I. POLICY:

The Department of Juvenile Justice may utilize electronic monitoring services to enhance the community supervision of selected youth.

II. DEFINITIONS:

Electronic Monitoring: The short-term use of a device to verify the location of a youth under the supervision of the Department or an independent juvenile court and placed in a community based program or on conditional release in the community.

Vendor: A contractor that supplies the electronic monitoring equipment and service.

III. PROCEDURES:

A. Electronic monitoring is a short-term supervision tool used for no more than 30 days, unless an extension is approved by the District Director, Case Expeditor, or Residential Placement Specialist.

B. Each district will develop written procedures to implement the electronic monitoring program to include, at a minimum:

1. Staff authorized to approve electronic monitoring for youth;
2. Proper electronic monitoring usage;
3. Extension requests and justification;
4. Staff authorized to approve extensions beyond 30 days of service; and
5. Staff responsible for monitoring the budget and processing invoices. (Approval for the use of electronic monitoring will be contingent upon budget availability.)
C. The use of an electronic monitoring device in the supervision of a youth will be documented in the youth’s Juvenile Tracking System (JTS) case record. The use of the electronic monitoring device will be listed as a service in the JTS Services module.

D. Electronic monitoring services and billing will be verified and tracked by the Case Expeditor or Residential Placement Specialist.

IV. **LOCAL OPERATING PROCEDURES REQUIRED: YES**

   - Section III. B.