

## **ACCOUNTABILITY COMMITMENT PROGRAM (ACP)**

<b>AUTHORITY:</b>	Administrative Directive	
<b>RESCINDS:</b>	Procedure Manual Item 3-6-026, dated 11/20/15 New Item	
<b>FORMS:</b>	ACP Conditions of Release Agreement	F057-5019.3
	ACP Release Agreement	F057-5176.4
	Authorization for Medical/Dental/Health Care Form	F057-5019.3
	Field Trip and Medical Consent Authorization	F057-6050.1
	Probation/ Court-Ordered Referral and Release of Information	F057-9160.1
	Terms and Conditions for Continuous Electronic Monitoring Supervision (GPS)	F057-3210
<b>PURPOSE:</b>	To establish operational guidelines for the Accountability Commitment Program (ACP) and to provide operational instructions for the release of youth onto ACP.	

### I. GENERAL INFORMATION

#### A. Program Overview

1. To safely reduce reliance on secure detention, the Orange County Probation Department established the Accountability Commitment Program (ACP) as a court ordered alternative to detention. Youth ordered to ACP by the Court are released home with a GPS/electronic monitor and are supervised by a Deputy Probation Officer (DPO).
2. ACP youth participate in the Youth Reporting Center (YRC) program. The YRC is a collaborative partnership that includes the Orange County Probation Department, Orange County Department of Education (OCDE), Orange County Health Care Agency (HCA-Children and Youth Services), and other community-based organizations. The YRC program, as part of an overall continuum of juvenile supervision strategies, will decrease the number of youthful offenders in need of secure detention. In addition, it will promote lawful and productive lifestyles of its youthful offenders by providing evidence-based intervention and programming.
3. ACP Youth participate at the YRC Monday through Friday, 9:30 a.m. to 4:30 p.m. Transportation and meals are provided to the youth. Youth are supervised at the site by probation staff and confined to their residence outside of program hours.
4. ACP is located at our Youth Reporting Center (YRC) program. There are two YRC sites – The North Youth Reporting Center (NYRC) in Anaheim and the Central Youth Reporting Center (CYRC) in Santa Ana.

B. Program Goals

1. Provide an alternative to secure detention for both the Probation Department and the Court.
2. Reduce the utilization of secure detention by providing a highly structured community-based alternative to detention.
3. Reduce those factors which interfere with a juvenile offender's ability to successfully comply with the terms and conditions of probation and orders set forth by the Court.
4. Establish and provide links to existing community-based resources for both the youth and their family.
5. Decrease recidivism of those youth who successfully completed the ACP program.

C. Target Population

1. Youth (male & female) who are wards of the Juvenile Court with a sustained petition.
2. The ideal target population for participants are youth between the ages of 13 and 18.
3. Exceptions may be approved by the Juvenile Supervision Division Assistant Division Director (ADD) or the Division Director (DD).

D. Research

1. The YRCs are committed to working with Probation Research to measure key outcomes of ACP and the overall program effectiveness.

II. PROCEDURE

A. Referrals by the Court

The court can order a youth to complete all or a portion of their custodial commitment on ACP under the following guidelines:

1. There is no minimum or maximum number of days remaining on their custodial commitment in order to serve their commitment on ACP.
2. Any youth that would present a significant risk to the community and/or the program can be denied acceptance with the pertinent justification communicated to the court.

B. ACP Release Procedure

1. The release and indoctrination process are identical whether the court orders a youth directly onto ACP or a combination of custody time and a term of ACP.

2. After the youth is ordered to be released on ACP, the juvenile court officer will contact the ACP clerk and direct the parent/guardian to Juvenile Hall Reception for indoctrination process.
3. For youth that are out of custody at the time ACP is ordered, the youth will be escorted from court to Juvenile Hall Booking by Court Holding staff with a copy of the Court Disposition Sheet.
  - a. Youth will be processed by Booking staff. Booking staff will enter the youth's entry time into ICMS and create the movement detail showing the youth is booked into juvenile hall.
  - b. Youth will remain in IRC until the booking and release process is completed.
  - c. Per policy, all 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. The Medical Unit must clear all youth prior to their release from custody onto ACP.
  - d. IRC staff will ensure the youth's fingerprints and photo are updated, as needed. IRC staff will search the youth (pat down) prior to indoctrination for ACP.
4. Once the above is completed for all ACP releases, booking staff will then notify the release unit. The release unit DJCO will process indoctrination paperwork and contact the ACP clerk. The ACP clerk will enter the youth's information on the program roster, inform the assigned ACP DPO, and notify the Monitoring Center for GPS/electronic confinement enrollment. The release unit DJCO will escort the youth and parent to juvenile hall, 2<sup>nd</sup> floor and conduct the ACP indoctrination.

C. ACP Indoctrination Procedure

1. A DJCO from the release unit will conduct the indoctrination at juvenile hall, 2<sup>nd</sup> floor. The youth's parent/guardian must present a valid picture identification to enter the facility.
2. All youth are indoctrinated pursuant to the ACP Release Agreement prior to release onto the program.
3. A parent/guardian must sign the release form and agree to all conditions of the program.
4. The youth must agree to all conditions of the program as outlined in the ACP Indoctrination folder.
5. The youth must initial each applicable line, sign their name, and date under "Agreement to Release Conditions."

6. The youth and parent/guardian must agree to all conditions of ACP School enrollment paperwork.
7. Youth will submit a drug test as directed prior to release onto the program.
8. Youth will be escorted to the Monitoring Center for GPS/electronic confinement enrollment.
9. Once the youth and parent agree to all terms and conditions of release and the youth has been placed on GPS, the youth may be released from Juvenile Hall onto ACP. If at any time the youth or parent declines to participate in ACP prior to release, the youth will be escorted back to the IRC and Booking advised.

D. ACP Release Agreement

Youth and their parents are required to sign and comply with the ACP Release Agreement, which includes:

1. Transportation – Probation staff will provide all youth with transportation. Parents/guardians may elect to transport the youth to the YRC site and/or the youth may drive themselves to the YRC site at the discretion of the assigned DPO.
2. Attendance – Absences due to illness must be verified by a note from the youth's doctor or they may be returned to custody. The doctor's note must be provided to probation staff on the first day the youth returns to the program.
3. While on ACP, use and/or possession of illegal drugs/narcotics, tobacco, matches, lighters or any other smoking paraphernalia is prohibited and will be confiscated.
4. Youth who attend the ACP Program are under search and seizure. Youth in possession of illegal drugs/narcotics or weapons may be returned to custody.
5. Youth must remain with, and follow, the instructions of YRC staff and must abide by all the rules of the program throughout the day.
6. Failure to cooperate with any directives of the ACP/ YRC rules or staff instructions may result in return to custody.

E. ACP Program Participation

At the YRCs, ACP youth participate on site daily from 9:30am to 4:30pm Monday through Friday. Probation staff (SPOs, DPOs, and DJCOs) and collaborative agencies, including OCDE and HCA, work as a team to assess the youth and implement an action plan.

1. Probation staff will provide ACP youth with transportation to their designated YRC site. Youth must report to their assigned YRC site by 9:30 a.m. if they do not utilize probation transportation.

2. ACP youth will attend school at the YRC from 9:30 a.m. to 2:30 p.m. Youth 19 years of age and older who are not a special education student, will be provided with a modified educational program off-site from the YRC as determined by the Orange County Department of Education (OCDE).
3. Youth are searched every morning and are randomly drug tested.
4. Close supervision on-site and in the community. Youth on ACP are subject to Supervised Electronic Home Confinement utilizing GPS and Continuous Electronic Monitoring (CEM) equipment.
5. Youth are expected to always comply with the ACP dress code.
6. Youth are not to bring anything to the ACP site except the following – cell phone, \$20.00 cash, bus pass, ID, keys, and schoolwork.
7. ACP youth are provided with meals throughout the day. OCDE will provide the youth with breakfast and lunch. The Probation Department will provide the youth with an afternoon snack.
8. After school, youth are to participate in programming, which includes but is not limited to relapse prevention, anger management, gang intervention, life skills, individual/group therapy, vocational training, community service, Evidence Based Programming, visits from religious volunteers, as well as other activities designed by YRC staff.
9. Youth are often taken on field trips to various special events. Youth must remain under staff supervision at all times. Permission slips are completed by the parents during the indoctrination process.
10. The ACP DPOs are to complete case work on all youth who are enrolled in the program.
11. The ACP DPOs are also responsible for facilitating the youth's transitional plan once a youth completes the program and is set for a reduced level of supervision in the community. This includes, but is not limited to school enrollment, continuation of therapy/treatment, links to community-based organizations, and reporting instructions. Transitional services will remain in place until the youth has met with their assigned DPO and been enrolled in school, or for a period not to exceed 30 days, whichever is sooner.

F. Youth in Violation of ACP

ACP youth who violate program rules will receive graduated sanctions, ranging from verbal warnings to being returned to custody. YRC staff will respond to violations per PMI 2-1-202 and consult with the ACP DPO.

1. Youth who are returned to custody will appear in court for disposition. The assigned ACP DPO will initiate an ACP violation.
2. The youth may return to ACP if ordered by the Court, or they may remain in custody to serve their entire term of ACP.

3. ACP Abscond Warrants – ACP youth who remove their Global Positioning System (GPS) device without authority and who, for more than forty-eight (48) hours, violates the terms and conditions of their probation relating to the proper use of the electronic monitor shall be guilty of a misdemeanor (WIC 871(d)). Immediately after the first forty-eight hours have passed, the ACP DPO will submit warrant request paperwork to their SPO for an ACP abscond violation.

G. Incentives

Incentives should be immediate and reasonably related to the desired behavior. Incentives are ideally discussed beforehand and agreed upon as things that will motivate the youth. The incentive should have value to the youth. The size or value of the incentive should be proportionate to the positive behavior. The YRC staff can utilize any reasonable incentive (consistent with the incentive grid) to improve the youth's behavior.

1. Incentives are given for positive behaviors which are observed daily, weekly, and monthly.
2. Incentives include, but are not limited to verbal praise, certificates of achievement, snack items, gift cards, field trips, and special outings.
3. Incentives will be awarded based on program compliance, school attendance/progress, and adherence to court orders.
4. Special – Celebrations are held for graduation from Decision Points or other significant milestones (i.e., High School graduation).
5. Youth who make satisfactory progress are eligible for field trips and other special activities/outings.
6. Gift cards may be given to youth who have displayed positive behavior and/or perfect attendance.
7. ACP staff must record all incentives in ICMS once they have been given to the youth.

**REFERENCES:**

Procedures:	2-1-202	Continuum of Interventions for Probation Violations – Juvenile
	2-1-205	Warrants of Arrest for Juveniles
	2-6-101	Juvenile Probation Violations
	2-6-301	Program Description Youth Reporting Center
	2-6-302	Non-Custodial Transportation Process Youth Reporting Centers (YRC)
	2-6-303	Field Trips Youth Reporting Centers (YRC)
	2-6-304	Deputy Juvenile Correctional Officer II Duties Youth Reporting Center
Policy:	B-1	Case Confidentiality-Client's Right to Privacy
	B-2	Inter- and Intra- Agency Confidentiality

B-4	Sensitive Files
D-6	Transportation of Probationers and Custody Transportation
D-7	Search and Seizure
E-8	Volunteers
E-9	Use of Resources for Minors, Parent Consent and Field Trips
F-5	School Programs in Probation Department Juvenile Institutions
G-2	Outlying Work Locations

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**APPROVED BY:**