

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-03	Policy # 17.3
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 4-JCF-5A-01, 02, 03, 04; 4-JCF-5B-01, 02 Custody and Housing Assessment Instructional Manual DJJ 8.20, 12.21, 12.22	
Chapter 17: ADMISSION AND RELEASE	Effective Date: 2/1/12 Scheduled Review Date: 2/1/13	
Subject: CUSTODY AND HOUSING ASSESSMENT	APPROVED:	
Attachments: None.		
<hr/> L. Gale Buckner, Commissioner		

I. POLICY:

To ensure a safe environment and secure operations, the Department of Juvenile Justice shall objectively classify and house youth according to standard criteria of risk, age, size, conduct, and offense history.

II. DEFINITIONS:

Custody Level Assessment: An objective, assessment tool that rates the risk posed by the youth to the safe and secure operation of a secure facility, which is considered when making decisions about the youth's supervision requirements and housing assignment.

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Housing Assessment: A matrix of pertinent criteria used to determine the appropriate ~~roommate assignment~~ **housing category (Type I, II or III)** for youth in secure facilities.

Over-ride: To alter the objective assessment finding for management considerations that warrant special attention or intervention by staff.

Population Type: The designation given to youth to define the housing category identified by the Housing Assessment (Type I, II, or III).

- Type I – Single Room (or can be housed with other Type I youth after the 14-Day Observation)
- Type II – Dorm or Double Room with other Type II or Type III
- Type III- Single Room or Double Room with Other II or III

Secure Facility: A residential facility (i.e., Regional Youth Detention Center or Youth Development Campus) that is designed and operated to ensure that youth cannot leave without authorization.

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III. GENERAL PROCEDURES:

- A. Each secure facility will establish protocols for housing and supervising youth that is based on the custody levels. Each facility Director will develop local procedures that provide for:
- Completion/review of a Custody and Housing Assessment for each youth upon admission;
 - Assessment every 90 days or more often when required by this policy;
 - Housing decisions, including the assignment of roommates for Type I youth after 14 days of observation;
 - The specific staff member(s) responsible for Custody and Housing Assessments and housing assignments; and
 - Monitoring of youth consistent with their assigned mental health monitoring level (routine, special, or close) and custody level (high, medium, or low) (See DJJ 8.20, Room Checks and DJJ 12.21, Suicide Prevention).
- B. Each facility Director will develop a Housing Plan that provides for:
- The safety of youth;
 - The custody levels and population types that may be assigned to each housing unit; and
 - If blending custody levels and population types within a housing unit, how the youth will be assigned and the expectations of staff in the supervision and care of the youth.
1. The facility Director will ensure the Housing Plan is reviewed and revised as needed, but at least annually.
 2. The Housing Plan will be revised and approved prior to any change in the population type and physical plant structure. The Housing Plan must be approved by the Director of the Office of Classification and Transportation Services. The Director of the Office of Classification and Transportation Services will return the approved Housing Plan within 14 business days of receipt.
 3. The facility Director's supervisor will receive a copy of the approved Housing Plan.
 4. The Housing Plan will be posted in an area accessible to all staff.
- C. The facility Assistant Director or designee will review a minimum of 10% of the custody and housing reports in the Juvenile Tracking System (JTS) at least monthly to ensure compliance with DJJ policy. Inaccurate reports will be corrected the day in which the inaccuracy is discovered. The youth will be housed according to the corrected assessments.

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D. Training:

1. All staff responsible for completing/reviewing/approving Custody and Housing Assessments or determining the housing assignment of youth must complete the on-line Custody and Housing Assessment training through the Office of Training.
2. All staff involved in the direct care of youth in a secure facility must receive training at the facility regarding the Housing Plan, including characteristics of each of the custody levels and housing types, and facility procedures for supervising and housing youth based on the custody level or housing type.

IV. CUSTODY LEVEL ASSESSMENT

A. The Custody Level Assessment will be used to establish a youth's custody level upon admission to a secure facility.

1. The Custody Level Assessment will be completed in JTS within 24 hours of the youth's admission to a secure facility.
2. For youth transferring between secure facilities, the previous Custody Level Assessment will be reviewed in JTS within 24 hours of the youth's transfer if the previous assessment was completed within the last 90 days. If new information is available that causes the previous assessment to be inaccurate, a Custody Level Assessment must be completed, even if the 90 days has not expired.
3. The Custody Level Assessment must be completed before the youth is assigned to a room with another youth or moved from the intake housing area.
4. The Facility Case Manager will review the completed Custody Level Assessment within the first working day following the youth's admission. If the legal history is incomplete, the Facility Case Manager will contact the Case Expeditor (for RYDC youth) or the Community Case Manager (for YDC youth) for the youth's complete legal history. The Facility Case Manager will update the legal history in JTS.

B. The Custody Level Assessment will be used to update a youth's previous custody level taking into consideration the youth's progress and behavior.

1. The Custody Level Assessment will be completed 90 days from the date the previous Custody Level Assessment was completed in JTS.
2. The Custody Level Assessment will be completed within 24 hours of the following circumstances:

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- Youth who are involved in a special incident **or** have a founded (guilty) charge in a disciplinary report for any of the following:
 - B1S** – Child abuse, physical (as victim)
 - B2S** – Sexual abuse, sexual exploitation (as victim)
 - F1S** – Youth on youth assault, with an injury severity rating of 4 or more
 - F2S** – Youth on staff assault
 - F3S** – Youth on youth sexual act
 - G3S** – Mistreatment of a youth, no injury (as victim)
 - H1S** – Escape
 - H4S** – Participating in a riot or group disturbance
 - S4S** – Physical intervention techniques for the purposes of administering medications involuntarily
 - S5S** – Use of a chemical agent

 - Youth who are involved in 3 **or** more of the following special incidents or have 3 or more founded (guilty) charges in a disciplinary report for any of the following within a 30-day period:
 - B5S** – Inappropriate Use of Physical Intervention
 - S1S** – Physical intervention technique without mechanical restraint
 - S2S** – Physical intervention technique with mechanical restraint
 - S3S** – Physical intervention technique with mechanical restraint for therapeutic purposes
 - F1S** – Youth on youth assault, with an injury severity rating of 3 or less
 - F4S** – Sexual contact between youth
 - G5S** – Possession of contraband, other than nuisance contraband
 - G7S** – Sexual harassment
 - H6S** – Damage to property over \$500.

 - The youth is returning from a specialized or behavior management unit. The youth must be reassessed not more than 24 hours prior to the return to general population.

 - Youth will not require a new custody and housing assessment when they complete a special management plan.

 - New information that may affect the youth’s custody level becomes available (e.g., new legal charges, new dispositions entered in JTS, updated information that was not available when the previous assessment was completed, etc.). The youth must be reassessed within 24 hours of the receipt of the information.
3. For charges that are received while a youth is in a secure facility, the facility Director will develop a process for communicating legal charges to the Facility Case Manager. The Facility Case Manager will enter the charges into the JTS legal module within 24 hours of notification and prior to the assessment being completed. The youth must be assessed in JTS within 24 hours of the receipt of the information.

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V. HOUSING ASSESSMENT

A. The Housing Assessment will be used to determine the appropriate roommate, if any, for a youth. The Housing Assessment will be used for both assessment and reassessment.

1. A current Housing Assessment will be required prior to assigning a youth to a room with another youth.
2. The Housing Assessment will be completed or reviewed every time a Custody Assessment is completed or reviewed.

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- ~~3. The housing category will be over-riden in facilities/housing units with dormitory-style, open-bay housing.~~
- ~~4. The housing category may be over-riden to allow youth who are eligible for "honors" placement to be housed accordingly. The Housing Assessment must indicate the reason for the over-ride.~~
5. Over-rides will be made when there is information outside of the disciplinary reports and legal history that would indicate the youth needs to be housed at a higher level.
6. Over-rides will be made for youth who have an increased victim risk (i.e. sexual assault, child abuse, youth on youth assaults, etc.).
7. Over-rides of the size or age criteria must be based upon verified data that is supported by documentation. The facility Director or designee must approve over-rides in JTS and must include justification for the over-ride.
8. ~~Housing Assessments may only be over-riden to a higher housing type, not to a lower housing type.~~ Housing Assessment in a facility with individual rooms may only be over-riden to a higher housing type, not to a lower housing type.
9. The Housing Category may only be overridden to a lower housing category in facilities/housing units with dormitory-style, open-bay housing. The Housing Assessment must indicate the reason for the over-ride.

VI. LOCAL OPERATING PROCEDURES REQUIRED: YES