
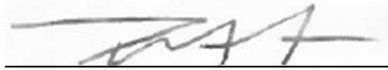


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POLICY NUMBER: 9.11 (JCC)		
CHAPTER 9: SUPERVISION AND CASE MANAGEMENT		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: May 14, 2024	LATEST REVISION October 22, 2025
		CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Sections 1403.

II. APPLICABILITY

Juvenile Community Corrections

III. POLICY

The Department of Corrections recognizes that every juvenile who receives an indeterminate commitment to a Department juvenile facility will be released to the community.

Therefore, it is the policy of the Department of Corrections that juvenile community corrections coordinates with the facility to engage in the process of community reintegration planning beginning at the point of admission and continuing throughout the commitment. It is also the policy of the Department that juvenile community corrections provides appropriate supervision while the juvenile is on community reintegration.

IV. DEFINITIONS

1. Emancipated juvenile – a juvenile who has reached the age of 18 (and does not have a legal guardian); is at least 16 years of age and married with their parent(s)' or legal guardian's permission; or is at least 16 years of age and has been emancipated by court order.
2. Indeterminate commitment – a disposition after an adjudication of a juvenile crime whereby the juvenile may remain in a juvenile facility “up to” a certain age, a certain date, or a certain period of time as set out in the court's order or may be discharged any time prior thereto at the discretion of the superintendent of the facility.

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VI. ATTACHMENTS

Attachment A: [Community Reintegration Agreement and Conditions](#)
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 Attachment C: [Graduated Sanctions Table](#)
 Attachment D: Sanction Agreement ([paper/online](#))
 Attachment E: [Request for Community Reintegration Violation Warrant](#)
 Attachment F: [Identification Data for Community Reintegration Violation Warrant](#)
 Attachment G: [Community Reintegration Appeal](#)

VII. PROCEDURES

Procedure A: Community Reintegration Planning Process

1. The Regional Correctional Administrator (RCA), or designee, shall ensure every resident who receives an indeterminate commitment has an assigned Juvenile Community Corrections Officer (JCCO).
2. The assigned JCCO shall make every reasonable effort to participate in all Classification Committee Conferences/Reviews and Unit Treatment Team meetings, especially those that involve community reintegration planning.
3. If the assigned JCCO cannot attend a review or meeting, they shall attempt to arrange for another JCCO who is familiar with the juvenile or the RCA, or designee, to attend. If the JCCO cannot make such an arrangement, they shall provide written input to the Director of Classification & Collateral Services, or designee, prior to the review or meeting.
4. The community reintegration planning process shall begin at the point of admission to the juvenile facility with the completion of the Initial Risk/Needs Assessment as set out in Department Policy (JF) 17.1, Admissions.
5. The resident's case plan, including the community reintegration component and the resident's progress toward release to community reintegration, shall be developed and reviewed as set out in Department Policies (JF) 18.2, Classification Committee and (JF) 20.2, Community Reintegration.

Procedure B: Development of Community Reintegration Plan

1. The following community reintegration components shall be considered for inclusion in the resident's case plan as appropriate:
 - a. contact between the resident's parent(s)/guardian/legal custodian (if the juvenile is not emancipated) prior to release;
 - b. treatment for the resident, including within the context of their family or other supportive adults, if applicable;
 - c. maintenance and strengthening of relationships between the resident and their family or other supportive adults, if applicable;

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- d. assurances that the resident is referred to and accepted into community programs and that any available funding is identified and verified prior to release;
 - e. development and maintenance of relationships through in-person and other contacts between the resident and community service providers;
 - f. transition programs that provide culturally sensitive and language appropriate services tailored to fit the individual needs of a resident's cultural background;
 - g. continuity in programs and services following the resident's release from the facility; and
 - h. arrangements for education, vocational training and/or employment.
2. This plan shall be reviewed as set out in Department Policy (JF) 18.2, Classification Committee at Quarterly Reviews, Phase Advancement Reviews and the Community Reintegration Plan Review and any necessary modification(s) shall be made.
 3. As set out in Department Policy (JF) 18.2, Classification Committee, the JCCO along with other staff shall develop a comprehensive Community Reintegration Plan in the form of the Community Reintegration Agreement and Conditions (Attachment A) and any necessary modification to the case plan, which shall consider, but not be limited to the following:
 - a. the criminogenic risk factors and needs of the resident;
 - b. the strengths of the resident;
 - c. the involvement of the resident's parent(s)/guardian/legal custodian (if the resident is not emancipated) or other family members, if applicable;
 - d. the availability of appropriate programs and services in the community; and
 - e. other relevant factors, if any.

Procedure C: Community Reintegration Agreement and Conditions

1. The Community Reintegration Agreement and Conditions shall include as mandatory conditions of release that the juvenile shall:
 - a. comply with all state, federal, and other laws;
 - b. report in-person to the Juvenile Community Corrections Officer (JCCO) within twenty-fours (24) after departure from the facility or as otherwise scheduled, and thereafter as instructed;
 - c. reside as directed by the JCCO, subject to curfew;
 - d. notify the JCCO of any change in education, vocational training, or employment status prior to the change, if possible;
 - e. if restitution or fines have been ordered by a court, make payments as ordered by the court or as determined by the JCCO, whichever is applicable;
 - f. take all reasonable steps to avoid contact with any person with whom the juvenile is prohibited from having contact;
 - g. report to the JCCO any contact with any person with whom the juvenile is prohibited from having contact and shall follow the instructions of the JCCO for avoiding further contact;

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- h. waive extradition from any jurisdiction to the State of Maine;
 - i. not leave the State of Maine except with the prior written consent of the JCCO to leave the State;
 - j. submit to a search of their person, housing, vehicles, papers, and effects, without a warrant and without probable cause, if requested by the JCCO;
 - k. not possess or use a firearm or other dangerous weapon;
 - l. not possess or use any illegal drugs or substances;
 - m. submit to urinalysis, breath testing, or other chemical testing without a warrant and without probable cause if requested by the JCCO;
 - n. complete the goals included in the case plan;
 - o. if applicable, submit to a search of electronic devices, such as desktops, laptops, tablets, wearable devices, external storage devices, and cell phones, at any time without a warrant and without probable cause, for items prohibited by law or by the conditions of community reintegration, if requested by the JCCO, and provide the JCCO with all usernames and passwords or passcodes required to access the devices; and
 - p. any other conditions tailored to the juvenile's particular situation.
2. The Community Reintegration Agreement and Conditions shall also include the date the resident is to be released to community reintegration and the anticipated date of the resident's discharge. As set out in Policy (JF) 20.2, Community Reintegration, the date of release to community reintegration may be changed at the sole discretion of the Superintendent, or designee. The Superintendent, or designee, shall determine the date of discharge in accordance with Policy (JF) 20.3, Release and Discharge.
 3. Prior to release to community reintegration, the juvenile facility Director of Classification & Collateral Services, or designee, shall meet with the resident to review the community reintegration agreement, obtain the resident's signature, and provide a copy of the signed Community Reintegration Agreement and Conditions to the juvenile and their parent(s)/guardian/legal custodian (if the juvenile is not emancipated).
 4. The resident's release to community reintegration is subject to change as set out in Policy (JF) 18.2, Classification Committee.
 5. If a juvenile on community reintegration status for whom there is a juvenile sex offender notification requirement will be changing their residence or place of work to one in a different municipality or attending a different school system, the JCCO shall follow the requirements of Department Policy 6.4, Juvenile Sex Offender Notification.

Procedure D: Modification of Community Reintegration Conditions

1. If a Juvenile Community Corrections Officer (JCCO) believes modifying the Community Reintegration Agreement by adding conditions, deleting conditions, or changing existing conditions, other than mandatory conditions, would be sufficient to address a violation, whether a technical violation or a juvenile crime or adult crime, or "undesirable behavior," the JCCO shall indicate the modifications on the Community Reintegration Agreement and Conditions form itself.

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2. A JCCO may also modify community reintegration conditions if the juvenile's circumstances have changed or for other compelling reasons, e.g., services ordered are not available.
3. The JCCO shall meet with the juvenile to review the modified agreement and the juvenile's right to request a review of any additional or changed conditions within seven (7) days, obtain the juvenile's signature, and provide a copy of the signed modified Community Reintegration Agreement and Conditions to the juvenile and their parent(s)/guardian/legal custodian (if the juvenile is not emancipated).
4. The JCCO shall notify the RCA, or designee, and the facility Director of Classification & Collateral Services, or designee, of any additional, deleted, or changed conditions. The Director, or designee, may convene a Special Review for a final decision.
5. If the juvenile has timely requested a review, the Director, or designee, shall convene a Special Review for a final decision. The review shall be scheduled as soon as practicable.
6. The JCCO shall make every reasonable effort to attend the Special Review. If the JCCO cannot attend the review, they shall attempt to arrange for another JCCO who is familiar with the juvenile or the RCA, or designee, to attend. If the JCCO cannot make such an arrangement, they shall provide written input to the Director of Classification, or designee, prior to the review.

Procedure E: Incentives

1. Responses available to motivate progress while the juvenile is on community reintegration and recognize positive behavior changes include the positive reinforcements listed in the Incentives Options Table (Attachment B) and may be utilized when a juvenile has made noted positive behavior changes and/or has made progress toward meeting identified goals and/or complying with a case plan.
2. The purpose of the Incentives Options Table is to provide suggested incentives and does not preclude a Juvenile Community Corrections Officer (JCCO) from utilizing additional appropriate incentives.
3. Incentives may be utilized by a JCCO when a juvenile shows positive progress of any type, including minor to major accomplishments. Examples of such accomplishments include, but are not limited to, the following:
 - a. reporting to JCCO as directed;
 - b. negative drug or alcohol test;
 - c. seeking and/or maintaining an educational or vocational training program or employment;
 - d. progress toward meeting financial obligations (e.g., victim restitution, fines, child support);
 - e. attending/actively participating in treatment or a required program;
 - f. participation in a restorative justice process and, if applicable, fulfillment of a repair agreement;
 - g. successful completion of treatment or a required program;

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- h. progress toward meeting other identified goals and/or complying with a case plan;
 - i. choosing positive situations and/or associates;
 - j. avoiding negative situations and/or associates;
 - k. absence of violations or “undesired behavior” for a specified period (e.g., one (1) week, one (1) month, etc.); and
 - l. successful completion of graduated sanction(s).
4. The JCCO shall document any incentive utilized to motivate positive behavior change and the juvenile’s resulting progress as a case note in the Department’s resident and client records management system and, if applicable, as an outcome note in the juvenile’s case plan.

Procedure F: Graduated Sanctions

1. Responses available to address a violation or “undesired behavior” while the juvenile is on community reintegration include the graduated sanctions listed in the Graduated Sanctions Table (Attachment C). The Juvenile Community Corrections Officer (JCCO) shall select a graduated sanction by identifying the type of violation or “undesired behavior” from the table and selecting a sanction from the appropriate sanction level.
2. For sanctions other than a verbal warning, additional or changed conditions, or return to the facility, the JCCO shall develop, with the juvenile, an agreement using the Sanction Agreement (Attachment D) to address the violation or undesired behavior. The deadline for completion of a sanction shall not exceed thirty (30) days.
3. The JCCO shall document any sanction and the extent of the juvenile’s compliance with the sanction as a case note in the Department’s resident and client records management system and, if applicable, as an outcome note in the juvenile’s case plan.
4. Should the juvenile fail to fully comply with a Sanction Agreement, the JCCO shall reinstitute the sanctioning process, taking into consideration the prior failure to comply.

Procedure G: Reasons for Return to the Facility

1. A juvenile released to community reintegration may be returned to the facility:
 - a. for a violation of the conditions of the Community Reintegration Agreement;
 - b. new juvenile criminal conduct or adult criminal conduct;
 - c. because the community placement or services are not appropriate for the juvenile;
 - d. the juvenile is not suitable for the placement or services;
 - e. the placement or services are no longer available; or
 - f. for any other reason that it is deemed that the juvenile’s welfare would be promoted by a return to the facility.
2. If a Juvenile Community Corrections Officer (JCCO) is notified by a law enforcement officer that they have arrested a juvenile on community reintegration for a juvenile crime, the JCCO shall not order the juvenile detained for the new juvenile crime but shall

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determine on a case-by-case basis whether to recommend that the juvenile be returned to the facility for violating community reintegration conditions.

3. If a JCCO is notified by a law enforcement officer that they have arrested a juvenile on community reintegration for an adult crime, the JCCO shall determine on a case-by-case basis whether to recommend that the juvenile be returned to the facility for violating community reintegration conditions should they be released from custody following the arrest.
4. If a JCCO observes, receives a report of, or otherwise discovers any of the above reasons, regardless of whether the juvenile has been arrested, the JCCO may recommend to the Regional Correctional Administrator (RCA), or designee, that the juvenile be returned to the facility.
5. If the RCA, or designee, agrees with the request, the RCA, or designee, shall contact the facility's Superintendent, or designee.
6. If the Superintendent, or designee:
 - a. agrees to the request, the RCA, or designee, and Superintendent, or designee, shall ensure all necessary arrangements are made to facilitate the return (no juvenile detention form or other form is necessary); or
 - b. does not agree to the request, the Superintendent, or designee, and the RCA, or designee, shall contact the Associate Commissioner for Juvenile Services, or designee, for a final decision.
7. In an emergency situation where the Superintendent, or designee, is not immediately available, a juvenile may be returned to the facility solely with the approval of the RCA, or designee.
8. In any case in which the juvenile has been arrested for a juvenile crime, the JCCO shall inform the law enforcement officer of the decision whether or not to return the juvenile to a Department juvenile facility.
9. The JCCO shall document any recommendation for the juvenile to be returned, the reasons for the recommendation, and the result of the recommendation as a case note in the Department's resident and client records management system.
10. If it has been determined that a juvenile will be returned to the facility, but the juvenile cannot be located after reasonable efforts have been made or the JCCO receives a report or otherwise discovers that the juvenile may have absconded, the JCCO shall request that the Commissioner, or designee, issue a warrant for the juvenile's arrest, using the Request for Community Reintegration Violation Warrant form (Attachment E) and attaching to it the Identification Data for Community Reintegration Violation Warrant (Attachment F) and a photograph of the juvenile.
11. Prior to the juvenile's return, the JCCO shall notify the Juvenile Facility Operations Supervisor (JFOS) of any risks the juvenile presents to safety of self or others or to the security or orderly management of the facility.

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12. As soon as practicable, the JCCO shall submit to the RCA, or designee, the Superintendent, or designee, and the Director of Classification & Collateral Services, or designee, a written report describing the reasons for return.
13. A juvenile may be returned to the facility at any time for any reason at the complete discretion of the Commissioner, or designee.

Procedure H: Reclassification Conference

1. A resident who has been returned to the facility from Community Reintegration shall:
 - a. receive a Reclassification Conference as set out in Policy (JF) 18.2, Classification Committee; and
 - b. be processed as set out in Department Policy (JF) 15.2, Behavior and Skill Development.
2. The JCCO shall make every reasonable effort to attend the Reclassification Conference. If the JCCO cannot attend the conference, they shall attempt to arrange for another JCCO who is familiar with the juvenile or the RCA, or designee, to attend. If the JCCO cannot make such an arrangement, they shall provide written input to the Director of Classification, or designee, prior to the conference.

Procedure I: Appeal of Decision to Return to the Facility

1. A resident may appeal a decision to return the resident to the facility by sending the Community Reintegration Appeal form (Attachment G) to the Associate Commissioner for Juvenile Services, or designee, via the U.S. Postal Service.
2. In order to be reviewed, the appeal must be postmarked within fifteen (15) days of the return.
3. If an appeal is timely, after reviewing the case with the RCA, or designee, the JCCO, and the Superintendent, or designee, the Associate Commissioner for Juvenile Services, or designee, shall decide the appeal within fifteen (15) days after receiving the appeal. When it is sent to the resident, the decision on the appeal (or notation that the appeal was not timely) shall be marked as "legal mail" and processed as such at the facility where the resident is housed.
4. Upon review of the appeal, the Associate Commissioner for Juvenile Services, or designee, may:
 - a. approve the decision;
 - b. reverse the decision;
 - c. modify the decision; or
 - d. remand the matter for review at an earlier point in the process.
5. The Associate Commissioner for Juvenile Services, or designee, shall ensure a copy of the appeal and the response to the appeal is provided to the Superintendent, Director of Classification & Collateral Services, the applicable Regional Correctional Administrator, the Director of Victim Services, or their designees.

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6. The Director of Classification & Collateral Services, or designee, shall ensure:
 - a. a copy of the resident's appeal and response is placed in the resident's Master Administrative Record and documented in the Department's resident and client records management system; and
 - b. a copy is forwarded to the Juvenile Program Manager for placement in the resident's Case Management File.
7. The Associate Commissioner for Juvenile Services, or designee, is the final authority on an appeal (i.e., there is no further administrative level of appeal).

VIII. PROFESSIONAL STANDARDS

None

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