form can be filled out.
- 4) The CMO/Court staff shall include the status of damaged or unrecoverable equipment in the Court Report, present available evidence and recommend adoption of financial liability dollar amount (according to Exhibit 407.2-C), at the next available hearing.

- 5) The CMO/Court staff must notify WC-JYS and HAS if financial responsibility is adopted by the jurist. Reimbursement instructions will be provided by WC-JYS. See Section Program Violations 3(F).
- 6) WC-JYS may deduct the incurred amount of daily monitoring charges from the monthly invoice for patterns of Tether policy noncompliance.
- 7) The Third Circuit Court Programs must notify WEB who will notify WC-JYS via email/memo of suspected or actual unrecoverable or damaged equipment and retrieval efforts.

#### EXHIBITS:

407.2- A	Tether Packet Checklist
407.2- B	Enrollment Information Form
407.2- C	Electronic Monitoring Program Participant Agreement
407.2- D	Youth Information/Schedule Change Form
407.2- E	Proof of Enrollment (Screen Printout)
407.2- F	Proof of Lockdown (Screen Printout)
407.2- G	Electronic Monitoring Cancellation Form
407.2- H	Electronic Monitoring Transfer Form
407.2- I	Electronic Monitoring Termination Form
407.2- J	Electronic Monitoring Equipment Return Form

#### REFERENCES:

None