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

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections that an assessment of the degree of risk and programmatic/treatment needs of residents housed in its facilities be completed prior to any housing unit assignment. Assessments may vary depending on the legal status of the resident held (i.e., detention, shock sentence, drug court sanctions or committed). Using standardized risk/needs instruments, assessments, and evaluations, each resident shall be classified and housed (to the extent possible) based on his/her legal status, risk classification and special needs, which may include but are not limited to, drug and alcohol abusers, those who are emotionally disturbed, mentally retarded or suspected to be mentally ill. A series of other assessments may also be performed when directed by the courts.

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Procedure A: General

1. Admitting staff shall complete an Initial Risk/Needs assessment and assign housing based on the resident’s legal status, age, sex, nature of offense, and past criminal history in accordance with Policy 17.1, Admissions.

2. Single occupancy rooms shall be available, when indicated, for the following: residents with severe medical disabilities, residents suffering from serious mental illness, sexual predators, residents likely to be exploited or victimized by others and residents who have other special needs for single housing.

Procedure B: Detention

1. Residents ordered detained shall be housed in an area designated for detention, except as provided otherwise by Departmental policy and procedures.

2. All residents on Detention shall be considered High Custody, regardless of level advancement through the Behavior Motivation Program.

Procedure C: Shock Sentence

1. Residents sentenced to a specific period of incarceration by the court shall be housed in an area designated for detention.

2. The Detention Juvenile Program Manager, or designee, shall develop Shock Sentence Programs for residents on Shock Sentences. These programs may include, but shall not be limited to: education, life skills, and substance abuse screening/education. The Unit Treatment Team shall assign the resident to the appropriate Shock Sentence Program.

3. When appropriate, treatment services in which the resident was participating while in the community may be continued at the facility. If such services are continued, reasonable access to the resident shall be provided, as long as these services do not violate the safety/security of the facility.

4. All residents on Shock Sentences shall be considered High Custody, regardless of level advancement through the Behavior Motivation Program.

Procedure D: Drug Court Sanctions
1. Residents sentenced to a specific period of incarceration by the court for Drug Court Sanctions shall be housed in an area designated for detention and shall participate in Shock Sentence Programs, as outlined in Procedure B.

2. When appropriate, treatment services in which the resident was participating while in the community may be continued at the facility. If such services are continued, reasonable access to the resident shall be provided, as long as these services do not violate the safety/security of the facility.

3. All residents on Drug Court Sanctions shall be considered High Custody, regardless of level advancement through the Behavior Motivation Program.

Procedure E: Committed

1. All residents committed to the facility shall initially be assigned housing appropriate for the assessment/orientation process. During this process, each resident shall receive a comprehensive assessment and evaluation, which shall aid in determining the strengths, risks, needs, and Case Plan of the resident. Each resident shall be assessed/evaluated in the following areas:
   a. Account of legal aspects of the case
   b. Summary of criminal history, if any
   c. Family history
   d. Medical, dental, mental health and substance abuse histories
   e. Education (Academic and Vocational)
   f. Religious background and interests
   g. Recreational preferences and assessment
   h. Psychological evaluation
   i. Housing unit staff reports
   j. Staff recommendations

2. The resident’s Juvenile Program Manager shall ensure that all assessments, screenings, and evaluations are completed (including reports, summaries, and other appropriate documentation) within thirty (30) days of the resident’s commitment to the facility.

3. All newly committed residents shall be classified as High Custody until their Classification Conference.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-5A-02 There is a summary-admission report prepared for all new admissions to the system that includes but is not limited to the following:

1. Summary account of the legal aspects of the case
2. Summary of criminal history
3. Family history
4. Medical, dental, and mental health and substance abuse histories
5. Vocational interests, if applicable
6. Educational status
7. Religious background and interests
8. Recreational assessment
9. Psychological evaluation, including intellectual assessment
10. Housing unit staff reports
11. Staff recommendations

The summary admission report is updated as needed upon transfer or recommitment.

4-JCF-5B-01 There is a written classification plan that contains:

1. Classification policies and detailed procedures for implementation
2. Level of risk presented
3. Type of housing required
4. Participation in facility and community programs
5. Criteria for changing the status of the juveniles with procedural safeguards when there is an increase in custody level or transfer

This plan is reviewed annually, updated as necessary, and made available to staff involved in the classification process.

4-JCF-5B-03 Single-occupancy rooms shall be available, when indicated, for the following:

1. juveniles with severe medical disabilities
2. juveniles suffering from serious mental illness
3. sexual predators
4. juveniles likely to be exploited or victimized by others
5. juveniles who have other special needs for single housing

4-JCF-5C-03 Assessments are completed on each juvenile during an intake process. These assessments will identify risk/need areas and assist in the classification and future case planning process.