

POLICY 6.60 (19) ACCESSING INTERSTATE COMPACT SERVICES

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Approved


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Authorizing Sources

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I. PURPOSE AND SCOPE

This document establishes policies for the implementation of the Interstate Compact on Juveniles (ICJ) in Washington State in accordance with state law.

All staff, contractors, volunteers, and interns working in the Division of Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

II. POLICY

1. JR coordinates the Interstate Compact on Juveniles for all of Washington State.

1.1. JR will maintain an ICJ office that includes a Commissioner, Administrator and Coordinator.

1.2. The ICJ Office is responsible for:

1.2.1. Coordinating the return of JR youth who have escaped or absconded and are apprehended in other states.

1.2.2. Assisting agencies from other states in the return of parole violators and juveniles from other states that have escaped from custody or absconded from supervision and are apprehended in Washington.

1.2.3. Coordinating interstate transfers of supervision.

1.2.4. Coordinating travel permits and requests for cooperative supervision.

1.3. An ICJ file is maintained by the ICJ Office in the Juvenile Interstate Data System (JIDS). An electronic copy of the file is maintained locally in PDF format. All paperwork should be submitted to the ICJ Office electronically.

2. Washington State must accept cooperative supervision of juveniles from other states when the parent or legal guardian resides in Washington.

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3. The ICJ Office should ensure a Travel Permit is in place for JR youth who are traveling outside of their state of residence for visitation or testing a proposed placement.

- 3.1. A Travel Permit (ICJ Form VII) will be issued to all youth for out-of-state visits and testing of proposed placements (Refer to PRO 6.60.1).
- 3.2. A youth shall require a Travel Permit if an out-of-state visit will exceed 24 hours. The maximum length of stay, under these conditions, shall not exceed 90 days and must include instructions requiring the youth to return to the sending state.
- 3.3. Receiving states must approve the Travel Permit for the purpose of testing a proposed placement.
 - 3.3.1. A Travel Permit must not authorize a placement to exceed 90 days for testing purposes, and must include instructions requiring the parolee to return to the sending state and to maintain contact with the supervising agency.
 - 3.3.2. For youth who may stay longer than 90 days, complete referral packets must be submitted to the ICJ Office within 30 days of requesting the Travel Permit.
- 3.4. Youth who have Sexually Offended must not be allowed to leave the sending state on a Travel Permit for testing placement without prior approval of the receiving state.
- 3.5. All youth on Travel Permits are subject to registration and notification requirements of the receiving state. The Washington ICJ office does not coordinate notification in receiving states.
- 3.6. Authorization for out of state travel will be approved by the youth's residential or parole case manager, supervisor or designee in the sending state.
- 3.7. Authorization for out of state travel to a destination state for youth who are in Washington on From Other State (FOS) status must first obtain prior approval for travel from the sending state's supervising officer or designee (Refer to PRO 6.60.2).
- 3.8. Authorized Travel Permits will be processed through the ICJ office prior to the youth's departure.

4. The sending state is responsible for:

- 4.1. Authorizing the discharge of FOS juveniles on parole. JR Parole staff may request or recommend discharge to a sending state, in writing using the Quarterly Progress Report (ICJ Form XI),
- 4.2. Issuing arrest warrants,
- 4.3. Payment of travel for youth who are being returned for parole violation or escape,
- 4.4. Payment for ordered treatment.

5. The receiving state is responsible for:

- 5.1. Conducting home evaluations (ICJ Form VIII) for placement recommendations (Refer to PRO 6.60.3). The ICJ Administrator has final approval for supervision.
- 5.2. Providing Parole Services for the length of time determined by the sending state.

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- 5.2.1. In Washington, JR will provide up to 6 months of intensive parole for FOS youth, then provide Level C parole for the rest of the youth's term in accordance with JR Parole Standard 5.
- 5.2.2. Youth who have sexually offended who come to Washington will receive up to 24 months of Sex Offender Parole, then provide Level C parole for the rest of the youth's term in accordance with JR Parole Standard 5..
- 5.3. Providing the sending state with progress reports every 90 days (ICJ Form XI).
- 5.4. Discharging juveniles on To Other State (TOS) parole status when they have completed the required length of parole. JR staff should contact the ICJ Office via email and the ICJ Office will prepare and send the appropriate paperwork.
- 6. To assist in the return of escapees or absconders, JR residential or parole staff should contact the ICJ Office upon learning of the apprehension (Refer to PRO 6.60.4).**
- 7. To request supervision in another state, the JR Case Manager must submit a referral packet electronically to the ICJ Office 60 days prior to the anticipated release or transfer date (Refer to PRO 6.60.5).**
- 8. For Washington youth who have sexually offended (YSO) and are going to another state, the YSO Treatment Coordinator or designee will consult with Children's Administration CPS Intake regarding the potential need for future placement.**
 - 8.1. The consultation will occur at the time that the referral is submitted to the ICJ office.
 - 8.2. The YSO Treatment Coordinator or designee will notify CPS in the receiving state that the youth is arriving and will provide necessary information about the guardian and environment. Necessary information includes the presence of victims in the home or the existence of no-contact orders for victims.
 - 8.3. Legal guardians in other states are responsible for ensuring that the youth has an appropriate placement.
 - 8.3.1. For youth that are unable to live with their parents, this may include accessing relative placement or services through the child-placing agency in their home state.
 - 8.4. Case managers will use the YSO Parole Transition Checklist (DSHS Form 20-289).
- 9. To assist in parole revocation for FOS juveniles on cooperative supervision, JR parole staff must provide the ICJ Office a written summary of the behavior and request for revocation with supporting documentation (Refer to PRO 6.60.6).**
 - 9.1. Violation Reports are sent to the ICJ office within 10 days of a violation. The ICJ office will forward to the sending state.
 - 9.2. If the sending state is in agreement, graduated sanctions up to and including confinement may be served in the receiving state.
- 10. Youth who have sexually offended who come to Washington on a FOS status must have a risk level classification assigned to them by JR in accordance with Policy 40, Sex Offense Risk Level Classification. Parole counselors will coordinate with the regional Sex Offender**

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Treatment Coordinator and the YSO Program Administrator to ensure the classification level is completed prior to the youth's arrival whenever possible.

III. DEFINITIONS

Absconder: A juvenile that 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.

Compact Coordinator: The individual appointed to act on behalf of the Compact Administrator.

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

Destination State: The state, which is not the sending state, to which a youth being supervised on FOS status is traveling.

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

From Other State (FOS): A juvenile receiving cooperative supervision in Washington who is paroled from another state.

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 that facilitates 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 that requests cooperative supervision.

To Other State (TOS): A juvenile receiving cooperative supervision who is from Washington State and is paroled to another state.

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 - Out of State Travel Permit and Agreement to Return)

IV. REFERENCES

Policy 6.60 (19), Accessing Interstate Compact Services 9/23/2014

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 1.80 (9) – Notifying the Community of Youth Placement, Transfer or Release	Policy 3.52 (40) - Establishing Risk Level for Youth who have Sexually Offended
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VII. FORMS AND DOCUMENTS

Document Title	Available In ACT	Link to Paper form
ICJ Form IV – Parole and Probation Investigation Request	No	<JR Forms Library>
ICJ Form V – ICJ Travel Plan	No	<JR Forms Library>
ICJ Form VII – Out of State Travel Permit and Agreement to Return	No	<JR Forms Library>
ICJ Form VIII – Home Evaluation Report	No	<JR Forms Library>
ICJ Form XI – Quarterly Progress Report	No	<JR Forms Library>
YSO Parole Transition Checklist	No	DSHS Form 20-289
