

Report of Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637

December 2019



King County

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II. Proviso Text

Ordinance 18930, Section 36, Adult and Juvenile Detention, Proviso P7^[1]

- A. Of this appropriation, \$1,000,000 shall not be expended or encumbered until the executive transmits a report of all changes to detention policies, procedures and practices consistent with Ordinance 18637 and a motion that acknowledges receipt of the report and a motion acknowledging receipt is passed by the council. The motion should reference the subject matter, the proviso's ordinance, ordinance section, and proviso number in both the title and body of the motion.
- B. The report should include a description of each policy, procedure and practice that has been changed and a description of any additional resources needed to facilitate provision of programming, treatment, and services for Adult Age Outs subject to Ordinance 18637.
- C. The executive should file the report and a motion required by this proviso by December 31, 2019, in the form of a paper original and an electronic copy with the clerk of the council, who shall retain the original and provide an electronic copy to all council members, the council chief of staff, and the lead staff for the law and justice committee, or its successor.

^[1] [Ordinance 18835, Section 52, Adult and Juvenile Detention, as amended, by Ordinance 18930, Section 36, P7. Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637](#)
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III. Executive Summary

The King County Executive and Department of Adult and Juvenile Detention are committed to developing and implementing leading edge reforms related to restrictive housing and the safety and well-being of the youth in our care at our facilities.

Therefore, King County embraces evidence-based, data-driven, therapeutic and trauma-informed approaches to detention and corrections – including reducing the use of restrictive housing for all populations. While these approaches can be challenging, meaningful progress has been made on the Road Map to Zero Youth Detention, the implementation of Ordinance 18637, and other efforts. The Executive Summary will provide a high-level overview of the various sections required by Proviso P7. Each of these sections will be covered again in more detail in the body of this proviso report.

Proviso Response Requirements

The requirements of Ordinance 18930, Section 34, Adult and Juvenile Detention, Proviso P7 states that the report should include:

1. A description of each policy, procedure and practice that have been changed; and,
2. A description of any additional resources needed to facilitate provision of programming, treatment, and services for Adult Age Outs subject to Ordinance 18637.

Section A. on page 22 provides a description of the changes to policy, procedures, and practices in Juvenile Detention. Starting on page 35, section B. describes the changes to policy, procedures, and practices in the adult facilities. Finally, section C on page 42 describes the additional resources needed to provide programming for Adult Age Outs detained in the adult facilities similar to the programming provided to juveniles detained in the juvenile facilities.

Ordinance 18637 Requirements

On December 11, 2017, the King County Council passed Ordinance 18637¹ which established requirements for the treatment of and services to juveniles in the custody of the King County Department of Adult and Juvenile Detention (DAJD). [Appendix N]

Ordinance 18637 specifically states that:

1. The use of solitary confinement of juveniles is banned in all King County detention facilities, except when based on the juvenile's behavior, solitary confinement is necessary to prevent imminent and significant physical harm to the juvenile detained or to others and less restrictive alternatives were unsuccessful.
2. Solitary confinement may not be used for disciplinary or punishment purposes.
3. DAJD must develop policies and procedures for solitary confinement with the goal of limiting its use and duration.
4. DAJD shall ensure consistency with nationally accepted best practices as established by Juvenile Detention Alternatives Initiative (JDAI)².

¹ [Link to Ordinance 18637](#)

² A full explanation of Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative and the 8 core strategies can be found at <https://www.aecf.org/work/juvenile-justice/jdai/Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637>

5. All divisions effectuate, consistent with appropriate security measures and maintain public safety, the equal administration to all juveniles detained in detention facilities in King County that includes a school program, a health program and other related programs.
6. All juveniles detained in any King County detention facility shall have access to education programs and to educational hours of service as required by state law.

Council also provided additional recommendations in the ordinance to support limiting solitary confinement of juveniles. Those recommendations include:

- A. Preventative measures to protect the safety and security of incarcerated juveniles and their peers, the staff of the department of adult and juvenile detention, other persons who work in the facilities and visitors;
- B. A requirement that solitary confinement be ended as soon as the juvenile demonstrates physical and emotional control, and a limit on the duration of any solitary confinement to no more than four hours in any twenty-four-hour period;
- C. A requirement that any use of solitary confinement be subject to review by supervisors;
- D. A requirement that medical professionals assess or evaluate any youth housed in solitary confinement as soon as possible after the youth's being placed in solitary confinement, and that qualified mental health professionals evaluate and develop a care plan, that may include hospitalization, for youth who are placed in solitary confinement to prevent self-harm; and
- E. Procedures to ensure youth's continued access to education, programming and ordinary necessities, such as medication, meals and reading material, when in solitary confinement.

This report will demonstrate DAJD's efforts to implement Ordinance 18637 requirements and recommendations.

Overview of Department of Adult and Juvenile Detention

The Department of Adult and Juvenile Detention is responsible for the operation of a juvenile facility, the Youth Services Center (YSC) and two adult facilities, the King County Correctional Facility (KCCF) in downtown Seattle and the Maleng Regional Justice Center (MRJC) in Kent, Washington.

Many juveniles covered by the ordinance are currently housed at the YSC as of the writing of this report. There are, however, a group of young adults housed in adult detention who are covered by the ordinance: legal adults over the age of 18 who have either "aged out" of juvenile detention (turned 18 when incarcerated at YSC), or who were detained as juveniles, released on probation or parole, and then booked on a probation/parole violation after turning 18. Both categories of juveniles in the adult facilities are referred to herein as Adult Age Outs (AAOs).

As acknowledged by Ordinance 18637, in 2004, the Youth Service Center became a replication site for the [Juvenile Detention Alternatives Initiative](#) (JDAI) in Washington State.

JDAI is an initiative sponsored and funded by the Annie E. Casey Foundation to "reduce reliance on local confinement of court-involved youth" through the use of the following eight core strategies:

- Promoting collaboration between juvenile court officials, probation agencies, prosecutors, defense attorneys, schools, community organizations and advocates;
- Using rigorous data collection and analysis to guide decision making;

[Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637](#)

- Utilizing objective admissions criteria and risk-assessment instruments to replace subjective decision-making processes to determine whether youth should be placed into secure juvenile detention facilities;
- Implementing new or expanded alternatives to juvenile detention programs — such as juvenile probation, day and evening reporting centers, home confinement and shelter care — that can be used in lieu of locked detention;
- Instituting case processing reforms to expedite the flow of cases through the system;
- Reducing the number of youth detained for probation rule violations or failing to appear in court, and the number held in detention awaiting transfer to a residential facility;
- Combating racial and ethnic disparities by examining data to identify policies and practices that may disadvantage youth of color at various stages of the process, and pursuing strategies to ensure a more level playing field for youth regardless of race or ethnicity;
- Monitoring and improving conditions of confinement in detention facilities.

JDAI has developed a [self-assessment tool](#)³ to assist detention facilities monitor and improve the conditions of confinement. A multidisciplinary team of facility professionals (i.e. medical, mental health, security, management, program managers, court officials, etc.) use the self-assessment tool evaluate the identified standards in the 8 areas as follows:

- Classification (intake, screening, living unit assignment);
- Health and Mental Health (medical, mental health, dental);
- Access (mail, visits, telephone, legal access, and family engagement);
- Programming (education, exercise, recreation, religion, behavior management);
- Training (and administrative oversight);
- Environment (sanitation, physical plant issues, emergency preparedness, food, crowding, privacy);
- Restraints (use of force, restraints, room confinement, discipline, grievances); and
- Safety

YSC completed a JDAI self-assessment in 2010 and began implementing the JDAI standards for conditions of confinement with the adoption of policy “16.9 Removal of Detainees from General Population”⁴ in 2015. [Appendix M] Another self-assessment is planned in 2020-2021.

Changes to Policies, Procedures, and Practices

As directed in Ordinance 18637, DAJD convened multi-disciplinary workgroups which included members from Washington State Nursing Association-Juvenile (WSNA), King County Juvenile Detention Guild (KCJDG), Washington State Council of County and City Employees (Local 2084-S), King County Corrections Officers Guild (KCCG), programming staff, senior management, behavioral health staff, and Seattle Public Schools (SPS) representatives to develop and inform new policies, procedures and practices consistent with the Ordinance requirements with the goal of limiting the use and duration of restrictive housing for juveniles covered by the Ordinance. DAJD worked to ensure these policies,

³ "A Guide to Juvenile Detention Reform: Juvenile Detention Facility Assessment". 2014. *Aecf.Org*. <https://www.aecf.org/m/resourcedoc/aecf-juviledetentionfacilityassessment-2014.pdf#page=9>.

⁴ Department of Adult and Juvenile Detention, *Division of Youth Services Operational Manual, 16.9 Removal of Detainees from General Population, 1/19/2015*

procedures and practices are consistent with nationally accepted best practices for trauma responsive confinement as established by the Juvenile Detention Alternatives Initiative⁵.

As stated in Ordinance 18637, “To the extent implementation of this ordinance requires collective bargaining, the executive is requested to engage in negotiation with bargaining representatives of affected employees to effectuate the policies contained in this ordinance. In order to implement this ordinance, the executive shall also identify and provide any needed staff training.”⁶

A settlement with Columbia Legal Services of a related lawsuit occurred in April 2018. When the settlement, policies, and procedures were complete, the King County Office of Labor Relations met with the King County Correctional Guild and the King County Juvenile Detention Officers Guild to address any concerns. Both unions subsequently approved the policies. The WSNA and Local 2084-S reviewed the policies, procedures and practices and did not ask to bargain in response to the changes in operations.

Bargaining with all DAJD labor organizations, developing a new behavior motivation system which required additional bargaining, developing new operational procedures, and training staff on the policy and procedure changes, took more time than anticipated. DAJD finalized and implemented restrictive housing policies consistent with the ordinance at both the juvenile and adult facilities (see table below) that are included in the DAJD online policy manual. Additionally, staff training was provided online and in staff briefings as each policy and procedure was completed.

Policy Area	Policy Description	Policy Manual Citation	Effective Date
<u>Adult Age Out</u>	Establishes the guidelines for the treatment of Adult Age Out inmates (AAOs). <i>“It is the policy of the DAJD that the placement of AAOs into Restrictive Housing is prohibited unless, based on the AAO’s behavior, it is necessary to prevent imminent and significant physical harm to the AAO or others, and there are no less restrictive alternatives. Restrictive Housing of AAOs shall not be used for disciplinary purposes.”</i>	Adult Detention - DAJD 6.03.011 ⁷	April 30, 2019
<u>Restrictive Housing</u>	Prohibits the use of restrictive housing of a youth housed at the YSC unless, based on youth’s behavior, it is necessary to prevent imminent and significant harm to the youth or others, and there are no less restrictive alternatives. <i>“This policy provides that the Restrictive Housing of a youth is prohibited unless, based upon the youth's behavior, it is necessary to prevent imminent and significant</i>	Juvenile Detention -- DAJD J-YMRP-13.004-2019 ⁸	January 18, 2019. Most recent amendment June 6, 2019

⁵ 4 "Juvenile Detention Alternatives Initiative® - The Annie E. Casey Foundation". 2019. *The Annie E. Casey Foundation*. <https://www.aecf.org/work/juvenile-justice/jdai/>.

⁶ Ordinance 18637, Section 7, lines 285-289

⁷ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 6-Inmate Classification and Discipline 6.03.011*, April 30, 2019

⁸ Department of Adult and Juvenile Detention, *Juvenile Division Policy, J-YMRP-13.004-2019 Restrictive Housing*, June 6, 2019

Policy Area	Policy Description	Policy Manual Citation	Effective Date
	<i>physical harm to the youth or others, and there are no less restrictive alternatives. Restrictive Housing shall not be used for disciplinary purposes.”</i>		

Juvenile Detention

In November 2017, all juveniles (under the age of 18) who were charged as adults were moved to the YSC. Due to the increased security risk presented by the juveniles charged as adults, and the fact that such juveniles are likely to stay longer than the average 11 days for youth not charged as adults, YSC leadership and staff, representing all DAJD labor unions⁹, worked collaboratively to develop additional security measures and protocols for this population. In addition, more relevant programming options were developed and implemented¹⁰.

Furthermore, a multi-disciplinary team comprised of juvenile detention officers and KCJDG members, behavioral health professionals, juvenile probation officers, SPS teachers, program staff, juvenile detention supervisors, senior management, and orientation and assessment staff reviewed the juvenile detention “Level System” and recommended changes that support JDAI conditions of confinement which includes trauma responsive care and the elimination of the use of room confinement for disciplinary purposes.

Adult Detention

DAJD’s adult division made significant progress on overall efforts to reduce the use of restrictive housing.

As required by Ordinance 18637, DAJD policies prohibit the use of restrictive housing for AAOs unless, based on the individual’s behavior, it is necessary to prevent imminent and significant physical harm to the individual or others and there are no less restrictive alternatives. Furthermore, the policies prohibit the use of restrictive housing for disciplinary purposes. The policies state that whenever a youth or young adult remains an imminent and significant risk of physical harm after a cool down period¹¹, the individual must be assessed throughout the day by DAJD staff and medical and qualified mental health professionals. DAJD staff assess to determine whether the individual continues to present significant risk, while medical and mental health professionals evaluate the individual’s physical and mental health. DAJD policies require that the youth or young adult be removed from restrictive housing as soon as the individual is assessed to no longer be a threat.

⁹ Washington State Nurses Association (WSNA), Washington State Council of County and City Employees (Local 2084-S), and the King County Juvenile Detention Officers Guild (KCJDG).

¹⁰ Details of the type of programming and incentives can be found on Appendix C

¹¹ A period of time, not exceeding two hours, when a youth is placed in a locked room or cell, alone, because the youth presents a Security Issue, with the intent that the youth regain control over their behavior during this short period of time.

Traditionally, inmates assigned to restrictive housing were assigned to a single bunk room and were individually released from the room for exercise, shower, attorney’s visits, and visits with loved ones which meant they had very little interaction with people other than correctional officers. DAJD’s newly formed Multi-Disciplinary Team¹² (MDT) converted six units to “group” status units using a group split rack programming¹³ model which would allow some Adult Age Outs in restrictive housing to interact with other inmates. During this same period, four additional units were converted to extended two-hour or more rack schedules. The MDT is currently focusing on evaluating the management of some psychiatric units with the intent to continue converting some of these housing units into group settings. This effort has been successful in that there has been a significant reduction of the number of restrictive housing beds.

Additional Resources Needed for AAO Programming

Ordinance 18637 recommended that the adult division provide programs and services to AAOs similar to those provided by the juvenile division. The size of the juvenile population enables the YSC to provide more robust programming to meet the age-appropriate needs of the youth in YSC custody [Figures 2 & 3]. If the adult division were to provide the same level of programming to AAOs, DAJD would require significantly more space as well as the ability to house the Adult Age Out population in the same general area. Given the very small population of AAOs in the adult divisions, this proves to be a very challenging endeavor.

The adult division currently offers AAOs the same programming as the general population [Figure 1]. The grid on pages 44-46 demonstrates the number and types of programs that would need to be added to both adult facilities to provide similar programming received by juveniles at the YSC.

Despite the combined efforts of DAJD’s dedicated labor partners, staff, and management to enact all aspects of the policy recommendations of Ordinance 18637, four notable obstacles impact the ability to deliver programming for AAOs who are housed in the County’s adult facilities.

1. Lack of Space
2. Staffing Shortages
3. Security and Classification Separations
4. Size, Demographics, and Dispersal of AAO Population

DAJD has explored many options since the ordinance passed and has determined that providing similar levels of programs and services to AAOs as the youth in YSC will require substantial capital investments and changes to classification policy which need to be undertaken in collaboration with labor partners. Staff evaluated options for providing similar programming services to AAOs, including the following:

1. Move all AAOs to Nora West at MRJC with appropriate support systems – i.e., more security staff, therapeutic programming, and an additional programming coordinator. This would allow DAJD to provide split programming and to manage separations. This option would require us to hire additional corrections officers, programming staff, and secure contracts with community vendors to provide evidenced based programming.

¹² The team consists of a corrections sergeant, a corrections program officer, and 2 public health evaluators.

¹³ Inmates who are compatible can program in the common area in small groups of 3-5 individuals on an alternating schedule.

2. Add more programming space at KCCF by building lofts in the multi-purpose rooms. Use closed units at MRJC for programming. This option would require us to hire additional corrections officers, programming staff, build out programming space, and secure contracts with community vendors to provide evidenced-based programming.
3. Keep the Adult Age Outs at YSC in a separate living unit (sight and sound separation from juveniles) with adult division corrections officers providing security. This would also require hiring additional correctional officers, programming staff, and secure contracts with community vendors to provide evidence-based programming with community vendors since the AAOs are prohibited from programming with other juveniles under the age of 18.

It is DAJD's assessment that providing similar programming and services to the adult age-out population currently housed in adult facilities would require substantial investments in new or expanded facilities and staffing.

Summary

King County leads the nation in the evolution of detention and correctional services. The Department of Adult and Juvenile Detention continues to develop and refine its evidence-based, data-driven, therapeutic, and trauma-informed approaches to providing detention and corrections services – particularly for the youth and young adults in DAJD custody. These priorities are expressed in several ways, such as, reducing the use of restrictive housing for all populations, implementing restorative discipline practices at YSC, using the public health approach to reduce recidivism, and building an innovative positive behavior incentive system to safely implement Ordinance 18637.

DAJD has complied with each of the requirements of Ordinance 18637. Additionally, DAJD has worked to implement many of Council's additional recommendations which include:

- Policy changes in all facilities to prohibit the use of restrictive housing for youth at YSC and the AAO's in the adult facilities unless, based on the youth's behavior, restrictive housing is necessary to prevent imminent and significant physical harm to the juvenile or others, and less restrictive alternatives are unsuccessful;
- Procedures to prevent the use of restrictive housing;
- Systems to track and document the practices used to ensure compliance with the policy and procedure; and,
- Staff training to build a more therapeutic and trauma-informed environment for detainees and staff.

Both divisions of DAJD have explored all possible options and has determined that it is not possible to provide the same level of programming to Adult Age Outs in MRJC and KCCF given space limitations and practical considerations consistent with appropriate security measures in an adult facility.

Staffing would need to be greatly increased at MRJC and KCCF to safely move Adult Age Outs through equivalent levels of daily programming. It is estimated that the numbers of officers needed to manage Adult Age Outs at the same 1:8 ratios as juveniles would start at about 30 FTE corrections officers (two units to minimally provide required gender separation, three shifts per day, about 15 officers per unit) at a cost of roughly \$3 million labor and benefits annually. Note this would not be enough staffing to separate Adult Age Outs into different units by conflicts, which would create significant security risks.

Additionally, at KCCF, there is not an available wing to segregate AAOs from general population to provide Adult Age Out programming and recreation. KCCF “multi-purpose rooms” on each floor lack adequate space and time as they are already in use for regular adult religious services and programming. At MRJC, they would need to open multiple additional living units, but also lack adequate space and time in multipurpose, gym, and library facilities for high levels of programming.

There are not currently any estimates for capital improvements to provide facilities for the average 20 adults who have aged out of the juvenile facilities.

IV. Background

On December 11, 2017, the King County Council passed Ordinance 18637¹⁴ which established requirements for the treatment of and services to juveniles in the custody of the King County Department of Adult and Juvenile Detention (DAJD).

Ordinance 18637 specifically states that:

1. The use of solitary confinement of juveniles is banned in all King County detention facilities, except when based on the juvenile's behavior, solitary confinement is necessary to prevent imminent and significant physical harm to the juvenile detained or to others and less restrictive alternatives were unsuccessful.
2. Solitary confinement may not be used for disciplinary or punishment purposes.
3. DAJD must develop policies and procedures for solitary confinement with the goal of limiting its use and duration.
4. DAJD shall ensure consistency with nationally accepted best practices as established by Juvenile Detention Alternatives Initiative (JDAI)¹⁵.
5. All divisions effectuate, consistent with appropriate security measures and maintain public safety, the equal administration to all juveniles detained in detention facilities in King County that includes a school program, a health program and other related programs.
6. All juveniles detained in any King County detention facility shall have access to education programs and to educational hours of service as required by state law.

Council also provided additional recommendations in the ordinance to support limiting solitary confinement of juveniles. Those recommendations include:

- A. Preventative measures to protect the safety and security of incarcerated juveniles and their peers, the staff of the department of adult and juvenile detention, other persons who work in the facilities and visitors;
- B. A requirement that solitary confinement be ended as soon as the juvenile demonstrates physical and

Ordinance Definitions

"Juvenile" means a person who is currently confined in a King County detention facility for a charge that was filed in juvenile court or based on conduct that occurred before the person's eighteenth birthday where their confinement begins before the person's eighteenth birthday.

"Solitary confinement" means the placement of an incarcerated person in a locked room or cell alone with minimal or no contact with persons other than guards, correctional facility staff, and attorneys. Using different terminology for this practice, such as room confinement, segregated housing, protective custody, restrictive housing, restricted housing, restricted engagement, close confinement, special management unit, administrative detention, nonpunitive isolation, temporary isolation or reflection cottage, among others, does not exempt a practice from being "solitary confinement." The use of single person sleeping rooms, during ordinary sleeping or rest periods, does not constitute "solitary confinement." The short-term placement of youth in individual cells for purposes of facility or living unit security issues or for other short-term facility physical plant safety and maintenance issues does not constitute "solitary confinement."

¹⁴ [Link to Ordinance 18637](#)

¹⁵ A full explanation of Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative and the 8 core strategies can be found at <https://www.aecf.org/work/juvenile-justice/jdai/>

- emotional control, and a limit on the duration of any solitary confinement to no more than four hours in any twenty-four-hour period;
- C. A requirement that any use of solitary confinement be subject to review by supervisors;
 - D. A requirement that medical professionals assess or evaluate any youth housed in solitary confinement as soon as possible after the youth's being placed in solitary confinement, and that qualified mental health professionals evaluate and develop a care plan, that may include hospitalization, for youth who are placed in solitary confinement to prevent self-harm; and
 - E. Procedures to ensure youth's continued access to education, programming and ordinary necessities, such as medication, meals and reading material, when in solitary confinement.

This report will demonstrate DAJD's efforts to implement Ordinance 18637 requirements and recommendations.

Per Washington State law¹⁶, the juvenile courts (a division of the superior court system) generally have jurisdiction over youth under the age of 18 charged with criminal offenses. Two applicable exceptions include when:

- The juvenile is 16 or 17 years of age and are charged with committing various serious or violent felonies.¹⁷
- The Prosecuting Attorney has petitioned the court to decline jurisdiction of a juvenile under specific statutory provisions and transfer the case to adult court.¹⁸

Many juveniles covered by the ordinance are currently housed within the juvenile division at the Youth Services Center (YSC) as of the writing of this report. There is, however, a group of young adults housed in adult detention who are covered by the ordinance: legal adults over the age of 18 who have either "aged out" of juvenile detention (turned 18 when incarcerated at YSC), or who were detained as juveniles, released on probation or parole, and then booked on a probation/parole violation after turning 18. Both categories of young adults are referred to herein as Adult Age Outs or (AAOs).

As directed in the Ordinance, DAJD convened multi-disciplinary workgroups which included members from all bargaining units (Juvenile WSNA, KCJDO, Local 2084-S, and the CO Guild), programming staff, senior management, behavioral health staff, and SPS to develop and inform new policies, procedures and practices consistent with the Ordinance requirements and recommendations. Additionally, the King County Office of Labor Relations met with the King County Correctional Guild and the King County Juvenile Detention Officers Guild to address any concerns. Both unions subsequently approved the policy.

Report Methodology

To complete this report, DAJD relied on a multi-disciplinary group consisting of DAJD command staff, correction officers, Sergeants, senior management, public health professionals, behavioral health providers, project managers, and programming staff to assist with compiling the data and analysis provided in the following sections.

¹⁶ [RCW 13.4004.030](#)

¹⁷ As defined in [RCW 9.94A.030](#)

¹⁸ RCW 13.40.110

DAJD has been focused on the requirements of 18637 and implemented each of those requirements. This report outlines those efforts as well as DAJD’s response to many of council’s recommendations found in 18637. Many of the changes to policy, procedures, and practices are too new to provide reliable data on results and/or impact. However, available data is provided as appropriate.

When developing the policies, procedures and practices, DAJD relied heavily on industry best practices and resources as provided by the [National Institute of Corrections](#) and the [Juvenile Detention Alternatives Initiative](#) (JDAI). The Revised Code of Washington and legal settlements with Columbia Legal Settlements¹⁹ were reviewed and incorporated in the final protocols. All sources have been cited within the report.

Given the differences in operational requirements, the Adult Division developed site-specific policies, procedures, and practices. Therefore, the report separates the divisions and responds to each requirement separately.

Finally, it was determined that a “before and after” document would be helpful in understanding the breadth and depth of the changes. Therefore, a policy change matrix has been included and can be found in the appendices [Appendix A]

Department Overview

The Department of Adult and Juvenile Detention is responsible for the operation of a juvenile facility, the Youth Services Center (YSC), and two adult facilities, the King County Correctional Facility (KCCF) in downtown Seattle and the Maleng Regional Justice Center (MRJC) in Kent, Washington.

According to the King County DAJD Detention and Alternatives Report (DAR), the 2019 average daily population (ADP) of the adult facilities is higher than the ADP in the previous year. And, while overall bookings are down, the average length of stay is longer.

Adult Age Outs are “those individuals who are 18 years of age or older who have either transferred to adult detention due to turning 18 years of age or who are entering solely on Juvenile probation or parole cases”.²⁰ AAOs are currently housed with other adults in the KCCF or the MRJC.

¹⁹ In October 2017, Columbia Legal Services (CLS) filed a class action lawsuit against King County relating to the treatment of declined youth held at the Maleng Regional Justice Center. In the spring of 2018, CLS and King County agreed to settle CLS’ lawsuit. Policy changes at the juvenile and adult facilities incorporate the elements of the settlement agreement.

²⁰ Department of Adult and Juvenile Detention, *Adult Division General Policy Manual, Chapter 6-Inmate Classification and Discipline: Adult Age-Out Inmates 6.03.011*, April 30, 2019
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There is an average of 15-20 Adult Age Outs with about 2,000 total other adult inmates interspersed between the two facilities in different cities, and they are further divided into different units by gender, and to avoid conflicts (witness issues, disputes, gang affiliations, etc.). Given the small number of AAOs that can program together, the ability to provide AAO specific programming is prohibitively expensive.

The YSC currently has the capacity to house 100 youth in single-bunk rooms in 10 living units.²¹ While the ADP, admissions, and average lengths of stay have generally decreased for juveniles who are detained under the jurisdiction of the Juvenile Courts, the average length of stay for juveniles charged with adult crimes is much higher than the previous year.²²

About 45 youth under the age of 18 are housed at the YSC at any given time, on average. Of those youth, about one quarter are declined youth, meaning that their charges are serious enough that they have been declined (either automatically or discretionarily) from the juvenile court and charged as adults for offenses like murder, rape, and significant assaults.

The YSC was originally designed to detain youth who have committed minor crimes and expected to be detained for short stays (10 to 11 days). Adding youth who are accused of more serious crimes (auto-declines) has significantly increased the average length of stay. This has required a more wide-ranging array of programming designed to manage youth over extended periods of time.

Secure						
	Average Daily Population		Admissions		Length of Stay (days)	
	2018	2019	2018	2019	2018	2019
January	37	38	83	98	17.98	13.10
February	35	35	93	63	14.52	10.86
March	37	34	88	79	7.60	15.36
April	40	35	86	101	10.07	10.20
May	41	32	104	99	10.89	8.89
June	35	32	99	89	11.55	8.67
July	35	33	94	74	17.14	10.74
August	32	34	84	68	12.09	8.40
September	36	33	99	70	11.56	19.31
October	45	28	95	69	8.94	11.08
November	41	37	78	87	12.38	5.90
December	37	-	77	-	14.50	-
YTD Average	37	34	90	82	12.44	11.14

Figure 1: Secure Juvenile Population, DAR, November 2019

Long-term Secure						
	Average Daily Population		Admissions		Length of Stay (days)	
	2018	2019	2018	2019	2018	2019
January	18	13	0	0	189.87	-
February	17	12	0	0	-	116.73
March	15	11	0	0	137.83	350.20
April	14	7	2	0	23.76	487.26
May	15	8	1	1	189.35	85.46
June	15	8	1	0	210.43	-
July	13	8	0	0	185.01	308.28
August	15	9	2	1	164.52	-
September	17	10	3	0	279.43	200.98
October	17	10	1	0	279.43	-
November	15	9	0	0	198.64	249.32
December	15	-	0	-	114.17	-
YTD Average	15	9	1	0	179.31	256.89

Figure 2: Long-Term Secure Juvenile Population, DAR, November 2019

²¹ A new youth detention facility will open in the first quarter of 2020.

²² For clarity, the under 18 population that is housed at the YSC is now reported on two pages of the DAR, one for youth whose crimes are being adjudicated by the Juvenile Division of the Superior Court (Juvenile Secure) and a new page (See Figure 3: Long-term Juvenile Secure). This page reports on Long-term Juvenile Secure - youth that are charged with adult crimes and held under the jurisdiction of Superior Court, or for whom the Prosecuting Attorney's Office has filed for a hearing to decline juvenile court jurisdiction.

Key Historical Conditions

As acknowledged by Ordinance 18637, in 2004, the Youth Service Center became a replication site for the [Juvenile Detention Alternatives Initiative](#) (JDAI)²³ in Washington State.

JDAI is an initiative sponsored and funded by the Annie E. Casey Foundation to “reduce reliance on local confinement of court-involved youth” through the use of the following eight core strategies:

- Promoting collaboration between juvenile court officials, probation agencies, prosecutors, defense attorneys, schools, community organizations and advocates;
- Using rigorous data collection and analysis to guide decision making;
- Utilizing objective admissions criteria and risk-assessment instruments to replace subjective decision-making processes to determine whether youth should be placed into secure juvenile detention facilities;
- Implementing new or expanded alternatives to juvenile detention programs — such as juvenile probation, day and evening reporting centers, home confinement and shelter care — that can be used in lieu of locked detention;
- Instituting case processing reforms to expedite the flow of cases through the system;
- Reducing the number of youth detained for probation rule violations or failing to appear in court, and the number held in detention awaiting transfer to a residential facility;
- Combating racial and ethnic disparities by examining data to identify policies and practices that may disadvantage youth of color at various stages of the process, and pursuing strategies to ensure a more level playing field for youth regardless of race or ethnicity;
- Monitoring and improving conditions of confinement in detention facilities.

JDAI has developed a [self-assessment tool](#)²⁴ to assist detention facilities monitor and improve the conditions of confinement. A multidisciplinary team of facility professionals (i.e. medical, mental health, security, management, program managers, court officials, etc.) use the self-assessment tool evaluate the identified standards in the eight areas as follows:

- Classification (intake, screening, living unit assignment);
- Health and Mental Health (medical, mental health, dental);
- Access (mail, visits, telephone, legal access, and family engagement);
- Programming (education, exercise, recreation, religion, behavior management);
- Training (and administrative oversight);
- Environment (sanitation, physical plant issues, emergency preparedness, food, crowding, privacy);
- Restraints (use of force, restraints, room confinement, discipline, grievances); and
- Safety

The standards are not included in this report but can be found [here](#). Per the JDAI self-assessment guide, the following are team tasks and estimated amounts of time team members may expect to spend in the assessment process:

- Training on the JDAI Juvenile Detention Facility Assessment. (Usually one-and-a-half to two days—sometimes involving overnight travel; also, time to become familiar with the standards and assessment materials provided at the training)

²³ A full explanation of Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative and the 8 core strategies can be found at <https://www.aecf.org/work/juvenile-justice/jdai/>

²⁴ "A Guide to Juvenile Detention Reform: Juvenile Detention Facility Assessment". 2014. *Aecf.Org*. <https://www.aecf.org/m/resourcedoc/aecf-juviledetentionfacilityassessment-2014.pdf#page=9>.

- Initial meeting with the team to discuss the assessment process, divide responsibilities, and plan next steps. (One to two hours; some teams elect to meet at the end of the training to avoid the need for a separate meeting)
- Meeting to review and discuss documents. Everyone should review certain policies and procedures and general documents about the facility. Team members assigned to specific areas may have additional documents to review. (Four to six hours)
- Conducting the assessment. Two to five days at the institution, depending on the size of the facility and areas on which the person focuses, including an entrance and exit meeting with the administrator and key staff)
- Assembling and writing the report following the inspection. For each person on the team, the time needed may vary depending on the areas on which the person focuses and the size of the team and the facility. (Three to four hours for most team members; more for the people responsible for assembling all of the parts and writing the narrative)
- Presentation of the assessment report to the site Steering Committee. The whole team does not have to attend, but it is helpful to have team members for each area talk about both positive and negative points identified through the assessment. (Two to three hours)

YSC completed a JDAI self-assessment in 2010 and another self-assessment is planned in 2020.

Key Current Conditions

Keeping inmates and staff safe is the highest priority of DAJD. The physical plant design and the way it needs to be staffed to maintain security directly affects the implementation of programming and services.

The King County Correctional Facility (KCCF) is a tower structure with 11 floors and can detain 1,262 people in single-bunk, double-bunk, and group-housing units. KCCF's tower structure and unit design limit the options for inmate movement. While inmates can independently move from one location to another when both locations are on the same floor, inmates must be escorted when moving to a location on another floor. Due to space limitations, areas such as classrooms, computer labs, visitation rooms, medical services, and libraries are often located on different floors from living units. An officer escort is required to accompany inmates going from floor to floor. Additionally, the space used to provide programming is fully occupied with existing programs, visitation, and attorney visits for case preparation which limits the ability to add AAO specific programming.

The Maleng Regional Justice Center (MRJC) can currently detain 896 people in 14 living units. MRJC has more flexible space²⁵ to provide programming than KCCF; however, the housing units at MRJC also detain more individuals. While some programming can be offered in the housing units, most of the classrooms, computer labs, and other meeting spaces are located outside of the housing unit which also requires officer escort and supervision.

Space for programming has been limited at the YSC as well and became more problematic when the auto decline juveniles were moved to the facility. Robust programming has continued for all detained youth. However, moving to the newly completed Children and Family Justice Center will allow for some additional programming and service delivery flexibility.

²⁵ Unlike KCCF, MRJC space for programming was included in the design of each housing unit. Also, there are more residents per housing at MRJC than at KCCF.

It is not possible to provide the same level of education and programming to Adult Age Outs in MRJC and KCCF given space limitations and practical considerations.

- There is an average of 15-20 Adult Age Outs interspersed with about 2,000 total other adult inmates between the two facilities in different cities, and they are further divided into different units by gender, and to avoid conflicts (witness issues, disputes, gang affiliations, etc.).
- Juveniles at the youth facilities are similarly divided, but the daily average population of about 45 grouped in one facility allows for youth to be managed through a robust schedule of mandatory education classes, meals, and programming together in units.
- Adults cannot be compelled to attend school, so similar scheduling of educational programming is not practical.
- KCCF “multi-purpose rooms” on each floor lack adequate space and time as they are already in use for regular adult religious services and programming.
- At MRJC, they would need to open multiple additional living units, but also lack adequate space and time in multipurpose, gym and library facilities for high levels of programming. No estimates have been done for constructing new facilities to accommodate expanded programming for 20 Adult Age Outs.

DAJD Staffing

For the last 3 years, DAJD has experienced staffing shortages due to the higher than usual staff retirement and separation rate. While DAJD has made significant gains in filling vacancies, there are still shifts that run with less than a full staff and mandatory overtime is necessary. The first operational priority of command staff is staffing security posts. Therefore, staffing shortages limit the availability of staff to provide security for programs – especially in the adult facilities.

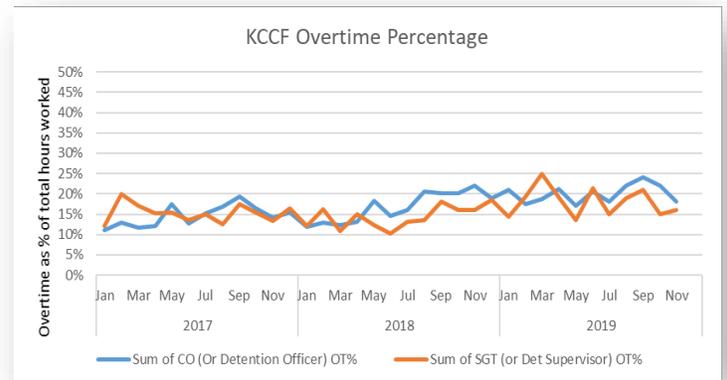


Figure 3: Source -- DAJD Roster Management System

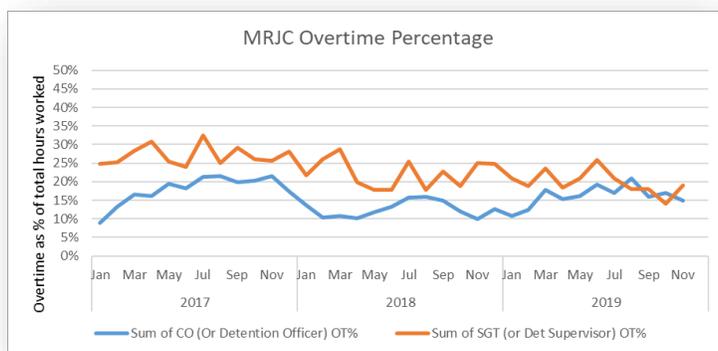


Figure 4: Source -- DAJD Roster Management System

Even if the jails were fully staffed, limited space and the dispersal of the AAO population makes accommodating the recommendations of Ordinance 18637 for the small number of Adult Age Out inmates particularly difficult.

While YSC is designed to provide youth specific programming, operating a shift with minimum staff levels can result in suspended programming. The priority is safety. Any available staff are assigned to security posts first.

Staffing would need to be greatly increased at MRJC and KCCF to safely move Adult Age Outs through equivalent levels of daily programming

Despite these challenges, DAJD has developed and provided staff training, updated policies, and improved data and documentation tracking systems for procedures and practices that impact the juveniles and young adults that are the focus of Ordinance 18637.

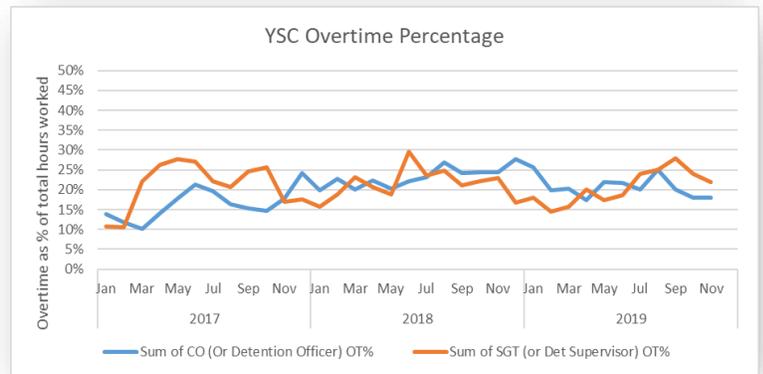


Figure 5: Source -- DAJD Roster Management System

Overview of Policy, Procedural, and Practice Change

As stated in Ordinance 18637, “To the extent implementation of this ordinance requires collective bargaining, the executive is requested to engage in negotiation with bargaining representatives of affected employees to effectuate the policies contained in this ordinance. In order to implement this ordinance, the executive shall also identify and provide any needed staff training.”²⁶

DAJD convened multi-disciplinary workgroups which included members from Washington State Nursing Association-Juvenile (WSNA), King County Juvenile Detention Guild (KCJDG), Washington State Council of County and City Employees (Local 2084-S), King County Corrections Officers Guild (KCCG), programming staff, senior management, behavioral health staff, and Seattle Public Schools (SPS) representatives. The workgroups were asked to develop new policies, procedures and practices consistent with the Ordinance requirements and recommendations with the goal of limiting the use and duration of restrictive housing. DAJD worked to ensure each policy, procedure and practice is consistent with nationally accepted best practices for trauma responsive confinement as established by the Juvenile Detention Alternatives Initiative²⁷.

A settlement with Columbia Legal Services of a related lawsuit occurred in April 2018. When the settlement, policies, and procedures were complete, the King County Office of Labor Relations met with the King County Correctional Guild and the King County Juvenile Detention Officers Guild to address any concerns. Both unions subsequently approved the policy. The WSNA and Local 2084-S reviewed the policies, procedures and practices and declined to bargain in response to the changes in operations.

Bargaining with all DAJD labor organizations, developing a new behavior motivation system which required additional bargaining, developing new operational procedures, and training staff on the policy and procedure changes took more time than anticipated. In the second quarter of 2019, DAJD finalized and implemented restrictive housing policies at both the juvenile and adult facilities that are included in

²⁶ Ordinance 18637, Section 7, lines 285-289

²⁷ 4 "Juvenile Detention Alternatives Initiative® - The Annie E. Casey Foundation". 2019. *The Annie E. Casey Foundation*. <https://www.aecf.org/work/juvenile-justice/jdai/>.

the DAJD online manual. Additionally, staff training was provided online and in staff briefings as each policy and procedure was completed.

As required by Ordinance 18637, DAJD policies prohibit the use of restrictive housing for juveniles unless, based on the individual's behavior, it is necessary to prevent imminent and significant physical harm to the individual or others and there are no less restrictive alternatives. Furthermore, the policies prohibit the use of restrictive housing for disciplinary purposes. The policies state that whenever a youth or young adult remains an imminent and significant risk of physical harm after a cool down period²⁸, the individual must be assessed throughout the day by DAJD staff and medical and qualified mental health professionals. DAJD staff assess to determine whether the individual continues to present significant risk, while medical and mental health professionals evaluate the individual's physical and mental health. DAJD policies require that the youth or young adult be removed from restrictive housing as soon as the individual is assessed to no longer be a threat.

In the third quarter of 2019, DAJD continued to enhance the daily operation of Restoration Hall at the Youth Services Center (YSC). Restoration Hall is a programming hall and living unit at the YSC designed to provide specialized programming to youth with highly disruptive or unsafe behaviors, (i.e. assault, arson, escape attempt, threats, major breach of security, etc.) Based upon severity of the unsafe behavior, a youth may be assigned to participate in programming in Restoration Hall for up to three consecutive days. If a youth is assigned to attend programming in Restoration Hall for one day, they will continue to reside in their original living hall and will visit Restoration Hall only while attending programming. If a youth is assigned to program in Restoration Hall for more than one day, they will reside in Restoration Hall for up to three days and will return to their previous living unit once their specialized programming time is complete. In Restoration Hall, the youth interact with other youth, programming staff, teachers, chaplains, and other community volunteers.

Restoration Hall provides the youth with individual or small group supportive programming to help them identify and gain control over disruptive and unsafe behaviors. While participating in Restoration Hall programming, youth continue to receive regular access to physical activity, the medical clinic, library, and school. Youth in Restoration Hall do not experience any interruption in their access to their attorney, service providers, or family visitation.

The number of youth participating in programs in Restoration Hall is dependent upon youth behavior in the facility. The number of youth assigned to attend specialized programming in Restoration Hall has fluctuated between zero and six youth at a time, with an average of two to three youth assigned to attend programming in the Restoration Hall per day. If only one youth is assigned to Restoration Hall, this may result in one-on-one programming between the youth and a member of the DAJD staff. During one-on-one programming, the youth is outside of their dorm and engaged in programming with the DAJD staff member. Per Ordinance 18637, one-on-one programming between a youth and a DAJD staff is restrictive housing. Any event of one-on-one programming results in all assessments completed per policy.

²⁹ The team consists of a corrections sergeant, a corrections program officer, and 2 public health evaluators.

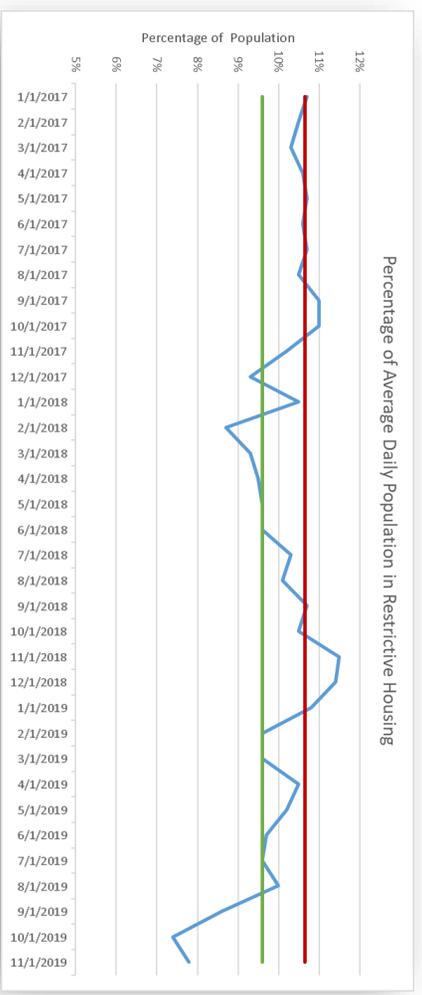


Figure 6: Percentage of Average Daily Population in Adult Restrictive Housing, Looking Glass Analytics, 2019, "Demographic Breakdown of Inmates in Restricted Housing". Seattle: King County Department of Adult and Juvenile Detention.

During the third quarter of 2019, DAJD’s adult division made significant progress on overall efforts to reduce the use of restrictive housing [Figure 7]. Traditionally, inmates assigned to restrictive housing were assigned to a single-bunk room and were individually released from the room for exercise, shower, attorney’s visits, and visits with loved ones which meant they had very little interaction with people other than correctional officers. DAJD’s newly formed Multi-Disciplinary Team²⁹ (MDT) has converted six additional units to “group” status using a group split rack programming³⁰ which would allow some in restrictive housing to interact with other inmates. During this same period four additional units were converted to extended two-hour or more rack schedules. The MDT is currently focusing on the management of some psychiatric units with the intent to continue converting some of these housing units into group settings. This successful effort has reduced the number of restrictive housing beds significantly.

Traditionally, when an inmate was assigned to restrictive housing, they were allowed out of their room, separately, into the common space to participate in programming. Earlier this year, the MDT developed a pilot that would allow for some group programming within the living unit. To date, the MDT has converted six restrictive units to “Group” status using a group split rack schedule. During this same period four additional units were converted to extended two hour or more rack schedules. The Multi-Disciplinary Team is currently focusing on the management of some psychiatric units with the intent to continue converting some of these housing units into group settings. This effort has reduced the number of restrictive housing beds significantly.

All changes to policy, procedures and practices described within this report have been developed collaboratively with DAJD management, Juvenile WSN, KCJDO, Local 2084-S, and the Corrections Officer Guild.

Summary of Policy Changes

In response to the legislative requirements of Ordinance 18637, DAJD adopted facility specific policies to reflect the guidance of the Ordinance. The changes to DAJD policies are summarized below:

²⁹ The team consists of a corrections sergeant, a corrections program officer, and 2 public health evaluators.

³⁰ Inmates who are compatible can program in the common area in small groups of 3-5 individuals on an alternating schedule.

Policy Area	Policy Description	Policy Manual Citation	Effective Date
<u>Adult Age Out</u>	Establishes the guidelines for the treatment of adult age-out inmates (AAOs). <i>“It is the policy of the DAJD that the placement of AAOs into Restrictive Housing is prohibited unless, based on the AAO’s behavior, it is necessary to prevent imminent and significant physical harm to the AAO or others, and there are no less restrictive alternatives. Restrictive Housing of AAOs shall not be used for disciplinary purposes.”</i>	Adult Detention - DAJD 6.03.011 ³¹	April 30, 2019
<u>Restrictive Housing</u>	Prohibits the use of restrictive housing of a youth unless, based on youth’s behavior, it is necessary to prevent imminent and significant harm to the youth or others, and there are no less restrictive alternatives. <i>“This policy provides that the Restrictive Housing of a youth is prohibited unless, based upon the youth’s behavior, it is necessary to prevent imminent and significant physical harm to the youth or others, and there are no less restrictive alternatives. Restrictive Housing shall not be used for disciplinary purposes.”</i>	Juvenile Detention -- DAJD J-YMrP-13.004-2019 ³²	January 18, 2019. Most recent amendment June 6, 2019

³¹ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 6-Inmate Classification and Discipline 6.03.011*, April 30, 2019

³² Department of Adult and Juvenile Detention, *Juvenile Division Policy, J-YMrP-13.004-2019 Restrictive Housing*, June 6, 2019

V. Proviso Response Requirements

The following outlines DAJD's response to Proviso P7 requirements and will be organized by Juvenile Detention implementation then Adult Detention implementation that should include:

1. A description of each policy, procedure and practice that have been changed; and,
2. A description of any additional resources needed to facilitate provision of programming, treatment, and services for Adult Age Outs subject to Ordinance 18637.

Ordinance Requirements

Ordinance 18637 specifically states that:

1. The use of solitary confinement of juveniles is banned in all King County detention facilities, except when based on the juvenile's behavior, solitary confinement is necessary to prevent imminent and significant physical harm to the juvenile detained or to others and less restrictive alternatives were unsuccessful.
2. Solitary confinement may not be used for disciplinary or punishment purposes.
3. DAJD must develop policies and procedures for solitary confinement with the goal of limiting its use and duration.
4. DAJD shall ensure consistency with nationally accepted best practices as established by Juvenile Detention Alternatives Initiative (JDAI)³³.
5. All divisions effectuate, consistent with appropriate security measures and maintain public safety, the equal administration to all juveniles detained in detention facilities in King County that includes a school program, a health program and other related programs.
6. All juveniles detained in any King County detention facility shall have access to education programs and to educational hours of service as required by state law.

A. Description of Changes of Policy, Procedures and Practices in Juvenile Detention

This section will describe each policy, procedure, and practice that have been changed since Ordinance 18637 was enacted in DAJD's *Juvenile Division*. It will also include a description of the intent of each policy, procedural steps to comply with the policy and how the procedures are documented to ensure consistent practice of the policy. For context, this section will also provide some details on how the policies and procedures were developed and what methods we use to make sure the policies are uniformly applied.

In December 2017, all juveniles who were charged as adults were moved from the MRJC to the YSC juvenile facility. Due to the increased security risk presented by the juveniles charged as adults, YSC leadership and staff, representing all DAJD's labor unions³⁴, worked collaboratively to develop additional security measures and protocols. It was also anticipated that these juveniles would be detained longer, therefore, more relevant programming options were developed and implemented.

³³ A full explanation of Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative and the 8 core strategies can be found at <https://www.aecf.org/work/juvenile-justice/jdai/>

³⁴ Washington State Nurses Association (WSNA), Washington State Council of County and City Employees (Local 2084-S), and the King County Juvenile Detention Officers Guild (KCJDG).

Furthermore, a multi-disciplinary team comprised of juvenile detention officers and KCJDG members, behavioral health professionals, juvenile probation officers, teachers, program staff, juvenile detention supervisors, senior management, and orientation and assessment staff reviewed the juvenile detention “Level System” and recommended changes that support JDAI conditions of confinement. These conditions include trauma responsive care and the elimination of the use of room confinement for disciplinary purposes.

The team participated in training on restorative discipline and trauma responsive care. Additionally, the team worked with the Department of Public Health and a child psychiatrist from DCHS to develop a new system of incentives and behavior responses designed to prevent the use of “room confinement” for any reason – except when youth present an imminent risk, per the ordinance requirement.



Figure 1: YSC Behavior Motivation Logic Model

The previous Honor Level System made it possible for youth to lose all privileges in one incident. Rather than encouraging positive behavior, it was having the opposite effect. Additionally, it was not in alignment with the latest developments in understanding of adolescent brain development or trauma informed response. The project team developed the *Building Relationships and Incentives Dedicated to Gaining Excellence* (BRIDGE) program to replace the YSC Honor Level system and asked the staff to rename the program. The new behavior motivation system was introduced in three phases to allow time for staff testing and feedback before implementation. The three phases are highlighted below:

- **Phase 1: Improved Incentives**

In July 2018, YSC implemented the Star Incentive System. Research confirms that privileges and rewards work better than punitive sanctions to encourage positive behavior for detained youth.³⁵ Therefore, the incentive program was designed to provide more desirable incentives (i.e., premium toiletries, MP3 players, premium snacks, extra privileges) for youth. Research suggests that youth will work harder to “keep” something than they will to “earn” something³⁶, so the incentive program was also designed to make it easier to attain higher levels to encourage positive behavior. [Appendix B]

- **Phase 2: BRIDGE Level System**

For more than 20 years, a system has been in place to allow youth more privileges the longer they maintain good behavior. However, the incentives were limited and not very attractive to the youth. Youth feedback was gathered to develop incentives that may be more likely to impact behavior. Based on their feedback, the Behavior Management Team developed a more restorative discipline³⁷ model that provided more attractive incentives

³⁵ Carter, Madeline M. 2015. "[Behavior Management of Justice-Involved Individuals: Contemporary Research and State-Of-The-Art Policy and Practice](#)". National Institute of Corrections.

³⁶ Ibid

³⁷ Restorative Discipline is a relational approach to building detention climate and addressing juvenile behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment. Rufus Lott, III, “Shaping Discipline with a Restorative Approach-Part 2, June 16, 2016, San Antonio, Texas, <https://www.youtube.com/watch?v=uAomjwbtb4ag>

[Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637](#)

and privileges to prevent disruptive behavior and provide opportunities for repairing the harm caused by their disruptive behavior. This phase of the new system was introduced in September 2018. [Appendix C]

- **Phase 3: Accountability Grid and Restoration Hall**
In May 2019, the accountability matrix was replaced by the new accountability grid which changed the number of levels and clarified sanctions for specific infractions. Previously, receiving a program modification could mean the youth would spend their free programming time in room confinement. The new accountability grid eliminated the practice of room confinement for disciplinary purposes and replaced it with an opportunity to learn new cognitive skills, identify ways to repair the damage caused by their behavior and use problem solving skills to prevent the behavior in the future. [Appendix D]

Also, rather than using loss of free time as a response to unsafe behavior, youth can be referred to Restoration Hall to participate in activities that build behavioral and cognitive skills to improve behavior. While in Restoration Hall, youth continue to participate in school and gym; eat their meals in the dayroom and have access to their attorney, visitors, and the health clinic. The system is designed to provide safe alternatives to room confinement while providing opportunities to heal from the effects of trauma. All phases have been fully implemented and will be explained in greater detail in subsequent sections.

Ordinance 18637: Legislative Requirements

On December 11, 2017, the King County Council passed Ordinance 18637³⁸ which established requirements for the treatment of and services to juveniles in the custody of the King County Department of Adult and Juvenile Detention (DAJD).

In response, DAJD developed the following policies, procedures and practices in the juvenile division to meet the ordinance's requirements.

Policy Definitions

Cool Down Period: A period of time, not exceeding two hours, when a youth is placed in a locked room or cell, alone, because the youth presents a Security Issue, with the intent that the youth regain control over their behavior during this short period of time.

Security Issue: Any behavior that may impair the safe and secure operation of the facility. This includes, but is not limited to, behavior which constitutes a Risk of Physical Harm.

Risk of Physical Harm: A youth poses a Risk of Physical Harm if the youth's behavior creates a risk of imminent and significant physical harm to the youth or others. Typical behaviors which may lead to a determination that a youth creates a Risk of Physical Harm include threats to staff or others, or physically aggressive behavior. A major destruction of property or facility disturbance may create a Risk of Physical Harm if such behavior creates a risk of imminent and significant physical harm to the youth or others.

Restrictive Housing: The placement of a youth in a locked room or cell, alone, with minimal or no contact with people other than detention staff or attorneys.

³⁸ [Link to Ordinance 18637](#)

Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019]

- A. This policy provides that the Restrictive Housing of a youth is prohibited unless, based upon the youth's behavior, it is necessary to prevent imminent and significant physical harm to the youth or others, and there are no less restrictive alternatives. Restrictive Housing shall not be used for disciplinary purposes.³⁹The Restrictive Housing of a youth is prohibited unless the youth poses a Risk of Physical Harm and there are no less restrictive alternatives available. Restrictive Housing may not be used for disciplinary purposes. While in Restrictive Housing, a youth will still be eligible for medical and mental health services, as well as programming that meets their specific needs, complies with legal requirements, and ensures safety and security.
- B. A youth who presents a Security Issue may be placed in an individual room or cell for a Cool Down Period not to exceed two hours. The nature of the Security Issue must be documented.
- C. If a youth has not already been reintegrated into the general population during the Cool Down Period, a Supervisor and JOO shall meet with the youth at the end of the Cool Down Period in order to determine whether the youth poses a Risk of Physical Harm. If no such risk is present, the youth must be reintegrated into the general population. If such risk is present the youth may be placed into Restrictive Housing. The Supervisor shall document the basis for such placement.
- D. After a youth is placed into Restrictive Housing, in the following two (2) hours, a Supervisor and JOO must again review whether the youth poses a Risk of Physical Harm. Such assessment must subsequently be performed every four (4) hours except during ordinary sleeping periods (between 2000 hours and 0800 hours). If Restrictive Housing continues into a subsequent calendar day, the assessments for any day thereafter shall respectively be completed prior to 0800 hours, prior to 1200 hours, and prior to 1600 hours. If the youth continues to be held in Restrictive Housing, each assessment shall include documentation of the reasons for such decision.
- E. A youth must be removed from Restrictive Housing after any assessment where it is apparent that the youth no longer presents a Risk of Physical Harm.
- F. All youth held in Restrictive Housing must be seen by a doctor, nurse, or nurse practitioner (Medical Professional) as soon as available but no more than four (4) hours after the youth has been placed in Restrictive Housing, or immediately prior to an ordinary sleep period, to assess the well-being of the youth. If a youth is kept in Restrictive Housing for longer than twenty-four (24) hours (including rest periods), a Medical Professional shall assess the well-being of the youth at least once a day for as long as the youth remains in Restrictive Housing.
- G. Within eight (8) hours of being placed in Restrictive Housing, or immediately prior to an ordinary sleep period, the youth must be seen by a licensed mental health professional ('MHP') who must assess whether continued use of Restrictive Housing is detrimental to the youth's mental health if an MHP is on duty at that time. If no MHP is on duty at that time, the assessment must be completed by detention nursing staff. If deemed inappropriate, the MHP or nursing staff member may direct that the youth be transferred from Restrictive Housing to the infirmary for medical or mental health observation.

⁴⁰ In October 2017, Columbia Legal Services (CLS) filed a class action lawsuit against King County relating to the treatment of declined youth held at the Maleng Regional Justice Center. In the spring of 2018, CLS and King County agreed to settle CLS' lawsuit. Policy changes at the juvenile and adult facilities incorporate the elements of the settlement agreement.

- H. If a youth is held in Restrictive Housing for longer than eight (8) consecutive hours, a supervisor must make a good faith effort to call the parent or legal guardian of the youth and inform them that the youth has been placed in Restrictive Housing.
- I. The placement of any juvenile in Restrictive Housing must also be reviewed at the daily meetings that include juvenile detention staff, supervisors, and mental health providers.
- J. If a youth is kept in Restrictive Housing for longer than twenty-four (24) hours, the youth must be seen by an MHP within one (1) business day. An MHP must conduct another evaluation of the youth every five (5) days that the youth remains in Restrictive Housing.
- K. The decision to keep a youth in Restrictive Housing beyond 24 hours (including rest periods) must be reviewed and approved by the Chief of Operations/Security or designee. Such review and approval must be documented every twenty-four (24) hours.
- L. If a youth who is held in Restrictive Housing makes a reasonable request to speak with a parent or legal guardian, a JOO or supervisor will make reasonable efforts to give the youth the opportunity to speak with a parent or legal guardian at no cost to the youth at least once per day.
- M. In compliance with the Supervision and Safety of Youth Policy, a safety and security check shall be performed on the youth, four (4) times per hour (approximately every fifteen (15) minutes) during the hours of 0700 - 2300; three (3) times per hour (approximately every twenty (20) minutes) during the hours of 2300 - 0700 or in special circumstances as outlined by policy (e.g. youth on mental health observation).

Furthermore, Ordinance 18637 specifies that DAJD’s policies and procedures for solitary confinement shall be consistent with nationally accepted best practices established by JDAI. Ordinance 18637 also included recommendations A-E. The following outlines DAJD’s implementation of each recommendation.

Ordinance 18637: Legislative Recommendations

Ordinance 18637 Recommendation A: “Preventative measures to protect the safety and security of incarcerated juveniles and their peers, the staff of the department of adult and juvenile detention, other persons who work in the facilities and visitors” (Lines 150-152).

Changes to DAJD’s procedures and practices that further protect the safety and security of juveniles, their peers, DAJD staff, and others who work in or visit the facility were guided by the recommendations in Ordinance 18637 as well as a legal settlement agreement with Columbia Legal Services [Appendix E]⁴⁰.

When the new policy, procedures, and practices were drafted, DAJD Senior Management and the King County Office of Labor Relations reviewed and/or bargained the terms of the policy with, Washington State Nurses Association (WSNA), Washington State Council of County and City Employees (Local 2084-S), and the King County Juvenile Detention Officers Guild (KCJDG)⁴¹.

⁴⁰ In October 2017, Columbia Legal Services (CLS) filed a class action lawsuit against King County relating to the treatment of declined youth held at the Maleng Regional Justice Center. In the spring of 2018, CLS and King County agreed to settle CLS’ lawsuit. Policy changes at the juvenile and adult facilities incorporate the elements of the settlement agreement.

⁴¹ The KCJDG is the only labor union at YSC who demanded to bargain.

Safety and Security Procedures and Practices

The following procedures are the changes implemented since Ordinance 18637 to ensure staff and youth safety at the YSC while maintain continuity of the youth experience in educational services and programming.

- **End of Double Bunking (January 2018):** Double bunking in the living units occurs when the number of juveniles who are assigned to each living unit is increased. To reduce the staff to youth ratio and increase safety in the living units, the practice of double bunking was ended in January of 2018.
- **End of Dispersal Units (January 2018):** At the time of double bunking, some youth would attend programming in an alternate unit in order to reduce the youth to staff ratio for safety purposes. The end of double bunking resulted in a reduced youth to staff ratio in all living units, from 1:12 down to no more than 1:10. With a reduced staff to youth ratio in living units, dispersal halls were no longer necessary.
- **Single Unit Gym (January 2018):** Prior to January of 2018, youth from two living units would participate in gym activities at the same time. To reduce the number of juveniles in one area of the facility at the same time, single unit gym was implemented. Additional staff is now provided to help diffuse any potential safety concerns. The transition to single unit gym has not reduced the amount of time youth is allocated for large-muscle exercise; all youth are getting at least 60 minutes per day.
- **Staff Escorts (January 2018):** Youth identified as a high security risk are escorted by a Juvenile Detention Officer as they move between locations within the YSC rather being allowed to walk from their living unit to the clinic, visitation room, or to booking for release.
- **Freeze Movements (March 2018):** Freeze movements occur when the hallway is cleared of any youth before another youth can move from one location to another. Freeze movements reduce the potential for negative interactions between youth who reside in different living units.
- **Modified School Schedule (May 2018):** Prior to May of 2018, multiple male living units were in the school area of the facility at the same time. The modified

Restoration Hall

Restoration Hall is an innovative strategy to remove youth from regular detention when they are engaging in ineffective and dangerous behavior and placing them in an environment where they can calm and regulate so they can more effectively reflect and engage in productive problem solving.

The underlying logic incorporates the latest brain science research that has found that youth who have experienced trauma, do their best thinking when they are calm, do not feel vulnerable, and are in a trusted relationship. Self-reflection and skill building are required for sustained changes to behavioral and emotional responses and are more effective than punishment at achieving these changes.

Restoration Hall is part of the new Behavior Motivational System that is designed to be easily understood by youth. The system includes a variety of incentives that are popular and meaningful to the youth residents, including expanded recreational activities and other privileges like video game time, listening to music, and watching movies.

The Behavior Motivational System strives to ground disciplinary responses in a social environment of empowerment toward adolescent developmental achievements. The Behavioral Motivational System is now fully implemented and includes an intervention progression where staff use the smallest intervention necessary to help youth regulate their behavior.

school schedule limits one male living unit in the school at a time. Access to education is not impacted by this shift in protocol, as classes are also held in the library and living units.

- **School Rover (May 2018):** Additional staff have been assigned to the school area in order to increase the safety of youth as they move between the school area of the facility and living halls.
- **Staff Support for Individual Youth (May 2018):** Youth who have presented behavioral challenges, including assaults, may receive additional support from staff during free time to reinforce positive behavior during programming and activities. When a youth is assigned additional staff support, the one-on-one engagement presents the opportunity for staff to provide an immediate response to any behavioral challenges, while still allowing the youth to participate in the activity.
- **Small Group Programming (August 2018):** Youth who are challenged integrating into their living unit and have demonstrated assaultive behavior may be assigned to small group programming where they are assigned to a small group living unit (three to four juveniles rather than a 10-person living hall) and participate in activities and programming with the small group only.
- **Restoration Hall (May 2019):** Adolescents who have experienced complex trauma lack the skills to regulate their behavior and often respond to perceived “threats” with aggression or other anti-social behaviors. Restorative practices encourage the development of prosocial skills while providing accountability for negative behavior.

Ordinance 18637 Recommendation B: “A requirement that solitary confinement be ended as soon as the juvenile demonstrates physical and emotional control, and a limit on the duration of any Solitary confinement to no more than four hours in any twenty-four-hour period;” (Lines 153-155)

Use of restrictive housing at the YSC, prior to policy changes implemented by DAJD in 2019, consisted of a loss of free time. Juveniles confined to their rooms for disciplinary purposes were routinely released from their rooms for school, meals, personal hygiene, parent/attorney visits, and library time. There were exceptions in some rare circumstances (i.e., staff shortages, security threats, security separations), however, every attempt was made to use the least restrictive alternative available.

Restrictive Housing Policy

As directed by Ordinance 18637, the restrictive housing policy at the YSC was changed in May 2019 to eliminate the use of restrictive housing for disciplinary purposes and limit its use to youth who pose an imminent risk of physical harm as demonstrated by behavior. The revised policy is excerpted below:

Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019]

- IV.A. The Restrictive Housing of a youth is prohibited unless the youth poses a Risk of Physical Harm⁴² and there are no less restrictive alternatives available. Restrictive Housing may not be used for disciplinary purposes. While in Restrictive Housing, a youth will still be eligible for medical and mental health services, as well as programming that meets their specific needs, complies with legal requirements, and ensures safety and security.
- IV.B. A youth who presents a Security Issue⁴³ may be placed in an individual room or cell for a Cool Down Period not to exceed two hours. The nature of the Security Issue must be documented.
- IV.E. A youth must be removed from restrictive housing after any assessment where it is apparent that the youth no longer presents a risk of physical harm.

Restrictive Housing Procedures and Practices

The following procedures were developed by the YSC Behavior Management Team⁴⁴ to limit the use and duration of restrictive housing and organize and track the use of standard practices and data collection activities to ensure compliance. Additionally, the revised procedures and practices enable staff to consistently apply restorative policies and procedures with youth.

- **Accountability Grid:** Provides staff with a uniform and consistent protocol for responses to specific security behaviors of youth. It provides the youth with the opportunity to regain control of their behavior within their assigned housing unit without disrupting the free time

⁴²As stated in the Juvenile Detention Policy, DAJD J-YMrP-13.004-2019, “A youth poses a Risk of Physical Harm if the youth’s behavior creates a risk of imminent and significant physical harm to the youth or others. Typical behaviors which may lead to a determination that a youth creates a Risk of Physical Harm include threats to staff or others, or physically aggressive behavior. A major destruction of property or facility disturbance may create a Risk of Physical Harm if such behavior creates a risk of imminent and significant physical harm to the youth or others”.

⁴³ Any behavior that may impair the safe and secure operation of the facility. This includes, but is not limited to, behavior which constitutes a Risk of Physical Harm.

⁴⁴ The Behavior Management Team is comprised of representatives from all DAJD bargaining units, UW behavioral health providers, detention supervisors, senior management, Seattle Public Schools staff, and juvenile court staff.

- of the other juveniles. Additionally, it provides consistent guidance for staff for Restoration Hall referrals. [Appendix D]
- **Behavior Response Tracking:** Staff documentation of disruptive behaviors and recommendations for resolving the incident in a positive way. Used with the Youth Accountability Grid to address the behavior(s). [Appendix E]
 - **B.R.I.D.G.E. Level Incentives:** Defines the privileges/incentives earned for each level in the BRIDGE Level system. This document is posted in each unit, so the youth can clearly see the benefit of progressing through the levels. [Appendix C]
 - **Honor Level Agreement:** Reaching Honor Level in the behavior motivation system confers the highest level of rewards and privileges to the youth who reach this level. Youth must complete an application to be promoted to Honor Level, which includes an agreement that youth will demonstrate prosocial behavior and be a role model to the other youth in the unit. The youth must identify staff to sign the application for it to be considered. [Appendix F]
 - **Restoration Hall Assignments Checklist:** Used by staff to document the type of skill-based restorative work or assignments by youth while completing programming in the Restoration Hall. It also tracks the reasons for transfer to Restoration Hall and length of stay. [Appendix G]
 - **Restrictive Housing Assessment Checklist:** When it becomes clear that a youth is having a difficult time regulating their behavior (self-regulating)⁴⁵, this form is used to document the transition from a cool-down to Restrictive Housing. This form is used to document restrictive housing and the specific timelines for action. [Appendix H]
 - **Star Tracking Form:** This document provides for the daily recording of youth's progress in the level system. It helps Juvenile Detention Officers (JDOs) track the progress of youth and identify behaviors that might be a barrier to the youth's success or safety. Since youth do not have access to a computer and it is important for youth to see their progress, each Living Hall JDO documents the earned stars on the white boards in the living halls daily.
 - **Youth Accountability Checklist:** This document helps staff monitor the location of each youth in the facility. Anytime a youth is in their room, in court, the school, gym etc., staff use a code to indicate the reason/location. The length of time each youth is in their room is tracked by using codes and documenting the reason. The checklist also requires staff to log missed checks and restraint monitoring. [Appendix I]

Ordinance 18637 Recommendation C: *“A requirement that any use of Restrictive Housing be subject to review by supervisors;” (Lines 156-157)*

Restrictive Housing Supervisor Review Policy

Prior to Ordinance 18637, all restrictive housing assignments at YSC were required to be reviewed by a Detention Supervisor before the juvenile could be placed in restrictive housing. The policy was revised to add specific language consistent with ordinance requirements.

⁴⁵ A trauma responsive term that describes the ability to self-manage disruptive emotions and impulses.

Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019]

IV.C. If a youth has not already been reintegrated into the general population during the Cool Down Period, a Supervisor and JOO shall meet with the youth at the end of the Cool Down Period to determine whether the youth poses a Risk of Physical Harm. If no such risk is present, the youth must be reintegrated into the general population. If such risk is present the youth may be placed into Restrictive Housing. The Supervisor shall document the basis for such placement.

IV.D. After a youth is placed into Restrictive Housing, in the following two (2) hours, a Supervisor and JOO must again review whether the youth poses a Risk of Physical Harm. Such assessment must subsequently be performed every four (4) hours except during ordinary sleeping periods (between 2000 hours and 0800 hours). If Restrictive Housing continues into a subsequent calendar day, the assessments for any day thereafter shall respectively be completed prior to 0800 hours, prior to 1200 hours, and prior to 1600 hours. If the youth continues to be held in Restrictive Housing, each assessment shall include documentation of the reasons for such decision.

Restrictive Housing Supervisor Review Procedures and Practices

Consistent application of the policy is confirmed by the Supervisor Review procedure and practice as follows:

Restrictive Housing Checklist: If a youth is causing a safety issue, they may be returned to their room for a cool down period for up to two (2) hours. If a youth has not been reintegrated into the general population during the cool down period, a Supervisor and JDO shall meet with the youth at the end of the cool down period to determine whether the youth poses a risk of imminent and significant physical harm to self or others. Prior to the assessment taking place, the JDO will document the security issue that required the cool down.

If it is determined that the youth does not present a risk of imminent and significant physical harm to self or others, the youth must be reintegrated into the general population. If such risk is present, the youth may be placed in restrictive housing. The supervisor shall document the basis for such placement.

Ordinance 18637 Recommendation D. “A requirement that medical professionals assess or evaluate any youth housed in solitary confinement as soon as possible after the youth’s being placed in solitary confinement, and that qualified mental health professionals evaluate and develop a care plan, that may include hospitalization, for youth who are placed in solitary confinement to prevent self-harm;” (Lines 158-162).

Medical Professional Assessment/Restrictive Housing Policy

In response to this recommendation, the medical and behavioral health professionals worked with DAJD security staff to develop a policy requiring medical staff to be involved whenever a youth is placed in restrictive housing. The following is the written policy requiring a medical professional assessment of all juveniles assigned to restrictive housing.

Medical Professional Assessment/Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019]

IV. F. All youth held in Restrictive Housing must be seen by a doctor, nurse, or nurse practitioner (Medical Professional) as soon as available but no more than four (4) hours after the youth has been placed in Restrictive Housing, or immediately prior to an ordinary sleep period, to assess the well-being of the youth. If a youth is kept in Restrictive Housing for longer than twenty-four (24) hours (including rest periods), a Medical Professional shall assess the well-being of the youth at least once a day for as long as the youth remains in Restrictive Housing.

IV.G. Within eight (8) hours of being placed in Restrictive Housing, or immediately prior to an ordinary sleep period, the youth must be seen by a licensed mental health professional ('MHP') who must assess whether continued use of Restrictive Housing is detrimental to the youth's mental health if an MHP is on duty at that time. If no MHP is on duty at that time, the assessment must be completed by detention nursing staff. If deemed inappropriate, the MHP or nursing staff member may direct that the youth be transferred from Restrictive Housing to the infirmary for medical or mental health observation.

Medical Professional Assessment/Restrictive Housing Procedures and Practice

The clinic staff worked with the detention security staff to develop the following protocols to ensure juveniles placed in restrictive housing have access to necessary medical care.

Nurse Procedures for Health and Wellness Checks

The following table contains the steps that each staff member must follow to complete a health and wellness check for a youth in restrictive housing.

Step	Action
1	The Detention Supervisor is responsible for notifying the Registered Nurse (RN) when a youth is placed in Restrictive Housing.
2	The RN initiates a Health and Welfare Check Form [Appendix J] that is placed and remains in the Medication Administration Record (MAR) book until the youth is released from restrictive housing. <ul style="list-style-type: none">▪ The RN assessment is documented on the Health and Welfare Check form, unless additional space is needed and then it will be indicated on the form that a progress note will be written in the youth's medical record. At the completion of the youth's restrictive housing, this form will be filed in the left side of the youth's medical record under the section labeled "Assessments."
3	The RN completes the Health and Welfare Check at the youth's dorm, with JDO staff standing by. If the RN needs to bring the youth to the clinic for a more thorough assessment than can be done in the unit, the Detention Supervisor must first be notified.
4	Concerns presented by the youth are addressed by the RN and/or referred to the next Sick Call as needed. In these instances, the RN consults with the MD and Mental Health on call if the assessment finds that the youth's issue(s) needs to be dealt with prior to the next available Sick Call.
5	Should the RN find that the youth's basic needs for food, water, warmth, and safety are not being met, the RN must notify the Detention Supervisor immediately and the Nurse Supervisor on the next business day.

Step	Action
6	The RN must address any resulting concerns of youth's basic needs not being met, with Medical/Mental Health on call as needed.
7	Complete Restrictive Housing Health Clinic Checklist [Appendix K]

Mental Health Wellness Check Procedures and Practices

It is important to provide mental wellness checks as soon as possible, but not longer than 4 hours after being placed in restrictive housing. The following procedure provides the protocol for making sure the assessment is completed and documented.

Mental Health Wellness Check Procedure

The following table contains the steps that each staff member must follow to complete a mental health and wellness check for a youth in restrictive housing.

Step	Action
1	When a youth is placed in restrictive housing, the Detention Supervisor notifies the mental health unit.
2	The Mental Health Professional (MHP) consults with RN within four hours of being placed in restrictive housing to determine if there are any concerns.
3	The MHP assess youth within eight hours of being placed in Restrictive Housing or before bedtime, whichever is sooner.
4	MHP completes wellness assessment by determining the following: <ul style="list-style-type: none"> ▪ Are the youth's basic needs being met (i.e. water, meals, showers, phone calls, etc.)? ▪ What is the youth's mental health status (i.e. depression, suicidal ideation, off "baseline")? ▪ Does the youth need to schedule a meeting with their assigned therapist?
5	The MHP will immediately notify JDO Supervisor about any concerns related to basic needs or changes to care plan. ⁴⁶
6	Complete Restrictive Housing Health Clinic Checklist to document wellness check
7	Complete notes in youth's chart.

Ordinance 18637 Recommendation E. "Procedures to ensure youth's continued access to education, programming and ordinary necessities, such as medication, meals and reading material, when in solitary confinement" (Lines 163-165).

Since 2011, DAJD has had a formal policy regarding access to education services, programming, and ordinary necessities such as medication, meals, and reading material while in room confinement. Under that policy, youth in room confinement could attend school, eat meals out of their rooms, make phone

⁴⁶ Based on the assessment, mental health staff may consult with JDO Supervisors about any changes to the youth's care plan. If warranted, MHP may move youth to the mental health clinic, utilizing the least restrictive option available, which is usually remaining in the living unit and only move to the health clinic if it is believed that MHP can't provide appropriate care in the living unit.

calls to parents, guardians, attorneys or mentors and had access to reading material. Under the updated policy, if it is determined by the Detention Supervisor and JDO that a juvenile needs additional time to regulate after an adverse event, they can also be referred to the Restoration Hall where they receive assistance in building self-soothing and behavior management skills. The policy largely formalized practices that were already in place.

Continued Access to Education, Services and Programming While in Restrictive Housing Policy

The following policies existed prior to the passage of Ordinance 18637.

16.9 Removal of Detainees from General Population [effective 1/19/2015]⁴⁷

11. Detainees removed from general population are entitled to: A clean and sanitary cell.
 - a. Necessary medical and mental health services.
 - b. At least 60 minutes of large muscle exercise daily. (Outdoors, weather and safety permitting).
 - c. Daily access to a shower.
 - d. Meals and snacks equivalent to those provided to detainees in the general population.
 - e. Access to reading and writing materials.
 - f. Outgoing and incoming mail service.
 - g. Family visits and telephone calls.
 - h. Legal visits and telephone calls.
 - i. Suitable clothing at all times.
 - j. Religious services.

12.6 Education Services in Secure Detention [effective 12/13/2011]⁴⁸

1. It is the policy of the Department of Adult and Juvenile Detention (DAJD) Juvenile Division that youth in detention will receive education services as required by law.
2. DAJD Juvenile Division contracts with Seattle Public Schools for the provision of education services. Seattle Public Schools are responsible for drafting content, providing teachers, and meeting appropriate education guidelines in the State of Washington, including for special education.
3. DAJD Juvenile Division is responsible for providing sufficient space for educational services. Sufficient space has been determined to be a total of ten (10) rooms, each capable of accommodating up to fourteen (14) detainees, a teacher, and teaching equipment. If the number of students in Regular Detention School exceeds one hundred and forty (140) detainees, DAJD Juvenile Division shall provide temporary space for regular educational services.
4. Detainees may only be removed from Regular Detention School based on established guidelines contained herein. Detainees may not be removed from Regular Detention School (a) due to lack of space or teachers, (b) for conduct not imminently related to school, or (c) without adequate procedural safeguards as detailed below.

⁴⁷ Department of Adult and Juvenile Detention, *Youth Services Operational Manual Removal of Detainees from General Population 16.9*, January 19, 2015 8

⁴⁸ Department of Adult and Juvenile Detention, *Youth Services Operational Manual, Education Services in Secure Detention 12.6*, December 31, 2011⁴⁹ See Appendix L

5. Detainees who are removed from Regular Detention School for an entire day shall be assigned to Alternative Education. The goal is for detainees in Alternative Education to return to Regular Detention School as soon as possible.
6. Detainees may be subject to a School Time Out as a means of refocusing a disruptive detainee. The decision to implement a School Time Out is made by the Juvenile Detention Officer after consulting with the teacher of the affected classroom.
7. No detainee shall be automatically assigned to Alternative Education for any reason, including but not limited to: fighting, threats, unsuccessful completion or progress in a behavior contract or receiving dorm confinement two or more times in one week or a total of sixteen (16) hours in one week.
8. Detainees may only be removed from Regular Detention School for a day based on the following:
 - Per court order; or
 - Upon written and signed request by the detainee or refusal to attend school; or
 - An Individual Education Plan, as determined by SPS; or
 - If the detainee presents (a) an immediate and continuing danger to self, or other detainees, DAJD staff or school personnel; or (b) an immediate continuing threat of escape; or (c) an immediate continuing threat of substantial disruption of the class, subject, activity, or educational process. The Chief of Operations/Security, or Division Director, and the School Program Manager, or designee, shall determine whether one or more of these conditions exists; or
 - Due to mental health or physical health reasons as determined by licensed mental health, nursing or medical personnel.
9. Alternative Education shall consist of a minimum of two (2) hours of SPS teacher-led instruction per day.
10. Any detainee removed from Regular Detention School shall be placed in Transition School, unless the following conditions exist, in which case the detainee shall receive Unit-based School:
 - The detainee presents an immediate continuing threat of harm to others; or
 - The detainee is being treated by medical and nursing personnel for a serious condition; or
 - The detainee is under the care of mental health staff and unable to effectively function in a group setting.
11. A detainee may be excused from all education services only if the following conditions exist:
 - The detainee is too ill, in the opinion of the medical or nursing staff; or
 - The detainee is in respiratory isolation.

Education Services Procedures and Practices

Youth Services Center staff are dedicated to ensuring that youth participate in programming, even when grappling with staffing shortages. When the YSC is being operated with minimum staffing levels, mitigating safety risks to youth and staff limits the time that youth can spend out of their room.

The following procedure and practices utilized by DAJD have been in place since December 2011. The policy formalized practices that were in place.

12.6 Education Services in Secure Detention [effective 12/13/2011]

12. As soon as reasonably possible after the decision is made to place the detainee in Alternative Education, but in any event before the beginning of the next school day, the detainee shall be given a concise written notice indicating the reason for the placement, and an informal hearing, to examine reasons for placement and allow the youth to oppose the placement.
13. The hearing will consist of an Orientation & Assessment Specialist, Corrections Supervisor and School personnel.
14. After the hearing, a written memorandum stating the reasons for the Alternative Education placement, the date and time of the informal hearing and the results of the hearing will be prepared by Orientation and Assessment staff. The memorandum will be jointly signed by School and Detention staff who attend the hearing. A copy will be given to the detainee.
15. At least once per day, the Chief of Operations, or designee, and School Program Manager shall conduct a status review of each detainee in Alternative Education to determine whether the conditions justifying the placement in Alternative Education are no longer present and hence the detainee may be returned to Regular Detention School.
16. Written notice shall be provided to the detainee's Probation Officer and the detainee's parents/legal guardian if the detainee is in Alternative Education for more than three (3) school days. The written notice provided to both the Probation Officer and parents/legal guardian shall state the reason(s) for the detainee's placement into Alternative Education, and the parent/guardian's notice shall state that the parent/guardian has a right to an informal school conference and that such conference could possibly result in a shorter period of time spent in Alternative Education.
17. The education program of any detainee in Alternative Education for five (5) consecutive school days or in Alternative Education for 50 % of the days over a two-week period, shall be evaluated by a team with representatives from the school district, King County DAJD and contract mental health staff.
18. Contract mental health staff shall meet with any detainee who has been in Alternative Education for five (5) consecutive school days or for 50% of the school days over a two-week period.

YSC staff uses the youth accountability checklist⁴⁹ to confirm the youth has had access to education and programming while in restrictive housing.

Even as processes and documentation are refined, DAJD is ensuring that youth and Adult Age Outs are not subject to unnecessary or prolonged restrictive housing. The department continues to improve on a public health approach to the care of juveniles in King County.

⁴⁹ See Appendix L

B. Description of Changes of Policy, Procedures and Practices in Adult Detention

This section will describe each policy, procedure, and practice that has been changed since Ordinance 18637 was enacted in DAJD's *Adult Division*. It will also include a description of the intent of each policy, procedural steps to comply with the policy, and how the procedures are documented to ensure consistent practice of the policy. For context, this section will also provide some details on how the policies and procedures were developed and what methods we use to make sure the policies are uniformly applied.

As noted earlier, DAJD's adult divisions made significant progress on their overall efforts to reduce the use of restrictive housing.

Traditionally, inmates assigned to restrictive housing were assigned to a single bunk room and were individually released from the room for exercise, shower, and attorney's visits which meant they had very little interaction with anyone other than correctional officers. DAJD's newly formed Multi-Disciplinary Team has converted six additional units to "group" status using a group split rack schedule which would allow some in restrictive housing to interact with other inmates. During this same period, four additional units were converted to extended two-hour or more rack schedules. The MDT is currently focusing on the management of some psychiatric units with the intent to continue converting some of these housing units into group settings. This effort has reduced the number of restrictive housing beds significantly.

Ordinance 18637 also included recommendations A-E. The following outlines DAJD's implementation of each recommendation.

Ordinance 18637 Recommendation A: "Preventative measures to protect the safety and security of incarcerated juveniles and their peers, the staff of the department of adult and juvenile detention, other persons who work in the facilities and visitors;" (Lines 150-152).

Safety and security concerns are the greatest contributor to placing AAOs in restrictive housing. Therefore, developing preventative measures to protect incarcerated juveniles, the staff, and others is essential to eliminating the use of restrictive housing for AAOs.

Safety and Security Procedures and Practices
AAO Transfer from Juvenile Division⁵⁰

⁵⁰ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 5-Intake, Transfer and Release: Juvenile Transfers 5.02.011*, April 10, 2018

Definitions

Adult Age-Out Inmate (AAO): Those individuals who are 18 years of age or older who have either transferred to adult detention due to turning 18 years of age or who are entering solely on Juvenile probation or parole cases.

Restrictive Housing: The placement of an AAO in a locked room or cell, alone, with minimal or no contact with others – other than corrections, program or medical staff, and attorney of record.

Cool Down Period: A period of time, not exceeding two hours, when an AAO whose behavior presents a Security Issue is racked back, alone, with minimal or no contact with others, other than corrections or medical staff.

Risk Assessment: an assessment made by the appropriate corrections staff to determine whether the AAO presents a Risk of Physical Harm.

Risk of Physical Harm: An AAO presents a Risk of Physical Harm if the AAO's behavior creates a risk of imminent and significant physical harm to the AAO or others. Typical behaviors which may lead to a determination that an AAO creates a Risk of Physical harm include threats to staff or others, or physically aggressive behavior. A major destruction of property or facility disturbance may create a Risk of Physical harm if such behavior creates a risk of imminent and significant physical harm to the AAO or others.

Security Issue: Any behavior that may impair the safe and secure operation of the facility that includes, but is not limited to, behavior that constitutes a Risk of Physical Harm.

In order to build a rapport, and ease the transition with the AAO transferring into the Adult Division, while reducing fear and anxiety in the AAO, the ITR sergeant or designated sergeant/acting sergeant:

- A. Will be notified by automated email of pending AAO transfer.
- B. Will meet with the AAO Face to Face at the Juvenile Division prior to the AAO's transfer and document the meeting in the Roster Management Shift Notes.
- C. Will discuss with the AAO topics pertaining to the transition
- D. Classification staff will meet with AAO after a brief transition period, but within 24 hours, and conduct an initial assessment, followed by 30-day reviews.

A representative from Jail Health Services Mental Health Team also meet with AAO youth at the Youth Services Center prior to the transfer.

AAO Booking or Transfer Procedure⁵¹

When an AAO is booked or transferred into adult detention, the booking officer will add “Decline” in the charge narrative of the booking mask for the SIP system, so that anyone reviewing an inmate record can easily identify an AAO.

The booking officer will print a deck card for every inmate booked into adult detention For AAOs, the booking officer will print a second deck card on yellow paper, in order to easily identify an AAO. In addition to making the yellow deck card for AAOs, the booking officer will send an email to “ZZGrp, DAJD Juvi Decline Notification” and provide the individual’s name, BA or CCN, charge, and facility location, to notify appropriate staff of an AAO booking.

The booking officer will notify Classification staff assigned to ITR when an AAO is transferred or booked into adult detention.

If an AAO inmate is infraacted for rule violations that warrant removal from the unit or general population housing, the yellow deck card will alert the unit officer that an immediate review is required by the on-duty shift sergeant. This is necessary anytime an AAO’s behavior warrants the temporary transfer to Restrictive Housing.

Ordinance 18637 Recommendation B: “A requirement that solitary confinement be ended as soon as the juvenile demonstrates physical and emotional control, and a limit on the duration of any solitary confinement to no more than four hours in any twenty-four-hour period.” (Lines 153-155)

Restrictive Housing Policy

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

It is the policy of DAJD that the placement of AAOs into Restrictive Housing is prohibited unless, based on the AAO's behavior, it is necessary to prevent imminent and significant physical harm to the AAO or others, and there are no less restrictive alternatives. Restrictive Housing of AAOs shall not be used for disciplinary purposes.⁵²

⁵¹ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 5-Intake, Transfer and Release: Juvenile Transfers 5.02.011*, April 10, 2018

⁵² Department of Adult and Juvenile Detention, *Juvenile Division Policy, J-YMrP-13.004-2019 Restrictive Housing*, June 6, 2019

Restrictive Housing Procedures and Practices

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

1. AAOs will not be placed into Restrictive Housing unless the AAO poses a Risk of Physical Harm and there are no less restrictive alternatives.
2. Restrictive Housing shall not be used for disciplinary purposes.
3. An AAO who presents a Security Issue may be placed in their cell for a Cool Down Period not to exceed two hours.
4. If an AAO is not transferred back to general population (GP) housing following a Cool Down period, the on-duty shift sergeant will perform a Risk Assessment to determine whether the AAO can be placed in Restrictive Housing and notify the on-duty shift commander.
5. The shift commander is responsible for notifying the division major by email anytime an AAO is placed in Restrictive Housing.
6. A Risk Assessment must subsequently be performed every four (4) hours, except during sleep periods, and documented on the AAO Restrictive Housing Monitoring Checklist (F-809).
7. If the AAO is not transferred back to GP housing following a Cool Down period, the unit officer is responsible for notifying the sergeant on duty. The unit officer must also notify Jail Health Services (JHS) to request an evaluation and document the notification on the AAO Restrictive Housing Monitoring Checklist (F-809). JHS will evaluate and assess the AAO to identify potential health needs or possible symptoms of serious mental illness.
8. If the AAO is not released from Restrictive Housing with eight (8) hours, the sergeant on duty will notify JHS and request a referral to jail Health Psychiatric Services (JHPS), and document on the AAO Restrictive Housing Monitoring Checklist (F-809).
9. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify Classification and JHS staff. Classification staff will be responsible for developing a behavior management plan in consultation with Corrections staff and JHS. The unit officer is responsible for documenting the notification on the AAO Restrictive Housing Monitoring Checklist (F-809).
10. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant duty will notify JHS who will begin to assess the AAO daily. Upon notification, JHS will begin to assess the AAO daily, and inform the unit officer who will document the notification on the AAO Restrictive Housing Monitoring Checklist form (F-809).
11. An AAO will be removed from Restrictive Housing when it is apparent that the AAO no longer presents a Risk of Physical Harm. The shift commander is responsible for the ongoing monitoring of an AAO in Restrictive Housing with appropriate staff and removing the AAO from Restrictive Housing when appropriate. The unit officer is responsible for documenting when an AAO is released from Restrictive Housing on the AAO Restrictive Housing Monitoring Checklist (F-809).

Ordinance 18637 Recommendation C: "A requirement that any use of solitary confinement be subject to review by supervisors;" (Lines 156-157)

Prior to Ordinance 18637, a person now considered an AAO under the ordinance could be referred to restrictive housing without supervisor review. The new restrictive housing policy explicitly prohibits the referral to restrictive housing for disciplinary purposes and allows it to only be used if the AAO behavior indicates a risk of physical harm, subject to supervisor review.

Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637

Supervisory Review Policy

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

11. An AAO will be removed from Restrictive Housing when it is apparent that the AAO no longer presents a Risk of Physical Harm. The shift commander is responsible for the ongoing monitoring of an AAO in Restrictive Housing with appropriate staff and removing the AAO from Restrictive Housing when appropriate. The unit officer is responsible for documenting when an AAO is released from Restrictive Housing on the AAO Restrictive Housing Monitoring Checklist (F-809).

Supervisory Review Procedures and Practices

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

12. If the AAO is not released from Restrictive Housing within eight (8) hours, the sergeant on duty will notify JHS and request a referral to jail Health Psychiatric Services (JHPS), and document on the AAO Restrictive Housing Monitoring Checklist (F-809). [Appendix L]
13. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify Classification and JHS staff. Classification staff will be responsible for developing a behavior management plan in consultation with Corrections staff and JHS. The unit officer is responsible for documenting the notification on the AAO Restrictive Housing Monitoring Checklist (F-809).
14. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant duty will notify JHS who will begin to assess the AAO daily. Upon notification, JHS will begin to assess the AAO daily, and inform the unit officer who will document the notification on the AAO Restrictive Housing Monitoring Checklist form (F-809).
15. An AAO will be removed from Restrictive Housing when it is apparent that the AAO no longer presents a Risk of Physical Harm. The shift commander is responsible for the ongoing monitoring of an AAO in Restrictive Housing with appropriate staff and removing the AAO from Restrictive Housing when appropriate. The unit officer is responsible for documenting when an AAO is released from Restrictive Housing on the AAO Restrictive Housing Monitoring Checklist (F-809).

Ordinance 18637 Recommendation D. “A requirement that medical professionals assess or evaluate any youth housed in Solitary confinement as soon as possible after the youth's being placed in Solitary confinement, and that qualified mental health professionals evaluate and develop a care plan, that may include hospitalization, for youth who are placed in Solitary confinement to prevent self-harm.” (Lines 158-162)

The following policy, procedures and practices were developed with Public Health’s Jail Health Division to provide the highest level of care in the event an AAO must be referred to restrictive housing for safety and security purposes.

Medical Professional Assessment Policy

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

6. A Risk Assessment must subsequently be performed every four (4) hours, except during sleep periods, and documented on the AAO Restrictive Housing Monitoring Checklist (F-809).
7. If the AAO is not transferred back to GP housing following a Cool Down period, the unit officer is responsible for notifying the sergeant on duty. The unit officer must also notify Jail Health Services

Changes to Detention Policies, Procedures, and Practices Consistent with Ordinance 18637

(JHS) to request an evaluation and document the notification on the AAO Restrictive Housing Monitoring Checklist (F-809). JHS staff will evaluate and assess the AAO to identify potential health needs or possible symptoms of serious mental illness.

Medical Professional Assessment Procedures and Practices

When Jail Health Services is requested, Psychiatric Evaluation Specialists (PES) respond and evaluate the AAO. Such evaluations include face to face visual observation and verbal interactions with the AAO to assess their potential health needs (which are communicated to nursing staff) and identify any possible symptoms of serious mental illness (SMI), including ideation and/or intent of self-harm and/or suicide.

If clinically necessary, the PES staff may enter orders for a Psychiatric Provider and/or PES follow-up (Psychiatric Provider follow-up can take place emergently, if clinically necessary). PES staff may also transfer an AAO to psychiatric housing based on their evaluation

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

8. If the AAO is not released from Restrictive Housing within eight (8) hours, the sergeant on duty will notify JHS and request a referral to Jail Health Psychiatric Services (JHPS), and document on the AAO Restrictive Housing Monitoring Checklist (F-809).
9. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify Classification and JHS staff. Classification staff will be responsible for developing a behavior management plan in consultation with Corrections staff and JHS. The unit officer is responsible for documenting the notification on the AAO Restrictive Housing Monitoring Checklist (F-809).
10. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify JHS who will begin to assess the AAO daily. Upon notification, JHS will begin to assess the AAO daily, and inform the unit officer who will document the notification on the AAO Restrictive Housing Monitoring Checklist form (F-809).

Ordinance 18637 Recommendation E. "Procedures to ensure youth's continued access to education, programming and ordinary necessities, such as medication, meals and reading material, when in Solitary confinement." (Lines 163-165)

It has always been the policy of the department to provide inmates with clothing, certain personal items, and shower access and other ordinary necessities (medication, meals and reading material). [Hygiene Adult Detention – DAJD 7.03.550⁵³ and Inmate Programs Adult Detention – DAJD 8.03.003⁵⁴]

Continued Access to Education, Programming and Ordinary Necessities Policy

Seattle Public Schools administers a GED program for AAOs at KCCF. Kent Public Schools continues to submit an instructional plan for detained AAOs at MRJC to the Office of Superintendent of Public Instruction.

⁵³ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 7-Inmate Services, 7.03.005 Hygiene, August 14, 2017*

⁵⁴ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 8-Inmate Recreation 8.03.003, April 17, 2008*

Adult Age-Out Inmates [Adult Detention - DAJD 6.03.011]

Program staff will be notified via the "ZZ Grp email" that an AAO has been booked or transferred into adult detention and will be responsible for contacting the AAO within 72 hours of the transfer or booking. Program staff will inquire about school and offer other available programming. If the AAO is eligible and opts to participate, programs staff will be responsible for enrolling them.

Visitation [Adult Detention – DAJD 7.06.004]⁵⁵

It is the policy of the department that inmates in department custody shall have reasonable access to the general public, legal counsel, the clergy, and other law enforcement agencies.

Access to other programming (besides reading material) while in restrictive housing is determined on a case-by-case basis and the level of the individual’s security risk. The following programs are currently offered at the adult facilities.

KCCF Programs <i>ADP: 10-12 Adult Age Outs⁵⁶</i>	MRJC Programs <i>ADP: 2 Adult Age Outs⁵⁷</i>
<ul style="list-style-type: none">• Adult Basic Education/ GED and Independent Study• Alcoholics Anonymous/ Narcotics Anonymous (AA/NA)• Art Therapy for Women with histories of sexual trauma• Creative Writing Skills for Women• Celebrate Recovery: 12 Step Recovery Program• English as a Second Language• Hepatitis C Education• High School Completion• High School 21+• Incarcerated Veterans Reentry Services• Job Training• King County Superior Court Parents for Parents Program• Release Planning• Read to Me Program• Shanti – Empathic Emotional Support Program• Tutoring Program• Various Faith-based Groups• Yoga Behind Bars	<ul style="list-style-type: none">• Adult Basic Education/ GED and Independent Study• Alcoholics Anonymous (AA)• Basic Life Skills Program• Creative Expressions and Recreation• Celebrate Recovery• Custodial Training Program• English as a Second Language• Job Training• High School Completion• Incarcerated Veterans Reentry Services• King County Superior Court Parents for Parents Program• Linking to Employment Activities Pre-Release• Tutoring Program

⁵⁵ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 7-Inmate Services 7.06.004 Visiting, November 2, 2017* [Note: While it doesn’t explicitly mention AAOs or restrictive housing this policy, it is the practice to allow them the same visiting privileges as those in the general population.]

⁵⁶ Average Daily Population at KCCF as of November 2019

⁵⁷ Average Daily Population at MRJC as November 2019

Continued Access to Education, Programming and Ordinary Necessities Procedures and Practices

Access to programming (besides reading material) while in restrictive housing is determined on a case-by-case basis and by the level of the individual's security risk. The following procedures and practices are initiated once it has been determined that the AAO is eligible.

Inmate Programs (Adult Detention – DAJD 8.03.003)]⁵⁸

D. Special Custody Inmates

1. Inmates housed in Special Custody area, i.e. protective custody, ultra-security, restrictive housing, developmental, psychiatric, suicidal, or medical, may require special scheduling, individual exercise programs and special equipment.
2. Each Special Custody group will have a separate schedule provided by the CPA or their designee. The schedule will be given to Floor Control and the housing unit officer and posted in the dayroom when appropriate.
3. Corrections Program Specialists (CPS) will house inmates according to their security level, which will determine the inmate's recreational privilege.
4. Restrictive housing inmates will normally be scheduled for three hours of individual recreation per week.

Adult Aged Out (AAO) Programs Procedure⁵⁹

ALL DAJD Programs staff have been added to the Juvenile Ordinance Youth Report (JOYR) and the DAJD Juvenile Decline Notification ZZGrp email list.

1. Programs staff is notified by the JOYR of an AAO's future arrival, three days prior to transfer date.
2. An AAO booked into custody at either KCCF or MRJC triggers an email to the ZZGrp email list.
3. Within 72 hours of booking (not including holidays or weekends), a Seattle Public School or Kent School District teacher meets with AAO at ITR to introduce AAO to adult custody education programming and offer enrollment.
 - a. School District teacher obtains signature from AAO accepting or declining enrollment in education services.
 - b. If AAO declines, AAO is provided information on how to enroll in school in the future if desired.
4. DAJD Volunteer Coordinator follows-up with individual within 72 hours of booking to discuss other program opportunities available, based on location and classification.
5. DAJD Volunteer Coordinator e-mails Programs ASII within 5 days of encounter with the following information regarding visit:
 - a. Name
 - b. BA #
 - c. Location Visit Occurred
 - d. Notes about visit/whether inmate declined other program opportunities*Programs ASII follows-up with Volunteer Coordinator if update is not received within 5 days of ZZGrp email notification.

⁵⁸ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 8-Inmate Programs, 8.03.003 Inmate Recreation*, April 17, 2019

⁵⁹ Department of Adult and Juvenile Detention, *Adult Divisions General Policy Manual, Chapter 6-Inmate Classification and Discipline 6.03.011*, April 30, 2019

6. Programs ASII will log AAO information in active tracking spreadsheet.

C. Additional Resources Needed for Age-Out Programming and Services

Proviso P7 requires a “description of any additional resources needed to facilitate provision of programming, treatment, and services for Adult Age Outs subject to Ordinance 18637.”

Ordinance 18637 requires the adult division to provide programs and services similar to the juvenile division. The size of the juvenile population enables the YSC to provide more robust programming to meet the age-appropriate needs of the youth in YSC custody. If the adult division were to provide the same level of programming, DAJD would require significantly more space as well as the ability to house the Adult Age Out population in the same general area.

The adult division currently offers comparable programming to the general population, including the AAOs. The following grid demonstrates the number and types of programs that need to be added to both adult facilities to provide similar programming.

YSC Programs		
<i>ADP 44 Youth⁶⁰</i>		
<ul style="list-style-type: none"> • KCLS Library Rotation • U-Power Gym Rotation • One-on-One Listening Sessions • MAP Mentoring program • Scripture Study Groups • Spelling Bee program • Yoga • Late-Nite Basketball program • Pongo Poetry program • Young Men’s Peacemaking Circle program • Project Canine • Creative Writing program with Stephanie Guerra • Sea/KC Public Health Girls Group program • Harborview PTSD counseling Girls Group program • Unbound Sound Therapy 	<ul style="list-style-type: none"> • Girls Group program • SU School of Law Legal Clinic Girls Group program • YWCA Babes Network STD/AIDS Prevention Girls Group program • Powerful Voices Girls Group program • UW Psychology Girls Group program) • Jet City Improv theatre program • Game-On program in Library • Sweat, Pain and Gain Physical Ed program (three sessions) • Rugby program • Alcoholics Anonymous meetings; boys/girls • Soccer program 	<ul style="list-style-type: none"> • Chaplaincy Program Worship Services • IF Project program • Page Internship Program • Monthly Birthday Party • KUOW Radio Active Audio-Storytelling workshop • Meals on a Budget culinary arts program • Seasonal Art Class with Claudia • Living Hall Seasonal Decorating Contests • Various Holiday Celebrations • REST Youth Empowerment Retreats • 3-D Printer Pens • Digital Movie Making—Stop Motion animation • Youth Resource Fair

⁶⁰ Average Daily Population of youth at YSC as of November 2019

KCCF Programs	MRJC Programs
<p data-bbox="331 363 678 394"><i>ADP: 10-12 Adult Age Outs⁶¹</i></p> <ul data-bbox="180 415 789 1276" style="list-style-type: none"> • Adult Basic Education/ GED and Independent Study • Alcoholics Anonymous/ Narcotics Anonymous (AA/NA) • Art Therapy for Women with histories of sexual trauma • Creative Writing Skills for Women • Celebrate Recovery: 12 Step Recovery Program • English as a Second Language • Hepatitis C Education • High School Completion • High School 21+ • Incarcerated Veterans Reentry Services • Job Training • King County Superior Court Parents for Parents Program • Release Planning • Read to Me Program • Shanti – Empathic Emotional Support Program • Tutoring Program • Various Faith-based Groups • Yoga Behind Bars 	<p data-bbox="1049 363 1344 394"><i>ADP: 2 Adult Age Outs⁶²</i></p> <ul data-bbox="906 415 1487 1003" style="list-style-type: none"> • Adult Basic Education/ GED and Independent Study • Alcoholics Anonymous (AA) • Basic Life Skills Program • Creative Expressions and Recreation • Celebrate Recovery • Custodial Training Program • English as a Second Language • Job Training • High School Completion • Incarcerated Veterans Reentry Services • King County Superior Court Parents for Parents Program • Linking to Employment Activities Pre-Release • Tutoring Program

Implementation Barriers

Despite the combined efforts of DAJD’s dedicated labor partners, staff, and management to enact all aspects of the policy guidance of Ordinance 18637, four notable obstacles impact the ability to deliver programming for AAOs who are housed in the county’s adult facilities. DAJD has explored many options since the ordinance passed and has determined that providing similar levels of programs and services to AAO as youth in YSC will require substantial capital investments and changes to classification policy which need to be undertaken in collaboration with labor partners. These obstacles are outlined below.

Space Challenges

As mentioned earlier, the King County Correctional Facility (KCCF) is a tower structure with 11 floors and can detain 1,262 people in single bunk, double bunk, and group housing units. KCCF’s tower structure and unit design limit the options for inmate movement. While inmates can independently move from one location to another when both locations are on the same floor, inmates must be escorted when

⁶¹ Average Daily Population of Adult Age Outs at KCCF as of November 2019

⁶² Average Daily Population of Adult Age Outs at MRJC as of November 2019

moving to a location on another floor. Due to space limitations, areas such as classrooms, computer labs, visitation rooms, medical services, and libraries are often located on different floors from living units. An officer escort is required to accompany inmates going from floor to floor. Additionally, the space used to provide programming is fully occupied with existing programs, visitation, and attorney visits for case preparation which limits the ability to add AAO specific programming.

The Maleng Regional Justice Center (MRJC) can currently detain 896 people in 14 living units. MRJC has more flexible space⁶³ to provide programming than KCCF, however, the housing units at MRJC also detain more individuals. While some programming can be offered in the housing units, most of the classrooms, computer labs, and other meeting spaces are located outside of the housing unit which also requires officer escort and supervision.

KCCF Space Issues

- Four Multi-Purpose Rooms (MPR) with a capacity of 15-20 people for each space. On any given day, there are approximately 2,000 inmates and access to the programs in the rooms must be scheduled to provide opportunity for all inmates.
- Programming can occur 7 days a week from 8am- 8pm; rooms are closed at 10 am, 2 pm, and 4:30 pm daily for meal times and shift changes.
- MPR space is also used for psychological services and programming, face to face visits, and attorney visits that may require additional security. Unlike visitation rooms at KCCF there are not safety barriers.
- KCCF's outdoor recreation space is a court yard that could accommodate some structured programming, but not the kind of organized full court sports (soccer, rugby) available at the YSC.

MRJC Space Issues

- One computer lab and a large MPR are the only facility-wide rooms available for programming, however they are fully occupied; in addition, room restrictions are required to protect the equipment and prevent unauthorized internet access
- The MRJC also has MPRs in living units that could potentially be used for programming but due to security reasons, programming in the living unit can only be accessed by people housed in that living unit.

Space issues must be resolved to offer AAO specific programs like what is provided in juvenile detention.

Definitions

Keep Separate: Juveniles who must be separated from an individual or a group of individuals for several reasons such as court ordered separation, rival gang feuds, vulnerable youth from aggressive youth, victims of PREA incident, PREA aggressor, etc.

PREA: Prison Rape Elimination Act of 2003 which addresses the problem of sexual abuse of persons in the custody of correctional agencies. The Act requires development of standards for detection, prevention, reduction, and punishment of prison rape. An audit is conducted every 3 years to determine if the participating agency follows the standards.

PREA Allegation: Claim that a sexual abuse incident has occurred and is currently under investigation.

⁶³ Unlike KCCF, MRJC space for programming was included in the design of each housing unit. Also, there are more residents per housing at MRJC than at KCCF.

Staffing Challenges

As outlined earlier, DAJD is working to address staffing shortages across the youth and adult divisions. Since the beginning of 2019, DAJD has hired 50 correctional officers and 17 juvenile detention officers, however, it is difficult to keep up with rate of attrition.

All key security posts must be staffed, therefore, staffing shortages impact enough DAJD operations to negatively impact the ability to provide time out of room for youth when there aren't enough security staff to escort youth to activities and to supervise youth programming in the living unit. Staffing shortages also impact DAJD's ability to train staff in effective behavior motivation techniques because each post must be backfilled with another officer. DAJD is actively engaged in hiring and retaining officers so that Adult Age Outs can spend as much time out of their rooms as possible.

Security and Classification Challenges

The most efficient way to provide programming and services to AAOs is to house them together in adult facilities. However, many of the Adult Age Out individuals have "keep separate"⁶⁴ restrictions due to a court order, PREA allegation or gang affiliation, and it is not possible to house them together. Additionally, not all Adult Age Outs are single gendered. Separate programming for male and female inmates is required. The average daily population of female Adult Age Outs is one to three youth.

Size and Dispersal of AAO Population Challenges

The average daily population of the Adult Age Out youth is relatively small and dispersed throughout both facilities. KCCF's average daily population of AAOs is approximately 12-15. MRJC's AAO ADP is generally zero to two. Co-locating the AAOs in one unit presents challenges as mentioned earlier –some must be kept separate from their co-defendant, rival gang members or their victim, and a very small number must be separated because of gender. This results in providing specialized programming for very small groups (One to five AAOs each).

Proviso Requirement: Additional Resources Required to Address Programming

It is DAJD's assessment, that providing similar programming and services to the AAO population currently housed in adult facilities would require substantial investments in facilities and staffing. DAJD identified the three following options for providing similar programming services to AAOs. None of these options are currently funded and would take substantial analysis to develop appropriate plans and budgets.

1. Move all AAOs to Nora West at MRJC with appropriate support systems – i.e., more security staff, therapeutic programming, and an additional programming coordinator. This could allow DAJD to provide split programming and to manage separations. However, MRJC would need to open multiple additional living units which would subsequently require DAJD to hire additional corrections officers and programming staff, as well as secure contracts with community service providers to deliver evidenced based programming.
2. Add more space at KCCF by building lofts in the multi-purpose rooms. At KCCF, there is not an available wing to segregate and provide Adult Age Out programming and recreation. KCCF "multi-purpose rooms" on each floor lack adequate space and time as they are already in use for

⁶⁴ Co-defendants, rival gang members, PREA vulnerable youth, participants in fights and others can't share living space or participate in programming together for safety and security reasons or because of court ordered separations.

regular adult religious services and programming. Building lofts in the MPRs could add some space for additional programming. In addition to building programming space, this option would also require DAJD to hire additional corrections officers, programming staff, and secure contracts with community service providers to deliver evidenced-based programming.

3. Detain the Adult Age Outs at the new Children and Family Justice Center (CFJC) in a separate living unit (sight and sound separation from juveniles) with adult division corrections officers providing security. This would also require hiring additional juvenile detention officers, programming staff, and secure contracts with community vendors to provide evidence-based programming with community vendors since the AAOs are prohibited from programming with other juveniles under the age of 18. If AAOs are housed at CFJC, we would likely lose the ability to operate the FIRS Center. Prior to the FIRS Center being located at the Youth Services Center, domestic violence was one of the primary reasons for an admission into secure detention. Each year, more than 200 youth are offered placement and services in the FIRS Center, preventing a significant number of youths from spending time in secure detention. Without the FIRS Center, the juvenile division would likely experience a significant increase in the number of bookings into secure detention. Additionally, this would eliminate the opportunity to explore utilizing an additional non-secure unit as a method for helping to transition youth from secure detention to community-based services.

There is an average of 20 Adult Age Outs interspersed with about 2,000 total other adult inmates between the two facilities in different cities, and they are further divided into different units by gender, and to avoid conflicts (witness issues, disputes, gang affiliations, etc.). Juveniles at the youth facilities are similarly divided, but the daily average population of about 45 grouped in one facility allows for youth to be managed easily through a robust schedule of mandatory education classes, meals, and programming together in units. Adults cannot be compelled to attend school, so similar scheduling of educational programming is not practical.

At KCCF, there is not an available wing to segregate and provide Adult Age Out programming and recreation. KCCF “multi-purpose rooms” on each floor lack adequate space and time as they are already in use for regular adult religious services and programming. At MRJC, it would be necessary to open multiple additional living units, but MRJC also lacks adequate space and time in multipurpose, gym and library facilities for high levels of programming.

No estimates have been done for constructing new facilities to accommodate expanded programming for 20 Adult Age Outs.

Staffing would need to be greatly increased at MRJC and KCCF to safely move Adult Age Outs through equivalent levels of daily programming. It is estimated that the numbers of officers needed to manage Adult Age Outs at the same 1:8 ratios as juveniles would start at about 30 FTE corrections officers (two units to minimally provide required gender separation, three shifts per day, about 15 officers per unit) at a cost of roughly \$3 million labor and benefits annually. Note this would not be enough staffing to separate Adult Age Outs into different units by conflicts, which would create significant security risks.

Moving AAO youth to the CFJC would not provide them with access to the facility and programming. AAO youth, who are over 18 years of age, would need to remain in a living unit that is separate from the programming suite, library, and health clinic.

While this move may allow the AAO youth easier access to service providers, it would have a detrimental impact on other programs that have successfully reduced the number of youths detained.

VI. Conclusion

King County leads the nation in the evolution of detention and correctional services. The Department of Adult and Juvenile Detention continues to develop and refine its evidence-based, data-driven, therapeutic, and trauma-informed approaches to providing detention and corrections services – particularly for the youth and young adults in DAJD custody. These priorities are expressed in several ways, such as, reducing the use of restrictive housing for all populations, implementing restorative discipline practices at YSC, using the public health approach to reduce recidivism, and building an innovative positive incentivized behavior system to safely implement Ordinance 18637.

Changes in Policy, Procedures and Practices

DAJD has finalized, implemented, and will continue to refine:

- Policy changes in all facilities to prohibit the use of restrictive housing for youth at YSC and the AAO's in the adult facilities except where necessary for safety and security;
- Documented procedures to prevent the use of restrictive housing;
- Systems to track and document the practices used to ensure compliance with the policy and procedure; and,
- Staff training to build a more therapeutic and trauma-informed environment for detainees and staff.

Additional Programming Resources

As it relates to programming and education, Ordinance 18637 states:

The juvenile division shall work with the Seattle division and the Kent division to ensure that all divisions effectuate, consistent with appropriate security measures and maintaining public safety, the equal administration to all juveniles detained in detention facilities in King County of alternatives to secure detention as approved by the court, a school program, a health program and other related programs. It shall be the responsibility of the juvenile division to ensure that all juveniles detained in any King County detention facility are given reasonable access to the defense bar, juvenile probation counselors and social service providers and educators in a timely manner, consistent with appropriate security measures and maintaining public safety. All juveniles detained in any King County detention facility shall have access to education programs and to educational hours of service as required by state law. (Lines 233-245)

Both divisions of DAJD have explored all possible options and has determined that it is not possible to provide the same level of programming to Adult Age Outs in MRJC and KCCF given space limitations and practical considerations consistent with appropriate security measures in an adult facility. There is an average of 20 Adult Age Outs interspersed with about 2,000 total other adult inmates between the two facilities in different cities, and they are further divided into different units by gender, and to avoid conflicts (witness issues, disputes, gang affiliations, etc.).

Juveniles at the youth facilities are similarly divided, but the average daily population of about 45 grouped in one facility allows for youth to be managed easily through a robust schedule of mandatory education classes, meals, and programming together in units. Staffing would need to be greatly increased at MRJC and KCCF to safely move Adult Age Outs through equivalent levels of daily programming.

It is estimated that the numbers of officers needed to manage Adult Age Outs at the same 1:8 ratios as juveniles would start at about 30 FTE corrections officers (2 units to minimally provide required gender separation, 3 shifts per day, about 15 officers per unit) at a cost of roughly \$3 million labor and benefits annually. Note this would not be sufficient staffing to separate Adult Age Outs into different units by conflicts, which would create significant security risks. At KCCF, there is not an available wing to segregate and provide Adult Age Out programming and recreation. KCCF “multi-purpose rooms” on each floor lack adequate space and time as they are already in use for regular adult religious services and programming. At MRJC, they would need to open multiple additional living units, but also lack adequate space and time in multipurpose, gym and library facilities for high levels of programming. No estimates have been done for constructing new facilities to accommodate expanded programming for 20 Adult Age Outs.

VII. Appendix

Appendix A: Policy Change Matrix
Appendix B: Star Allocation & Behavior Expectations
Appendix C: BRIDGE Level Incentives
Appendix D: Youth Accountability Grid
Appendix E: Behavior Response Form
Appendix F: Honor Level Agreement
Appendix G: Restoration Hall Assignment Checklist
Appendix H: Restrictive Housing Assessment Checklist
Appendix I: Youth Accountability Checklist
Appendix J: Health and Welfare Checks
Appendix K: Restrictive Housing Health Clinic Checklist
Appendix L: AAO Restrictive Housing Monitoring Checklist
Appendix M: Removal of Detainees from General Population
Appendix N: Ordinance 18637
Appendix O: Proviso P7 Text
Appendix P: YSC Behavior Management Forms and Reference Documents
Appendix Q: Adult Age Out Inmates Policy 6.03.011
Appendix R: Juvenile Restrictive Housing Policy J-YMrP-13.004-2019
Appendix S: Columbia Legal Service Settlement Agreement
Appendix T: Adult Hygiene Policy 7.03.005
Appendix U: Adult Inmate Recreation Policy 8.03.003
Appendix V: WAC 392-122-228
Appendix W: Juvenile Education Services Policy 12.6
Appendix X: Adult Visitation Policy 7.06.004

Adult Division

Policy, Procedure, and Practice Change Matrix

Ordinance 18637 Directive: DAJD must develop policies and procedures for solitary confinement with the goal of limiting its use and duration consistent with JDAI best practices and should include the following:

Ordinance Requirements and Recommendations	Work Started Prior to Ordinance	Pre-Ordinance Policy, Procedure, or Practice	New Policy, Procedure, or Practice	Page of Report
Preventative measures to protect the safety and security of incarcerated juveniles and their peers, the staff of the department of adult and juvenile detention, other persons who work in the facilities and visitors. (Lines 150-152)		AAOs were treated as adults and those who were a security risk to staff and other inmates could be placed in restrictive housing for an undetermined period with regular classification review.	<p>Procedure: <u>AAO Transfer from Juvenile Division</u> To build a rapport and ease the transition with the AAO transferring into the Adult Division, while reducing fear and anxiety in the AAO, the ITR sergeant or designated sergeant/acting sergeant will meet with the AAO while at YSC to discuss transition.</p> <p>Booking Procedure: When an AAO is booked or transferred into adult detention, the booking officer will add "Decline" in the charge narrative of the booking mask for the SIP system, so that anyone reviewing an inmate record can easily identify an AAO.</p>	p. 38-39
A requirement that solitary confinement be ended as soon as the juvenile demonstrates physical and emotional control, and a limit on the duration of any solitary confinement to no more than four hours in any twenty-four-hour period. (Lines 153-155)	Since 2017, DAJD has been working to reduce the number of all detainees in restrictive housing. The number of inmates in restrictive housing has decreased by more than 30%.	AAOs could be held in restrictive housing for an undetermined period with regular classification reviews. They were allowed out of the room for exercise and showers.	Adult Detention - DAJD 6.03.011 – Limits restrictive housing to no more than 4 hours unless there is a risk of physical harm and requires AAOs to be released as soon as they demonstrate physical and emotional control.	p. 39-40

Adult Division

Policy, Procedure, and Practice Change Matrix

A requirement that any use of solitary confinement be subject to review by supervisors (Lines 156-157)		No Supervisor review was required to detain an AAO in Restrictive Housing.	Adult Detention - DAJD 6.03.011 – Requires a supervisor review before placing the AAO to restrictive housing.	p. 40-41
A requirement that medical professionals assess or evaluate any youth housed in solitary confinement as soon as possible after the youth's being placed in solitary confinement, and that qualified mental health professionals evaluate and develop a care plan, that may include hospitalization, for youth who are placed in solitary confinement to prevent self-harm. (Lines 158-162)		No assessment was completed unless the AAO appeared to require attention.	Adult Detention - DAJD 6.03.011 – Establishes the policy and procedure for medical and mental health assessment.	p. 41-42
Procedures to ensure youth's continued access to education, programming and ordinary necessities, such as medication, meals and reading material, when in solitary confinement. (Lines 163-165)	While not required by state law, DAJD has worked with Seattle Public Schools to provide a path for high school completion for 18-21-year-old young adults detained at KCCF.	Washington State Law requires local school districts to submit an instructional plan for incarcerated juveniles under the age of 18 but does not require it for anyone over the age of 18. According to DAJD Policy 7.06.004-Visitation, professional visitors (i.e., teachers) are approved for access and may enter subject to guidelines in policy 4.01.005 to provide educational services per state law.	Auto-decline juveniles (under 18) were moved to the YSC and receive full access to education through Seattle Public Schools; Adult Age Outs continue to have access to education services as required by Washington Administrative Code 392-122-228 if they choose to participate. Seattle Public Schools administers a GED program for youth at KCCF.	p. 42-45
	Access to ordinary necessities have always been provided. Options for expanding programming for auto-declined youth is consistently evaluated	Adult Detention – DAJD 7.03.550-Hygiene -- It has been the policy of the department to provide inmates with clothing, certain personal items, and shower access and other ordinary necessities (medication, meals and reading material) Programming for	No Change; Adult Age Outs continue to have access to programming based on classification risk level and receive ordinary necessities.	

Policy, Procedure, and Practice Change Matrix

	but have been limited due to a lack of space and staff shortages.	AAOs is allowed based on classification level which is consistent with security measures for an adult facility.		
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Policy, Procedure, and Practice Change Matrix

Ordinance Requirements and Recommendations	Work Started Prior to Ordinance	Pre-Ordinance Policy, Procedure, or Practice	New Policy, Procedure, or Practice	Page of Report
<p>Preventative measures to protect the safety and security of incarcerated juveniles and their peers, the staff of the department of adult and juvenile detention, other persons who work in the facilities and visitors. (Lines 150-152)</p>	<p>Safety and security measures are continuously reviewed and changed based on current conditions. The arrival of youth who have charged as adults increased the number and severity of incidents at YSC and coincided with the introduction of Ordinance 18637.</p>	<p>Prior to the arrival of the youth charged as adults at YSC, these were the following practices:</p> <ul style="list-style-type: none"> • Double Bunking • Dispersal Units • Multi-Unit Gym • Unescorted movement to library and clinic • Multi-unit movement in the halls • Classes in the School Area • No school rover • No individualized programming • No small group programming • No programming hall 	<p>Several procedures changed since Ordinance 18637 which are described more in the report.</p> <ul style="list-style-type: none"> • Single Unit Bunking • Eliminated dispersal units • Single Unit Gym • Staff escorts for high risk individuals • Freeze movement in halls when a youth is moving • Modified School Schedule • School Rover • Staff support for individual youth who have persistent behavior challenges • Small Group Programming for assaultive youth • Restoration Hall 	<p>p. 27-29</p>
<p>A requirement that solitary confinement be ended as soon as the juvenile demonstrates physical and emotional control, and a limit on the duration of any solitary confinement to no more than four hours in any twenty-four-hour period. (Lines 153-155)</p>	<p>A behavior management workgroup was convened to develop a behavior motivation system that was consistent with JDAI standards for conditions of confinement which included limiting the use of room confinement.</p>	<p>16.9 Removal of Detainees from General Population (1/19/2015) -- Use of restrictive housing, consisted of a loss of free time. Juveniles confined to their rooms were routinely released from their rooms for school, meals, personal hygiene, parent/attorney visits, and library time. There were exceptions in some rare circumstances (i.e., staff shortages,</p>	<p>Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019] – prohibits the use of restrictive housing unless the youth poses a risk of physical harm and there are no less restrictive alternatives available.</p>	<p>p. 30-31</p>

Policy, Procedure, and Practice Change Matrix

		security threats, security separations), however, every attempt was made to use the least restrictive alternative available.		
A requirement that any use of solitary confinement be subject to review by supervisors (Lines 156-157)		Requests for transfer to restrictive housing was always subject to supervisor review and sometimes reversed.	Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019] – Includes a procedure for documenting and tracking referrals to restrictive housing.	p. 31-32
A requirement that medical professionals assess or evaluate any youth housed in solitary confinement as soon as possible after the youth's being placed in solitary confinement, and that qualified mental health professionals evaluate and develop a care plan, that may include hospitalization, for youth who are placed in solitary confinement to prevent self-harm. (Lines 158-162)		16.9 Removal of Detainees from General Population (1/19/2015) Required the RN to visit daily and the mental health staff to provide an assessment of detainees in restrictive housing.	Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019] – A formal procedure has been developed to ensure medical AND mental health providers evaluate the health and wellness of the youth in restrictive housing as well as document the results of the assessment. They also develop a care plan for youth who appear to be in distress.	p. 32-34
Procedures to ensure youth's continued access to education, programming and ordinary necessities (medication, meals, and reading material) when in solitary confinement.	Since 2011, DAJD has had a formal policy regarding access to education services. Programming, and ordinary necessities such as medication, meals, and reading material while in room confinement	Policies have been in place since 2011 to ensure youth have access to education, programming and ordinary necessities when in restrictive housing.	Existing policy was consistent with the requirements of Ordinance 18637 therefore, there was no change to policies and procedures regarding access to education, programming and ordinary	p. 34-37

Policy, Procedure, and Practice Change Matrix

	has also been a practice prior to the ordinance.	12.6 Education Services in Secure Detention (12/13/2011) ¹ 16.9 Removal of Detainees from General Population (1/19/2015)	necessities when in restrictive housing. However, the removal of detainees from general population was amended by the new Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019] – to be consistent with the requirements of Ordinance 18637.	
Ensure consistency with nationally accepted best practices, which are those established by the Juvenile Detention Alternatives Initiative.	in 2004, the Youth Service Center became a replication site for the Juvenile Detention Alternatives Initiative (JDAI) ² in Washington State.	16.9 Removal of Detainees from General Population (1/19/2015)	Restrictive Housing [Juvenile Detention -- DAJD J-YMrP-13.004-2019] – prohibits the use of restrictive housing; youth behavior is corrected in the living hall; if the youth continues to be a security risk, they are transferred to Restoration Hall a less restrictive alternative to restrictive housing.	p. 14-17

¹ Policy was developed in response to “Stipulation and Order of Partial Settlement in King County Superior Court Cause No. 90-2- 16125-1, T. I., et al. v. Harold Delia, et al.” [Note: the policy numbering changed since this policy was signed.]

² A full explanation of Annie E. Casey Foundation’s Juvenile Detention Alternatives Initiative and the 8 core strategies can be found at <https://www.aecf.org/work/juvenile-justice/jdai/>

Star Allocation & Behavior Expectations

Star Category	# of Stars per Shift	Daily Behavior Expectations
Programming	5	<ul style="list-style-type: none"> • Attend all classes (when school is in session) • Successful participation in programming outside of dorm • Not cause a disturbance
Positive Peer Interaction	2	<ul style="list-style-type: none"> • Show Respect • Get Along with Others • Keep Hands to Yourself • Use Supportive Language
Follow Staff Directives	2	<ul style="list-style-type: none"> • Do what Staff Asks • Respond Promptly • Use Respectful Language • Respond Positively
Hygiene	1	<ul style="list-style-type: none"> • Make bed • Clean Room • Take out Trash • Straighten up Belongings • Flush Toilet • Shower

Daily Total: 20

Weekly Total: 140

B.R.I.D.G.E. Levels and Incentives

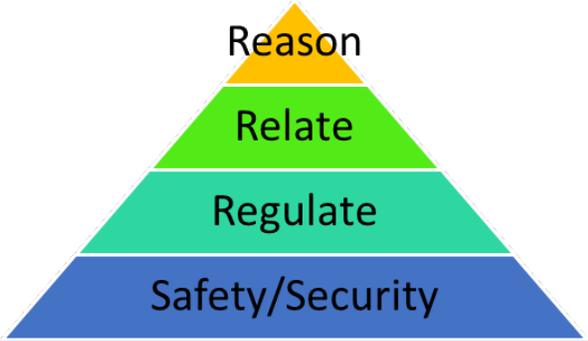
Incentive Level	Progression Days	Bedtime	Privileges	Demotion
Sapphire	0 – 10	8:00	<ul style="list-style-type: none"> • Library • Recreation Activities • Sunday Shopping • Composition Book • Access to MP3 Player 	<p>Egregious Incidents: (Staff assault, security breach, pre-planned assaults, major escape attempt, etc.)</p> <ul style="list-style-type: none"> • Drop to Sapphire, Day 0 <p>Serious Incidents: (Previously 4 or 6 shift Program Modifications)</p> <ul style="list-style-type: none"> • Sapphire – drop to Day 0 • Diamond – drop to Sapphire, Day 0 • Silver – drop to Diamond, Day 11 • Gold – drop to Diamond, Day 11 w/ the option to apply to return to Gold Status upon becoming Silver <p>2nd fight within 30 days:</p> <ul style="list-style-type: none"> • Drop to Sapphire, Day 0
Diamond	11 – 25	9:00	<p>All of the above plus:</p> <ul style="list-style-type: none"> • Pillow • Extended Bedtime • Pictures in Room • Discounted MP3 Player Rental Cost 	
Silver	26 - 76	10:00	<p>All of the above plus:</p> <ul style="list-style-type: none"> • Game On Attendance • Extra Library Visit • Honor Level Achievement Ceremony • Discounted Sunday Shopping 	
Gold	77+	10:00	<p>All of the above plus:</p> <ul style="list-style-type: none"> • Additional Recreation Activities • Assigned gym shoes (don't have to share) • Large Bath Towel, Wash Cloth, Laundry Bag • Special Shirt * • Bi-weekly Take Out Meal 	

B.R.I.D.G.E. Level Incentives	Sapphire Days 0 - 10	Diamond Days 11 - 25	Silver Days 26 - 76	Gold Days 77+
Sunday Shopping	✓	✓	✓	✓
Library	✓	✓	✓	✓
Composition Book	✓	✓	✓	✓
Recreation Activities	✓	✓	✓	✓
Access to MP3 Player	✓	✓	✓	✓
Extended Bedtime		✓ 9:00	✓ 10:00	✓ 10:00
Discounted MP3 Rental Cost		✓	✓	✓
Pictures In Room		✓	✓	✓
Pillow		✓	✓	✓
Honor Level Achievement Ceremony			✓	✓
Game On			✓	✓
Extra Day in Library			✓	✓
Discounted Sunday Shopping List			✓	✓
Additional Recreation Activities				✓
Assigned Gym Shoes				✓
Large Bath Towel, Wash Cloth & Laundry Bag				✓
Bi-Weekly Take-Out Meal				✓
Special Shirt*				✓

Accountability Grid

Staff may use Cool Down periods to immediately interrupt behavior that presents a security issue with the intent the youth regain control over their behavior.

- Time Outs (a short cool down, up to 30 minutes)
- Cool Downs (up to 2 hours)



	Behavior (level depends on severity)	Response Options	Restoration Hall Time	Programming (Unit/Restoration Hall)
Level 1	<ul style="list-style-type: none"> ▪ Body Alteration ▪ Call Button Misuse ▪ School Removal ▪ Disruptive Behavior ▪ Minor Contraband ▪ Trading Food ▪ Minor Physical Altercation ▪ School Refusal 	<ul style="list-style-type: none"> ▪ Not earning incentive day ▪ Not earning an extended bedtime¹ ▪ Repeated behaviors (more than 3) may move to Level 2 Responses 	0 Programming Days	<p>Living Hall JDO may assign in unit activity to reflect on behavior and repair harm. Here are some ideas:</p> <ul style="list-style-type: none"> ▪ Apology Plan ▪ Problem Solving Plan ▪ Letter of Accountability
Level 2	<ul style="list-style-type: none"> ▪ Not following Staff Directives ▪ Extortion ▪ Destruction of Property ▪ Preventing Security Checks ▪ Verbal Altercation ▪ School Removal w/criteria ▪ Stealing Food ▪ Minor physical altercation 	<ul style="list-style-type: none"> ▪ Not earning incentive day ▪ Not earning an extended bedtime ▪ May be sent to restoration hall for next programming period ▪ Repeated behaviors (more than 3) may move to Level 3 Responses 	1 Programming Day	<ul style="list-style-type: none"> ➤ School and Gym with Restoration Hall ➤ Needs Based Structured Activities within Restoration Hall <ul style="list-style-type: none"> ▪ Circle/Group Participation ▪ Skill building class ▪ Apology plan <ul style="list-style-type: none"> ○ Behavior contract ○ Behavior chain analysis ○ Letter of apology ▪ Personal development ▪ Life skills training

¹ The usual bedtime is 8:00p.m.; youth can earn an extended bedtime based on daily behavior

Accountability Grid

<p>Level 3</p>	<ul style="list-style-type: none"> ▪ Preventing Security Checks ▪ Gang Related Behavior ▪ Harassment ▪ Inappropriate Conduct ▪ Verbal Assault at Staff/Peer ▪ Threats ▪ Instigating a Fight ▪ Manufacturing Contraband 	<p>Programming in Restoration Hall; with potential to moving there on a case by case basis</p> <ul style="list-style-type: none"> ▪ Serious Incidents: <ul style="list-style-type: none"> ○ Sapphire – drop to Day 0 ○ Diamond – drop to Sapphire, Day 0 ○ Silver – drop to Diamond, Day 11 ○ Gold – drop to Diamond, Day 11 w/ the option to apply to return to Gold Status upon becoming Silver ▪ Sent to restoration hall for next programming period (s) 	<p>2 Programming Days</p>	<ul style="list-style-type: none"> ➤ School and Gym with Restoration Hall ➤ Needs Based Structured Activities within Restoration Hall <ul style="list-style-type: none"> ▪ Circle/Group Participation ▪ Skill building class ▪ Apology plan <ul style="list-style-type: none"> ○ Behavior contract ○ Behavior chain analysis ○ Letter of apology ▪ Personal development ▪ Life skills training
<p>Level 4</p>	<ul style="list-style-type: none"> ▪ Arson ▪ Physical Assault ▪ Assisting Suicide Attempts ▪ Destruction of Property ▪ Escape Attempt ▪ Flooding or Flooding Attempt ▪ Gang Related Assault ▪ Major Breach of Security ▪ Major Contraband ▪ Possession of Drugs and/or Intoxicants ▪ Threats 	<p>Move to Restoration Hall</p> <p>Demotions:</p> <ul style="list-style-type: none"> ▪ Serious Incidents: <ul style="list-style-type: none"> ○ Sapphire – drop to Day 0 ○ Diamond – drop to Sapphire, Day 0 ○ Silver – drop to Diamond, Day 11 ○ Gold – drop to Diamond, Day 11 w/ the option to apply to return to Gold Status upon becoming Silver ▪ Egregious Incidents: (Staff assault, security breach, pre-planned assaults, major escape attempt, etc.) <ul style="list-style-type: none"> ○ Drop to Sapphire, Day 0 ▪ <u>2nd fight within 30 days:</u> Drop to Sapphire, Day 0 	<p>3 Programming Days</p>	<ul style="list-style-type: none"> ➤ School and Gym with Restoration Hall ➤ Long-term intervention plan ➤ Needs Based Programming <ul style="list-style-type: none"> • Individual Sessions of Motivational Interviewing • Behavior Chain Analysis • Letter of Apology • Circle/Group Participation

Honor Level Agreement

Congratulations!! You are eligible to become an Honor Level. You should be very proud of your achievement!

Having earned the right to be an Honor Level should mean a lot to you. As an Honor Level, staff will have higher expectations of you. We will not only expect you to follow all the rules, we want you to be a **leader** and an example and role model for others. You will be expected to help with tasks in the unit when asked. Some examples are cleaning after meals, assisting with laundry and helping the Recreation Coordinator when needed.

Please select one of the four behaviors below and write (or explain to your Living Hall Staff, who will write it for you) how, as an Honor Level you will be good at this behavior.

Peer Interaction _____

School Participation _____

Staff Interaction _____

Programming _____

Signatures

Staff Reference:
(Any staff member, JDO, Sup,
Teacher, Librarian) _____ Date: _____

Living Hall JDO:
(Day or Swing Shift) _____ Date: _____

Living Hall Supervisor: _____ Date: _____

Youth: _____ Date: _____



Restoration Hall Assignments Checklist

Phase I – Describe What Happened *(Identify Triggers, Feelings, Concerns, Actions)*

- Hassle Log (Individual) SD _____, CD: _____, SI: _____
- Identifying Feelings (Individual) SD _____, CD: _____, SI: _____
- Anger Management Worksheet (Individual) SD _____, CD: _____, SI: _____
- When I feel respected/disrespected (Individual) SD _____, CD: _____, SI: _____
- Disrespect (Individual) SD _____, CD: _____, SI: _____
- People I Respect (Individual) SD _____, CD: _____, SI: _____
- Understanding Feelings (Group) SD _____, CD: _____, SI: _____
- Understanding Self Talk/Beliefs (Group) SD _____, CD: _____, SI: _____

Phase 2 – Accept Accountability *(Understand what harm was created, who was affected and how they were affected)*

- Accountability Questions (Individual) SD _____, CD: _____, SI: _____
- Understanding Feelings of Others (Individual) SD _____, CD: _____, SI: _____
- Reality Acceptance (Individual) SD _____, CD: _____, SI: _____
- Applying Accountability to a Story (Individual) SD _____, CD: _____, SI: _____
- Gratitude List (Individual) SD _____, CD: _____, SI: _____
- Taking Responsibility (Individual) SD _____, CD: _____, SI: _____
- Understanding Power (Individual) SD _____, CD: _____, SI: _____
- Respect Assignment 2 (Individual) SD _____, CD: _____, SI: _____

Phase 3 – Plan for Next Time *(Safety Plans, Alternative Solutions)*

- Safety Plan (Individual) SD _____, CD: _____, SI: _____
- Understanding Feelings of Others (Individual) SD _____, CD: _____, SI: _____
- Trust Writing Essay (Individual) SD _____, CD: _____, SI: _____
- Trust Writing Questions (Individual) SD _____, CD: _____, SI: _____
- Alternatives Worksheet (Individual) SD _____, CD: _____, SI: _____
- Self-Care Plan (Individual) SD _____, CD: _____, SI: _____
- Making a Choice (Individual) SD _____, CD: _____, SI: _____
- Turning 18 (Individual) SD _____, CD: _____, SI: _____
- Looking Forward (Individual) SD _____, CD: _____, SI: _____
- Safety and Trust (Individual) SD _____, CD: _____, SI: _____
- Personal Skills (Group) SD _____, CD: _____, SI: _____
- Hurtful Moves/Helpful Moves (Group) SD _____, CD: _____, SI: _____

Phase 4 – Making Amends *(Apologizing, Further action to make it right)*

- Apologizing Worksheet (Individual) SD _____, CD: _____, SI: _____
- Making Amends (Individual) SD _____, CD: _____, SI: _____
- Working Through Your Mistakes (Individual) SD _____, CD: _____, SI: _____
- Assertive Communication (Individual) SD _____, CD: _____, SI: _____
- Speaking with Respect (Individual) SD _____, CD: _____, SI: _____
- Do You Know You? (Individual) SD _____, CD: _____, SI: _____
- Communication (Individual) SD _____, CD: _____, SI: _____
- Leadership (Individual) SD _____, CD: _____, SI: _____

LEGEND: SD – Start Date CD – Completion Date SI – Staff Initials

YOUTH'S NAME: _____

HALL/DORM: _____

Restrictive Housing Assessment Checklist

INSTRUCTIONS:

If a youth is causing a security issue, they may be returned to their room on a cool down for up to two (2) hours. If a youth has not already been reintegrated into the general population during the Cool Down Period, a Supervisor and JDO shall meet with the youth at the end of the Cool Down Period in order to determine whether the youth poses a risk of imminent and significant physical harm to self or others. Prior to the assessment taking place, the **JDO will document the security issue that required the cool down in Section A below.**

If it is determined that the youth does not present a risk of imminent and significant physical harm to self or others, the youth must be reintegrated into the general population. If such risk is present, the youth may be placed in Restrictive Housing. The Supervisor shall document the basis for such placement in Section B below and use page 2 of this for subsequent use of Restrictive Housing.

SECTION A: COOL DOWN PERIOD (not considered Restrictive Housing):

JDO Name: _____ Date/Time Cool Down Started: _____

Description of Security Issue Requiring Cool Down:

Supervisor Notified: _____ Date: _____ Time: _____

SECTION B: ASSESSMENT FOR INITIAL PLACEMENT INTO RESTRICTIVE HOUSING

Placed in Restrictive Housing: Yes/No (Circle One)

Restrictive Housing Assessment Results: Document observed behaviors, statements, or conditions that indicate an imminent and significant threat of physical harm to the youth or others or a brief explanation if youth was no longer risk.

Supervisor Name: _____ Date: _____ Time: _____

Supervisor Signature: _____

REQUIRED MILESTONES: INITIAL DAY (*=Since the start of restrictive housing; NLT= No Later Than)

Supervisor Assessment: 2 HR* NLT _____ 6HR* NLT _____ 10HR*NLT _____

Parent Notification: 8 HR* NLT _____

RN Assessment: 4HR*/Sleep Period NLT: _____

MHP Assessment: 8HR*/Sleep Period NLT: _____

YOUTH'S NAME: _____

HALL/DORM: _____

ASSESSMENT FOR ONGOING USE OF RESTRICTIVE HOUSING: INITIAL DAY

Prior to the completion of two (2) hours on Restrictive Housing, Supervisor and JDO conduct Risk Assessment to determine if imminent and significant risk of physical harm remains (unless sleeping period):

Supervisor: _____ Time Assessed: _____

Documentation that risk of physical harm is present:

Prior to completion of four (4) hours on Restrictive Housing (or immediately prior to sleep period), the well-being of the youth must be assessed by a medical professional:

Medical staff: _____ Signature: _____ Time Completed: _____

Prior to the completion of six (6) hours on Restrictive Housing, Supervisor and JDO conduct Risk Assessment to determine if imminent and significant risk of physical harm remains (unless sleeping period):

Supervisor: _____ Time Assessed: _____

Documentation that risk of physical harm is present:

Prior to the completion of eight (8) hours on Restrictive Housing (or immediately prior to sleep period), Mental Health Professional must assess whether continued use of RH is detrimental to youth's mental health (or nursing staff if MHP not on duty).

MHP or Nurse: _____ Signature: _____ Time Completed: _____

Prior to the completion of eight (8) hours on Restrictive Housing, good faith effort must be made to notify the youth's parent/legal guardian of the use of Restrictive Housing.

Supervisor: _____ Time Completed: _____

Prior to the completion of ten (10) hours on Restrictive Housing, Supervisor and JDO conduct Risk Assessment to determine if imminent and significant risk of physical harm remains (unless sleeping period):

Supervisor: _____ Time Assessed: _____

Documentation that risk of physical harm is present:

REQUIRED MILESTONES: Subsequent Day (*=Since the start of restrictive housing; NLT= No Later Than)

Supervisor Assessment: 0800 hours 1200 hours 1600 hours HR

MHP Assessment: 24 HR NLT: _____

Chief of Operations Assessment: 24 HR NLT: _____

YOUTH'S NAME: _____

HALL/DORM: _____

ASSESSMENT FOR ONGOING USE OF RESTRICTIVE HOUSING: SUBSEQUENT DAY

Day #: _____

Supervisor and JDO conduct Risk Assessment AT 0800 hours to determine if imminent and significant risk of physical harm remains:

Supervisor: _____ Date/Time: _____

Documentation that risk of physical harm remains:

Supervisor and JDO conduct Risk Assessment AT 1200 hours to determine if imminent and significant risk of physical harm remains:

Supervisor: _____ Date/Time: _____

Documentation that risk of physical harm remains:

Supervisor and JDO conduct Risk Assessment AT 1600 hours to determine if imminent and significant risk of physical harm remains:

Supervisor: _____ Date/Time: _____

Documentation that risk of physical harm remains:

Prior to the completion of twenty-four (24) hours on Restrictive Housing, mental health professional must assess whether continued use of Restrictive Housing is detrimental to the youth's mental health.

MHP: _____ Date/Time Completed: _____

Prior to the completion of twenty-four (24) hours on Restrictive Housing, the Chief of Operations/Security must review and approve the ongoing use of Restrictive Housing.

Chief of Operations _____ Date/Time Reviewed: _____

Comments:

Chief of Operations/Security review and approval every 24 hours after placement into Restrictive Housing:

Signature: _____ Date/Time: _____

Medical staff must assess the well-being of the youth every 24 hours after placement into Restrictive Housing

Signature: _____ Date/Time: _____

MHP staff must evaluate the youth every five days

Signature: _____ Date/Time: _____

YOUTH ACCOUNTABILITY CHECK LIST

DATE: _____ PRINT NAME: _____ STAFF SIGNATURE: _____ SHIFT: _____ HALL: _____

TIME OF CHECK		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
YOUTH NAME	HALL																												
	POST																												
Cross-Gender Announcement (M/F)																													
	DORM 1																												
	DORM 2																												
	DORM 3																												
	DORM 4																												
	DORM 5																												
	DORM 6																												
	DORM 7																												
	DORM 8																												
	DORM 9																												
	DORM 10																												
<i>Staff Initial</i>																													

Number Code:	1-Rest Period	2-Unit	3-Gym	4-School	5-Library	6-Visitation	7-Court	8-Health Clinic	9-Transport	10-Pass	11-Chaplain Visit	12- Courtyard	13- A-Hall Visit	14-Rec Dept.
	15-Intake	16-Restoration Hall	17-1 on 1 Programming w/DAJD Staff			*TO-Time Out	*CD-Cool Down	*V-Voluntarily In Dorm	RH-Restrictive Housing	*Write explanation on back page in comment section				

SUPERVISOR SIGNATURE: _____

DATE: _____

*Voluntarily In Dorm / Time Out / Cool Down Comments (Example: Youth chose to eat dinner in room or Youth given TO because of excessive horseplay):	

List any incident or issues causing accountability check to be missed (Description of Incidents, Action Taken, & Notify Supervisor):	

RESTRAINT MONITORING:	<i>*Notify Chief of Operations/Security and Mental Health/ R.N. after 30 minutes of youth in restraints</i>										
Youth Name:	Check Time							*			
Dorm:											
Record Behavior and Condition of Youth in Restraints every 5 minutes											
Restraints Applied:	Staff Initial										
Restraints Removed:											

HEALTH AND WELFARE CHECKS

(Place label here)

Beginning date:

Name:

DOB:

Ending date:

Chart #:

Sex:

Race:

#	Item	Date -													
		AM	PM												
1	Do you have any medical concerns that you wish to speak to the Doctor or Nurse about?														
2	Do you wish to speak to the Mental health Counsellor?														
3	Do you have any problems eating or drinking?														
4	Do you have any other concerns that we may help you with?														
5	* RN observations														

Notes: If Youth answers "Yes" to any question, note date above and briefly describe the nature of the concern and action taken; i.e.: placed on sick call (requires chart note), MH referral, referral to unit JDO or to Supervisor.

* Include any relevant observations of youth; i.e. withdrawn, dishevelled/dirty/flat affect/verbally abusive or threatening.

(Record Signatures on back)

Staff names & signatures: At the beginning of each monitoring shift, print your name, then sign your name, then sign your initials as you will be initialing in the spaces provided on form.

Name _____ Signature _____ Initials _____

RESTRICTIVE HOUSING MEDICAL AND MENTAL HEALTH CHECKS		
YOUTH:		
	Time Due	Completed by: (signature)
Restrictive Housing Starts		
Med and MH check as indicated		
Medical check (4 hours)		
Mental Health check (8 hours)		
Medical check (24 hours)		
Mental Health check (24 hours)		
Medical check (24 hours)		
Mental Health check (24 hours)		
Medical check (48 hours)		
Mental Health check (48 hours)		

Adult Age Out (AAO) Restrictive Housing Monitoring Checklist

Name: _____

B/A: _____

Location: _____

Date: _____

COOL DOWN PERIOD - Not to exceed 2 hours, and based on a security issue.

Time In	Time Out	Security Issue Y/N	Infraction Y/N	Description of Issue Fight/Threats	Staff Number

RESTRICTIVE HOUSING

Date/Time AAO placed into RH: _____ Reason for placement: _____ ULTRA: Y / N

Behavioral Description Key:

T- Threats to staff: **TO-**Threats towards others: **P-**Physically aggressive: **D-**Destructive behavior

Moved to Restrictive Housing due to continued risk of imminent and significant physical harm to self, others. Can only be moved to Restrictive Housing for destructive behavior if the behavior creates a risk of imminent and significant physical harm. **Sergeant** and **Shift Commander** Consultation Required. Immediate Notification to JHS requesting an evaluation.

TIME IN	SERGEANT ROUNDS: TIME/NUMBERS	CONTINUED RISK Y/N	JHS MEDICAL ASSESSMENT TIME	JHS PES NOTIFICATION TIME	DESCRIPTION OF BEHAVIOR
Entry to RH			*		
4 th HOUR					
8th HOUR				**	
12 th HOUR					
16 th HOUR				***	
20 TH HOUR					
24 th HOUR					
Replace Daily					

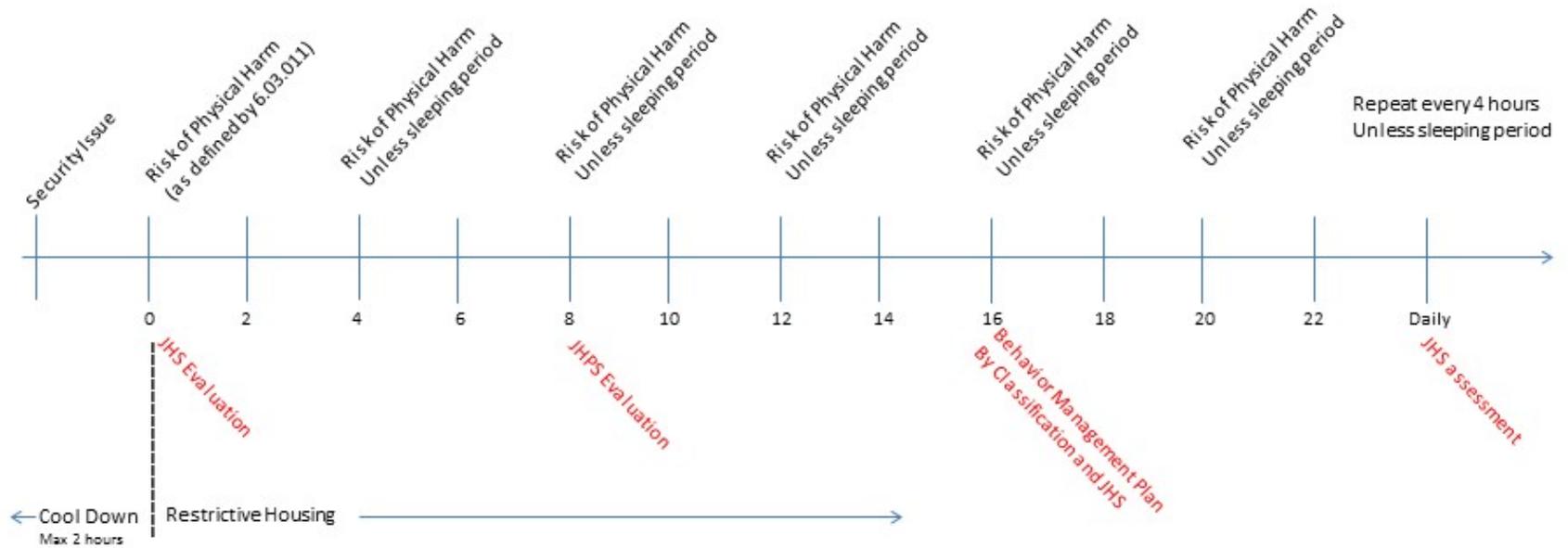
Release from Restrictive Housing

Date: _____ Time: _____

*JHS must be notified upon entry to RH

AAO continues in RH after 8 Hours the duty **Sergeant is required to request a referral to JHS PES staff.***AAO continues in RH after 16 Hours the duty **Sergeant, JHS** and **Classification Staff** shall consult to develop a Behavioral Management Plan. MDT may be requested as needed. JHS shall assess daily.

AAO Restrictive Housing



Refer to DAJD Policy 6.03.011 "Adult Age-Out Inmates" for additional information

Title

Removal of Detainees from General Population

Page: 1 of 6

Approved



Division Director

12/22/2014
Date

Effective Date of Policy:

January 19, 2015


Department Director

12/22/2014
Date

DEFINITIONS

1. **Behavioral Incentive Program (B.I.P)** – An individualized program for detainees who need a modified program while in detention.
2. **Critical Response Team Specific Intervention Program (C.R.T S.I.P)**– Program designed by the Critical Response Team to manage detainees removed from general population which includes daily problem solving sessions.
3. **Critical Response Team (CRT)** – A multi-disciplinary team which consists of a Corrections Supervisor, Orientation and Assessment Specialist, Mental Health Staff (and/or RN) with input from others as necessary to develop an individualized program for detainees for whom other interventions have failed. The Chief of Operations/Security and/or Health Services Administrator, are also members. Others may join on an ad hoc basis.
4. **Intersex** – A general term referring to being born with reproductive and/or sexual anatomy that does not fit typical definitions of exclusively “male” nor “female” anatomy.
5. **Removal from General Population** – Temporarily removing a detainee from a regular programming living unit, due to:
 - a. An immediate threat of physical harm to others or themselves; or
 - b. An immediate threat of escape; or
 - c. An immediate threat of substantial destructions of property; or
 - d. A continuing disturbance by the detainee in his/her room such that sleep or program activity of other detainees is seriously disrupted.
6. **Removal of Detainees from General Population Tracking Form** – Documents the daily activity of detainee isolated from a regular programming living unit. The Removal from General Population Tracking Form shall contain the following information: time of activity, type of activity (e.g. shower, school, gym, courtyard, etc.), whether the detainee is on a visit or programming with another living hall, time of problem solving session and outcome, and whether water was turned on in dorm every hour.
7. **Specific Intervention Program (S.I.P.)** – A program designed for detainees who consistently incur consequences due to inappropriate behavior rule breaking and who are not responding to the level system. The duration of this program is for four (4) to seven (7) days during which the daily activities progress from restrictive to less restrictive as behavior improves.
8. **Transgender** - A person whose gender identity is not the same as their assigned sex at birth. A transgender girl/woman is a girl/woman whose assigned sex at birth was male. A transgender boy/man is a boy/man whose assigned sex at birth was female. Transgender may also be used to refer to people who do not identify as a girl/woman or boy/man or identify as both (words for this may include: two-spirit, gender variant, gender non-conforming, etc).
9. **Transition Plan** – A program designed by a Supervisor to manage detainee's removed from general population. The plan's goal is to help the detainee stabilize behavior as quickly as possible and includes daily problem solving sessions.

Title: Removal of Detainees from General Population

10. Urgent Transfers – A mechanism to immediately remove a detainee from general population without going through the classification process. Generally urgent transfers are used in urgent situations when the safety and security of a detainee relies on moving the detainee to another location.

REFERENCES

1. Detention Level System
2. 10.5 Supervision and Safety of Detainees
3. 10.23 Prison Rape Elimination Act, PREA

POLICY

1. It is the policy of the Department of Adult and Juvenile Detention, Division of Youth Services (DYS) to use the least restrictive means for managing detainee's behavior. "least restrictive" includes: problem solving, brief periods of dorm confinement as "time out", S.I.P., B.I.P, etc. Detainees shall only be removed from general population and isolated when there is a reasonable cause to believe that failure to do so would present:
 - a. An immediate threat of physical harm to others or themselves; or
 - b. An immediate threat of escape; or
 - c. An immediate threat of substantial destruction of property; or
 - d. A continuing disturbance by the detainee in his/her room such that sleep or program activity of other residents is seriously disrupted.
2. Temporary removal from general population shall never be used as punishment and will only be implemented when less restrictive alternatives to control the detainee's behavior have failed or, in staff's judgment, would be inadequate to prevent immediate physical harm, immediate escape, or immediate and substantial destruction of property.
3. Transgender and intersex detainees shall not be removed from general population solely on the basis of transgender or intersex identification.
4. The goal of removing a detainee from general population is to control behavior in order to deter a hazardous situation, and to assess and stabilize a detainee so that he or she may return to the regular living unit as quickly as possible. A Transition Plan will be written and implemented for all detainees who are removed from the general population for more than four (4) hours. This Transition Plan shall be written in conjunction with Mental Health Staff, who shall assess the detainee. The mental health assessment shall consider whether the detainee may need to be transferred to a Mental Health facility.
5. The Transition Plan shall be reviewed after twenty-four (24) hours. If the decision is made to extend removal from general population beyond twenty-four (24) hours, the CRT Team convenes and develops a more extensive plan.
6. If Mental Health Staff believe that the detainee requires care in a mental health facility, a referral to King County Designated Mental Health Professionals (CDMHP) shall be made when necessary to begin the process of involuntary commitment.
7. Detainees removed from general population shall have daily large-muscle exercise and any legally required educational programming or special education services. Detainees shall receive daily welfare checks visits from the RN.
8. Detainees shall attend school unless:
 - a. Detainee presence poses an immediate and continuing danger to themselves, other detainees, school personnel or detention staff; or

- b. Detainee poses an immediate and continuing threat of escape; or
 - c. Detainee poses an immediate threat of substantial destruction of property; or
 - d. Detainee has been suspended or expelled by the Seattle School District and is prohibited from attending classes by relevant school district rules and state law. Juvenile Detention will not prevent the Seattle School District from providing school instruction to isolated detainee who has been withheld from school based on (1), (2) or (3) above.
9. The decision to suspend or expel detainee from school may be made only by the Seattle School District.
10. King County will notify the Juvenile Probation Counselor assigned to the detainee whenever a detainee removed from general population for more than seventy-two (72) hours.
11. Detainees removed from general population are entitled to: A clean and sanitary cell.
- a. Necessary medical and mental health services.
 - b. At least 60 minutes of large muscle exercise daily. (Outdoors, weather and safety permitting).
 - c. Daily access to a shower.
 - d. Meals and snacks equivalent to those provided to detainees in the general population.
 - e. Access to reading and writing materials.
 - f. Outgoing and incoming mail service.
 - g. Family visits and telephone calls.
 - h. Legal visits and telephone calls.
 - i. Suitable clothing at all times.
 - j. Religious services.

PROCEDURES

Responsible	Action To Be Taken
<p>Corrections Supervisor</p>	<ol style="list-style-type: none"> 1. Authorizes detainee to be removed from a regular programming living hall (general population) only when less restrictive methods have not been effective. Completes an Urgent Transfer Form and documents movement of detainee from general population in the Supervisors Log. 2. Notifies Orientation and Assessment Specialist of reason for detainee being removed from general population. 3. Informs the detainee as soon as possible of the reasons for being removed from general population, but no longer than two (2) waking hours after detainee has been removed from general population. 4. Designs and implements a Transition Plan during the next waking shift after a detainee has been removed from general population for longer than twenty-four (24) hours. 5. Ensures that Transition Plan, B.I.P., or S.I.P is implemented and followed. 6. Allows detainee access to family visits unless the proposed visit would pose (1) an immediate risk of physical harm to any person, (2) an immediate risk of escape, or (3) an immediate risk of substantial property damage. 7. Allows detainee access to attorney visits and phone calls.

Title: Removal of Detainees from General Population

	<ol style="list-style-type: none"> 8. Directs JDO to take detainee to school unless: <ol style="list-style-type: none"> a. Their presence poses an immediate and continuing danger to others; or b. The detainee poses an immediate and continuing threat of escape; or c. The detainee poses an immediate threat of substantial destruction of property; or d. The detainee has been suspended or expelled by the Seattle School District and is prohibited from attending classes by relevant school district rules and state law. 8. Works with the Seattle School District to ensure alternative daily instruction for detainee who have been withheld from school for longer than three days. 9. Documents decision to keep detainee removed from general population beyond 8 hours, and reasons therefore, on Daily Behavior Tracking Sheet and in the Supervisor's Log. 10. Conducts a problem solving session with the detainee to explain the reasons for not returning the detainee to general population each active shift following the initial 8 hours of being removed from general population. 11. The problem solving session will discuss: (1) statement of the problem; (2) attempts at solutions; (3) goals; (4) specific restriction and limitations to be placed on detainee; (5) method of contact and problem solving by staff during detainee's confinement; (6) criteria and steps by which the detainee can return to general population; and (7) provides the detainee an opportunity to present his or her view on continued removal from general population. 12. Notifies Chief of Operations/Security and medical clinic directly when detainee has been removed from general population for more than two active shifts (sixteen hours). 13. Notifies detainee's Juvenile Probation Counselor when detainee has been removed from general population continuously for longer than 72 hours. 14. Review detainees removed from general population after 72 hours to determine the continued need for separation from general population. 15. Clearly documents the basis for a transgender or intersex detainee being removed from general population and the concern for the detainee's safety and the reason why no alternative means of separation can be arranged.
<p>Orientation & Assessment Specialist</p>	<ol style="list-style-type: none"> 1. Facilitates move of detainee to from general population when less restrictive methods have not been effective. 2. Documents reason for the move by completing Urgent Transfer Form. 3. Notifies Supervisors of detainee and reason for removal from general population.

Title: Removal of Detainees from General Population

	<ol style="list-style-type: none"> 4. Notifies Intake Staff of the transfer of detainee from general population. 5. If imminent threat of sexual abuse is reported, immediately removes the alleged abuser or the alleged victim if victim requests to be removed from general population.
<p style="text-align: center;">Juvenile Detention Officers (JDOs)</p>	<ol style="list-style-type: none"> 1. Accompanies Corrections Supervisor and/or Orientation and Assessment Specialist in moving a detainee from general population. 2. Completes necessary paperwork including an incident report for detainee removed from general population.
<p>JDO assigned to Isolated Detainee</p>	<ol style="list-style-type: none"> 1. Implements and follows Transition Plan, B.I.P. or S.I.P for detainees that are removed from general population, Documents behavior and activity as required by the Daily Behavior Tracking Sheet. 2. Allows detainees access to suitable clothing, mattress and bedding or alternative safety garments/bedding if necessary to prevent property damage. 3. Notifies Correction Supervisor prior to turning water back on to a detainees' cell who has previously flooded his/her dorm, or made threats to flood or pull sprinkler in dorm. 4. Documents date and time that water to detainees' dorm was turned on and off in Logbook. 5. Allows detainee daily access to a shower, meals, recreation or supervised time outside of removal from general population as outlined under the Transition Plan, B.I.P., or S.I.P and as consistent with this policy. 6. Conducts and documents a problem solving session with the detainee minimally once during each active shift on the Daily Behavior Tracking Form, as outlined in the Transition Plan or Critical S.I.P. The problem solving session is intended to recognize positive behavior and assist the detainee in understanding their misbehavior and assisting detainee in taking corrective action that will lead to their return to their regular housing unit. Contacts Health/Mental Health personnel with any related concerns. 7. Visually checks detainee per Policy 10.5 Supervision and Safety of Detainees. 8. Takes detainee on visits as directed by a supervisor. 9. Takes detainee to school unless otherwise directed by a supervisor, as consistent with this policy. 10. Reviews special programming and intervention for detainees under their care, and becomes familiar with all aspects of these plans.

Title: Removal of Detainees from General Population

<p>Designated Critical Response Team Member</p>	<ol style="list-style-type: none"> 1. Drafts a Critical B.I.P. or S.I.P for detainees who are removed from general population for more than 72-hours hours, or upon request, and convenes Critical Response Team to review and finalize plan. B.I.P. or S.I.P. shall address, at a minimum: <ol style="list-style-type: none"> a. Statement of the problem, b. Attempts at solutions, c. Goals, d. Specific restriction and limitations to be placed on the detainee, e. Method of contact and counseling by staff during detainee's confinement, f. Criteria and steps by which the detainee can gain release from confinement, g. Mental health needs, h. School Status, i. The detainee shall have an opportunity to present his or her view on continued confinement. 2. Provides copies of the written Critical B.I.P. or S.I.P to detainee, his/her probation counselor, JDO supervising removal from general population hall, Correction Supervisor, Division Director and Critical Review Team Advisors for review.
<p>RN</p>	<ol style="list-style-type: none"> 1. Provides daily visits to detainees removed from general population and completes Welfare Check Form. 2. Reviews and signs all documentation pertaining to detainees removed from general population for medical reasons.
<p>Mental Health Staff</p>	<ol style="list-style-type: none"> 1. Provides an assessment of detainees held removed from general population. 2. Reviews and signs all documentation pertaining to detainees removed from general population for mental health reasons.
<p>Chief of Operations/ Security</p>	<ol style="list-style-type: none"> 1. Meets with the Correction Supervisor to conduct a review of Transition, B.I.P., or S.I.P plans for detainees removed from general population for more than three shifts twenty-four (24) hours during the next consecutive waking shift following the twenty-four (24) hours upon removal from general population. 2. Authorizes extension of removal from general population beyond twenty-four (24) hours if there is reasonable cause to believe original reason for confinement continues to exist or the detainee fails to make a commitment to correct the behavior that led to removal from general population. 3. Documents approval and recommendation on Daily Behavioral Tracking Sheet. 4. Meets with Division Director weekly to discuss any detainee who has been in removed from general population during the past week.

Division Director	1. Meets with Chief of Operations/Security weekly to discuss any detainee who has been removed from general population during the past week.
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KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

December 27, 2019

Ordinance 18637

Proposed No. 2017-0473.3

Sponsors Dembowski, Kohl-Welles and
Gossett

1 AN ORDINANCE related to juvenile detention;
2 establishing requirements for the treatment of and services
3 to juveniles in the custody of the department of adult and
4 juvenile detention; prohibiting solitary confinement of
5 juveniles except when necessary for safety, security or
6 other reasons precluding use of a less restrictive measure;
7 requiring equal treatment and services to be provided
8 without regard to which county detention facility houses
9 the juvenile; and requesting the executive to appoint an
10 independent monitor or monitors to report on the treatment
11 of and services to juveniles at each of the county's
12 detention facilities; amending Ordinance 12432, Section 2,
13 as amended, and K.C.C. 2.16.120 and adding a new chapter
14 to K.C.C. Title 2.

15 **STATEMENT OF FACTS:**

16 1. In Washington state, the juvenile courts, a division of the superior court
17 system, have jurisdiction over youth under the age of eighteen who are
18 charged with committing a crime.

19 2. Under the Washington Youth Violence Reduction Act, juvenile court

20 jurisdiction over youth ages sixteen and seventeen who are charged with
21 certain offenses, is automatically declined. For those youth, the adult
22 superior court has jurisdiction.

23 3. Washington state law also allows prosecutors to petition to transfer a
24 youth to adult court at the discretion of juvenile court; this is known as a
25 discretionary decline of jurisdiction.

26 4. The King County department of adult and juvenile detention operates
27 the Maleng Regional Justice Center in Kent, Washington, through its Kent
28 division and the King County Correctional Facility in Seattle, Washington,
29 through its Seattle division.

30 5. The King County department of adult and juvenile detention's juvenile
31 division operates the Juvenile Detention Center, housed in the King
32 County Youth Services Center in Seattle, Washington.

33 6. Most juveniles detained in King County are housed at the Juvenile
34 Detention Center. King County houses some juveniles charged as adults in
35 King County at the Maleng Regional Justice Center or, occasionally, at the
36 King County Correctional Facility.

37 7. Juveniles housed at the Maleng Regional Justice Center or at the King
38 County Correctional Facility are separated from the adult population.

39 8. There is research showing that the adolescent brain is not fully
40 developed until the age of twenty-five and that adolescence is a period
41 during which the frontal lobe of the brain undergoes great change.

42 Research shows that the prefrontal cortex, which governs executive

43 functions, including impulse control and the ability to consider
44 consequences, is the final areas of the brain to develop to maturity.
45 Consequently, juveniles are more susceptible to the pernicious impacts of
46 traumatic experiences and stand to benefit greatly from therapeutic and
47 rehabilitative efforts.

48 9. King County's Youth Action Plan, adopted by Motion 14378,
49 recognizes the critical brain development that occurs during the first two
50 and a half decades of life and acknowledges the opportunity to have a
51 positive impact in each youth's development during this time period. It
52 also recommends preventative practices and programs that reduce the
53 likelihood of contact with the juvenile justice system. For youth who have
54 already become involved in the juvenile justice system, the King County
55 Youth Action Plan recommends that King County align juvenile and
56 criminal justice systems with education and employment pathways for
57 youth and that youth be assisted with reentry from jail to the community.

58 10. The Best Starts for Kids Implementation Plan, approved by Ordinance
59 18373, notes that adolescence is a critical period when patterns of health-
60 promoting or potentially health-damaging behaviors are established and
61 discusses the potentially life-altering impacts of adverse childhood
62 experiences, trauma and toxic stress. The implementation plan further
63 recognizes that many youth involved in the criminal justice system have
64 routinely been exposed to multiple risk factors and very few protective
65 factors as compared to other youth's experiences. The plan includes

66 reentry-related programmatic approaches for system-involved youth.

67 11. The county's road map to zero detention necessitates that the County
68 consider and implement less restrictive alternatives to detention and
69 incarceration whenever possible.

70 12. The United States Supreme Court has acknowledged the differences
71 in youth brain development.

72 13. The adverse effects of isolation are well-documented. While these
73 may depend on the length of isolation and the individual, effects can
74 include depression, anxiety, anger, cognitive disturbances, perceptual
75 distortions, psychosis, paranoia and obsessive thoughts. For individuals
76 with serious mental illness such as schizophrenia, bipolar disorder or
77 major depression, isolation can make symptoms worse. For mentally ill
78 individuals who decompensate in isolation, it has been found that mental
79 health professionals are often unable to mitigate the harm.

80 14. The American Academy of Child and Adolescent Psychiatry advises
81 that even short periods of isolation often have serious long-term mental
82 health impact on juveniles including trauma, psychosis, depression,
83 anxiety, and increased risk of suicide and self-harm.

84 15. A 2002 investigation by the U.S. Department of Justice showed that
85 juveniles experience symptoms of paranoia, anxiety and depression even
86 after short periods of isolation. Experts note that these effects are more
87 damaging on youth who have mental health disorders. Other studies on
88 the psychological effects of solitary confinement on juveniles suggest that

89 isolation may interfere with essential developmental processes, lead to
90 irreparable damage and increase the risk of suicide ideation and suicide.

91 16. Research has shown that solitary confinement does not reduce
92 behavioral incidents and may increase aggressive or violent behavior by
93 youth; making the practice, when used as a safety tool, counter-
94 productive.

95 17. The federal prison system is banned from using solitary confinement
96 on youth. The Office of Juvenile Justice and Delinquency Prevention,
97 which is part of the United States Department of Justice, has made
98 eliminating the use of solitary confinement on youth at the state and local
99 level a priority.

100 18. Human rights experts including the Human Rights Committee, the
101 Committee Against Torture and the United Nations Special Rapporteur on
102 Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
103 have concluded that solitary confinement may amount to cruel, inhuman
104 or degrading treatment in violation of the International Covenant on Civil
105 and Political Rights and of the Convention against Torture and other
106 Cruel, Inhuman or Degrading Treatment or Punishment.

107 19. Under international human rights law, prisoners are to be protected
108 from mistreatment and vulnerable inmates, especially children and persons
109 with mental disabilities, are to be accorded with heightened measures of
110 protection. That body of law, as well as international standards developed
111 to guide its implementation, establishes that people under the age of

112 eighteen have a right to be treated in a manner appropriate to their age and
113 development.

114 20. According to department of adult and juvenile detention staff, youth
115 have not been subject to solitary confinement at the youth services center
116 since the early 1990s. Furthermore, the department's current policy for the
117 use of isolation for youth at the youth services center generally mirrors the
118 national standards as promulgated by the Juvenile Detention Alternatives
119 Initiative and the Council of Juvenile Correctional Administrators.

120 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

121 SECTION 1. Sections 2, 3 and 4 of this ordinance should constitute a new
122 chapter in K.C.C. Title 2.

123 NEW SECTION. SECTION 2. The definitions in this section apply throughout
124 this chapter unless the context clearly requires otherwise.

125 A. "Juvenile" means a person who is currently confined in a King County
126 detention facility for a charge that was filed in juvenile court or based on conduct that
127 occurred before the person's eighteenth birthday where their confinement begins before
128 the person's eighteenth birthday.

129 B. "Solitary confinement" means the placement of an incarcerated person in a
130 locked room or cell alone with minimal or no contact with persons other than guards,
131 correctional facility staff, and attorneys. Using different terminology for this practice,
132 such as room confinement, segregated housing, protective custody, restrictive housing,
133 restricted housing, restricted engagement, close confinement, special management unit,
134 administrative detention, nonpunitive isolation, temporary isolation or reflection cottage,

135 among others, does not exempt a practice from being "solitary confinement." The use of
136 single person sleeping rooms, during ordinary sleeping or rest periods, does not constitute
137 "solitary confinement." The short-term placement of youth in individual cells for
138 purposes of facility or living unit security issues or for other short-term facility physical
139 plant safety and maintenance issues does not constitute "solitary confinement."

140 NEW SECTION. SECTION 3. The solitary confinement of juveniles is banned
141 in all King County detention facilities, except when based on the juvenile's behavior,
142 solitary confinement is necessary to prevent imminent and significant physical harm to
143 the juvenile detained or to others and less restrictive alternatives were unsuccessful.
144 Solitary confinement may not be used for disciplinary or punishment purposes. The
145 department of adult and juvenile detention must develop policies and procedures for
146 solitary confinement with the goal of limiting its use and duration. In determining the
147 policies and procedures, the department of adult and juvenile detention shall ensure
148 consistency with nationally accepted best practices, which are those established by the
149 Juvenile Detention Alternatives Initiative, and should include:

150 A. Preventative measures to protect the safety and security of incarcerated
151 juveniles and their peers, the staff of the department of adult and juvenile detention, other
152 persons who work in the facilities and visitors;

153 B. A requirement that solitary confinement be ended as soon as the juvenile
154 demonstrates physical and emotional control, and a limit on the duration of any solitary
155 confinement to no more than four hours in any twenty-four-hour period;

156 C. A requirement that any use of solitary confinement be subject to review by
157 supervisors;

158 D. A requirement that medical professionals assess or evaluate any youth housed
159 in solitary confinement as soon as possible after the youth's being placed in solitary
160 confinement, and that qualified mental health professionals evaluate and develop a care
161 plan, that may include hospitalization, for youth who are placed in solitary confinement
162 to prevent self-harm; and

163 E. Procedures to ensure youth's continued access to education, programming and
164 ordinary necessities, such as medication, meals and reading material, when in solitary
165 confinement.

166 NEW SECTION. SECTION 4. It is the policy of King County that the solitary
167 confinement of juveniles shall occur only rarely and in limited circumstances as
168 authorized in this ordinance. The policies and practices required by this ordinance are
169 intended to prevent the use of solitary confinement, and in the limited instances of its use,
170 ameliorate and mitigate the harms that result from solitary confinement of juveniles.

171 SECTION 5. Ordinance 12432, Section 2, as amended, and K.C.C. 2.16.120, are
172 each amended to read as follows:

173 A.1. The department of adult and juvenile detention is responsible to manage and
174 be fiscally accountable for the Seattle division, the Kent division, the juvenile division,
175 the community corrections division and the administrative services division, each of
176 which shall have equal standing within the department. Through the Seattle division and
177 the Kent division, the department shall operate the King County adult correctional facility
178 and the security operation of the work and education release unit in Seattle and the
179 Regional Justice Center adult correctional facility in Kent. Through the juvenile division,
180 the department shall operate the county's juvenile detention facility. Through the

181 community corrections division the department shall administer programs that provide
182 alternatives to confinement in the adult correctional facilities, as well as services and
183 support functions directed toward reduction of the adult correctional facilities'
184 populations. Through the administrative services division, the department shall
185 administer personnel operation, budget and fiscal operations and other central support
186 services for the department. In addition, the administrative services division shall be
187 responsible for the administration and monitoring of jail health expenditures and services
188 through a jail health levels of service agreement and contract with its health services
189 contractor. The division shall monitor the provision of health care services and is
190 responsible for ensuring that minimum inmate health care needs are met and monitoring
191 the cost-containment provisions for both operational and health care related costs.

192 2. The judges of the superior court have final authority for approval of all
193 screening criteria for admission to the juvenile detention facility and alternatives to
194 confinement in the juvenile detention facility. The department shall implement such
195 criteria approved by the superior court related to the juvenile detention facility. The
196 department shall implement the criteria approved by the superior and district courts
197 related to adult detention facilities and alternatives to confinement, subject to the
198 eligibility conditions in subsections E. and F. of this section. The department may also
199 accept, from the prosecuting attorney's pre-filing diversion program, persons arrested for
200 the following misdemeanor offenses for placement on work crews: possession of less
201 than forty grams of marijuana (RCW 69.50.4014); minor in possession of alcohol (RCW
202 66.44.270); possession of drug paraphernalia (RCW 69.50.412); and unlawful bus or
203 transit conduct (RCW 9.91.025, K.C.C. 28.96.010).

204 B. The duties of the Seattle division and the Kent division shall include the
205 following:

206 1. House adult persons who are any combination of arrested for, charged for or
207 held on investigation of a criminal offense;

208 2. House adult persons during trial, and before sentencing after conviction;

209 3. House adult persons serving sentences not exceeding one year;

210 4. Maintain records and process and identify property of persons confined or
211 committed to correctional facilities operated by the division;

212 5. Perform functions related to residential and building security, including
213 supervision of persons confined or committed to correctional facilities operated by the
214 division;

215 6. Transport confined or committed adult persons to and from court and provide
216 secure escort of those persons outside the facilities;

217 7. Provide nutritional meals daily to confined or committed adult persons,
218 including preparation of special meals in response to medical and religious requirements;

219 8. Provide health care to confined or committed adult persons in conjunction
220 with the Seattle-King County department of public health, including medical, dental and
221 psychiatric care;

222 9. Provide social services to and for confined or committed adult persons,
223 including, but not limited to, the following: classifying those persons; evaluating
224 mentally ill or developmentally disabled confined or committed persons, including
225 referral to available community programs; reviewing those persons with psychiatric
226 problems; reviewing other special population groups; providing general population group

227 management; and providing outside agency access to those persons including special
228 visitation, library, recreational and educational services; and

229 10. Ensure compliance with laws and regulations applicable to the management
230 and operation of the correctional facilities.

231 C. The ~~((principle))~~ principal function of the juvenile division is to operate the
232 county's juvenile detention facility in a safe, secure and humane manner as prescribed by
233 county ordinance, state law and court rules. The juvenile division shall ~~((administer))~~
234 work with the Seattle division and the Kent division to ensure that all divisions
235 effectuate, consistent with appropriate security measures and maintaining public safety,
236 the equal administration to all juveniles detained in detention facilities in King County of
237 alternatives to secure detention as approved by the court, a school program, a health
238 program and other related programs. ~~((The juvenile division shall be operated in a~~
239 ~~manner that will give))~~ It shall be the responsibility of the juvenile division to ensure that
240 all juveniles detained in any King County detention facility are given reasonable access
241 to the defense bar, juvenile probation counselors and social service providers and
242 educators in a timely manner, consistent with appropriate security measures and
243 maintaining public safety. All juveniles detained in any King County detention facility
244 shall have access to education programs and to educational hours of service as required
245 by state law.

246 D. The duties of the administrative services division shall include administering
247 personnel operations, budget and fiscal operations and other central support services
248 involving all divisions in the department to ensure consistency and efficiency of
249 operations. The department's director of the administrative services division shall

250 oversee these operations and services, and the operations and services shall conform to
251 county policies and procedures and to department guidelines and practices.

252 E. An individual is not eligible for the pretrial alternative to adult detention
253 entitled community corrections alternative program basic if the individual is charged with
254 a violent offense or sex offense and has one or more convictions of a violent offense or
255 sex offense, as defined in RCW 9.94A.030, in the ten years before the date of the charged
256 offense.

257 F. An individual is not eligible for the pretrial alternative to adult detention
258 entitled community corrections alternative program basic if the individual is charged with
259 a domestic violence felony offense and has one or more convictions of a domestic
260 violence felony offense, as defined in RCW 9.94A.525, in the ten years before the date of
261 the charged offense.

262 G. The executive shall not enter into any contractual relationship with any private
263 or nongovernmental entity for the provision of secure detention services to house any
264 adults or juveniles under the jurisdiction of the department under subsections B. and C. of
265 this section.

266 SECTION 6. The executive is requested to appoint an independent monitor or
267 monitors who, either alone or together, have expertise in adolescent development,
268 juvenile detention operations and corrections, officer safety and security and on trauma-
269 informed behavioral modification practices to monitor and report to the council on the
270 implementation of sections 2 through 5 of this ordinance twice, by September 1, 2018,
271 and by January 30, 2019. The monitor, or monitoring group, shall consult with
272 stakeholders, including representatives of the King County Juvenile Detention Guild

273 (Department of Adult and Juvenile Detention - Juvenile Detention) representing
274 employees in the department of adult and juvenile detention juvenile division in
275 preparing and completing the required reports. The reports shall include, but not be
276 limited to: a review of the number of times solitary confinement was used during the
277 evaluation period; an evaluation of the documentation of the circumstances for the use of
278 solitary confinement; a determination whether, for each instance solitary confinement
279 was used, it did not exceed four hours; an evaluation of the documentation of supervisory
280 review before the use of solitary confinement; an evaluation of the documentation that
281 youth in solitary confinement have been assessed or reviewed by medical professionals;
282 and an evaluation of the documentation of how youth subject to solitary confinement had
283 full access to education, programming and ordinary necessities, such as medication,
284 meals and reading material, when in solitary confinement.

285 SECTION 7. To the extent implementation of this ordinance requires
286 collective bargaining, the executive is requested to engage in negotiation with
287 bargaining representatives of affected employees to effectuate the policies
288 contained in this ordinance. In order to implement this ordinance, the executive
289 shall also identify and provide any needed staff training.

290 SECTION 8. The provisions of sections 2 through 5 of this ordinance as

291 they pertain to the operation of the department of adult and juvenile detention's
292 adult facilities become effective on July 1, 2018.
293

Ordinance 18637 was introduced on 11/6/2017 and passed as amended by the Metropolitan King County Council on 12/11/2017, by the following vote:

Yes: 7 - Mr. von Reichbauer, Mr. Dunn, Mr. McDermott, Mr. Dembowski, Mr. Upthegrove, Ms. Kohl-Welles and Ms. Balducci
No: 0
Excused: 2 - Mr. Gossett and Ms. Lambert

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

J. Joseph McDermott, Chair

ATTEST:

Melani Pedroza, Clerk of the Council

APPROVED this ____ day of _____, _____.

Dow Constantine, County Executive

Attachments: None

fiscal management committee, or its successor.

P7 PROVIDED FURTHER THAT:

Of this appropriation, \$1,000,000 shall not be expended or encumbered until the executive transmits a report of all changes to detention policies, procedures and practices consistent with Ordinance 18637 and a motion that acknowledges receipt of the report and a motion acknowledging receipt is passed by the council. The motion should reference the subject matter, the proviso's ordinance, ordinance section, and proviso number in both the title and body of the motion.

The report should include a description of each policy, procedure and practice that has been changed and a description of any additional resources needed to facilitate provision of programming, treatment, and services for adult age outs subject to Ordinance 18637.

The executive should file the report and a motion required by this proviso by December 31, 2019, in the form of a paper original and an electronic copy with the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers, the council chief of staff and the lead staff for the law and justice committee, or its successor.

P8 PROVIDED FURTHER THAT:

Of this appropriation, \$200,000 shall not be expended or encumbered until the executive transmits two reports on the implementation of Ordinance 18637, Sections 2 through 5, as they relate to confinement of juveniles in county detention facilities, each accompanied by a motion that should acknowledge receipt of each respective report and reference the subject matter, the proviso's ordinance, ordinance section and proviso number in both the title and body of the motion, and a motion acknowledging receipt of each report is passed by the council. Upon passage of each motion, \$100,000 is released for encumbrance or expenditure.

The two reports required by this proviso should build on the two reports submitted on practices related to the confinement of juveniles required by Ordinance 18637, Section 6. The two reports required by this proviso shall be prepared by an appointed, independent monitor or monitors who, either alone or together, have

YSC Behavior Management Forms and Reference Documents

FILLABLE FORMS	REFERENCE DOCUMENTS	INTENT OF FORM	WHY	WHEN	NOTES
Behavior Response Tracking	Youth Accountability Grid	Provides the available options to help youth develop the skills to be successful.	Documentation of behavior(s) and the recommendations for resolving the incident in a positive way.	To be used with the Youth Accountability Grid to document behaviors and to develop a response to address the behavior(s).	
Honor Level Agreement	B.R.I.D.G.E. Level Incentives	If a youth earns enough days to be an Honor Level, the Living Hall Staff initiates this form to indicate if the youth should be considered for promotion.	Youth are not automatically promoted to Honor Level. They must complete the application to indicate that they will demonstrate the behavior expected as an Honor Level. The youth must also find staff who are willing to sign the application before it will be considered for the promotion.	Youth have earned enough days in the level system to get promoted to Honor Level.	
Restrictive Housing Regulation Checklist	Restrictive Housing Policy Youth Accountability Check sheet Behavior Response Tracking Form	If an imminent threat exists this form will be used to document the transition from a cool-down to Restrictive Housing.	This form is used to document Restrictive Housing and the specific timelines for action.	After one (1) hour of dysregulation, notify the on-duty Supervisor and begin this form.	Form is initiated by the JDO and the on-duty Supervisor tracks the steps and stores the form in the Supervisor's Office.

YSC Behavior Management Forms and Reference Documents

FILLABLE FORMS	REFERENCE DOCUMENTS	INTENT OF FORM	WHY	WHEN	NOTES
Star Tracking Form	B.R.I.D.G.E. Level Incentives	A daily recording of the progress of youth in the level system.	This is a computer document that tracks each star earned by the youth. It helps JDOs track the progress of youth and identify patterns of pro-social and unsafe behaviors.	Used on a daily basis to track progress. Calculates levels and keeps track of stars.	Living Hall JDO will document the levels on the White Boards in the Living Halls, daily.
Youth Accountability Check List (15-Minute Check Sheet)	Restrictive Housing Policy	To track the location of each youth in the facility. Anytime a youth is in their room, in court, the school, gym etc. use a code to indicate the reason/location.	For safety and security reasons, the tracking of the location of each youth is required at all times and on all shifts.	Track youth activities and programming, log youth in their rooms using codes and documenting the reason.	

YSC Behavior Management Forms and Reference Documents

REFERENCE DOCUMENTS	INTENT	WHY	WHEN	NOTES
Restrictive Housing Policy	This policy documents the elements of the King County Council Ordinance for the Juvenile Division.			
B.R.I.D.G.E. Level Incentives	Defines the privileges/incentives earned for each level in the BRIDGE Level system.	This document is posted in each unit so the youth clearly know the benefit of progressing through the levels.		
Restorative Response Steps	This document shows a process map of the steps that may be taken beginning with the least restrictive.		To be used as a reference when a youth fails to regulate their behavior.	
Youth Accountability Grid	Provides examples of appropriate, restorative, and trauma-informed response options for unsafe behavior.	Provides possible ways to help youth regulate and meet expectations.	If youth displays a behavior listed under the behavior column, this grid identifies potential programming for the youth.	Time-Outs (Cool Down of 30 Minutes or Less) and Cool-Downs (up to 2 hours) can be a part of this grid but will be at the staff's discretion.
Star Allocation and Behavior Expectations	Explains how youth can earn stars throughout their day.	Provides youth and staff with clearly defined behavior expectations. Youth earn stars based upon demonstrated behaviors.		

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	<u>Chapter 6</u> <u>Inmate Classification and Discipline</u>		
6.03.011 Adult Age-Out Inmates	Approved By:	Interim Director J. Diaz	
	Effective Date:	April 30, 2019	
	Reviewed By:	Command Staff	
	Review Date:	April 20, 2019	
Distribution:	Restricted	Document Code No.	

Purpose

To establish guidelines for the treatment of Adult Age-Out Inmates (AAOs).

Policy

It is the policy of DAJD that the placement of AAOs into Restrictive Housing is prohibited unless, based on the AAO's behavior, it is necessary to prevent imminent and significant physical harm to the AAO or others, and there are no less restrictive alternatives. Restrictive Housing of AAOs shall not be used for disciplinary purposes.

References

Federal:	PREA
DAJD Policy:	6.03.001 Restrictive Housing 5.02.011 Juvenile Transfers 6.01.001 Classification Review
Forms:	F-809 Restrictive Housing Monitoring Checklist
KCC Ordinance:	Restrictive Housing Ordinance 18637

Definitions

Adult Age-Out Inmate (AAO): Those individuals who are 18 years of age or older who have either transferred to adult detention due to turning 18 years of age or who are entering solely on Juvenile probation or parole cases.

Restrictive Housing: The placement of an AAO in a locked room or cell, alone, with minimal or no contact with others - other than corrections, program or medical staff, and attorney of record; except that the following placements do not constitute Restrictive Housing:

1. Temporarily placing an AAO whose behavior presents a security issue for a Cool Down Period not to exceed two (2) hours.
2. Processing an AAO through the booking, intake, and assessment process where they may be placed in a single cell or interview room while necessary paperwork, orientation, or assessment screening are completed.

3. Placing an AAO in a single cell for a short period of time to address security, maintenance, or facility emergency issues such as a flood, fire, facility disturbance, security breach, etc., not based on the AAO's behavior,
4. Placing an AAO in a single cell during routine rack back to conduct security checks, headcounts, inspections, and other scheduled unit activities as outlined in unit post orders,
5. Placing an AAO in a single cell during ordinary scheduled unit sleeping, or rack-back periods,
6. Placing an AAO in a single cell for court, triage, medical or dental visits,
7. Allowing an AAO to stay in a single room or cell based on their voluntary desire to rest or be alone.

Cool Down Period: A period of time, not exceeding two hours, when a AAO whose behavior presents a Security Issue is racked back, alone, with minimal or no contact with others, other than corrections or medical staff.

Risk Assessment: An assessment made by the appropriate corrections staff to determine whether the AAO presents a Risk of Physical Harm.

Risk of Physical Harm: An AAO presents a Risk of Physical Harm if the AAO's behavior creates a risk of imminent and significant physical harm to the AAO or others. Typical behaviors which may lead to a determination that an AAO creates a Risk of Physical Harm include threats to staff or others, or physically aggressive behavior. A major destruction of property or facility disturbance may create a Risk of Physical Harm if such behavior creates a risk of imminent and significant physical harm to the AAO or others.

Security Issue: Any behavior that may impair the safe and secure operation of the facility. That includes, but is not limited to, behavior that constitutes a Risk of Physical Harm.

AAO Booking or Transfer Procedure

1. Whenever an AAO is booked or transferred into adult detention, the booking officer will add "Decline" in the charge narrative of the booking mask for the SIP system, so that anyone reviewing an inmate record can easily identify an AAO.
2. The booking officer will print a deck card for every inmate booked into adult detention. For AAOs, the booking officer will print a second deck card on yellow paper, in order to easily identify an AAO. In addition to making the yellow deck card for AAOs, the booking officer will send an email to "ZZGrp, DAJD Juvi Decline Notification" and provide the individual's name, BA or CCN, charge, and facility location, to notify appropriate staff of an AAO booking.
3. The booking officer will notify Classification staff assigned to ITR when an AAO is transferred or booked into adult detention.
4. If an AAO inmate is infracted for rule violations that warrant removal from the unit or general population housing, the yellow deck card will alert the unit officer that an immediate review is required by the on duty shift sergeant. This is necessary anytime an AAO's behavior warrants the temporary transfer to Restrictive Housing.

AAO Transfer from Juvenile Division Sergeant Responsibilities

In order to build a rapport, and ease the transition with the AAO transferring into the Adult Division, while reducing fear and anxiety in the AAO, the ITR sergeant or designated sergeant/acting sergeant:

- A. Will be notified by automated email of pending AAO transfer.
- B. Will meet with the AAO Face to Face at the Juvenile Division prior to the AAO's transfer, and document the meeting in the Roster Management Shift Notes.
- C. Will discuss with the AAO topics pertaining to the transition, which may include, but are not limited to:
 1. Charge information
 2. Family
 - a. Parents/Siblings/Guardians
 1. Are they local
 - b. Partner/Children
 1. Children ages
 2. Visits
 3. Friendships
 - a. Positives influences
 - b. Negative influences
 4. Support
 - a. Family and friends visits
 - b. Supportive social structure while in custody
 5. Education (Advise AAO that Programs staff will follow up directly.)
 - a. Education history
 - b. Last grade completed
 6. Jail Policy and Use of Force
 - a. Address the differences between the Juvenile and Adult Divisions
 7. The Inmate Handbook (a copy will be provided)
 8. Jail Overview
 - a. Floors/Housing
 - b. Commissary, visitation
 - c. Kites/Grievance Processes
 - d. Custody Level
 9. Future Plans
 - a. Programming needs/interest
- D. Classification staff will meet with AAO after a brief transition period, but within 24 hours, and conduct an initial assessment, followed by 30-day reviews.
 1. Answer any additional operations questions the AAO may have.

Procedures

1. AAOs will not be placed into Restrictive Housing unless the AAO poses a Risk of Physical Harm and there are no less restrictive alternatives.
2. Restrictive Housing shall not be used for disciplinary purposes.
3. An AAO who presents a Security Issue may be placed in their cell for a Cool Down Period not to exceed two hours.

4. If an AAO is not transferred back to general population (GP) housing following a Cool Down period, the on-duty shift sergeant will perform a Risk Assessment to determine whether the AAO can be placed in Restrictive Housing, and notify the on-duty shift commander.
5. The shift commander is responsible for notifying the division major by email anytime an AAO is placed in Restrictive Housing.
6. A Risk Assessment must subsequently be performed every four (4) hours, except during sleep periods, and documented on the AAO Restrictive Housing Monitoring Checklist (F-809).
7. If the AAO is not transferred back to GP housing following a Cool Down period, the unit officer is responsible for notifying the sergeant on duty. The unit officer must also notify Jail Health Services (JHS) to request an evaluation, and document the notification on the AAO Restrictive Housing Monitoring Checklist (F-809). JHS staff will evaluate and assess the AAO to identify potential health needs or possible symptoms of serious mental illness.
8. If the AAO is not released from Restrictive Housing within eight (8) hours, the sergeant on duty will notify JHS and request a referral to Jail Health Psychiatric Services (JHPS), and document on the AAO Restrictive Housing Monitoring Checklist (F-809).
9. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify Classification and JHS staff. Classification staff will be responsible for developing a behavior management plan in consultation with Corrections staff and JHS. The unit officer is responsible for documenting the notification on the AAO Restrictive Housing Monitoring Checklist (F-809).
10. If the AAO is not released from Restrictive Housing within sixteen (16) hours, the sergeant on duty will notify JHS who will begin to assess the AAO daily. Upon notification, JHS will begin to assess the AAO daily, and inform the unit officer who will document the notification on the AAO Restrictive Housing Monitoring Checklist form (F-809).
11. An AAO will be removed from Restrictive Housing when it is apparent that the AAO no longer presents a Risk of Physical Harm. The shift commander is responsible for the ongoing monitoring of an AAO in Restrictive Housing with appropriate staff and removing the AAO from Restrictive Housing when appropriate. The unit officer is responsible for documenting when an AAO is released from Restrictive Housing on the AAO Restrictive Housing Monitoring Checklist (F-809).

Programs

Program staff will be notified via the "ZZ Grp email" that an AAO has been booked or transferred into adult detention, and will be responsible for contacting the AAO within 72 hours of the transfer or booking. Program staff will inquire about school and offer other available programming. If the AAO is eligible and opts to participate, programs staff will be responsible for enrolling them.

JUVENILE DIVISION POLICY

Title: J-YMrP-13.004-2019 Restrictive Housing
 Affected Agencies: DAJD, Juvenile Division



Division Director: _____

Date: 5/9/19

Department Director: _____

Date: 6/5/19

Date effective: 6/6/2019

MARI TAMURA, INTERIM DIV. DIRECTOR

JOHN DIAZ, INTERIM DASD DIRECTOR

King County

I. Purpose

This policy provides that the Restrictive Housing of a youth is prohibited unless, based upon the youth's behavior, it is necessary to prevent imminent and significant physical harm to the youth or others, and there are no less restrictive alternatives. Restrictive Housing shall not be used for disciplinary purposes.

II. Applicability and Audience

King County Adult and Juvenile Detention, Juvenile Division

III. Definitions

Cool Down Period:

A period of time, not exceeding two hours, when a youth is placed in a locked room or cell, alone, because the youth presents a Security Issue, with the intent that the youth regain control over their behavior during this short period of time.

Security Issue:

Any behavior that may impair the safe and secure operation of the facility. This includes, but is not limited to, behavior which constitutes a Risk of Physical Harm.

Risk of Physical Harm:

A youth poses a Risk of Physical Harm if the youth's behavior creates a risk of imminent and significant physical harm to the youth or others. Typical behaviors which may lead to a determination that a youth creates a Risk of Physical Harm include threats to staff or others, or physically aggressive behavior. A major destruction of property or facility disturbance may create a Risk of Physical Harm if such behavior creates a risk of imminent and significant physical harm to the youth or others.

Restrictive Housing:

The placement of a youth in a locked room or cell, alone, with minimal or no contact with people other than detention staff or attorneys.

The following does not constitute Restrictive Housing:

1. Placing a youth whose behavior presents a Security Issue in an individual room or cell for no more than two (2) hours (Cool Down Period).

2. Placing a youth in an individual room or cell for a short period of time to address security, maintenance, or emergency issue (e.g., a flood, fire, riot) not based on the youth's behavior.
3. Placing a youth in an individual room or cell during ordinary sleeping or rest period (to include short breaks between programming), or when a youth chooses to remain in an individual room or cell to rest.
4. Placing a youth in the Health Clinic under Medical or Mental Health observation.
5. Placing a youth in a single room or cell to maintain compliance with PREA during court breaks while at an adult facility or juvenile detention for the purpose of attending a trial or other court hearing.
6. Keeping youth detained under RCW Chapter 13.32A (the BECCA bill) or under a material witness warrant separated from youth detained on criminal charges.
7. The processing of youth through the booking, intake, and assessment process where they may be placed in a single cell or interview room while necessary paperwork, orientation or assessment screening are completed.

IV. Policy

- A. The Restrictive Housing of a youth is prohibited unless the youth poses a Risk of Physical Harm and there are no less restrictive alternatives available. Restrictive Housing may not be used for disciplinary purposes. While in Restrictive Housing, a youth will still be eligible for medical and mental health services, as well as programming that meets their specific needs, complies with legal requirements, and ensures safety and security.
- B. A youth who presents a Security Issue may be placed in an individual room or cell for a Cool Down Period not to exceed two hours. The nature of the Security Issue must be documented.
- C. If a youth has not already been reintegrated into the general population during the Cool Down Period, a Supervisor and JDO shall meet with the youth at the end of the Cool Down Period in order to determine whether the youth poses a Risk of Physical Harm. If no such risk is present, the youth must be reintegrated into the general population. If such risk is present the youth may be placed into Restrictive Housing. The Supervisor shall document the basis for such placement.
- D. After a youth is placed into Restrictive Housing, in the following two (2) hours, a Supervisor and JDO must again review whether the youth poses a Risk of Physical Harm. Such assessment must subsequently be performed every four (4) hours except during ordinary sleeping periods (between 2000 hours and 0800 hours). If Restrictive

Housing continues into a subsequent calendar day, the assessments for any day thereafter shall respectively be completed prior to 0800 hours, prior to 1200 hours, and prior to 1600 hours. If the youth continues to be held in Restrictive Housing, each assessment shall include documentation of the reasons for such decision.

- E. A youth must be removed from Restrictive Housing after any assessment where it is apparent that the youth no longer presents a Risk of Physical Harm.
- F. All youth held in Restrictive Housing must be seen by a doctor, nurse, or nurse practitioner (Medical Professional) as soon as available but no more than four (4) hours after the youth has been placed in Restrictive Housing, or immediately prior to an ordinary sleep period, to assess the well-being of the youth. If a youth is kept in Restrictive Housing for longer than twenty-four (24) hours (including rest periods), a Medical Professional shall assess the well-being of the youth at least once a day for as long as the youth remains in Restrictive Housing.
- G. Within eight (8) hours of being placed in Restrictive Housing, or immediately prior to an ordinary sleep period, the youth must be seen by a licensed mental health professional ('MHP') who must assess whether continued use of Restrictive Housing is detrimental to the youth's mental health if a MHP is on duty at that time. If no MHP is on duty at that time, the assessment must be completed by detention nursing staff. If deemed inappropriate, the MHP or nursing staff member may direct that the youth be transferred from Restrictive Housing to the infirmary for medical or mental health observation.
- H. If a youth is held in Restrictive Housing for longer than eight (8) consecutive hours, a supervisor must make a good faith effort to call the parent or legal guardian of the youth and inform them that the youth has been placed in Restrictive Housing.
- I. The placement of any juvenile in Restrictive Housing must also be reviewed at the daily meetings that include juvenile detention staff, supervisors, and mental health providers.
- J. If a youth is kept in Restrictive Housing for longer than twenty-four (24) hours, the youth must be seen by a MHP within one (1) business day. A MHP must conduct another evaluation of the youth every five (5) days that the youth remains in Restrictive Housing.
- K. The decision to keep a youth in Restrictive Housing beyond 24 hours (including rest periods) must be reviewed and approved by the Chief of Operations/Security or designee. Such review and approval must be documented every twenty-four (24) hours.
- L. If a youth who is held in Restrictive Housing makes a reasonable request to speak with a parent or legal guardian, a JDO or supervisor will make reasonable efforts to give the youth the opportunity to speak with a parent or legal guardian at no cost to the youth at least once per day.

- M. In compliance with the *Supervision and Safety of Youth* Policy, a safety and security check shall be performed on the youth, four (4) times per hour (approximately every fifteen (15) minutes) during the hours of 0700 – 2300; three (3) times per hours (approximately every twenty (20) minutes) during the hours of 2300 – 0700 or in special circumstances as outlined by policy (e.g. youth on mental health observation).

V. Implementation Plan

- A. This policy becomes effective for the DAJD Juvenile Division, after the policy is signed by the Department Director or designee. The DAJD Juvenile Division is responsible for implementation of this policy.
- B. The DAJD Juvenile Division is responsible for communicating this policy to the management structure within their respective agencies and other appropriate parties.

VI. Maintenance

- A. This policy will be maintained by the Juvenile Division Director, Department Director or its successor agency.
- B. This policy will automatically expire five (5) years after its effective date. A new, revised, or renewed policy will be initiated by the Juvenile Division Director, Department Director or its successor agency prior to the expiration date.

VII. Consequences for Noncompliance

Consequences for noncompliance are outlined in Collective Bargaining Agreements, King County code of Conduct, King County Personnel Guidelines.

VIII. References:

State, Federal and Governing Agency Policies:

King County Ordinance 18637, December 21, 2017

RCW Chapter 13.32A Family Reconciliation Act

RCW 28A.225 BECCA Truancy Proceedings

RCW 13.32A.140 Child in Need Of Services

RCW 13.32A.191 At Risk Youth

King County:

Juvenile Detention Policies, Procedures, Operating Instructions:

Investigations, Incident and Preliminary Reports

Supervision and Safety of Youth

J-YMrF-13.004.10 Restrictive Housing Assessment Checklist

Appendices:

CR 2A Agreement between King County and Columbia Legal Services and Plaintiffs Charles Stokes, Javier Rudy, Kimauri Carroll and Darrius Bruton

- 1- Plaintiffs agree to dismiss the pending suit as to any claims against King County, C.S. v. King County, 17-cv-01560-JCC, and that this agreement resolves the allegations contained in the suit as well as damages claims based on the allegations contained in the suit and in tort claims 60465, 60466, 60467, 60468.
- 2- The Plaintiffs agree to sign releases of all individual claims they may have against King County and other forms required to execute the monetary settlement.
- 3- King County will pay a total sum of \$240,000 in settlement of these claims. \$25,000 of that sum is allocated as attorneys' fees to be payable to Columbia Legal Services.
- 4- King County agrees that the solitary confinement of juveniles is banned in all King County detention facilities, except when based on the juvenile's behavior, solitary confinement is necessary to prevent imminent and significant physical harm to the juvenile detained or to others and less restrictive alternatives were unsuccessful. Solitary confinement may not be used for disciplinary or punishment purposes.
- 5- King County agrees that any use of solitary confinement will be discussed and reviewed at the daily meeting that includes Juvenile Detention staff, supervisors and Mental Health providers.
- 6- King County agrees to provide Columbia Legal Services with a copy of the monitor's reports upon receipt of such reports pursuant to King County Ordinance 18637. King County further agrees to provide self-monitoring reports, which will include the same data required to be included in the monitor's reports, quarterly in 2019, 2020 and 2021, with the final quarterly report due by January 31, 2022.
- 7- King County agrees that the scope of the monitor appointed under King County Ordinance 18637 shall include looking at alternatives to solitary confinement and making recommendations to the County on efforts to avoid placing juveniles in solitary confinement. Further, King County agrees that the scope of the monitor's work also includes reviewing any transfer of a juvenile to an adult detention facility. This does not include the temporary transfer for the purpose of attending a court hearing but refers a transfer for purposes of housing.
- 8- King County's Juvenile Grievance procedures/process are subject PREA audit in October of 2018. King County will provide a copy of the audit report to Columbia Legal Services upon receipt.
- 9- King County agrees to consider, in good faith, the opinion of Columbia Legal Services and/or its retained experts in drafting its Solitary Confinement policy and related policies intended to incentivize youth to maintain good behavior.
- 10- King County agrees to include in the appropriate policy that if a mental health professional is on duty, such professional will assess any juvenile held in solitary confinement within 8 hours of placement. If no mental health provider is on duty at that time, such assessment shall be done by detention nursing staff.
- 11- King County agrees to make a good faith attempt to notify a parent or legal guardian when a juvenile is held in solitary confinement for a period of time exceeding 8 consecutive hours.

- 12- King County agrees that if a juvenile in solitary confinement makes a reasonable request to speak with a parent or guardian that King County will make reasonable efforts for the juvenile to speak with such parent or guardian at no cost to the juvenile at least once per day.
- 13- King County agrees to make a good faith attempt to notify a parent or legal guardian when a juvenile who is confined in its facilities has visited a hospital but was not admitted into the hospital.
- 14- King County agrees to make a good faith attempt to notify a parent or legal guardian when a juvenile who is confined in its facilities has been admitted into a hospital. King County's goal will be to make this notification as soon as practicable and will attempt to do so no more than two hours after admission.
- 15- This agreement expires on January 31, 2022. However, if Plaintiffs submit a request to mediate based on noncompliance by April 1, 2022, this agreement shall extend until that dispute is resolved.
- 16- For each juvenile Plaintiff, this agreement is subject to approval of either a court or a settlement Guardian Ad Litem.
- 17- Plaintiffs will be solely liable for any income tax liability due on any portion of the Settlement Sum. King County is not required to pay any further sums to plaintiffs individually or their counsel, even if the tax liabilities and consequences are ultimately assessed in a fashion which they do not presently anticipate. Neither King County nor its attorneys have made any representations to Plaintiffs concerning any tax aspects of the payment. King County will file tax reporting forms in accordance with the applicable federal regulations.
- 18- Enforcement: The parties agree that any dispute under this agreement shall be required to be mediated for at least one day with Judge Paris Kallas prior to any other action to enforce. If Judge Kallas is not available the parties will attempt to agree to another mediator. If no agreement can be reached, the parties stipulate that the first available Judicial Dispute Resolution mediator will be used. If the parties have not reached agreement following mediation, either party may seek enforcement of the terms of this agreement or the final settlement agreement in an appropriate court, which shall be in King County Superior Court or the superior court of an adjacent county.
- 19- Third party beneficiaries of this settlement are not parties to the settlement and do not have the right to sue to enforce this agreement. However, the parties expressly agree that Columbia Legal Services has standing to enforce this agreement and the final agreement between the parties.
- 20- The parties agree that this constitutes an agreement under CR 2A. The parties will draft and execute a final settlement agreement by Friday, April 13, 2018.
- 21- The parties agree that policy changes will be implemented by King County upon discharge of the County's obligations to bargain the effects of such policies with labor unions.
- 22- The parties agree that this settlement agreement does not jeopardize Plaintiffs ability to bring claims against the Kent School District under this federal court cause number.
- 23- The provisions of this Agreement will not be construed against either party. If any of the provisions of this agreement are held to be invalid or unenforceable, the remaining provisions will nevertheless continue to be valid and enforceable.

For King County:

Janice Altier, KC Ride Manager

For Columbia Legal Services and Plaintiffs Charles Stokes, Javier Rudy, Kimauri Carroll and Darrius Bruton.

MSS, ATTORNEY FOR PLAINTIFFS

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 7 Inmate Services	
7.03.005 Hygiene	Approved By:	Director W. Hayes
	Effective Date:	August 14, 2017
	Reviewed By:	PRC Committee
	Review Date:	January 20, 2017
Distribution:		Document Code No.

Purpose

To ensure inmates have access to resources necessary to maintain personal hygiene.

Policy

It is the policy of the department to provide inmates with clothing, certain personal items, and shower access with which to maintain their personal hygiene.

References

WAC: 289-20-280, 289-20-265

NCCHC 2003 Standards for Health Services in Jails (F-04)

Department Policies: 6.03.001, Restrictive Housing
6.03.007, Transgender Inmates
7.03.003, Clothing, Bedding, and Linen Supplies
7.02.006, Suicide Prevention and Psychiatric Referrals
7.03.007, Razors

General Guidelines

1. All inmates shall have access to shower facilities with hot and cold running water.
2. All inmates being housed shall be provided with the following items, as needed:
 - a. Soap
 - b. Toothbrush and fluoridated toothpaste
 - c. Comb
 - d. Toilet paper
 - e. Sanitary napkins/tampons
3. Hair and nail clippers, along with razors for shaving, shall be made available by the department or through commissary to inmates following department policy (refer to 7.03.007, Razors, Nail and Hair Clippers).
4. Access to a toilet, drinking water, heat and ventilation, a clean mattress, bedding, clean towels, and clothing shall be provided to each inmate.
5. Clean clothing or laundry service for clothing, towels, and linen shall be offered following department policy (refer to 7.03.003 Clothing, Bedding, and Linen Supplies).
6. Certain items may be withheld from certain inmates following department policy (refer to 7.02.006, Suicide Prevention and Psychiatric Procedures).

7. All inmates are expected to shower routinely.
8. An inmate may not be denied dayroom/shower access based on behavior that is a manifestation of their mental illness that does not threaten staff or facility security without supervisor approval.

B. Procedure

1. The following items shall be issued to inmates being housed, some items below may be withheld from certain inmates following department policy (refer to 7.02.006, Suicide Prevention and Psychiatric Procedures):
 - a. One pair of underwear
 - b. One bra (female/transgender inmates only, following department policy, refer to, 6.03.007 Transgender Inmates).
 - c. One pair of socks
 - d. One uniform top and bottom
 - e. Two sheets
 - f. One blanket
 - g. One towel
 - h. Two bars of soap
 - i. One comb
 - j. One toothbrush
 - k. One tube of toothpaste
2. Inmates may obtain additional hygiene/grooming items from the commissary service.
3. Shower schedules for the KCCF and the MRJC shall be established for each housing area. Individual usage shall not be documented, except for restrictive housing areas where shower access is limited.
4. Inmates in restrictive housing may shower during their scheduled one-hour out (refer to department policy 6.03.001, Restrictive Housing).
5. Psychiatric Housing:
 - a. Inmates housed in-group psychiatric housing may shower at any time during their open dayroom time.
 - b. Inmates in restrictive housing are given one-hour access to the dayroom at least once every 72 hours. During this time, they may choose to shower.
 - c. Those times when restrictive housing inmates are in the dayroom, or when they choose not to go to the dayroom, shall be documented in the unit logbook.
 - d. A mentally ill inmate may not be denied dayroom/shower access based on behavior that is a manifestation of mental illness that is not a threat to the safety or security of staff or the facility without supervisor approval.
 - e. If denial is approved by a supervisor, a deck logbook entry shall be made articulating the behavior that is not a manifestation of mental illness authorizing the denial of access.
 - f. All requests for restricting dayroom access that are denied by a supervisor shall be logged in the deck logbook.
6. Infirmary (KCCF):
 - a. Showers are available in most infirmary rooms, and are freely available to inmates.

- b. Those inmates housed in rooms without showers shall be scheduled for showers, which will be documented in the logbook.

 King County	Department of Adult and Juvenile Detention Adult Division General Policy Manual	
	Chapter 8 Inmate Programs	
8.03.003 Inmate Recreation	Approved By:	Director W. Hayes
	Effective Date:	April 17, 2008
	Reviewed By:	PRC Committee CPA
	Review Date:	April 17, 2019
Distribution:		Document Code No.

Purpose

To provide an opportunity for inmates to relieve mental and emotional pressures through the use of recreational games and physical exercise.

Policy

It is the policy of this Department that each inmate shall be provided an opportunity for physical exercise to be scheduled in accordance with state law, court settlements and industry standards.

References

WAC:	137-32-030.1f Conditions of Confinement
RCW:	70.48.071
Court Settlement:	Bachmeier, et al., 1999
DAJD Policy:	6.03.001, Restrictive Housing

Definitions

Restrictive Housing: A management routine and housing assignment separate from other inmates. This placement and classification is a managerial (administrative) decision applied to an inmate(s) whose continued presence in general population presents a serious threat to staff, self, other inmates, or property.

A. General Guidelines

1. At the Kent Division, unit officers will pick up recreation supplies for the inmates, such as basketballs, board games, cards, and art supplies. Supplies are located in the Corrections Programs Administrator's Office.
2. At the Seattle Division, the Corrections Program's Administrator (CPA) or their designee, in accordance with the inmate's individual security status, shall:
 - a. Determine the eligibility of inmates for recreational programs.
 - b. Coordinate recreation scheduling.
 - c. Schedule special custody dayroom time.
 - d. Post the schedules.
3. Officers shall immediately notify the Duty Sergeant if any recreational equipment or parts that may be utilized as a weapon are unaccounted for.
4. Officers shall immediately file a report on the missing or damaged equipment and

forward the report through the chain of command with a copy sent to DAJD Finance Office.

B. Inmate Recreation Activities

1. Outdoor recreation includes basketball, walking, jogging, and a pull-up bar in limited housing areas.
2. Indoor recreation may consist of various board games, assorted cards, puzzles, art paper, and colored pencils.
3. Recreation is available to general population during rack out times.
4. Recreation is available to Ad-Seg and medical inmates, with scheduling provided by the CPA or designee.

C. General Population

1. General population inmates will normally receive three hours of recreation per week.
2. A recreation schedule will be posted at each Control or Staff Station, and inmate group housing areas.

D. Special Custody Inmates

1. Inmates housed in Special Custody area, i.e. protective custody, ultra security, restrictive housing, developmental, psychiatric, suicidal, or medical, may require special scheduling, individual exercise programs and special equipment.
2. Each Special Custody group will have a separate schedule provided by the CPA or their designee. The schedule will be given to Floor Control and the housing unit officer, and posted in the dayroom when appropriate.
3. Corrections Program Specialists (CPS) will house inmates according to their security level, which will determine the inmate's recreational privilege.
4. Restrictive housing inmates will normally be scheduled for three hours of individual recreation per week.
5. Ultra Security inmates located on the 11th floor only shall be scheduled for five hours of individual recreation per week in compliance with court settlement.

E. Recreational Equipment, and Games

1. Items used in the jail for recreation programs shall be authorized by the CPA or their designee and approved by the Administrative Captain.
2. The CPA or their designee is responsible for purchasing and distributing equipment and games.

F. Yard Inspections and Repairs

The Officer shall:

- a. Inspect activity areas and recreation yards for potential security breaches, damage and concerns. This shall be done on a daily basis at the beginning of each shift.
- b. Notify the Duty Sergeant and log any concerns or breaches of security immediately.
- c. Along with the Duty Sergeant, determine the need to close the yard and coordinate any shakedowns.

WAC 392-122-228 Alternative learning experiences for juvenile students incarcerated in adult jail facilities. (1) A school district alternative learning experience for juvenile students incarcerated in adult jail facilities may make use of digital and/or online curricula, and may be delivered over the internet or using other electronic means. A school district alternative learning experience for juvenile students incarcerated in adult jail facilities may also include participation by students and parents in the design and implementation of a student's learning experience.

This section provides an alternative method of determining full-time equivalent enrollment and claiming state funding for public school learning experiences that are:

(a) Individual courses of study for juvenile students incarcerated in adult jail facilities. "Adult jail facility" means any jail operated under the authority of chapter 70.48 RCW;

(b) Supervised, monitored, assessed, and evaluated by school staff. As used in this section, "school staff" means certificated instructional staff of the school district according to the provisions of chapter 181-82 WAC, or a contractor pursuant to WAC 392-121-188;

(c) Provided in accordance with a written alternative learning experience plan that is implemented pursuant to the school district board's policy for alternative learning experiences; and

(d) Provided in whole or part, outside the regular classroom setting, including those learning experiences provided digitally via the internet or other electronic means.

This section sets forth the standards, procedures, and requirements for state funded alternative learning experiences for juvenile students incarcerated in adult jail facilities. This section is not intended to prevent or limit alternative education programs provided by a school district with federal or local resources. An alternative learning experience for a juvenile student incarcerated in adult jail facilities may be counted as a course of study pursuant to WAC 392-121-107 if the following requirements are met:

(2) School district board policies for alternative learning experiences: The board of directors of a school district claiming state funding for alternative learning experiences for juvenile students incarcerated in adult jail facilities shall adopt and annually review written policies for each alternative learning experience program and program provider that:

(a) Require a written plan for each student participating in an alternative learning experience for juvenile students incarcerated in adult jail facilities that meets the minimum criteria pursuant to sub-section (4) of this section;

(b) Describe how student performance will be supervised, monitored, assessed, evaluated, and recorded by school staff. Such

description shall include methods for periodic grade reporting, if different from existing school district policy;

(c) Require each juvenile student who is incarcerated in an adult jail facility and enrolled in an alternative learning experience to have direct personal contact with school staff at least weekly, until the student completes the course objectives or the requirements of the learning plan. Such direct personal contact must be for a period not less than thirty minutes per week. Direct personal contact shall be for the purposes of instruction, review of assignments, testing, re-reporting of student progress, or other learning activities. Direct personal contact means a face-to-face meeting with the student;

(d) Require that each student's educational progress be reviewed at least monthly and that the results of each review be communicated to the student;

(e) Designate one or more school district official(s) responsible for approving specific alternative learning experience programs or courses, monitoring compliance with this section, and reporting at least annually to the school district board of directors on the pro-gram. This annual report shall include at least the following:

(i) Documentation of alternative learning experience student headcount and full-time equivalent enrollment claimed for basic education funding;

(ii) A description of how certificated and classified staff are assigned program management and instructional responsibilities that maximize student learning, including the ratio of certificated instructional staff to full-time equivalent students;

(iii) A description of how a written student learning plan pursuant to subsection (4) of this section, is developed, and student performance supervised and evaluated, by certificated staff;

(iv) A description of how the program supports the district's overall goals and objectives for student academic achievement; and

(v) Results of any self-evaluations conducted pursuant to subsection (7) of this section;

(f) Satisfy the office of superintendent of public instruction's requirements for courses of study and equivalencies (chapter 392-410 WAC); and

(g) For alternative learning experience courses offering credit, or for alternative learning experience programs issuing a high school diploma, satisfy the state board of education's high school graduation requirements (chapter 180-51 WAC).

(3) Alternative learning experience implementation standards:

(a) Alternative learning experiences shall be accessible to all juveniles incarcerated in adult jail facilities, including those with disabilities. Alternative learning experiences for special education students shall be provided in accordance with chapter 392-172A WAC.

(b) It is the responsibility of the school district or school district contractor to ensure that enrolled juvenile students incarcerated in adult jail facilities have all curricula, course content, instructional materials, and other learning resources essential to successfully complete the requirements of the written student learning plan.

(c) Contracting for alternative learning experiences shall be subject to the provisions of WAC 392-121-188 and RCW 28A.150.305.

(d) The school district shall institute reliable methods to verify a student is doing his or her own work. The methods may include proctored examinations or projects, including the use of

web cams or other technologies. "Proctored" means directly monitored by an adult authorized by the school district.

(4) Written student learning plan: Each juvenile student incarcerated in an adult jail facility who is enrolled in an alternative learning experience course of study shall have a written student learning plan designed to meet the student's individual educational needs. The written student learning plan may be developed in partnership with the student, with recognition that school staff has the primary responsibility and accountability for the plan, including supervision and monitoring, and evaluation and assessment of the student's progress. The written student learning plan shall include, but not be limited to, the following elements:

(a) A beginning and ending date for the learning experience;
(b) An estimate of the average number of hours per week that the student will engage in learning activities to meet the requirements of the student learning plan. This estimate may be used in reporting enrollment in compliance with subsection (5) of this section and must be based upon the criteria in subsection (6) of this section;

(c) A description of how weekly contact requirements will be fulfilled;

(d) A description of the specific learning goals and performance objectives of the alternative learning experience. This requirement may be met through the use of course syllabi or other similarly de-tailed descriptions of learning requirements. The description shall clearly identify the requirements a student must meet to successfully complete the course or program;

(e) Identification of instructional materials essential to successful completion of the learning plan; and

(f) A description of the timelines and methods for evaluating student progress toward the learning goals and performance objectives specified in the learning plan.

The written student learning plan shall identify whether the alternative learning experience meets one or more of the state essential academic learning requirements or any other academic goals, objectives, and learning requirements defined by the school district. For a high school alternative learning experience, the plan shall specify whether the experience meets state and district graduation requirements.

(5) Enrollment reporting: Effective the 2009-10 school year, the full-time equivalency of juvenile students incarcerated in adult jail facilities who are enrolled in alternative learning experience pro-grams shall be determined as follows:

(a) Using the definition of full-time equivalent student in WAC 392-122-225(1) and the estimated average weekly hours of learning activity described in the written student learning plan on the first enrollment count date on or after the start date specified in the writ-ten student learning plan; and

(b) The enrollment count shall exclude students meeting the definition of enrollment exclusions in WAC 392-121-108 or students who have not had direct personal contact with school staff for ten consecutive school days. Any such student shall not be counted as an enrolled student until the student has met with appropriate school staff and resumed participation in his or her alternative learning experience or participated in another course of study as defined in WAC 392-121-107.

(6) Accountability for student performance:

(a) At minimum, juvenile students incarcerated in adult jails who are enrolled in alternative learning experiences shall have their educational performance evaluated according to the following process and schedule:

(i) Each student's educational progress shall be reviewed at least once per month. The progress review shall be based on the learning goals and performance objectives defined in the written student learning plan.

(ii) The progress review shall be conducted by school staff and shall include direct personal contact with the student. The results of the review shall be communicated to the student.

(iii) Based on the progress review, school staff shall determine and document whether the student is making satisfactory progress in

completing the learning activities and reaching the learning goals and performance objectives defined in the written plan.

(iv) If the student fails to make satisfactory progress for no more than two consecutive evaluation periods or if the student fails to follow the written student learning plan, an intervention plan de-signed to improve student progress shall be developed and implemented. This intervention plan shall be developed by school staff in conjunction with the student.

(v) If, after no more than three subsequent evaluation periods, the student still is not making satisfactory progress, a plan designed to more appropriately meet the student's educational need shall be developed and implemented by school staff.

(b) The educational progress of juvenile students incarcerated in adult jail facilities who are enrolled in alternative learning experiences shall be assessed at least annually, using, for full-time students, the state assessment for the student's grade level and using any other annual assessments required by the school district.

(7) Program evaluation: School districts offering alternative learning experiences to juvenile students incarcerated in adult jail facilities shall engage in periodic self-evaluation of these learning experiences in a manner designed to objectively measure their effectiveness, including the impact of the experiences on student learning and achievement. Self-evaluation shall follow a continuous improvement model, and may be implemented as part of the school district's school improvement planning efforts.

(8) Annual reporting: Each school district offering alternative learning experiences shall report annually to the superintendent of public instruction on the types of programs and course offerings subject to this section, including student headcount and full-time equivalent enrollment claimed for basic education funding. The report shall identify the ratio of certificated instructional staff to full-time equivalent students enrolled in alternative learning experience courses or programs. The report shall separately identify alternative learning experience enrollment of students provided under contract pursuant to RCW 28A.150.305 and WAC 392-121-188.

(9) Documentation: In accordance with required records retention schedules, a school district claiming state funding for alternative learning experiences shall maintain the following written documentation available for audit:

(a) School board policy for alternative learning experiences pursuant to this section;

(b) Annual reports to the school district board of directors as required by subsection (2)(g) of this section;

(c) Annual reports to the superintendent of public instruction as required by subsection (8) of this section;

(d) The written student learning plans required by subsection (4) of this section, including documentation of required weekly direct personal contact;

(e) Student progress reviews, evaluations, and assessments required by subsection (6) of this section; and

(f) Student enrollment detail substantiating full-time equivalent enrollment reported to the state, including estimated total hours of participation in educational activities, and any actual documentation of hours of learning for those students failing to make satisfactory progress.

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[Statutory Authority: RCW 28A.150.290. WSR 10-20-055 and 10-20-127, § 392-122-228, filed 9/27/10 and 10/5/10, effective 10/28/10 and 11/5/10.]

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KING COUNTY
Juvenile Division Operations Manual
Title

Department of Adult and Juvenile Detention
Policy Number: 12.6

Education Services in Secure Detention

Approved

Division Director

Department Director

12/13/11

Date

12/5/11

Date

Effective Date of Policy:

12/13/2011

DEFINITIONS

1. Alternative Education - Services other than teacher-led, in-classroom services delivered at Regular Detention School. There are two types of Alternative Education: Transition School and Unit-based School.
2. Regular Detention School - The regular education services provided by contract with Seattle Public School's (SPS) Interagency School. These services consist of daily (Monday-Friday) SPS teacher-led and classroom-based education delivered to an entire Living Unit.
3. Transition School -Temporary, Alternative Education for selected detainees consisting of a minimum of two hours per day of SPS teacher-led continuous instruction to a small group of detainees, generally at a ratio of 1 teacher to no more than 4 detainees.
4. School Time-Out – A brief removal from Regular Detention School but under no circumstances for an entire school day, for detainees who engage in disruptive behavior in the classroom.
5. Unit-based School -Temporary, Alternative Education for selected detainees who are not able to participate in Regular Detention School or in Transition School. Unit-based School is generally conducted in the Unit where the detainee is housed and consists of a minimum of two hours per day of SPS teacher interaction, which may be performed in a series of smaller time blocks of initial instruction to individualized lesson plans, and subsequent review and discussion by a SPS teacher.

REFERENCES

1. Stipulation and Order of Partial Settlement in King County Superior Court Cause No. 90-2-16125-1, *T.I., et al. v. Harold Delia, et al.*
2. *Tommy P. v. Board Of County Commissioners Of Spokane County*, 97 Wn.2d 385, 645 P.2d 697 (1982).
3. Chapter 28A. 225 RCW.
4. Chapter 13.40 RCW.

FORMS

1. Alternative Education Placement Referral And Notice.
2. Alternative Education Placement Hearing Results.
3. Daily Absent From Regular Detention School Tracking Form.
4. Alternative Education Placement Replacement Services.

Title

Education Services in Secure Detention

POLICY

1. It is the policy of the Department of Adult and Juvenile Detention (DAJD) Juvenile Division that youth in detention will receive education services as required by law.
2. DAJD Juvenile Division contracts with Seattle Public Schools for the provision of education services. Seattle Public Schools are responsible for drafting content, providing teachers, and meeting appropriate education guidelines in the State of Washington, including for special education.
3. DAJD Juvenile Division is responsible for providing sufficient space for educational services. Sufficient space has been determined to be a total of ten (10) rooms, each capable of accommodating up to fourteen (14) detainees, a teacher, and teaching equipment. If the number of students in Regular Detention School exceeds one hundred and forty (140) detainees, DAJD Juvenile Division shall provide temporary space for regular educational services.
4. Detainees may only be removed from Regular Detention School based on established guidelines contained herein. Detainees may not be removed from Regular Detention School (a) due to lack of space or teachers, (b) for conduct not imminently related to school, or (c) without adequate procedural safeguards as detailed below.
5. Detainees who are removed from Regular Detention School for an entire day shall be assigned to Alternative Education. The goal is for detainees in Alternative Education to return to Regular Detention School as soon as possible.
6. Detainees may be subject to a School Time Out as a means of refocusing a disruptive detainee. The decision to implement a School Time Out is made by the Juvenile Detention Officer after consulting with the teacher of the affected classroom.
7. No detainee shall be automatically assigned to Alternative Education for any reason, including but not limited to: fighting, threats, unsuccessful completion or progress in a behavior contract or receiving dorm confinement two or more times in one week or a total of sixteen (16) hours in one week.
8. Detainees may only be removed from Regular Detention School for a day based on the following:
 - Per court order; or
 - Upon written and signed request by the detainee or refusal to attend school; or
 - An Individual Education Plan, as determined by SPS; or
 - If the detainee presents (a) an immediate and continuing danger to self, or other detainees, DAJD staff or school personnel; or (b) an immediate continuing threat of escape; or (c) an immediate continuing threat of substantial disruption of the class, subject, activity, or educational process. The Chief of Operations/Security, or Division Director, and the School Program Manager, or designee, shall determine whether one or more of these conditions exists; or
 - Due to mental health or physical health reasons as determined by licensed mental health, nursing or medical personnel.
9. Alternative Education shall consist of a minimum of two (2) hours of SPS teacher- led instruction per day.

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10. Any detainee removed from Regular Detention School shall be placed in Transition School, unless the following conditions exist, in which case the detainee shall receive Unit-based School:
 - The detainee presents an immediate continuing threat of harm to others; or
 - The detainee is being treated by medical and nursing personnel for a serious condition; or
 - The detainee is under the care of mental health staff and unable to effectively function in a group setting.
11. A detainee may be excused from all education services only if the following conditions exist:
 - The detainee is too ill, in the opinion of the medical or nursing staff; or
 - The detainee is in respiratory isolation.
12. As soon as reasonably possible after the decision is made to place the detainee in Alternative Education, but in any event before the beginning of the next school day, the detainee shall be given a concise written notice indicating the reason for the placement, and an informal hearing, to examine reasons for placement and allow the youth to oppose the placement.
13. The hearing will consist of an Orientation & Assessment Specialist, Corrections Supervisor and School personnel.
14. After the hearing, a written memorandum stating the reasons for the Alternative Education placement, the date and time of the informal hearing and the results of the hearing will be prepared by Orientation and Assessment staff. The memorandum will be jointly signed by School and Detention staff who attend the hearing. A copy will be given to the detainee.
15. At least once per day, the Chief of Operations, or designee, and School Program Manager shall conduct a status review of each detainee in Alternative Education to determine whether the conditions justifying the placement in Alternative Education are no longer present and hence the detainee may be returned to Regular Detention School.
16. Written notice shall be provided to the detainee's Probation Officer and the detainee's parents/legal guardian if the detainee is in Alternative Education for more than three (3) school days. The written notice provided to both the Probation Officer and parents/legal guardian shall state the reason(s) for the detainee's placement into Alternative Education, and the parent/guardian's notice shall state that the parent/guardian has a right to an informal school conference and that such conference could possibly result in a shorter period of time spent in Alternative Education.
17. The education program of any detainee in Alternative Education for five (5) consecutive school days or in Alternative Education for 50 % of the days over a two week period, shall be evaluated by a team with representatives from the school district, King County DAJD and contract mental health staff.
18. Contract mental health staff shall meet with any detainee who has been in Alternative Education for five (5) consecutive school days or for 50% of the school days over a two-week period.

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Education Services in Secure Detention

Procedures

Responsible	Action To Be Taken
<p>Juvenile Detention Officers (JDO)</p>	<ol style="list-style-type: none"> 1. During briefing reviews the list of detainees who will not be attending Regular Detention School on that day. 2. Escorts detainees from Living Unit to Regular Detention School each weekday morning at the allotted time to begin the school day, except for detainees who are held back in the Living Unit or attending Alternative Education. 3. Remains with detainees from Living Unit in the School area to monitor behavior in the class room. 4. Responds to detainee problems (for example disruptive behavior) in the classroom as appropriate, including calling a Code when warranted. 5. Determines, after consultation with the Teacher, if detainee involved in classroom disruption (a) shall remain in Regular Detention School, (b) needs a School Time-Out, or (c) is to be recommended for removal from Regular Detention School for an entire school day. 6. If the determination is that the detainee should be recommended for removal from Regular Detention School for the entire day, consults with the Corrections Supervisor. 7. Completes the Daily Absent From Regular Detention School Tracking Form for each day a detainee under his or her care is absent from Regular Detention School. 8. Submits the Daily Absent From Regular Detention School Tracking Form to Corrections Supervisor.
<p>Corrections Supervisor</p>	<ol style="list-style-type: none"> 1. Reviews the Daily Absent From Regular Detention School Tracking Form and any other pertinent documentation (briefing sheets, Supervisor's notes, logs, etc.) and/or recommendation from JDO and meets with school personnel to determine if a detainee may be held back from Regular Detention School for that day. Detainees may only be removed from Regular Detention School for a day based on the following: <ol style="list-style-type: none"> (a) Court order; (b) upon written and signed request of the detainee, or refusal by the detainee to attend school; or (c) based on an Individual Education Plan, as determined by SPS; or (d) Detainee presents (i) an immediate and continuing danger to self, other detainees, DAJD staff or school personnel; or (ii) an immediate continuing threat of escape; or (iii) an immediate continuing threat of substantial disruption of the class, subject, activity, or educational process; or (e) due to mental health or physical health reasons as determined by licensed mental health, nursing or medical personnel.

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	<ol style="list-style-type: none"> 2. Approves and signs off on Daily Absent From Regular Detention School Tracking Form if youth is to be placed into Alternative Education and gives form to Chief of Operations. 3. If Chief of Operations and School Program Manager/designee approve that a detainee is to be held back from Regular Detention School that day, completes Alternative Education Placement Referral And Notice Form and gives copy to Orientation and Assessment specialist. 4. Attends alternate school placement hearing. 5. Attends Daily Mental Health tie-in. Advises school personnel when they need to attend this meeting per Section 17 of this policy. Notifies contract mental health when school personnel is attending to discuss a particular detainee.
<p>Chief of Operations (or Division Director, if Chief of Operations is not available)</p>	<ol style="list-style-type: none"> 1. If Corrections Supervisor and school personnel have determined that a detainee shall be held back from Regular Detention School for that day, the Chief of Operations and School Program Manager review the decision to ensure that the detainee has been held back pursuant to this policy. 2. The Chief of Operations notifies Orientation & Assessment Specialists of decision to place detainee in Alternative Education. 3. Reviews Alternative Education Placement Hearing Results form and makes determination based on results of the hearing whether or not detainee should remain in Alternative Education, pursuant to this policy.
<p>School Program Manager (or designee)</p>	<ol style="list-style-type: none"> 1. Attends daily meeting with Corrections Supervisor to determine if a detainee shall be held back from Regular Detention School for that day. 2. Determines with the Chief of Operations whether to place detainee in Alternative Education. 3. Attends the Alternative Education Placement Hearing. 4. Ensures that Alternative Education Placement Replacement Services form is filled out. 5. Participates in Mental Health tie-in pursuant to Section 17 of this policy.
<p>Orientation & Assessment</p>	<ol style="list-style-type: none"> 1. As soon as reasonably possible after the decision is made to place the detainee in Alternative Education ensures that the detainee receives a copy of the Alternative Education Placement Referral and Notice, so that the detainee (i) has a concise written notice indicating the reason for the placement and (ii) understands that he or she has the right to an informal hearing to examine reasons for placement and to allow the youth to oppose the placement. 2. The hearing shall take place before the beginning of the next school day and will be attended by an Orientation & Assessment Specialist, a

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	<p>Corrections Supervisor and School personnel.</p> <ol style="list-style-type: none"> 3. After the hearing, completes the Alternative Education Placement Hearing Results form, stating the reasons for the Alternative Education placement, the date and time of the informal hearing, and the results of the hearing. The form shall be jointly signed by the School and Detention staff who attend the hearing. A copy shall be given to the detainee. 4. Submits form to Chief of Operations for approval. 5. The Orientation & Assessment staff shall ensure that written notice is provided to the detainee's Probation Officer and detainee's parents/legal guardian if the detainee is in Alternative Education for more than three (3) school days. The written notice provided to both the Probation Officer and parents/legal guardian shall state the reason(s) for the detainee's placement into Alternative Education, and the parent/guardian's notice shall state that the parent/guardian has a right to an informal school conference and that such conference could possibly result in a shorter period of time spent in Alternative Education. 6. Orientation & Assessment staff shall refer any detainee in Alternative Education for five (5) school days to contract mental health staff for discussion at the daily Mental Health tie-in. School personnel will be present during these specific discussions.
<p>Administrative Staff</p>	<ol style="list-style-type: none"> 1. Verifies address of detainee's parents/legal guardian. 2. Mails letter. 3. Acts as contact for parent/guardian and schedules informal hearing for parent/guardian if requested.
<p>Contract Mental Health</p>	<ol style="list-style-type: none"> 1. Meets with youth referred to contract mental health as a result of being in Alternative Education for five (5) consecutive school days or for 50% of the school days over a two-week period in order to assess the youth's mental health status and determine appropriate interventions. 2. Provides feedback to Orientation & Assessment staff regarding referred youth, where appropriate within confidentiality laws including HIPAA.

ATTACHMENTS

 King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual		
	Chapter 7 Inmate Services		
7.06.004 Visiting	Approved By:	Director W. Hayes	
	Effective Date:	November 2, 2017	
	Reviewed By:	PRC Committee	
	Review Date:	October 26, 2017	
Distribution:		Document Code No.	

Purpose

To establish procedures for inmate visiting.

Policy

It is the policy of the department that inmates in department custody shall have reasonable access to the general public, legal counsel, the clergy, and other law enforcement agencies.

References

Federal:	Prison Rape Elimination Act (PREA) of 2003	
RCW:	72.70.010	72.76.101
KCC Ordinance	2.62 Interrogation of Juveniles in Custody	
Department Policy:	3.02.021, Public Crimes and Injury	
	4.01.001, Attorney Pass-Through Slots	
	4.01.005, Searching and Screening at Public Entrances	
	4.01.008, Searching and Detaining Non-Offenders	
	4.01.011, Metal Detectors	
Department Forms:	Application to Visit	(F-510)
	Inmate Movement Log	(F-558)
	Inmate Visitor Denial	(F-561)
	Officer's Report	(F-627)
	Professional Visiting Form	(F-509)

Definitions

Attorney pass-through slots: Small, lockable slots that allow the transfer of documents between inmates and authorized users.

Authorized user: An individual given express permission by department staff to utilize an attorney visiting booth for the purpose of exchanging legal documents with inmates. Attorneys and law enforcement officials shall normally be allowed access upon presentation of acceptable identification.

Contact visit: A visit where the inmate and visitor are not separated by any physical barriers. Also known as a face-to-face visit. There are no contact visits between inmates and the general public, unless authorized by a division major or higher authority.

Core area pass-through slot: Larger pass-through slots, similar to the attorney/professional visiting booth pass-through slot, located between the public visiting area and the core area of each housing floor of the tower at the King County Correctional Facility (KCCF)

Immediate family: Spouses, children, parents, siblings, grandparent, aunts, uncles, and any person so related through marriage.

Jail ID Electronic Imaging Management System: Software used to take and store digital images of persons that are authorized different levels of access to department facilities.

Non-ambulatory inmate: An inmate who is unable to move about without assistance.

Non-contact visit: A visit where the inmate and visitor have no immediate physical contact.

Professional visit: A visit by attorneys, paralegals, members of the clergy, medical and law enforcement personnel, or representatives of authorized governmental agencies or the criminal justice system.

Reception: The staff station located on the third floor at the King County Correctional Facility (KCCF) and the first floor near the Visiting Control station at the Maleng Regional Justice Center (MRJC). The Corrections Technicians assigned to this duty station are responsible for approving and coordinating visitors.

Remote video visit: A visit between an inmate and a visitor(s) who is not at the facility, enabled by technology.

Secondary user: Other professional users that have a need for access to the pass-through slot to deliver legal documents to their clients. Access to the slot is secondary to any criminal case attorney needing pass-through access.

Social visit: A visit between an inmate and a visitor(s) that does not qualify as a professional visit.

Special visit: A visit granted between an inmate and a visitor(s) that is outside normal visiting guidelines.

Special visit logbook: A notebook kept in the reception area and maintained by the corrections technicians in which a record of special visits are kept.

Video visit: A video visit between an inmate and a visitor(s) via video terminal.

Visiting control: A post staffed by an officer assigned to: direct visitors for non-contact visits, control access to all visiting booths in the visiting corridor, notify housing unit officers of visits, and monitor activity in the area.

A. General Guidelines

Public Visiting Rules

1. Each inmate is allowed two window visits, two free on-site video visits (from terminals in the RJC Lobby), and unlimited paid off-site visits per week.
2. Visiting schedules shall be posted for inmates, visitors, and staff.
3. All visits by the general public shall take place during regularly scheduled visiting hours, unless a special visit is authorized.
4. All visits shall be scheduled a minimum of 24 hours in advance.
5. Signs giving notice that all visitors and their accompanying possessions are subject to search shall be conspicuously posted at the main entrance to the facilities and other areas as necessary.
6. Visitors must successfully pass through the metal detector located at Check-In (KCCF) or Visiting Control (MRJC) to pass through these areas. All unnecessary items shall be left outside the facility. No audio or visual communication devices shall be allowed while visiting. Any potential visitor may refuse a search but, subsequent to such refusal, shall be denied entry.

7. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, their visit may be canceled.
8. Visiting shall be granted on a first-come, first-served basis.
9. Valid reasons for denying entrance to visitors shall include, but not be limited to:
 - a. Any attempt or reasonable suspicion of an attempt, to bring contraband into the facility.
 - b. Obvious impairment from intoxicants.
 - c. Fraudulent or expired identification.
 - d. When a warrant of arrest exists for a visitor, the warrant(s) shall be verified with the original arresting agency and a determination of extradition shall be made. Visitor(s) may be detained, arrested and booked, or denied entry based on the warrant. Final determination shall be made by the ITR sergeant or higher authority.
 - e. Any reasonable grounds to believe a particular visit would present a substantial danger to jail security or management of the welfare of inmates, staff, or other visitors.
 - f. Not enough visiting booths or terminals available.
 - g. Inappropriate dress (refer to the dress code section of this policy).
 - h. The existence of a valid no-contact order.
 - i. Visits may be terminated at any time due to inappropriate language, gestures, or behavior by the visitor or inmate.
10. If a visitor is refused admittance during regular visiting hours, the inmate shall receive notice, in writing (Form F-561), of the refusal and the reasons the visit was denied. This form is initiated by a corrections technician. The visitor is entitled to have the decision reviewed by a division major.
11. Only visitors with valid government-issued picture identification shall be allowed to visit. (See page 4, 2D)
12. All public visits shall be non-contact.
13. Inmates are not required to be in the dayroom, but must be readily available to receive visitors and must respond immediately. If not ready, the inmate's visit may be denied or postponed to allow others to visit.
14. When returning from visiting, inmates may be required to remain in the dayroom until the next scheduled rack-out time.
15. When the visit has been completed, the visitor shall exit the visiting booth and return to the public area or exit the facility. There shall be no loitering in the visiting area or corridors. At MRJC, visitors shall return the visiting booth keys to the visiting control officer.
16. Inmates may be searched at any time, before, during, or after visitation.
17. Inmates shall be strip-searched following department policy (refer to 4.02.005 Strip Searches), after a face-to-face visit, if reasonable suspicion or probable cause to believe the individual is concealing contraband, a threat to security, or if the inmate's charges fall under the automatic strip search criteria.
18. Appropriate attire is required and shoes must be worn at all times. The following Dress Code shall be followed:
 - a. No miniskirts or similar attire.
 - b. No low-cut or revealing necklines.
 - c. No bare midriff.
 - d. No exposed undergarments.
20. Visits may be shortened or cancelled for cause at the discretion of department staff.

21. No food or drink is allowed in the visiting booths.
22. No written correspondence is allowed between an inmate and visitors at the time of visiting. All written correspondence shall be through the U.S. Postal Service.
23. Visitors under the age of eighteen (18) must be under the direct supervision of an adult at all times. Any questions or concerns shall be addressed by the duty sergeant.

B. Processing Public Visits

1. Visitors shall completely fill out the Application to Visit Form (F-510) and submit it to the corrections technician for visiting.
2. The corrections technicians shall:
 - a. Verify each visitor has completed a Visiting Application Form (F-510)
 - b. Verify the inmate's correct visiting time.
 - c. Verify the identity of the visitor by comparing the picture and physical description on the presented identification with the visitor's appearance.
 - d. Verify valid identification.
 - e. Acceptable forms of identification include:
 - 1) Washington State Driver's License or Identification Card
 - 2) Other U.S. State Driver's License or Identification Card
 - 3) Canadian Driver's License or Identification Card
 - 4) U.S. Armed Forces Identification Card
 - 5) U.S. Government Passport
 - 6) Foreign Government Passport
 - 7) Resident Alien Card/Green Card
 - 8) Native American Tribal Photo I.D.
 - 9) Other documents as approved by the ITR sergeant (or higher authority).
 - f. Verify active warrants, and notify the ITR sergeant.
 - g. Deny visitors with active no contact orders between themselves and the person they are attempting to visit.
 - h. Check for visiting space availability on the requested floor (KCCF).
 - i. Verify the inmate's location and note it on the visiting form.
 - j. Inform the visitor of the inmate's location and when the scheduling visiting time begins and ends.
 - k. Send the approved visiting form to the appropriate floor control via pneumatic tube system (KCCF) or send the visitor with approved slip to the visiting control officer (MRJC).
3. The floor control officer (KCCF), housing unit officer (MRJC), or visiting control officer (MRJC) shall:
 - a. Ensure visiting booths are in working order, clean, not damaged or marked up in any way, and all attorney pass-through are secured, except during the authorized times.
 - b. Any booth not meeting minimum cleanliness criteria or damaged, shall not be used until cleaned or repaired.
 - c. Notify reception staff and the Maintenance & Supply Unit if any booths are inoperable and log these actions in the logbook.
 - d. Verify it is the inmate's scheduled visiting time.
 - e. Notify the housing officer of the inmate(s) to be visited.
 - f. Allow the inmates into the visiting area (KCCF).
 - g. Allow no inmates into the visiting booths with attorney pass-through, unless the pass-through is secured.

- h. Control the flow of visiting and monitor the behavior of all visitors.
 - i. Place visiting forms in the appropriate container in Floor Control Rooms (KCCF) and Visiting Control (MRJC).
4. The housing unit officer shall:
 - a. Call out the inmate and log them out on the Inmate Movement Log (F-558).
 - 1) At the KCCF, notify Floor Control when the inmate is ready to come out to visiting.
 - 2) At the MRJC, send the inmate up to the visiting area.
 - b. Mark the inmate in on the movement log upon return.

C. Special Public Visits

1. Special visits must occur during regularly scheduled visiting hours (between 0800-2200 hours at KCCF and from 1100-1400, 1500-1730, and 1900-2200 hours at the MRJC).
2. Reasons for granting a special visit include, but are not limited to:
 - a. The recent movement (within 24 hours) of the inmate resulting in a change in visiting times, in which case the previous visiting times may be honored.
 - b. Verified death or emergency hospitalization of an inmate's immediate family.
 - c. Elderly and disabled persons who have trouble traveling to and from the jail.
 - d. Other valid reasons, as determined in advance or at the time of request by a sergeant (or higher authority).
 - e. Persons who must travel over fifty miles, one-way, from their residence to the facility as verified by their home address on valid identification. Maps with a 50-mile radius drawn around the perspective facility shall be maintained in each reception area and used for this purpose.
 - f. Three (3) special visits may be granted to a person within a 90-day period. The 90-day period commences on the day of the first special visit.
3. Each special visit shall be logged in the Special Visit Logbook located in reception.
4. Special visits do not take precedence over regular visits. All other regular visiting rules apply to special visits.
5. Questions regarding special visits shall be resolved by the ITR sergeant or higher authority.

D. Hospital Visits

Only a shift commander or higher authority may authorize any type of visit, including phone contact, with an inmate at a hospital.

E. Non-Contact Visits for Non-Ambulatory Inmates (MRJC)

Inmates who are unable to access the regular housing unit visiting booths shall utilize the visiting booths adjacent to Central Control on the ground floor of the facility.

F. Professional Visiting Rules

1. Professional visitors shall look up the jail location for the inmate(s) they wish to visit using computer terminals provided at visiting control (MRJC) and check-in (KCCF).
2. In order to be granted access, professional visitors shall be required to present personal or professional valid picture identification in the same manner as any other visitor.
3. Professional visitors shall also be required to present agency identification (bar card, law enforcement ID, religious ID, etc.).

4. Professional Visitors that have a BAR Card or are in the Jail ID Management System approved for access may enter with electronic devices subject to the guidelines listed in department policy (refer to 4.01.005, Searching and Screening at Public Entrances).
5. Professional visitors shall submit a completed Professional Inmate Visit Form (F-509).
6. Professional visitors may be authorized to see several inmates in succession.
7. Pass-through slots shall be used to transfer authorized items only.
 - a. Un-authorized items are contraband.
 - b. Introducing contraband is a crime and violators will be prosecuted.
8. Priority shall be given to attorneys who are representing clients in a criminal case.
 - a. If the attorney/professional visiting booth is needed by the assigned criminal case attorney, and it is occupied, the visiting (MRJC) or floor (KCCF) control officer should be contacted to resolve the matter.
 - 1) Secondary users must vacate the attorney/professional visiting booth if the assigned criminal attorney needs the booth.
9. Secondary user access to attorney/professional visiting booths shall be given to authorized professional visitors that need pass-through access if the booth is available.
 - a. In cases where the attorney/professional visiting booth is not available and there is a need to pass documents to an inmate, the secondary user shall seek the assistance of the floor control officer (KCCF) or the visiting control officer (MRJC).
10. All attorney and law enforcement visits shall normally be conducted in the attorney/professional visiting booths equipped with a pass-through or through video terminals.
11. Law enforcement officers, licensed attorneys, and other professional visitors may generally have access to inmates at any time. Access after-hours shall be facilitated by the ITR Sergeant or higher authority. Law enforcement may not visit and question Juveniles unless the juvenile has first consulted with legal counsel in person, by telephone or by video conference.
 - a. At MRJC, law enforcement and DOC Officers shall :
 - 1) Enter the facility through ITR.
 - 2) Utilize the face-to-face or visiting booths next to central control.
 - b. At MRJC, licensed attorneys shall:
 - 1) Utilize the face-to-face or visiting booths next to central control.
 - c. At KCCF law enforcement and DOC officers shall:
 - 1) Enter the facility through ITR
 - 2) Utilize the interview rooms in ITR
 - d. At KCCF, licensed attorneys shall utilize the interview rooms in ITR.
12. The following professionals shall have secondary access to the attorney/professional visiting booths and are not required to be in the Jail ID Management System:
 - a. Probation/community corrections officers – (City, County, State, and Federal).
 - 1) Probation/community corrections officers do not need to be in the Jail ID Management System or receive a jail orientation for an attorney/professional booth or window visitation.
 - 2) They must show their shield and/or agency ID and personal photo ID to receive visitation privileges.
 - b. Civil case attorneys – (must show Bar Card and photo ID).
13. The following professionals shall have secondary access to the attorney/professional visiting booths if available, and must be in the Jail ID Management System:
 - a. Advocates with the prosecuting attorney's office.

- b. DSHS and Social Security intake workers.
 - c. Paralegals.
 - d. Social workers from King County Public Defense agencies.
 - e. Mitigation Specialists from King County Public Defense agencies.
 - f. Investigators
14. The following professional visitors shall have window access only:
- a. Department of Corrections (DOC) mental health evaluators.
 - b. DOC support staff – (must be in jail ID Management System).
 - c. Legal service messengers shall be authorized window access only for the purpose of serving legal papers to inmates.
 - 1) At the KCCF, they shall be authorized access to the core window pass through.
 - 2) At the RJC, they shall be authorized window access only, and if any documents are to be delivered to the inmate, the messenger shall provide the documents to the corrections technician in reception for delivery.
 - d. Agents of authorized bonding companies shall be allowed window access only. A valid driver's and business license shall be required.
15. One-on-one, face-to-face contact visits, by professionals of the opposite gender of an inmate, shall be visually monitored, pursuant to PREA.
- a. At KCCF, these visits shall be scheduled for the Multi-Purpose Room.
 - 1) If the multi-purpose room is unavailable, the floor control officer shall notify the duty sergeant, and document in the logbook, the potential for using an alternative location for the visit.
 - b. At MRJC, these visits shall:
 - 1) Be scheduled for the Face-to-Face Visiting Booths located adjacent to Central Control; or
 - 2) Occur in a housing unit multi-purpose room, with the door open.
16. All other professional visitors (excluding law enforcement officers and licensed attorneys) shall be in the Jail ID Electronic Imaging Management System in order to visit. If they are not in the Jail ID Electronic Imaging Management System, they may only visit during the inmate's regularly scheduled visiting hours in non-pass-through visiting booths.
17. Department staff may visually monitor professional visits for safety and security concerns, but shall not monitor conversations between an inmate and their professional visitors.

G. Processing Professional Visits

1. The corrections technician (KCCF) or visiting control officer (MRJC) shall:
 - a. Accept the visiting request along with the visitor's personal and professional ID, and make sure the request is properly filled out.
 - b. Verify the identity of the visitor by comparing the picture I.D. with the visitor's physical appearance.
 - c. All professional visitors shall submit a visiting request (F-509) with ID to the receptionist.
 - d. Refer to the written authorization files, as necessary.
 - e. Determine the inmate's location and notify the visitor of that location, noting the location on the visiting form.
 - f. Direct the visitor to the visiting area, and then notify the appropriate housing unit officer of the inmate's visit.

can provide possible details of potential assaults, homicides, domestic violence, coercion, witness tampering, narcotics trafficking, gang activity, and other crimes within or outside department facilities. They may also reveal inmate plans for self-harm or suicide, as well as assist in the tracking of inmates who escape from custody.

To protect inmates' constitutional rights and confidential and privileged attorney-client communications, video visitation sessions between inmates and their attorneys shall not be monitored or recorded.

There shall be no expectation of privacy while conducting a non-attorney video visitation.

1. The department may offer video visitation through an approved vendor.
 - a. Available visiting times may vary between facilities.
 - b. Inmate available visiting times shall be listed through the approved vendor's scheduling system.
 - c. Inmates shall not be permitted to visit outside of regular visiting hours, without the approval of the ITR sergeant or higher authority.
 - d. Inmate visiting may be denied or canceled for disciplinary reasons, or operational necessity, with the approval of a sergeant or higher authority.
 - e. Visits may be scheduled online or via kiosk at the MRJC.
2. Any visitor who does not check in with jail reception, shall not be allowed to visit.
3. If visitors do not check in with jail reception 15 minutes prior their scheduled visit, the visit may be canceled.
4. Cell phone use shall be prohibited in the visiting area.
5. Minors shall not be permitted to register for visitation.
6. Minors shall be allowed to visit, as long as they are accompanied by an adult and listed on the visitation sign-up.
7. Only three (3) visitors shall be allowed at each visiting terminal, per visit.
8. All social visiting is subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from video visiting privileges.
10. The following conduct is prohibited during video visits:
 - a. Any display of nudity.
 - b. Behavior or actions that are sexual in nature.
 - c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
 - d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
 - e. Unlawful activity or depiction of unlawful activity.
 - f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.

J. Remote Video Visitation

1. The department may offer remote (off-site) video visitation through an approved vendor.

2. Remote video visitation may be conducted via a video terminal in the housing unit and any high-speed internet connection with an available web cam, microphone, and speakers.
3. Remote video visits may be scheduled online or via a kiosk at the MRJC.
4. The length and cost of visits shall be posted by the approved vendor.
5. Online visits shall be scheduled on a first come, first served basis.
6. There shall be no limit on the number of paid visits within the visiting schedule.
7. Visitors must provide their own equipment and the necessary internet connections to participate in remote video visitation.
8. All social visiting shall be subject to recording and monitoring.
9. Any visitor who engages in prohibited conduct may be suspended or terminated from remote video visiting privileges.
10. The following (but not limited to) shall be considered prohibited conduct:
 - a. Any display of nudity.
 - b. Behavior or actions that are sexual in nature.
 - c. Use or display of any weapons, drugs/alcohol, or related paraphernalia.
 - d. Activity or display of graphics/paraphernalia associated with any Security Threat Group.
 - e. Unlawful activity or depiction of unlawful activity.
 - f. Recording/filming of the visit or visit participants by the visitor(s) or any third party.
 - g. Participation from individuals who are not on the approved visiting request.