
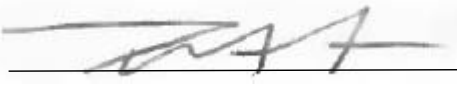


POLICY TITLE: CUSTODY LEVELS		PAGE 1 OF 4
POLICY NUMBER: 18.4		
CHAPTER 18: CLASSIFICATION		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: February 1, 2002	LATEST REVISION: November 12, 2020

I. AUTHORITY

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

II. APPLICABILITY

Long Creek Youth Development Center

III. POLICY

It is the policy of the Department of Corrections that each committed resident be assigned a custody level, using Department approved assessment instruments at the resident's Classification Conference, in order to identify an appropriate level of supervision and ensure the safety of staff, residents, and others.

IV. DEFINITIONS

1. Direct supervision - when the staff has continuous, direct personal interaction with a resident and is available to respond immediately, e.g., staff is present in the housing unit.
2. Indirect supervision - when the staff is not physically present but is able to monitor by means of electronic modalities, behind an enclosed post, etc. and is available to provide direct supervision, e.g., staff is in a post and is monitoring a housing unit through a video camera.

V. CONTENTS

- Procedure A: Determination of Custody Level
- Procedure B: Types of Custody Levels
- Procedure C: Custody Level Reassessment
- Procedure D: Levels of Supervision

VI. ATTACHMENTS:

None

VII. PROCEDURES

Procedure A: Determination of Custody Level

1. A newly committed resident shall be classified as High Custody until his or her Classification Conference.
2. At the Classification Conference, a resident's custody level shall be determined by using an integrated assessment process.
3. A resident's custody level may be subsequently changed upon recommendation of the Unit Treatment Team and approval by the Classification Committee, based on a reassessment process.

Procedure B: Types of Custody Levels

1. At the Classification Conference, a resident shall be classified as either High, Moderate, Low, or Community Custody.

Procedure C: Custody Level Reassessment

1. The Classification Committee shall reassess each resident's custody level at Quarterly Reviews, Phase Advancement Reviews, or whenever recommended by the resident's Unit Treatment Team.

Procedure D: Custody Levels

1. High Custody residents:
 - a. shall be housed inside the secure perimeter of the facility;
 - b. shall be under escort and direct supervision of staff, volunteers, or student interns at all times while outside the housing unit;
 - c. while in the housing unit shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed fifteen (15) minutes;
 - d. shall be secured in handcuffs and waist chains on transports outside the facility, except in unusual or special circumstances as determined by the Superintendent, or designee;
 - e. are not eligible for a furlough pass/furlough leave, except a special furlough pass/furlough leave in accordance with Department Policy (JF) 20.1, Furlough Pass/Furlough Leave Program;
 - f. are not eligible for work, education, or public service release; and

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- g. are not eligible to participate in an off-grounds activity unless approved by the Superintendent, or designee, and the resident is transported and supervised by at least one facility security staff or a juvenile community corrections officer.
2. Moderate Custody residents:
- a. shall be housed:
 - 1) inside the secure perimeter of the facility; or
 - 2) outside the secure perimeter of the facility in an on-ground residential setting if determined by the Commissioner, or designee.
 - b. shall be under escort and direct supervision of staff, volunteers, or student interns at all times while outside the housing unit;
 - c. while in the housing unit shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed fifteen (15) minutes;
 - d. if housed outside the secure perimeter of the facility, shall be eligible to move throughout the housing unit without staff escort;
 - e. shall not necessarily require restraints on transports outside the facility as determined by the Superintendent, or designee;
 - f. are eligible for furlough passes/furlough leaves if they meet the other requirements set out in Department Policy (JF) 20.1, Furlough Pass/ Furlough Leave Program;
 - g. are eligible for work, education, or public service release if they meet the other eligibility requirements set out in applicable departmental policy; and
 - h. are eligible to participate in an off-grounds activity if approved by the Superintendent, or designee, and the resident is transported and supervised by at least one facility security staff or a juvenile community corrections officer.
3. Low Custody residents:
- a. shall be housed:
 - 1) inside the secure perimeter of the facility; or
 - 2) outside the secure perimeter of the facility in a staff supervised residential setting if determined by the Commissioner, or designee.
 - b. may be under the indirect supervision of staff, volunteers, or student interns while outside the housing unit;
 - c. shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed thirty (30) minutes while in a housing unit with only low and community custody residents;

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- d. shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed (15) fifteen minutes while in a housing unit with higher custody level residents;
 - e. if housed outside the secure perimeter of the facility, shall be eligible to move throughout the housing unit without staff escort;
 - f. shall not require restraints on transports outside the facility;
 - g. are eligible for furlough passes/furlough leaves if they meet the other requirements set out in Department Policy (JF) 20.1, Furlough Pass/ Furlough Leave Program;
 - h. are eligible for work, education, or public service release if they meet the other eligibility requirements set out in applicable departmental policy; and
 - i. are eligible to participate in off-grounds activities if approved by the Superintendent, or designee, and the resident is transported and supervised by at least one facility staff or a juvenile community corrections officer.
4. Community Custody residents:
- a. shall be housed outside the secure perimeter of the facility in a staff supervised residential setting unless housing inside the secure perimeter is determined by the Commissioner, or designee;
 - b. shall be under the indirect supervision of staff, volunteers, or student interns while outside the housing unit;
 - c. shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed thirty (30) minutes while in a housing unit with only community custody and low custody residents;
 - d. shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed (15) fifteen minutes while in a housing unit with high or moderate custody level residents;
 - e. if housed outside the secure perimeter of the facility, shall be eligible to move throughout the housing unit without staff escort;
 - f. shall not require restraints on transports outside the facility;
 - g. are eligible for furlough passes/furlough leaves if they meet the other requirements set out in Department Policy (JF) 20.1, Furlough Pass/ Furlough Leave Program;
 - h. are eligible for work, education, or public service release if they meet the other eligibility requirements set out in applicable departmental policy; and
 - i. are eligible to participate in off-ground activities unsupervised if approved by the Superintendent, or designee.

VIII. PROFESSIONAL STANDARDS: None

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