

YOUTH HOUSING AND CLASSIFICATION

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, section 1352
California Welfare and Institutions Code (WIC) section 210, 707(b) and 885
- RESCINDS:** Procedure Manual Item 3-1-046 dated 01/07/15
Procedure Manual Item 3-2-005 dated 12/04/20
Procedural Manual Item 3-2-037 dated 03/22/22
- FORMS:** 707(b) Welfare and Institutions code
offenses designated under 667.5 (c) CPC (Attachment)
- PURPOSE:** Establish criteria to identify and classify youth's security risk for housing, movement, and staff awareness at all facilities.

I. GENERAL INFORMATION FOR HOUSING AT ALL FACILITIES

- A. The DD or designee shall develop and implement written policies and procedures on classification of youth for the purpose of determining housing placement in the facility. Such procedures shall:**
- 1. Provide for the safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program setting. Housing assignment shall consider the need for single, double, or dormitory assignment or location within the dormitory;**
 - 2. Consider facility populations and physical design of the facility;**
 - 3. Provide that a youth shall be classified upon admittance to the facility; classification factors shall include, but not limited to: age, maturity, sophistication, emotional stability, program needs, legal status, public safety considerations, medical/mental health considerations, gender and gender identity of the youth;**
 - 4. Provide for periodic classification reviews, including provisions that consider the level of supervision and the youth's behavior while in custody; and,**
 - 5. Provide that facility staff shall not separate the youth from the general population or assign youth to a single occupancy room based solely on the youth's actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. This section does not prohibit staff from placing youth in a single occupancy room at the youth's specific request or in accordance with title 15 regulations regarding separation.**

6. **Facility staff shall not consider lesbian, gay, bisexual, transgender, questioning or intersex identification or status as an indicator of likelihood of being sexually abusive.**
 7. In most cases, youth shall be housed in the least restrictive setting appropriate to their needs. Unique safety and security issues may require a more restrictive housing assignment. In such cases, specific reasons shall be entered in ICMS “notes” for that youth.
- B. Housing determinations should be made that best meet the youth’s individual needs and promotes the youth’s well-being. When making classification and housing decisions, staff will assess the following:
1. Providing for the personal safety of the youth, other youth, facility staff, and the public by placing youth in the appropriate, least restrictive housing and program settings.
 2. Facility populations and physical design of the facility.
 3. Age.
 4. Sophistication.
 5. Program needs.
 6. Legal status, including court-ordered “no contact” orders and separation of co-defendants on new petitions.
 7. Public safety considerations.
 8. Medical/mental health considerations.
 9. Gender and gender identity.
- C. Every youth shall be assessed for potential risk to the safety and security of the facility, personnel, or community.
- D. Youth shall be classified as low, medium, or high risk and housed with the least restrictive measures appropriate for their risk classification.
- E. Youth shall not be separated from the general population or be assigned to a single occupancy room based solely on the youth’s actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identify, gender expression, mental or physical disability, or HIV status. However, this does not prohibit staff from placing youth in a single occupancy room at the youth’s request or due to the facility’s needs as set by the administration.
- F. Staff shall not consider lesbian, gay, bisexual, transgender, questioning, or intersex identification or status as an indicator of the likelihood of being sexually abusive. (Please refer to PMI **3-5-003** LGBTQI Youth: Intake, Housing, **Classification**, and PREA Considerations and PMI **3-5-001 Intake – Juvenile Hall** for required assessments and consideration when processing gender nonconforming youth.)

- G. As the facility population fluctuates, operational changes may necessitate the opening and closing units to accommodate the facility's needs. Youth may also be moved between facilities as specific needs emerge.

II. PROCEDURE FOR HOUSING

- A. IRC Staff shall consult with the unit SJCO or DO regarding any situation requiring youth to bypass the normal intake procedure and be immediately placed in a specialized housing unit. (e.g., high security or mental health)
- B. On some occasions, youth are ordered by the court to complete their commitments at a specific institution regardless of other criteria. In those cases, the court's order will precede any assessment guidelines.
- C. In general, youth will be housed based on facility needs and the individual needs of each youth:
 - 1. General housing for male youth.
 - 2. General housing for female youth.
 - 3. If Applicable, High-Security Unit for youth pending allegations enumerated in WIC 707(b), PC 667.5, or PC 1192.7.
 - 4. Mental health unit for youth with severe or persistent mental health issues or needing protective custody.
 - 5. When supported by the population, specialty units for youth previously or currently charged with sex offenses.

III. GENERAL INFORMATION FOR RISK CLASSIFICATION

- A. Using best practices, youth are assessed based on several factors/predictors for assault on youth or staff. The research division determined that three key risk factors best predict youth violence in custody. These factors include the prior number of entries into Juvenile Hall, assaultive designation at intake, and recent or past assaultive behavior(s) in the facility.

IV. RISK CLASSIFICATION PROCEDURE UPON INTAKE

- A. The Integrated Case Management System (ICMS) will identify the risk factor(s) articulated above and generate an initial risk score upon intake.
- B. Youth risk will be classified into three levels: Low-Green, Medium-Yellow, and High-Red. Classification will be based on the matrix (below):

1-2 prior entries into JH, not identified as assaultive on previous entry: Green	1-2 prior entries into JH, identified as assaultive on previous entry: Yellow
3-6 prior entries into JH, not identified as assaultive on previous entry: Yellow	3-6 prior entries into JH, designated as assaultive on previous entry: Red

7 or more prior entries into JH, not identified as assaultive on previous entry: Red	7 or more entries into JH, identified as assaultive on previous entry: Red
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1. A youth with serious charges (see attachment) may be overridden to High Risk, regardless of the number of previous entries into JH or prior identification as assaultive.
 2. Youth with exposure greater than one year in custody may also be overridden to High Risk.
 3. An SJCO or Administrator must approve any override in Risk Classification.
- C. According to the matrix above, the ICMS system will indicate the youth risk level. The Face Sheet, Booking Screen, and L-Number will be color-coded to allow all staff to quickly identify the youth risk level.
- D. The Intake Unit supervisor shall review the initial risk level to ensure all appropriate information is considered and included. The Intake Unit supervisor may override the initial risk level based on information relevant to assaults, violence, past or potential for escape, charges, or other behaviors determined to be a safety concern for other youth or staff.

V. REASSESSMENT OF SECURITY RISK

- A. The Intake Unit SJCO will review the classification of each youth within (10) ten days of booking. The Unit SJCO will verify the risk level by reviewing unit behavior, ICMS log notes, the number of entries into JH, current charges, criminal sophistication, and the appropriate application of the Assaultive Flag on previous JH entries.
1. If the youth did not participate in any assaultive behavior during their previous entry into JH, the Intake SJCO will remove the assaultive designation in the youth's facility file and re-classify the youth based on the matrix (refer to Section II). An assaultive flag placed in ICMS by a DPO will remain.
- B. Every 30 days DJCOs will reassess the risk level of each youth during the case planning process.
1. If the youth displayed any high-risk behaviors listed below, they will remain high risk. If the youth is medium or low risk, they will be re-classified as high risk.
 - a. One or more assaults on staff in 30 days.
 - b. One instance of major contraband (i.e., drugs or weapons) in 30 days.
 - c. One escape or attempted escape within 6 months.
 - d. Two or more fights in 30 days.

- e. Two or more instances of gang activity, including peer agitation, in 30 days.
 - f. Risk Level may be changed if allegations listed under CPC 667.5(c) are filed while the youth is in custody (see attachment).
- 2. An SJCO or administrator must approve any override in risk level.
 - 3. If the youth did not display the above behaviors, they will be reclassified one step lower in risk level.
 - 4. Minor rule violations cannot be considered when assessing risk levels.

VI. OTHER RISK LEVEL CONSIDERATIONS

- A. Youth classified as High Risk shall be handled with increased awareness and consideration regarding all safety and security aspects.
- B. Regardless of risk level, all youth shall retain their rights under the law as outlined in PMI **3-5-004** Youth's Rights/**Orientation**.
- C. Any youth detained on a juvenile petition or serving a juvenile commitment is considered a juvenile offender and does not represent a security risk.
- D. Any youth 19 years of age or older, who has specifically been granted permission (i.e., 208.5 WIC) or otherwise ordered by the Juvenile Court to remain in a juvenile facility, is considered a juvenile offender and does not by itself represent a security risk.
- E. High-Risk youth are prohibited from being transferred to a camp. However, a youth's classification level can be reduced to Medium or Low after a review of behavior by the receiving facility. The receiving facility will only consider behavior within the last 10 days and is not required to wait until the end of the 30-day case planning period.
- F. High-Risk youth are prohibited from participating in cart crew duties, unit clean-up, or work crews. They will clean their rooms under the supervision of at least two DJCOs.
- G. High-Risk youth will participate in visiting during their regularly scheduled visiting time(s) using the non-contact visiting booth in the MRC or other form of monitored visit as approved by an SJCO or an administrator.
- H. High-Risk youth shall attend outside school designated for such youth.
- I. High-Risk youth shall be allowed to utilize Secured Recreational Areas (SRAs) and the sports fields for Large Muscle Exercise (LME) or recreation.
- J. If the need arose for youth to be housed together, only high-risk youth shall be roomed with high-risk youth. High-Risk youth are prohibited from being housed with low or medium-risk youth in the same room.

- K. High-Risk youth shall be placed in rooms on the side of the unit facing the facility's interior unless there is no alternative.
- L. Upon a reasonable suspicion that a youth represents a security risk, staff may designate a youth as being High Risk at any time. The Duty Officer, unit SJCO, or administrator must approve reclassification of this nature.
- M. Before transporting youth off grounds, staff shall review ICMS to confirm the youth's risk level to evaluate the need for additional safety and security measures, including additional staff or mechanical leg and/or wrist restraints under applicable department policy, procedure, and applicable case law (commonly known as "Tiffany A.").
- N. Under no circumstance shall the risk level increase as a form of punishment.

VII. SUPERVISOR RESPONSIBILITIES

- A. Supervisors will review classification and housing determination as follows:
 - 1. Periodic Review of classification based on unit behavior and progress toward treatment goals while in the facility.
 - 2. Prior to release or transfer.
- B. REASSESSMENT OF SECURITY RISK
 - 1. The Unit SJCO will review the classification of each youth within (10) ten days of booking. The Unit SJCO will verify the risk level by reviewing unit behavior, ICMS log notes, the number of prior entries into JH, current charges, criminal sophistication, and the appropriate application of the Assaultive Flag on previous JH entries.
 - 2. If the youth did not participate in any assaultive behavior during their previous entry into JH, the Intake SJCO will remove the assaultive designation in the youth's facility file and re-classify the youth based on the matrix (refer to Section II). An assaultive flag placed in ICMS by a DPO will remain.
 - 3. Every 30 days DJCOs will reassess the risk level of each youth during the case planning process.
 - 4. If the youth displayed any high-risk behaviors listed below, they will remain high risk. If the youth is medium or low risk, they will be re-classified as high risk.
 - a. One or more assaults on staff in 30 days.
 - b. One instance of major contraband (i.e., drugs or weapons) in 30 days.
 - c. One escape or attempted escape within 6 months.
 - d. Two or more fights in 30 days.

- e. Two or more instances of gang activity, including peer agitation, in 30 days.
 - f. Risk Level may be changed if allegations listed under CPC 667.5(c) are filed while the youth is in custody (see attachment).
- 5. An SJCO or administrator must approve any override in risk level.
 - 6. If the youth did not display any of the above behaviors, they will be reclassified one step lower in risk level.
 - 7. Minor rule violations cannot be considered when assessing risk levels.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting, and Response to Incidents of Sexual Misconduct
	3-5-004	Youth's Rights/Orientation
	3-2-001	Facility Security
	3-2-007	Opening/Closing Units
	3-3-003	Deaths, and Other Serious Incidents Related to Youths in Custody
	3-5-001	Intake – Juvenile Hall
	3-5-003	LGBTQI Youth: Intake, Housing, Classification, PREA Considerations
	3-5-006	Transfer of Youth Between Open Facilities/Returning Youth to Facilities
	3-5-010	Roster Codes – Juvenile Hall
	3-6-005	Tubes and Martin-Chains
	3-8-002	Program Description – Youth Leadership Academy
	3-8-003	Program Description – Youth Guidance Center
	3-11-001	Youth's Facility Folders
	3-12-001	Health Care Procedures for Probation Staff
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
Policy	A-2	Upholding Departmental Philosophy and Principles
	D-2	Use of Physical Restraint/Corporal Punishment

Attachment

K. Carvo

APPROVED BY:

CODE	SECTION	DESCRIPTION
187 - 189	PC	Murder
192(a)	PC	Voluntary manslaughter
205	PC	Aggravated mayhem
206/206.1	PC	Torture
207	PC	Kidnapping
208	PC	Kidnapping – Victim Under 14 Years of Age
209(a)	PC	Kidnapping for ransom/kidnapping with bodily harm
209(b)/209(b)(1)	PC	Kidnapping for purposes of sexual assault or robbery
209.5	PC	Kidnapping during commission of carjacking
211	PC	First degree robbery
212.5	PC	Second Degree Robbery
215	PC	Carjacking
220	PC	Assault with intent to commit mayhem, rape, sodomy, oral copulation or in course of burglary
245(a)(1) – (3)	PC	Assault with a firearm or destructive device/ Assault by any means of force likely to product great bodily injury
246	PC	Discharge of a firearm into an inhabited or occupied building
664/187(a)	PC	Attempted murder
11418(b) or (c)	PC	Possession of weapons of mass destruction
12022.5	PC	Enhancements for using a firearm or deadly weapon
12022.53	PC	Use of firearm in the commission of a felony or attempted felony
18745	PC	Explosion or ignition of destructive device with intent to commit murder
26100(c)	PC	Discharge of Firearm from Motor Vehicle at another person
871(b)	W&I	Escape by use of force or violence