

POLICY 5.20 ASSIGNING SECURITY CLASSIFICATION LEVELS FOR JR YOUTH

Policy Committee Chair

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Approved



Marybeth Queral, Assistant Secretary
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Authorizing Sources

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

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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. A determination must be completed by placement staff in the regions to determine initial facility placement and align with Policy 3.10, *Assessing and Placing Youth in JR*.¹**
 - 3.1. Youth will be assigned an initial security classification prior to placement in an institution.
 - 3.1.1. Scores of High and Very High will result in a maximum security classification.
 - 3.1.2. 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 determination 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 Initial 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.

¹ 3/17/2022 Technical Edit: Changed references from RAI to determination per Assessment Workgroup implementation.

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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 Initial Transition to a JR Community Facility*.
 - 6.3.2. A youth has 45 days or less remaining until their Release Date², 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.

² 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 110-730-0050)

15.1.2. The youth is eligible for civil commitment referral. (WAC 110-730-0050)

15.1.3. The youth has an adult sentence with an Earned Release Date (ERD) past their 25th³ 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 date⁴.

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.**

³ 8/28/2020 Technical Edit: Changed age from 26th to 25th birthday.

⁴ 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. DEFINITIONS^{5,6}

Client Behavior Assessment (CBA): The assessment tool completed in Automated Client Tracking (ACT) system used to measure a youth's rehabilitation progress in residence.

Earliest Community Facility Date (ECFD): The earliest date eligible to transition to a Community Facility after meeting 10% of the sentence or 30 days in an institution as required in WAC 110-730-0050.

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 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.

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

⁶ 3/17/2022 Technical Edit: Updated or removed definitions per Assessment Workgroup Implementation.

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IV. RELATED JR POLICIES

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| Policy 1.80 – Notifying the Community of Youth Placement, Transfer or Release | 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 |
| Policy 6.30 – Facilitating Initial Transition to a JR Community Facility | |

V. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Form
Client Behavior Assessment		
