

MILWAUKEE PUBLIC SCHOOLS

DIVISION OF STUDENT SERVICES

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August 18, 2006

CITY OF MILWAUKEE
OFFICE OF THE CITY CLERK
Ronald D. Leonhardt, City Clerk
200 East Wells Street
Milwaukee, WI 53202

Dear Mr. Leonhardt:

Please find enclosed two copies of the Intergovernmental Agreement for a Truancy Abatement and Burglary Suppression Program "TABS" Between the Milwaukee Board of School Directors and the City of Milwaukee. Please sign the original copy of the contract maintaining the photocopied version for your records and return the original signed copy to me.

Thank you in advance for your attention and cooperation in the matter.

Sincerely,

A handwritten signature in black ink that reads "Hughes B. George".

Mr. Hughes B. George
Director of Parent and Student Services

- c. Mr. William Andrekopoulos, Superintendent of Schools
Ms. Lynne Sobczak, Director/Board Clerk

**INTERGOVERNMENTAL AGREEMENT FOR
A TRUANCY ABATEMENT AND BURGLARY SUPPRESSION PROGRAM
"TABS" PROGRAM
BETWEEN
THE MILWAUKEE BOARD OF SCHOOL DIRECTORS
AND
THE CITY OF MILWAUKEE**

THIS AGREEMENT is between the City of Milwaukee (hereinafter "City") and the Milwaukee Board of School Directors (hereinafter, "MPS").

WHEREAS, In 1993 the Truancy Abatement Burglary Suppression Program "TABS" Program was established to confront the issue of truancy and juvenile crime in the Milwaukee community; and

WHEREAS, The TABS Program began as a collaborative effort between the City, MPS, the Boys and Girls Club of Greater Milwaukee (hereinafter "Club"), and the Milwaukee County Sheriff's Department (hereinafter, "Sheriff's Department"); and

WHEREAS, Prior to July 1, 1996, the TABS Program was funded by the State of Wisconsin; and

WHEREAS, 1995 Wis. Act 27 created Wis. Stat. § 119.55(2), which requires that beginning on July 1, 1996, MPS shall assume financial responsibility for the TABS Program, including but not limited to, responsibility for payment to the City of a sum sufficient to pay the costs of salaries and fringe benefits of four law enforcement officers to work on truancy abatement and burglary suppression on a full-time basis; and

WHEREAS, MPS is required by Wis. Stat. § 119.55(1)(a)(b), to establish two youth service centers for the counseling of children who are taken into custody under Wis. Stat. § 938.19(1)(d)10, for being absent from school without an acceptable excuse under Wis. Stat. § 118.15, and to contract with the Club for the operation of the established two youth service centers; and

WHEREAS, Prior to the 2003-2004 school year, MPS entered into a contract with the Club that required the Club to enter into a contract with the Sheriff's Department for the provision of one deputy sheriff to be assigned at each of the two youth service centers; and

WHEREAS, Subsequent to the execution of the August 2003 contract, the Sheriff's Department indicated it was no longer willing to provide services under the TABS Program; and

WHEREAS, The City of Milwaukee Police Department has performed the services that were previously performed by two deputy sheriffs and the costs for the salaries and fringe benefits of these law enforcement officers have been reimbursed by MPS in the same manner that MPS pays for the statutorily required four law enforcement officers; and

WHEREAS, In consideration of the mutual benefits to be provided to the City and to MPS and under the authority granted to the City and MPS in Wis. Stat. § 66.30, and under the directive of Wis. Stat. § 119.55, the parties enter into the following intergovernmental cooperation agreement;

IT IS HEREBY AGREED, by and between the parties, as follows:

I. CITY'S RESPONSIBILITIES:

A. Statutorily Required Four Law Enforcement Officers.

City shall assign four law enforcement officers to work on the TABS Program on a full-time basis during the 2006-2007 school year in accordance with the Truancy Abatement and Burglary Suppression Program Operations Manual, attached hereto as Appendix A and incorporated herein by reference, and as Appendix A may be amended from time to time. It is expressly understood that the law enforcement officers assigned to work on the TABS Program by City are and shall remain employees of the City and that MPS, by virtue of payments made under Sec. II.A., pursuant to Wis. Stat. § 119.55(2), is not their employer and does not exercise any control or have any actual or apparent authority over the activities of said officers.

The four law enforcement officers assigned to the TABS Program shall patrol the City, respond to calls of suspected truancy, make investigative stops of suspected truants, check to ensure that the youths are not wanted for criminal offenses (in which case the youths are not to be transported to a youth service center), convey those youths who are identified as truants and who are picked up between the hours of 8:00 A.M. and 2:00 P.M. to a youth service center (Mary Ryan Branch of the Boys and Girls Club located at 3000 North Sherman Boulevard, Milwaukee, Wisconsin if the truant is picked up north of Wisconsin Avenue and Irving J. Seher Branch located at 2404 West Rogers Street, Milwaukee, Wisconsin, if the truant is picked up south of Wisconsin Avenue), provide security support as may be needed at the youth service center, fill out a TABS contact card for each youth contacted on the street, compile statistical data on youth stopped for truancy, provide statistical data and an analysis of the level of day-time crime during school hours, and perform such other related work deemed appropriate by the Milwaukee Police Department in order to support truancy abatement and burglary suppression activities and perform all duties required of the four law enforcement officers as described in Appendix A, and as Appendix A may be amended from time to time.

B. Additional Two Law Enforcement Officers.

City shall assign two law enforcement officers to work on the TABS Program on a full-time basis during the 2006-2007 school year to perform the services that were previously performed by two deputy sheriffs. The City shall assign one law enforcement officer to each of the youth service centers to promote safety of staff and youth by searching the youth brought to the center, verbally disciplining the youth who need re-direction,

arresting youth who are out of control and who pose a threat to the safety of others in violation of the law, transporting youth under the age of 15 to their homes, counseling parents, and performing such other duties as may be required in Appendix A, and as Appendix A may be amended from time to time. It is expressly understood that the law enforcement officers assigned to work on the TABS Program by City are and shall remain employees of the City and that MPS, by virtue of payments made under Sec. II.A., is not their employer and does not exercise any control or have any actual or apparent authority over the activities of said officers.

II. MPS' RESPONSIBILITIES:

A. MPS shall pay the City a sum sufficient to pay the costs of salaries and fringe benefits of the six law enforcement officers assigned to work on truancy abatement and burglary suppression on a full-time basis. Total payment shall not exceed three hundred twenty thousand dollars (\$320,000.00) and shall be paid in accordance with the following payment schedule upon completion of the TABS Program Request for Funds Form attached hereto as Appendix B:

1. One hundred sixty thousand five hundred dollars (\$160,000.00) within 30 days after countersignature of the Comptroller of this Agreement.
2. One hundred sixty thousand five hundred fifty dollars (\$160,000.00) on or before June 1, 2007.

APPROVED:
MILWAUKEE PUBLIC SCHOOLS

APPROVED:
CITY OF MILWAUKEE

WILLIAM A. ANDREKOPOULOS
Milwaukee Public Schools Superintendent

TOM BARRETT, Mayor
City of Milwaukee

Date: _____

Date: _____

JOSEPH DANNECKER, President
Milwaukee Board of School Directors

RONALD D. LEONHARDT, City Clerk
City of Milwaukee

Date: _____

Date: _____

COUNTERSIGNED:

W. MARTIN MORICS, Comptroller
City of Milwaukee

Date: _____

**THE TERMS OF THIS INTERGOVERNMENTAL AGREEMENT ARE HEREBY
APPROVED:**

MILWAUKEE POLICE DEPARTMENT

NANNETTE HEGERTY
Chief of Police

Date: _____

1034-2006-1700:106621

APPENDIX A

**Truancy Abatement and Burglary Suppression Program
Operations Manual 2006-2007**

**TRUANCY ABATEMENT AND BURGLARY
SUPPRESSION PROGRAM**
Operations Manual
2006-2007



A Collaboration Among
Milwaukee Public Schools
City of Milwaukee Police Department
Boys & Girls Clubs of Greater Milwaukee

Program funded by Milwaukee Public Schools

TABS OPERATIONS MANUAL

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TRUANCY ABATEMENT AND BURGLARY SUPPRESSION PROGRAM

The Milwaukee Truancy Abatement & Burglary Suppression Program, established in November 1993, was designed to confront the issue of truancy and juvenile crime in our community. This program offers youth an opportunity to momentarily evaluate their reasons for truancy and related behaviors. Using a comprehensive processing approach, TABS involves the student, their guardians, the assigned school, law enforcement personnel as well as community support services, to provide the child with a complete support and intervention team.

TABS was originally developed in 1981 by the San Jose Police Department, in response to a high number of daytime residential burglaries in their community. Two years after implementing TABS, daytime burglaries dropped 35%. After eleven years, daytime burglaries dropped 50%. In 1995 San Jose decided to discontinue TABS and implemented a curfew abatement program instead. Daytime crime immediately shot up 12%. In 1989 the Oklahoma City District Attorney spearheaded a similar program called THRIVE (Truancy Habits Reduced Increasing Valuable Education.) The THRIVE program added a counseling component which provided crisis intervention care.

In Milwaukee, the Sheriff's Department took the lead role. Research was gathered that demonstrated a correlation between poor attendance in school, resulting in dropping out and later incarceration. At that time, the Milwaukee Public Schools had a student body of approximately 100,000. It was estimated that on any given day, 10,000 students were absent. Of the 10,000 absent, an estimated 1,000-2,000 were truant. Through the leadership of the Sheriff's Department, a community wide dialogue ensued, over a two-year period of time. Support from community leaders and local politicians was secured, followed by the support from the Milwaukee Public Schools and the Milwaukee Police Department. Sheriff Artison was on the Boys & Girls Club Board of Directors and solicited their commitment to implement and house the program. With the assistance of State Representative G. Spencer Coggs, legislation was passed which allowed police officers to pick up and temporarily detain youth who were truant.

Governor Thompson supported the program as a pilot, for three years. It was so well received in the community that the State mandated the Milwaukee Public Schools to provide for the continuance of the truancy initiative. The program expended \$709,596 this past year. The Boys and Girls Clubs used 31% of these funds to provide a Program Director and two case managers, as well as take care of all costs associated with center operations. 45% was utilized by the Milwaukee Police Department to provide four field officers and two on-site police officers. The remaining 24% was utilized by the Milwaukee Public Schools to provide two school liaisons. Additional funding, through Federal and State grants are sought to expand the case management portion of the program.

The current Milwaukee TABS Program is a collaborative effort among the Milwaukee Police Department, the Boys & Girls Clubs of Greater Milwaukee, and the Milwaukee Public Schools. Each department shares equal responsibility for maintaining the program, as well as providing staff. The program is managed by a Steering Committee made up of people who represent the interest of each department. The group meets every other month, to oversee operations. The TABS Program is dependent upon the cooperation of each department, in and out of the centers. It is through mutual commitments and sharing of resources that we have built the finest TABS Program in the country.

The mission of TABS is to intervene with students who are truant, deterring them from involvement in the criminal justice system. This is accomplished by promoting school attendance through a collaborative team approach, involving students, parents, schools, law enforcement and the Boys & Girls Clubs of Greater Milwaukee.

An enthusiastic staff of 12 carries out this mission. The Milwaukee Police Department provides four field officers who work in teams of two. They patrol the streets during the day, identifying truants and conveying them to one of two centers. The Milwaukee Police Department also provides two officers who provide on site security, one at each center. The Milwaukee Public Schools provide two school liaisons that complete an initial intake with the student and access current attendance information. They also notify parents of the student's contact with TABS and instruct them to come to the centers to pick up the youth. In addition, one full time School Social Worker is assigned to the TABS program. This individual assists students who have no school assignment; works with students who have special needs, and handles all abuse and neglect referrals. The Boys & Girls Club provides three staff people. Two are Case Managers who complete the assessment process by pulling together all of the information gathered. Case Managers go over the information with the student and parent. This session serves as an opportunity to determine what each participant needs to accomplish, to ensure a decrease in the truant behavior and an increase in attendance. The two Boys & Girls Club Case Managers also provide on site supervision, overseeing the day-to-day operations of the program. The Director, who is employed by the Boys & Girls Club, is responsible for program implementation, policy and procedures, budgeting; grant writing, staff supervision and development, program statistics, reports and the annual evaluation. The Director also handles all public relations issues, while pulling together the collaborative network.

TABS Mission Statement

The mission of the Truancy Abatement & Burglary Suppression Program (TABS) is to intervene with youth who are truant, deterring them from involvement in the criminal justice system. This is accomplished by promoting school attendance through a collaborative team approach involving students, parents, schools, law enforcement and the Boys & Girls Clubs of Greater Milwaukee.

2006-2007 Program Goals, Activities, and Indicators of Success

Goal One: To enforce the compulsory school attendance laws by intervening with youth who are truant

Activities:

- Patrol the streets to identify truant youth, transport to TABS centers and detain
- Accept reports of individual truants from guardians, relatives and residents
- Accept contributing to truancy referrals from elementary grade school social workers
- Encourage guardians to bring their truant child to a TABS center

Goal Two: Suppress daytime crime committed by out of school youth

Activities:

- Detain truant youth in the TABS Centers
- Deter youth from choosing to be truant from school and staying off of the streets
- Conduct truancy sweeps in areas identified as problems in neighborhoods

Goal Three: Increase the attendance rates of habitually truant youth picked up through the TABS program

Activities:

- Hold guardians accountable for their child's attendance rate
- Case manage 40 habitually truant youth at all times
- Monitor daily attendance of all ninth graders picked up, informing parents weekly
- Provide court advocacy for youth that improve their attendance

Goal Four: Reengage out of school youth in the educational mainstream

Activities:

- Assess out of school youth for factors that contribute to non-attendance
- Assist parent and youth in securing an appropriate school assignment.
- Monitor attendance for three months ensuring successful re-entry

Indicators of Success:

- Reduce the recidivism rate
- Reduce the number of reported burglaries committed during school hours
- Case managed youth will attend at a greater rate than non-case managed youth
- Case managed youth will be promoted at a greater rate than non-case managed youth
- Close the attendance gap between TABS youth and over all MPS youth
- Reduce the habitual truancy rate among MPS high school students
- Decrease the average number of days tardy and days suspended among case managed youth
- Promote the use of the centers for walk in's and community calls for service
- Promote the use of referrals for contributing to truancy from elementary grade school social workers
- Increase the percent of youth that reengage in an educational program

Roles of Collaborators

The responsibilities of the three agencies that make up the TABS coalition are as follows:

1. Boys & Girls Clubs

- Responsible for total coordination of Service Centers including overseeing staff, and ensuring policies and procedures are followed.
- Public Relations/Marketing in relation to Service Centers
- Provide the Counseling component of the process including assessment, referral and follow up.
- Care for facility operation and maintenance.
- Coordinating year-end evaluation.
- Coordinate the Steering Committee as well as assign an administrative representative to serve on the committee.

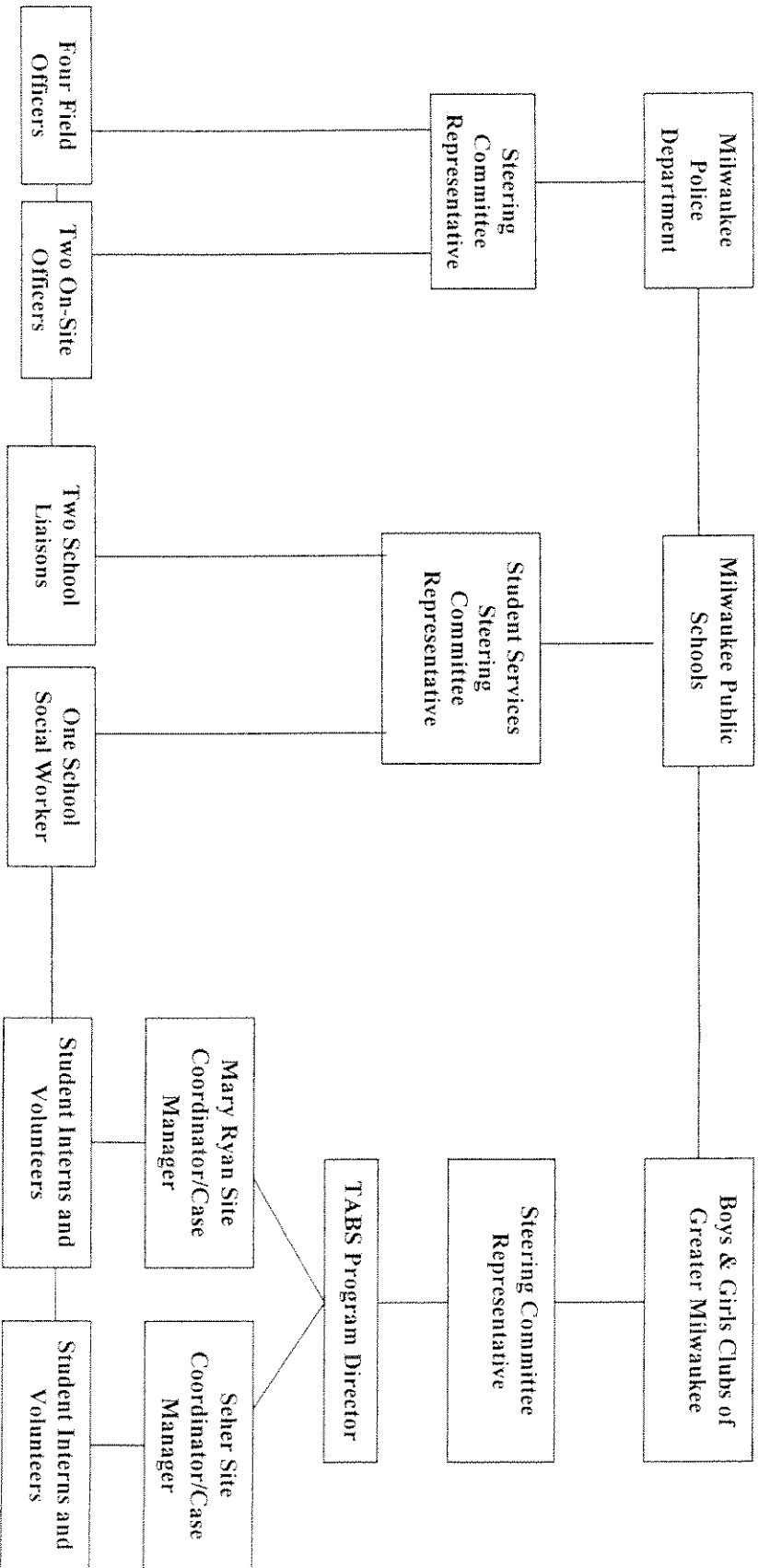
2. Milwaukee Public Schools

- Computer installation and maintenance.
- Informs parents, students and the community of the TABS program and procedures.
- Provide the necessary statistics for year-end program evaluation.
- Trains MPS Liaisons and administrative staff regarding TABS procedures.
- Provides monthly data reports on all students processed.
- Assign a representative to serve on Steering Committee

3. Milwaukee Police Department

- Provide four full-time dedicated Police Officers who work in the field patrolling the streets for truants and conveying them to the TABS centers.
- Provide two on-site Police Officers who maintain order at the centers and ensure the safety of the staff and youth.
- Provide two police vans for use in picking up truants during school hours.
- Compile weekly activity reports
- Compile the necessary statistics for the year end program evaluation
- Assign a representative to serve on the Steering Committee

TABS ORGANIZATIONAL CHART





BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

POSITION DESCRIPTION

Title: DIRECTOR OF TABS (TRUANCY ABATEMENT/
BURGLARY SUPPRESSION) PROGRAM

Department: Operations

Supervisor: Director of School & Non-Traditional Club Operations

Origination Date: 4/93 **FLSA:** Exempt
Revision Date: **Salary Grade:** 12

Job Summary: Reports to the TABS Steering Committee under the direct supervision of the Boys & Girls Clubs of Greater Milwaukee Director of School & Non-Traditional Club Operations. Develops, implements and directs all functions of the TABS program according to the objectives set down by the steering committee.

Qualifications:

Education: Position requires a Bachelor's degree in Education, Social Work or equivalent experience in related juvenile fields.

Experience: Three to five years administrative and supervisory experience preferably in social agency or public service setting.

Skills: Organizational skills.

Communication and conflict management skills.

A valid Wisconsin Driver's License and a good driving record.

Position Responsibilities:

- Operates the TABS program with respect to the policies established.
- Serves as the spokesperson for the TABS program and assures that it is properly presented to the public.
- Assures that confidential records are securely maintained and that client information is released only to professionals providing supplemental services to the child or family.

POSITION TITLE: DIR. OF TABS

2

- Assists in identifying and selecting qualified Boys & Girls Clubs of Greater Milwaukee staff and supervising activities of all team members
- Ensures the development and implementation of personnel training and development of plans and programs that will provide the human resources necessary for the achievement of the program's mission.
- Acts as liaison between agencies participating in the TABS program and sees that all parties are kept fully informed on the condition of the program and important factors related to it.
- Makes certain that the TABS program's philosophy and mission statements are operationalized and practiced throughout the program..
- Gives direction to the formulation and leadership to the achievement of the program's philosophy, mission and strategy, and to its annual objectives and goals.
- Solicits funds to assure continuation of the program.
- Develops appropriate analytical tools to provide measurement of the impact of the program activities, the gaps and overlaps in services, and supportive data to the service agencies in Milwaukee.
- Develops long-range strategic plan that will ensure expansion and continuation of TABS.
- Develops and prepares financial reports as required in concert with MPS.

Environmental and Working Conditions:

Office-oriented work which requires some travel.

Physical Requirements:

Physical requirements related office work and travel.

B&GC - 4/93

BOYS & GIRLS CLUBS

TABS SITE COORDINATOR/CASE MANAGER

The TABS Site Coordinator/Case Manager is responsible for coordinating the day-to-day operation of the center and intervening in truancy incidents, in conjunction with the Milwaukee Police Department and MPS staff on Site.

Monitor all aspects of the center, ensuring efficiency in meeting the needs of TABS staff, volunteers, and students and their families. This includes:

- ◆ Equipment
- ◆ Supplies
- ◆ Facilities
- ◆ Procedures as outlined in the TABS Operations Manual

- ◆ Hire, supervise and evaluate grant funded case managers

- ◆ Serve as On-Site Supervisor for MPS Liaisons

- ◆ Schedule and supervise student interns and volunteers.

- ◆ Conduct brief crisis counseling sessions with truants and their guardians the day of pick up, assessing the following:
 - ◆ The severity of the truancy problem
 - ◆ The degree to which the guardian is concerned
 - ◆ The degree to which the student is concerned
 - ◆ The degree to which the school is involved
 - ◆ The actions needed to be taken by each party to ensure consistent attendance

- ◆ Based upon the information gathered, refer students to service providers in the community, to the School Social Worker, or place on the TABS caseload.
 - ◆ An ongoing caseload of 20 students should be maintained.
 - ◆ Case managed students should generally be monitored at least three months.
 - ◆ Express concerns of non-compliance to MPD/TABS Officers for possible truancy or contributing to truancy citation.

- ◆ Document casework in the student's file and collect and complete all monthly reports.

Hours: 9:00-5:00

Reports: TABS Program Director

MILWAUKEE POLICE DEPARTMENT

TABS Field Officers

- Identify truant students on the street
- Conduct a search and wanted check before transporting student
- Fill out a TABS contact card for each truant
- Transport truants to the TABS Center, District Station, or Parent as appropriate
- Provide security support at the centers when needed
- Write timely truancy tickets to repeaters, and contributing to truancy tickets to non compliant parents, as referred by TABS case managers

Hours: 8:00 – 4:00

Patrol: 8:30-3:30

Reports: MPD Sergeant in the Sensitive Crimes Division, 935-7402

TABS On-Site Officers

- Maintain order at the center and ensure the safety of the staff and youth.
- Search youth that have been brought to the center by conveying officers. Return the youth to the conveying officer if contraband is found during the search
- Store the youth's personal belongings while detained at the center
- Log large sums of money on the sign in sheet and return to student
- Finger print each youth
- Conduct a wanted check on each youth conveyed to the center by suburban officers
- Complete a release form for each youth leaving the center. Make a photocopy of the picture identification presented by the adult picking up the youth.
- At 3:30, release youth over the age of 15. Transfer responsibility of youth 14 and under to the BGC Site Coordinator at 3:30.
- Complete the monthly activity report and submit to the Site Coordinator

Duty Hours: 8:30-3:30 on school days

Reports: TABS South On-Site Officer = MPD Sergeant in District #6, 935-7262

MPD Sergeant in District #2, 935-7222

TABS North On-Site Officer = MPD Sergeant in District #7, 935-7272

MILWAUKEE PUBLIC SCHOOLS

Tab Liaison

- ◆ Access MPS attendance and emergency contact information on students picked up through the TABS Program.
- ◆ Assist with brief crisis counseling sessions with truants and their guardians the day of pick up, assessing the following:
 - ◆ The severity of the truancy problem
 - ◆ The degree to which the guardian is concerned
 - ◆ The degree to which the student is concerned
 - ◆ The degree to which the school is involved
 - ◆ The actions needed to be taken by each party to ensure consistent attendance
- ◆ Based upon the information gathered, determine which students need formal assessment and potential ongoing services, and refer to TABS Site Coordinator/Case Manager. Refer students with no school placement to the TABS School Social Worker.
- ◆ Daily, enter intake data and pick up notation in ESIS Notes.
- ◆ Daily, send notification letters to parents of truants released from the center, making a copy for the student's file.
- ◆ Twice weekly, deliver intake carbons to schools.
- ◆ Monthly, access attendance reports on case managed TABS students.
- ◆ Ensure the security and confidentiality of MPS student information.
- ◆ Maintain student files in an orderly, secure fashion.

Hours: 8:00-4:30

Reports:

On Site: TABS Site Coordinator

MPS: South Side TABS = District 6 Safety Supervisor: Gary Staten 507-6487

North Side TABS = District 7 Safety Supervisor: Mickey Hintz 750-3480

MILWAUKEE PUBLIC SCHOOLS

MPS/TABS School Social Worker 2006-2007

- Aggressively intervene with all TABS youth that are not assigned to any school.
 - Assess student for educational needs
 - Secure an appropriate school assignment
 - Provide supportive services and attendance monitoring for three months
 - Connect student with the receiving School Social Worker for ongoing monitoring of attendance.
- Provide supportive services to habitually truant youth and students with special education needs until consistent attendance is achieved.
- Accept referrals from elementary grade School Social Workers for possible issuance of contributing to truancy citations. Assess referral and make appropriate recommendation to MPD. Serve as complainant for these cases.
- Serve as the complainant with the Municipal Court for all TABS related truancy and contributing to truancy citations. This includes responding to subpoenas by attending court during the school year and summer.
- Intervene with abuse/neglect cases
- Assist TABS center staff with processing students as needed
- Respond to parent crisis calls, which come into TABS office regarding incidents of truancy.
- Complete monthly activity reports, submitting them to Site Coordinator by the 5th of each month.

Hours: 8:00-4:30

Reports: Hughes George, Director of Student Services, 475-8028

Maxine Winston, Supervisor, Office of School Social Work, 438-3403

Student Intern Role in TABS

The TABS Program serves as a rich environment for student interns to experience the daily workings of the education system, criminal justice system, and family systems. The internship experience we offer may appeal to students majoring in criminal justice, social work, school social work, and psychology. We are able to manage 6 interns per semester. One and two semester students are accepted.

Basic Duties - First Semester

- Conduct interviews with students brought into the TABS center by the police
- Assess truants for the following:
 - The severity of the current truancy problem and history of attendance
 - The degree to which the guardian is involved
 - The degree to which the student is invested
 - The degree to which the school is involved with the student
 - The actions needed to be taken by each party to ensure consistent attendance
- Conduct brief crisis counseling sessions with the parents of truant youth
- Document case work in the students file
- Respond to crisis calls coming into the center from parents
- Inform parents of 9th grade TABS youth of weekly absences

Basic Duties – Second Semester

- Conduct interviews with truant youth brought into the center by the police
- Case manage a small number of habitually truant youth and their families
- Write up truancy assessments on habitually truant youth and their families

Other Optional learning Experiences

- Attend municipal court hearings with the TABS School Social Worker and student
- Attend home visits and school visits with TABS staff
- Conduct small discussion groups with students and/or parents
- Make referrals to schools and community agencies on behalf of students and parents
- Attend TABS staff meetings and applicable community meetings
- Shadow staff handling abuse/neglect referrals

Reports: TABS Site Coordinator/Case Manger

TRUANCY LAWS

Notice: This standard operating procedure applies only to circumstances where a child is taken into custody for truancy pursuant to Section 938.19(1)(d)10 Wis. Stats., and for no other reason or purpose as outlined in Section 938.19 (1).

COMPULSORY SCHOOL ATTENDANCE

There is a widespread misconception that youngsters can voluntarily quit school when they reach age 16. This is not true. Except under certain provisions (Wisconsin Stats., 118.15 (1)(b)(c), the legal age for leaving school is 18. Full-time school attendance is compulsory for Wisconsin youths between the ages of 6 and 18. (Wis. Stats., 118.15(1)(a).

Wis. Stats., 118.16 (1)(c) states: "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of 118.15.

Wis Stats., 118.16 (1)(a) states: "Habitual Truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

SCHOOL ATTENDANCE ENFORCEMENT

Wis Stats., 118.16(4)(e) states: A school board may establish one or more youth service centers for the counseling of children who are taken into custody under 938.19(1)(d)10 for being absent from school without an acceptable excuse under 118.15.

Wis Stats., 938.19(1)(d)10 states: A juvenile may be taken into custody if the juvenile is absent from school without an acceptable excuse under s.118.15.

Wis Stats., 938.19(1m) states: A juvenile who is absent from school without an acceptable excuse under s.118.15 may be taken into custody by an individual designated under 118.16(2m)(a) if the school attendance officer of the school district in which the juvenile resides or the juvenile's parent, guardian, or legal custodian requests that the juvenile be taken into custody. The request shall specifically identify the juvenile.

Wis Stats., 938.19(3) states: Taking into custody is not an arrest except for the purpose of determining whether the taking into custody or the obtaining of any evidence is lawful.

The complete state statutes pertaining to these issues can be found at www.legis.state.wi.us/sb. Section 118.15 deals with compulsory school attendance. Section 118.16 is compulsory school attendance enforcement. Section 938.19 of the juvenile justice code is concerned with taking a juvenile into custody. 938.20 is release or delivery from custody.

LOCAL TRUANCY ORDINANCE

SUMMARY OF THIS ORDINANCE

106-23.3 CONTRIBUTING TO TRUANCY

Effective December 15, 1995, under this ordinance, a police officer may issue a municipal citation to a person 18 years of age or older who knowingly encourages or contributes to the truancy of a minor. This includes the parent or guardian of the truant.

The deposit amount is \$140.90

City of Milwaukee

Office Of The City Clerk

Certified Copy of Ordinance

An ordinance relating to contributing to truancy and providing a penalty.

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 106-23.3 of the code is created to read:

106-23.3. Contributing to Truancy. 1. In this section "truancy" has the same meaning as defined under s. 118.16(1)(c), Wis. Stats.

2. Except as provided in sub. 4, no person 18 years of age or older shall knowingly encourage or contribute to the truancy of a minor under the age of 18 years.

3. An act or omission contributes to the truancy of a minor, whether or not the minor is adjudged to be in need of protection or services, if the natural and probable consequences of that act or omission would be to cause the minor to be truant.

4. Subsection 2 does not apply to a person who has under his or her control a truant minor who has been sanctioned through the state Learnfare program under s. 49.50(7)(h), Wis. Stats.

5. A person who is convicted of violating this section shall forfeit not less than \$25 nor more than \$500, and in default of payment shall be imprisoned in the house of correction or the county jail for not less than one day nor more than 20 days.

City of Milwaukee

Office Of The City Clerk
200 E. Wells Street
Milwaukee, Wisconsin

Certified Copy of Ordinance

FILE NO: 981145

A substitute ordinance relating to truancy.

Whereas, The Milwaukee police department made over 4,600 investigative stops of possible truants between the ages of 12 and 18 in the 1997-98 school year, and has increased its efforts in the 1998-99 school year; and

Whereas, These investigative stops of possible truants have revealed the following criminal and municipal violations, outstanding warrants, weapons and missing persons:

Truancy-Related Police Activity 1997-98 school year 1998-99 to date Total police investigative stops 4,612 N/A Valid excuse (not truant) 1,521 N/A Taken to TABS program 2,914 2,474 Taken to school or parents 177 N/A Charged w/ criminal offense 82 32 Charged w/ municipal violation 312 359 Outstanding warrants 72 N/A Weapons possession 13 11 Found to be missing persons 58 47

; and

Whereas, These statistics clearly show that truancy in Milwaukee continues to be a serious problem which robs young people of their opportunity to learn and increases the incidence of illegal activity by truant students; now, therefore

The Mayor and Common Council of the City of Milwaukee do ordain as follows:

Part 1. Section 106-23.1 of the code is created to read:

106-23.1. Truancy. 1. DEFINITIONS. In this section:

a. "Acceptable excuse" means an excuse described under ss. 118.15 and 118.16(4), Wis. Stats.

b. "Truant" means a school pupil who is at least 12 years of age who is absent from school without an acceptable excuse for part or all of any day in which school is held during a school semester.

2. PROHIBITION. It is a violation of this section for any person under 18 years of age to be truant.

3. PENALTIES. a. A person who violates this section may be subject to any or all of the following:

a-1. An order to attend school.

a-2. A forfeiture of not more than \$50, plus court costs, for a first violation.

a-3. A forfeiture of not more than \$200, plus court costs, for a second or subsequent violation committed within 12 months of the commission of a previous violation, subject to a maximum cumulative forfeiture amount of not more than \$500 for all violations committed during a school semester.

a-4. An order to pay court costs, subject to s. 938.37, Wis. Stats.

b. All or part of the forfeiture plus costs may be assessed against the truant person, the parents or guardian of the truant person, or both.

FILE NO: 981145 Continued



I, Ronald D. Leonhardt, City Clerk, do hereby certify that the foregoing is a true and correct copy of a(n) Ordinance passed by the COMMON COUNCIL of the City of Milwaukee, Wisconsin on March 2, 1999, published on March 18, 1999, effective March 19, 1999.

Ronald D. Leonhardt

Ronald D. Leonhardt
City Clerk

March 12, 1999

Date Certified

TABS PROGRAM PROCEDURES

Field Procedures

Program Intent

The intent of the TABS Program is to enforce the compulsory school attendance laws. Through the TABS Program, youth are identified on the street who are truant from school. The truants are taken to a youth service center where staff assess their attendance patterns and engage the guardian and student in the educational process. Having dedicated Law Enforcement Officers assigned to this program allows for consistent enforcement of the compulsory school attendance laws while utilizing officers who specialize in youth and school related matters.

Field Procedures

The TABS Program has four full-time Officers assigned to the program. They work in teams of two. One squad, (237A) patrols the North side of the city, the second squad, (236A) patrols the South. The TABS officers are to stop youth that are on the street during school hours. If the student cannot produce a written excuse for being on the street, TABS Officers are to temporarily detain the student under suspicion of being truant. The choices are to transport the juvenile to the parent, the school, or to the TABS center. In almost all cases, the juvenile will be transported to the TABS Center. When it appears that the juvenile is logically late and enroute to school, officers are to use good judgement and should allow for proximity to school (consistent with the youths age); direction of travel; whether the youth is carrying books or back pack; time of day; prior contact.

TABS Center Locations and Hours

Any youth stopped North of Wisconsin Avenue should be transported to the **North side TABS Center 447-5325**, which is located in the Mary Ryan Boys & Girls Club, 3000 N. Sherman Blvd. Any youth stopped South of Wisconsin Avenue should be transported to the **South side TABS Center 385-3100**, which is located at the Davis (previously Seher) Boys & Girls Club, 1975 So. 24th Street.

TABS Centers are staffed from 8:00am - 5:00pm. Truants are accepted in the mornings at 8:30am, when the On-Site Officer arrives. No students are accepted after 2:30pm, unless prior arrangements have been made with center staff.

Transporting officers are to fill out a green TABS FI card for each student conveyed to the centers. The FI card becomes property of MPS. No police record of the stop shall be made.

Juvenile Arrests

Any truant who is stopped and arrested, or suspected of being involved in the commission of a crime, or suspected of being under the influence of drugs or alcohol, should not be transported to a TABS center. The student should be processed according to juvenile arrest procedures with the appropriate disposition. Issuance of a Municipal Citation will not preclude his/her being transported to a TABS center, if they are truant.

Calls For Service

It is preferable that the TABS squad is dispatched to reports of truancy throughout the city. District squads may be dispatched if the TABS squad is unavailable. District Officers who come into contact with truants while on routine patrol may call for TABS or transport the youth to the TABS Center themselves. Calls for service that come into the TABS centers should be directed to the Milwaukee Police Department at 933-4444. Parents who call the centers seeking help with their truant child should be directed to a TABS Social Worker.

Suburban Transports

Suburban police officers, who take city of Milwaukee students into custody for truancy, may transport these juveniles directly to one of the two TABS Centers. At the center, suburban police officers should fill out a green TABS/FI card and wait until the student is searched and the warrant check has been completed. If the search and/or wanted/missing check is positive, the youth may not be left at the center. The suburban officer must retain custody and the juvenile should be processed according to juvenile arrest procedures with the appropriate disposition.

Sweeps

Targeted sweeps have proven to be an effective way to address truant hot spots near schools, and in residential areas where a high number of calls for service are made. The first option utilized, is for both TABS squads to team up and regularly sweep an area until the youth disperse. At times, school squads and district squads are incorporated into the sweep, depending upon the number of young people and the nature of the area. All sweeps are to be coordinated through the MPD Sergeant of the Sensitive Crimes Division. TABS center staff must be informed of an upcoming sweep. If planned in advance, the TABS centers can accommodate a late sweep after 2:30pm.

Suspended Students

Suspensions are considered unexcused absences per state law. Suspended students are expected to go directly home, and are to remain in the home during school hours, for the duration of the suspension. Law enforcement officers who find suspended youth on the street during school hours should transport these youth to one of the two TABS centers. A student who produces paperwork that indicates that they were suspended that day, and appears to be heading in the direction of home, should be allowed to go home. Youth who are suspended and removed from school by a law enforcement officer are not accepted at the TABS center. Parents who bring their suspended child to the TABS center for detention are not accepted at the center. The TABS centers are designed to confront truant behavior, not disruptive behaviors associated with suspensions at school.

Truancy and Contributing to Truancy Citations

The intention of the TABS program is to encourage youth to be in school during the day thus decreasing the likelihood of participating in unlawful activity. Primarily we want to deter youth from involvement in the criminal justice system. The nature of having a truancy center allows staff the opportunity to identify individual factors that contribute to the truancy. The assessment process allows staff to discern who needs support services and who is blatantly disregarding the compulsory school attendance laws.

When picked up for the first time, all truant youth shall be informed of the laws and consequences for a subsequent violation. Any youth who is picked up more than once shall receive a truancy citation.

In extreme cases of habitual truancy, contributing to truancy, and drop outs, it is advisable for TABS social work staff and TABS law enforcement staff to work together, to determine who should receive a citation and when it should be issued. In some cases, staff may hold the case open while waiting for compliance, and in other cases, staff may decide to issue immediately. Ultimately, law enforcement has the discretion to issue a citation when they see it is warranted.

The School Social Worker assigned to TABS shall serve as the complainant on the citations and represent MPS in court, as well as offer court advocacy services to any youth or guardian who receives a citation and becomes compliant with the law.

When writing the citation, law enforcement officers must use their green FI card for identifying information. TABS civilian staff may give officers specific attendance information on TABS youth, only if the officers request such in writing.

TABS Center Procedures

Screening and Acceptance of the Truant

The on-site MPD officer receives the truant from the conveying officer along with the green TABS/FI card. The on-site TABS officer has the student sign-in and performs a cursory search. If contraband is found during the search, the youth will be returned to the conveying officers who will process the youth as a summary arrest. If large sums of money are found during the search, the amount shall be logged onto the sign in sheet and returned to the youth. After the search, the youth is fingerprinted and assigned a seat. The on-site officer shall store the youth's personal belongings including coats, cell phones, pagers, backpacks etc. Students are expected to stay seated and quiet, until given permission to get up and move around the center.

Positive Wanted Check

If a suspected truant is located by an officer not assigned to TABS and the officer's wanted check reveals a serviceable warrant or missing status, the officer will process the youth at the nearest district station or PPS. The wanted youth will not be conveyed to a TABS Center.

If a suspected truant is located by a TABS field officer and a wanted check reveals a serviceable warrant or missing status, the TABS field officer will convey the youth to the district station in which the youth was located. The youth will be turned over to the district booker. The District Lieutenant will be notified. The Lieutenant will assign office personnel or the booker to process the juvenile, and arrange for a conveyance to MCCC or to a legal guardian.

Uncooperative/Threatening Student

If a student becomes disruptive to staff or other students, his/her conduct must immediately be reported to the on site officer. The officer shall evaluate the situation and determine the appropriate course of action. Officers are advised to separate the student from the general population and cite if appropriate. If the behavior escalates and becomes threatening, officers are advised to call Sensitive Crimes at 935-7401 who will arrange for the removal of the student and arrest if appropriate. Civilian staff should never initiate the restraining of a student. If the officer gets involved in a physical altercation with a youth, civilian staff should assist only if the officer asks for assistance. If the officer states that he/she needs backup, civilian staff should call **911** and say that "**an officer at TABS needs assistance**".

Medical Emergencies

If a student presents minor medical complaints, staff shall first attempt to contact the parent/guardian to make a decision on how to handle the situation. If the parent cannot be located, staff are advised to call **Bell Ambulance at 264-2355**. **If the individual is not in custody, be sure to inform the ambulance company that the individual is not in custody.** If the student is in custody, the officer must accompany the student to the hospital. The parent must be notified immediately of the incident. If a parent is not located by the close of business, B&GC staff shall continue to make contact via phone through out the evening. If the parent does not have a phone, B&GC staff shall go to the home and leave a note explaining the incident.

If a student presents a major medical emergency, staff shall call **911**. The officer or Site Coordinator shall attempt to notify the parent immediately, following the above procedure.

Suspicion of Child Abuse/Neglect

Each TABS staff are mandated by law to report suspected child abuse/neglect. The person who does the reporting does not need to witness an incident or abuse or neglect - only suspect it. No legal action can be taken against a staff person who reports in good faith. Legal action may be taken against a staff person who fails to report their suspicion.

If a suspicion arises, staff shall talk with other staff who came into contact with the student, attempting to confirm your suspicion. Second, discuss the case with the MPD/TABS Officers who specialize in sensitive crimes. They will assess the case to determine if immediate intervention is necessary through their Department. If the Officers advise staff to report the suspicion, staff shall call the **Bureau of Milwaukee Child Welfare at 220-SAFE**. It is advisable to share the suspicion with the School Social Worker at the student's assigned school. If the student refuses to go home after the Bureau has been called, report this to the Bureau worker and/or transport the student to a shelter.

Walk In's

Occasionally, a student will walk in on their own seeking assistance with school related matters. These students should be instructed to meet with the School Social Worker or Site Coordinator. Parents and Social Service Providers are allowed to bring their truant child/client to the TABS Center for detention and assessment services. The parent/caregiver must accompany the child into the center, meet with the Site Coordinator or School Social Worker and agree to pick the child up at the end of the day. In both cases, intake and regular paperwork should be filled out, using the most appropriate coding.

Center Capacity

Each TABS center has the capacity to house approximately twenty students at one time. The officer on site determines when the TABS center has surpassed safe capacity levels. If one center is filled to capacity, transports should be directed to the second center. If both centers are filled to capacity, the officer on site will contact the Sergeant at the **MPD Sensitive Crimes Division at 935-7401**. MPD will announce the closing of the TABS centers via police radio or Teletype.

Video and Audio Surveillance

At the request of staff, surveillance cameras were installed in both TABS centers. These cameras record all audio and visual effects in the room. The cameras have been installed to add to the detention like atmosphere, hoping that the detained youth will take it more seriously, thus controlling their own behavior; for use as a training tool; to provide security for the after hours worker who waits alone with students; for use in showing parents how their child behaved in the center while waiting to be picked up.

B&GC staff are responsible for seeing that the equipment runs continuously and is secure in a locked area. All staff are responsible for informing students and visitors verbally, and through the posting of signs, that they are under video and audio surveillance.

Truant Intake

The Liaison utilizes the MPS student database to confirm the identity of the student. Information on the MPD green FI card is crossed checked with information on the MPS student database. In addition, the liaison gathers the emergency contact information, the current school assignment, student attendance, and any ESIS notes related to attendance interventions made by school professionals. A file is made for each student and passed on to the B&GC case manager or student intern. If no current assignment can be confirmed, the student is referred to the TABS School Social Worker who will work with the family to ensure school enrollment and regular attendance. If a large group of students are brought in, the TABS School Liaison is required to assist with interviewing the students and contacting the parents. The interview process should reveal the individual student's reasons for truancy, the student's legal, social, school and home status. This process should involve problem-solving techniques designed to assist the student in making the necessary changes, which are impeding regular school attendance. If it appears that a student needs ongoing support in making these changes, the student should be referred to the BGC case manager, who will conduct a formal truancy assessment and refer the student to the attendance intervention specialist at each school, or place the student on the TABS caseload.

Script for Calling Parents

When attempting to locate parents, often they can be reached at work. When calling parents at work, staff must convey the importance of locating the parent, while maintaining professionalism and respecting the privacy of the parent. Staff are advised to use the following script when making these calls: "Hello, this is _____. I am a _____, from the TABS center. I need to speak with _____, who is an employee. This is regarding his/her son/daughter and it is important that I reach _____ right away."

Counseling and Case Management

Each TABS center has a Boys & Girls Club Case Manager on site. This person is primarily responsible for intake activities and conducting formal assessments with youth who have severe truancy status and makes a determination as to the need for follow up services. The assessment is to take into account the following: the student's current and past attendance patterns as well as that of the siblings, at-risk status, student's attitude and self esteem, degree of parental involvement and support. The B&GC social worker may decide to case manage the student in-house, or refer the student to appropriate professionals in the schools or to appropriate social service providers in the community.

Academic Awards and Recognition

Each case manager will provide appropriate recognition for TABS students who improve their attendance. A variety of means--letters to parents and students, certificates of achievement, B&GC memberships or other small tokens used to reward, may be used. Case managers shall enter into contracts with students which set academic and personal goals. The achievement of these goals determine which students are eligible for recognition. Documentation of the contract and follow up shall be kept in the student's file. Case managers will turn in an incentive's log to the Program Director at the end of each semester. This log will document what is given away and to whom it is given.

Student Interns

University student interns have proven to be an asset in the TABS program, and our program has proven to be a very valuable educational opportunity for students. Volunteering under the direction of the B&GC Site Coordinator/Case Manager, student interns assist with intake and contacting parents and schools. Some interns may manage a small caseload of their own, providing follow up and monitoring of attendance. Interns may ride along on home visits, school visits and court appearances etc., but may never go alone. Student Interns must complete the formal training session held by the Site Coordinator. Student interns must sign a confidentiality agreement, fill out a volunteer application and pass the background check. Interns will be turned away from service if their background check illustrates a criminal history of child abuse, sexual assault, drug abuse convictions, and/or any criminal activity that poses a conflict of interest with the confidential work done in the TABS centers.

On Site Release/Disposition of Truant

It is always preferable for the legal guardian to come to the TABS center and pick up their child, regardless of the child's age. The guardian is expected to come to the center no later than 3:30pm. Once there, the staff who interviewed the student is to meet with the parent, informing them of the incident, which prompted, pick up, and go over the student's attendance patterns. If the attendance is poor, staff are to discuss with the parent and the student the truancy laws and possible fines associated with non-compliance. If the parent requests assistance, ongoing supportive services are to be provided. TABS Staff are to discern if services will be provided by the TABS center, School professionals or an outside social services agency. The parent is expected return the student to school. If the student is suspended, the parent is expected to return the student home with the understanding that the child is not allowed on the street during school hours. This process is designed to facilitate communication between the truant and parent, and starts to build a supportive base for the youth and parent to deal with the associated issues. All details discussed in the intake and parent conference are to be documented in the student's file.

Release of Student

After the counseling conference, the parent and child are turned over to the on site officer for release. The adult picking up the student must present a form of identification and sign the release form. The officer shall make a photocopy of the identification and store in the student's file, along with the release form. The officer shall note the time of release and to whom the student was released, on the sign in sheet.

Responsible Adult with no Identification

If the adult does not produce ID, the officer must take a fingerprint and complete a warrants check on the MDT terminal. If the adult is wanted, he/she is taken into custody by the TABS on-site officer. The TABS officer will call the Sensitive Crimes Division at 935-7401 who will arrange for a conveyance. Another adult must be found to retain custody of the student.

Disposition Options

It is always desirable to have the legal guardian come to the center to meet with staff and pick up the truant youth. The truant could conceivably be at the center most of the day waiting to be picked up. If the legal guardian is not able to be located, or is unable to come to the center to pick up their child, the following steps are to be taken:

1. If the legal guardian is not located or is unavailable, staff are advised to locate another person listed on the MPS emergency contact sheet. It is hoped that this person will agree to come to the center, meet with staff, and retain custody of the child.
2. If none of the persons listed on the MPS emergency contact sheet is available to come to pick up the child, regardless of age, the student may be released to someone not on the list, with parental approval.
3. If the parent or guardian is unavailable, any youth 15-17 may be released at 3:30 with out immediate adult supervision and with out parental approval. The legal guardian must be notified of the pick up via phone or mail as soon as possible.
4. Any youth aged 13-14 may be released at 3:30 with out immediate adult supervision, only with parental approval.
5. Staff shall never release a child under the age of 13 with out appropriate, immediate adult supervision.

****If there is ever reason to believe that a truant, regardless of age, would be placed in an unacceptable level of risk, is he or she left the TABS facility with out immediate adult supervision, TABS B&GC staff must stay with the student until a guardian is located or the BMCW is called in.**

Other disposition options include:

1. If school is in session and school administrators approve, B&GC TABS staff, using the company vehicle, may transport the student to his/her school after counseling. This will allow the student to make their normal way home ie. school bus. The parent must be notified of the incident via phone or mail as soon as possible.
2. B&GC TABS staff, using the company vehicle, may transport the student to the guardian or approved adult, after the assessment has been completed.

Left Over Truants/After Hours

If staff are unable to locate an appropriate responsible adult for a child by 5:00, B&GC staff shall stay with the child at the center after hours, while continuing to attempt to locate a guardian or responsible adult as defined above. If no one is located by 7:00pm, the child is considered abandoned, and the B&GC staff are advised to call the **Bureau of Milwaukee Child Welfare at 220-SAFE**. An after hours worker will come to the center by 8:00pm and take custody of the student.

1. Left over truants should be fed a snack at 5:00.
2. If a child becomes disruptive, call the Milwaukee Police Department at **935-7444**. Tell them that TABS needs help. If a child becomes threatening, call **911**.
3. If there is any question of a medical emergency, call **911** and let them assess the situation.
4. If a child runs away, do not chase them. Call and report the incident to the **Milwaukee Police Department - Sensitive Crimes Division at 935-7402**. The purpose of calling to report the incident is to inform them of TABS contact in case the child does not return home and is reported missing later in the evening. Document the incident in the student's file.
5. Call the **Program Director after hours at 769-0625** for clarity, if there are any concerns or questions regarding handling youth after hours.

Field Interview Card

NAME (Last, First, M.I.)				D. O. B.		SEX M F		RACE W B I A		HISP Y N		
RESIDENCE ADDRESS						CITY		STATE		ZIP		
A.K.A.				EMPLOYER/SCHOOL								
DRIV. LIC. #				STATE		PHONE NO.						
HEIGHT		WEIGHT		BUILD		EYES		HAIR		SOCIAL SECURITY NO.		
PERSONAL ODDITIES						SCHOOL						
CLOTHING												
SUBJ. 1. LOITERER			2. HITCHHIKER			3. PROWLER			7. BEARD		<input type="checkbox"/> DRIVER	
INFO. 4. HAS RECORD			5. ON PAROLE			6. ON PROBATION			8. MUSTACHE		<input type="checkbox"/> PASSENGER	
V E H I	COLOR	YEAR	MAKE	MODEL	STATE	EXP. YR.	VEH. LIC.		<input type="checkbox"/> 2 Door <input type="checkbox"/> 4 Door <input type="checkbox"/> Convert. <input type="checkbox"/> Van <input type="checkbox"/> Truck <input type="checkbox"/> Siz. Wgn.			
	ARRESTED		TABS CENTER		<input type="checkbox"/> COUNTY PARK			<input type="checkbox"/> SHOPPING CENTER				<input type="checkbox"/> SCHOOL PROPERTY OR VICINTY
Y N		Y N										

PERSONS WITH SUBJECT

MPD PT-40 11/93

Name (Last, First, M.I.)		Sex/Race	Name (Last, First, M.I.)		Sex/Race
D.O.B.	School		D.O.B.	School	
Name (Last, First, M.I.)		Sex/Race	Name (Last, First, M.I.)		Sex/Race
D.O.B.	School		D.O.B.	School	

COMMENTS:				CHECKED WANTED Y N
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DATE	TIME	ADDRESS LOCATION				SQUAD AREA
PAYROLL NO.	LOC. CD.	PAYROLL NO.	LOC. CD.	PAYROLL NO.	LOC. CD.	



Milwaukee T.A.B.S. Project



BOYS & GIRLS CLUB OF GREATER MILWAUKEE

Intake/Disposition/Truancy Form TRUANT INFORMATION



NORTH/SOUTH T.A.B.S Center

SMITH John S.
 last first middle
 17 2/2/87 M C
 age date of birth sex race
 797 E. WENTWORTH ST. (S. 107)
 home address
 FRAN SMITH - MOTHER
 parent/guardian name
 772-6600 NIP
 home phone business phone
 SCHOOL INFORMATION
 BRAMHILL 10
 school name grade

STUDENT ID# 7764200
 DATE 11-2-02 (time)
 TIME IN 1:15 (time)
 TIME OUT 3:20
 Parent Contact 1:30 (time)
 School Contact 1:35 (time)
 Probation Contact 1:40 (time)
 BMCW Contact N/A (time)
 Name

SPECIAL ED

Today's absence is (circle)

- 01-Truant (circled)
- 02-Habitual Truant
- 03-Tardy
- 04-Excused
- 05-Suspended
- 06-Exempt
- 07-Excluded
- 08-Expelled
- 09-Not Registered
- 99-Other

Reason For Absence

OUT AT WORKING 200 MILES OF SCHOOL -

Is student a run-a-way? Yes (No) (circled)

Date Reported Missing

PICK UP INFORMATION

1717 N. DOWNER
 Address of stop
 WOODS / TONI
 Officer making stop
 WATTS / TANI
 Transporting officer

12:25
 time of stop
 236 A
 squad/badge #
 236 A
 squad/badge #

Type of area

- 01-Park
- 02-Mall
- 03-Convenience Store
- 04-Residential Area
- 05-Bus Stop
- 06-Vehicle
- 07-School grounds
- 08-Fast Food Restaurant (circled)
- 09-Inside House
- 99-Other

Disposition

01-Parents (circled) 02-Legal Guardian 03-School 04-BMCW 05-Relative 06-Released
 07-Responsible Adult 08-Law Enforcement Officer
 Prior Arrest- yes no Charges-
 On probation-yes (circled) no P.O. called-yes (circled) no
 P.O. name - TONI WATTS P.O. number - 236 A

COMMENTS: STATED WOULD NOT RETURN TO SCHOOL UNTIL 12:30 PM

MOTHER ASKED MAIN OFFICE AT 26 5:00 PM. PROBATION WILL END

COUNSELING SUMMARY:

NAME: John Smith

DATE: 9-3-00


SCHOOLS REPORT: attendance is 82%. Most of absences are related to suspensions, Behavior's involve disrupting class and fighting. No SW intervention yet.

STUDENTS INPUT: John takes no responsibility for suspensions, Blames teacher and another student named Josh Brown.

27

PARENTS INPUT: mother is aware of John's Behavior issues at school. She states she does not know what to do with him.

- PLAN:
- ① Mom meet with SW Friday to discuss strategies in dealing with Behavior
 - ② put student in TABS incentive program. No suspensions for one month, will receive a reward,
 - ③ refer student to Lullwaterway B&G.C. get membership card today.

COUNSELOR NAME: 

TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM



TRUANCY ASSESSMENT

Referral Date: August 3, 2004

General Information

Student: _____ ID Number: _____ Date of Birth: _____ School: _____ Grade: _____

Date(s) of TABS pick up: _____

Special ED: LD CD ED OTHER

Current Attendance: _____ % # of Days Unexcused/Truant: _____ # of Days Excused: _____

of Days Suspended: _____ # of Days Tardy: _____ Total Days Absent: _____

Full Days Truant Previous School Year: _____

Current Demographic and Parental Information

Parent/Guardian Name: _____ Home Phone Number: _____ Work Phone Number: _____

Address: _____ Zip Code: _____

Other contact names and numbers: _____

Contributing Factors

Living situation:

Single Parent Both Parents Homeless Foster Care Living with Relatives Group Home Runaway

A.W.O.L. Lacks Basic Needs Transient Issues

Barrier to School Attendance: Yes No Unknown

Comments:

Abuse Issues:

Domestic Violence Physical Abuse Sexual Abuse Emotional/Verbal Abuse Neglect

Educational Neglect/Lack of Parental Involvement Lack of Supervision

Barrier to School Attendance: Yes No Unknown

Comments:

Substance Abuse Issues:

Student Mother Father Guardian Siblings Peers Other

Barrier to School Attendance: Yes No Unknown

Comments:

Emotional/Behavioral Concerns:

Anger Management Acting Out Depression Low self-esteem Psychological Problems Other

Barrier to School Attendance: Yes No Unknown

Comments:

Relationship Problems:

Mother Father Guardian Siblings Peers School Personnel Other

Barrier to School Attendance: Yes No Unknown

Comments:

Academic Achievement:

Student at-risk Behind one or more years Failing Classes Gifted Other

Barrier to School Attendance: Yes No Unknown

Comments:

Health/Hygiene Issues:

Chronic Health Problems Asthma Head Lice Poor Hygiene Immunizations Other

Barrier to School Attendance: Yes No Unknown

Comments:

Social Issues:

Poverty Issues Teen Parent Pregnant Gang Involvement Bullied by peers Gender Issues

Victim/Witness of Crime

Barrier to School Attendance: Yes No Unknown

Comments:

Language:

Primary Language Spoken: _____

Barrier to School Attendance: Yes No Unknown

Comments:

Transportation:

Walk School Bus City Bus Other

Barrier to School Attendance: Yes No Unknown

Comments:

Student/Parental Input

Family Strengths:

Student wants help

Student is cooperative

Parent wants student to have help

Parent is supportive

Comments:

Student's Reason for Not Attending School:

Parent/Guardian(s) Reaction/Input:

Assessment Summary/Recommended Follow-Up:

Truancy Citation: Yes No Pending on Attendance Contract

Contributing Citation pending: Yes No

Referring TABS Case Manager: _____ Phone Number: _____

DATE: _____

TABS NORTH DAILY LOG

Please fill in completely

#	IN	OUT	FIRST	M.	LAST	ID#	S/R	DOB	SCHOOL/GRADE	AGE	TOT	BIB
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												30
11.												
12.												
13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												

TOT: 01-PARENT
 02-LEGAL GUARDIAN
 03-SCHOOL
 04-DHSS/BMCW

05-RELATIVE
 06-SELF RELEASE
 07-RESPONSIBLE ADULT
 08-MPD

BIB: BROUGHT IN BY

01-TABS SQUAD
 02-MCSD
 03-SUBURBAN SQUAD
 04-DISTRICT SQUAD
 05-WALK-IN

WELCOME TO THE TABS CENTER!

NAME _____ DATE _____

1. Which TABS center are you in? (Check only one answer.)
 a. Northside b. Southside
2. What is your birth date? _____
3. What race/ethnicity are you?
 a. African-American/Black d. Caucasian/White
 b. American Indian/Native American e. Hispanic/Latino
 c. Asian f. Mixed Race
4. What is the primary language spoken in your home? _____
5. What grade are you in school? _____
6. What zipcode do you live in? _____
7. How many times have you moved in the last year? _____
8. Did you have to change schools because you moved? a. YES b. NO
9. Are you in a new school this year? a. YES b. NO
10. Have you ever been held back a grade? a. YES b. NO
11. Why are you out of school today? (Check only one answer.)
 a. Didn't feel like going h. Missed the bus
 b. Sick (health problems) i. Was suspended
 c. Had an errand to do j. Woke up late
 d. Had doctor's appointment k. Dropped out
 e. Had to take care of someone l. Expelled/kicked out
 f. Left for lunch m. Didn't have ID
 g. Bored with school n. Other _____
12. How many days a week do you go to school? (check only one answer)
 a. None
 b. 1 day a week
 c. 2 days a week
 d. 3 days a week
 e. 4 days a week
 f. I have attended school every day

13. What can YOU do to improve YOUR attendance? (Check all that apply.)
- | | |
|--|--|
| <input type="checkbox"/> a. Nothing, I'm already going to school | <input type="checkbox"/> h. Change my attitude |
| <input type="checkbox"/> b. Catch up on my school work | <input type="checkbox"/> i. Make new friends |
| <input type="checkbox"/> c. Get a new class schedule | <input type="checkbox"/> j. Get up on time |
| <input type="checkbox"/> d. Transfer to a new school | <input type="checkbox"/> k. Get more sleep |
| <input type="checkbox"/> e. Tutoring | <input type="checkbox"/> l. Go to school |
| <input type="checkbox"/> f. Ask for the help I need | <input type="checkbox"/> m. Complete homework |
| <input type="checkbox"/> g. Be more responsible | <input type="checkbox"/> n. Other _____ |

14. Do YOU plan to do these things which will improve your attendance?
 a. YES b. NO

15. What help do you need from others to stay in school? (Check all that apply.)
- | |
|---|
| <input type="checkbox"/> a. Parent/Guardian who pays more attention/gets more involved in my school |
| <input type="checkbox"/> b. Someone to keep track of my attendance |
| <input type="checkbox"/> c. Teachers who care |
| <input type="checkbox"/> d. Tutoring |
| <input type="checkbox"/> e. Nothing |
| <input type="checkbox"/> f. Other _____ |

16. On a scale of 1-5, what are your chances of passing to the next grade?
 (Circle only one number.)

NONE		MAYBE		GOOD
1	2	3	4	5

17. On a scale of 1-5, how important is each of the following to you:
 (Circle only one number for each statement.)

	Really Don't Care	2	Somewhat Important	3	4	Extremely Important	5
a. It is important to me to graduate from high school.	1	2	3	4	5		
b. It is important to me to get a good job after high school.	1	2	3	4	5		
c. It is important to me to continue my education after high school.	1	2	3	4	5		
d. It is important to my parents/guardians that I finish school.	1	2	3	4	5		
e. It is important to my friends that I stay or get back in school.	1	2	3	4	5		

18. What grades are you getting in school? (Check only one answer.)

- a. Mostly A's
- b. A's and B's
- c. B's and C's
- d. C's and D's
- e. I am failing most of my classes

19. Overall, are you satisfied with your grades? (Check only one answer).

- a. YES
- b. NO
- c. DON'T CARE

20. Name one GOOD thing about yourself: (DO NOT LEAVE BLANK)

21. How do you usually spend most of your time when you are not in school?

- a. At a mall
- b. At a recreation program/center
- c. Hang out with my friends
- d. Computer/video games
- e. Reading
- f. Sleeping
- h. Taking care of someone
- i. Talking on the phone
- j. Watching TV
- k. Working
- l. Other _____

22. How would you describe your home life?

BAD (many problems) FAIR (few problems) VERY GOOD(no problems)

1 2 3 4 5

23. Do you have your basic needs(food, clean clothing, shelter) met at home?

- a. YES
- b. NO

24. Who do you go to about your problems? (Check all that apply)

- a. Parent/Guardian
- b. Other family members
- c. My neighbors
- d. An older friend
- f. A teacher or school social worker
- g. School Administrator
- h. Friends/Classmates
- i. No one
- j. Other _____

25. Have you been suspended this school year?

- a. YES
- b. NO (IF NO, GO TO #27)

26. Why were you suspended? (Check all that apply)

- a. Was fighting
- b. Hallsweep/in the halls without a pass
- c. Was late to school
- d. Was not paying attention in class
- e. Was playing around/acting out
- f. Was sleeping in class
- g. Other _____

27. Who lives in your house with you? (Check all that apply)

- a. Mother
- b. Father
- c. Sister
- d. Brother
- e. Uncle
- f. Aunt
- g. Grandfather
- h. Grandmother
- i. Stepmother
- j. Stepfather
- k. Foster Parent
- l. Older Friend
- m. I live in a group home
- n. Other _____

28. Number of brothers and sisters _____ Ages of brothers and sisters _____

29. Did any of your brothers and sisters drop out of high school?

- a. YES
- b. NO

30. Did either of your parents graduate from high school?

- a. YES
- b. NO
- c. DON'T KNOW

31. Do you receive free or reduced lunch? a. YES b. NO

32. Have you ever run away from home? a. YES b. NO

If YES, why did you runaway? (check all that apply)

- a. Didn't feel safe at home
- b. Problems with my siblings
- c. Problems with my parents
- d. Too many rules
- e. Was angry
- f. Don't know
- g. Other _____

33. Have you ever received a ticket? a. YES b. NO

IF YES, for what? _____

34. Have you ever been arrested? a. YES b. NO

If YES, why? _____

35. Are you currently on probation or parole?

- a. YES
- b. NO
- c. NOT SURE

36. Have you ever been a victim of a crime or witnessed a crime?
_____ a. YES _____ b. NO

37. Are you a parent? _____ a. YES _____ b. NO

If YES, how many children do you have? _____ # of children

38. **FOR FEMALES:** Are you pregnant? _____ a. YES _____ b. NO

39. Have you ever gotten high or drunk? _____ a. YES _____ b. NO (IF NO, GO TO # 43)

40. When is the last time you were high or drunk? _____

41. Have you ever tried or used any other drugs other than marijuana (weed) and alcohol?
_____ a. YES _____ b. NO

If YES, which ones? _____

42. Do you think your drug and/or alcohol use affects your school performance?
_____ a. YES _____ b. NO

43. Do the other people living in your house use drugs or a lot of alcohol?
_____ a. YES _____ b. NO

IF YES, Does this affect you? _____ a. YES _____ b. NO

44. Do you know other kids that have stopped going to school as a result of their drug or alcohol use?
_____ a. YES _____ b. NO

45. Do you smoke cigarettes? _____ a. YES _____ b. NO

46. Is there anything else you'd like us to know about you? _____ a. YES _____ b. NO

If YES, please write in the space below.

Thank you for completing this survey.

TRUANCY
ABATEMENT AND
BURGLARY
SUPPRESSION
PROGRAM

WE'RE KEEPING



ON TRUANTS

Date: _____

Dear Parent/Guardian:

This letter is to inform you that your child, _____, was picked up by the Milwaukee Police Department on _____ at _____. Your child was picked up for truancy and transported to the Boys & Girls Club. We attempted to contact you by telephone but were unsuccessful. Because your child was 15 years of age or older he/she was counseled and released from the TABS Center at 3:00PM.

According to Milwaukee City Ordinance, 106-23.1, all children between the age of 6-17 must attend school every day. A child who is out of school with out a valid excuse is considered truant and may be fined \$64.00. If a parent/guardian allows a child to be truant, they may be fined \$149.00 for contributing to the truancy, according to Milwaukee City Ordinance 106-23.3.

It is very important that you contact your child's school with in 1 week of receiving this letter and discuss your child's truancy with the school social worker. If you fail to do so, you could be found in violation of the above stated city ordinance.

If you have any questions about your child's experience at TABS, please feel free to call us at 385-3100.

Sincerely,

TABS South Staff

TABS PROGRAM

Request for Funds Form

INVOICE NUMBER _____

CONTRACT PERIOD _____

AMOUNT REQUESTED _____

ADDRESS CHECK SHOULD
BE MAILED TO:

CONTRACTOR'S NAME

PART A: FUND REQUEST:
Total Contract Amount \$ 320,000.00

Current Request for Funds:

\$160,000.00 within 30 days after counter-
signature of the Comptroller of this Agreement \$ _____

\$160,000.00 on or before June 1, 2007 \$ _____

TOTAL CASH REQUEST \$ _____

Contract Balance to Date \$ _____

PART B: CERTIFICATION:

I certify that the data reported above is correct and that all amounts are in accordance with the contract agreement.

Typed Name and Title

Signature

Date

APPENDIX B

