

REGIONAL DETENTION SUPPORT SERVICES
(RDSS)
HANDBOOK

State of Michigan
Juvenile Justice Programs



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SECTION I – FUNDING AND GUIDELINES

A. Purpose

Regional Detention Support Services (RDSS) is a nationally recognized program. The purpose of RDSS is to provide alternatives to jail and detention for juvenile offenders who have been detained and are awaiting a hearing and/or a placement. RDSS components include holdover, home detention, transportation and electronic monitoring services. RDSS will reimburse volunteers a stipend for providing components of the RDSS program.

B. Eligible Jurisdictions

Eligible jurisdictions include 60 rural counties that do not have secure detention facilities in Michigan and Native American Tribal Jurisdictions. Local Michigan Department of Health and Human Services (MDHHS) office juvenile justice specialists may utilize all RDSS program components through establishment of a protocol with the local court.

Counties eligible for a Basic Grant under Child Care Fund will not have to pay a 50 percent chargeback for the RDSS holdover, home detention, transportation and electronic monitoring services unless the county operates their program with primarily professional rather than volunteer staff. RDSS is 100 percent state funded if the county meets requirements.

C. Legal Basis

“Counties shall be subject to 50 percent chargeback for the use of alternative Regional Detention Support Services if they do not fall under the Basic Grant provisions of section 117E of the Social Welfare Act 280 of the Public Act of 1939, being section 400.117E of the Michigan Compiled Laws or if the county operates these programs primarily with professional rather than volunteer staff.”

1939 PA 280 states, “(1) A county having a population of less than 75,000 is eligible to receive an annual basic grant of state money of \$15,000.00. (2) To be eligible to receive state financial support under subsection (1), a county shall meet the requirements of this act. A county shall not be required to contribute matching funds to receive state financial support under subsection (1). (3) A basic grant may be used only to supplement added juvenile justice service costs and shall not be used to replace county money currently being expended on juvenile justice services. (4) The office shall establish qualifying criteria for awarding the basic grants and may specify conditions for each grant. (5) To provide for early intervention to treat problems of delinquency and neglect within the child's home and to expedite a child's return to his or her home, the office may expend money from the child care fund or from other sources authorized in legislative appropriations for new or expanded programs, if the office determines that the programs are alternatives to out-of-home institutional or foster care. The office shall establish criteria for the approval of expenditures made under this subsection. The office shall submit to the legislature and the governor a report summarizing and evaluating the implementation of this subsection and containing recommendations for its future use.”

D. Jail Reduction Commitments Required

Local court jurisdictions utilizing RDSS are expected to make a commitment to work toward eliminating juvenile incarceration, with the exception of violent offenders. The use of jail with an attendant can be funded for youth who are 15 years of age or older charged with a Class I Offense (i.e., assault with intent to murder, assault with intent to rob, attempted murder, murder I, murder II, criminal sexual conduct 1, robbery armed, manufacturing, possession intent to deliver >650 grams 1 & 2 and carjacking). See Section III for guidelines on use of jail.

E. Authorized Court Officer(s)

Local court jurisdictions utilizing RDSS are to designate a court officer(s) who is authorized to approve the use of holdover, home detention, transportation or electronic monitoring.

F. Recruitment of RDSS Workers

Local court jurisdictions utilizing RDSS are to recruit their own holdover attendants, home detention /electronic monitoring workers and transporter, who must work under an agreement with the court. See Appendix for a sample agreement.

Payment requests (for any component) for court staff who supervise delinquent wards or their immediate families will not be approved under any circumstance even though they may provide service on a relief basis from time to time.

Workers recruited and trained for any component may be used interchangeably for any/or all components.

There are no education or experience requirements for RDSS workers. The basic requirements are the individual must be at least 21 years old and have the interest and capacity to work with troubled youth detained who are awaiting hearing and/or placement. Police, protective services and background checks are to be completed on all perspective attendants-initially and every year thereafter. Individuals with a criminal history or protective services conviction are not to be utilized within the RDSS program.

Numerous approaches to recruiting RDSS workers have been used with success. These include, but are not limited to, utilizing existing court volunteers, college students, senior citizens, off-duty human service professionals, off-duty police officers and in general adults interested in community services.

G. Pre-employment/Start-up Requirements for RDSS Workers

As a rule, new RDSS workers should not assume responsibility with youth until they have attended one of the new worker training sessions (See Section VIII). Exceptions to this rule may be given to individuals with credentials (degrees/pertinent experience) in the child caring field but it must be prior approved by RDSS staff. These new workers will still be required to attend the next available new worker RDSS training.

Under no circumstances should a new worker assume responsibility with a youth until they have a meeting with the local court administrator for the program.

H. Payment Procedures for Holdover, Jail, Home Detention and Transportation

The case specific documentation required for payment varies for holdover, jail, home detention and transportation as outlined in the separate components and forms section of the RDSS Guidelines.

The MDHHS-1050-RDC, RDSS Voucher is the basic document that is used for RDSS holdover, jail, home detention and transportation payments. For holdover and transportation, this form should be submitted to the court administrator at the conclusion of the service provided. For home detention and electronic monitoring this form should be submitted monthly.

An attendant serving several youth during any given time should submit a separate voucher for each youth (except for more than one youth held in holdover at the same time or youth transported at the same time).

An attendant working in holdover and/or jail and/or home detention and/or electronic monitoring and/or transportation during any given time should submit a separate voucher for each component.

All attendants working with a single youth for any given component should submit a separate voucher.

An attendant, who by chance serves in holdover at the end of the month, when two different months are covered - i.e. the 31st and the 1st, should submit only one voucher.

Please write clearly when filling out the form. Special attention should be given to the following items to minimize RDSS corrections and avoid delayed payments:

- #3 Indicate the county you have signed up with for RDSS or in instances where a quasi-volunteer has signed with more than one county, indicate the county requesting service on that date.
- #9 Give a brief description of service performed.
- #10 List starting time and ending time for holdover, electronic monitoring and transportation. And actual time spent with the youth for home detention. Be sure to indicate AM and PM.
- #11 Mileage should be in accordance with the **Michigan map** and be computed at current **state premium or county rates (whichever is less)**. **No vicinity mileage will be made.**

- #13 **RECEIPTS REQUIRED ON ALL MEAL EXPENDITURES OR REIMBURSEMENT WILL NOT BE MADE.** Receipts need the name of the restaurant, location, time and the date. The receipts need to be itemized. Please indicate if the meal was for a youth, transporter or attendant, by writing the names on the receipt.
- #14 Indicate any miscellaneous expenditures, which must be accompanied with a receipt.
- #15 Compute hourly rates for holdover and transportation or daily rates for home detention and electronic monitoring.

Please compute totals for each line as well as totals at the bottom of each column.

The local court should keep the **third copy of the RDSS voucher** after it is approved by the probate judge, juvenile officer or designee. The last copy is to be given to the worker to retain for tax purposes. The first two copies and the casework specific documentation for each component should be submitted to:

Regional Detention Support Services
235 South Grand Ave, Suite 1315
Lansing, Michigan 48909

I. Additional Payment Information for RDSS Components

1. Jail/Holdover

- RDSS will pay the current rate of \$12.00/day for attendants to monitor youth while they are being held in the jail or holdover site.
- RDSS will pay for meals up to the state approved rate for the youth and attendant while the youth is in the holdover site/jail. Receipts **must** be submitted for reimbursement.
- RDSS **will not** pay mileage or time to and from the holdover site/jail for the attendant traveling from his/her own home.

2. Home Detention

- RDSS will pay current state approved rates per day for the home detention worker to see the youth once a day. A home visit should normally be one **hour** (unless otherwise specified by the court) as shown on the worker's RDSS voucher. Phone calls to the youth will not be reimbursed. (Time on the voucher should be reflective of time spent with the youth and should not include travel time.)
- RDSS will reimburse for snacks and various social events such as sporting events, recreational activities (bowling, mini golf, roller skating) and consumable items (snack, small meals, ice cream) only, not exceeding \$10.00 per week. Receipts may not be carried over from week to week. Non-consumable item purchases must be

pre-approved by MDHHS prior to the purchase and approval must be attached to billing.

- Receipts are required for all expenditures. Youth may accompany the worker out of the home ONLY with prior consent from the court worker.
- RDSS will pay the worker's mileage at current RDSS rates to and from the youth's home.
- RDSS will pay the worker's time (at current RDSS rate of \$12.00/hr) while the worker attends at a hearing if attendance is requested by the court or MDHHS. This appearance is in lieu of, not in addition to, the daily visit.

3. Detention Transportation

- RDSS will pay the attendant the current state approved rate per hour during detention transportation. (Only approved attendants qualify for payment.)
- ***RDSS will pay mileage at current state premium or county rates (whichever is less)*** to transport a youth from court to court ordered secure detention centers.
- RDSS will **not** pay the transporter and/or attendant mileage or time from his/her home to the court. All mileage will be computed from the court (workstation) to the designated secure detention center.
- RDSS will pay for transporting a youth to a placement interview and/or final placement from a secure detention center.
- If a transporter works for more than one county, the preceding payment schedule still applies, i.e. mileage and time will start and end at the court for which he/she is providing service on that day.
- Transporters will be paid map mileage to detention centers from the court of jurisdiction.

4. Electronic Monitoring

- RDSS will pay current state approved rates per day for an electronic monitoring visit (duties, requirements and guidelines similar to home detention). RDSS will pay current rates per day for dispositional electronic monitoring visits (for the **first seven days only**). NOTE: If a youth has been on home detention and electronic monitoring prior to disposition, no worker is needed for dispositional electronic monitoring.
- RDSS will reimburse for and various social events such as sporting events, recreational activities (bowling, mini golf, roller skating) and consumable items (snack, small meals, ice cream) only, not exceeding \$10.00 per week. Receipts are required for all expenditures. Youth may accompany the worker out of the home ONLY with prior consent from the court worker.
- RDSS will pay the worker's mileage at current RDSS rates to and from the youth's home.
- RDSS will pay the worker's time (at current state approved rates per day) while the worker is in attendance at a hearing if attendance is requested by the court or

MDHHS and the worker is not also providing and billing for a home detention visit on that day.

SECTION II – HOLDOVER COMPONENT

A. Youth Eligible/Holdover Duration

Holdover sites are used in 60 rural counties (counties without a secure juvenile detention center) and in Native American tribal jurisdictions. In general, youth who are detained, and who cannot be returned home, may be held for up to 16 hours in a holdover pending a face-to-face meeting with a court worker, and/or a preliminary hearing. Procedurally, to be eligible, youth must either be charged with a new offense, or be on probation and have a complaint petition filed with the court or Native American Tribal Court. Abused and neglected youth are not to be held in holdover.

B. Holdover Extension Request

An 8-hour extension from 16 hours to a total of 24 hours in holdover may be made in unusual situations with advance approval. During normal hours court staff must call RDSS and ask for approval. **After normal office hours** court staff **must** call RDSS the following working day to obtain approval after the fact for holdover over 16 hours. Requests for payment over 24 hours will be approved on a case-by-case basis, primarily because a license is required to hold a youth in care over 24 hours. In the event the court elects to utilize holdover beyond 24 hours without advance approval, the fiscal responsibility may have to be assumed by the county.

C. Assignment of Holdover Worker(s)

A holdover worker/attendant normally provides one-on-one supervision. The attendant should be of the same sex as the youth being supervised. If additional help might be required during holdover due to intoxication, drugs, incorrigibility or there is any other reason to believe the youth is a high security risk, the court can use, at its own discretion, two or more attendants, to supervise one youth. When more than one attendant is utilized, at least one attendant should be the same sex as the youth supervised.

RDSS will pay individual attendants current state approved rates per hour for up to a maximum of 16 consecutive hours while sitting in holdover. This 16 consecutive hour maximum also applies to any combination of service performed (i.e., holdover, home detention and transportation).

Cost for meals/snacks for youth and attendant will be reimbursed with receipts. Transportation costs for workers are not reimbursed for holdover unless a youth has to be moved in an emergency from one location to another location during holdover supervision.

D. Site Selection, Remodeling and Supplies

Holdover sites must be located in a non-secure area at a sheriff's office, state police post, county service center, detoxification center, community mental health center, local hospital or similar facility. An attendant provides one-on-one supervision. The county must obtain approval of the holdover site from RDSS staff as well as the administration of the host agency.

The holdover site must have a couch or hide-a-bed for sleeping, a nearby bathroom, a nearby phone, and capability to prepare, have catered in or otherwise obtain meals/snacks. The holdover should be located in or be adjacent to a 24 hour-a-day staffed agency for backup assistance in the event of an emergency.

E. Court and Law Enforcement

When a youth is taken into custody by law enforcement agency or court officer for a law violation or probation violation, and the youth cannot be returned home, authorization for use of holdover must be obtained from the local juvenile Judge, juvenile officer or his/her designee, but not the local sheriff.

If holdover is approved, the juvenile Judge, juvenile officer or designee should contact an appropriate holdover worker(s) and direct him/her to report to the holdover site. The law enforcement or juvenile court officer is to maintain custody of the youth at the holdover site until the holdover attendant(s) arrives. Once the holdover worker arrives and assumes responsibility for the youth, **constant, direct supervision** is to be provided to the youth until relief is authorized by the court. Attendants are, under no circumstance, to sleep and/or nap while on duty in the holdover site even if there are two attendants. The youth should be made as comfortable as possible.

The court official authorizing holdover is responsible to insure that a face-to-face meeting with the youth is made by a court worker and or an informal or preliminary hearing is conducted within 24 hours.

RDSS does not support use of mechanical restraints, i.e., handcuffs, leg cuffs, straightjackets, etc., in holdover. Nonetheless, in the event a court elects to utilize mechanical restraints they are to be authorized only on an individual case basis. During normal working hours, RDSS is to be contacted immediately to make staff aware of this use, or contact is to be made the first working day after the fact if restraints are utilized on weekends or holidays. Written documentation on the need for restraints is to be submitted to RDSS along with the holdover vouchers. No youth is to be handcuffed to a fixed object in the holdover site, as this constitutes a secure holdover /jailing. Under no circumstances is the decision to utilize restraints left to RDSS attendants but must be determined by court personnel. In the event the court elects to utilize mechanical restraints without following these guidelines or getting proper approval, the fiscal responsibility may have to be assumed by the court.

F. Attendant Operation Procedures

The attendant should also address the following issues:

- Has the juvenile going into the holdover site been searched? (Verify with the deputy in charge or a “pat” search can be conducted if approved by the juvenile court officer.)
- Has the youth been advised of his/her rights? (Verify with the deputy in charge. Attendants should advise youth that anything the youth discloses must be shared with the juvenile court.)

- Have the parents been notified?
- Why is the youth being detained in the holdover site? (The attendant should know why the youth is being held for the attendant's own protection.)
- Are there any medical problems requiring medication/treatment? (Verify with the deputy in charge or with staff from the court/MDHHS. If medication/treatment is needed, check with court personnel or the deputy on duty for instruction.)
- Is the youth allowed to have visitors? (Verify with the deputy in charge or with staff from the court or MDHHS.)
- Personal effects of youth and attendant should be in a safe, secure place. (Place personal effects in a locker, box or give them to the deputy in charge. Make a list of all articles taken from the youth.)
- Should the youth be provided with a meal or snack? When did the youth last eat anything of substance? (Arrange to have food brought to the holdover site, if necessary.)
- Ask the youth if he/she has any bruises or cuts. (Is medical attention required? If so, check with court personnel or the deputy for instructions. Find out how the bruises occurred and make a note of this.)
- Attendants may have to sign a form at the holdover site accepting responsibility for the youth. (If attendant is relieved by another worker, a new form may have to be signed accepting responsibility for the youth.)
- Any items brought to the youth by outsiders should be searched.
- If the juvenile becomes violent, having a drug reaction, or some other unusual incident occurs, the attendant should notify the deputy and court personnel in charge.
- RDSS prefers the attendants to be of the same sex as the youth. When two attendants are required one of the attendants should be of the same sex as the youth.
- The door to the holdover **must remain unlocked** at all times.
- Attendants are responsible for the youth while he/she is in the holdover site. Attendants are not allowed to sleep/nap while on duty.
- Attendants are not to be on duty for more than a maximum of 16 consecutive hours. This applies not only to consecutive hours in holdover, but includes any combination of on duty hours, i.e., holdover, home detention and transportation. The court is fiscally responsible for payment of **any** hours over the 16 consecutive hours per attendant maximum.
- Neither a Transporter nor attendant is permitted to carry a concealed or open weapon of any kind while doing a transport of a youth.

SECTION III – JAIL

- **Definition of Jail**

Jail is defined as a facility that is locked and designed to securely hold a person. This definition has been adopted for Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) monitoring purposes.

- **Youth Eligible/Duration/Reporting**

The use of jail with an attendant can be funded for youth who are 15 years of age or older and are being charged with Class I Offenses (life felonies) i.e., assault with intent to murder, assault with intent to rob, attempted murder, murder I, murder II, criminal sexual conduct I, robbery armed, manuf., poss. intent to or delivery > 650 grams and 1 & 2 and carjacking. Alleged violent offenders may be held in jail for up to 16 hours pending a face-to-face meeting with a court worker and/or an informal hearing and/or a preliminary hearing. (Note: the basis for this 16-hour jail component is Federal OJJDP Guidelines, which permit a small, de minimus, number less than 50 per year in Michigan's 53 rural counties without secure juvenile detention centers.)

The use of jail for juveniles must be reported on the Monthly Juvenile Summary – County Locked Facility (Michigan Department of Corrections (MDOC) reporting form), even in instances when RDSS attendants are used.

- **Jail Extension Requests**

The procedures for extending beyond 16 hours jail for alleged violent offenders are identical to extension requests for holdover. (See Section II for guidelines on holdover extension requests.)

- **Assignment of Worker(s)/Payments**

The assignment of workers and payments is identical to the procedures for holdover. (See Section II for guidelines on Assignment of Holdover Worker(s)/Payments.)

- **Site Selection, Remodeling and Supplies**

Holdover sites must be located in a non-secure area at a sheriff's office, state police post, county service center, detoxification center, community mental health center, local hospital or similar facility. An attendant provides one-on-one supervision. The county must obtain approval of the holdover site from RDSS staff as well as the administration of the host agency. The holdover site must have a couch or hide-a-bed for sleeping, a nearby bathroom, a nearby phone, capability to prepare and have catered in or otherwise obtain meals/snacks. The holdover should be located in or be adjacent to a 24 hour-a-day staffed agency for backup assistance in the event of an emergency.

- **Court, Law Enforcement and Attendant Operating Procedures**

The operating procedures are identical to holdover (see Section II). In addition, a Jail Monitoring Log **MUST** be maintained by the attendant. A log entry should be made every 15 minutes indicating the behavior and/or the attitude of the juvenile in jail.

- **Case Specific Documentation Required for Payment**

In addition to the RDSS Voucher that is used for payment (see Section I for instructions), the following case specific documents must be submitted for payment to occur:

- A copy of the police complaint or petition.
 - NOTE: Local police complaint forms, probation violation forms, a copy of a lien or documentation form the court/ MDHHS of alleged offenses may also be used.
- Jail Monitoring Log (see Appendix).

- **Additional Payment Information for Jail Attendants**

- RDSS will pay attendants to monitor youth while they are being held in jail.
- RDSS will pay for meals and/or snacks for the youth and attendant while the youth is in jail. Receipts must be submitted for reimbursement.
- RDSS will not pay mileage or time to and from the jail for the attendant traveling to and from his/her own home.

SECTION IV – TRANSPORTATION COMPONENT

A. Eligible Counties

Eligible jurisdictions include the 60 rural counties in Michigan without a secure juvenile detention center and Native American Tribal jurisdictions.

B. Eligible Youth

Youth are eligible for the transportation component if they meet the requirements of Juvenile Court and if a probate court, Native American Tribal Court, or local MDHHS director is authorizing:

- Placement in one of the secure juvenile detention centers in Michigan;
- A trip to court or a placement interview from one of the secure detention centers;
- A return trip from court or placement interview to one of the secure detention centers;
- A trip from one of the secure detention centers to placement;
- Return of a runaway who has been picked up by authorities in another county of residence;
- A trip from holdover to a doctor or hospital for **emergency** treatment.
- A trip from a detention center to a psychiatric examination or psychological examination.

C. Youth Not Eligible

Transportation costs will not be reimbursed for:

- Returning out-of-state youth arrested in Michigan to their home state. Likewise, transportation costs will not be reimbursed for returning to Michigan a Michigan youth arrested in another state.
 - **(NOTE:** While local jurisdiction may assist in interstate transportation, the fiscal responsibility will have to be established on an individual basis by the separate jurisdictions via the Interstate Compact Administrator);
- **EXCEPTION:** counties that border on state lines may travel up to 50 miles into the state to pick up or return a runaway to county of residence.
- Transporting a youth to and from treatment programs at detention centers;
- Transporting youth from residential programs to court hearings; or
- Transporting youth from secure detention to routine doctor and/or dental appointments.
- Picking up or dropping a youth off at his/her home.

D. Transporters and Attendants Eligible

The probate courts and Native American Tribal Jurisdictions are responsible for recruiting their own transporters and attendants. Transporters must have a valid Michigan Driver's license and proper court identification, and have contacted their automobile insurance company prior to transporting to insure adequate coverage.

E. Vehicles

It is the transporter's responsibility to assure the vehicle is safe and equipped with appropriate items, for example, spare tire, jack, lug wrench and safety flares. The transporter should have funds or a credit card for procurement of gasoline, motels and meals and start out with a full tank of gas. Seatbelts are to be in working order and worn at all times per Michigan state law.

F. Insurance

A privately owned vehicle used by a transporter must be insured in accordance with Michigan's no fault law (Act NO. 294, P.A. 1972). Transporters are required to consult with their insurance agents before transporting youth in privately owned vehicles. Juvenile courts and Native American Tribal Courts (and MDHHS offices, as applicable) should verify transporters have the referenced car insurance and a valid Michigan operator's license. (NOTE: If the probate court, Native American Tribal Court or local MDHHS office furnishes a vehicle for the transporter, the transporter remains personally liable for his/her actions even though the state/county fleet insurance policy provides coverage required under Michigan's no fault law and/or its financial responsibility law.)

G. Alternatives

Each jurisdiction may determine on an individual basis what transportation alternative is in the best interest of the youth and the court involved. In selected counties local MDHHS offices have made state cars available (when not in use for other state business) for RDSS transporters utilize instead of using the private car.

If there are no local county transporters available, counties may also subcontract with other jurisdictions, to provide transportation. It is expected, however, that counties with trained transporters will make every effort to utilize their own transporters prior to making arrangements with other counties.

H. Rates

Current state approved RDSS rates will be paid to each transporter and attendant during their working hours (i.e., if an overnight is involved, wages will not be paid when the transporter and attendant are not in transit and a youth is not in their custody). Overnights will be approved on an individual basis. Prior approval from RDSS staff is required for reimbursement for overnight lodging. If prior approval is not obtained, counties may have to assume fiscal responsibility for this expense. Mileage should be computed at current **state premium or county rates (whichever is less)**, using map mileage. Reimbursement for meals will be allowed only when following state approved guidelines:

- ***For each holdover assignment of each four consecutive hours of duration or more (not including travel time) the contractor may be reimbursed to the maximum of the state approved lunch rate for meal expenses for the holdover attendant(s). Reimbursement WILL NOT occur for meal expenses incurred before four consecutive hours.***
- ***For each transportation assignment of four consecutive hours of duration or more (inclusive of time between youth pick-up and the end of the assignment) the Contractor may be reimbursed a maximum of the state approved lunch rate for meal***

expenses for the transporter and attendant. Transporters and/or attendants WILL NOT be reimbursed for meal expenses incurred before four consecutive hours. Itemized receipts must be attached with the volunteer's names included.

- ***County may be reimbursed up to the state approved lunch rate for meals for the youth when they are picked up and for each four consecutive hours thereafter with itemized receipts attached.***

I. Security

- 1. Documentation:** Transporters should verify the identification of persons being moved. Transporters should assure that available detention orders, medication, medical release and social history reports accompany youth to detention or to placement agencies following release from detention.
- 2. Communication:** Transporters should be notified of youth to be transported who may be sick, injured, handicapped, and suicidal or a security hazard and be given special handling instructions if a problem occurs. The following information should be telephoned to the point of destination prior to a youth being conveyed.
 - Names of the transporter, attendant and youth being conveyed.
 - Description of the care and the license plate number.
 - Route of travel.
 - Time of departure and estimated time of arrival.
- 3. Same Sex Safeguard:** The transporter or attendant should be of the same sex as the youth being conveyed.
- 4. Searches:** Youth should be checked (patted and pocket searched only) each time they come into the transporters custody, including transport to and from court appearances. Vehicles should also be examined prior to transport to assure that no potentially harmful or dangerous items are present.
- 5. Youth Comfort:** Youth should be made as comfortable as possible and yet be secured as necessary. Although they should normally be permitted to communicate, transporters should be instructed not to discuss alleged offenses that are being contested. While care must be taken to allow reasonable opportunities for eating in transit and use of toilet facilities, youth should remain under observation at all times. Youth should be accompanied to the bathroom by an attendant of the same sex. Note what the youth is wearing; if he/she should escape a good description of the youth would be needed.
- 6. Weapons:** Neither a Transporter nor attendant is permitted to carry a concealed or open weapon of any kind while doing a transport of a youth.

Transporters and attendants should not allow a youth to smoke or provide cigarettes to youth (per Michigan law). In consideration of this, transporters and attendants are not to smoke while transporting youth or while a youth is in their care.

- 7. Need for Restraint Devices:** In detention transportation situations, the use of mechanical restraint devices must be determined on an individual basis by court personnel. Under normal circumstances, the following youth should be transported with a restraint device, unless there are clear indications that a restraint device is not necessary:
 - Youth have a history of running away;
 - Youth whose runaway history is unknown, i.e., the only information available is basic identifying information and the alleged offense; and
 - Youth who are anxious about an interview, hearing placement, etc., to which they are being transported.

- 8. Use of Handcuffs:** Handcuffs should be double locked so they do not tighten or loosen. Handcuffs should always be used in front of the body of a youth. While seated in the car, the arms of the youth should not be secured under the lap seat belt. One of the following alternatives should be used to limit the free use of arms in the vehicles:
 - One Youth: The youth to be transported should be placed on the passenger side of the car in the back seat. The attendant should sit in the back seat behind the driver.
 - Two Youth: One youth should be placed on the passenger side of the car in the back seat. The second youth should be placed in the middle seat of the car in the back seat. The attendant should sit in the back seat behind the driver.

J. Case Specific Documentation Required for Payment

In addition to the MDHHS RDSS Voucher that is used for payment (See Section I for instructions) the following case specific documents must be submitted for payment to occur:

- A court order for secure detention.
- A court order for detention is not required for nonresidents held in detention pending return to their county of residence.
- A copy of the police complaint or petition.

NOTE: Local police complaint forms, probation violation forms, a copy of a lien or documentation from the court/MDHHS may be used (documentation must include the alleged offense or the specific probation violation as well as the date of birth, sex and race of the youth if the forms do not so indicate). This demographic data is needed for evaluation purposes.

K. Additional Payment Information for Transporters

- RDSS will pay the transporter and attendant current state approved rates during detention transportation. (Only approved transporters and attendants qualify for payment.)
RDSS will pay mileage at current state approved RDSS rates to transport a youth from the court to the detention center.
- RDSS will **not** pay the transporter and/or attendant mileage or time to and from his/her own home to and from the court. All mileage will be computed from the court (work station) to the designated secure detention center.
- RDSS will pay for transporting a youth to a placement interview and/or final placement from a secure detention center.
- If a transporter works for more than once county, the preceding payment schedule still applies, i.e., mileage and time will start and end at the court requesting service.
- Transporters will be paid map mileage to secure detention centers from the court requesting service.
- RDSS requires prior approval for overnight lodging expenses. In the event prior approval is not possible, the court should contact RDSS immediately on the next normal working day. If prior approval is not obtained, the court may be fiscally responsible for any expenses occurred.

SECTION V – PRE-DISPOSITIONAL HOME DETENTION COMPONENT

A. Youth Eligible/Home Detention Duration

The RDSS model of home detention is designed for rural counties (counties without a secure juvenile detention center) and Native American Tribal Jurisdictions. In general, home detention is for youth who are detained and whose parents need additional adult supervisory assistance and/or the court needs additional information on the youth and family for dispositional purposes. In these situations, the youth arrested may be returned to their own homes following a preliminary hearing under the supervision of a home detention worker for up to 90 days pending a formal adjudication and/or disposition hearing. Procedurally, to be eligible youth must be charged with an offense, be on probation and have a complaint/petition filed with the court, or be charged with repeatedly running away from home. Youth who are abused and neglected are not to be ordered to be on home detention.

B. Home Detention Extension Requests

Home detention is designed to be short term in nature with the expectation that due process and disposition will be expedited – thus the 90 day limits on funding. It is recognized that some individual cases demand more time. Court staff may request extensions if necessary, with justification. Rationale may include, but is not limited to, the following:

- The court calendar prohibits a final hearing until a specific date.
- More time is required to assess the youth/family in order to make a disposition.
- More time is required to find a placement.

- The youth is on a waiting list, which is likely to delay placement until an approximate date.

Home detention is not to be used for ongoing “treatment” purposes.

C. Assignment of Home Detention Worker/Payments

One-on-one supervision is normally provided by home detention workers, although occasionally two workers may be assigned to prolonged home detention cases so that daily contacts with youth may be maintained in the absence of one of the workers. Normally, home detention workers are of the same sex as the youth being supervised. This is not a requirement, however, as the case dynamics may indicate the supervision/case assessment may be enhanced with a worker of the opposite sex. In this event precautions need to be taken to protect the worker and youth from exploitation or the appearance of the same.

Payment is the current state approved rate for one or more contacts per day with the youth plus daily mileage to and from the worker’s home. Out of pocket expenses of up to \$10.00 per week may be reimbursed with receipts for food items or for activities with a youth during home detention, i.e., tickets to a ball game, bowling, hamburger and a Coke, etc. The miscellaneous expenditure may not be accumulated from week to week. Exception: The use of monies for non-consumable items must be approved by RDSS staff prior to expenditures.

D. Home Detention Operating Procedures

All youth receiving this service are required to have a preliminary hearing and a court order authorizing home detention. The court order should indicate what out of home placement, i.e., shelter care, secure detention, jail, etc., would have been used if this service was not available, and the date set for the formal adjudication and/or disposition hearing, if known.

A contract should be signed by the youth, parents and the court at the preliminary hearing, which outlines the conditions that must be followed during the period of home detention. (See Appendix for a sample copy of a contract.)

Home detention workers are expected to make a minimum of a daily face-to-face contact with the youth and a nightly phone contact with the youth to insure that the conditions of the contract, including curfew, are met. Additional contacts may be routinely made with the family, school and employer, depending on the nature of the contract conditions and adjustment problems being experienced by the youth. A daily contact log is to be maintained by home detention worker(s) and be submitted to the court intermittently and/or at the conclusion of home detention. If a home detention worker is unable to make a daily contact, another home detention worker or court worker should make the face-to-face contact. An explanation of the contact person and circumstances should be noted on the billing or in an attached memorandum. Any exception to the daily face-to-face contact requirement by the worker or substitute worker must be explained to RDSS.

In the event a youth is not at home when the home detention worker makes the daily contact, the home detention worker is to notify the court. If the home detention worker makes a second visit and finds the youth, again, not home, the worker is to contact the court and receive new instructions as to whether the home detention will continue or be ended as a result of this breach of contract. If the court authorizes the home detention worker to continue visits, the court must accept fiscal responsibility for subsequent “no show” contacts as RDSS will only be fiscally responsible for two visits when the youth is not at home. RDSS will pay mileage for subsequent “no show” visits but will not be responsible for the \$12 per day rate.

Prior to the final disposition hearing, or during the hearing, the home detention worker should review with the court the youth’s adjustment during home detention, and offer, as appropriate, recommendations on placement (own home/ probation, foster care, residential care, training school, etc.).

Neither a Transporter nor attendant is permitted to carry a concealed or open weapon of any kind while doing a home detention visit of a youth.

E. Case Specific Documentation Required for Payment

In addition to the MDHHS RDSS Voucher that is used for payment (see Section I, pages 6-8, for instructions), the following case specific documents must be submitted for payment to occur:

- A copy of the petition.
NOTE: Local police complaint forms, probation violation forms, a copy of a LEIN or documentation from the court/MDHHS of alleged offenses may be used.
- A court order for home detention and the date of the formal adjudication/disposition hearing, if known.

F. Additional Payment Information for Home Detention Workers

- RDSS will pay \$12 per day for the home detention worker to see the youth once a day. A home visit should normally be at least **an hour** (unless otherwise specified by the court) as shown on the worker’s voucher (time on the voucher should be reflective of the time spent with the youth and should not include travel time).
- RDSS will pay only two visits when the youth is not there for a face-to-face contact. After each “no show” visit the home detention worker is to notify the court and after the second “no show” visit be advised by the court whether the home detention will continue. If the home detention continues, the court will be fiscally responsible for any subsequent “no show” visits. RDSS will pay mileage for these subsequent visits but will not be responsible for the \$12 per day rate.
- RDSS will reimburse for snacks and various social events (consumable items only) not to exceed \$10.00 a week. Itemized receipts are required. The \$10 miscellaneous expenditure may not be accumulated, from week to week.
- RDSS will pay the workers mileage at **state premium or county rates (whichever is less)** to and from the youth’s home.

- RDSS will pay the worker's time (at a \$12.00 per day rate) while he/she is in attendance at a hearing if attendance is requested by the court. This appearance/payment is in lieu of, not in addition to, the daily visit.

SECTION VI – DISPOSITIONAL USE OF HOME DETENTION COMPONENT LIMITED TO THE FIRST 30 DAYS IMMEDIATELY FOLLOWING DISPOSITION

A. Eligible Jurisdictions

Eligible jurisdictions include the 60 rural counties in Michigan and Native American Tribal jurisdictions currently eligible for the RDSS program.

B. Eligible Youth

To be placed on Dispositional Home Detention a youth must have been adjudicated for a law violation or a probation violation.

C. Assignment of Home Detention Worker/Payments

One-on-one supervision is to be provided by home detention workers. Normally, home detention workers are of the same sex as the youth being supervised. This is not a requirement, however, as the case dynamics may indicate the supervision may be enhanced with a worker of the opposite sex. In this event precautions need to be taken to protect the worker and youth from exploitation or the appearance of the same.

Rate of payment is current state approved rate for one contact per day with the youth plus daily mileage to and from the worker's home.

D. Home Detention Operation Procedures

All youth receiving this service are required to have a dispositional hearing and a court order authorizing home detention.

The youth, parents, and the court must sign a contract, which outlines the conditions that are to be followed during the period of home detention. This contract must be signed at the Dispositional Hearing. (See Appendix for a sample copy of a contract.)

The duration of dispositional home detention is limited to the first 30 days immediately following a dispositional hearing. Workers may determine to use the full 30 days or use a more flexible schedule. Flexibility could be, but is not limited to, seeing the youth every day for the first week immediately following the hearing, then tapering off to only as often as needed, or seeing the youth every other day, three times a week, or only on weekends throughout the entire 30 day period.

IN NO CASE WOULD RDSS PAY FOR A YOUTH TO BE SEEN MORE THAN ONCE A DAY OR FOR MORE THAN THE FIRST THIRTY DAYS IMMEDIATELY FOLLOWING THE DISPOSITIONAL HEARING. NO EXCEPTIONS WILL BE GRANTED.

Home detention workers are expected to make a minimum of a daily face to face contact with the youth. A daily contact log is to be maintained by the home detention worker and be submitted to the court intermittently and/or at the conclusion of the home detention. (See Appendix for a sample copy of the daily contact log.)

In the event a youth is not at home when the home detention worker makes the daily contact, the home detention worker is to notify the court. If the home detention worker makes a second visit and finds the youth, again, not home, the worker is to contact the court and receive new instructions as to whether the home detention will continue or be ended as the result of this breach of contract. If the court authorizes the home detention worker to continue visits, the court must accept fiscal responsibility for subsequent “no show” contacts as RDSS will only be fiscally responsible for two visits when the youth is not home. RDSS will pay mileage for subsequent “no show” visits but will not be responsible for the current rate.

The \$10.00 weekly, miscellaneous expenditure for consumable item/activities may NOT be utilized for this component.

Neither a Transporter nor attendant is permitted to carry a concealed or open weapon of any kind while doing a home detention visit of a youth.

E. Case Specific Documentation Required for Payment

In addition to the RDSS Voucher that is used for payment (see Section I for instructions), the following case specific documents must be submitted for payment to occur:

- A copy of the petition.
- **NOTE:** Local police complaint forms, probation violation forms, a copy of a LEIN or documentation from the court/MDHHS of alleged offenses may be used with RDSS approval.
- A court order for home detention.

F. Additional Payment Information for Home Detention Workers

- RDSS will pay the current rate per day for the home detention worker to see the youth once a day. A home visit should normally be at least an hour as shown on the worker’s voucher (time on the voucher should be reflective of the time spent with the youth and should not include travel time.)
- RDSS will pay only two visits when the youth is not there for a face-to-face contact.
- RDSS will pay the workers mileage at **state premium or county rates (whichever is less)** to and from the youth’s home.
- No weekly, miscellaneous expenditure is authorized.
- RDSS will pay for a worker’s attendance at the youth’s court hearing only if it is in lieu of a daily visit and included as one of the 30 approved visits.

SECTION VII – FLEXIBLE SCHEDULE FOR PRE-DISPOSITIONAL HOME DETENTION VISITS

The existing home detention component may be modified to allow a flexible schedule for visits as opposed to the required daily visits. Court/MDHHS workers have the flexibility to determine if a youth is to be seen daily or on a more flexible schedule between the preliminary hearing and dispositional hearing. Flexibility could be, but is not limited to, seeing the youth every day immediately following the preliminary hearing, then tapering off to only as often as needed, or seeing the youth every other day, three times a week, or only on weekends throughout the entire period.

In no case will a youth be seen more than once a day.

If a Court/MDHHS worker elects to implement the flexible schedule visits plan, the weekly \$10.00 expenditure for consumable items/activities may NOT be used.

All case specific documentation requirements remain in place. All existing rules and requirements of Home Detention are applicable.

SECTION VIII – TRAINING COMPONENT FOR HOLDOVER, HOME DETENTION AND TRANSPORTATION

A. RDSS Training Sessions - Dates and Locations Announced Periodically

It is essential that new RDSS workers receive training which will enable them to respond to the youth who are assigned to them through the RDSS program. This type of content with youth will probably be new to a majority of the workers. Training will be available to all new recruits. Announcements will be distributed periodically with the dates and locations of orientation and training sessions. Approximately 30-35 people will be trained at one time, and attendance will be determined by allocations and training needs. Training venues will be determined by the areas of need. RDSS Training will be required every five years, regardless of volunteer services provided i.e. holdover attendant, transporter and home detention workers.

Training content will include:

- Transportation Safety, Rules and Guidelines;
- Improving communication skills and De-Escalation Techniques;
- Volunteer and Youth Relationships;
- Home Detention Visits and Safety;
- Proper Use of Mechanical Restraints

Attendees will be paid for each day of training as well as mileage. Lodging and meals at training will be provided directly without cost to the workers.

B. Regional Ongoing Training with New Workers on an Ongoing Basis

As part of the total training package regional meetings will be held on an intermittent basis with RDSS staff and local court staff responsible for administering the program to gain feedback from the workers as a problem solving time and ongoing training. Attendants will have the opportunity to share experiences with workers from other counties.

RDSS workers will be paid per day and/or mileage to attend each meeting. Meals and lodging will be provided without cost to participants.

C. Funding for Ongoing Local Training for RDSS Workers

The third part of the training component recognizes the need for ongoing training on a local level based on the individual needs of the workers as well as training in areas not totally covered in the initial four-day period.

Training can be purchased from local community colleges, private agencies, Red Cross, etc., or audiovisual training aids may be purchased for ongoing use. Local courts should discuss their ongoing training needs with RDSS staff and submit requests to conduct training estimating the cost involved.

Prior approval from RDSS staff must, be received for training expenditures to be reimbursed.

RDSS workers will be paid per day plus mileage and meals for each day of approved training attended. Overnight lodging will not be approved.

SECTION IX – PRE-DISPOSITIONAL ELECTRONIC MONITORING COMPONENT

A. Eligible Jurisdictions

Eligible jurisdictions include the rural counties in Michigan without a secure juvenile detention center and Native American Tribal jurisdictions.

B. Eligible Youth/Duration

This component is an extension of the home detention program, thus basic guidelines for home detention apply (see RDSS Guidelines, Home Detention Component – Section V).

Youth **must** be placed on home detention before electronic monitoring can be utilized. Procedurally, to be eligible youth must be charged with an offense so serious that release would endanger public safety or a high risk youth who is targeted for a detention center or a jail and could not be maintained on home detention without this added surveillance. Electronic monitoring (EM) is designed to be short term in nature so the same 30 day limit for home detention will apply. Court staff may request two week extensions with justification as in home detention. Rationale could be the same as in the home detention component (see Section IV).

C. Continued Use of Home Detention Workers

As stated, the Wearable Miniature Tracking Device (WMTD) is an extension of the Home Detention Program. Courts are to continue to utilize home detention workers on a daily basis and all requirements of the home detention worker apply. In addition to the normal requirements, workers should be checking the WMTD for any signs of tampering, which should be reported to the court immediately. The court should then notify RDSS.

D. Electronic Monitoring Procedures

- All youth assigned to the WMTD Component must have a preliminary hearing and a court order ordering home detention and the use of electronic monitoring. The court order should indicate the date set for the formal adjudication and/or dispositional hearing, if known.
- A home detention contract for youth and parents (guardians), an electronic monitoring agreement for parents and the electronic monitoring rules and regulations for youth must be signed by the youth, parents (guardians) and the court at the preliminary hearing that outlines the conditions, which must be followed during the period of home detention and electronic monitoring (see Appendix for samples of these forms).
- The court Juvenile Officer or MDHHS worker will call RDSS at 517-335-6144 with the request for the use of the WMTD, giving the following information:
 - The youth's name, Social Security number, birth date, sex, race, offense, home telephone number and county, home address, curfew schedule and the date and time requested for the WMTD to commence, and
 - The name and daytime telephone number, email for tether alerts, fax number and the after-hours telephone number of the court Juvenile Court Officer or MDHHS

worker authorized to make curfew changes and to be contacted in the event of equipment failure or violations.

- RDSS will contact the appropriate RDSS technician indicating which county has requested the WMTD and verify the availability of the technician.
- RDSS will contact the Juvenile Officer/MDHHS worker to verify that a technician will be available to meet with him/her on the date and time requested for installation.
- The RDSS technician will meet with the Juvenile Court Officer or MDHHS worker and proceed to meet with the youth and family, hook up the WMTD device, explain the rules and procedures and answer any questions.
- If curfew changes are necessary during normal working hours, the Juvenile Officer or designee will call or email MDOC with curfew information at 1-800-877-5664 or CORREMC@michigan.gov.
- The Home Detention Worker will check the device daily for signs of tampering and report any signs of tampering to the court. If equipment trouble develops or a tamper alert occurs, call MDOC at 1 (800) 877-5664 for assistance and troubleshooting. If they are unable to resolve the issue, the Juvenile Court Officer or MDHHS must call RDSS to request the assistance of the tether technician.
- To obtain access to the monitoring system to view GPS maps, the Juvenile Court Officer or MDHHS worker must provide the following information to RDSS
 - Is this a NEW ACCESS or a PASSWORD RESET.
 - Full name.
 - Email address.
 - Login ID (2-3 initials and last 4 of SSN).

Temporary passwords must be used within three days or the password will no longer be valid and require a password reset.

Juvenile Court Officers or MDHHS workers will receive automated email notification of any tether problems or tampering via email. At the end of the WMTD monitoring period, the Juvenile Court Officer or MDHHS worker must call RDSS to have a tether technician remove the tether equipment. RDSS will contact the tether technician to remove and pick up the device.

Contractor MUST arrange for removal of the electronic monitoring unit from youth, before the youth is sent to a detention facility.

E. Case Specific Documentation for Payment

Since this component is in conjunction with Home Detention, the same case specific documents apply with the addition that the court order must include Electronic Monitoring.

SECTION X – FLEXIBLE SCHEDULE FOR PRE-DISPOSITIONAL HOME DETENTION VISITS IN CONJUNCTION WITH THE ELECTRONIC MONITORING COMPONENT

The existing pre-dispositional WMTD component may be modified to allow court/MDHHS workers to determine whether or not to include daily home detention visits. Court/MDHHS workers have the flexibility to determine on a case-by-case basis if a youth is to be seen daily, on a more flexible schedule between the preliminary hearing and dispositional hearing as outlined in Section XI, or for the first seven days only as required with the Dispositional WMTD Component. Note: If a flexible schedule of visits is elected, the plan must include the provision to see the youth for the first seven consecutive days as required in the existing Dispositional WMTD Component (Section VIII).

Court/MDHHS workers are requested to indicate to RDSS at the time of tether enrollment which type of Home Detention will be utilized or if the visits will be restricted to the first seven days only.

If a court/MDHHS worker elects to implement the flexible schedule visits plan, the weekly \$10.00 expenditure for consumable items/activities may NOT be utilized.

All cases specific documentation requirements remain in place. All existing rules and requirements of Home Detention are applicable.

SECTION XI - DISPOSITIONAL USE OF ELECTRONIC MONITORING COMPONENT

A. Eligible Jurisdictions

Eligible jurisdictions include the 60 rural counties in Michigan without a secure juvenile detention center and Native American Tribal jurisdictions.

B. Eligible Youth

The following criteria must be met in order to place a youth on probation with a WMTD component on a post-dispositional basis:

- The youth must have been adjudicated for a law violation or a probation violation.
- The youth must either have been placed on home detention with Electronic Monitoring (EM) for at least one week prior to the dispositional hearing or the youth must be placed on WMTD at this dispositional hearing with a RDSS worker for the first week to:
 - Ensure the WMTD device is working properly;
 - To determine the youth can benefit from EM; and
 - To determine that the family will comply with the EM conditions.
- The youth must be targeted for jail or detention on a dispositional basis, or targeted for a foster home, group home or other public or private residential placement.

C. Duration

Court ordered probation combined with Electronic Monitoring can be utilized for up to 90 days. This period of time can be extended upon a court ordered review hearing with documentation of rationale sent to RDSS.

D. Electronic Monitoring Procedures

- All youth ordered on probation and Electronic Monitoring as a disposition must have a dispositional hearing and the **COURT ORDER MUST DOCUMENT THE YOUTH IS TARGETED FOR JAIL, DETENTION, A FOSTER HOME, GROUP HOME OR OTHER PUBLIC OR PRIVATE RESIDENTIAL TREATMENT PROGRAM** and state probation combined with Electronic Monitoring is an alternative to that placement. The court order should also specify the expected length of time for Electronic Monitoring and, if possible, a projected review date of the order.
- To clarify the conditions of EM, the following should be signed by the youth, parents (guardians), and the court at the disposition hearing (see Appendix for sample of these forms):
 - An Electronic Monitoring agreement for parents (guardians) and;
 - Electronic Monitoring rules and regulations for youth.
- The court Juvenile Court Officer or MDHHS worker will call RDSS at 517-335-6144 with the request for the use of WMTD, giving the following information:
 - The youth's name, Social Security number, birth date, sex, race, offense, home telephone number and county, home address, curfew schedule and the date and time requested for EM to commence, and

- The name and daytime telephone number, email for tether alerts, fax number and the after-hours telephone number of the court Juvenile Court Officer or MDHHS worker authorized to make curfew changes and to be contacted in the event of equipment failure or violations.
- RDSS will contact the appropriate RDSS technician indicating which county has requested EM and verify the availability of the technician.
- RDSS will contact the Juvenile Court Officer/MDHHS worker to verify that a technician will be available to meet with him/her on the date and time requested for installation.
- The RDSS technician will meet with the Juvenile Court Officer or MDHHS worker and proceed to meet with the youth and family, hook up the WMTD device, explain the rules and procedures and answer any questions.
- If curfew changes are necessary during normal working hours, the Juvenile Officer or designee will call or email DOC with curfew information at 800-877-5664 or CORREMC@michigan.gov.
- The Home Detention Worker will check the device daily for signs of tampering and report any signs of tampering to the court. If equipment trouble develops or a tamper alert occurs, call DOC at 1-800-877-5664 for assistance and troubleshooting. If they are unable to resolve the issue, the Juvenile Court Officer must call RDSS to request the assistance of the tether technician.
- Juvenile Court Officers or MDHHS workers will receive automated email notification of any tether problems or tampering via email.
- At the end of EM period, the Juvenile Court Officer or MDHHS worker must call RDSS to have a tether technician remove the tether equipment.
- RDSS will contact the tether technician to remove and pick up the device.
- The family and court will then evaluate the use of EM, supplying RDSS with a copy of the evaluations (see Appendix for samples of these forms).

Contractor MUST arrange for removal of the electronic monitoring unit from youth, before the youth is sent to a detention facility.

SECTION XII - USE OF ELECTRONIC MONITORING ON RETURN FROM LONG TERM RESIDENTIAL PLACEMENT

LIMITED TO THE FIRST 30 DAYS IMMEDIATELY FOLLOWING RETURN FROM PLACEMENT

A. Eligible Jurisdictions

Eligible jurisdictions include the 60 rural counties in Michigan and Native American Tribal jurisdictions currently eligible for the RDSS program.

B. Eligible Youth

To be eligible youth must have been adjudicated for a law violation or a probation violation and be returning from long term (minimum of 60 days) residential placement.

C. Electronic Monitoring Operating Procedures

All youth receiving this service are required to have a dispositional hearing and a court order authorizing Electronic Monitoring (EM).

All guidelines and requirements for post-dispositional use of EM (See RDSS Guidelines, Section VIII) are to be followed including, but not limited to 1) contracts for both the youth and parents must be signed, 2) the name and phone number of a 24 hour contact person who is able to respond to youth tether violations must be on file with RDSS, and 3) the assignment of a RDSS trained volunteer to monitor the tether unit for the first seven days only to ensure the equipment is working properly and the youth and family are adjusting to the EM system.

The duration of EM for youth returning from residential placement is limited to the first 30 days immediately following their return to the community.

IN NO CASE WIL RDSS PAY A YOUTH TO BE ON TETHER FOR MORE THAN HE ALLOTTED 30 DAY PERIOD. NO EXCEPTIONS WILL BE GRANTED.

D. Case Specific Documentation Required for Payment

In addition to the RDSS Voucher that is used for payment, the following case specific documents must be submitted for payment to occur:

- Copy of the petition.
- Court order for Electronic Monitoring.

SECTION XIII - REGIONAL DETENTION SUPPORT SERVICES PERSONAL SAFETY DURING HOME DETENTION VISITS

A. Information the Court Will Attempt to Provide

- Specific directions to the home.
- Is there a phone in the home – get the number.
- Youth’s offense/history with the court.
- Who lives in the home – parents, significant others, siblings, extended family, others?
- Known excessive alcohol or drug abuse in the home.
- Attitude of youth and family toward court.
- History of explosive behavior by youth or family members.
- Animals in the home - is there a need to have them tied or locked up?

B. General Safety Issues

- Lock valuables (or tempting items) in the trunk.
- Let someone know your schedule especially if going to a remote area.
- Keep car doors locked when traveling.
- Carry a cell phone if you have one.
- Neither a Transporter nor attendant is permitted to carry a concealed or open weapon of any kind while doing a home detention visit of a youth.

C. Your Personal Checklist

- Remember your goal is to remain safe and the safety of the youth.
- You are on “sacred” ground – someone else’s home. Be respectful of that and all it implies – don’t act superior, know it all, give orders or try to clean up the home.
- Dress neat and appropriate, but comfortable and functional (walking swiftly).
- Don’t carry a lot of things with you – large purse, planner, etc. which could be left behind in a hurried departure.

D. Arrival at Home

- Carefully decide where to park car, lock your vehicle.
- Sit in your car a minute or two, look around and be aware of animals, number of cars, people hanging around, neighbors in their yard, and signs of heavy drinking.
- Be confident, introduce yourself politely and show ID. If a youth answers the door ask for an adult. Assess the attitude and demeanor of adult.
- Ask to see juvenile.

E. Inside – Be Aware

- The number of people you see or think might be home.
- The condition (sobriety) of everyone you see in the home.
- The attitude of everyone you see in the home.
- The interaction of everyone you see in the home.

- The location of the exits.
- Where you sit.
- Actual weapons or things to be used as weapons.
- Continually assess the atmosphere –if in doubt-leave.
- If too many people or feeling slightly uncomfortable suggest a walk, sit on the porch, etc.

F. Departure

- Have keys in hand to unlock car.
- Quickly look at car to be sure no one is around it, leaning on it, etc.
- Be sure nothing is blocking the vehicle's exit.
- Report anything unusual to your worker.

**MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
REGIONAL DETENTION SUPPORT SERVICES
ELECTRONIC MONITORING FACT SHEET**

The youth must **STAY INSIDE THE HOME ZONE** at all times, except during approved time out.

The device that is attached to the ankle is part of a computerized electronic monitoring system that uses Global Positioning Systems (GPS). *It sends out signals.*

It is not WATERPROOF. Showers are fine, but do NOT immerse in bath.

Responding to Vibrations/LEDs Flashing

- I. You will feel 3 consecutive vibrations to inform you of an alarm. Look to see what LED is flashing to alert you of what you need to do:
 - A. RED PWR flashing – charge the device. Once fully charged it will vibrate once and the PWR LED will be solid green. Remove the charger.
 - B. RED GPS flashing – walk outside with the device uncovered to an area with a clear view of the sky. Don't stand under trees, building awnings, etc. When the alarm has cleared, the GPS LED will be off.
 - C. RED ZONE – either leave the location where you are not permitted to be or go to the location where you are scheduled to be. When the alarm has cleared, the Zone LED will be off.
 - D. RED PWR, GPS, ZONE – the officer has sent an alert for you to contact them. Press the Acknowledge button to acknowledge the alert. The GPS and ZONE LEDs will stop flashing and be off. The PWR LED will be flashing green. Call 866-936-8477 and advise the operator that you are wearing a device and someone sent you an alert.

The computer is manned 24 hours a day. It will tell the staff on duty any time a leave from home or a return home occurs. A person will be given certain times he can leave and certain times he must return. Anytime a person returns late or leaves early, the computer will notify the staff on duty. The computer will also notify staff of any attempts to take the transmitter off the ankle, or any attempts to tamper with the transmitter or the band in any way.

If the computer tells the staff on duty that a person has left home before curfew, returned late, or attempted to tamper with the transmitter or any of the equipment in the house, it will be considered in violation of the rules of the program.

APPENDIX – FORMS

_____ COUNTY PROBATE COURT
AGREEMENT FOR
RDSS QUASI-VOLUNTEERS

This agreement by and between the Probate Court of the County of _____ and _____ manifests the following understanding and agreements.

The Probate Court for the County of _____ and the Regional Detention Support Services (RDSS) has entered into agreement for non-secure holdover, home detention, transportation and electronic monitoring services. The intent of the program being to maintain the low number of youth placed in jail pending a preliminary hearing or other hearings and to provide alternatives to secure detention for youth.

The Court hereby retains _____ to provide services as a RDSS quasi-volunteer consistent with the written policies of RDSS and the Court.

The volunteer acknowledges that he/she is not an employee of the County or the State of Michigan and that no income tax or social security will be withheld from payments made to the volunteer. Further, the volunteer is considered an individual contractor and no fringe benefits will be provided. The volunteer is not responsible for being available at any given time nor shall the court be responsible for providing any work at all for the volunteer.

The court shall, following submission of the appropriate forms and documentation, forward the documentation to the Supervisor, Regional Detention Support Services, for payment of the current rate per hour for the hours of services rendered as a holdover attendant and transporter and \$12.00 per day plus appropriate expenses as a home detention/electronic monitoring worker. Mileage at current state approved RDSS rates will be paid for transportation and travel for home detention visits.

The terms of this Agreement are from _____ to _____. This can be submitted 'terminated without cause' upon fifteen days prior written notice by either party or upon termination of the RDSS program.

This agreement may not be assigned or otherwise modified except by written amendment by the parties.

_____ Attendant _____ Date

_____ Juvenile Officer _____ Date

_____ Judge of Probate _____ Date

HOME DETENTION CONTRACT FOR YOUTH AND PARENTS

I, _____, will obey the rules of this Home Detention contract, which are checked below. I further agree to obey the laws of this community, keep appointments on time, and cooperate with my parent(s), Home Detention Worker and Probation Officer or Social Worker as part of this contract. I understand that breaking any of these rules could cause me to be placed in the Regional Detention Center.

Residence

- _____ 1. I will remain at my place of residence at all times of the day and night.
- _____ 2. I will leave my residence only during school hours, _____.
- _____ 3. I will leave my residence only during work hours, _____.
- _____ 4. I will leave my residence only when my parent(s) or In-Home Detention Worker is with me.
- _____ 5. I will leave my residence only on weekends and only with the permission of my parent(s) and In-Home Detention Worker.
- _____ 6. I will leave my place of residence only with the permission of my parent(s) and Home Detention Worker.

Hours

- _____ 7. I will obey the hours set for me on a daily basis by my parent(s) and Home Detention Worker.
- _____ 8. If given the permission of my parent(s) and In-Home Detention Worker to leave my residence, I will return to my residence no later than the following curfew:
Sunday through Thursday _____.
Friday and Saturday _____.

School Work

- _____ 9. I will attend school and all my classes every day; I will do my work and not cause behavior problems while there, or interfere with the education of others. I will attend school every day unless my parent(s) and Home Detention Worker gives me permission to remain at home, for reasons of illness.
- _____ 10. I will be at work every day and not cause behavioral problems, or interfere with other workers or customers, while there. I will be at work every day unless my parent(s) and Home Detention Worker give me permission to remain at home, for reasons of illness.

Driving

- _____ 11. I will not drive a car or other motorized vehicle.
- _____ 12. I will drive a car or other motorized vehicle only when my parent(s) or Home Detention Worker is with me.
- _____ 13. I will drive a car or other motorized vehicle only when given permission by my parent(s) and Home Detention Worker.

Associates

- _____ 14. I will participate in activities with other persons only if given prior permission by my parent(s) and Home Detention Worker.
- _____ 15. I will not associate with persons whom my parent(s) and Home Detention Worker prohibit me from seeing.
- _____ 16. Specifically, I will not associate with the following persons:

Activities

- _____ 17. I will participate in the following activities as a part of this agreement:

- _____ 18. I will not participate in the following activities as part of this agreement:

Other

- _____ 19.

This Agreement will be in effect from _____ through _____.

Place of Residence: _____.

Date

Signature of Juvenile

Signature of Parent(s)

Signature of Juvenile Court Officer

Signature of Home Detention Worker

Signature of Judge/Referee

ELECTRONIC MONITORING FOR PARENTS

We understand that in order for our son/daughter to participate in the Electronic Monitoring Program we must agree to do the following:

1. To allow our son/daughter to remain at home under the close supervision of the WMTD equipment.
2. To not to tamper with or destroy any of the WMTD equipment.
3. To not to remove any of the WMTD equipment from the youth or the home.
4. To not to remove the youth from the home without first obtaining approval from the juvenile court officer (this includes, but is not limited to , shopping trips, visit with relatives and other family outings). If an emergency arises, such as a medical emergency, whereby the youth must be removed from the home, we will notify the juvenile court officer as soon as possible.
5. To notify the juvenile court officer immediately if the youth is absent from the home during unapproved periods of time.
6. To notify the juvenile court officer immediately if the youth participates in any illegal activities, violates any federal or state law or violates any municipal ordinance.
7. Other_____

_____ Signature of Parent _____ Date

_____ Signature of Parent _____ Date

_____ Signature of Guardian _____ Date

_____ Signature of JCO _____ Date

**ELECTRONIC MONITORING PROGRAM
RULES AND REGULATIONS FOR YOUTH**

As a participant of the Electronic Monitoring Program, you will be required to follow these rules and regulations, in addition to the other terms of your community case specific plan.

1. You will wear the tether WMTD transmitter at all times until removed by the technician. You are not to damage, tamper with or remove the transmitter.
2. You will stay at your approved residence except during those hours as designated by your juvenile court officer.
3. You will leave home and go places for which only you have received prior approval by your juvenile court officer or MDHHS worker. Adjustments of curfew must be completed in advance by you and your juvenile court officer or MDHHS worker.
4. You or your parent/guardian will immediately call your juvenile court officer or MDHHS worker to report equipment malfunction.
5. You are financially responsible for any intentional damage to the WMTD equipment and you are subject to criminal prosecution if you intentionally damage the equipment. If you run away and the equipment is not returned, you may be subject to criminal prosecution for the theft of state property upon apprehension and be held financially responsible for the lost equipment. The cost of the tether device is \$400.00.
6. If you submerge the WMTD equipment in water (i.e. by going swimming) you will be financially responsible for the damage.
7. You will permit the juvenile court officer, MDHHS worker and/or tether technician to inspect the electronic monitoring transmitter for tampering.

I have read or have had read to me the above rules and regulations and have received a copy. I fully understand these terms or instructions and agree to abide by them. Violation of these terms or instruction may result in my immediate detention and violation of probation.

_____ Signature

_____ Date

_____ Witness

_____ Date

**JUVENILE OFFICER OR JUVENILE COURT CASEWORKER EVALUATION
ELECTRONIC MONITORING SUMMARY**

Youth's Name _____ County _____.

Dates of Electronic Monitoring _____ to _____.

Evaluation by Family:

Evaluation by Court:

Comments:

Electronic Monitoring Successful _____ Electronic Monitoring Unsuccessful _____

Did youth attend the scheduled adjudication/disposition hearing? _____

At completion was youth jailed _____ At completion was youth placed in Detention _____

Signed _____ Date _____

**CURRENT RDSS RATES
(January 1, 2018)**

RDSS

Hourly rate for holdover - \$12.00 per hour (no mileage paid).

Hourly rate for transporters - \$12.00 per hour plus mileage.

Home Detention visits (60 minutes) - \$12.00 per day plus mileage.

\$10.00 per week may be spent on social activities and consumable items only-(not to be accumulated from week to week).

Hourly rate for tether technicians - \$12.00 per hour plus mileage.

Mileage Rate – Current State Approved Rate or County Rate, whichever is less.

Training -- \$12.00 per day.

Meals for youth and RDSS volunteers during transports and holdovers -- \$8.50 **after** 4 consecutive hours.

MEALS DURING TRAINING (OVERNIGHT)

Breakfast \$8.50

Lunch \$8.50

Dinner \$19.00

TAX INFORMATION

You are responsible for reporting RDSS income for tax purposes. Unless you earn over \$600.00 the Michigan Treasury Department does not send out a statement of earnings. In addition, there are no deductions taken out of the RDSS checks. Therefore, we recommend you retain a copy of all your check stubs as well as your vouchers.

DO NOT EXPECT RDSS OR YOUR LOCAL COUNTY OFFICE TO ASSUME THIS RESPONSIBILITY FOR YOU!