



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
12/10/12

PAGE NUMBER
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NUMBER
DOC 320.500

POLICY

TITLE
YOUTHFUL OFFENDER PROGRAM

REVIEW/REVISION HISTORY:

Effective: 8/7/00
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 Revised: 2/13/12
 Revised: 12/10/12

SUMMARY OF REVISION/REVIEW:

Added I.A.1.c. that youthful offenders will be under direct supervision by 2 custody employees whenever they leave their cells

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

11/20/12

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.01.410](#); [ACA 4-4306](#); [ACA 4-4307](#); [ACA 4-4308](#); [ACA 4-4309](#); [ACA 4-4310](#); [ACA 4-4311](#); [ACA 4-4312](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 300.380 Classification and Custody Facility Plan Review](#); [DOC 310.150 Reception, Initial Classification, and Custody Facility Plan](#); [DOC 350.200 Offender Transition and Release](#); DOC 420.100 Transportation Standards; [DOC 440.000 Personal Property for Offenders](#); [Offender Health Plan](#); Interagency Agreement Between the State of Washington, Department of Corrections and the State of Washington, Department of Social and Health Services, CDOC6528; PREA Standards 115.14(a)-(c)

POLICY:

- I. A youthful offender is any person under the age of 18 who is tried, convicted, and sentenced as an adult. Youthful offenders under Department jurisdiction will be housed at a Department of Social and Health Services' Juvenile Rehabilitation Administration (JRA) facility to ensure their medical, mental health, and developmental needs are addressed, and they are provided a safe and secure environment. [4-4310]
- II. Adjudicated delinquent offenders and/or youths not charged with adult crimes will not be housed in Department facilities. [4-4306]
- III. To the extent possible, based on legitimate penological constraints, the Department will make escorts and programming space available to youthful offenders housed in Department facilities. [4-4310]
- IV. The Department and the JRA have an interagency agreement to coordinate the transfer and sharing of information regarding youthful offenders.

DIRECTIVE:

- I. Admission
 - A. [4-4311] Youthful offenders sentenced to the Department will be received at Washington Corrections Center (WCC) or Washington Corrections Center for Women (WCCW) Reception Diagnostic Center.
 1. Offenders admitted to WCC or WCCW will be housed to ensure direct supervision, safety, and security requirements are met. [4-4307] [4-4308]
 - a. Pending transfer to a JRA facility, the youthful offender will be assigned a cell separate from adult offenders, within an intensive management or segregation unit or infirmary. [4-4307] [4-4308]

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- b. The youthful offender will not be housed or participate in a program/ activity (e.g., recreation, visiting) with any adult offender.
- c. The youthful offender will be under direct supervision by 2 custody employees whenever s/he leaves his/her cell.
- d. Sight or sound contact with adult offenders will be minimal and brief, and conform to applicable legal requirements while the youthful offender is housed at Department facilities.

B. Upon the youthful offender's arrival at WCC or WCCW Reception Diagnostic Center, records employees will notify:

- 1. Appropriate facility employees,
- 2. Headquarters Classification Correctional Program Manager,
- 3. Headquarters Youthful Offender Program (YOP) Counselor III, and
- 4. Headquarters Corrections Specialist for Records.

C. The YOP Counselor III/designee will make appropriate arrangements to provide educational services if the youthful offender is expected to remain or is unexpectedly detained at the facility more than 3 working days.

D. The YOP Counselor III/designee will create an initial Custody Facility Plan per DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.

II. Transfer to Juvenile Rehabilitation Administration

A. Unless there are documented safety, security, and/or program reasons to retain in a Department facility, the YOP Counselor III/designee will review youthful offenders for possible placement at a JRA facility.

B. If the YOP Counselor III's review indicates the youthful offender is suitable for transfer to the JRA, the case will be referred to the Offender Programs and Classification Program Administrator/designee, who will review case facts and, upon concurrence, make a formal referral to the JRA.

C. Upon notification of acceptance by the JRA, the YOP Counselor III/designee will coordinate with appropriate transportation employees to transfer the youthful offender to a JRA facility.

D. The YOP Counselor III/designee will give notice of the transfer to the:

- 1. Committing court clerk, and
- 2. Offender's parent(s), guardian(s), or next of kin.

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III. Management

- A. Youthful offenders housed with the JRA will be subject to JRA directives for programs, including:
 - 1. Classification,
 - 2. Housing,
 - 3. Security,
 - 4. Deductions,
 - 5. Property,
 - 6. Visiting,
 - 7. Legal access, and
 - 8. Grievances.
- B. If the youthful offender's health care needs exceed services provided by the JRA, the standards of the Department Offender Health Plan will apply.
- C. Youthful offenders are prohibited from having sexually explicit materials.
- D. The YOP Counselor III will be familiar with:
 - 1. JRA documents and instructions regarding the criteria for transferring JRA offenders to the Department after the age of 18, and
 - 2. The criteria the JRA uses to retain juvenile offenders after the age of 21.
- E. The YOP Counselor III will work with the JRA and assist to ensure youthful offenders are housed and cared for appropriately.
- F. The YOP Counselor III/designee will be responsible for maintaining the youthful offender's classification and Custody Facility Plans per DOC 300.380 Classification and Custody Facility Plan Review while the youthful offender is at a JRA facility.

IV. Retention/Transfers>Returns

- A. [4-4309] If the decision is made not to transfer the youthful offender to a JRA facility, initial classification must be completed by the YOP Counselor III/designee.
 - 1. [4-4307] Classification will address the specific reasons for continuing to house the youthful offender at a Department facility (e.g., crime, length of sentence, security concerns).
 - 2. [4-4309] The YOP Counselor III/designee will complete a:

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- a. Department Offender Needs Assessment.
 - b. Custody Facility Plan per DOC 300.380 Classification and Custody Facility Plan Review, including program needs developmentally appropriate for adolescents, based on the youthful offender's physical, mental, social, and educational maturity.
- B. The YOP Counselor III/designee will determine if JRA or Department Transport Officers will provide transportation for escorted leaves.
1. Transport Officers will follow use of force guidelines per DOC 420.100 Transportation Standards during escorted leaves.
- C. For temporary returns to the Department, the YOP Counselor III/designee will coordinate with Department Transport Officers to move the youthful offender from the JRA facility to a Department secured housing unit at WCC, WCCW, or a Special Offender Unit.
1. The YOP Counselor III/designee will:
 - a. Notify the receiving facility of the reason the youthful offender is being returned to the Department and any services the youthful offender requires. [4-4307]
 - b. Complete documentation for any disciplinary and Administrative Segregation requirements and provide them to the receiving facility. [4-4307]
 - c. Make appropriate arrangements to provide educational services if the youthful offender is expected to remain at the facility more than 3 working days.
 2. The Administrative Segregation Hearing Officer will:
 - a. Document the specific reasons for placement outside a JRA facility.
 - b. Work with the YOP Counselor III/designee to complete a plan specifying behavior changes required and how the youthful offender may return to a JRA facility.
 3. The YOP Counselor III/designee will coordinate a youthful offender's return to a JRA facility.
- D. A youthful offender under 18 may be permanently returned to the Department at the request of the Department or the JRA. The YOP Counselor III/designee will:

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1. Initiate classification and complete a Custody Facility Plan on the offender, including program needs developmentally appropriate for adolescents, based on the youthful offender's physical, mental, social, and educational maturity, prior to the youthful offender transferring to secure Department housing at WCCW, WCC, or a Special Offender Unit. [4-4309]
 2. Coordinate with the receiving facility to provide services to the youthful offender.
- E. Prior to a youthful offender turning 18 years and 6 months old, the JRA and the Department will determine if the youthful offender's needs and correctional goals could be better met by the programs and housing environment of the JRA or the Department.
1. A youthful offender will not remain at a JRA facility past his/her 21st birthday.
 2. If the youthful offender is returned to the Department, Classification will assign custody per DOC 300.380 Classification and Custody Facility Plan Review. [4-4309]
 3. In collaboration with JRA staff, a Department employee will complete a Custody Facility Plan to address the youthful offender's education, medical, mental health, and developmental needs. [4-4309]
- F. Upon return to a Department facility, the:
1. Youthful offender will be assigned a custody level per DOC 300.380 Classification, and Custody Facility Plan Review. If the youthful offender's offense is Murder 1, the 4 years on Close Custody will be counted, beginning on the original Department admission date.
 2. Youthful offender's property will comply with DOC 440.000 Personal Property for Offenders.
 3. Funds transferred from the youthful offender's JRA account to a Department account will be subject to deductions per DOC 200.000 Trust Accounts for Offenders.
- V. Transition to the Community
- A. Prior to the youthful offender's release from a JRA facility, the YOP Counselor III/designee will:
1. Complete an Offender Release Plan,

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2. Coordinate with Headquarters and the JRA to obtain offender funds, transportation arrangements, and any gate monies for which the youthful offender is eligible, and
 3. Notify Headquarters Corrections Record Specialist to:
 - a. Complete the release process, including notification to Victim Services and law enforcement, if applicable, and
 - b. Archive the central and medical files, if appropriate.
- B. Youthful offenders will release from Department facilities per DOC 350.200 Offender Transition and Release.

VI. Violators

- A. When a violator under the age of 18 is incarcerated at a Department facility, s/he will be placed in segregation. The Community Corrections Officer (CCO) will ensure the Violator Desk is notified of the violator's arrival so arrangements can be made for appropriate housing.
- B. The Counselor/CCO and the YOP Counselor III/designee will coordinate transfer of the youthful offender to WCC, WCCW, or a Special Offender Unit for services.
- C. Based on the individual needs of the youthful offender, the CCO or YOP Counselor III/designee may request transfer to the JRA.

VII. Training

- A. [4-4312] The YOP Counselor III, or another employee designated to work with youthful offenders within a specialized housing unit, will attend training related to the specific needs of youthful offenders as designated by the Offender Programs and Classification Program Administrator/designee. The training will be completed prior to beginning the assignment or as soon as possible thereafter. The training will be coordinated with JRA and should include, but will not be limited to:
 1. Adolescent development,
 2. Educational programming,
 3. Cultural awareness,
 4. Crisis prevention and intervention,
 5. Legal issues,
 6. Housing and physical plant,
 7. Policies and procedures,



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8. Sex offender management and programming,
9. Substance abuse services,
10. Cognitive behavioral interventions, including anger management, social skills training, problem solving, and resisting peer pressure,
11. Suicide prevention,
12. Nutrition,
13. Mental health issues,
14. Gender specific issues,
15. Case management planning and implementation, and
16. JRA overview.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Sexually Explicit. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None