

**Idaho Department of  
Juvenile Corrections  
Institutional  
Policy/Procedure**

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**SUBJECT: RELEASE OF JUVENILES FROM IDJC CUSTODY**

ORIGIN: CLINICAL SERVICES

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## Policy

The purpose of this policy is to establish minimum accepted standards of practice for the consideration and documentation of release of a juvenile from the Idaho Department of Juvenile Corrections (IDJC) custody. Release decisions are primarily based on a juvenile's reasonable ability to be safely managed in the community. In lieu of traditional program graduation requirements, completion of release expectations or other circumstances, the IDJC release criteria is based on three key areas:

1. Substantial completion of the juvenile's Service Implementation Plan (SIP),
2. Substantial completion of the juvenile's Relapse Prevention Plan, and
3. A reduction of risk, as demonstrated on the Progress Assessment/Reclassification tool.

It is the IDJC's intent to operate within best practice treatment modalities. While SIP treatment strategies are often complimentary to program requirements, juveniles will not be required to reach a certain program level to be eligible for release. The IDJC is committed to keeping juveniles in custody at appropriate levels of confinement only as long as necessary.

It is therefore the policy of the IDJC that releases are timely and organized and to ensure that the reintegration plan developed throughout placement facilitates a smooth transition from state custody to the community. The IDJC recognizes that the entire [community treatment team](#), including the juvenile and the family, must communicate and collaborate to ensure the reintegration plan is implemented.

A juvenile will not be retained in IDJC custody beyond their 19<sup>th</sup> birthday unless the Custody Review Board (CRB) has determined that extended time in the IDJC custody is necessary. Similarly, juveniles will not be retained in IDJC custody beyond 18 consecutive months unless the CRB recommends, and the director approves, extended time in the IDJC custody is necessary. In no case will a juvenile remain in IDJC custody beyond their 21<sup>st</sup> birthday.

Additionally, juveniles will not be retained in the IDJC custody solely to complete their educational goals, and conversely, educational requirements are not revised to expedite a juvenile attaining a high school diploma or GED.

Appropriate community members, including victims, will be notified of anticipated and actual juvenile releases in a timely manner, no less than 30 calendar days prior to release, unless otherwise deemed appropriate and approved by the IDJC director.

Juveniles are considered in state custody up until the point that the juvenile receives the Certificate of Release (DJC-278) and are indicated as released in IJOS. Release in IJOS must occur promptly once confirmation of a juvenile's release is obtained by the Department.

## **Operating Procedures**

### I. General Parameters

- A. The decision to release is based on the substantial completion of the juvenile's Service Implementation Plan (SIP) and Relapse Prevention Plan (RPP) and on risk reduction, as supported by the Progress Assessment/Reclassification (PA/R).
- B. In situations when a juvenile has not met the requirements listed above, the community treatment team will coordinate a release plan that mitigates risk to the community. These situations could include the following factors:
  - 1. The juvenile has a serious medical condition where continued custody poses harm to the juvenile; or
  - 2. The treatment team determines services have been maximized and/or there has been some measurable reduction of risk; or
  - 3. The Custody Review Board has determined/recommended release based on age or length of custody.
- C. A final progress report with a reintegration plan, as outlined in the Case Management of Juveniles (401) policy/procedure, an updated PA/R and a custodial [Youth Level of Custody/Case Management Inventory](#) (YLS/CMI) is completed no earlier than 30 calendar days and no later than ten calendar days prior to the estimated date of release from IDJC custody.
- D. In order to ensure that the IDJC is prepared for the juvenile to release, a check-out procedure is followed, as indicated in this policy. This ensures that juveniles receive any funds held in personal accounts, medication is provided, and any other personal belongings are accounted for.

For those exceptions that fall outside of the standard release process defined in this policy, the check-out form is completed as much as possible, and includes an explanation of the circumstances, signed and dated by the appropriate Rehabilitation Specialist or Juvenile Services Coordinator (JSC).

- E. If the juvenile will be returning to school in the community, an email is sent to the Juniper Hills School email that contains the information listed below at least 30 calendar days prior to the date of planned release:

1. Name of the school and contact information,
  2. If a school reintegration meeting is needed and the required participants, and
  3. Any family dynamics the community school needs to know in advance of the meeting.
- F. If release is planned outside of Idaho, the JSC contacts the [IDJC Interstate Compact office](#) for direction as soon as possible and no later than 60 days in advance of the planned release date.
- G. If a Reintegration/Release Housing Check (DJC-260) has not been previously completed, the JSC, or their designee, completes the DJC-260 form prior to the juvenile being released to home with the family or into independent living. This is completed no earlier than 45 days prior to the juvenile's release date. The requirement to conduct a housing safety check does not apply when a juvenile is releasing outside the state of Idaho.
- H. The JSC is responsible for coordinating the implementation of the reintegration plan outlined in the progress report throughout treatment. This includes connecting the juvenile with services, as outlined in the reintegration/transition plan.
- I. For juveniles requiring sex offender aftercare, the regional Clinical Supervisor will ensure completion of a psychosexual evaluation prior to release to determine and address risk and aftercare needs. Registration requirements will be met prior to release, as outlined in Juvenile Sex Offender Registration (902) policy/procedure.
- II. Juvenile Released from a Regional IDJC Facility
- A. Once the juvenile has progressed to a point in treatment when reintegration is approaching, the community treatment team identifies a release date and ongoing treatment needs. During this time, the reintegration plan is finalized and implemented.
- B. Once a release date is established, and allowing sufficient processing time to give a minimum of 30 calendar days' notice to community stakeholders, the Rehabilitation Specialist:
1. Completes information, except the date letter mailed, on the Notice of Anticipated Release (DJC-168) form.
    - a. E-mails the DJC-168 form internally to the designated administrative support staff (support staff), JSC, Unit Manager/Program Manager (as applicable), regional education staff, Juniper Hills School email, transport coordinators, regional medical staff, facility Clinical Supervisor, sending region Clinical Supervisor, facility Superintendent, and other regional IDJC staff that need the information.

- b. The support staff proofreads the DJC-168 and obtains signatures from the facility Superintendent and the facility Clinical Supervisor approving the release.
  2. Requests that the support staff complete and send the Notice of Intent to Release (DJC-003) form to stakeholders listed on the Persons to be Notified (DJC-177) document, JSC, Juniper Hills School email, transport coordinator, and, if applicable, the courtesy supervision Chief Juvenile Probation Officer once the DJC-168 form is approved.
    - a. The support staff generates and distributes the DJC-003 and completes the DJC-168 form by documenting the dates that the DJC-003 form was sent.
    - b. The support staff ensures that both the DJC-168 and DJC-003 forms are filed timely in the case management file.
  3. Ensures an updated PA/R is completed. Refer to Risk Assessments (407) policy/procedure.
  4. Completes and sends, in collaboration with the JSC, the Final Progress Report (DJC-157) and the Relapse Prevention Plan (DJC-271), as outlined in Case Management for Juveniles (401) policy/procedure.
  5. Makes transportation arrangements, as needed.
  6. Ensures that when there is a change to the anticipated release date, including cancellation, the Notice of Release Date Amendment (DJC-004) form is filed with the court and sent to stakeholders in counties that require it in order to amend or vacate a hearing.
- C. Once a release date is established, and allowing sufficient processing time to give a minimum of 30 calendar days' notice to community stakeholders, the Juvenile Services Coordinator ensures a Youth Level of Service/Case Management Inventory (YLS/CMI) is completed. Refer to Risk Assessments (407) policy/ procedure.
- D. Check-Out Procedure—Regional Facility
 

A check-out form is required for all releases.

  1. If a juvenile is released from IDJC custody from an observation and assessment unit, the JSC is responsible for communicating fully with all parties and for completing all release paperwork. The district office staff is responsible for the notification and check-out process, keeping in mind that a support staff at the facility is available to assist to gather signatures.
  2. The Rehabilitation Specialist completes the Juvenile Corrections Center Facility Check-out (DJC-179) form including outstanding restitution information.

- a. If a juvenile is staged pending release (including when a juvenile is at a facility for any amount of time), the Rehabilitation Specialist completes Section I of the DJC-179 form selecting “staging pending release” from the drop-down menu and clearly documents the staging points.
  - b. The Rehabilitation Specialist ensures the transport coordinator enters the placement plan(s) for each overnight staging point into IJOS.
  - c. The Rehabilitation Specialist then e-mails the DJC-179 form to the support staff for review and proofreading.
3. The support staff performs the following tasks:
- a. Verifies the release address on the DJC-179 form against the information in IJOS or the DJC-168, follows up with the Rehabilitation Specialist for any discrepancies or questions, and makes any necessary corrections to the DJC-179 form or IJOS. The support staff then prints the DJC-179 form and signs Section I.
  - b. The support staff checks the IDJC Juvenile Fund shared drive to determine whether or not the juvenile has funds in a personal account. The support staff enters the amount or zero in Section II. The support staff returns the DJC-179 form to the Rehabilitation Specialist to gather remaining signatures.
  - c. The support staff prepares the Certificate of Release (DJC-278), obtains the signature of the sending region Superintendent, and files the DJC-278 in the juvenile’s case management file to be printed and hand-delivered to the juvenile on the day of release. Refer to Releases in IJOS (14) desk manual.
4. The Rehabilitation Specialist signs the DJC-179 form, ensures all other signatures are obtained, and returns the finalized DJC-179 check-out form to the support staff.
5. If the juvenile is on escape status, the JCCN Office Services Supervisor is notified to cancel the Director’s Warrant from NCIC.
6. Prior to release, juveniles participate in a Performance-based Standards (PbS) exit survey conducted by the Quality Improvement (QI) Program Specialist that includes supplemental IDJC exit survey questions. They participate in an exit interview conducted by the Superintendent, or designee. The Superintendent, or designee, signs the corresponding line of Section III on the DJC-179 form to acknowledge that the PbS exit survey is complete.
- a. Juveniles who are released to a higher [level of custody](#), such as a jail, do not participate in a PbS exit survey.

- b. The supplemental IDJC exit questions are forwarded to the Quality Improvement Services Director.
- D. The Day of Release from IDJC Custody from an IDJC Regional Facility
- 1. It is the responsibility of the support staff to ensure the DJC-179 form is signed and filed upon the juvenile's release. If after hours, or a holiday, it is the program support staff's responsibility to ensure the DJC-179 form is signed upon the juvenile's release and returned to the support staff.
    - a. The juvenile, staff witness, transport staff, if applicable, and parent/guardian (if picked up at regional facility) sign and date the DJC-179 form, signature lines 1 of Section IV.
    - b. The program support staff documents the time the juvenile is released from IDJC custody on the DJC-179.
    - c. By signing, the juvenile acknowledges receiving all personal items from the facility. The juvenile and parent/guardian, if picked up at regional facility, are given the DJC-278 (Certificate of Release).
  - 2. If the juvenile is staged pending release, the staging facility prints the signed DJC-179 form from the juvenile's case management file, and obtains signatures on the second set of signature lines in Section IV. and ensures release date and time are documented.
    - a. The staging facility prints and delivers the DJC-278 when the juvenile is released.
    - b. The staging facility will not release a juvenile until the DJC-179 form is signed by appropriate parties with date and time of release clearly documenting transfer of custody to parent/legal guardian.
    - c. The staging facility replaces the initial DJC-179 form in the juvenile's case management file with the updated DJC-179.
    - d. The staging facility enters the movement in IJOS.
  - 3. If the juvenile is released in the community, transport staff obtains final signatures on the Transport Form (DJC-241). In this instance, the DJC-241 form is saved in the juvenile's case management file as part of the DJC-179 form.
    - a. Transport staff brings the DJC-278 and delivers the DJC-278 to the juvenile and parent/guardian at the time of release.
    - b. Transport staff calls the regional facility to report the time the juvenile is released.
    - c. Regional facility staff enters the movement in IJOS.

4. If the juvenile has funds, the support staff sends the DJC-179 form to Accounts Payable. Accounts Payable returns the DJC-179 form to the support staff after documenting fiscal action. Refer to Juvenile Fund (204) policy/procedure.
5. Once release is confirmed by receipt of the DJC-179 and/or notice of juvenile movement IJOS auto-notification, the support staff begins the release in IJOS process, as described in the 14 desk manual. If the release is on a weekend or holiday, the release in IJOS occurs promptly on the following business day.
6. The DJC-179 form and release documents are saved in the juvenile's case management file.

### III. Juvenile Released from a Residential Treatment Contract Provider

- A. Once the juvenile has progressed to a point in treatment when reintegration is approaching, the community treatment team identifies a release date and ongoing treatment needs. During this time, the reintegration plan is finalized and implemented.
- B. Once a release date is established and allowing sufficient processing time to give a minimum of 30 calendar days' notice to community stakeholders, the JSC:
  1. Completes all information on the Notice of Anticipated Release (DJC-168) form, except the date letter mailed.
    - a. The DJC-168 form is sent internally to the support staff for processing with copies sent to Juniper Hills School email, transport coordinators, regional medical staff, sending region Clinical Supervisor, Clinical Supervisor in the region where the juvenile is placed (if applicable), sending region Superintendent, and other regional IDJC staff who need the information.
    - b. The support staff proofreads the DJC-168 and obtains signatures from the sending region Superintendent and sending region Clinical Supervisor.
  2. Requests the support staff to send the Notice of Intent to Release (DJC-003) form to stakeholders listed on the DJC-177 form, Juniper Hills School email, the transport coordinators, and, if applicable, the courtesy supervision Chief Juvenile Probation Officer once the DJC-168 is approved.
  3. Completes an updated PA/R and YLS/CMI. Refer to Risk Assessments (407) policy/ procedure.
  4. Completes and sends, in collaboration with the contract provider and support staff, the final progress report with Contract Provider Report Coversheet (DJC-158) form and the Relapse Prevention Plan (DJC-

271), as outlined in Case Management for Juveniles (401) policy/procedure.

5. Makes transportation arrangements, as needed.
6. Ensures that when there is a change to the anticipated release date, including cancellation, the Notice of Release Date Amendment (DJC-004) is filed with the court and sent to stakeholders in counties that require it in order to amend or vacate a hearing.

C. The support staff completes the following steps in support of the JSC.

1. The support staff generates and distributes the DJC-003 form and completes the DJC-168 form by documenting the dates that the DJC-003 form was sent.
2. The support staff sends a copy of the signed DJC-168 form to the contract provider for their records.
3. The support staff ensures that both the DJC-168 and the DJC-003 forms are filed timely in the juvenile's case management file.

D. Check-Out Procedure from Contract Provider

It is the responsibility of the contract provider to complete the appropriate sections of the Contract Provider Juvenile Check-Out (DJC-180) form and forward to the appropriate district office on the actual date the juvenile leaves the program.

1. The contract provider completes and signs Sections I and II of the DJC-180 form.
2. If the juvenile is staged pending release (including when a juvenile is at a facility for any amount of time), the contract provider clearly documents the staging points.

The JSC notifies the transport coordinator and ensures the placement plan(s) for each overnight staging point are entered in IJOS.

3. The support staff prepares the Certificate of Release (DJC-278) and obtains the signature of the sending region Superintendent in advance, and forwards the completed DJC-278 to the contract provider one business day prior to the release date. This allows the contract provider to hand-deliver the DJC-278 to the juvenile at the time of release. This document is not given to the juvenile prior to the actual release. Refer to the 14 desk manual.

E. The Day of Release from IDJC Custody from a Contract Provider



1. Section III.1. of the DJC-180 form (signature lines 1) is completed and signed by the appropriate parties documenting the date and time of the juvenile's release from IDJC custody. The juvenile is given the DJC-278.
2. Once the DJC-180 form is signed and the juvenile is released, the contract provider immediately sends the DJC-180 form to the appropriate district office for review and filing in juvenile's case management file.
  - a. If the juvenile is staged pending release, the staging facility prints the signed DJC-180 form and obtains the appropriate signatures in Section III (signature lines 2) when the juvenile departs from the staging facility. Additional signature lines are used, if applicable.
    - i. The juvenile is given the DJC-278 at time of release.
    - ii. The staging facility enters the movement in IJOS.
    - iii. The staging facility replaces the DJC-180 form with the updated DJC-180 in the juvenile's case management file.
  - b. If the juvenile is released in the community, transport staff obtains final signatures on the Transport Form (DJC-241). In this instance, the DJC-241 form is saved in the juvenile's case management file as part of the DJC-180 form.
    - i. Transport staff delivers the DJC-278 to the juvenile at the time of release.
    - ii. Transport staff calls either the regional facility or appropriate district office to report the time when the juvenile is released.
    - iii. Regional facility staff or support staff enters the IJOS movement.
3. Upon receipt of the DJC-180 form, the JSC verifies that the information is complete and accurate, corrects any discrepancies or variations, and fully completes Section V of the DJC-180 form and forwards to the support staff.

If the DJC-180 form is not received in the district office by 3 p.m. on the day of the anticipated release, the support staff contacts the contract provider to check on the status of the juvenile's release.

- a. The support staff verifies the release address on the DJC-180 form against the information in IJOS or the DJC-168, follows up with the JSC for any discrepancies or questions, and makes any necessary corrections to the DJC-180 form or IJOS.
- b. The support staff checks the IDJC Juvenile Fund shared drive to determine whether or not the juvenile has funds in a personal

account. The support staff enters the amount or indicates zero funds and signs Section IV of the DJC-180 form.

- c. If the juvenile has funds, the support staff sends the DJC-180 form to Accounts Payable. Accounts Payable returns the DJC-180 form to the support staff after documenting fiscal action. Refer to Juvenile Fund (204) policy/procedure.
  4. Upon confirmation of release by receipt of the completed DJC-180 form and/or notice of juvenile movement IJOS auto-notification, the support staff immediately begins the release process in IJOS. Refer to the 14 desk manual. If the release is on a weekend or holiday, the release in IJOS occurs promptly on the following business day.
  5. The DJC-180 form and release documents are saved in the juvenile's case management file.
- F. It is the JSC's responsibility to check the placement reports in IJOS to confirm release status.

#### IV. Juvenile is Released from a Level 1 Placement

- A. If a juvenile was previously transferred to a Level 1/in-custody home placement, the check-out procedure from a regional facility or contract provider will have been completed as outlined in the Transfer of Juveniles in IDJC Custody (431) policy/procedure. The release paperwork and notification of stakeholders is completed by the JSC, as described in Operating Procedure, Section III., of this policy.
- B. On the day of release, the JSC fully completes Section V of the DJC-179 or the DJC-180 form previously saved in the case management file when the juvenile transferred, which indicates approval of the release, and forwards to the support staff.
- C. The support staff checks the IDJC Juvenile Fund shared drive to determine whether or not the juvenile has funds in a personal account.
  1. The support staff enters the amount or indicates zero funds in corresponding section of the DJC-179 or the DJC-180 form and signs and dates it.
  2. If the juvenile has funds, the support staff sends the DJC-179 or DJC-180 form to Accounts Payable. Accounts Payable returns the form to the support staff after documenting fiscal action.
  3. The DJC-179 or DJC-180 form and release documents are saved in the juvenile's case management file.
- D. The support staff begins the release in IJOS process, as described in the 14 desk manual. The DJC-278 is sent to the juvenile by mail.

## V. [District Court Committed Juveniles](#)

- A. Prior to the release of juveniles committed from a district court, a hearing must be held before the [committing judge](#). The Rehabilitation Specialist and/or JSC ensure that the Deputy Attorney General (DAG) is notified in a timely manner, utilizing the Legal e-mail, that a release hearing needs to be scheduled and collaborates with the DAG on the release process.
- B. Internal release paperwork, final progress reporting, and check-out procedures described in this policy apply. The support staff does not distribute a DJC-003 for external release notifications or prepare a Certificate of Release. Refer to Juveniles Committed by a District Court (907) policy/procedure and the 14 desk manual.

*Reference:*            [Glossary of Terms and Acronyms](#)  
[Section 20-533 Idaho Code](#)  
[IDAPA 05.02.01, "Rules for Residential Treatment Providers"](#)  
[Interstate Compact Directive](#)  
[Records Retention Schedules](#)  
[Records Destruction Logs](#)

*Desk Manual:*        [Releases in IJOS \(14\)](#)

*Related Policies:*    [Case Management of Juveniles \(401\)](#)  
[Custody Review Board Referral Process \(434\)](#)  
[Transport of Juveniles \(641\)](#)  
[Control and Maintenance of Case Management Files \(663\)](#)  
[Placement of Juveniles with History of Sexual Misconduct \(438\)](#)  
[Staging Juveniles \(410\)](#)  
[Transfer of Juveniles in IDJC Custody \(431\)](#)  
[Risk Assessments \(407\)](#)  
[Juvenile Sex Offender Registration \(902\)](#)  
[Juveniles Committed by a District Court \(907\)](#)  
[Juvenile Fund \(204\)](#)  
[Escapes/Escape Attempts \(609\)](#)  
[Records Management Program \(117\)](#)

*Related Forms:*     [Notification of Anticipated Release from IDJC Custody \(DJC-168 IJOS\)](#)  
[Notice of Intent to Release \(DJC-003 IJOS\)](#)  
[Notice of Release Date Amendment \(DJC-004 IJOS\)](#)  
[Certificate of Release \(DJC-278 IJOS\)](#)  
[Juvenile Corrections Center Check-Out Form \(DJC-179\)](#)  
[Contract Provider Juvenile Check-Out Form \(DJC-180\)](#)  
[Progress Report \(DJC-157 IJOS\)](#)  
[Reintegration/Transition Plan \(DJC-160 IJOS\)](#)  
[Relapse Prevention Plan \(DJC-271\)](#)  
[Notice of Contract Provider Progress Report \(DJC-189 IJOS\)](#)  
[Persons to be Notified List \(DJC-177\)](#)  
[Reintegration/Release Housing Check \(DJC-260\)](#)  
[Transport Form \(DJC-241 or IJOS Transport Tool\)](#)  
[Records Destruction Worksheet \(DJC-279\)](#)