



OREGON YOUTH AUTHORITY

Policy Statement

Part II – Youth Services (Facilities)



Subject:

Intake Review Committee; Parole Review Committees

Section – Policy Number:

E: Programming – 3.0

Supersedes:

II-E-3.0 (04/24)
II-E-3.0 (10/22)
II-E-3.0 (07/20)
II-E-3.0 (10/19)

Effective Date:

10/29/2024

Date of Last Review/Revision:
None

Related Standards and References:

- [ORS Chapter 163 Offenses Against Persons](#)
- [ORS Chapter 164 Offenses Against Property](#)
- [ORS 420A](#) Oregon Youth Authority; Youth Correction Facilities
- [OAR 416-410-0050](#) Initial Placement
- [OAR 416-300](#) Parole and Revocations
- [OAR 416-330](#) Substitute Care Placements
- [OAR 416-410](#) Close-custody Population
- [OYA policies](#): I-A-11.0 Assessment, Multidisciplinary Teams, and Case Planning
- II-A-1.5 Agency Case Review and DOC Early Transfer Protocol
- II-E-4.0 Interfacility Transfer Request
- JJIS documents: OYA 4114 Intake Review Committee Findings and Orders
- OYA 4540 Recommendation for Parole and PRC Findings and Orders
- OYA 4105CP Agency Case Review
- OYA 4107CP Agency Case Review Findings and Orders
- [Attachment A](#): OYA Facility Services Population Management Principles

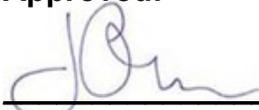
Related Procedures:

- None

Policy Owner:

Deputy Director

Approved:



Joseph O'Leary, Director

I. PURPOSE:

The policy delineates a process for OYA's Intake Review Committee and Parole Review Committees to follow when designating a youth's initial facility placement, and reviewing parole appropriateness.

II. POLICY DEFINITIONS:

Agency Case Review Committee (ACR): A committee that conducts the executive-level review of all specified youth and their identified movements within

and from OYA facilities, including the early transfer of DOC youth to the Department of Corrections. Membership includes the Facility Services assistant director, the Community Services assistant director, and additional members appointed by the OYA director.

Intake Review Committee (IRC): An agency committee that reviews all youth who are admitted for intake into a youth correction facility (excluding Oak Creek YCF) from the community to determine the youth's initial facility placement. The committee has a minimum of two management team members including the Facility Services chief of operations and the Community Services chief of parole/probation operations, who are advised by the Office of Inclusion and Intercultural Relations and a treatment services supervisor.

Multidisciplinary Review Team (MDT): A team of individuals who work collaboratively to develop and maintain a comprehensive individualized case plan that is culturally competent and gender-appropriate for each youth committed to OYA. The MDT is based on a core team membership consisting of the youth, OYA primary case manager, placement representative, QMHP (facility)/treatment provider (community), tribal representative (for youth enrolled in one of Oregon's federally recognized tribes) and the parents/guardians. Additional team members are identified by the core team based on the youth's Risk Needs Assessment, identified criminogenic needs and placement.

Parole Review Committee (PRC): A committee, from a specific facility, that reviews all youth parole recommendations for appropriateness. The committee members are the youth's field supervisor, and the facility's superintendent/camp director or designee.

Population Management Committee (PMC): A committee that coordinates youth placements, treatment opportunities, and provides quality assurance for lengths-of-stay in OYA close-custody facilities. The committee is chaired by the Facility Services chief of operations, and includes the chief of parole and probation, and representation from the Office of Inclusion and Intercultural Relations, Facility Services, and Treatment Services.

III. **POLICY:**

OYA has identified diversity, equity and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, it plays a critical role in addressing the historical and systemic inequities it perpetuates. Staff must be aware of their biases when assessing youth for program placements and parole. Including advisors from the Office of Inclusion and Intercultural Relations (OIIR) in decision-making committees helps ensure OYA is making decisions that are culturally appropriate for youth in its care.

OYA has one youth correctional facility designated primarily for female youth. Most female youth are initially placed at Oak Creek Youth Correctional Facility for intake from the community. OYA has multiple primarily male youth correctional facilities. The Intake Review Committee (IRC) is an agencywide committee that

reviews all youth who are admitted for intake into MacLaren YCF from the community to determine the youth's initial facility placement. The committee members are primarily the Facility Services chief of operations and the Community Services chief of parole/probation operations, who are advised by OIIR and treatment services supervisors. Facility placement is determined considering a youth's individual risks and needs, and facility availability.

Parole Review Committees (PRCs) are facility-based committees that review all youth in their facilities who are recommended for parole by their multidisciplinary teams (MDTs). The committee voting members are the youth's field supervisor, and the facility's superintendent/camp director or designee. OYA has established its parole standards in OAR 416, division 300. Placement decisions paroling to substitute care must follow OAR 416-330-0030.

OYA is committed to evidence-based decision-making, including using a validated risk/needs assessment and other actuarial assessments to effectively match the right youth to the right services for the right length of time. It is expected that assessments, data-informed tools, and other relevant evidence-informed information are evaluated when making decisions in IRC and PRC.

IV. GENERAL STANDARDS:

A. Intake Review Committee (IRC)

1. A youth's MDT must forward their primary and secondary recommendations for the youth's facility placement to the IRC within 30 days of the youth's admittance to a youth correctional facility from the community.

- a) The MDT must vet proposed youth placements with proposed receiving housing units, or facilities.
- b) Difficult youth placements may be referred to the Population Management Committee for placement recommendations.

2. Primarily male youth whose parole has been revoked

A youth's JPPO must complete an OYA Revocation Referral Assessment in JJIS to determine whether the youth will participate in an expedited release program (Track 1), or will be referred to the IRC for another facility placement (Track 2).

- a) Track 1: Youth whose parole was revoked because of technical violations, or program termination for behavioral issues with no other available or appropriate placement at the time of revocation will participate in identified programming for 45 to 90 days.

Requests for exceptions to move a youth to Track 2 may be approved by the chief of parole/probation operations.

- b) Track 2: Youth with new or pending criminal charges, intravenous drug use within the past 90 days (e.g.,

methamphetamine, heroin), significant substance use with anticipated significant detoxification time, or other significant documented reasons must be referred to the IRC for a facility placement (as described in subsection 1 above).

3. The IRC must review the MDT's placement recommendations within seven days of receiving them from a youth's MDT.
4. The IRC must consider the following when determining a youth's facility placement:
 - a) The youth's risk and protective factors;
 - b) Facility placement availability and dynamics;
 - c) The youth's responsiveness to programs and treatment;
 - d) The youth's county of commitment;
 - e) The youth's family/supports location;
 - f) The youth's treatment/program needs;
 - g) The youth's cultural needs;
 - h) The youth's mental health needs;
 - i) The youth's physical health needs;
 - j) Security management issues; and
 - k) Any applicable predictive data tools.
5. The IRC must document its decision in a JJIS document IRC Findings and Order (OYA 4114) within one working day of its decision.
6. If the IRC is unable to agree on a youth's facility placement, the case must be referred to the Agency Case Review Committee for a decision.

B. Interfacility transfers

Staff must follow OYA policy II-E-4.0 Interfacility Transfer Requests when considering youth transfers between OYA facilities.

C. Parole Review Committee (PRC)

1. A youth's MDT must notify the facility's PRC of the youth's recommendation for parole using JJIS documents OYA 4540 Recommendation for Parole and PRC Findings if the youth does

not require an Agency Case Review, or OYA 4105CP Agency Case Review if they do.

2. Prior to the PRC review, the JPPO must import the youth's Transition Goals and Transition Checklist into JJIS.
3. The PRC must review the MDT's parole recommendation within seven days of receiving it.
4. The PRC must consider the following when determining parole readiness:
 - a) The youth's efforts, participation in and progress on treatment, educational, vocational and behavioral goals;
 - b) The youth's transition plans as outlined in the Transition Goals and Transition Checklist;
 - c) Whether the youth has made and agrees to continue to make restitution to the victim;
 - d) Available community resources that support continued development and safe placement availability;
 - e) The threat of harm the youth represents to self or others;
 - f) The impact of the youth's release on the victim and the community;
 - g) Any applicable predictive data tools;
 - h) The youth's demonstrated development of the following markers of psychosocial maturity shown by research to be corroborated with desistance from crime:
 - (1) Emotion management and impulse control;
 - (2) Suppression of aggressive behavior;
 - (3) Consideration of others;
 - (4) Future orientation;
 - (5) Ability to take personal responsibility;
 - Commitment offense impact on community and victim;
 - Current and future conduct; and
 - (6) Resisting peer influences; and

- i) Any other factors or circumstances deemed relevant by OYA based on the individual characteristics and circumstances of the youth.
5. In addition to paragraph 3 above, the PRC must consider the following when determining suitable substitute care placement:
 - a) The youth's parent's/legal guardian's input regarding placement;
 - b) The youth's placement preference;
 - c) The youth's religious, cultural, and ethnic heritage;
 - d) The youth's medical, physical, and psychological needs; and
 - e) The youth's behavioral treatment needs.
6. The PRC must document its decision on the appropriate JJIS document (OYA 4540 or OYA 4105), within one working day of its decision.
7. If the PRC cannot agree on a decision, the case must be referred to the Facility Services chief of operations and Community Services chief of parole/probation operations for resolution.
 - a) The Facility Services and Community Services chiefs of operations must document their decision in a JJIS document OYA 4540.
 - b) Unresolved cases must be forwarded to the Agency Case Review Committee for resolution.
8. Additional approval required

The PRC must forward its parole approval to the Agency Case Review Committee for final approval if the youth's offense included the following:

 - a) Aggravated murder, as defined in ORS 163.095;
 - b) Murder I, as defined by ORS 163.107(1);
 - c) Murder II, as defined in ORS 163.115;
 - d) Attempt to commit murder, as defined in ORS 161.405(2)(a);
 - e) Manslaughter I, as defined in ORS 163.118;
 - f) Manslaughter II, as defined in ORS 163.125;
 - g) Criminally negligent homicide, as defined in ORS 163.145;
 - h) Assault I, as defined in ORS 163.185;

- i) Assault II, as defined in ORS 163.175;
- j) Kidnapping I, as defined in ORS 163.235;
- k) Kidnapping II, as defined in ORS 163.225;
- l) Rape I, as defined in ORS 163.375;
- m) Rape II, as defined in ORS 163.365;
- n) Sodomy I, as defined in ORS 163.405;
- o) Sodomy II, as defined in ORS 163.395;
- p) Unlawful sexual penetration I, as defined in ORS 163.411;
- q) Unlawful sexual penetration II, as defined in ORS 163.408;
- r) Sexual abuse in the first degree, as defined in ORS 163.427;
- s) Robbery I, as defined in ORS 164.415;
- t) Robbery II, as defined in ORS 164.405;
- u) Arson I, as defined in ORS 164.325;
- v) Using a child in a display of sexually explicit conduct, as defined in ORS 163.670;
- w) Compelling prostitution, as defined in ORS 167.017;
- x) Unlawful manufacture or delivery of a controlled substance thereby causing death, as defined by ORS 475.752(6);
- y) Aggravated vehicular homicide, as defined in ORS 163.149;
or
- z) Conspiracy to commit any of the offenses listed above, as defined in ORS [161.450](#).

9. The Agency Case Review committee will follow OYA policy II-A-1.5 Agency Case Review and DOC Early Transfer Protocol, and document its decision on a JJIS document OYA 4107CP Agency Case Review Findings and Orders.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO

Attachment A: OYA Facility Services Population Management Principles

- Principle 1 - Family and regional preference
Every effort will be made to keep youth close to home and family.

- Principle 2 - Attaching and Belonging
We stick with youth, so they know:
 - ✓ We don't give up on them.
 - ✓ They will be accountable to the unit community for their behaviors.
 - ✓ Negative behavior will not result in preferred placements.

- Principle 3 - Transitions
We value providing time for effective transitions and connections during movements and new placements.

- Principle 4 - The MDT makes the recommendation
Decisions are not driven by a single person. We strive to hear every participant's perspective, including youth and families.

- Principle 5 - Data-informed at every step
Data, assessments, and predictive tools will be considered (when appropriate) and meaningfully included in our conversations about youth placement.