

## ACCOUNTABILITY COMMITMENT PROGRAM (ACP) OVERVIEW, INDOCTRINATION AND RELEASE

**AUTHORITY:** Court Order dated 9/2/97

**RESCINDS:** Procedure Manual Item 3-6-026, dated 11/19/13

**FORMS:** None

**PURPOSE:** To establish guidelines for the ACP program and to provide operational instructions for release of youth onto the Accountability Commitment Program.

### I. GENERAL INFORMATION

- A. The Accountability Commitment Program (ACP) was established to ease overcrowding in the **facilities**. The site is located at 311 West Cerritos with a capacity of 60 youths.
- B. ACP is a 7-day a week program. Youth live at home, are supervised by a Deputy Probation Officer (DPO) and wear Global Positioning System (GPS)/electronic confinement equipment.
- C. Youth work the weekends on JCWP unless they have good behavior and earn the weekend off with credit.
- D. Youth who receive court ordered custody commitments are assessed for possible release onto the Accountability Commitment Program (ACP).
- E. Youth can also be ordered released on ACP by the Court.

### II. PROCEDURE

- A. Youth must meet the following criteria to be considered for the ACP program:
  - 1. Between 15 and 120 days left on their commitment.
  - 2. No current or past charges of arson, violent felonies, sex offenses, weapons offenses, or drug sales.
  - 3. Cannot be a risk to the community (i.e. – serious gang involvement, etc.).
- B. Youth must attend ACP Monday through Friday from 7:00 a.m. to 5:00 p.m.
  - 1. Youth who report to the Manchester Office Building (MOB) meeting site must be there by 7:00 a.m. Youth who report directly to the Anaheim site must be there by 7:30 a.m. Youth who report to the South County pick up site (24500 Alicia Pkway, Mission Viejo) must arrive by 7:00 a.m.
  - 2. Youth must have good behavior during the week to earn the weekend off. They receive credit for those days but do not have to attend JCWP.

3. Youth attend school from 8:00 a.m. to 1:00 p.m. with a break during the mid-morning and lunch served at 11:30 **a.m.**
  4. All snacks and lunch are provided for the youths by the Juvenile Hall kitchen.
  5. Afternoon programming is designed by staff and may include Alanon, counseling, anger management, gang intervention, community service, Thinking for a Change, **Decision Points**, **visits from religious VIPs**, **relapse prevention group**, or various other activities.
- C. Youth are searched every morning and drug tested at least once a week. They are to bring nothing to the site except **\$5** or a bus pass, ID, keys and schoolwork.
- D. Youth are expected to comply with the dress code at all times which is as follows:
1. No jewelry, hats, beanies, bandannas, hairnets, hair clips and make-up.
  2. No oversized clothing. Youth must wear full-length pants that fit at the waist and stay up without a belt. No frayed pants or pants that are slit at the sides.
  3. All female youth are required to wear a bra and may not wear low cut or tight fitting shirts.
  4. No shirts with slogans, gang sign or insignia, or gang, alcohol, drug, sexual misconduct, nudity, obscene language, weapons, violence or sports **logos that are affiliated with gangs** are allowed.
  5. Shirts must be kept tucked in and collar unbuttoned.
  6. Leather or suede tennis shoes or boots only (without holes).
  7. No haircuts are allowed without PRIOR Probation Officer permission.
- E. Youth and their parents are required to sign and agree to comply with the ACP Release Agreement which is as follows:
1. Transportation to and from the meeting site will be your responsibility. No excuse regarding car failure or lack of transportation will be accepted.
  2. Absences or early release due to illness must be verified by a note from their doctor or he/she may be returned to custody. The doctor's note must be hand delivered to the program Deputy Juvenile Correctional Officer II (DJCO II) the first day the youth returns to the program.
  3. While on ACP there will not be any smoking or possession of tobacco, matches, lighters, etc. Youth are under search and seizure. Searches are conducted each day. If illegal contraband or weapons are found, youth will be subject to return to custody.

4. Youth must remain with, and follow, the instructions of the assigned staff member and school teachers and must abide by all the rules of the program throughout the workday. Youth must not leave their assigned area for any reason without prior permission from the DJCO II.
  5. Failure to cooperate with any directives of the ACP rules or staff directives may result in return to custody.
  6. All youths in ACP are randomly drug tested.
- F. Youth who misbehave will receive graduated sanctions from additional days added to the program to being returned to custody.
1. Youth returned to custody will receive a Disciplinary Hearing and all the rights they are afforded under this procedure.
  2. Youth may receive a few days in custody as a consequence and be returned to the program, or they may remain in custody to serve their commitment. Youths do not receive credit for the time in ACP.
- G. Staff are required to keep the JCWP ICMS logbook current. Staff are to log the day's activities and any special incidents that may occur as per PMI 3-3-316.
- H. Casework is completed on all youth at ACP. Temporary Assistance to Needy Families (TANF) paperwork is also completed by the ACP DPOs to ensure that all youths receive the appropriate services and that these are documented properly.
- I. Youth are often taken on field trips to various special events in Southern California. Youth must remain under staff supervision at all times. Permission slips are completed by the parents during the indoctrination process.

### III. Assessment Procedure

- A. Youth who appear on the Juvenile Hall Commitment (C) Roster are assessed by the Assessment DJCO II and the **Facility** DPO to determine ACP eligibility status. Eligibility is based on criteria set forth in Miscellaneous Court Order 610.9.
- B. The Assessment DJCO II will contact the DPOs of youth who meet initial program criteria. The assigned DPO will give input regarding any family, community safety or other issues that may make youth unsuitable for the program.
- C. The Assessment DJCO II will inform the Court of the Department's intention to release the youth onto ACP. The Court has 72 hours to review the case prior to release. If the Assessment DJCO II does not receive a response from the Court, the youth will be eligible for release.
- D. The Assessment DJCO II will contact youth and parent/guardian to set up a release indoctrination. Releases are at 9:30 a.m. and 5:30 p.m., Monday through Thursday, and at 9:30 a.m. on Fridays.

- E. The Assessment/Alternative Confinement Clerk will prepare Indoctrination paperwork and notify the assigned ACP DPO for Global Positioning System (GPS)/electronic confinement enrollment.
- F. JCWP Clerical staff will enter the youth on the program roster and the Juvenile Court Work Program (JCWP) DJCO II will prepare the Indoctrination Packet.
- G. If the youth is a Court ordered ACP release, the Assessment DJCO II will make the necessary arrangements to set up a release indoctrination.
- H. The Court may order a straight ACP release or a combination of a custody commitment with an ACP commitment.

#### IV. Indoctrination Procedure

- A. A JCWP DJCO II will conduct the indoctrination at Juvenile Hall 2<sup>nd</sup> floor. The parent or guardian must present a valid picture I.D. for clearance into Juvenile Hall.
- B. All youth are indoctrinated pursuant to the ACP Release Agreement prior to release onto the program.
- C. A parent or guardian must sign the release form and agree to all conditions of the program.
- D. The youth must agree to all conditions of the program as outlined in the ACP Indoctrination folder.
- E. The youth must initial each applicable line and sign his/her name and date under "Agreement to Release Conditions".
- F. The youth and parent/guardian must agree to all conditions of ACP School enrollment paperwork.
- G. Youth will submit a Drug Test as directed prior to release onto the program.
- H. Youth must be medically cleared prior to release from Juvenile Hall/Camp Medical onto the program.
- I. Youth on ACP are subject to Supervised Electronic Home Confinement utilizing GPS or Radio Frequency Electronic Monitoring.

#### V. Direct Court Ordered Youth

- A. When the Court orders a youth to be placed directly onto the ACP Program, the RPO will call to check on availability prior to the ACP commitment order.
- B. If ACP does not have space available, the youth will be detained until ACP is available. Youth detained awaiting ACP pursuant to a court order will be placed at the top of the acceptance list. The RPO will request the youth be ordered committed for the designated period of time "to be released on ACP." An order for release to ACP is preferred over "authorized" release.

- C. When a youth receives a direct ordered ACP commitment, the RPO will contact the Assessment/Alternative Confinement Clerk and direct the parent/guardian to Juvenile Hall Reception.
- D. The youth will be escorted to Juvenile Hall Booking by Court Holding staff with a copy of the Court Disposition Sheet.
- E. Youth will be processed by Booking. Booking will then notify the Assessment DJCO II. If Assessment DJCO II is not available, Booking will contact Assessment/Alternative Confinement Clerk or JCWP Clerical.
- F. Booking staff will enter the youth's entry time into IMS and create the movement detail showing the youth is booked into JH.
- G. IRC Staff:
  - 1. Per policy all youths receive a pre-medical - this is to ensure that no medical emergency arises while the youth is being held at IRC.
  - 2. Fingerprints and Photo will be updated, as needed.
  - 3. The youth will be searched (pat down) prior to indoctrination for ACP.
- H. The youth will be required to have a preliminary medical evaluation to assess any immediate medical needs, but will not be denied booking for medical reasons due to the pending release to ACP. Any emergent needs will be addressed according to medical protocol while the youth is in temporary custody pending ACP release.
- I. Youth detained pending release upon ACP availability will be evaluated and booked according to Medical Unit and Juvenile Hall procedures.
- J. The Assessment DJCO II will make the youth a "yes" off C Roster and contact the Assessment DPO for finalization.
- K. The Assessment DJCO II will process indoctrination paperwork and contact the Assessment/Alternative Confinement Clerk. The Assessment/Alternative Confinement Clerk will prepare indoctrination paperwork and notify the assigned ACP DPO for GPS / electronic confinement enrollment.
- L. The JCWP DJCO II will escort the youth and parent to JH 2<sup>nd</sup> floor to conduct ACP Indoctrination. ACP DPO will apply GPS/electronic confinement anklet.

**REFERENCES:**

Procedures:	3-1-005	Institutional Field Trips
	3-1-305	Urinalysis, Sample Collection, Storage, Processing and Skin Checks; Potentially Infectious Body Fluids
	3-6-002	Initial Check-in and Orientation of Youth - JCWP
	3-6-019	JCWP Indoctrinations
	3-6-316	JCWP Automated/Manual Logbooks

Policies:	D-6	Transportation of Probationers and Custody Transportation
	D-7	Search and Seizure
	G-2	Outlying Work Locations

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**APPROVED BY:**