

## **Policy 6.60 – Accessing Interstate Compact Services**

### *Summary*

- Establishes policies for the implementation of the legally mandated Interstate Compact on Juveniles in Washington

#### **Background:**

The policy was updated as a sunset review to clarify procedures and address organization and technical edits.

#### **Policy Summary**

The policy addresses the organizational framework for staffing of the ICJ office in Washington, as well as protocols for requesting courtesy supervision from other states, providing courtesy supervision in Washington, discharging youth from courtesy supervision in Washington, identifying specific protocols for youth who sexually offended who need courtesy supervision in a another state, processes for returning youth to Washington or to another state, and the process for issuing travel permits, as well as the requirement for collaboration with the Children’s Administration in Washington.

#### **Changes from Current Practice**

- There are no changes to current practice.

Training Required: No

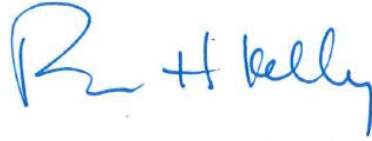
*Policy Effective Date: July 23, 2018*

**POLICY 6.60 ACCESSING INTERSTATE COMPACT SERVICES**

**Policy Committee Chair**

Lori Kesl  
Regional Administrator, Regions 1 & 2  
Juvenile Rehabilitation

**Approved**



Rebecca Kelly, Acting Assistant Secretary  
Juvenile Rehabilitation  
7/23/2018

**Authorizing Sources**

**RCW 13.24**

**Information Contact**

Andrea Ruiz  
Policy, Planning & Lean  
Administrator Juvenile Rehabilitation

**Effective Date** (*Technical Edit 12/13/19*)<sup>1</sup>  
**7/23/2018**

**Sunset Review Date**  
**7/23/2022**

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**I. PURPOSE AND SCOPE**

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This document establishes policies for the implementation of the Interstate Compact on Juveniles (ICJ) in Washington State. The ICJ is a contract between the states who regulate the interstate movement of juveniles under court supervision or who run away from home and left their state of residence. Washington’s ratification of the Compact exists in RCW 13.24. In alignment with the Compact, the Governor will appoint an ICJ Commissioner for the state, and the Commissioner will establish and coordinate the ICJ State Council. JR has been designated to oversee and manage the Interstate Compact on Juveniles for all of Washington State under the authority of RCW 13.24.

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

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**II. POLICY**

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**1. JR will designate a Compact Administrator and assign additional staff as needed.**

- 1.1. For each youth under the authority of the Washington ICJ office, an ICJ case file must be maintained by the ICJ Office in the Juvenile Interstate Data System (JIDS).
- 1.2. Records will be retained in alignment with ICJ retention schedules and managed by the national ICJ office.

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<sup>1</sup> 12/13/19 Technical Edit: Updated DSHS references and forms to DCYF.

## Policy 6.60, Accessing Interstate Compact Services

**REQUESTS FOR COURTESY SUPERVISION FROM OTHER STATES**

- 2. When another state requests courtesy supervision in Washington, the ICJ Compact Administrator will notify the Regional Parole office.**
- 3. If the youth has a sex-related offense, ICJ staff will forward the referral packet to the sheriff's office in the proposed county of residence for review.**
- 4. The Regional office will assign parole staff to conduct a Home Evaluation. The evaluation must be documented on ICJ Form VIII and submitted to the ICJ Office within 30 days of notification. (Refer to PRO 6.60.3)**
- 5. The ICJ Administrator approves or denies courtesy supervision based on ICJ rules.**

**PROVIDING COURTESY PAROLE SUPERVISION IN WASHINGTON**

- 6. If approved, JR regional staff will provide courtesy parole services for the length of time determined by the sending state.**
- 7. For youth who are on courtesy supervision in Washington, JR will provide up to 6 months of intensive parole, then provide Level C parole for the rest of the youth's assigned length of parole as determined by the sending state.**
- 8. Youth who sexually offended who requested courtesy supervision in Washington will be reviewed by the AAG in order to determine if the youth qualifies for mandatory YSO Parole in Washington based on offense.**
  - 8.1. If required based on the offense, JR will provide up to 36 months of YSO Parole , then provide Level C parole for the rest of the youth's assigned length of parole as determined by the sending state.**
- 9. Youth who sexually offended who are approved for courtesy supervision in Washington will have a risk level classification assigned to them in accordance with Policy 3.52 *Establishing Risk Level for Youth who Sexually Offended* if they are required to register in their home state, or if the sheriff's office in the proposed county of residence determines the offense is comparable to a mandatory registerable offense in Washington.**
  - 9.1. If the youth is required to register, the regional YSOTC will prepare a case review packet for the risk level classification review in accordance with Policy 3.52.**
- 10. The assigned parole staff will submit a quarterly progress report no less than every 90 days to the WA ICJ office using ICJ Form IX.**
- 11. The assigned parole staff will report violations of parole conditions or absconding within 10 days to the WA ICJ office using ICJ Form IX.**
- 12. Parole staff may issue warrants for youth on courtesy supervision in alignment with current JR practice.**
- 13. Parole staff may revoke parole for youth on courtesy supervision in alignment with JR Parole Standard 7. Parole will not be revoked without completion of a violation report and consultation with the Washington ICJ office. (Refer to PRO 6.60.6).**

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14. Parole staff may issue travel permits for youth on courtesy supervision in consultation with the Washington ICJ office. (Refer to PRO 6.60.2)

**DISCHARGING YOUTH ON COURTESY PAROLE SUPERVISION IN WASHINGTON**

15. Parole staff may recommend discharge to a sending state using the ICJ Form IX.
16. The sending state has sole authority to discharge or terminate supervision in accordance with ICJ rules.

**REQUESTING COURTESY SUPERVISION IN ANOTHER STATE**

17. To request courtesy supervision in another state, the JR Case Manager must submit a referral packet electronically to the Washington ICJ Office 60 days prior to the anticipated release or transfer date (Refer to PRO 6.60.5).
18. Staff will consult with the WA ICJ office for youth transferring to an out-of-state residential program.

**REQUESTING COURTESY SUPERVISION FOR YSO IN ANOTHER STATE**

19. To request courtesy supervision in another state, the JR Case Manager must submit a referral packet electronically to the Washington ICJ Office 60 days prior to the anticipated release or transfer date (Refer to PRO 6.60.5).
20. Case managers will use the ICJ Transition Checklist (DCYF Form 20-289) for eligible youth.
21. Youth who Sexually Offended must not be allowed to leave Washington on a Travel Permit for testing residence without prior approval of the WA ICJ Office.

21.1. If approved, the JR case manager will submit a complete referral packet to the WA ICJ

Office within five days of submitting the Travel Permit

22. YSO Treatment Coordinators will facilitate timely communication occurs between JR and CA regarding specific cases needing placement.
23. For Washington youth who sexually offended (YSO) and going to another state requesting non-guardian residence, the YSO Treatment Coordinator or designee will consult with Washington's Children's Administration liaison in accordance with the current Memorandum of Agreement (MOA) between JR and CA and Policy 4.80.
24. In accordance with the MOA, ICJ disapproval from another state is not an automatic CA intake for placement in Washington State.

**DISCHARGING YOUTH ON COURTESY SUPERVISION IN ANOTHER STATE**

25. The JR Community Counselor will contact the ICJ office when a youth completes the required length of parole. Case closure notification will be completed by the WA ICJ office on ICJ Form X and submitted to the receiving state in accordance with ICJ rules.

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**RETURNING YOUTH TO WASHINGTON**

26. JR staff who receive notification of a JR escapee or absconder being detained in another state will notify the ICJ office immediately via email to wa-icj@dcyf.wa.gov.
27. Green Hill staff who locate a warrant for a JR youth in another state will notify the ICJ office immediately via email to wa-icj@dcyf.wa.gov.
28. Staff will consult with the ICJ office regarding extradition. Youth must not be transported across state lines without approval from the ICJ office. (Refer to PRO 6.60.6)

**RETURNING YOUTH TO ANOTHER STATE**

29. JR staff will assist the ICJ office as needed to facilitate the return of a youth from another state, including but not limited to:
  - 29.1. Airport supervision
  - 29.2. Transportation of the youth

**TRAVEL PERMITS FOR YOUTH LEAVING WASHINGTON**

30. The ICJ Office must ensure a Travel Permit (ICJ Form VII) is issued for JR youth who are traveling outside of their state of residence for visitation or testing of a proposed residence. (Refer to PRO 6.60.1)
  - 30.1. A Travel Permit is required if out-of-state travel will exceed 24 hours.
    - 30.1.1. Travel authorized by a Travel Permit must not exceed 90 days.
  - 30.2. All youth on Travel Permits are subject to registration and notification requirements of the receiving state.
    - 30.2.1. The Washington ICJ office will not coordinate notification in receiving states.
  - 30.3. The WA ICJ Office must approve the Travel Permit for the purpose of testing a proposed residence.
    - 30.3.1. A complete referral packet must be submitted to the ICJ Office within 10 days of requesting the Travel Permit.
  - 30.4. Travel will be approved by program managers or designees prior to submission to the WA ICJ Office.
  - 30.5. Signed Travel Permits will be submitted to the WA ICJ office 72 hours prior to the youth's departure.
31. Authorized leave to another state must be limited to emergency situations or necessary medical situations. AL to another state requires the approval of the Assistant Secretary or designee. If the AL is approved, the staff will submit a travel permit to the WA ICJ office 72 hours prior to travel.

## Policy 6.60, Accessing Interstate Compact Services

**32. Staff will consult with the WA ICJ office for youth transferring to an out-of-state residential program.**

**COLLABORATION WITH CHILDREN'S ADMINISTRATION IN WASHINGTON**

**33. When a YSO needs placement in another state, JR will support contact between staff in CA and in the child placing agency in the receiving state to assist in navigating placement responsibilities and resources.**

**34. YSO Treatment Coordinators will work with JR case managers to ensure timely communication occurs between JR and CA regarding specific cases needing placement.**

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### III. DEFINITIONS

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**Absconder:** A juvenile who has left parole supervision without authorization.

**Compact Administrator:** The individual responsible for the administration and management of the state's supervision and transfer of juveniles.

**Compact Commissioner:** The voting representative of each compacting state appointed by the Governor. Oversees day to day operations of the Interstate Compact Office.

**Courtesy Supervision:** Parole provided by one state to a juvenile adjudicated in another state.

**Escapee:** A juvenile who is on unauthorized leave from a residential facility.

**Juvenile:** A youth adjudged delinquent in juvenile court of one state is considered a juvenile in every other state party to the ICJ.

**Juvenile Interstate Data System (JIDS):** A web-based system to facilitate the supervising, transferring, accepting, tracking, and returning of juveniles from one state to another.

**Parole:** Any kind of supervised release of juveniles, authorized under the laws of any state that is party to the ICJ.

**Receiving State:** The state to which a juvenile is sent for cooperative supervision.

**Sending State:** The state requesting cooperative supervision.

**Travel Permit:** The document required whenever a juvenile on parole or in residence leaves the supervising state for a period greater than 24 hours, but less than 31 days (ICJ Form VII)

Policy 6.60, Accessing Interstate Compact Services

**IV. REFERENCES**

ICJ Manual

JR Parole Standard 7

**V. PROCEDURES**

PRO 6.60.1 – Travel Permits for Juveniles To Other States (TOS)

PRO 6.60.4 – Return of Escapees and Absconders

PRO 6.60.2 – Travel Permits for Juveniles From Other States (FOS)

PRO 6.60.5 – Requesting Supervision in Another State

PRO 6.60.3 – Handling Requests for Supervision From Another State

PRO 6.60.6 – Parole Revocation for Juveniles on Supervision From Other States (FOS)

**VI. RELATED JR POLICIES**

Policy 3.52 - Establishing Risk Level for Youth who Sexually Offended

**VII. FORMS AND DOCUMENTS**

<b>Document Title</b>	<b>Available In ACT</b>	<b>Link to Form</b>
ICJ Form IV – Parole or Probation Investigation Request	No	ICJ Form IV
ICJ Form V – Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State	No	ICJ Form V
ICJ Form VII – Out of State Travel Permit and Agreement to Return	No	ICJ Form VII
ICJ Form VIII – Home Evaluation	No	ICJ Form
ICJ Form IX – Quarterly Progress, Violation, or Absconder Report	No	VIII ICJ Form
ICJ Form X – Case Closure Notification Form	No	ICJ Form X
ICJ Transition Checklist	No	DCFY Form 20-289

**JUVENILE REHABILITATION**

**Procedure 1 – Policy 6.60 – Interstate Compact on Juveniles  
Travel Permits for Juveniles Testing Placement in Another State**

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<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>Policy 6.60</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation

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<b>Effective Date</b>	<b>Sunset Review Date</b>
<b>7/23/2018</b>	<b>7/23/2022</b>

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*Action by:*

*Action*

JR Residential or  
Parole Case Manager

1. Obtain approval from the WA ICJ Office.
2. Completes ICJ Form VII Out of State Travel Permit and Agreement to Return.
3. Obtains signature of the youth and parent/guardian.
4. Submits signed travel permit to the WA ICJ Office electronically at: wa.icj@dcyf.wa.gov.

Compact Administrator

5. Enters the signed travel permit into JIDS.

JR Residential or  
Parole Case Manager

6. Notifies youth and parent/guardian of the notification and registration requirements of the receiving state if applicable.
7. Within 30 days, sends complete referral packet electronically to WA ICJ office at: wa.icj@dcyf.wa.gov.



**JUVENILE REHABILITATION**

**Procedure 2 – Policy 6.60 – Interstate Compact on Juveniles**

**Travel Permits for Courtesy Supervision Juveniles from Another State**

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<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>Policy 6.60</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation

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<b>Effective Date</b>	<b>Sunset Review Date</b>
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<i>Action by:</i>	<i>Action</i>
JR Parole Case Manager	1. Upon learning of the desire or need for an FOS youth to travel from Washington State to another state, notify the ICJ office.
Compact Administrator	2. Contacts the ICJ office in the sending state to determine if the youth has permission to travel outside Washington State.  3. Notifies JR case manager of travel approval/denial.
JR Parole Case Manager	4. Upon approval from the sending state, completes ICJ Form VII Out of State Travel Permit.  5. Obtains signature of the youth and parent/guardian.  6. Notifies youth and parent/guardian of the notification requirements in the destination state if applicable.  7. Submits signed Travel Permit to the WA ICJ office electronically at: <a href="mailto:wa.icj@dcyf.wa.gov">wa.icj@dcyf.wa.gov</a> .
Compact Coordinator	8. Enters signed Travel Permit in JIDS database.

**JUVENILE REHABILITATION**

**Procedure 3 – Policy 6.60 – Interstate Compact on Juveniles  
Requesting Courtesy Supervision In Another State**

<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>Policy 6.60</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation
<b>Effective Date</b>	<b>Sunset Review Date</b>
<b>7/23/2018</b>	<b>7/23/2022</b>
<i>Action by:</i>	<i>Action</i>
JR Case Manager	1. Sixty (60) days prior to the anticipated release or transfer date, submits complete referral packet to WA ICJ Office. Use the Creating a Referral Template for assistance.
Compact Administrator	2. Reviews and submits complete referral packet to ICJ office in the receiving state via JIDS. 3. Forwards the Home Evaluation report to the Regional Office or Institution upon acceptance or denial of the case.
JR Case Manager	4. If Courtesy Supervision is accepted, complete required notifications per JR Policy 1.80 if applicable. 5. Notifies juvenile of registration requirements in the receiving state if applicable. 6. Within 72 hours prior to transfer, Complete Form V using the reporting instructions from the Home Evaluation report. 7. Provides youth a copy of the Form V. 8. Submits a copy of the forms electronically to the WA ICJ Office at: wa.icj@dcyf.wa.gov.
Compact Administrator	9. Forwards Form IX – Quarterly Progress, Violation, or Absconder reports to Regional office.
JR Case Manager	10. If applicable, provide WA ICJ office response to request for revocation or discharge from Form IX.
JR Case Manager	11. Notifies WA ICJ Office when case is eligible for closure.

**JUVENILE REHABILITATION**

**Procedure 4 – Policy 6.60 – Interstate Compact on Juveniles  
Requests for Supervision From Another State**

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<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>Policy 6.60</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation
<b>Effective Date</b> <b>7/23/2018</b>	<b>Sunset Review Date</b> <b>7/23/2022</b>

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<i>Action by:</i>	<i>Action</i>
Compact Administrator	1. Receives a request for supervision referral from another state via JIDS. 2. Creates an electronic file for the case. 3. Forwards the referral to the regional office in which the proposed address is located and request a Home Evaluation be completed.
JR Parole Staff	4. Submits a completed Home Evaluation Report (ICJ Form VIII) to the Washington ICJ office within 30 days from receipt of referral.
Compact Administrator	5. Reviews Home Evaluation and approves or denies courtesy supervision based on recommendations and ICJ rules. 6. Submits the completed Home Evaluation report in JIDS to ICJ office in requesting state.
JR Parole Staff	7. Submits an Electronic ICJ Quarterly Progress, Violation, or Absconder Report (Form IX) to the Washington ICJ Office every 90 days.
Compact Administrator	8. Submits a quarterly progress report to the ICJ office in the receiving state.
JR Parole Staff	9. Submits an ICJ Quarterly Progress, Violation, or Absconder Report (Form IX) to the WA ICJ office within 10 days of learning a youth has violated parole or has absconded.
Compact Administrator	10. Submits ICJ Quarterly Progress, Violation, or Absconder Report (Form IX) in JIDS.

**JUVENILE REHABILITATION**

**Procedure 5 – Policy 6.60 – Interstate Compact on Juveniles**

**Parole Revocation for Juveniles on Supervision From Another State**

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<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>Policy 6.60</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation
<b>Effective Date</b> <b>7/23/2018</b>	<b>Sunset Review Date</b> <b>7/23/2022</b>

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*Action by:* JR

*Action*

Parole Staff

1. Submits a written summary of the behavior and request for revocation using the ICJ Quarterly Progress, Violation, or Absconder Report (Form IX), including supporting documentation to the WA ICJ Office.

Compact Administrator

2. Reviews and submits the ICJ Quarterly Progress, Violation, or Absconder Report (Form IX) in JIDS to sending state.
3. Forwards the response from the sending state to the regional office.
4. If the sending state revokes parole, coordinate with regional office to arrange travel and supervision for the youth's return to the sending state

JR Parole Staff

5. If the sending state does not revoke parole, local sanctions may be utilized per ICJ rules.

**JUVENILE REHABILITATION**

**Procedure 6 – Policy 6.60 – Interstate Compact on Juveniles  
Return of Escapees or Absconders Detained in Another State**

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<b>Authorizing Sources</b>	<b>Information Contact</b>
<b>Policy 6.60</b>	Andrea Ruiz Policy, Planning & Lean Administrator Juvenile Rehabilitation

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<b>Effective Date</b>	<b>Sunset Review Date</b>
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<i>Action by:</i>	<i>Action</i>
JR Residential or Parole Case manager Compact Administrator	1. Upon learning of a juvenile being held in another state, notify the WA ICJ office, notify Interstate Compact Office.  2. Notifies the holding state ICJ office of intent to return juvenile and requests ICJ Form III from the holding state.  3. Upon receipt of Form III or verification of a Form IA/VI, coordinates travel plan with regional office to return juvenile.
JR Parole Case Manager	4. If juvenile refuses to return, prepares requisition packet <sup>1</sup> .
Compact Coordinator	5. Submits completed requisition packet to the ICJ Compact Office.  6. Submits completed requisition packet to the ICJ office in the holding state.  7. Arranges travel and airport surveillance (if necessary) to return youth within 5 business days of the signature on Form II.

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<sup>1</sup> Requisition packet includes:

1. Form II – Requisition for Escapee or Absconder
2. A certified copy of the order of commitment,
3. A certified copy of the complaint
4. A certified copy of the warrant