

# Child Arrested Protocol

- When a child is arrested they will be taken to the JAC (Juvenile Assessment Center) to be processed.
  - If they do not have the points to be held, they will be released and will need to be picked up. The JAC will contact the caregiver or Caregiver Support Manager (contact listed on their face sheet).
    - The face sheet is completed by the screener when they are getting booked, based on information from the police report.
    - A Juvenile Probation Officer is assigned to every child and will be able to update the face sheet. They may not specifically change the Caregiver Support Manager's name on the face sheet, but they will reference in their notes.
  - If held, they will be taken to JDC (Juvenile Detention Center)
- Juvenile Delinquency Court will be held within 24 hours or next day.
  - Who should attend? Both the Caregiver Support Manager (CSM) and the caregiver
  - The court may order a Pre-disposition Report. The Department of Juvenile Justice (DJJ)/probation team will contact the CSM or/and caregiver.
- If the child is held, visitation may be needed at the JDC.
  - Call ahead to verify when visits are not permitted (i.e. shift change)
  - You need to bring your badge
  - You may bring paper/pen/car keys
  - You should leave your phone/purse/tablet and all other items in your car/trunk.
  - If the CSM would like the Caregiver to visit, the Caregiver will need to be put on the visitation list. Only those on the face sheet can visit.
    - The CSM can request at the JDC that the Caregiver be added to the visitation list.
- If this is the first offense, the child may be offered Diversion.
  - The caregiver/CSM should ensure the child makes it to the meeting and completes all requirements set forth.
  - If the child completes all requirements the charges may be dropped.
  - The arrest will show on their record.
- If not offered diversion, there are multiple other consequences.
  - **Home detention (house arrest)**
    - Home Detention means the child must be within the four (4) walls of the house at all times (not in the garage, the backyard, at the neighbors, etc.). Exceptions are: if they are at school, medical or counseling appointment, or within an arm's length away from the caregiver. With the caregiver includes: going shopping, out to dinner, religious gatherings, etc.

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- Juvenile released on Home Detention must check-in at the probation office within 24 hours of their release in order to speak to a JPO (they will go over the conditions of the home detention with you and the child so they know what they can and cannot do and answer any of your questions).
- Juveniles on home detention are seen at the Probation Office weekly, at a minimum. The Caregiver Support Manager, or the caregiver, is responsible for taking them to this check in.
- **Electronic monitoring**
  - Electronic Monitoring (EM) means that they are also on home detention, (above rules also apply) and a perimeter is set up around the address where the child is currently residing. Schedules are set up for school times, counseling or medical appointments with Probation at that first meeting. JPO's have to approve all travel ahead of time, and open their schedule to allow them out of the home. Any violations are reported to the State, Public Defender (PD) and the Judge. *\*\*Give them advance notice as they do not always respond immediately - plan accordingly or the child can miss something\*\**
- **Probation**
  - When a child is placed on probation, the child has 24 hours to report to the local probation office for a probation sign up. The CSM will be responsible for transporting the child to these meetings.
  - At the sign up, the JPO will go over and explain further all the conditions of their probation, known as the Youth Empowered Success (YES) plan; this may include (community service hours, letter of apology, essays, substance abuse evaluations, etc.) The CSM needs to make the caregiver aware of all requirements.
  - If the child is placed on Probation in another county, Probation will transfer supervision of that case to our county; however, the jurisdiction will remain in whatever county they were originally placed on probation (which is why it's so important that DJJ knows immediately when a child's placement is moved).
    - On some occasions the courts can transfer jurisdiction to a county that has other charges.
  - The child will need to be seen by Probation *monthly* to check on how they are doing, what services and sanctions they have completed each month, and plan on how to assist or make referrals, where appropriate. This meeting could be in their office or in the child's home.

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- All community service work hours, completed evaluations, progress reports from counseling, etc., need to be emailed/provided to the JPO.
  - *In Osceola County - please provide these documents to the DJJ liaison as well.*
- If a Commitment program is being considered, a staffing will need to be held. This is for the JPO to recommend and schedule. \* Please see Commitment staffing handout for more information.
- DJJ liaisons
  - Orange - Burney Vaughn [Burney.Vaughn@EmbraceFamilies.org](mailto:Burney.Vaughn@EmbraceFamilies.org)
  - Osceola - Janira Gonzalez [Janira.Gonzalez@EmbraceFamilies.org](mailto:Janira.Gonzalez@EmbraceFamilies.org)
  - Seminole – Omar Bohler (Deputy Chief Probation Officer for 18<sup>th</sup> circuit) [omar.bohler@djj.state.fl.us](mailto:omar.bohler@djj.state.fl.us) 407.547.4927

**When you are notified that your child has been arrested you will need to complete an Incident Report and submit it to Embrace Families.**

**\*See Incident Report Job Aide for instructions\***