

**INTERAGENCY AGREEMENT FOR THE**  
**SEMINOLE COUNTY JUVENILE ASSESSMENT CENTER**

This agreement, for the operation of the Seminole County Juvenile Assessment Center, hereinafter referred to as the "JAC" is entered into by the following Participating Agencies: Donald Eslinger, Sheriff, Seminole County, Florida, 100 North Bush Boulevard, Sanford, Florida 32773 (SCSD); Florida Department of Juvenile Justice, Probation, 18th Judicial Circuit, Seminole County, JDDP Florida; Florida Department of Juvenile Justice, Detention Services JDDDS; Norman Wolfinger, State Attorney, 18th Judicial Circuit, Seminole County, Florida, 101 Bush Boulevard, Sanford, Florida 32773 (SAO); Human Services Associates, 1703 West Colonial Drive, Orlando, Florida 32804; and The School Board of Seminole County, Florida, 400 East Lake Mary Boulevard, Sanford, Florida 32773 (SBSC)

**ARTICLE I**  
**PURPOSE OF AGREEMENT**

1. The purpose of this Interagency Agreement is to guide the management of the Seminole County Juvenile Assessment Center (JAC) in its effort to prevent the youth of our community from becoming at risk, and to intervene with those youth that are already involved in the juvenile justice system. This Interagency Agreement will support the mission of the Seminole County juvenile assessment center, which is to enhance the quality of life in Seminole County by reducing crime and the fear of crime throughout Seminole County.
2. The participating agencies intend that the legislative intent expressed in Chapter 985 be fulfilled by the development of the JAC through a local initiative of community agencies and local governments, to assure that a broad array of youth related services exist where the JAC is located. § 985.135(2), Florida Statutes.
3. All participating agencies are committed to improve services to youth in Seminole County through the sharing of information, elimination of the duplication of services, and coordination of efforts toward a common goal.
4. All participating agencies seek to improve effective services for the youth of their community. Such services should be designed to meet the physical, social and emotional needs of youth while ensuring public safety. The Participating agencies further agree to seek access to preventative services for youth who

qualify, and to divert youth from the traditional juvenile justice system into alternative services when deemed appropriate.

5. The participating agencies agree to promote a coordinated effort among agencies and staff, participate in interagency planning and training meetings as appropriate, and assign resources and/or staff, to the extent permitted by law and fiscal ability of each agency in order to participate in a consolidated effort to assess and develop plans for at-risk youth and those involved with the juvenile justice system.

6. The agencies co-located in the JAC facility agree to designate a representative from their respective agency to serve on the Site Based Management Team.

## **ARTICLE II** **BACKGROUND AND ENABLING LEGISLATION**

Community agencies and local governments are authorized to establish a juvenile assessment center which shall be managed and governed by the participating agencies, consistent with respective statutory requirements of each agency, through an advisory committee and an interagency agreement by and between each participating agency. Each participating agency shall have operational oversight of the individual service component located and/or provided at the center that is subject to the authority and responsibility of the providing agency.

## **ARTICLE III** **ROLE AND FUNCTION OF THE JUVENILE ASSESSMENT CENTER**

1. The JAC is a multi-agency collaborative effort established to facilitate the processing of juveniles taken into custody by law enforcement for truancy, runaway, and delinquent offenses. The lead agency for the JAC operations is responsible for program oversight and the coordination of the co-located operations of the parties to this agreement and the supportive, on-site operations of a variety of other community providers.

2. Specific functions that will be accomplished through the JAC are: (1) Twenty-four hour law enforcement booking, including, but not limited to fingerprinting, photographing and positive identification of juveniles taken into custody for delinquent offenses; (2) DJJ detention admission screening; (3) DJJ intake interviews; (4) the coordinating and conducting screening to determine need

for in-depth assessments; (5) linking juveniles processed through the JAC to appropriate school system services; (6) providing juveniles and families with immediate referrals to assessment, treatment, and community-based services; and (7) providing local planners and relevant policy makers with a research base for analyzing the composition and needs of juveniles and families served through the JAC and the adequacy of the community responses.

**ARTICLE IV**  
**JAC STEERING COMMITTEE/ADVISORY BOARD**

The participating parties shall establish a juvenile assessment center steering committee advisory board whose mission is to provide guidance, oversight and direction to the JAC. The committee shall serve as a forum and resource center for developing consensus representation of community agency interests. The committee shall also facilitate cooperation and ensure that appropriate agencies are collaboratively providing quality services to at-risk youth in our community. The site based management team shall be designated as the steering committee/advisory board.

**ARTICLE V**  
**LEAD AGENCY**

As lead agency, the Seminole County Sheriff's Department shall:

1. manage, coordinate and operate a Juvenile Assessment Center (JAC), for youth referred to the Department of Juvenile Justice or transported to the site by local law enforcement officers to determine the youth's risk to themselves, the risk to public safety, and their eligibility for detention based on statutory criteria;
2. administer and coordinate the day-to-day operations of the JAC program and provide the facility, pursuant to the direction of the advisory committee, statute, rule and policy;
3. coordinate services provided for youth by other agencies at the JAC, including the purchase and provision of operating supplies and materials; facility, management, facilitation of advisory committee and partner/stakeholder meetings, including compliance with chapter 119, Florida Statutes; and resolution of any problems that arise;
4. operate the facility and coordinate services 24 hours per day, 7 days a week;

5. provide all administrative and management functions at the JAC including:
  - a. maintenance and housekeeping of the facility;
  - b. developing and maintaining policies and procedures for the operation of the facility and the processing, care and disposition of youth brought to the JAC;
  - c. providing staff support to the JAC Advisory Board;
  - d. coordinating public relations activities related to public information and requests from governmental agencies and human service entities from Florida and other states. This includes the publishing of the JAC Brochure, the scheduling and conducting of tours, and written and verbal responses to inquiries from persons interested in the JAC operation;
  - e. ensuring that operations are performed in accordance with roles and responsibilities specified in the Interagency Agreement. This includes the oversight and coordination of the on-site: Seminole County Sheriff's Office receiving, booking and security functions; the contracted mental health and substance abuse screening functions; the Seminole County schools' services; and any other co-located services, as well as, the integration of the JAC into the criminal justice system operations, including the Circuit Court, the State Attorney's Office, the Public Defender's Office, the Department's Probation Units, and community diversion agencies;
  - f. providing control booth operations to include: control booth operators shall manage the automated security locking mechanism for the delinquency processing area; provide continuous surveillance of the facility utilizing security camera and voice monitoring systems; provide for the reception of visitors and parents entering the non-secure portion of the facility; and generally supporting the intake, processing, and supervision activities of the case management functions, as well as, other co-located agencies;
  - g. coordinating urine-testing functions with the appropriate agency;
  - h. ensuring that facility operations and services provided are performed in accordance with applicable laws, regulations and licensure; and

i. every other month, coordinating a site base management meeting to discuss common issues, problems and solutions, with a copy of the minutes to be sent to the Circuit 18 Manager, and to the Contract Manager.

6. Conduct the following Administrative Functions at the JAC:

a. development and maintenance of policies and procedures for the operation of the facility and the processing, care and disposition of youth brought to the JAC;

b. provision of staff support to the JAC advisory committee, including ensuring compliance with Public Meetings law as contained in chapter 119, Florida Statutes;

c. coordination of activities related to public information and requests from governmental agencies and human service entities from Florida and other states. This includes scheduling and conducting of tours, upon request, and responding to inquiries from persons interested in the JAC operation. The Provider shall ensure that such activities are conducted in accordance with the Department's media policy;

d. development of an interagency agreement for approval by the advisory committee and execution by participating parties. The Provider shall ensure that valid and enforceable interagency agreements are in place and shall facilitate their amendment or execution as needed;

e. assurance that operations are performed in accordance with roles and responsibilities specified in the advisory committee's Interagency Agreement. This shall include:

- (1) coordination of the on-site participating entities;
- (2) receiving, booking and security functions;
- (3) contracted mental health and substance abuse screening functions;
- (4) any other co-located services;
- (5) integration of the JAC into the juvenile justice system

operations, including the Circuit Court, the State Attorney's Office, the Public Defender's Office, the Department's Probation Units, and community diversion agencies;

(6) coordination of urine testing functions with the appropriate agency;

(7) assurance that facility operations and services provided are performed in accordance with applicable laws, regulations, and licensure;

(8) coordination of a monthly interagency meeting to discuss common issues, problems, and solutions. A copy of the minutes shall be sent to the Chief Probation Officer/Circuit Manager and to the Contract Manager;

(9) supply of all materials, equipment and supplies required for the daily operation of the JAC as it relates to services provided under this Contract unless supplied by other participating entities; and

(10) maintenance of computer hardware with the exception of computer processors monitors and keyboards provided and maintained by the Department to be utilized for the detention screening function.

The Seminole County Sheriff's Department is responsible for providing the following staffing:

1. JAC Manager: The Manager's responsibilities shall be a coordinator and facilitator of services within the JAC. The Manager will be responsible for the physical day to day operation of the JAC and will work in unison with the supervisors of the multi-agency assessment center. The Manager will also be responsible for the development and monitoring of policies, procedures and criteria for the JAC operations in unison with the multi-agency supervisors working within the JAC. Other responsibilities as Manager and representative of the lead agency will be, but not limited to:

a. working in unison with the Department of Juvenile Justice in the integration and coordination of the detention screening, delinquency, intake, clinical screening and assessment function;

b. working in unison with the Department of Juvenile Justice, Law Enforcement Agencies, Seminole County School District, Human Services Associates and other collaborating agencies at the JAC for a continuing truancy intervention program with the JAC; and

c. working in unison with the Human Services Associates in coordinating with TASC personnel clinical screenings, assessments and case management.

2. security personnel for the Juvenile Assessment Center, who shall be responsible for:

a. ensuring the safety and security of juveniles and staff located in the secure areas of the JAC facility and

b. booking, receiving and detaining detention eligible juveniles.

3. operational functions of the JAC 24 hour a day, 7 days a week, including, but not limited to:

a. reviewing the paperwork of the arresting officer upon arrival at the JAC in order to ensure that it is adequate for juvenile admission;

b. notifying the arresting officer of any required additions or corrections to the paperwork;

c. assisting the arresting officer and ensuring each juvenile is searched and preparing an inventory of property taken from the juvenile;

d. completing paperwork necessary for admission to the JAC;

e. fingerprinting and photographing juveniles admitted to the JAC and supervising juveniles who are eligible for detainment in the JAC secure area.

4. cooperate with other community agencies and assist in facilitating the philosophy and objectives of the Seminole County Juvenile Assessment Center.

**ARTICLE VI**  
**DEPARTMENT OF JUVENILE JUSTICE**

The Department of Juvenile Justice (hereinafter referred to as "DJJ") shall provide the following services and personnel to the Seminole County Juvenile Assessment Center:

1. detention screening — DJJ will have personnel located in the JAC assist in the receiving, reviewing of the official paperwork submitted by the arresting officer and perform the screening of juvenile offenders for secure and home detention placement. The number of DJJ staff performing these functions will fluctuate depending upon periods of peak activity of the JAC and arrest activity. Detention Screening and functions shall include, but may not be limited to:

a. determination of eligibility of a child for detention care based upon the completion of a provision and supervision of detention screening activities that determine the Detention Risk Assessment Instrument or the Positive Achievement Change Tool;

b. assist in the receiving and reviewing of any official paperwork submitted by the arresting officer;

c. assist in the placement of offenders who do not meet secure detention criteria. Such placement may include release to parents, guardians, adult relatives, other responsible adults, youth shelters, or the Department of Children and Families;

2. DJJ further agrees to provide access to information in the JJIS system on all youth to those persons authorized to obtain access;

3. DJJ, Detention Services Division, will be responsible for transporting juvenile offenders meeting secure detention criteria from the JAC to the appropriate Juvenile Detention Center; and

4. cooperate with other community agencies and assist in facilitating the philosophy and objectives of the Seminole County Juvenile Assessment Center.



ARTICLE VII  
DJJ CONTRACTED AGENCY  
HUMAN SERVICES ASSOCIATES

Human Services Associates agrees to be responsible for the following regarding the Seminole County youth who enter the Seminole County Juvenile Assessment Center:

1. providing personnel to conduct clinical screenings and assessments of juveniles arrested and other youth as determined appropriate;
2. coordinate reporting requirement of information with the Manager and staff members;
3. work with the Seminole County Juvenile Assessment Center management team in identifying gaps in services as well as system and procedural revisions needed;
4. provide and participating in cross-training between all involved agencies;
5. provide tracking services for evaluation of JAC operations and effectiveness of assessments, programs and services; and
6. cooperate with other community agencies and assist in facilitating the philosophy and objectives of the Seminole County Juvenile Assessment Center.

ARTICLE VIII  
THE SCHOOL BOARD OF SEMINOLE COUNTY

The School Board of Seminole County agrees to be responsible for the following regarding the Seminole County youth who enter the Seminole County Juvenile Assessment Center:

1. consult with law enforcement personnel assigned to the JAC regarding juveniles received for truancy;
2. consult the JAC staff, Intake staff, and DCF staff to determine preliminary recommendations; and

3. cooperate with other community agencies and assist in facilitating the philosophy and objectives of the Seminole County Juvenile Assessment Center;

4. the School Board of Seminole County will share student records with the participating agencies of this Agreement solely for the purpose of determining appropriate programs and services for juveniles or their families, and/or for coordinating the delivery of such services pursuant to 20 U.S.C. § 1232g(b)(1)(E)(ii)(I) Family Educational and Privacy Rights and § 1002.22, Fla. Stat.; and

5. all information shared with the participating agencies shall not be disclosed to any other person without the prior written consent of the student's parents.

**ARTICLE IX**  
**THE OFFICE OF THE STATE ATTORNEY**  
**FOR THE 18TH JUDICIAL CIRCUIT**

The Office of the State Attorney (hereinafter referred to as the "SAO") agrees to:

1. participate in the Juvenile Assessment Center Site Based Management Team;
2. appoint a liaison to work with the Seminole County Juvenile Assessment Center staff;
3. participate in and coordinate necessary training for JAC staff on juvenile justice related affairs; and
4. cooperate with other community agencies and assist in facilitating the philosophy and objectives of the Seminole County Juvenile Assessment Center.

THE SCHOOL BOARD OF  
SEMINOLE COUNTY, FLORIDA

By: *Sandra Robinson*  
Sandra Robinson, Chairman  
Date: 2/23/2010

ATTEST:

*Bill Vogel*  
Bill Vogel, Superintendent  
Date: 2/23/2010

Captain Scott Ball  
Seminole County Sheriff's Department  
Scott Ballou  
(print name)\*  
Date: 3/01/2010

Daniel P. Rodgers  
Chief Probation Officer  
Florida Department of Juvenile Justice  
DANIEL P. Rodgers  
(print name)\*  
Date: 3/2/2010

Debbie Dyanne Alves  
Florida Department of Juvenile Justice  
Seminole County Justice Detention  
VICKIE DYANNE ALVES  
(print name)\*  
Date: 3 MARCH 10

Norman R. Wolfinger  
Norman R. Wolfinger  
Office of the State Attorney  
Date: \_\_\_\_\_

Samantha Tanner, MS  
Human Services Associates  
Samantha Tanner, MS  
(print name)\*  
Date: 3-1-10

\*insert printed name of person signing on behalf of an agency.