

LEAP Intake Contracts *Law Enforcement Adolescent Program*

Below are LEAP guidelines and expectations for youth and parent/guardian. The youth and parent/guardian must **initial beside each section** to acknowledge they have read and understood LEAP.

PARENT MEETING—PLEASE RSVP

A parent will need to attend one Parent Meeting to complete this stipulation. Please confirm your RSVP via email to LEAP Coordinator Amanda Kovacs (akovacs@njprevent.com). Date: *As needed* Time: *5:00PM to 6:00PM* Location: *Zoom*

COMMUNITY SERVICE

- Number of community service hours/stipulations for completion will be determined by the Officer and/or Prevention Resources, and shall be completed within **60 days from date of LEAP intake**, unless otherwise determined by the Officer.
- Community Service hours may be completed at any nonprofit agency. **For proof of hours completed at an outside agency**; document must be submitted on official letterhead, including dates, times, and activities of their service, and signature from the supervisor of their hours.

DRUG SCREENING

- Youth may be drug tested and subject to random drug testing for the duration of LEAP.
- No substance use of any kind is permitted while enrolled in LEAP. Any evidence of substance use during LEAP may result in program adjustments including additional stipulations that must be completed before a successful discharge may be considered, which may include but not limited to:
 - Program adjustments may include; Substance Abuse Evaluation (SAE) to determine their needs; Referral to a higher level of care/intervention to ensure needs are being met.; Additional three to six months of random drug testing after sessions are completed.
- **Missed appointments or refusal to provide a sample for testing** is considered an automatic positive test and the same stipulations may be applied at the counselor's discretion.

SESSIONS

- Youth will meet for sessions on a regular basis and parent/guardian shall be aware and willing to participate when appropriate.
- Number of sessions will be made at the discretion of LEAP counselor.
- If a youth is referred or already enrolled in additional services or higher level of care, responsibility will fall on the family to provide appropriate proof of efforts and enrollment to LEAP.

MISSED APPOINTMENTS

As per protocol, we require notice of lateness. **More than fifteen(15) minutes** late for an appointment will result in a missed appointment.

- Rescheduling an appointment requires a doctor's note, or may be granted for extenuating circumstances with prior approval by LEAP staff.
- If a scheduled appointment is missed without 24 hour notification or approved documentation, youth will be charged for the session (up to \$65), receive a written warning, and as stated above, will be considered a positive drug test result.

CONDUCT & PARTICIPATION

- Youth must be an active participant and shall not be using a cell phone or other electronic device except for meeting purpose (Zoom). If youth is not actively participating or found using non-permitted electronic devices, they will receive a written warning.
- Youth must wear appropriate clothing which is clothing that covers the torso, legs at minimum below mid-thigh, clothing free from offensive pictures or words, clothing free from rips/holes, etc. Inappropriate attire will result in a written warning.

WRITTEN WARNINGS/NONCOMPLIANCE

- Only one (1) written warning will be permitted per LEAP client. More than one infraction will result in noncompliance.
- **Noncompliance:** If youth is deemed noncompliant for any reason, PR shall contact law enforcement and youth's charges may be reinstated.

I have read and understood the requirements and expectations of my participation in the Law Enforcement Adolescent Program.

X _____
Parent/Guardian Signature & Date

X _____
Youth Signature & Date