



**STATE OF WASHINGTON**  
**DEPARTMENT OF CHILDREN, YOUTH AND FAMILIES**

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**May 28, 2021**

**Interim Directive - Update**

**TO:** ALL JR Employees

**FROM:** Rebecca Kelly, Acting Assistant Secretary  
Kathleen Harvey, Director, Community, Reentry and Parole Programs  
Harvey Perez, Director, Institution Programs

**SUBJECT:** **Addressing Risk Assessment Tool Inequities:** Short Term Change to Disconnect the Risk Assessment for Recidivism (RAR) Tool from Release Dates and Set Release Dates to Minimum

**EFFECTIVE:** **Immediately**

The following guidance provides further clarification and an update on the exception process for extensions beyond release dates issued in the [May 18, 2021 Interim Directive](#).

**Allowed Extensions**

The following are allowed reasons for extending beyond a person's release date:

- By youth or young adult request – for up to 30 days beyond their release date for treatment or housing arrangements.
- By staff – for up to 4 days for transportation, transition, mental health crisis, or to request a formal review.
- By formal review – for up to 90 days to address high level concerns releasing to the community. Examples of extensions may include:
  - Staff assault (or unprovoked attacks on others)
  - Escape
  - Riot (multiple individuals attacking)
  - Specific threat releasing to the community
  - For July 15<sup>th</sup> releases: Placement or housing supports

## Formal Review Process

Use following process to request a formal review to extend beyond a person's release date:

- Staff may elevate a concern releasing someone to the community if it fits the criteria.
- Supervisors or PMs must consult with the Associate Superintendent or CF Administrator regarding:
  - The concern
  - What treatment or interventions were already provided
  - What additional treatment or interventions will be provided and expected outcome(s) if approved.
- If the Associate or CFA agrees, they must consult with the Appointing Authority.
- If the Appointing Authority agrees with the recommendation, the Associate or CFA must complete Section 1 of the [Release Date Extension Request \(DCYF 21-006\)](#) form and email to [DCYF.JRReleasePlanning@dcyf.wa.gov](mailto:DCYF.JRReleasePlanning@dcyf.wa.gov).
- The request will be logged and sent to the Release Review Committee for review.
- The Release Review Committee must:
  - Review the request and any relevant information, including any statement provided by the youth or young adult for consideration.
  - Decide if an extension is approved. If approved, for how long (up to 90 days).
  - Complete Section 2 of the form documenting their decision and email it to [DCYF.JRReleasePlanning@dcyf.wa.gov](mailto:DCYF.JRReleasePlanning@dcyf.wa.gov).
  - Document approved extensions in ACT by the requesting local facility and uploading a copy of the form into ACT Document Uploader.

Interim [Policy 6.50 Setting Juvenile Release Dates](#) must also be updated to reflect these changes.

If you have any further questions about this change, please contact your supervisor, appointing authority, or email the assessment workgroup at [DCYF.JRReleasePlanning@dcyf.wa.gov](mailto:DCYF.JRReleasePlanning@dcyf.wa.gov).