

Juvenile Rehabilitation Division INTERIM

Policy 6.50 Setting Juvenile Release Dates

Original Date: November 1, 1988
Revised Date: May 18, 2021 (*Technical edit July 30, 2021*)
Sunset Review Date: May 18, 2022
Approved Jody Becker, Deputy Secretary of Children & Families

by: Purpose

The purpose of this policy is to establish how release dates are set for juvenile sentenced youth or young adults (referred to as 'individuals') committed to Juvenile Rehabilitation (JR), but does not include parole violations or revocations.

Scope

This policy applies to Juvenile Rehabilitation (JR) employees.

Laws

RCW 13.40.030 Security guidelines—Legislative review—Limitations on permissible ranges of confinement
RCW 13.40.210 Setting of release date—Administrative release authorized, when—Parole program, revocation or modification of, scope—Intensive supervision program—Parole officer's right of arrest
RCW 13.40.320 Juvenile offender basic training camp program
Chapter 71.09 RCW Sexually Violent Predators

Policy

1. Employees must review the court orders issued by the juvenile court for individuals committed to JR and:
 - a. Make sure the order establishes the disposition, including minimum and maximum disposition;
 - b. Make sure the order is not incomplete, inconsistent with the law, or ambiguous;
 - c. Contact the court of commitment to resolve any identified issues, or JR legal services for assistance.
2. The ITM Quality Assurance Program Specialist is responsible for developing guidelines and oversight of the court order review process.
3. ACT will calculate the release date at the court ordered minimum, but must provide a minimum of 45 days in JR for reentry planning and notifications.
 - a. For multiple dispositions, the juvenile sentence ranges will be added together and then set at the new minimum (e.g. an additional 15-36 week sentence received while an individual is serving a 52-65 week sentence will result in a 67-101 week range. The release date would then move from week 52 to week 67).
 - b. Must be set prior to the individual reaching 60% of their minimum per RCW 13.40.210.
4. Designated staff will enter into ACT the release date determined and provided by DOC for individuals committed with an adult sentence.
5. Employees must not release individuals prior to their minimum or after their maximum.

6. Employees may extend the release date beyond the minimum¹:
 - a. To allow for the civil commitment process per Reviewing Youth for Civil Commitment policy.
 - b. If an additional disposition is received while under a juvenile sentence and the minimum sentence is extended.
 - c. If requested by the individual in order to complete treatment or services, or for housing arrangements, for up to 30 days.
 - d. Up to four days for transportation, transition, mental health crisis, or to request a formal review.
 - e. By formal review by the Release Review Committee to address high level concerns releasing to the community.
 - i. Extensions can be approved up to 90 days per request.
 - ii. The extension cannot exceed their maximum date.
 - iii. Individuals must be allowed to provide a written statement for consideration.
7. The Release Review Committee must:
 - a. Review requests within 2 weeks.
 - b. Review any written statement submitted by an individual with a release date extension request.
 - c. Consider placement needs for identified homelessness or the following behaviors:
 - i. Staff assault or unprovoked attacks on others
 - ii. Escape
 - iii. Riot (multiple individuals attacking)
 - iv. Specific threat releasing to the community
 - d. Review plan to address concern (housing or behavior plan)
 - e. Send approved extensions to the appointing authorities
 - f. Provide policy recommendations including definitions to the policy committee administrator for consideration within six months.
8. The Policy Committee must develop a formal policy within one year of the effective date of this interim policy.
9. Appointing authorities must communicate any extension approved by the Release Review Committee to the individual as soon as possible, but no longer than 5 days following the decision to allow for due process, and provide:
 - a. The reason for the extension, length of time added, and the plan to address concerns during the extension.
 - b. The right to:
 - i. Request an Administrative Review
 - ii. Appear in person and present documents or evidence
 - iii. Request a staff advocate attend with them
 - iv. Ask questions
 - v. Appeal decisions according to the Handling Youth Complaints policy.
 - c. Documentation in the Administrative Approval form in ACT that includes the date of the review, participant names, and individual's input.

¹ 7/30/20201 Technical Edit: Updated according to JR Interim Directive.

Procedures

1. Calculating the Release Date for Multiple Dispositions
 - a. Employees will total the dispositions in the Sentencing Worksheet in ACT to establish a combined:
 - i. total term of commitment
 - ii. total minimum release date
 - iii. total maximum release date
 - iv. set the release date according to the total minimum release date.
2. Extending the Release Date²
 - a. Employees can create an 'Override Exception' to extend the release date up to 30 days if the following criteria is met:
 - i. Is requested by the individual so they can finish treatment or services, or for housing arrangements;
 - ii. Include a consultation between the individual and Appointing Authority;
 - iii. Is approved by the Appointing Authority; and
 - iv. Documented in ACT (CERD Override Exception)
 - b. Employees may extend the release date for up to four days beyond the release date transportation, transition, mental health crisis, or to request a formal review, if:
 - i. They receive supervisor approval, and
 - ii. Document the extension in ACT (Four Day Release Adjustment).
 - c. Employees can also request a formal review for concerns releasing an individual to the community by:
 - i. Elevating their concern releasing an individual to the community under approved criteria.
 - ii. The supervisor or Program Manager must:
 - A. Consult with the Associate Superintendent or Community Facility Administrator regarding:
 - I. The concern
 - II. What treatment or interventions were already provided
 - III. What additional treatment or interventions will be provided
 - IV. Expected outcomes if approved.
 - B. If the Associate or CFA agrees with a formal review, they must consult with the Appointing Authority.
 - C. If the Appointing Authority agrees with the recommendation, the Associate or CF must complete Section 1 of the Release Date Extension Request (DCYF 21-006) form and email to DCYF.JRReleasePlanning@dcyf.wa.gov.
 - iii. The designated employee monitoring the Release Planning mailbox will:
 - A. Log the request
 - B. Email the request to the Release Review Committee
 - iv. The Appointing Authority from the sending facility, or designated employee, will schedule a meeting for the Release Review Committee to review the request.

² 7/30/20201 Technical Edit: Updated procedure to align with the JR Interim Directive.

- v. The Release Review Committee must:
 - A. Meet to review the request and any relevant information, including any statement provided by the individual for consideration.
 - B. Consider behaviors, treatment, or circumstances
 - C. Deny or approve the requested extension. If approved, determine how many days (up to 90 days).
 - D. Complete Section 2 of the form documenting their decision and email to DCYF.JRReleasePlanning@dcyf.wa.gov.
 - E. Communicate approved extension to the individual as soon as possible, but no longer than 5 days following the decision.
- vi. The designated employee monitoring the Release Planning mailbox will update the log with the outcome of the review.
- vii. The designated employee from the sending facility will:
 - A. Enter the override details in the Release Date Adjustment module in ACT (Override Release Date).
 - B. Upload the Release Date Extension Request (DCYF 21-006) form in the document uploader with description and document type.
- viii. The appointing authority will verify and approve the override in ACT.

Forms

Release Date Extension Request DCYF 21-006

Resources

JR Policy Definitions

JR Policy 2.10, Handling Youth Complaints