

## **Policy 6.31 – Transferring JR Youth**

### *Summary*

- Provides updated guidelines for transferring youth throughout the JR continuum

#### **Background:**

The policy was updated to clarify protocols in transferring youth from institutions to community facilities.

#### **Policy Summary**

The revised policy addresses many different types of transfers that may occur for youth in the JR system. The policy requires that parents or guardians are notified of transfers consistent with Policy 1.40. The policy requires that institutions have local protocols in place for movements within the institution. The policy clarifies the legal requirement that youth education records be received and reviewed prior to transfer to a community facility. The policy ensures collaboration between specialists at the institution and the receiving facility if youth require services in the community. The policy also requires a warrant check be completed at least 30 days prior to transfer. Requirements are set in place for transfers between JR institutions, transfers to a more restrictive environment and returns to the less restrictive environment. The policy outlines requirements for removing youth from a community facility for violations of the residential disciplinary standards in WAC, and addresses placement of parole revocations.

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

- Establishes that institution staff will complete notifications prior to transfer and ensure that the Reentry Plan is complete and up to date
- Establishes a new requirement that youth on prescription medications will leave the institution with a 15 day supply AND a prescription for 30 days of medication.
- Establishes requirements for sending facilities to update receiving facilities on the education status of the youth at the time of transfer in order to facilitate school enrollment
- Significantly updates the section on the process for removing youth from a CF, including notification timelines, adding a reference to the updated Removal Checklist form, and requires the sending CF to notify the receiving institution of the removal
- Adds new section for CF Removal Outcomes

Training Required: No

*Policy Effective Date: July 27, 2018*

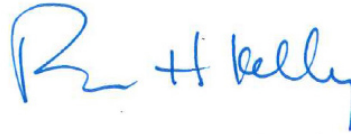
*Staff are responsible for reading and understanding the information contained in the full policy.  
Review of this summary is not sufficient for full understanding.*

**POLICY 6.31 TRANSFERRING RESIDENTIAL YOUTH BETWEEN FACILITIES**

**Policy Committee Chair**

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**Approved**



Rebecca Kelly, Acting Assistant Secretary  
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7/23/2018

**Authorizing Sources**

RCW 72.05.420  
WAC 110-730-0070

**Information Contact**

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**Effective Date** *(Technical Edit 10/1/19)*  
7/27/2018

**Sunset Review Date**  
7/27/2022

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I. PURPOSE AND SCOPE

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This policy establishes expectations for transfer of Juvenile Rehabilitation (JR) youth between JR locations. The policy addresses different kinds of transfers within the continuum, including between institutions or between community facilities and institutions.

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 place youth in the least restrictive setting possible, in alignment with existing policy.**
2. **All youth committed to JR must be directly placed at a medium or maximum security facility to serve at least 10% of their aggregate minimum sentence or 30 days, whichever is longer, before transition to a community facility (CF) per RCW 72.05.420.**
3. **Decisions to place youth in minimum security community facilities must be consistent with the requirements of Policy 6.30, *Facilitating Transition to JR Community Facilities*.**
4. **The sending unit must notify parents or guardians regarding transfers between facilities.**
  - 4.1. Consistent with the confidentiality requirements in Policy 1.40, *Maintaining Confidentiality when Releasing Records*, notification to parents will be documented in a Youth and Family Engagement Note (YFEN) in ACT.

**Policy 6.31, Transferring Residential Youth Between Facilities 7/27/2018**

5. **The hard copy of the JR Case File, including medical records, should accompany the youth to the appropriate office or facility at the time of transfer, per Policy 2.40, *Managing Youth Case Files*.**
6. **Transportation will be arranged by the sending facility or office per Policy 5.40, *Transporting JR Youth*.**
7. **Reentry plans must be reviewed prior to any transfer between facilities to ensure that the transfer supports the best outcome for youth.**
8. **Youth property will be managed during transfers in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts*.**
9. **Coordination between case managers at the sending and receiving facilities or units must occur when youth are transferred to ensure the youth continues to make progress toward treatment goals.**

**TRANSFERRING YOUTH WITHIN LIVING UNITS OF AN INSTITUTION**

10. **Each institution must develop local protocols for addressing the movement of property, monitoring of movements, processes for managing temporary movements and the expected returns where applicable.**
11. **All movements will be documented in ACT.**

**TRANSFERRING YOUTH TO A COMMUNITY FACILITY**

12. **Institution staff must complete notifications prior to transfer in accordance with Policy 1.80, *Notifying the Community of Youth Placement, Transfer or Release*.**
13. **Institution staff will ensure that the Reentry Plan is complete and up to date prior to the youth leaving the institution.**
14. **Youth on prescription medications will be transferred or discharged with a 15 day supply of medication and a prescription for 30 days of medication. Less medication can be provided only if it is determined that the youth will be able to obtain the prescribed medication sooner without any gap in care.**
15. **Youth property and funds will be transferred in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts*.**
16. **The youth's education records, including disciplinary information, must be received and reviewed by institution staff prior to placement in a community facility per RCW 72.05.420.**

**Policy 6.31, Transferring Residential Youth Between Facilities 7/27/2018****17. Sending facilities will provide the receiving facility with an update on the education status of the youth at the time of transfer to facilitate the school enrollment process.**

- 17.1. For youth assigned to an Education Advocate (EA), the receiving facility will be provided with the EA's contact information.
- 17.2. For youth enrolling in high school, the sending facility will provide an unofficial transcript.
- 17.3. For youth in a GED program, the sending facility will provide the current status of study or testing completion.
- 17.4. if youth have graduated or received a GED, staff will provide a diploma or GED certificate if available.

**18. Transition Specialists will ensure a search for active arrest warrants has been completed by the sending facility at least 7 days prior to transfer to a community facility.**

- 18.1. Youth with an active arrest warrant are prohibited from leaving the institution until the warrant is resolved.
- 18.2. If an arrest warrant is identified after a youth has been placed into a community facility, the youth must be returned to an institution until the warrant is resolved.
- 18.3. JR staff will advise youth to work with the JR Youth Legal Representative for assistance in resolution of the warrant.
- 18.4. JR staff will elevate any Immigration Customs Enforcement (ICE) judicial warrants to their appointing authority, in accordance with Policy 2.60, *Managing Youth who are Foreign Nationals*.<sup>1</sup>

**TRANSFERRING YOUTH BETWEEN JR INSTITUTIONS**

- 19. Transfer of a youth between institutions requires authorization by the Superintendent or designee from both institutions.**
- 20. Transfers between institutions may be prompted by treatment or medical needs and risk level.**

**TRANSFERRING YOUTH TO A MORE RESTRICTIVE ENVIRONMENT*****Transferring Youth From Naselle to Green Hill or Echo Glen***

- 21. Youth from Naselle Youth Camp (NYC) may be placed at Green Hill School (GHS) or Echo Glen Children's Center (EGCC) based on documented supervision, programmatic, and treatment needs of the youth that cannot be managed with local consultants and other local resources.**

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<sup>1</sup> 10/1/2019 Technical Update: Clarifying according to passage of SB5497.

**Policy 6.31, Transferring Residential Youth Between Facilities 7/27/2018**

21.1. Transfer will require the support of the Superintendent at NYC in consultation with the Deputy Director for Institution Programs.

**22. The receiving facility will be responsible for assignment of a living unit.**

*Transferring Youth to a Unit with Maximum Security Capability*

**23. Youth will be transferred to the more restrictive environment of the maximum security unit consistent with local practice.**

*Removing Youth From A Community Facility To An Institution*

**24. Youth may be removed from community facility placement to an institution when violations as defined in WAC are committed.**

**25. Serious Violations as defined in WAC 110-730-0070(1) require that a youth is removed from a community facility to an institution.**

25.1. When a youth in a CF is alleged to have committed a serious violation,

25.1.1. Staff are authorized to dial 9-1-1 in the event that the violation is emergent and requires law enforcement or medical support.

25.1.2. Staff will notify the Community Facility Administrator (CFA) or designee within two hours of the incident during business hours and the OD during business hours. 25.1.2.1. If neither the CFA nor the OD can be reached, contact the RA or another CFA.

25.1.3. The CFA or designee will determine if removal is

25.2. If the CFA determines that the youth must be removed, the youth will be directly transported to a JR institution or held in a local detention facility until transportation to a JR institution is arranged.

25.3. An incident report must be completed within two hours of the youth being removed from the CF.

**26. Other Violations as defined in WAC 110-730-0070(2) do not require that a youth be removed from the CF to the institution.**

26.1. When a youth is alleged to have committed one of the Other Violations (Non-Mandatory Return Violations):

26.1.1. The CFA will work with staff and with local ITM consultants to determine whether the youth can be maintained in the community facility.

26.1.2. If a removal is recommended, the CFA will consult with the Regional Administrator (RA) for a final determination. The earliest return date to the CF will be discussed.

**Policy 6.31, Transferring Residential Youth Between Facilities 7/27/2018*****Process for Removing Youth***

**27. Staff will follow the steps outlined in the Removal Checklist (DCYF form 20-302) once the removal from a CF is approved.**

**28. Youth property will be secured and inventoried in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts*.**

**29. The following entities must be notified on specific timelines:**

29.1. The receiving JR institution must be notified prior to arranging transportation.

29.1.1. If the removal occurs within normal business hours, CF staff will request that the receiving institution's administrator be contacted with details of the removal, and the youth's arrival at the institution.

29.1.2. If the removal occurs outside of normal business hours, CF staff will request that the receiving institution's Officer of the Day be contacted with details of the removal and the youth's arrival at the institution.

29.1.3. The receiving institution's administrator or OD will contact the sending facility to ensure all information is received.

29.2. The Regional Administrator or designee will be notified within two hours of any

removal. 29.3. Transition Specialists and the Community and Parole Program Administrator will be notified of the removal within one business day.

***Community Facility Removal Outcomes***

**30. Within three business days of a youth being removed from a CF, the CFA or designee will determine an initial removal outcome for a youth .**

30.1. The removal outcome will be communicated by phone or in writing to the youth, the receiving institution Program Manager, Transition Specialists and the Community and Parole Program Administrator within one business day once the determination is reached.

30.2. The outcome will be documented in the merged incident report in ACT including the anticipated length of removal, the assignments to be completed and the justification for the removal.

30.3. The initial removal outcome may change dependent on youth behavior, re-commitment to success at a CF, and other factors not originally anticipated.

**31. Community Facility removal outcomes will fall into one of three categories:**

31.1. Class 1: Return within 14 days of removal upon behavior plan completion.

31.2. Class 2: Return at a future bed opening date.

31.3. Class 3: No return to facility.

**Policy 6.31, Transferring Residential Youth Between Facilities 7/27/2018**

- 32. For a Class 1 outcome, the community facility will provide receiving facility with expectations for return and establish a return date to the CF within 14 days of the removal.**
- 33. For a Class 2 outcome, the community facility will consult with Transition Specialists to secure a future bed opening date as a target for return to the CF and provide the youth and receiving facilities expectations for a future return.**
- 34. For a Class 3 outcome, the community facility will notify the Transition Specialists. The youth will be assessed for transition to other CFs in the same manner as others in the general population.**

***Transferring Youth to a JR Residential Facility on a Parole Revocation*****35. Youth may serve a parole revocation in a community facility.**

35.1. Placement into a CF will be determined on a case-by-case basis.

35.2. Regional Administrators will approve placement of parole revocations into a CF.

**36. Youth may be sent to an institution to serve their parole revocation.**

36.1. Youth will be returned to the institution where they last resided.

36.2. Male youth who resided at Echo Glen and have since reached age 17 will be placed at Green Hill School or Naselle Youth Camp.

36.3. The receiving institution will be contacted prior to the youth's arrival.

36.4. Staff at the original institution will assist with coordinating placement at an alternate institution if there are concerns with population.

***Transferring Youth To the Department of Corrections (DOC)*****37. Transfers of youth to DOC custody will be completed in accordance with Policy 5.51, *Transferring Residential Youth to DOC.*****RETURNING YOUTH TO LESS RESTRICTIVE ENVIRONMENT**

- 38. All youth transferred to a more restrictive environment within JR's residential continuum are expected to return to the less restrictive environment.**
- 39. All youth removed from a CF to an institutions are expected to return to assigned CF upon reengagement in treatment and demonstration of stable behavior.**
  - 39.1. Any youth expected to return to the CF will have his or her property inventoried and stored at the CF in accordance with Policy 2.30, *Managing Youth Property and Residential Accounts.*

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III. DEFINITIONS

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**Community Facility (CF):** A JR-operated or contracted minimum security residential program for the care, custody, education, and treatment of juveniles committed to JR under RCW 13.40.185. A county detention facility that houses juveniles committed to JR pursuant to a contract with the department is not a community facility.

**Institution:** A JR-operated residential program that provides placement for youth at maximum, medium, or institution minimum-security classification.

**Minimum-Security Facility:** A JR-operated or contracted residential program for the care, custody, education, and treatment of youth with less serious behavior problems in accordance with RCW 72.05.150. These include Community Facilities and the Residential Treatment and Care Program.

**Reentry:** the planning of activities that promote the successful change of a youth from confinement or out of home placement to their respective communities and homes with the assistance of a collective support team.

**Removal:** Transfer of a youth from a CF to detention, jail or JR institution for a specified period of time.

**Return:** Transition of a youth from temporary placement in detention, jail or a JR institution back to the CF to continue programming.

**Transition:** the process of moving progressively through various programs, phases and facilities within residential care.

IV. RELATED JR POLICIES

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Policy 1.40 - Maintaining JR Juvenile and Operations Records

Policy 5.20 - Assigning Security Classification Levels for Youth

Policy 2.30 - Managing Youth Property and Residential Accounts

Policy 5.40 - Transporting JR Youth

Policy 2.40 - Managing Youth Case Files

Policy 5.51 - Transferring Residential Youth to DOC

Policy 2.60 - Managing Youth who are Foreign Nationals

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## Removing a CF Youth Once a Violation has Occurred

### If the CFA or OD determines that removal is necessary:

- Move remaining youth away from the area.
- Secure the youth.
- Conduct a pat search of the youth and apply appropriate restraints (usually legs and waist).
- Call the receiving institution prior to transport and provide:
  - Full name, age, and JR number;
  - Current SAVY results;
  - Current SSS level;
  - Current medication list; and
  - Reason for removal from the CF.

**\*Ensure that the institution notifies the institution administrator or OD (during non-business hours)**

- Search any property accompanying the youth to the facility.
- Prepare legal file and medications to be transported with youth.

### Prior to Removal to Jail or Detention:

- Complete the "No Bail Hold" form and attach to a copy of the JR Admission Summary.
- Contact Detention or Jail Intake and let them know an anticipated time of arrival.
- Record youth movement to the new location in ACT

### Prior to Removal Directly to a JR Institution:

- Arrange local transportation or contact the State Transportation Coordinator at: (425) 831-2599
- Ensure the legal file and medications are transported with the youth.
- Record youth movement to the new location in ACT

### Post-Removal Notifications and Documentation:

#### Within 2 hours of removal:

- Notify the Regional Administrator (If RA has not already been notified)
- Ensure the institution administrator or OD has been notified of the youth's arrival and reason for removal.
- Notify guardians of removal and document in Family Contact in ACT.
- Document timeline in legal log.
- Complete an incident report in ACT.
- Place youth's property in a secure location.

#### Within 24 hours of removal:

- Inventory and store youth's property in a secure location.
- Notify the Transition Specialist and Community and Parole Program Administrator (within one business day)

### Initial Removal Outcome (Community Facility Administrator):

#### Within 3 business days of the removal:

- Determine initial removal outcome class
- Communicate outcome to receiving institution program manager, Transition Specialists and Community Programs Administrator.
- Document removal outcome in the merged Incident report in ACT (include reason for removal, youth assignments for completion while removed and anticipated length of removal)