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. On-grounds residential placement - a housing unit that is on the grounds of the facility, but outside the secure perimeter, and that facilitates the reintegration of residents into the community.

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, or Low 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: Levels of Supervision

1. High Custody residents:
   a. shall be housed inside the secure perimeter of the facility;
   b. shall be under 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 under staff escort when outside the housing unit;
   e. shall be secured in waist chain, handcuffs, and shackles on transports outside the facility, except in unusual or special circumstances as determined by the Superintendent, or designee;
   f. 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;
   g. are not eligible for work, education, or public service release; and
   h. are not eligible to participate in an off-grounds activity unless approved by the Superintendent, or designee, and the resident is escorted by a Department of Corrections employee.
2. Moderate Custody residents:
   a. shall be housed inside the secure perimeter of the facility;
   b. shall be under 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 under staff escort when outside the housing unit;
   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 escorted by a Department of Corrections employee.

3. Low Custody residents:
   a. shall be housed inside the secure perimeter of the facility or outside the secure perimeter of the facility in an on-grounds residential placement;
   b. shall be under indirect supervision of staff, volunteers, or student interns while outside the housing unit;
   c. if housed inside the secure perimeter of the facility, while in the housing unit shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed (15) fifteen minutes;
   d. if housed outside the secure perimeter of the facility, while in the housing unit shall be checked by security staff making visual contact with the resident at staggered intervals not to exceed (30) thirty minutes;
   e. if housed inside the secure perimeter of the facility, shall be eligible to move throughout the facility on the internal pass system without staff escort;
   f. if housed outside the secure perimeter of the facility, shall be eligible to move throughout the housing unit without staff escort;
   g. shall not require restraints on transports outside the facility;
   h. 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;
   i. are eligible for work, education, or public service release if they meet the other eligibility requirements set out in applicable departmental policy; and
j. are eligible to participate in off-grounds activities if escorted by a Department of Corrections employee, person providing services to residents under contract with or by agreement with the Department, or a facility volunteer as approved by the Superintendent, or designee.

VIII. PROFESSIONAL STANDARDS:

None