

Juvenile Rehabilitation (JR) Division Policy

0.00 JR Policy Definitions

Scope

These policy definitions apply to all Juvenile Rehabilitation (JR) employees, contractors, volunteers, and interns.

NOTE: JR policies are currently in transition. In the future, as each policy is moved into the new DCYF policy layout, definitions will be moved into this central policy document with a hyperlink listed in the Resource section of each policy.

Definitions¹

Administrative Review: A secondary review of any formal decision to extend the release date initiated by the individual.

Administrative Time: Limited and temporary in-room programming for all youth in the unit for staff meetings, didactics, consultations, head counts, shift changes, unit movements, or incident response.

Appeal: A youth's request to have a complaint response reviewed by the next designated JR staff in the chain of command.

Asexual: Someone who is not attracted to any sex or gender.

Automated Client Tracking (ACT): The system of record that contains digital records for youth and young adults committed to JR.

Bedtime: The time youth are sent to their room for the night.

Behavioral Health Aftercare Liaison: Contracted Behavioral Health Professional who provides aftercare treatment and support for young people in community facilities and in their home community following reentry.

Biological Sex: A person's anatomical make-up, including external genitalia, chromosomes and reproductive system, that a person has when they are born. The anatomy is translated to an assignment of a gender at birth. It is distinct from a person's gender identity.

Bisexual: A person who is attracted to both males and females.

Body Scanner Search: A whole-body x-ray security screening system to detect contraband on or within a person.

Case Management: A collaborative process for assessing, planning, implementing, coordinating and evaluating the treatment, programs, services, and resources required to support a youth's individualized needs and goals, in support of their successful rehabilitation and reentry back into their community.

¹ 4/7/2023 Technical Edit: Updated links to JR policies due to SharePoint migration and to PbS glossary website.

Chain of Custody: A process that tracks the movement of materials related to evidence throughout collection, secure holding, disposal, or transfer to law enforcement.

Chemical Agents: Usually pressurized devices which deliver (as a stream, spray or fog pattern) small amounts of irritants directly to an individual or group.

Chokehold: The intentional application of direct pressure to a person's trachea or windpipe for the purpose of restricting another person's airway. (RCW 10.116.020)

Cisgender: A person whose gender identity matches their assigned sex at birth.

Coming Out: To publicly affirm one's sexual orientation, sometimes to one person in conversation, sometimes by an act that takes place in the public eye. It is not a single event, but a life-long process. In each new situation, a LGBTQIA+ person must decide whether to disclose his or her sexual orientation or gender identity.

Commitment: The total of all consecutive dispositions.

Community Assisted Reentry (CAR): formerly known as "No Parole," the pathway for young people to receive critical community-based supports necessary for their successful transition. Participation is voluntary and available for up to 12 months after release from residential placement. It is available to young people who are remaining in-state, and do not have parole aftercare, county probation, or supervision with the Department of Corrections (DOC).

Community Supervision: An order of disposition by the court of an adjudicated youth not resulting in a commitment to JR.

Community Support for All Young People (CSAY): The overarching framework and philosophy that all young people may be offered community-based supports through the JR regions. CSAY addresses the unique needs of young people by utilizing community-based services to assist with the successful transition from their residential stay.

Complaint: A youth's expression of dissatisfaction placed formally in writing.

Complaint Response: Finding made by designated JR staff reviewing a youth's complaint.

Comprehensive Personal Search: A search conducted in private space by a staff who is the same gender as the youth. An exception may be if a transgender or intersex youth has documented approval or requests to be searched specifically by a female or male staff. The search is facilitated in the most efficient and respectful manner possible and requires:

- 1) Youth to remove articles of clothing
- 2) Youth to hand clothing to staff
- 3) Staff to efficiently inspect clothing for objects, and
- 4) Staff to quickly return clothing to youth.

There is no physical contact with the youth during this procedure. This also includes searches upon intake or transfer between institutions, and when reasonable suspicion exists that youth possesses contraband that presents a credible threat of harm to themselves or others.

Contraband: Any item that is not issued or approved by staff. This includes:

- **Nuisance Contraband:** Any item not in its appropriate area and/or kept in excess (e.g., books, toilet paper, clothing, hygiene items, etc.).
- **Security Contraband:** Any item that can be used to inflict injury to a person (including drugs or medication), damage to property, or is an accessory used to aid in an escape.

Cross-Gender Search: Search of a male youth by a female staff, or of a female youth by a male staff.

De-escalation: Actions taken to minimize the likelihood of the need to use force during an incident, and may include using clear instructions and verbal persuasion, deferring to a rule or policy, attempting to slow down or stabilize the situation so more time, options, and resources are available to resolve the incident, creating physical distance or repositioning, designating a single staff to communicate to avoid competing commands, requesting backup from other staff or officers, and using all available resources such as a crisis intervention or designated team, or behavioral health professionals. (see also RCW 10.116.020).

Directive: A written guideline issued by the assistant secretary or division directors (or jointly) which establishes a policy or contains major revisions to existing policies based on agency needs. Directives may be issued in emergent situations where there is not time to develop a policy.

Discharge: When a youth committed to JR for a term of confinement is released with no further JR jurisdiction. This includes completion of a youth's parole period.

Discrimination²: Any act, or practice that, regardless of intent, has the effect of subjecting any youth to differential treatment because of that youth's sexual orientation or gender identity.

Disposition: A court ordered term of confinement for a specified range of time based on an adjudication and disposition in juvenile court. A disposition is the same as the sentence in the adult system.

Electronic Search: Search by a scanning device or metal detector.

Excessive Use of Force: Use of force that exceeds the procedurally authorized response to the behavior or event that is being managed. In some instances, excessive use of force is the use of a force technique that exceeds the procedurally authorized and trained response. (See also PbS Standards and Chapter 10.120 RCW).

Exigent Circumstances: Any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility. (PREA Standard 115.5)

Family: Parents, spouse, or relatives.

Future Plan: Developed by young people with their case manager to address and prioritize identified risks, needs and goals for each life domain. The plan is written in first-person language to reflect the young person's voice. A copy of the plan is provided to the young person following creation of the initial plan and as updates occur.

² This definition is unique to policy 4.60.

Future Plan Progress Note: A Progress Note located in a variety of case notes that accounts for Future Plan activity and status for each life domain. This may include updates to implementation, identifying obstacles or barriers, adjustments to the plan, overall progress, and achievements.

Future Planning Meeting (FPM): A team meeting that includes the young person, their parent/guardian or other family members, Tribal Partners, natural supports, service providers and JR Staff. The FPM is a review of the young person's needs and goals, which incorporates youth and family voice and aligns with IDEA assessment outcomes. The meeting informs the development of a **Future Plan** responsive to individual needs by connecting young people to services and programs.

Gay: A person who is attracted to people of the same gender.

Gender: is the set of rules, behaviors, and expectations that society has developed and placed on individuals based upon their biological sex. Our society currently operates with a gender binary (two options), and assigns either Male or Female.

Gender Confirming Health Care: Medical treatment that affirms a person's gender identity as experienced and defined by them. It may include, but is not limited to interventions to:

- Suppress the development of endogenous secondary sex characteristics.
- Align the patient's appearance or physical body with the patient's gender identity.
- Alleviate symptoms of clinically significant distress resulting from gender dysphoria.

Gender Expression: A person's presentation or communication of their gender to others through hair styles, clothing, physical mannerisms, alterations of their body, or name and pronoun.

Gender Identity: An individual's core and hard-wired as a boy/man, girl/woman, something in between, or outside the male/female binary. Everyone has a gender identity which may or may not align with that person's sex assigned at birth.

Gender Non-Conforming: A person whose appearance or manner does not conform to traditional gender stereotypes.

Gender Norms: A behavior or characteristic that society attributes to a particular gender. Gender norms vary between cultures and often change over time.

General Area Search: A complete search of a targeted area (e.g., buildings, grounds, school, shop area, perimeter, or vehicles) at a JR facility. General areas do not include assigned youth rooms.

Harassment³: Unwanted verbal, physical, visual, or sexual conduct that creates an intimidating, hostile or offensive environment.

Imminent Harm: Means immediate and impending threat of a person causing bodily injury to self or others.

³ This definition is unique to policy 4.60.

Incident Report: A document completed in ACT recording a behavior, incident, issue, or event involving youth, staff, volunteer, contractor, or visitor. The report must be objective and provide the facts and sufficient detail to understand what happened. The report must also include any staff or youth witnesses and be signed off by a supervisor and completed before the shift ends.

Integrated Developmental Evaluation and Assessment (IDEA): JR's RNR assessment that identifies what the young person's needs are that will be supported through counseling, case management, treatment, services and resources, and informs how we should engage and approach those supports, based on identified individual responsivity factors (e.g. culture, language, development). The IDEA is administered at intake and at re-occurring intervals throughout residential placement and during Parole Aftercare by trained and qualified IDEA assessors.

Integrated Treatment Assessment (ITA): A structured tool that helps predict recidivism (reoffending). The ITA assesses both risk and protective factors. Protective factors are strengths and resources inside of youth (personal skills, attributes, past accomplishments, pro-social values) and around them (e.g. family, community). Protective factors can mitigate the impact of risks and potentially reduce recidivism. ITA information is used to prioritize treatment, programming and resources that can reduce the most important risk factors.

Intersex: A general term used for variations in sex characteristics in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male. Variations may appear in a person's chromosomes, genitals, or reproductive organs like testes or ovaries. Just like other people, an intersex person may identify as male, female, or non-binary, and may be lesbian, gay, bisexual, or straight.

Isolation: Means confinement that occurs (a) when a youth is separated from the youth population and placed in a room for longer than fifteen minutes for the purpose of discipline, behavior modification, or due to an imminent threat to the safety of the youth or others; and (b) in a room other than the room assigned to the youth for sleeping. Juveniles are in isolation from the moment they are separated from others until they have rejoined the population. Juveniles who are pregnant shall not be put into isolation. Maintaining appropriate gender separation does not constitute isolation. (RCW 13.22.010)

JR Confinement: Physical custody in a JR facility operated by or under contract with the state, or physical custody in a detention facility operated by or under contract with the county.

K-9 Search: Search by a dog and a dog handler who are specially trained for detection of contraband.

Lesbian: Describes a girl or woman who is attracted to girls or women.

LGBTQIA+: An acronym used to refer to people who identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex and asexual individuals. The plus (+) indicates inclusion of all other gender identity or non-conforming terms not listed.

Lock Down: Incidents where youths who are not involved in an incident are placed on administrative time for 15 minutes or longer while staff responds to an event. A Lock Down includes time during investigation and contraband searches. (PbS Glossary)

Maximum Release Date: Based on court order and law the last day a youth may be held in confinement on the aggregate of all dispositions.

Mechanical Restraint: Device used to physically restrain youth to assist in behavioral intervention. This includes, but is not limited to: handcuffs, ankle restraints, waist chains, leather cuffs, PADS (special leather locking restraints) or capture pad or soft shield. It does not include clinical (medical) restraint. Approved mechanical restraints are wrist, waist, and ankle restraints.

Medical Assessment: Evaluated by RN, ARNP, or MD, or transferred to an off-campus medical facility.

Medical Quarantine: Removing a youth from programming and placing in a single room for the purpose of decreasing or eliminating the spread of infectious disease.

Medical Restraint: A therapeutic intervention initiated by medical or mental health staff using devices or chemicals designed to safely limit a patient's mobility.

Mental Health Assessment: Psychology Associate or Psychiatrist who meets with staff and the referred individual to develop a treatment plan to address behaviors that lead to room confinement or isolation.

Minimum Release Date: Based on court order and law the earliest day a youth may be released from confinement on the aggregate of all dispositions.

Natural Supports: Additional people youth and young adults rely on for mental, emotional, or financial support, lived with, or have a significant role in their life. This includes but is not limited to their: mentor, religious, tribal or community leader, or social worker.

Neck Restraint: Any vascular neck restraint or similar restraint, hold, or other tactic in which pressure is applied to the neck for the purpose of constricting blood flow. (RCW 10.116.020)

Normal Programming Hours: 8 AM – 8 PM Monday to Friday, 9 AM – 8 PM weekends and holidays.

Open Program: Free time or scheduled program activities where participation is optional.

Parents: The biological, adoptive, or foster parent, legal guardian or custodian, and includes the parent's spouse or significant other.

Pat Search: A thorough search of a fully clothed youth including all clothing and personal property in their possession.

Physical Restraint: Direct physical contact where force is applied by staff to a youth. The force is applied either to restrict movement or mobility, or to disengage from harmful behavior.

Policy: A written document intended to provide expectations and guiding principles for decision-making and actions. Local protocols and procedures may be developed in accordance with national standards, but must be in alignment with agency or division policy.

Procedure, Protocol or Practice: Specific guidelines developed at the local level that support local implementation of JR policy or standards. JR policies may include procedures that apply to the JR enterprise.

Program: All scheduled activities, services and events youth can participate in at the facility. Examples of facility programs: education, recreation, counseling, skills groups, organized sports, religious services, release preparation, vocational programs. (PbS Glossary)

Punitive: To impose a punishment.

Queer: An umbrella term that describes a person who does not identify as straight or cisgender. The term has negative connotations for some people, given its historical use as a pejorative term. Many people have reclaimed the term, often to expand upon limited sexual and gender-based categories.

Questioning: A person who is unsure of, or in the process of discovering, their sexual orientation, gender identify, or gender expression.

Random Search: A search conducted without reasonable suspicion at an unspecified time.

Reasonable Suspicion: Inferences made by staff from observations or other reliable information which gives reason to suspect a person is in possession of contraband or restricted property.

Recreation: A staff or volunteer directed activity providing large muscle exercise. Activities may include playing sports, calisthenics, weight lifting, yoga, aerobics, running and any other physical activity that provides large muscle exercise. (PbS Glossary)

Reentry: The planning of activities that promote successful transition of young people from confinement or out-of-home placement to their respective communities and homes with the assistance of a collective support team.

Relatives: Grandparents, siblings, aunts and uncles, cousins, nieces and nephews, children, and any other extended family members defined by law or custom, including Indian youth as defined in 25 U.S. Code Sec. 1903.

Release: Official action that takes place when a youth is relieved of a current residential obligation(s) including but not limited to release to parole, release to recommitment, release to discharge. Release does not include moves within an obligation (i.e., transfer from one JR residential facility to another in accordance with Policy 6.31, or transfer to a temporary assignment such as DOC in accordance with Policy 5.51, jail, court or changes in security classification in accordance with Policy 5.20).

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

Release Review Committee: A team of JR appointing authorities who meet and review requests to extend a juvenile sentenced individual's release date.

Restraint: Device used to physically restrain youth to assist in behavioral intervention. Approved restraints are wrist, waist, and ankle restraints, or preauthorized spit barriers. It does not include clinical (medical) restraint).

Restricted Property: Items which may jeopardize the safety, health, security, or treatment of youth, staff, visitors or of a facility. Restricted property may include contraband, but not all restricted property is contraband.

Risk Assessment Recidivism (RAR): Risk assessment tool completed in ACT to determine a youth's risk for recidivism. Youth are assigned one of five risk levels: Very Low, Low, Moderate, High, and Very High.

Risk, Need, and Responsivity (RNR): The evidence-based standard of practice with justice-involved young people. RNR directs programs to address the Who (Risk), What (Need) and How (Responsivity). Risk informs program intensity and duration based on risk to reoffend. Need prioritizes what to address, e.g. substance use, associations, school, attitudes, and skills. Responsivity directs programs to provide present-focused, behavioral treatment that is individualized based on learning style, motivations, and demographics.

Room Confinement: When a juvenile is separated from the youth population and placed in a room or cell that the juvenile is assigned to for sleeping, other than during normal sleeping hours or interim rest hours, for 15 minutes or more. "Room confinement" does not include time a youth requests to spend in his or her room or rest periods in between facility programming. Juveniles are in room confinement from the moment they are separated from others until they are permitted to rejoin the population. (RCW 13.22.010). For JR purposes, this is considered behind a locked door.

Room Search: A systematic search of a room assigned to a youth including personal property, fixtures, furnishings, hardware, or any other area where contraband or restricted property could be concealed.

Routine Transportation: Transportation provided per Policy 5.40, *Transporting JR Youth*. Transportation may be provided by a JR Transportation Unit staff, parole staff when transporting youth to a more secure environment, or residential security staff when transporting to community appointment or another JR facility.

Sexual Orientation: An attraction to others that ranges from attraction to only men or women, to varying degrees of attraction to both men and women, to attraction to neither men or women.

Solitary Confinement: When a youth is involuntarily separated from the youth population and placed in a room or cell other than the room assigned to the youth for sleeping for longer than fifteen minutes for punitive purposes. Different terminology does not exempt practice from being "solitary confinement." (RCW 13.22.010)

Specialized or Restrictive Program: A structured, secure program for youth who are restricted from access to open campus due to their security status or behavior (typically very high risk youth or maximum security).

Stakeholders: Individuals or agencies who have an interest in JR's work.

Standards: Specific guidelines which apply to employees within a specific area of the JR continuum such as Institution, Community Facility, and Parole Standards, or a specific program such as DBT Standards.

Stereotype: A preconceived, generalized and oversimplified opinion, belief, or judgement applied to an entire group of people.

Strategic Plan: The outline of JR's mission, core values, vision, statutory authorities, and organizational goals and objectives.

Sunset Review: The date set for reviewing the policy to determine if there are needed changes. Policies past the Sunset Review date remain in effect until updated and replaced, or revoked and archived.

Technical Edits: A change to the policy, such as the correction of a typo or grammatical error, update of a phone number or link, or the addition of clarifying language that does not change the effect of the policy.

Time Out: An instance when a youth is sent to their room for less than 15 minutes to help address emotional or behavioral dysregulation.

Transgender: A person whose gender identity does not correspond with their sex assigned at birth. A transgender girl is a girl whose birth sex was male but who understands herself to be and desires to live as a female. A transgender boy is a boy whose birth sex was female but who understands himself to be and desires to live as a male. Trans people may also identify with both genders or with neither gender.

Transition⁴: A process by which transgender people align their anatomy (medical transition), identity documents (legal transition), or gender expression (social transition) with their gender identity.

Use of Force: Any physical act reasonably likely to cause physical pain or injury or any other act exerted upon a person's body to compel, control, constrain, or restrain the person's movement, but does not include pat searches, incidental touching, verbal commands, or compliant handcuffing where there is no physical pain or injury. (See also RCW 10.120.010)

⁴ This definition is unique to policy 4.60.