

**STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE**  
**POLICY AND PROCEDURES**

Title:	Classification System for Housing in Secure Facilities	Policy No.:	E-1.7	Page(s):	1 of 5
Authority:	Treatment and Intervention Services				
Juvenile Justice Code:	n/a				
PbS Related Standard(s):	n/a				
December 31, 2014 Effective Date		<u>SIGNED/ <i>Margaret H. Barber</i></u> Margaret H. Barber Director			
DATES UPDATED:					

**POLICY:** The Department of Juvenile Justice (DJJ) will assess and monitor the appropriateness of each juvenile’s assignment within a specific program and housing unit in secure facilities based on individual treatment needs, behavioral criteria, history of aggression, victimization, adjustment to custody (previous and current), and other appropriate factors. Each juvenile unit and room assignment will be reassessed during each monthly status review, quarterly reclassification review, and when necessary to maintain the safety and security of the juvenile and facility operations.

**PROCEDURAL GUIDELINES**

- A. The following housing assignment factors will be considered when determining the most suitable program, unit, and room assignment for each juvenile:
1. Seriousness and nature of current offense (e.g., offense category). Facts of the case (e.g., plead down from original offense).
  2. Offense history.
  3. Escape or runaway history.
  4. ALERT/Separation/Caution requirements and/or notices and the nature of such.
  5. Proximity to hostile co-defendants or peers, or victims of record.
  6. Documented history of assaultive/aggressive/sexually aggressive behavior in any environment.
  7. Documented history of victimization/sexual vulnerability by peers or others.
  8. Age.
  9. Physical stature (e.g., height, weight).

10. Intellectual functioning (e.g., seriously mentally retarded or low-functioning).
11. Emotional and mental stability (e.g., seriously mentally ill).
12. Documented history of self-destructive behavior.
13. Physical disabilities, handicaps, and/or special needs or accommodations.
14. Adjustment in the evaluation center and prior custodial and residential placements.
15. Peer gang-related indicators.
16. Treatment needs as identified by the clinical professionals and multidisciplinary team (e.g., substance abuse problems, and sex offender specific services).
17. Juvenile's home (geographical region).
18. Any other factors relevant to reducing the probability of assault, disruptive behavior, or possible victimization of the juvenile.

B. Facility Housing Plan

The Facility Administrators at the Detention Center, Evaluation Centers, and Broad River Road Complex (BRRC) will ensure that the facility has a logistical plan in place for assigning juveniles to housing units and beds based on the housing assignment factors. Classification staff will routinely monitor and review juveniles' assignments and make necessary moves to ensure that the housing plan is followed. The Facility Administrator will intermittently review juveniles' assignments to check to ensure that the housing plan is being followed.

1. The housing plan will have housing areas designated that:
  - a. Separates non-violent offenders from violent offenders (as defined by DJJ).
  - b. Separates evaluation juveniles from committed juveniles.
  - c. Requires placement of sexually aggressive or sexually vulnerable offenders in either single-occupancy rooms (BRRC), or a housing area with direct and constant visual staff supervision (Detention and Evaluation Centers).
  - d. Places special needs juveniles (mental/physical) in the most appropriate place available for their needs.

2. The Special Management Units will have an individual Housing Assignment Plan and juveniles will be placed in single occupancy rooms unless pre-approved by the Deputy Director for Rehabilitative Services.
3. The Detention and Evaluation Centers will include specific housing assignment plans in their Facility Housing Plan for the housing of juveniles in segregation areas.
4. The Facility Administrator will review and revise the Facility Housing Plan when necessary as a result of changing juvenile populations, a change in the facility's mission and/or function, and when other factors make it necessary.
5. The Facility Manager will ensure that the level of supervision in these areas is appropriate for the type, age, and size of juveniles living in those areas.
6. The Facility Administrator will ensure that all facility staff are trained in the Facility Housing Plan.

C. Program, Unit, and Room Assignments

1. Preliminary Housing Assignment Determination at Detention and Evaluation Centers

The intake officials at the evaluation centers and the classification case manager at the detention center will assign newly admitted juveniles considering the housing assignment factors and the Facility Housing Plan. The employee designated by the Facility Administrator to monitor bed assignments will review the assignments for appropriateness and make necessary changes.

2. Subsequent Housing Assignment Review Upon Placement at BRRC

- a. The Regional Classification Supervisor will notify the Director of Classifications when a juvenile is recommended for placement at BRRC.
- b. The Director of Classifications will review the current bed availability with the Classification Case Manager(s) to determine the dorm assignment.
- c. Juveniles will be assigned to the most appropriate dorm based on age, length of stay and/or offense.

3. Periodic Housing Assignment Reviews

A juvenile's program, unit, room, and bed assignment will be reassessed by the Facility CCM during the juvenile's monthly status review, quarterly

Title: Classification System for Housing in Secure Facilities	Authority: Treatment and Intervention Services	DJJ Policy E-1.7 No.:	Page: 4 of 5
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reclassification review, and on an emergency basis if necessary to maintain the safety and security of the juvenile and facility operations. If there are concerns about the juvenile's housing assignment, the Facility CCM will complete the BRRC Juvenile Housing Assignment Factors Assessment (Form E-OK) and present it to the Multidisciplinary Team for review.

4. Emergency Housing Reassignment

A Facility Administrator may temporarily move a juvenile to a different housing assignment if the situation is a matter of safety and/or security and the matter is considered an emergency. The Administrator will complete an Event Report (Form I-3.2A) by the end of the shift and forward a copy to the CCM as soon as possible, but no later than the opening of business the following business day.

- a. The emergency reassignment of a juvenile will be reviewed by the CCM as soon as possible but no later than one (1) business day after the emergency reassignment. The CCM will convene the Multidisciplinary Team.
- b. The multidisciplinary team will review the appropriateness of the reassignment as soon as possible but no later than two (2) business days following the reassignment. The multidisciplinary team will consider the safety and security factors and review the juvenile's Supervision and Service Plan. The team may approve or change the juvenile's assignment.

5. Assignments to a Crisis Management Unit (CMU)

Crisis Management Units will follow their Facility Housing Plan when assigning and reassigning juveniles. Only one juvenile will be in a room in a CMU unless otherwise pre-approved by the Deputy Director for Rehabilitative Services.

D. Classification Coordinators (CC) and CCMs will ensure that the Coordinator of Juvenile Movement and Accountability (CJMA) receives timely written notification of assignments and reassignments of juveniles so that the CJMA may appropriately manage DJJ bed space and juvenile transfers. If situations/circumstances prevent the scheduled move/transfer of the juvenile, the CC/CCM will notify the CJMA as soon as possible.

E. Documentation

- 1. The CJMA will notify the clinical, education, health, county office, and operations staff via electronic mail of the juvenile's move. The staff members in these areas will ensure that their responsibilities for preparing a juvenile for transfer are accomplished.

Title: Classification System for Housing in Secure Facilities	Authority: Treatment and Intervention Services	DJJ Policy E-1.7 No.:	Page: 5 of 5
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2. The facility staff member designated to maintain the juvenile daily roster will document and update juvenile housing assignments each business day to ensure that this document reflects the correct and accurate information for juvenile accountability and juvenile count purposes.

**RELATED FORMS AND ATTACHMENTS:**

Form E-OK, Housing Assignment Factors

Form I-3.2A, Event Report

**SCOPE:**

This policy applies to employees in the Detention Center, Evaluation Centers, BRRRC, and the Office of Juvenile Movement and Accountability.

**LOCAL PROCEDURAL GUIDE:**

The Detention Center, Evaluations Centers, BRRRC, and Crisis Management Units are required to maintain a current Facility Housing Plan based on appropriate classification factors and consistent with this policy.

**TRAINING REQUIREMENT:**

Detention Center, Evaluation Center, BRRRC, and employees in the Office of Juvenile Movement and Accountability are required to review this policy within 30 days of its publication.