



**Report to the Legislature**

**JRA Security Report:  
Offenses Committed by Juveniles  
While on Minimum Security, Authorized Leave,  
And Unauthorized Leave Status  
During Calendar Year 2001**

**Chapter 291, Laws of 1977 Extraordinary Session  
RCW 13.40.030(1)**

**November 1, 2002**

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## **Acknowledgements**

The Washington State Institute for Public Policy and the Department of Social and Health Services' (DSHS) Research and Data Analysis Division (RDAD) provided offense data for this report. The Institute obtains data from the Washington State Patrol and the Office of the Administrator for the Courts on a regular basis, and makes their offense database available to RDAD. Through the Client Services Database, RDAD helped extract those offenses from the Institute's offense database for this report.

## **EXECUTIVE SUMMARY**

This report, which is required by Chapter 291, Laws of 1977 Extraordinary Session [RCW 13.40.030(1)], describes offenses committed during Calendar Year (CY) 2001 by juvenile offenders under the supervision of the Department of Social and Health Services' Juvenile Rehabilitation Administration (JRA), while on minimum security, authorized leave, or unauthorized leave status. For the purposes of this report, only offenses for which the youth was convicted are examined. Included in this report are the current security guidelines for the Juvenile Rehabilitation Administration (Appendix A) which describes how JRA youth are supervised at each security level and the April 10, 2002, JRA Interim Directive relating to youths' eligibility for community programs (Appendix B).

### **Minimum Security**

- A combined total of 881 minimum security placements were tracked for the purposes of this report. In CY 01, there were 721 transfers to minimum security status in JRA-operated or contracted community facilities. In addition, 160 youth were on minimum security status at the beginning of CY 01.
- Youth on minimum security committed a total of three offenses. Only 3 (0.3 percent) of the 881 minimum security placements resulted in a conviction.
- A total of 23 (2.6 percent) minimum security placements resulted in unauthorized leaves.

### **Authorized Leaves**

- A total of 64 authorized leaves were tracked for this report. Each of the 64 leaves was granted during CY 01.
- During CY 01, no authorized leaves resulted in an unauthorized leave or any other offense.

### **Unauthorized Leaves**

- A combined total of 26 unauthorized leaves were tracked in this report. In CY 01, there were 22 unauthorized leaves from JRA-operated or contracted residential facilities. In addition, four youth were on unauthorized status at the beginning of the calendar year.
- A total of six offenses (in addition to nine adjudicated escapes) were committed by youth on unauthorized leave from JRA-operated or contracted facilities. Three of these offenses were a Class A felony.

The data analyzed in this report indicate that the vast majority of youth on authorized leave or minimum security status continue to abide by the terms of their placements and work to improve their ties to the community.

## INTRODUCTION

This report was prepared in accordance with Chapter 291, Laws of 1977 Extraordinary Session [RCW 13.40.030(1)] that requires the Secretary of the Department of Social and Health Services to submit a report to the Legislature each year describing security in the state juvenile corrections system during the preceding one-year period.

The Security Report is required to cover the following areas:

- the number of escapes from each juvenile facility;
- the most serious offense for which each escapee had been confined;
- the number and nature of offenses committed by juveniles while on escape (unauthorized leave) status;
- the number of authorized leaves granted;
- the number of failures to comply with authorized leave requirements;
- the number and nature of offenses committed while on leave status; and
- the number and nature of offenses committed while on minimum security status.

Previous reports examined data for Fiscal Years 1984 through 1998. In 1999, the reporting period was changed to the previous calendar year. Since then, Calendar Years 1998 through 2000 were examined. This report is based on available data for the period January 1, 2001, to December 31, 2001, or Calendar Year 2001.

Attached as Appendix A are the Juvenile Rehabilitation Administration's (JRA) current security guidelines, Bulletin 5. These guidelines describe the purpose, objectives, and definitions of security standards throughout JRA. In addition, a copy of the April 10, 2002, Interim Directive related to youths' eligibility for Community Programs is attached as Appendix B.

## METHODOLOGY

The data described in the sections which follow were produced from two sources: the JRA Client Activity Tracking System (CATS) and the Washington State Institute for Public Policy offense database. The Institute's database is created using offense data from the Washington State Patrol (WSP) and the Office of the Administrator for the Courts (OAC). Conviction information was collected from the Institute's system and merged with data from CATS regarding unauthorized leaves, authorized leaves, and minimum security placements in 2001. The time span of each event (unauthorized leaves, authorized leaves, and minimum security) was used to identify offenses that occurred during an unauthorized leave, authorized leave, or minimum security placement.

### Data

Only convictions (i.e., adjudicated offenses) are included in this report. Charges that were not filed or were filed and dismissed are not included. The findings presented are based on the best available information on offenses committed by juvenile offenders. The number of convictions is likely an underestimate of the actual number of offenses committed. However, a less rigorous definition, such as referrals, could erroneously include offenses for which the court did not find guilt. Any offenses that were not adjudicated and entered into the WSP and OAC information systems before July 1, 2002, were not included in the study.

### Definitions

The remainder of this section reviews the definitions of several terms employed in this report in order to clarify the methodology used and to avoid misinterpretation of the results. Three types of events are tracked in this report: **stays on minimum security**, **authorized leaves**, and **unauthorized leaves**.

- **Stays on Minimum Security**

JRA maintains three security classifications: maximum security, medium security, and minimum security. For purposes of this report, only stays on minimum security status in the community are included. Excluded are minimum security placements in institutions and medium security placements in the community (i.e., placements in county detention facilities).

A copy of the current JRA Security Classification Policy (Bulletin 5) is included in this report as Appendix A. Also attached as Appendix B is a copy of the April 10, 2002, JRA Interim Directive relating to youths' eligibility for community programs.

- **Authorized Leaves**

As used in this report, the term "authorized leave" refers to absences of up to seven days from the physical custody of JRA and was approved in advance by JRA program staff. Leaves are used for transition planning (e.g., to register for school, to apply for work, etc.) and to maintain family relationships. Leaves to court (e.g., to appear in court) were excluded.

- **Unauthorized Leaves**

As used in this report, the term "unauthorized leave" refers to unauthorized absences from JRA-operated or contracted residential facilities. Unauthorized leaves range from the use of physical force to leave a maximum security cottage to returning late from work to a contracted community facility or state-operated community facility.

An unauthorized leave may or may not be prosecuted and, therefore, may not result in a criminal conviction. Several counties have informal policies of not prosecuting unauthorized leaves from community facilities if the youth returns within 24 hours and commits no new offenses. Thus, while often used interchangeably with the term "escape," unauthorized leaves do not necessarily result in the charging of a criminal offense for the crime of escape under RCW 9A.76.

As a matter of policy, JRA administratively assesses consequences for all unauthorized absences. These consequences can range from being placed in a higher level of security, having the release date extended, or loss of privileges. The decision to prosecute rests with the local county prosecutor.

### **Overlap Between Events**

There is a potential for overlap across event types reported. For example, an offender may escape from minimum security and commit an offense on the same day. To avoid duplication of reporting, offenses committed during an unauthorized leave are only reported as an "unauthorized leave" offense, regardless of whether the youth had escaped from one of the other categories (authorized leave or minimum security). Offenses which are committed on authorized leave or minimum security status, without an unauthorized leave being reported, are included in the tables for those categories.



## OFFENSES COMMITTED WHILE IN JRA CUSTODY

This section provides a summary of offenses committed by JRA youth while on minimum security, authorized leave, or unauthorized leave status during CY 01.

Table 1 provides an overview of offense data for the three statuses. An offense committed by a youth who escaped from minimum security is only included in the unauthorized leave column.

**TABLE 1**  
**Summary of Security Report Data, CY 01**

	Minimum Security	Authorized Leaves	Unauthorized Leaves
<b>Total Number of Events</b>	881	64	26
• Number of Offense-Free Events	878 (99.7%)	64 (100.0%)	15 (57.7%)
• Number of Events Resulting in offenses	3 (0.3%)	0 (0.0%)	11 (42.3%)
<b>Number of Events Resulting in Unauthorized Leaves</b>	23	0	N/A
• Number of Events Resulting in Escape Convictions Only	N/A	N/A	8
• Number of Events Resulting in Convictions for Other Offenses	3	0	3
<b>Total Offense Convictions</b>	3	0	15
• Number of Escape Convictions	N/A	N/A	9
• Number of Other Offense Convictions	3	0	6

Of 881 minimum security placements in CY 2001, 3 (0.3 percent) resulted in a total of 3 offense convictions. In addition, 23 (2.6 percent) resulted in unauthorized leaves.

A total of 64 authorized leaves from JRA custody took place in at least part of CY 2001. No adjudicated offenses were associated with an authorized leave in CY 2001.

A total of 26 unauthorized leaves from JRA custody took place in at least part of CY 2001. Eleven of these leaves resulted in fifteen convictions. Of the 11, only 3 unauthorized leaves resulted in convictions for offenses other than escape.

## MINIMUM SECURITY PLACEMENTS

Table 2 shows the three offenses committed by youth on minimum security in CY 2001. None of these offenses were a felony.

**TABLE 2**

**Offenses\* Committed by Youth While on Minimum Security, CY 01**

OFFENSE CATEGORY	OFFENSE	(N)
D+	ASSAULT 4	1
E	DRIVING WITHOUT A LICENSE	1
E	POSSESSION OF MARIJUANA (LESS THAN 40 GMS)	1
	TOTAL	3

\*Does not include offenses while on escape status

## AUTHORIZED LEAVES

In CY 2001, JRA residents were granted 64 authorized leaves. These leaves were designed to assist in the transition of youth back into their communities and to help them maintain family ties.

Table 3 presents the leaves granted by facility during CY 2001. All of these leaves were authorized by either a state-operated or private community facility.

**TABLE 3**

**Authorized Leaves by Facility, CY 01**

Facility	(N)	%
Maple Lane School	0	0.0
Green Hill Training School	0	0.0
Echo Glen Children's Center	0	0.0
Mission Creek Youth Camp	0	0.0
Naselle Youth Camp	0	0.0
Indian Ridge Youth Camp	0	0.0
Camp Outlook Basic Training Camp	0	0.0
Woodinville Community Facility	27	42.2
Sunrise Community Facility	21	32.8
Oakridge Community Facility	0	0.0
Canyon View Community Facility	3	4.7
Parke Creek Community Facility	0	0.0
Twin Rivers Community Facility	0	0.0
Ridgeview Community Facility	3	4.7
Region 1 Private Community Facility	0	0.0
Region 2 Private Community Facility	0	0.0
Region 3 Private Community Facility	0	0.0
Region 4 Private Community Facility	1	1.6
Region 5 Private Community Facility	9	14.1
Region 6 Private Community Facility	0	0.0
TOTAL	64	100.1

None of these leaves resulted in an unauthorized absence from custody, or a criminal offense of any kind.

## UNAUTHORIZED LEAVES

Table 4 presents the 22 unauthorized leaves that occurred in CY 01 by facility. Minimum security facilities accounted for a disproportionate share of unauthorized leaves. While more than 80 percent of JRA's clients reside in institutions, less than 15 percent of all unauthorized leaves occurred in institutions. The over-representation of community facilities in the unauthorized leave statistics is due to the significantly higher level of security in institutions.

**TABLE 4**  
**Unauthorized Leaves by Facility, CY 01**

Facility	(N)	%
Maple Lane School	0	0.0
Green Hill Training School	0	0.0
Echo Glen Children's Center	0	0.0
Mission Creek Youth Camp	1	4.5
Indian Ridge Youth Camp	0	0.0
Naselle Youth Camp	2	9.1
Camp Outlook Basic Training Camp	0	0.0
Woodinville Community Facility	3	13.6
Sunrise Community Facility	1	4.5
Oakridge Community Facility	0	0.0
Canyon View Community Facility	0	0.0
Parke Creek Community Facility	1	4.5
Twin Rivers Community Facility	0	0.0
Ridgeview Community Facility	6	27.3
Region 1 Private Community Facility	0	0.0
Region 2 Private Community Facility	1	4.5
Region 3 Private Community Facility	0	0.0
Region 4 Private Community Facility	2	9.1
Region 5 Private Community Facility	4	18.2
Region 6 Private Community Facility	1	4.5
TOTAL	22	99.8

These 22 unauthorized leaves, plus the 4 youth on unauthorized leave status when the calendar year started, were tracked for this report. Table 5 presents the most serious offense for which these 26 youths were committed to JRA. The most common of these offenses was sale of narcotics.

**TABLE 5****Most Serious Confinement Offense of Youth  
On Unauthorized Leave from JRA, CY 01**

OFFENSE CATEGORY	OFFENSE	(N)	%
A	ASSAULT 1	1	3.8
A	ROBBERY 1	1	3.8
A-	RAPE OF A CHILD 1	1	3.8
B+	ASSAULT 2	1	3.8
B+	BURGLARY 1	2	7.7
B+	INDECENT LIBERTIES	1	3.8
B+	ROBBERY 2	1	3.8
B+	SALE OF NARCOTICS	5	19.2
B	BURGLARY 2/RESIDENTIAL BURG	4	15.4
B	POSSESSION OF FIREARM 1	1	3.8
B	POSSESSION OF STOLEN PROPERTY 1	1	3.8
B	THEFT OF A FIREARM	1	3.8
C	AUTO THEFT	2	7.7
C	HIT AND RUN – INJURY	1	3.8
C	POSS. OF CONTROLLED SUBSTANCE	1	3.8
C	THEFT 2	2	7.7
TOTAL		26	99.5

Figure 1 illustrates the outcomes of the 26 unauthorized leaves. In CY 2001, 11 (42.3 percent) of the 26 unauthorized leaves from JRA facilities resulted in a court adjudication. Altogether, youth that went on unauthorized leave were convicted of nine escape offenses and six other offenses.

**FIGURE 1. Source and Outcome of Unauthorized Leaves**

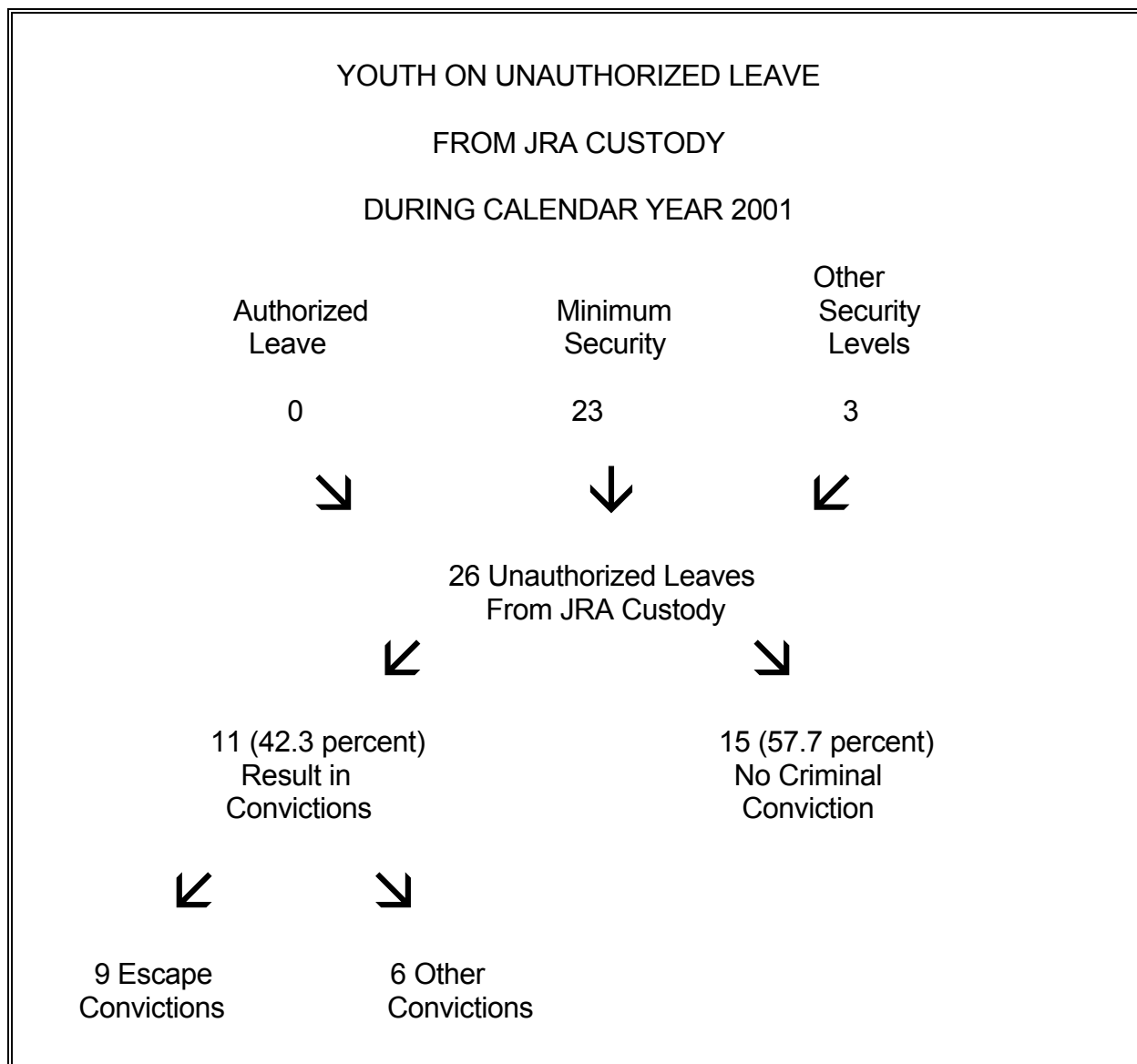


Table 6 presents the offenses committed by youth on escape status during CY 01. Three of the offenses were a Class A felony: two for assault 1 and one for robbery 2. These three offenses were committed by two individuals in the same incident.

**TABLE 6**  
**Offenses\* Committed by Youth While**  
**On Unauthorized Leave, CY 01**

OFFENSE CATEGORY	OFFENSE	(N)
A	ASSAULT 1	2
A	ROBBERY 1	1
B	RESIDENTIAL BURGLARY	1
C	AUTO THEFT	2
	TOTAL	6

\* Excludes 9 adjudicated escapes

## **SUMMARY**

This report presents information on offenses committed by youth under the Juvenile Rehabilitation Administration's jurisdiction who were on authorized leave, unauthorized leave, or minimum security in the community during CY 2001. The use of leaves and minimum security placements does involve some risk. JRA is committed to minimizing these risks while providing its clients with the benefits of community placement, such as greater family involvement in the treatment process and improved transition for the youth's return to the community.

The data analyzed in this report indicate no youth placed on authorized leave escaped or committed a crime during CY 01. The data also indicate that a relatively small number of youth placed on minimum security status in CY 01 escaped or committed new offenses. One incident did result in three Class A felonies. However, the vast majority of youth on authorized leave or minimum security status continue to abide by the terms of their placements and work to improve their ties to the community.



## Appendix A

*JUVENILE REHABILITATION ADMINISTRATION*

**JRA BULLETIN #5**

**SECURITY CLASSIFICATION**

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## ADMINISTRATIVE POLICY

### JRA BULLETIN NO. 5

**SUBJECT:** SECURITY CLASSIFICATION

**INFORMATION CONTACT:** Don Mead, Ed. D., Superintendent  
Echo Glen Children's Center  
33010 SE 99<sup>th</sup> Street  
Snoqualmie, WA 98065  
PHONE: (425) 831-1200  
FAX: (425) 831-1320

**AUTHORIZING SOURCE:** RCW 13.40.030 and 13.40 460

**EFFECTIVE DATE:** September 1, 1999

**APPROVED BY:** \_\_\_\_\_  
Assistant Secretary, Juvenile Rehabilitation Administration

**SUNSET REVIEW DATE:** September 1, 2001

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**5-100** **PURPOSE**

This bulletin describes the system used to assign security classification to committed youths in the Juvenile Rehabilitation Administration (JRA) residential facilities.

**5-200** **SCOPE**

This bulletin applies to all JRA organizational units and contracted programs.

**5-300** **DEFINITIONS**

1. *Program Administrator:* A JRA superintendent or regional administrator.
2. *Institution Facility:* Any JRA operated residential program which provides maximum, medium, or institution minimum security classification placement, or the Basic Training Camp.
3. *Community Facility:* Any JRA operated or contracted residential program which provides minimum security classification placement.

4. *Community Commitment Program Facility (CCP)*: A county detention program contracted by JRA to provide residential services for youths under commitment. Such programs provide minimum and medium security classification and may provide maximum security classification placement.
5. *Initial Security Classification Assessment (ISCA)*: The instrument and instructions (Attachment A) used to determine initial security classification for committed youths.
6. *Community Risk Assessment (CRA)*: The instrument and instructions (Attachment B) used to measure a youth's rehabilitation progress and potential for risk to public safety.
7. *Community Placement Eligibility Requirements (CPER)*: The combination of community eligibility date and consecutive CRA scores (Attachment C) used for placing youth at institution minimum security classification or minimum security classification without an administrative override.
  - a. *Community Eligibility Date*: The earliest date a youth in an institution is eligible for institution minimum security classification or minimum security classification.
  - b. *CRA Eligibility Scores*: The consecutive number of most recent CRA scores between 0-20 required for institution minimum security classification or minimum security classification.
8. *Administrative Override*: The process used to place or maintain a youth at a security classification contraindicated by the CPER, or by consecutive CRA scores for youth in community placement.

**5-400**

**POLICY**

1. **The JRA shall place youths in the least restrictive setting commensurate with risk to public safety.**
2. **The JRA shall maintain four security classifications.**

**A. Maximum Security Classification**

- 1) *Facility*

A youth at maximum security classification shall reside and participate in programs in a residential facility with the capacity to provide living

units with, at a minimum, security windows, locked exterior doors, lockable single-person rooms, and a security fence.

2) *Youth Movement*

Movement at the facility is permitted only with close staff escort.

3) *Community Access*

Movement off facility grounds is not allowed except for court appearances or emergencies and requires staff escort and transportation in restraints and a security vehicle. Authorized leaves are not permitted except for medical or emergency reasons as stated in JRA Bulletin No. 8.

**B. Medium Security Classification**

1) *Facility*

A youth at medium security classification shall reside and participate in programs in a residential facility with the capacity to provide living units with, at a minimum, locked exterior doors and/or with fire exit doors fitted with alarms and windows without egress and/or a security fence.

2) *Youth Movement*

- a. Movement at the facility requires staff escort, continuous visual surveillance, or telephone/radio verification of a youth's departure to and arrival from an area.
- b. Consistent with public safety, unescorted movement on facility grounds is permissible for a youth whose last CRA score is 0-20.

3) *Community Access*

- a. Unescorted community access is not permissible.
- b. Movement off facility grounds is not permitted except for participation in Department of Natural Resources work crews, other supervised work crews, or programs which provide close staff escort. Movement off facility grounds for court appearances or emergencies requires a staff escort and transportation in a security vehicle and/or restraints.

- c. Authorized leaves are not permitted except for medical or emergency reasons as stated in JRA Bulletin No. 8.

### **C. Institution Minimum Security Classification**

#### **1) *Facility***

A youth at institution minimum security classification shall reside and participate in programs in a residential facility with the capacity to provide a living unit with, at a minimum, lockable exterior doors and/or fire exit doors fitted with alarms, and windows without egress and/or a security fence.

#### **2) *Youth Movement***

Consistent with public safety, unescorted movement on facility grounds is permissible.

#### **3) *Community Access***

- a. Staff-escorted community activities are permissible.
- b. Notification requirements per JRA Bulletin No. 9 must be met prior to any unescorted community access.
- c. Unescorted participation in community work, educational and community service programs, and family treatment or other activities to strengthen family ties, is permissible for up to 12 hours per day.
- d. The program administrator permitting unescorted community activities shall have a written policy which includes:
  - i) activities permitted;
  - ii) eligibility requirements;
  - iii) monitoring and accountability requirements; and
  - iv) requirements to document the treatment purpose of activities for each youth as outlined in individual treatment goals.
- e. Authorized leaves may be permitted as stated in JRA Bulletin No. 8.

#### **D. Minimum Security Classification**

1) *Facility*

A youth at minimum security classification shall reside in a JRA operated or contracted community placement.

2) *Youth Movement*

Consistent with public safety, unescorted movement on facility grounds is permissible.

3) *Community Access*

- a. Escorted community activities are permissible.
- b. Unescorted participation in community work, education, community service, or treatment programs is permissible for up to 12 hours per day. Treatment programs may include family treatment and other activities to strengthen family ties or activities to enhance written treatment goals.
- c. The program administrator permitting unescorted community activities shall ensure JRA operated and contracted facilities have a written policy which includes:
  - i) activities permitted;
  - ii) eligibility requirements;
  - iii) monitoring and accountability requirements; and
  - iv) requirements to document the treatment purpose of activities for each youth as outlined in individual treatment goals.
- d. Authorized leaves may be permitted as stated in JRA Bulletin No. 8

**3. The first security classification for youth shall be based on the youth's current offense and risk to public safety.**

The assigned security classification and initial placement shall be determined by diagnostic staff utilizing the ISCA (Attachment A) unless, due to aggravating or mitigating factors, the override option for the ISCA is approved. In no case shall a youth be placed in a community facility prior to serving 10 percent of the aggregate minimum sentence or 30 days, whichever is greater, in an institution or CCP. See sections 5-400-6A and 5-400-7D

**4. Changes in security classifications shall be determined by a youth's potential for risk to public safety, residential safety and security, and the youth's rehabilitation progress.**

**A. *Maximum Security Classification* shall be determined by:**

- 1) Demonstrated behavior which threatens the safety and security of the facility, its staff and residents, or the youth's rehabilitation; or
- 2) A youth's return from a community placement following an adjustment issue.

**B. *Medium Security Classification* shall be determined by:**

- 1) Demonstrated lawful behavior and adherence to institution regulations and treatment programming; or
- 2) Demonstrated behavior which threatens the safety and security of the facility, its staff and residents, or the youth's rehabilitation by a youth who had been classified below medium security; or
- 3) A youth's return from a community placement following an adjustment issue; or
- 4) An administrative override.

**C. *Institution Minimum Security Classification* shall be determined by:**

- 1) The CPER for minimum security classification (Attachment C); or
- 2) An administrative override.
- 3) A youth returned from a community placement following an adjustment issue shall not be placed at this security classification. A youth's appropriateness for this classification may be reviewed at the next authorized CRA, unless the youth's CRA score is 0-20 at the time of return. See section 5-400-5G.

**D. *Minimum Security Classification* shall be determined by:**

- 1) The CPER (Attachment C); or
- 2) An administrative override.



Youth with minimum security classification shall reside in a community facility if they have served the required 30 days or 10 percent of their sentence in a secure facility or in a CCP facility.

**5. The JRA institutions and community residential facilities shall periodically assess a youth's rehabilitation progress and risk to public safety.**

- A. CRAs (Attachment B) shall always assess a youth based upon the previous **90** days in JRA residence.
- B. CRAs (Attachment B) shall be initially administered no sooner than **90** days from admission date and every 90 days thereafter until a youth has reached the community eligibility date.
- C. Once a youth has reached the community eligibility date, a CRA may be completed no more frequently than every 30 days, but no later than every 90 days, except when required for a community placement return.
- D. Any youth in a community facility who commits a serious violation identified in WAC 275-46-070 shall be placed in an institution. Those youth returned with a CRA score of 0-20 may be returned as described in section 5 G, below. Returned youth with a CRA score of 20+ must meet requirements identified in the CPER, bottom section.
- E. A youth at minimum security classification whose CRA score becomes greater than 20, but is not the result of a serious violation as identified in WAC 275-46-070, shall have a written intervention plan developed to address the issues which elevated the CRA score. An administrative override is required to retain such a youth with two consecutive CRA scores greater than 20 at minimum security classification placement.
- F. A CRA shall be administered when moving a youth from a community facility or CCP to an institution unless the youth has not been in residence at least 90 days from JRA admission date.
- G. A youth with a CRA score of 0-20 placed in or returned to an institution may be returned to the community facility prior to the next CRA date if the sending community facility and the receiving institution agree, and they reasonably believe the youth can adhere to the conditions of placement in the community facility.
- H. The program administrator shall ensure CRAs are completed as required and placed in the youth's case file.

**6. Eligible youth shall be referred for community placement.**

- A. When a youth with an initial security classification of minimum is placed at institution minimum to serve 10 percent of the minimum sentence or 30 days, whichever is greater, in an institution prior to community placement, the process to consider a community facility placement shall be initiated upon admission. The required review of pre-commitment school and law enforcement records shall be conducted and documented (Attachment E), and appropriate changes to the ISCA score be completed prior to community facility placement. Should placement not be finalized within 90 days of JRA admission, a CRA shall be completed, and further classification and planning shall be governed by the CPER for institution minimum security classification and minimum security classification.
- B. When a youth has met the CPER (which satisfies the requirements for youth to serve 10 percent of the minimum or 30 days, whichever is greater, in an institution), the process to consider a community facility placement shall be initiated unless an administrative override is approved (Attachment D). The required review of pre-commitment school and law enforcement records shall be conducted and documented prior to community facility placement.
  - 1) A youth meeting the CPER shall be placed at institution minimum security classification or minimum security classification unless an administrative override is approved.
  - 2) The community placement process may be initiated as early as 45 days prior to the youth satisfying the CPER to facilitate transfer.
  - 3) The "most recent consecutive" CRAs shall include:
    - i) the one completed on the community eligibility date, or
    - ii) the "most recent" CRA completed after the community eligibility date which satisfies the youth's consecutive CRA requirements.
- C. A youth's acceptance and participation in the Basic Training Camp shall automatically override the CPER and the requirement to consider community placement.
- D. A youth placed in a CCP is not required to be referred to another community placement.

**7. Some youths shall be ineligible for institution minimum security classification or minimum security classification.**

- A. Sex offenders who meet the criteria for civil commitment referral pursuant to Chapter 71.09 RCW, or are classified as a risk level III under RCW 13.40.217, shall be ineligible.
- B. Youths who have not met DNA requirements per JRA Bulletin No. 27 shall be ineligible.
- C. Youths identified as posing an immediate threat to harm self shall be temporarily ineligible. An administrative override shall be required within 30 days of that identification to continue placement of the youths in an institution.
- D. A review of pre-commitment school and law enforcement records (including non-conviction data) shall be completed for all youth prior to placement at minimum security classification, per WAC 275-46-015. They shall be ineligible until the review is completed by the sending facility. Diagnostic staff have the responsibility for requesting these records and forwarding them to the appropriate institution staff. If after 30 days the requested records have not been received, eligibility will be determined by available data and the requirements of the CPER.

**8. An administrative override is required to place or retain youths at a security classification contraindicated by the CPER, or by CRA scores for youths in community placement.**

- A. The Request for Administrative Override Form (Attachment D) shall be used by:
  - 1) Institution staff to keep a youth in the institution who has met CPER.
  - 2) Institution staff to place a youth not meeting the CPER at institution minimum security classification or minimum security classification.
  - 3) CCP staff to place a youth not meeting the CPER at minimum security classification.
  - 4) Community facility or CCP staff to keep a youth with two consecutive CRA scores of greater than 20 at minimum security classification (per section 5E).

- B. Community facility or CCP staff may return a youth with a CRA of 0-20, who has not committed a serious violation as identified in WAC 275-46-070, to a medium or maximum security classification. Such action requires subsequent review by the Assistant Secretary or designee, utilizing the administrative override process.

**9. Changes in security classification shall be recorded in a Record of Official Action (ROA) and entered into the Client Activity Tracking System (CATS).**

**10. The JRA shall establish and maintain a disciplinary model to ensure accountability and safety in residential facilities.**

- A. Core rehabilitative programming shall provide a documented sanction/incentive system to maintain order and safety in each facility.
- B. The program administrator shall ensure each facility maintains written policies and procedures to effectively manage disciplinary problems.

These policies shall include, at a minimum, an administrative review process and documentation requirements to assess the need for:

- 1) Increase in security classification;
- 2) Referral for prosecution;
- 3) Transfer of youths to a more secure facility; and
- 4) Implementation of local sanctions.

**11. Exceptions to policy require approval.**

All exceptions to these policies outside the administrative override require program administrator approval and must be noted in an ROA.

## Attachment A

### JUVENILE REHABILITATION ADMINISTRATION

#### Initial Security Classification Assessment

#### Instruction Manual

### Introduction:

The Initial Security Classification Assessment (ISCA) was developed for use by staff in JRA operated or contracted diagnostic units to determine initial security classification and placement of youth committed to JRA. The instrument assigns initial security classification based on a combination of risk to reoffend and offense impact. The greater the risk to reoffend and the greater the offense impact, the greater the initial security classification.

The instrument was originally developed and validated using data from a study of criminal offenses of 925 offenders released from JRA facilities. The validation included an analysis of offenses committed while in JRA custody, as well as offenses up to six years after release. In January 1996 the ISCA was revised, changing the weighting of the ISCA items, but not the items themselves. The weighting changes were in response to offense patterns and failure rates of JRA youth placed in State operated and contracted group homes.

In 1998 the Washington State Institute for Public Policy conducted research to measure the empirical validity of the ISCA. Empirical validity is the ability of the risk assessment to accurately predict recidivism. The study group consisted of a two year sample of youth paroled or discharged into the community between July 1, 1993, and June 30, 1995. The research concluded the ISCA is a valid predictor of the 18-month felony recidivism rates based on the study group. The research also determined, however, greater predictive capability would be achieved by additional revision of the ISCA. Consequently, in 1999 three additional items were added, weighting adjustments were made, and the scoring totals were adjusted.

### General Instructions:

The information required for completion of the instrument should be available at the time of diagnostic assessment. In order to maintain the validity of the instrument, it is important that each of the items be considered carefully and answered using one of the responses provided. Any items for which adequate information is unavailable should be scored as zero (0). The specific instructions that follow explain the scoring of the instrument and clarify response options for specific items.

### Specific Instructions:

#### Name and JRA Admission Date:

The Offender's name, JRA Number, Juvis Number, and JRA Admission Date should be entered at the top of the form. The date of assessment can be recorded in lieu of the Admission Date. Please provide complete, legible information to ensure linking an assessment to an individual youth.

#### **Section I: Offender Risk Level**

Item A: Prior Assaultive Behavior. Score a 3 if there is evidence a youth has assaulted others in the past. An assault is an attempt to physically injure another person. This is not a criminal history item; the assaultive behavior does not have to have resulted in an arrest or conviction.

Item B: Impulsive or Hostile Response to Frustration. Scoring should be based on the social history information, court/police records, behavior in detention, and any other available information. Score a 2 for those youths with a history of extreme responses to frustration that result in hostile or impulsive behavior.

- Item C: Age at First Adjudication. Score this item based on the youth's age on the date the first adjudicated offense occurred, or first diversion at age 12 or older. If a question arises concerning a specific offense, consider only adjudications or diversions that could be part of the criminal history.
- Item D: Chemical/Alcohol Use. Score this item based on a formal assessment of the youth, PESQ, WSRAT, positive urinalysis, or use reported by self or family.
- Item E: Problem Solving Skills. This item is intended to assess the youth's ability to resolve social problems as they arise in everyday life. This item is specifically focused on the cognitive ability to analyze social interactions and develop appropriate solutions. The assessment should be based on social history information, court/police records, behavior in detention, and any other available information.
- Item F: Peer Relationships. This item is intended to distinguish those youths with **positive peer support** from those with **negative peer influence**. Score the item as a zero (0) if the youth has involvement with pro-social peers. Score the item as a 1 if the youth is involved with delinquent peers or gangs. If the youth has involvement with both pro-social and delinquent peers, make a subjective decision whether the influence of the negative peers/gang involvement outweighs the influence of the pro-social peers.
- Item G: Prior Adjudications. Score this item based on the number of adjudications and diversions age 12 or older occurring prior to the offense(s) involved in the current commitment. If a question arises concerning a specific offense, consider only offenses that could be part of the criminal history.
- Item H: Compliance with Facility Regulations. Score this item based on recent behavior in detention prior to current commitment. If the court did not require detention prior to adjudication/disposition, score this item as a zero (0).
- Item I: History of Escapes. Score 3 if the youth has left a court ordered placement without permission or escaped from a detention center, a JRA facility, or law enforcement/detention/JRA staff custody. The key element is leaving despite law or lawful orders to the contrary. Leaving home **while on probation or in foster placement** is included, although a history of running away from home is not sufficient by itself to score 3 on this item.
- Item J: Prior Commitments. Consider only commitments to the JRA or other state corrections programs. Do not consider detention orders unless they are commitments to Community Alternative Programs operated under contract to the JRA. Consider each separate court order as a separate commitment, even if they run consecutively.
- Item K: Gender. Score zero (0) for female offenders, score 5 for male offenders.
- Item L: Adjudicated Sex Offender. Score zero (0) for a youth who is a current or historic sex offender. Score 5 for a youth who is not a current or historic sex offender.
- Item M: Age at Admission. Score this item based on the youth's age on the date of current commitment.

## **Section II: Current Offense Seriousness**

Item N: Length of Maximum Sentence. The length of sentence is the sum of the maximum sentences for all offenses in the current admission. Do not consider pending court actions. Pending action may be considered later when re-scoring the ISCA following additional commitment(s).

Item O: Violent Offense in Current Admission. Score 2 for this item if any of the offenses in the current commitment(s) meet the statutory definition of a violent offense. RCW 9.94A.030 do not consider anything but adjudicated offenses. Do not consider plea bargained or uncharged offenses or prior criminal history.

## **Section III: Risk Level and Offense Seriousness Scores**

Calculate the Risk and Seriousness scales scores by adding the scores of Items in Sections I and II respectively. Remember to assign unknown items a score of zero (0). Mark risk level and offense seriousness as low, moderate, or high.

## **Section IV: Initial Security Classification Assignment and Residential Placement**

Use the security classification grid to determine Initial Security Classification based on risk level and offense seriousness. Enter the initial security classification in the space provided.

If there is reason to override the initial security classification (*see JRA Bulletin # 5*), enter the assigned security classification in the space provided and briefly describe the justification for the override.

Indicate the placement of the youth in the space provided, date the action, and sign it.

### **Inclusion in the Case File:**

The original of the ISCA should be placed in the JRA case file in Section I, immediately on top of the Diagnostic Record of Official Action.

Client Tracking System Input:

Input necessary identifying information and the results of the ISCA into the CATS.

## **Section V: Subsequent Changes to the Initial Security Classification Assessment (ISCA)**

A youth's ISCA score may change following initial admission to JRA and completion of the original ISCA. Whenever one or more of the following events occur, a subsequent ISCA must be completed to determine if the ISCA score has changed:

New adjudication(s) – This may be the result of pending charges upon initial commitment, or in response to new offenses committed while in JRA custody.

Review of unofficial school and/or law enforcement records – This process must be followed in accordance with JRA Bulletin No. 5, section 400-6A, prior to consideration for community placement.

Receipt of verifiable new information – The information must be objective, pertinent to a specific ISCA category(s), and substantiated by a creditable person or agency, independent of the original source. Hearsay, opinion, or impressions would not meet the requirement.

If the ISCA score changes based on one of the identified events, the new ISCA score must be used for all custody, security classification, and release purposes and decisions. **The assigned case manager must provide written notification to all pertinent facility and/or regional staff of the change, and coordinate any adjustments in custody, security classification, release planning, or parole status.** There is no limit to the number of times an ISCA score may change, and in all cases the most recent score must be the one used.

If the ISCA score does not change despite the occurrence of one of the preceding events, the original ISCA (or most recent that resulted in a changed score) must remain in place.

The original ISCA, and all subsequent ISCA's that reflect a score change, must be placed in Section I of the JRA case file, immediately on top of the Diagnostic Record of Official Action. Also, input all these scores into the Client Activity Tracking System (CATS).



## **Attachment B**

### **JRA**

### **COMMUNITY RISK ASSESSMENT**

### **INSTRUCTION MANUAL**

The following instructions provide information for using the Juvenile Rehabilitation Administration (JRA) Community Risk Assessment (CRA).

The Community Risk Assessment has been designed for the JRA staff to use in measuring rehabilitation progress and the potential for risk to public safety. The CRA is based upon a youth's behavior during the previous 90 days in JRA custody. The instrument shall be administered initially no sooner than 90 days after a youth's admission to JRA. After the first Community Risk Assessment is completed, it shall be administered every 90 days thereafter, and may be administered no sooner than 30 days in response to a reduced security risk or identified rehabilitation progress. **Responses will always be based on behavior occurring during the previous 90 days in custody.**

The instrument is to be completed by the assigned case manager, taking into account input from the staff team and reviewed by immediate supervisor.

In order to maintain the validity of the instrument, it is important that each of the items are considered carefully and answered using one of the responses provided. The specific instructions which follow explain the scoring of the instrument and clarify response options for specific items.

#### **Client Identification Information**

The offender's name, JRA number, JRA admission date, and the date the assessment was completed should be entered in the spaces provided at the top of the form. These identifiers are the only way of tying an assessment to an individual youth, so it is essential this information be entered consistently and legibly.

#### **Risk Assessment Items**

**Item A: Escapes/Attempts.** Score this item:

- 0 If the youth has not escaped, attempted an escape, or been considered an escape risk. Usually, an unauthorized leave 2 (UL2) for a late return would not be considered an escape or escape attempt.
- 10 If the youth has escaped, or attempted to escape, while in JRA custody (including on authorized leave or temporary assignment) or been considered an escape risk during the previous 90 days. A youth who has been considered an escape risk is one who staff believe has been involved in discussing or planning an escape and staff have taken documented measures to intervene.

**Item B: Assaultive Behavior.** Include physically assaultive behavior even if it did not result in an arrest or conviction. Score this item.

0 If the youth has not assaulted other youths or staff and has not shown a pattern of threatening to assault others.

6 If the youth has been involved in an assault of other youths or staff (an incident where there was intent to cause harm to the victim), or has a pattern of threats, either verbal or non-verbal to assault others, or has lacked self-restraint during the previous 90 days while in JRA custody. A youth who is scored as assaultive is one who has engaged in the above, and staff have taken documented measures to intervene.

Typically a youth with this rating will be exhibiting behavior intended to exert power or control over others, or to retaliate aggressively; or is lacking inhibition to control aggressive behavior, or the pattern of aggression is unpredictable.

**Item C: Chemical Alcohol Use.** Based on specific evidence of chemical/alcohol use, solicitation, or distribution during the previous 90 days in the JRA custody. Score this item.

0 If the youth has no evidence of use, solicitation, or distribution.

10 If the youth has evidence of use, solicitation, or distribution. Evidence can be any of the following; positive urinalysis test, actual possession, or admission of use, solicitation, or distribution.

**Item D: Progress With Facility Core Requirements.** This item should be based on behavior during the previous 90 days in JRA custody. Score this item.

0 If the youth is actively participating in core program requirements and has moved beyond compliance to the independent, general application of newly learned skills to the daily group living setting:

Typically these youth are independently participating, without staff direction, in assigned core rehabilitative programming, i.e., work, education, victim's empathy, behavior modification programming, substance abuse education, life skills. A youth scoring 0 will be at the higher levels of the facility's sanction/incentive system. These youth consistently display behaviors which replace maladaptive behaviors leading to criminal activity. They behave in a lawful manner, accept responsibility for previous criminal behavior and exhibit respect for authority and others.

3 If the youth is actively participating in core programming requirements and is generally demonstrating compliance with facility regulations, but is inconsistently applying newly learned skills to the daily group living setting.

Typically, a youth scoring 3 will be at the mid-level of the facility's sanction/incentive system. This youth periodically may be in violation of core

program requirements or may occasionally encourage others to be in violation of core program requirements or to act out aggressively toward others.

- 6 If the youth is complying with core program requirements only at the direction and intervention of staff, but is not demonstrating application of new skills to the daily group living setting, or is inconsistently complying to facility regulations, requiring intensive staff intervention; or is noncompliant despite staff intervention; or repeatedly incites others to be in violation of core facility requirements or to act out aggressively toward others.

Typically, a youth scoring 6 will be at a lower level of the facility's sanction/incentive system.

**Item E: Problem-Solving Skills.** This item is intended to assess the youths' ability to resolve problems as they arise in everyday life. This item should be based on behavior during the previous 90 days in JRA custody. Score this item:

- 0 If the youth generally responds to problems by considering alternatives and consequences before acting. This youth manages problems in a manner which results in a lawful outcome that is respectful of self and others.

Typically this youth responds to disagreements with authority figures by applying problem-solving skills, seeks staff input in solving daily living problems, and is able to make choices based on long-term benefits.

- 3 If the youth rarely or never responds productively to problems by considering alternatives or consequences before acting.

Typically this youth may respond to problems by participating in fighting behavior with peers, acting impulsively, displaying verbal disrespect, abuse, or threats toward staff or peers. This verbiage may also escalate to the point of physical harm to self or others. Verbal disrespect may be name calling, disparaging remarks, etc. Youth who raise their voice and/or use non-offensive hand gestures while disagreeing may not necessarily be disrespectful.

**Item F: Hostile Response to Frustration.** This item should also be based on the youth's behavior in JRA custody during the previous 90 days. Score this item:

- 0 If the youth has demonstrated an ability to respond to frustration without misdirecting that frustration towards others or property.

Typically the youth is able to delay immediate gratification, accept “No” in response to requests from authority figures, and accept disappointment or failure.

- 3 If the youth frequently responds to frustration with agitation that requires staff intervention and close monitoring of his/her behavior.

Typically, this youth misdirects anger toward peers or staff, engages in vandalism or spontaneous property damage, is verbally defiant, requires physical restraint or engages in fighting behavior.

**Item G: Peer Victimization.** This item is intended to assess a youths' ability to interact with individuals in a manner that does not knowingly inflict emotional or physical harm and is not coercive in nature. This item should be based on behavior during the previous 90 days in JRA custody.

- 0 If the youth displays tolerance and respect for peers, and meets personal needs by working with and being considerate of others.

Typically this youth respects the choice of others which may conflict with his/her personal needs or wishes, consults with staff regarding peer issues, and can identify the impact criminal behavior has on victims

- 3 If the youth displays demeaning, intimidating or aggressive language and behavior toward peers and attempts to satisfy personal needs through coercion and aggression.

Typically, this youth will engage in overt and/or covert behavior to gain tangible favors and possessions from peers, elevate peer group status, and target weaker peers to be the focus of degrading jokes or verbal and physical challenges.

**Item H: Progress in Specialized Programming.** This item is intended to assess the youths' level of active participation in assigned specialized programming to address additional rehabilitative needs. Such programming may include sex offender treatment, substance abuse treatment, mental health intervention, gang intervention, survivors of abuse treatment, gender specific intervention, or other identified programs pertinent to a youths' rehabilitative needs.

- 0 If the youth is actively participating in assigned programming and is applying newly learned skills in the daily group living settings.

Typically, this youth is demonstrating behaviors which reflect newly acquired skills gained through specialized programming which allows him/her to more effectively identify and interrupt behaviors which are viewed as a precursor to criminal activity.

- 6 If the youth is generally attending or completing assigned programming activities but is demonstrating no application of new behavior to the daily group living setting which relate to the specialized rehabilitative needs; or if the youth has demonstrated no or minimal involvement in the assigned programming activities.

**Item I: Adjudication/Pending Charges for Behavior while in the JRA.**

- 0 If there have been no adjudication or pending criminal charges for behavior that occurred during the youth's previous 90 days stay in the JRA.
- 12 If there have been any adjudication, or if any criminal charges are pending for behavior that occurred during the previous 90 days in JRA custody. Include adjudication/charges for behavior while on authorized leave or temporary assignment. If pending charges are dismissed at a later date, the risk assessment should be re-scored using this additional information.

**Item J: Initial Risk Score.** Using the total number of risk level found in Section III from the youth's Initial Security Classification Assessment (ISCA), score this item:

- 0 If the youth scored low risk.
- 6 If the youth scored moderate risk.
- 12 If the youth initially scored high risk.

**Item K: Initial (or modified) Offense Seriousness.** Using the offense seriousness from Section III of the youth's Initial Security Classification Assessment (ISCA), score this item:

- 0 If the initial seriousness was low.
- 3 If the initial seriousness was medium or high.

A youth's ISCA score may change based on a new adjudication(s), review of unofficial school or law enforcement records, or receipt of verifiable new information. If one of these events occurs, a new ISCA form must be completed to determine if the score has changed. Refer to the **ISCA Instruction Manual**, section V, for completion, distribution, and notification requirements.

**Calculating the Total Risk Score**

Calculate the total score by adding the scores of items A through K and insert the number in the "total score" box. Remember to assign unknown items a score of zero (0).

Mark the appropriate box regarding eligibility for community placement.

If the total score is:

- 21 or more      The score does not meet community placement eligibility requirements.
- 20 or less      The score meets community placement eligibility requirements.

Mark the appropriate override box, if pertinent:

A) Eligible for civil commitment referral:

Sex offender who meet the criteria for civil commitment referral, pursuant to 71.09 RCW, or are classified as a risk level III under RCW 13.40.217, shall be ineligible for community placement until the civil commitment review is completed.

B) Current suicide assessment

The youth has demonstrated a threat to harm him/ herself within the last 30 days.

C) Administrative override

The process used to place or maintain a youth at a security classification contraindicated by the community placement eligibility requirement or CRA scores for youth in community placement. The administrative override requires a written request submitted for Assistant Secretary or designee approval.

**Counselor and Supervisor Signatures**

Both the youth's counselor and the program supervisor must sign and date the assessment form upon completion.

**Distribution**

The original assessment form shall be placed in the JRA case file on top of the Initial Security Classification Assessment (ISCA) in the first section of the case file

**Input to CATS**

Input scores of all Community Risk Assessment's (CRA) into the Client Activity Tracking System (CATS) by using the Risk Assessment Menu Item and the Community Risk Assessment Input.

Attachment C  
COMMUNITY PLACEMENT ELIGIBILITY REQUIREMENTS

Type of Offender	Aggregated Minimum Length of Sentence	Institution Minimum or Minimum Security Classification Community Eligibility Date	CRA Range	CRA Eligibility Scores
<u>Non</u> -Violent, Sexual or Stalking	0 - 52 weeks	<b>1<sup>st</sup> Assessment: At 90 days</b> - eligibility date <b>Subsequent:</b> CRA not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	1 score within range to demonstrate sustained progress and low risk. *Any time a youth's score exceeds 20, the consecutive score requirement starts over.
<u>Non</u> -Violent, Sexual or Stalking	52 weeks +	<b>1<sup>st</sup>:</b> At <b>90 days</b> <b>2<sup>nd</sup>:</b> Not before <b>30 days</b> , but no later than <b>90 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
Violent, Sexual or Stalking (JRA Bulletin 9)	0 - 36 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> <b>2<sup>nd</sup>:</b> Not before <b>30 days</b> , but no later than <b>90 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	36+ weeks - 52 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> , CRA <u>every 90 days</u> until eligibility date <b>2<sup>nd</sup>:</b> At <b>180 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	52+ weeks - 104 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> - CRA <u>every 90 days</u> until eligibility date <b>2<sup>nd</sup>:</b> At <b>180 days</b> <b>3<sup>rd</sup>:</b> Not before <b>30 days</b> , but no later than <b>90 days</b> - eligibility date	0 - 20	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	104+ weeks - 156 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> - CRA <u>every 90 days</u> until eligibility date <b>2<sup>nd</sup>:</b> At <b>180 days</b> <b>3<sup>rd</sup>:</b> At <b>270 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	156+ weeks - 208 weeks	<b>First 180 days</b> - CRA due <u>every 90 days</u> Subsequent CRA <u>every 90 days</u> until eligibility date At <b>270 days</b> At <b>360 days</b> – eligibility date <b>Next:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	208+ weeks - 260 weeks	<b>First 450 days</b> - CRA due <u>every 90 days</u> Subsequent CRA <u>every 90 days</u> until eligibility date At <b>540 days</b> At <b>630 days</b> At <b>720 days</b> - eligibility date <b>Next:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	3 most recent consecutive scores within range to demonstrate sustained progress and low risk (beginning at 540 days of minimum). *
“ “	260 weeks +	First 50% of aggregated minimum - CRA due <u>every 90 days</u> Subsequent CRA every 90 days until eligibility date At <b>90 days</b> beyond 50% of aggregated minimum At <b>180 days</b> beyond 50% of aggregated minimum At <b>270 days</b> beyond 50% of aggregated minimum At <b>360 days</b> beyond 50% of aggregated minimum - eligibility date <b>Next:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 20	3 most recent consecutive scores within range to demonstrate sustained progress and low risk (beginning at 180 days beyond 50% of minimum). *
Pending charges /adjudications for behavior while in JRA.	1) Youth with pending charges are not eligible for unescorted community access. 2) For adjudicated offenses, eligibility is extended <b>90 days</b> beyond initial eligibility date, new eligibility date (based on new aggregated minimum LOS) or date of offense, whichever is later. 3) Youth who have no pending charges or adjudications for <b>1 year</b> from date of last offense shall		0 - 20	1) For adjudicated offenses, add 1 consecutive CRA score to original eligibility requirement. Number of adjudications does not increase consecutive CRA scores beyond <b>1</b> to original eligibility requirement.

Time served awaiting closure of pending charges counts toward eligibility requirements.	4) return to initial or new eligibility date based on aggregated minimum LOS. Eligibility dates and corresponding CRA extended by accrued dead time.		2) Youths who have no pending charges or adjudications for one year from date of last offense shall return to initial or new number of consecutive scores. *
Community returns for other than pending charges/ adjudications, with CRA's 20 +	Institution shall complete next CRA not before <b>30 days</b> , but no later than <b>90 days</b> , which includes community behavior if within previous <b>90 days</b> .	0 - 20	1 score within range



# Request for Administrative Override

**INSTRUCTIONS:**

**Request:** Complete and submit no later than 5 calendar days from the date: a) youth has satisfied CPER; b) youth in a community placement scores 2 consecutive CRAs greater than 20; or c) youth in community placement returned to medium or maximum security with CRA of 0-20. Complete and submit when requesting placement of a youth not meeting CPER at institution minimum with unescorted community access or minimum security classification.

**Response:** Complete and return to program administrator no later than 5 calendar days from date of receipt.

To: \_\_\_\_\_  
Assistant Secretary or designee

From: \_\_\_\_\_  
Program Administrator or designee

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Youth's name: \_\_\_\_\_ JRA # \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Type of Offender: \_\_\_\_\_

Committing offense(s): \_\_\_\_\_ Aggregated Min. Length of Sentence: \_\_\_\_\_

CPER: Eligibility Date \_\_\_\_\_ CRA Eligibility Scores \_\_\_\_\_

I am requesting an administrative override for the following reason(s):

1. *Community Placement Eligibility Requirements have been met but:* 2. *Community Placement Eligibility Requirements have not been met but:*

☐ Continued institution placement is recommended.

☐ Institution minimum or minimum classification is recommended.

☐ Community Placement is recommended.

☐ Continued community placement is recommended

Justification for request including public safety issues and rehabilitative progress: \_\_\_\_\_

Transition plan and projected review date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Attachments:** Copy of Admissions Report; CRA's satisfying eligibility requirements; supporting documents

**Routing:** Assistant Secretary or Designee  
Case File

**Response to Request for Administrative Override:**

Approved

☐

Disapproved

☐

Reason for decision: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature & Title)

\_\_\_\_\_  
(Date)

## Juvenile Rehabilitation Administration

Name: \_\_\_\_\_ JRA: \_\_\_\_\_ DOB: \_\_\_\_\_

Diagnostic Coordinator: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_

### LAW ENFORCEMENT

#### *Diagnostic Request for Information Initiated*

Sheriff's Department(s): \_\_\_\_\_

Contact Person & Number: \_\_\_\_\_

Local Law Enforcement Jurisdiction(s): \_\_\_\_\_

Contact Person & Number: \_\_\_\_\_

Additional Law Enforcement Jurisdiction(s): \_\_\_\_\_

Contact Person & Number: \_\_\_\_\_

#### **Law Enforcement Information Received**

Law Enforcement Jurisdiction(s) Reporting: \_\_\_\_\_

Report Received By: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Juvenile Information Received: \_\_\_\_\_  
\_\_\_\_\_

☐ Aggressive/Assaultive Behavior   ☐ Flight from Police   ☐ Pending Investigation  
☐ Domestic   ☐ Drugs   ☐ Other \_\_\_\_\_

Law Enforcement Jurisdiction(s) Reporting: \_\_\_\_\_

Report Received By: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Juvenile Information Received \_\_\_\_\_  
\_\_\_\_\_

☐ Aggressive/Assaultive Behavior   ☐ Flight from Police   ☐ Pending Investigation  
☐ Domestic   ☐ Drugs   ☐ Other \_\_\_\_\_

# SCHOOL

## ***Diagnostic Request for Information***

**Last School of Attendance:** \_\_\_\_\_

Contact Person & Number: \_\_\_\_\_

Subpoena/Request of School Records Completed on \_\_\_\_\_ by \_\_\_\_\_

## ***School Information Received***

Juvenile Information Received: \_\_\_\_\_

- ☐ Special Education History/Placement      ☐ Disciplinary Action History  
☐ Violent, Aggressive, Disruptive, or Gang Behavior(s)      ☐ Weapons      ☐ Truancy  
☐ Drug/Alcohol Abuse      ☐ Other \_\_\_\_\_

Report Received By: \_\_\_\_\_ Date of Report: \_\_\_\_\_

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## **Initial Security Classification Assessment (ISCA)**

(Following the receipt of Law Enforcement School Contact Information or 30 Days)

- ☐ No change to ISCA Score  
☐ Change to ISCA Score  
☐ Notification to Region \_\_\_\_\_ Parole Office of revised ISCA Score \_\_\_\_\_

Identifying Intensive Parole

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

## ***Juvenile Rehabilitation Administration***

### Law Enforcement/School Contact Verification Procedures

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**The Juvenile Rehabilitation Administration (JRA) Initial Security Classification Assessment (ISCA) is an instrument used to determine the initial security classification for youths committed to JRA. The ISCA is administered prior to placement in a JRA residential facility by Diagnostic Coordinators and must be verified and/or amended by Institutional Intake Administrators or designee(s) in residential facilities to account for Law Enforcement and School information received following a youth's placement. The following procedures outline the process for collection of Law Enforcement and School information and application to the ISCA.**

#### Diagnostic Coordinators Action:

- ☐ Request unofficial or non-conviction information from Law Enforcement to be returned to Diagnostic Coordinator. A request shall be made to the county sheriff's department and local law enforcement. If the youth is known to cross law enforcement jurisdictions (example...lives in one county but commits offenses in another) information must be requested from all known jurisdictions.
- ☐ Request School Information from the last school of attendance and/or through Probation or Prosecutor's Subpoena.
- ☐ Account for Law Enforcement and School information requests on JRA Law Enforcement/School Verification form and attach as a cover to the ISCA.
- ☐ Account for new and applicable Law Enforcement and School information received on the ISCA.
- ☐ Notify the JRA Regional Office of ISCA Scores 45 and above and BTC youth to identify Intensive Parole Youth.
- ☐ Forward Law Enforcement/School Contact Verification form within the legal file to institution.
- ☐ Notify the Institutional Intake Administrator if all Law Enforcement/School information has been received.
- ☐ Following placement of youth and upon receipt of additional Law Enforcement/School information, notify and forward information to Institutional Intake Administrator.

#### **Institution Intake Administrators**

- ☐ Review Law Enforcement and School contact information with Diagnostic Coordinator.

- ☐ Upon receipt of additional Law Enforcement and School information from Diagnostic Coordinator amend the ISCA and the Law Enforcement/School Contact Verification form to reflect all applicable information.
- ☐ Enter into MAPPER changes in the ISCA score.
- ☐ Notify the JRA Regional Office of ISCA Scores 45 and above and BTC youth to identify Intensive Parole Youth.
- ☐ At 30 days of placement and with no receipt of Law Enforcement and School information, document on Law Enforcement/School Contact Verification form and continue with Client Risk Assessment (CRA) process.

## **Appendix B**



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
**JUVENILE REHABILITATION ADMINISTRATION**  
*14<sup>th</sup> & Jefferson Street • PO Box 45721 • Olympia WA 98504*  
*(360) 902-8499 • FAX (360) 902-8108*

**INTERIM DIRECTIVE:**

**TO:** Superintendents  
Regional Administrators

**FROM:** Alfonso Garcia, Director – Division of Institution Programs  
Robin Cummings, Director – Division of Community Programs

**DATE:** April 10, 2002

**TITLE:** **Eligibility for Community Programs**

**Reference:** JRA Bulletin #5 and #10

**Impact:**   X   **Institution**  
  X   **Community Programs**  
  X   **Operations & Support Services**

**Attachments:** Revised Community Placement Eligibility Requirements (CPER) Grid

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As you are aware, the decrease in the number of youth entering the Juvenile Rehabilitation Administration (JRA) and the reduction of resources available for services and programs, are forcing our administration to make difficult decisions and to re-examine our service delivery. We are in the process of closing Mission Creek Youth Camp, reorganizing parole, reducing the capacity at Maple Lane School, and working to develop an integrated treatment model. In a time of these capacity changes, all available options need to be considered and prioritized.

One proposal that has been under consideration is to adjust the threshold dictated by the Client Risk Assessment (CRA) to make more youth eligible for community programs, enhancing transition opportunities through a step-down program and enabling us to fully utilize our continuum of care. Research has shown the CRA is a strong predictor of success upon release. Additional research shows that the step-down process allowed

through residence in a community facility enhances success with youth, particularly, for youth assessed as higher risk. Combining the findings of research and moving to fully utilize opportunities for step-down transitioning, we are authorizing the raising of the CRA cut-off for eligibility for a community facility to a risk score of 25. This change does not impact release to parole or discharge procedures.

Several changes will need to be made in JRA Bulletin #5, "Security Classification". Youth will be qualified as "institutional minimum" or "minimum classification" with a score of 25 or below as long as they meet the other provisions described in the bulletin. All other provisions in JRA Bulletin #5 remain intact. A youth with a CRA of 26 or above will remain ineligible for placement at a community facility unless an override has been approved, according to procedures provided in this bulletin. Also, youth eligible for community facilities based on their Initial Security Classification Assessment, who have spent the obligatory time in an institution, remain eligible.

JRA Bulletin #10, "Release from Commitment", lists the requirements for a youth to be released from residential placement to parole or discharge. These requirements remain the same. To be eligible for release to parole or discharge from residence, prior to the maximum of their sentence range, a youth will continue to need to have the most recent CRA score of 20 or below. However, an additional step we would like your staff to take concerns the number of youth being held beyond the minimum date of their disposition range, even though they have met the eligibility requirements for release to parole or discharge. We understand these decisions are based on sound reasons. Bulletin #10 describes the requirement to document this decision in a Record of Official Action (ROA). The ROA is currently placed in the youth's Case File with a copy given to the youth it effects. To track the decision-making process we ask that a copy of each of these ROAs also be forwarded to the Chief of the Office of Treatment and Intergovernmental Services (OTIS). Please submit copies of the ROAs completed on those youth that fall into this category currently and from this date on, until further notice.

#### **SUMMARY:**

The following interim measures shall be implemented:

- Youth with a CRA risk score of 25 or below and have the required number of consecutive CRA scores of 25 or below per Bulletin #5 are eligible for transfer to a community facility.
- A copy of the ROA documenting the decision to retain a youth past their minimum when they are eligible for release, per Bulletin #10, shall be submitted to the Office Chief for OTIS.

We believe these steps will help us fully utilize our community facilities and further scrutinize our release decisions. These are transitional measures to assist us with potential overcrowding in the institutions while still considering community safety and



Interim Directive  
April 10, 2002  
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rehabilitation needs. Other measures will be considered as well. Thank you for your attention to this matter and for your staff's ongoing diligence.

If you have any questions, please contact David Griffith at (360) 902-8098.

c: Assistant Secretary  
Policy Committee Chair  
JRA Forms Manager

Attachment C  
COMMUNITY PLACEMENT ELIGIBILITY REQUIREMENTS

Type of Offender	Aggregated Minimum Length of Sentence	Institution Minimum or Minimum Security Classification Community Eligibility Date	CRA Range	CRA Eligibility Scores
Non-Violent, Sexual or Stalking	0 - 52 weeks	<b>1<sup>st</sup> Assessment: At 90 days</b> - eligibility date <b>Subsequent:</b> CRA not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	1 score within range to demonstrate sustained progress and low risk. *Any time a youth's score exceeds 25, the consecutive score requirement starts over.
Non-Violent, Sexual or Stalking	52 weeks +	<b>1<sup>st</sup>:</b> At <b>90 days</b> <b>2<sup>nd</sup>:</b> Not before <b>30 days</b> , but no later than <b>90 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
Violent, Sexual or Stalking (JRA Bulletin 9)	0 - 36 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> <b>2<sup>nd</sup>:</b> Not before <b>30 days</b> , but no later than <b>90 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	36+ weeks - 52 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> , CRA <u>every</u> <b>90 days</b> until eligibility date <b>2<sup>nd</sup>:</b> At <b>180 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	52+ weeks - 104 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> - CRA <u>every</u> <b>90 days</b> until eligibility date <b>2<sup>nd</sup>:</b> At <b>180 days</b> <b>3<sup>rd</sup>:</b> Not before <b>30 days</b> , but no later than <b>90 days</b> - eligibility date	0 - 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	104+ weeks - 156 weeks	<b>1<sup>st</sup>:</b> At <b>90 days</b> - CRA <u>every</u> <b>90 days</b> until eligibility date <b>2<sup>nd</sup>:</b> At <b>180 days</b> <b>3<sup>rd</sup>:</b> At <b>270 days</b> - eligibility date <b>Subsequent:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	156+ weeks - 258 weeks	<b>First 180 days</b> - CRA due <u>every</u> <b>90 days</b> Subsequent CRA <u>every</u> <b>90 days</b> until eligibility date At <b>270 days</b> At <b>360 days</b> – eligibility date <b>Next:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	2 most recent consecutive scores within range to demonstrate sustained progress and low risk. *
“ “	258+ weeks - 260 weeks	<b>First 450 days</b> - CRA due <u>every</u> <b>90 days</b> Subsequent CRA <u>every</u> <b>90 days</b> until eligibility date At <b>540 days</b>	0 - 25	3 most recent consecutive scores within range to demonstrate sustained progress and low risk (beginning at 540 days of minimum).

		At <b>630 days</b> At <b>725 days</b> - eligibility date <b>Next:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>		*
“ “	260 weeks +	First 50% of aggregated minimum - CRA due <u>every 90 days</u> Subsequent CRA every 90 days until eligibility date At <b>90 days</b> beyond 50% of aggregated minimum At <b>180 days</b> beyond 50% of aggregated minimum At <b>270 days</b> beyond 50% of aggregated minimum At <b>360 days</b> beyond 50% of aggregated minimum - eligibility date <b>Next:</b> Not before <b>30 days</b> , but no later than <b>90 days</b>	0 - 25	3 most recent consecutive scores within range to demonstrate sustained progress and low risk (beginning at 180 days beyond 50% of minimum). *
Pending charges /adjudication s for behavior while in JRA. Time served awaiting closure of pending charges counts toward eligibility requirements.	1) Youth with pending charges are not eligible for unescorted community access. 2) For adjudicated offenses, eligibility is extended <b>90 days</b> beyond initial eligibility date, new eligibility date (based on new aggregated minimum LOS) or date of offense, whichever is later. 3) Youth who have no pending charges or adjudications for <b>1 year</b> from date of last offense shall return to initial or new eligibility date based on aggregated minimum LOS. 4) Eligibility dates and corresponding CRA extended by accrued dead time.	0 - 25	1) For adjudicated offenses, add 1 consecutive CRA score to original eligibility requirement. Number of adjudications does not increase consecutive CRA scores beyond <b>1</b> to original eligibility requirement. 2) Youths who have no pending charges or adjudications for one year from date of last offense shall return to initial or new number of consecutive scores. *	
Community returns for other than pending charges/ adjudications, with CRA's 25 +	Institution shall complete next CRA not before <b>30 days</b> , but no later than <b>90 days</b> , which includes community behavior if within previous <b>90 days</b> .	0 - 25	1 score within range	