

JUVENILE REHABILITATION – DIVISION POLICY

Policy 5.20 – Assigning Security Classification Levels for JR Youth

Summary

- Establishes policy regarding the system used to assign youth security classification and supervision levels.

Background:

The existing policy was updated following the four-year sunset review, to update references and add hyperlinks, and incorporate changes from the 2019 legislative session.

Policy Summary

This policy lists the four security classification levels designated in WAC and how those security levels are designated, used, and changed while youth are in JR. This includes using the security classification and additional criteria to determine who is eligible to transfer to a community facility.

Changes from Current Practice

- Changed references to youth Earned Release Date (ERD) from 21st birthday to 26th birthday
- Changed statement regarding warrants in the CBA rule-out criteria

Training Required: No

Policy Effective Date: 10/4/2019

*Staff are responsible for reading and understanding the information contained in the full policy.
Review of this summary is not sufficient for full understanding.*

**POLICY 5.20 ASSIGNING SECURITY CLASSIFICATION LEVELS
FOR JR YOUTH**

Policy Committee Chair

Lori Kesi
Regional Administrator, Regions 1 & 2
Juvenile Rehabilitation

Approved



Marybeth Queral, Assistant
Secretary Juvenile Rehabilitation
9/24/2019

Authorizing Sources

**RCW 13.40.030 RCW
13.40 460 RCW
Chapter 71.09 WAC
Chapter 110-730**

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Effective Date (*Technical Edit 5/19/2021*)
10/4/2019

Sunset Review Date
10/4/2023

I. PURPOSE AND SCOPE

This policy describes the system used to assign security classification and supervision levels to youth and young adults (“youth”) committed to the Juvenile Rehabilitation (JR) and Department of Corrections (DOC) Youthful Offenders housed in JR residential facilities.

All staff, contractors, volunteers, and interns working in or for Juvenile Rehabilitation (JR) are responsible for reviewing and complying with JR policies.

II. POLICY

- 1. JR will place youth in the least restrictive setting consistent with public safety interests and facility capacity.**
- 2. JR will maintain four security classifications in accordance with WAC 110-730.**
 - 2.1. Maximum Security Classification per WAC 110-730-0030.
 - 2.2. Medium Security Classification per WAC 110-730-0040.
 - 2.3. Institution Minimum Security Classification per WAC 110-730-0050.
 - 2.4. Minimum Security Classification per WAC 110-730-0060.

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- 3. The Risk Assessment Institution (RAI) must be completed by placement staff in the regions to determine initial facility placement in accordance with Policy 3.10, *Assessing and Placing Youth in JR*.**
 - 3.1. Youth will be assigned an initial security classification prior to placement in an institution based on the results of the RAI.
 - 3.1.1. RAI scores of High and Very High will result in a maximum security classification.
 - 3.1.2. RAI scores of Moderate, Low and Very Low will result in a medium security classification.
 - 3.2. The ITM Intake Specialists at the institution must update the RAI during the assessment process within 14 days of intake to the JR facility and may adjust the security classification.
- 4. The Client Behavior Assessment (CBA) scoring and rule out criteria as specified in Section 12 will impact a youth's security classification.**
 - 4.1. Youth who score 15 and below will be placed at institution minimum unless there are other factors impacting security level.
 - 4.2. Youth who score 16 and above will be at medium or maximum security level.
- 5. Changes in security classifications must be immediately documented in ACT.**
 - 5.1. Security classifications will be automatically reduced consistent with Policy 6.30, *Facilitating Transition to JR Community Facilities*.
 - 5.2. If youth are transferred to a different JR facility requiring an increase in security classification, the sending facility is responsible for updating the classification. The receiving facility will review upon arrival.
 - 5.3. If the security classification is adjusted, the case manager must document the change in a ROA. An administrator must approve the ROA.
- 6. During a youth's commitment changes in security classifications will be determined by a youth's demonstrated behavior related to residential safety and security, rehabilitative progress, and public safety interests.**
 - 6.1. Maximum security classification may be assigned when a youth exhibits behavior which threatens the safety and security of the facility, its staff and residents, or the youth's rehabilitation;
 - 6.2. Medium security classification will be assigned when:
 - 6.2.1. A youth has not met all criteria for community placement.
 - 6.2.2. Maximum security behaviors are resolved through treatment intervention.
 - 6.2.3. A youth has demonstrated progressively responsible behavior and responsiveness to treatment in alignment with facility expectations.

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- 6.3. Institution minimum security classification will be assigned when:
- 6.3.1. A youth is prepared for community facility placement in accordance with Policy 6.30, *Facilitating Transition to a JR Community Facility*.
 - 6.3.2. A youth has 45 days or less remaining until their Release Date¹, unless there are documented reasons to maintain a higher classification.
- 6.4. Minimum security classification will be assigned when a youth transfers to a CF.
- 7. Youth on maximum security classification are not permitted to move off facility grounds except for court appearances, medical appointments, or emergencies. (WAC 110-730-0030)**
 - 8. Youth on medium security classification are not permitted to move off facility grounds without restraints except for participation in supervised work crews or programs which provide close staff escort. (WAC 110-730-0040)**
 - 9. Youth on institution minimum security classification are permitted to participate in work crews or other programs outside the facility with a close staff escort. (WAC 110-730-0050)**
 - 10. Youth with institution minimum security classification must have their security classification updated to minimum security upon transfer to a community facility. (WAC 110-730-0050)**
 - 11. Youth with minimum security classification must reside in a community facility. (WAC 110-730-0060)**
 - 12. Security classification will be assessed for youth removed from a CF to an institution for a violation of the Residential Disciplinary Standards. (WAC 110-730-0070)**
 - 12.1. CF staff will update the CBA.
 - 12.2. Security classification will be assigned based on the updated CBA outcome.
 - 13. Youth receiving parole services are not assigned a security classification level.**
 - 14. Youth who escape, attempt to escape, or aid in an escape are ineligible for minimum security classification for one year.**
 - 14.1. Youth who escape are ineligible for minimum security classification for one year from the date of return to JR from unauthorized leave.
 - 14.2. Youth who attempt to escape or aid in an escape are ineligible for minimum security classification for one year from the date of the incident.

¹ 5/19/2021 Technical Edit: Replaced "Current Established Release Date (CERD)" with "Release Date."

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15.1. Youth will be permanently ineligible if:

- 15.1.1. The youth has been classified as a Risk Level III YSO by the Risk Level Classification Committee. (WAC 110-700-0050)
- 15.1.2. The youth is eligible for civil commitment referral. (WAC 110-700-0050)
- 15.1.3. The youth has an adult sentence with an Earned Release Date (ERD) past their 25th birthday.

15.2. The following factors will make youth temporarily ineligible until resolved:

- 15.2.1. The youth is out of compliance with the requirements of Policy 4.40, *Determining the Need for DNA or HIV Testing*.
- 15.2.2. The youth has pending criminal charges or warrants not yet resolved.
- 15.2.3. The youth is currently placed on Suicide Precautionary Level (SPL) 1, 2 or 3.
- 15.2.4. The youth is a YSO without a risk level assigned by the Risk Level Classification Committee.
- 15.2.5. The youth has a pending DOC commitment.
- 15.2.6. The staff review of pre-commitment school and law enforcement records (including non-conviction data) has not been completed.
- 15.2.7. The youth has less than 30 days between the Earliest Community Facility Date (ECFD) and their release date³.

16. JR will maintain a photograph of youth in ACT and the youth's case file for security, custody, and supervision purposes. Photographs will be updated annually.**17. Exceptions to this policy require approval of the Superintendent, Regional Administrator, or designee.****Administrative Review³****18. Youth in an institution when a warrant is received must have access to an administrative review to evaluate the future possibility of a community placement.**

² 8/28/2020 Technical Edit: Changed age from 26th to 25th birthday.

³ 5/19/2021 Technical Edit: Replaced CERD with release date, and removed policy statement regarding foreign national youth (effective 8/9/19 per Interim Directive).

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III. DEFINITIONS⁴

Community Placement Eligibility: The combination of the Risk Assessment Recidivism (RAR) and Risk Assessment Community Facility (RACF) results to determine the community eligibility date. Results are placed on the Earliest Community Facility Date Matrix to determine the length of the youth's aggregate minimum sentence a youth is to serve in an institution prior to placement in a community facility.

Client Behavior Assessment (CBA): The assessment tool completed in Automated Client Tracking (ACT) system used to measure a youth's rehabilitation progress in residence. The results of the CBA are used in the overall RAR and RACF.

Earliest Community Facility Date (ECFD): a percentage of residential obligation of sentence served from intake to their aggregate minimum based on risk factors needed prior to transition to a Community Facility.

Earned Release Date (ERD): A date set by the Department of Corrections (DOC) which establishes a client's release from a DOC facility based on good conduct time, and earned time credits.

Pending Criminal Charges: When a referral for criminal charges is filed with the Court.

Release Date: The release date set between a juvenile sentenced individual's minimum and maximum disposition.

Risk Assessment Institution (RAI): Risk assessment tool completed in ACT to determine initial security classification and which institution (medium or maximum security) a youth will be initially placed. The RAI is completed following the initial pre-placement activities completed by assigned regional staff prior to youth placement in an institution.

Risk Level Classification Committee (RLCC): An interagency subcommittee of the State's End of Sentence Review Committee (ESRC) assigned to review and approve the risk level classification recommendations for youth who sexually offended.

Youthful Offender: Youth serving an adult sentence committed to the DOC but residing in a JR facility per the Interagency Agreement between the DOC and Department of Children, Youth & Families.

Warrant: A court order issued by a criminal court judicial officer. The order directs law enforcement to arrest and bring a person charged or convicted of a crime before a judge. The term may include bench warrants for failure to appear. Search warrants issued by a judge permitting a law enforcement officer to search a person or place and are not included in the scope for purposes of this policy.

⁴ 5/19/2021 Technical Edit: Replaced the definition for "Current Established Release Date (CERD) with Release Date per Interim Directive.

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IV. RELATED JR POLICIES

Policy 1.80 – Notifying the Community of Youth Placement, Transfer or Release	Policy 6.30 – Facilitating Transition to JR Community Facilities
Policy 2.40 – Managing Youth Case Files	Policy 6.31 – Transferring Residential Youth Between Facilities
Policy 4.40 – Determining the Need for DNA and HIV Testing	Policy 6.40 – Managing Authorized Leaves and Community Involvement Passes

V. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Paper form
Client Behavior Assessment		
Community Eligibility Placement Matrix		
