

## 15 SANCTION, ADMINISTRATIVE DETENTION AND TERMINATION OF TYPE 2 SUPERVISION

### OVERVIEW OF CHAPTER CONTENTS

#### PRIMARY TOPICS COVERED IN THIS CHAPTER

- Sanctions for Type 2 Youth Under DJC Supervision
- Graduated Sanctions Guidelines
- Administrative Detention for Type 2 Youth Under DJC Supervision
- Termination of Type 2 DJC Supervision
- Sanctions for Type 2 Youth Under County Supervision
- Collaboration with Counties on State-Supervised Youth
- Additional Health Information for Type 2 Youth Under State and County Supervision

#### FORMS DISCUSSED IN THIS CHAPTER

- Type 2 Sanction/Administrative Detention (DOC-1911)
- Health Screening (DOC-3387)
- Termination of Type 2 Community Supervision Report Face Sheet (DOC-1942)
- Termination of Type 2 Community Supervision Report (DOC-1945)
- COMPAS-Youth
- COMPAS-Re-entry
- Type 2 Violation Report (DOC-1912)
- Request for Extension of Administrative Detention (DOC-2656)
- Sanction Decisions for County Type 2 Youth (DOC-2061)
- Department Order (DOC1722B)
- Statement (DOC-1305)
- Complaint by Youth on Community Supervision DOC-2179
- Sanction Entrance Report (DOC-2475)
- Sanction Exit Report (DOC-2476)

#### FORMS INCLUDED IN THIS CHAPTER

DOC-1305 , DOC-2475, DOC-2476, DOC-2179 and DOC-3387 are available in MyDOC. DOC-1911, DOC-1912, DOC-1942, DOC-1945, DOC-2061 and DOC-1722B are completed in JJIS. COMPAS-Youth and COMPAS-Re-entry assessments are completed in COMPAS.

### OVERVIEW

The sanction, administrative detention and termination procedures of this chapter shall be used by state and county staff to remove a Type 2 status youth from community supervision and place the youth in a JCI, or to impose minor penalties in the community. Placement in a JCI may be necessary when a youth violates, or allegedly violates conditions of his or her community supervision rules and conditions, escapes or commits a new offense. In some cases, a youth may be temporarily placed at the JCI awaiting a new placement in the community, this could be for reasons other than his or her own conduct.

This chapter covers two categories of youth:

- Youth administratively transferred to type 2 state supervision in CSP [see Chapter 13], SJOP [see Chapter 7] or a Type 2 RCC [see Chapter 12].
- County supervised youth placed in a Type 2 RCC by a court.

## SANCTIONS FOR TYPE 2 YOUTH UNDER DJC SUPERVISION

### OVERVIEW

Pursuant to s. DOC 396.03, a sanction means a range of actions that staff may take when a youth violates the rules of conduct or court-ordered conditions of community supervision.

#### A. Definitions (s. DOC 396.10 (1))

1. **Minor Offense** means a violation of one or more of the rules of supervision for which a minor sanction may be imposed if the accused youth is found guilty.
2. **Minor Sanction** includes, but is not limited to, community service, restitution, loss of privileges, electronic monitoring or other programs prescribed by the department. A minor sanction does not include sanctions included in a major sanction.
3. **Major Offense** means a violation of one or more of the rules of supervision for which a major sanction may be imposed if the accused youth is found guilty. A major offense is an offense listed in s. DOC 373.11 (4) or any offense listed in the youth's conduct rules which is identified as a major offense.
4. **Major Sanction** means a temporary placement in a Type 1 JCI or other sanction placement. An agent, with a supervisor's approval, may impose a major sanction that does not exceed 5 days. A regional chief may impose a major sanction does not exceed 14 days. The administrator may impose a major sanction that exceeds 14 days. A major sanction does not require review and approval by OJOR under chapter s. DOC 371.
5. **Administrative Detention** is defined as secure, temporary confinement of a youth in a JCI, approved detention center or approved section of a county jail pending the outcome of the termination procedure, pending investigation, or pending transfer to an alternative Type 2 status placement.

Some youth placed on administrative detention in a JCI will not be returned to the community because of the seriousness of his or her conduct; loss of residence, school or treatment program; or a DJC decision that the youth's community supervision will not accomplish the ICCP goals (see Chapter 6).

#### B. In accordance with s. DOC 396.10 (2) youth on Type 2 community supervision may receive a major or minor sanction if DJC determines, after completing a review that the youth has committed one of the following:

1. A violation of a state or federal statute, or a local ordinance.
2. A violation of the rules of any facility, institution, placement or program in which the youth is held or to which the youth is assigned.
3. A violation of Ch. DOC 396.
4. A violation of the Conduct Rules Ch. DOC 373.

**REVIEW OF ALLEGED VIOLATIONS**

- A. The agent shall follow these review procedures if a youth has allegedly committed a **Minor Offense** of his or her Type 2 community supervision as it will NOT result in a sanction to a JCI or a detention facility:
1. The agent may impose a **Minor Sanction** for a **Minor Offense** after completing the review.
    - a. The agent should use the Graduated Sanctions Guidelines in determining the appropriate sanction for the violation. [see later in Chapter 15]
    - b. The agent shall enter a chronological note in JJIS documenting the offense and sanction in the youth's file and enter this in the JJIS screen titled "Violation Log".
    - c. A youth may use the complaint procedures in s. DOC 396.21 to seek review of a decision to impose a minor sanction. The filing of a "Complaint by Youth on Community Supervision" DOC - 2179 shall not delay the imposition of a minor sanction.
- B. The agent shall follow these review procedures if a youth has allegedly committed a **Major Offense** of his or her type 2 community supervision which results in a **Major Sanction** to a JCI or a detention facility.
1. The agent shall consult with his or her supervisor after reviewing the alleged violations. If the agent believes a sanction to a JCI is warranted:
    - a. The agent's Field Supervisor may authorize a sanction up to 5 days.
    - b. The Regional Chief may authorize a sanction for 6 to 14 days.
    - c. The DJC Administrator may authorize a sanction of 15 to 21 days.
  2. The agent shall call the JCI shift supervisor to provide the name and J-number of the youth, the circumstances of the sanction and the approximate time of the youth's arrival.
  3. The following forms shall be completed: Type 2 Sanction/Administrative Detention (DOC-1911), Type 2 Violation Report (DOC-1912) and Health Screening—DJC (DOC-3387).
    - a. The agent shall complete these forms for a youth in CSP or SJOP. When a youth is in a Type 2 RCC, the agent may ask the Type 2 RCC staff to complete all or part of these forms.
    - b. The agent's supervisor shall sign the DOC-1912 prior to the youth's arrival at the JCI. When the supervisor authorizes the sanction or administrative detention by telephone, the agent or other designee may be authorized to sign the supervisor's name and initial the signature.
    - c. It is the agent's responsibility to insure that the youth is informed of his or her appeal rights, by serving the youth with a copy of the 1912 "Type 2 Violation Report". The agent shall make an effort to obtain the youth's signature within 24 hours of placement, but no later than 3 calendar days with prior supervisory approval.
    - d. The agent or Type 2 RCC staff shall prepare written assignments for the youth to complete during the sanction. For sex offenders, the assignment shall relate to the youth's healthy living plan. Where possible, homework from his/her community school will be provided to the youth.
  4. The agent or Type 2 RCC staff completing the DOC-1911 and DOC-1912 shall send

electronically or hand deliver all of the forms to the JCI shift supervisor and also to HSU.

5. The JCI shift supervisor shall distribute the DOC-1911, DOC-1912, to appropriate JCI staff.
6. As soon as practical the agent will notify the youth's parent or guardian and provide them with a copy of the DOC-1912.
7. Properly trained field staff will make every effort to transport youth and shall follow procedures identified in POSC. There are times where they will seek the assistance of the JCI in transporting and in completing the Health Screening Form face to face.
8. Youth belongings which are not allowed at the JCI, shall be properly secured by the field staff and a signed receipt given to the youth and Field Supervisor.
9. The agent or Type 2 RCC staff transporting the youth to the JCI shall take the youth's medication(s), if any, **in the original containers**.
10. Each JCI shall have the youth complete the Sanction Entrance (DOC-2475) and Exit (DOC-2476) Reports during the sanction. A copy of the "Entrance and Exit Reports" should be forwarded to/shared with the field.
11. During a sanction of a sex offender, DJC sex offender treatment staff shall review the youth's healthy living plan and any assignments given by the agent.
12. During a sanction, the agent or Type 2 RCC staff shall communicate with JCI staff to learn whether the youth has complied with expectations. Non-compliance by the youth may result in a new violation and new sanction time. The agent must follow the prior described procedures to re-sanction a youth. To add to the initial number of sanction days or to change the status to Administrative Detention, the youth must have committed a new **Major Offense**. The agent shall obtain supervisory approval to initiate a new DOC-1911, and the youth must be served with a new DOC-1912. Limitations on sanction time for county supervised youth are in the last section of this Chapter.
13. In all cases, within 3 calendar days the Field Supervisor must be provided with copies of the DOC-1911 and the DOC-1912 showing the youth's signature.
14. If the youth refuses to sign the DOC-1912, a separate staff member must sign as a witness that the youth was properly served, but refused to sign.
15. During a major sanction to a JCI, all relevant Administrative Rules and JCI policies and procedures apply to the youth.
  - a. When youth are transferred to a placement other than a JCI for a sanction, all rules and policies of that placement apply to the youth.
  - b. JCI staff may place the youth in secure status or other program under close or modified confinement during the sanction consistent with the youth's needs and JCI needs subject to DJC administrative rules and JCI policies and procedures.
  - c. Close or modified confinement may not be used in a Type 2 secured correctional facility operated by a child welfare agency.

#### C. **Administrative Detention** for Type 2 Youth Under DJC Supervision

1. Pursuant to s. DOC 396.03, **Administrative Detention** is defined as secure, temporary confinement of a youth in a JCI, approved detention center or approved section of a county jail pending the outcome of the termination procedure, pending investigation, or pending transfer to an alternative Type 2 status placement.

Some youth placed on administrative detention in a JCI will not be returned to the community because of the seriousness of his or her conduct; loss of a residence, school or treatment program; or a DJC decision that the youth's community supervision will not accomplish the ICCP [see Chapter 6] goals.

### **Reasons for Administrative Detention**

1. In accordance with s. DOC 396.11, the youth's agent or other staff, with the approval from a supervisor, may place a youth in administrative detention. The youth may remain in administrative detention if the supervisor has a reasonable belief the one or more of the following are true:
  - a. If the youth remains in the community or in the current placement the youth will seek to intimidate a witness in a pending investigation, disciplinary action or termination action.
  - b. If the youth remains in the current placement, the youth will encourage others by example, expressly, or by the youth's presence, to defy staff authority and thereby erode the ability of staff to control a particular situation.
  - c. If the youth remains in the current placement, it will create a substantial danger to the physical safety of the youth or another person.
  - d. If the youth remains in the current placement, there is a substantial danger that the youth will try to flee.
  - e. If the youth remains in the current placement, a criminal disciplinary or termination procedure will thereby be inhibited.
  - f. If the youth remains in the current placement, there is a substantial danger that the youth will commit a crime.
  - g. If the youth remains in the current placement, there is a substantial risk that the youth will engage in an activity that violates a type 2 community supervision rule or condition.
  - h. The youth's retention in the community placement will not accomplish the goals stated s. DOC 396.01 (2).
2. An agent or other staff may take a youth into custody without prior supervisory approval **only** if the decision maker reasonably believes that an urgent situation exists and that failure to immediately take the youth into custody may result in injury to some person, a violation of the law or the youth's escape.
  - a. Staff shall serve the youth with the Type 2 Sanction/Administrative Detention (DOC-1912) which explains why s/he is being administratively detained. The youth's right to appeal the administrative detention status may be informed orally or in writing.
  - b. Immediately upon securing the situation, the Agent shall notify their supervisor, an on-call supervisor or Regional Chief, The agent shall provide their supervisor with a copy of the DOC-1911 and DOC-1912 which has been signed by the youth within 24 hours of placement but no later than 3 calendar days with supervisory approval.
  - c. Supervisory staff shall review the placement of a youth in detention within 3 calendar days after it takes place. The supervisor's review shall include consideration of the youth's response to the detention, if any. If, upon review it is determined that detention is not appropriate, the youth shall be promptly returned to the previous community placement or alternative placement.

### **Procedures for Administrative Detention at a JCI (Pending Investigation, Pending New Placement, and Pending Termination)**

Refer to procedures B2 through 15c where youth have allegedly committed a **Major Offense** of his/her Type 2 community supervision resulting in a **Major Sanction** to a JCI or a detention facility.

1. No youth may remain in detention for more than 21 calendar days, except that the DJC administrator may extend this period for up to 21 additional calendar days for cause.
2. After the supervisor's initial review, s/he shall review the status of each youth in detention every 7 days to determine whether detention continues to be appropriate.
  - a. If, upon review it is determined that detention is not appropriate, the youth shall be promptly returned to the previous community placement or alternative placement.
  - b. If it is determined that an extension will be needed to allow for further investigation or a placement to occur, the agent should complete the DOC-2656, Request for Extension of Administrative Detention, and submit the form to the supervisor no later than day 14 to allow for the Administrator's review and approval or denial.. The agent must also submit the DOC-1911 and DOC-1912 to their supervisor. If in agreement, the supervisor will forward the three forms to the Regional Chief for final approval by the Division Administrator.
3. Youth may be administratively detained in a JCI or other facility approved by the Department.
4. **AWOL youth:** When a youth who has escaped is picked up by the police and placed in a secure detention facility or jail, the **agent of record shall do the following:**
  - a. Complete the DOC-1911 and DOC-1912.
  - b. If needed, ask the detention facility/jail to complete the Health Summary Report (DOC-3387). If detention/jail staff agree to complete the form, fax DOC-3387 to them and ask that they immediately fax it back upon completion...
  - c. The DJC transport team, agent of record, or designee completes the DOC-3387 when the detention facility/jail does not agree to do so. Include information about medications youth was taking prior to his/her escape.
5. Under supervisory approval, the youth's status may be amended from Administrative Detention Pending Investigation or Pending New Placement to Administrative Detention Pending Termination.
  - a. If the decision is made to terminate a youth's Type 2 supervision, the agent shall amend the existing DOC-1911. Using the original DOC 1911, write AMENDED on the top of it in large bold print. In the lower section of the DOC 1911, cross out the original return status, and hand print "Termination", today's date and your initials.. The agent shall notify the youth of the decision to terminate and document this notification in the chronological log.

### **When the youth is returned to the Community**

1. The person transporting the youth from the JCI must contact HSU, as necessary.
  - a. If any medical changes have occurred or new medication(s) prescribed during the Administrative Detention.. Each JCI utilizes an internal procedure to update the youth's medical file.
  - b. HSU shall provide prescriptions for any new medication(s) the youth will continue to take in the community.

**TELEPHONE AND FAX NUMBERS FOR JCI STAFF**

<b>LHS—(715) 536-8386</b>	<b>CLS—(715) 536-8386</b>
Shift Supervisor: x1188 FAX: (715) 536-7937	Shift Supervisor: x1188 FAX: (715) 536-7937
HSU: x1227 FAX: (715) 536-8385 FAX: (715) 536-8236	HSU: x1227 FAX: (715) 536-8385 FAX: (715) 536-8236

**PROCEDURES FOR TERMINATION OF TYPE 2 DJC SUPERVISION****OVERVIEW**

The Type 2 termination procedures can **only** be used for youth under DJC community supervision on Type 2 status in CSP, SJOP or Type 2 RCC. SJO youth on community supervision who are in jail or secure detention, **and under the control of local law enforcement**, pending a charging decision or following a charge for a new offense, will not be terminated from Type 2 supervision. Termination procedures will be followed when they are released from the control of law enforcement, and physically returned to a JCI by DJC staff. The status of SJO youth under control of local law enforcement is "**hold**" for purposes of the weekly case count. Agent shall obtain a police report and youth statement form DOC-1305.

The county liaison or caseworker should be consulted before the agent recommends termination of a non-SJO youth.

County supervised youth in a Type 2 RCC **cannot** be terminated from their Type 2 status without additional court action by the committing county. DJC would not be involved in the termination proceedings.

**REASONS FOR TERMINATION**

A youth's Type 2 community supervision may be terminated for any of the following reasons:

- A. There has been a change of circumstances, such as the loss, for any reason, of a residence, school or treatment program.
- B. The youth has committed one or more of the following violations:
  1. The youth has violated a state or federal statute or local ordinance.
  2. The youth has violated a department rule.
  3. The youth has violated the rules of any facility, JCI or program where the youth is held or to which the youth is assigned.
  4. The youth has violated one or more of the conduct rules.
- C. In the discretionary judgment of the Department, the transfer will ensure accomplishment of the goals stated in s. DOC 396.01 (2).

**TERMINATION OF TYPE 2 SUPERVISION PACKET**

1. Within 7 calendar days of administratively detaining the youth pending termination, the agent shall prepare and submit to his or her supervisor the termination packet consisting of the following forms:
  - a. DOC-1942 Termination Report Face Sheet
  - b. DOC-1722B Department Order
  - c. DOC-1911 Type 2 Sanction/Administrative Detention
  - d. DOC-1912 Type 2 Violation Report
  - e. DOC-1945 Type 2 Termination Report
  - f. DOC-44 Turnaround document (if applicable)
  - g. Copy of original and current court order
  - h. DOC-1741 Copy of signed rules
  - i. COMPAS Youth or Re-entry bar chart
  - j. DOC-1841 Restitution TrackingOther items to be included if available:
  - k. Police Reports
  - l. Progress Summaries/Discharge Summaries from GH/RCCs
  - m. Youth Statements DOC – 1305
  - n. Victim Statement, if appropriate
2. The supervisor shall review the termination packet and the county's recommendation, if any. If appropriate, the supervisor shall approve and sign the DOC-1942, and send the packet to the regional chief.
3. The regional chief shall review the termination packet and, if appropriate, shall approve and sign the DOC-1942, DOC-1722B and send the packet to OJOR-CO who shall distribute the packet. The effective date of all Type 2 terminations shall be the date that the Regional Chief signs the Department Order DOC-1722B.
4. Within 2 calendar days of the youth's assigned agent receiving notification that the Regional Chief has approved and signed the DOC-1942 and DOC-1722B, the agent will notify the JCI assigned social worker by phone or email that the youth's community supervision has been terminated.
5. OJOR-CO shall schedule a JPRC [see Chapter 5] for the youth as soon as possible, but at the latest, within 21 days of admission. .
6. After the JPRC, OJOR shall issue a Department Order (DOC-1722A) [see Chapter 5] administratively transferring the youth back to the JCI.
7. The JCI social worker shall work with the youth to develop a new ICCP [see Chapter 6].
8. If a youth is due to discharge in 30 days or less from date of Administrative Detention, and is not extendable, then a written termination packet is not required. However, if the discharge date is more than 21 days away, the agent must request an extension on the DOC-2656 and submit it along with the DOC-1911 and DOC-1912 to their supervisor no later than day 7 of detention. If in agreement, the supervisor will forward the forms to the Regional Chief

for final approval by the Division Administrator. The agent must complete the 1626 & 1788 indicating the release date.

### **Instructions for Completion of DOC-1945**

#### **A. Court History**

Attach the Dispositional Order. Include a brief description of the committing offense, statute number, date of court order, date of expiration, extension information, etc.

#### **B. Prior Juvenile Contact**

- Date of offense
- Offense
- Date of disposition and result of court action, current expiration date.

#### **C. Prior Placements and Services**

Note prior treatment such as alternate care, outpatient or inpatient AODA treatment, mental health treatment and probation. These are services prior to current supervision.

#### **D. Current Violation**

Attach a copy of the DOC 1911 and the Type 2 Violation Report (DOC-1912). Also, include a brief statement as to how the investigation was conducted.

#### **E. Adjustments to Community Supervision**

Discuss the youth's release to the community, including the date, placement and intended Case Plan. Address the youth's progress on the ICCP goals, identifying his/her positive and negative behavior while under the current community supervision. Attach a copy of the signed Community Supervision Rules and Conditions (DOC-1741).

#### **F. Discussion with Supervisor**

Note the date and events of the supervisory conference when the decision was made to terminate the youth's Type 2 community supervision.

#### **G. Alternatives Considered**

Indicate what alternatives have been reviewed and why alternatives to a Termination of Type 2 community supervision are not being recommended. Note if alternatives to termination were previously pursued, and the outcome of these.

#### **H. Parent Information**

Note parent(s)/guardian's name, address and phone number.

#### **I. Problem Areas**

Briefly describe the youth's problem areas.

#### **J. Recommendations**

- Current Placement: if placed in a JCI, state the JCI.
- Current Treatment: proposed treatment programming.

- Future Placement: anticipated placement upon release from a JCI.
- Future Treatment: anticipated treatment needs.
- Anticipated Length of Stay: in the JCI (example—3 months).

### **GRADUATED SANCTIONS GUIDELINES**

\*An Override of the following may be possible after discussion with your Direct Supervisor.

<b>Wisconsin Division of Juvenile Corrections; Violations &amp; Sanctions Guidelines</b>		
<b>Category 1</b>	<b>Category 2</b>	<b>Category 3</b>
<b>VIOLATIONS</b>		
<ul style="list-style-type: none"> <li>▪ Curfew hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Chronic repetition of category 1 violations</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Chronic repetition of category 1 and/or 2 violations</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ AWOL&lt;24 hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ AWOL&gt;24hrs with no other rule violations</li> </ul>	<ul style="list-style-type: none"> <li>▪ New felony and misdemeanor charges</li> </ul>
<ul style="list-style-type: none"> <li>▪ Truancy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continued use of alcohol/drugs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Failed placement</li> </ul>
<ul style="list-style-type: none"> <li>▪ Failure to check in or show for scheduled appointments with DJC staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fired from job for cause</li> </ul>	<ul style="list-style-type: none"> <li>▪ Active participation in gang activities</li> </ul>
<ul style="list-style-type: none"> <li>▪ Job changes without approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ Criminal behavior warranting new charges</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refusing to attend or participate in treatment or submit to drug test</li> </ul>
<ul style="list-style-type: none"> <li>▪ Association with people not on approved friends list</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moved from present address without permission or failure to notify staff of emergency address change</li> </ul>	<ul style="list-style-type: none"> <li>▪ AWOL&gt;48 hours</li> </ul>
<ul style="list-style-type: none"> <li>▪ Failure to complete assigned community service hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ Driving without license/insurance/permission</li> </ul>	<ul style="list-style-type: none"> <li>▪ Removal or destruction of EMP equipment</li> </ul>
<ul style="list-style-type: none"> <li>▪ Failure to make restitution payments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suspended from school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expelled from school or behavior warranting expulsion from school</li> </ul>
<ul style="list-style-type: none"> <li>▪ Use of alcohol and/or drugs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Failure to follow approved sex offender activity request</li> </ul>	<ul style="list-style-type: none"> <li>▪ Failure to comply with SORP requirements</li> </ul>
<ul style="list-style-type: none"> <li>▪ Not participating in goals/objectives in case plan (i.e. job search/employment)</li> </ul>		<ul style="list-style-type: none"> <li>▪ Reported threatening or assaultive behaviors</li> </ul>
<ul style="list-style-type: none"> <li>▪ Family rule violations</li> </ul>		<ul style="list-style-type: none"> <li>▪ Contact with victim or violation of no contact rules</li> </ul>
<ul style="list-style-type: none"> <li>▪ Failure to follow treatment guidelines as set by treatment providers</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Not attending or participating in required treatment</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Municipal ticket issued for minor law violation</li> </ul>		
<ul style="list-style-type: none"> <li>▪ Failure to report police contact</li> </ul>		
<b>SANCTIONS</b>		
<ul style="list-style-type: none"> <li>▪ Reprimand - Verbal</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Category 1 sanction and/or</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Category 1 &amp; 2 sanctions and/or</b></li> </ul>
<ul style="list-style-type: none"> <li>▪ Restricted schedules</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extended house arrest</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiation of Juvenile Permanent Return or Adult Revocation Process</li> </ul>
<ul style="list-style-type: none"> <li>▪ Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased level of treatment participation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secure placement to locate DT/jail or JCI</li> </ul>

▪ Increased contacts, UA's and/or level adjustment	▪ Electronic monitoring	▪ Court notification and/or court review
▪ House arrest	▪ Supervised work assignment	▪ Formal Alternative to Permanent Return contract
▪ Community service hours	▪ Letter to judge as approved by DJC staff	▪ Electronic monitoring
▪ Sanctions determined by parent/guardian or AC staff and approved by DJC staff	▪ Written reprimand	▪ Change in level of supervision
▪ Youth pays for treatment when not engaging	▪ Change of placement	
▪ Oral presentation (e.g. relapse prevention plan)	▪ Change in level of supervision	
▪ School sheets		
▪ Employment job search sheet		
▪ Automatic restitution withdrawal from paycheck		
▪ Developing family contract		
▪ Behavioral contract		

### COLLABORATION WITH COUNTIES ON STATE-SUPERVISED YOUTH

In counties that provide their own aftercare and contract with DJC for CSP services, it is important that the agent and supervisor provide notification to the county human/social services agency on decisions about placing a CSP youth in a JCI for a sanction, administrative detention and/or permanent return. Prior notification to the county may lead to valuable feedback about alternative sanctions or programming for the youth that could maintain him/her in the community while providing appropriate consequences for violations. If prior notification is not possible, the county should receive immediate notice after the youth is placed in a JCI.

To foster communication with counties, the state agent will implement the case management steps below in addition to all other CSP case management procedures for youth in the CSP program:

- Notify the county liaison by phone as soon as possible after a youth is sanctioned at a JCI.
- Consult with the county liaison either in person or by phone to attempt to achieve consensus prior to any of the following case management decisions:
  - Termination of the youth's Type 2 community supervision and return of the youth to the institution.
  - Placement of youth on CSP into group homes or RCCs.
  - Determining the length of a sanction at a JCI.

Document all contacts with the county liaison in the youth's chrono notes in JJIS.

### SANCTIONS FOR TYPE 2 YOUTH UNDER COUNTY SUPERVISION

## PROCEDURES TO SANCTION COUNTY YOUTH TO A JCI

State, county and Type 2 RCC staff shall follow the procedures described below to sanction a type 2 county supervised youth placed in a Type 2 RCC by a court. A sanction involves placing a youth in a JCI for up to 10 days as a consequence for a major rule violation or a series of minor rule violations.

### A. Referral of County Supervised Type 2 RCC Youth to JCI for Sanction

#### 1. Type 2 RCC Responsibilities

- a. Type 2 RCC staff shall consult with the county staff person assigned to the youth (hereinafter referred to as county) to obtain authorization to sanction a youth at a JCI for up to 10 days.
- b. When the county authorizes the sanction, the Type 2 RCC shall consult with the JCI's designated Type 2 contact to obtain final approval for the sanction.
- c. Type 2 RCC shall provide the JCI with the medical information contained in the DOC-3387 verbally or faxing it to the JCI, which shall distribute appropriately.

#### 2. JCI Decision to Accept or Reject the Referral

- a. The JCI has final authority to accept or reject a referral of a county supervised youth for placement in a JCI for a sanction.
- b. The JCI may reject a referral for one or more of the following reasons after consulting with health services or clinical staff, or for a reason not listed below related to the safe and secure operation of the JCI or the health and safety of the youth being referred.
  - Youth has an acute or chronic mental condition requiring health care not provided at the JCI.
  - Youth has a serious mental illness that impairs his or her functioning to a significant degree.
  - Youth has a history of attempting suicide or serious self-harm, or currently presents a risk of suicide or serious self-harm.
- c. The JCI shall notify the referring RCC of the decision to reject or accept the referral as soon as possible by telephone. He or she shall mail or FAX the Sanction Decisions for County Supervised Youth (DOC-2061) by the end of the working day following the decision.

### B. JCI Accepts Youth for Sanction

#### 1. Type 2 RCC/County Responsibilities

- a. Type 2 RCC/county shall complete the DOC-1911, DOC-1912 and DOC-3387, if DOC-3387 not previously submitted to JCI, and provide copy of youth's Dispositional Order designating Type 2 status.
- b. Type 2 RCC/county shall FAX the DOC-1911 and DOC-1912 to the JCI shift supervisor and FAX the DOC-3387 to HSU.
- c. Type 2 RCC/county shall arrange for secure transportation of the youth to the JCI.
- d. The person transporting the youth to the JCI shall bring the youth's medication(s), if any, **in the original containers** with a sufficient supply for the duration of the sanction.
- e. Type 2 RCC/county shall FAX to the JCI or send with the transporting person any available copies of medical documents such as last physical exam, immunizations, TB skin testing, significant lab tests and insurance information.

- f. As soon as possible after the decision to sanction the youth at the JCI, Type 2 RCC shall inform the youth about his or her appeal rights. Type 2 RCC staff shall:
  - Have the youth indicate on the DOC-1912 whether he or she wants to appeal the disposition and sign it.
  - If the youth wishes to appeal, provide the youth with the necessary information to write a letter of appeal to the county staff person.
- g. Type 2 RCC/county shall provide the youth with written assignments to complete during the sanction.

## 2. JCI Responsibilities

JCI shift supervisor shall distribute the DOC-1911 and DOC-1912 to appropriate JCI staff.

## C. During Sanction at JCI

1. When a youth is at a JCI for a sanction, he or she is considered to be in secure status.
2. All DOC administrative rules and JCI policies and procedures apply until the youth is physically transferred back to the custody of the Type 2 RCC.
3. If a youth is on an off grounds leave for any reason such as a visit to a hospital, JCI staff shall supervise the youth at all times, and follow all JCI policies and procedures.
4. JCI staff shall have the youth complete the Sanction Entrance and Exit reports during the sanction.
5. Type 2 RCC/county staff should communicate with the JCI liaison to learn whether the youth is complying with expectations.

## D. Conclusion of Sanction at JCI

1. Type 2 RCC shall arrange for pick up of the youth at the JCI at the conclusion of the sanction.
2. The person transporting the youth from the JCI back to the Type 2 RCC shall stop at HSU prior to leaving the JCI.
3. If any medical changes have occurred or new medication(s) prescribed during the sanction, HSU shall update the DOC-3387.
4. HSU shall provide prescriptions for any new medication(s) the youth will continue to take in the community.

## E. Termination of Sanction by JCI Prior to Youth's Completion of Sanction

1. If new information regarding the youth's physical or mental health becomes available or the youth's mental or physical condition changes, the JCI liaison may terminate the sanction for the reasons under A.2.b above.

### 2. JCI shall:

- a. Contact the referring Type 2 RCC and verbally state that the JCI has terminated the sanction.
- b. Complete, and mail or fax the Sanction Decisions for County Supervised Youth (DOC-2061) to the Type 2 RCC.
- c. Request that the Type 2 RCC arrange to pick up the youth as soon as possible.

## F. Escape

If a youth escapes during a sanction, JCI staff shall immediately notify the Type 2 RCC, local law enforcement, and the county who shall follow the apprehension procedures for that county. The JCI shall issue an Apprehension Request (DOC-58) [see *Chapter 20*].

- G. If there are any changes to the original 1911/1912, the assigned agent will amend the form and fax to the appropriate JCI staff. The agent or other DJC staff shall serve the youth with the amended 1911/1912 within a reasonable amount of time.