

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

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SUBJECT: CUSTODY REVIEW BOARD  
REFERRAL PROCESS

CATEGORY: CLINICAL

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**Policy**

As provided by Idaho Code, a juvenile will be released from Idaho Department of Juvenile Corrections (IDJC) custody upon reaching age 19, unless the Custody Review Board (CRB) determines that “extended time in custody is necessary to address [competency development](#), accountability and community protection.” Additionally, a juvenile offender, regardless of age, shall appear before the custody review board prior to eighteen (18) consecutive months in custody, and every six (6) months thereafter, to review progress and continued custody with the department—Sections 20-520(1)(t) and 20-532, Idaho Code.

The purpose of this policy is to establish a process to refer juveniles who meet the criteria to appear before the CRB to ensure compliance with statutory obligations of the CRB and the *Rules of the Custody Review Board* (IDAPA 05.01.03).

It is therefore the policy of the IDJC that the status of all juveniles between the ages of 18.4 and 19.0 and those approaching 18 consecutive months in custody, are reviewed to determine whether a referral to appear before the CRB is necessary. The Placement and Transition Services Unit will assume primary responsibility for organizing the CRB referral process.

**Operating Procedures**

- I. Eligible Juveniles
  - A. CRB hearings are held every January, April, July, and October.
  - B. Placement and Transition Services (PTS) develops a list of eligible juveniles to prepare for the CRB hearings.
    1. Requests that a list of juveniles between the ages of 18.4 and 19.0 be generated from [IJOS](#) four times a year.
    2. Determines which juveniles are approaching 18 consecutive months in custody and those juveniles who are due for a subsequent 6 month review.
  - C. PTS reviews the list of eligible juveniles to eliminate those juveniles who have already appeared before the CRB for age and youth who appeared before the CRB at the most recent hearing.

- D. PTS distributes the list of eligible juveniles to the [Juvenile Service Coordinators](#) (JSCs), [facility case managers](#), IDJC Regional Support staff, and Clinical staff, along with the date of the next CRB hearing. The list is also posted on the Director's Office, Placement & Transition Services, Population Management page on the intranet and updated, as needed.

## II. Referral Packet

- A. If it is determined by the treatment team that extended time in custody is necessary, a member of the treatment team completes the Custody Review Board Referral and Eligibility (DJC-110) form for the juvenile. If the treatment team does not feel extended time in custody is necessary, a member of the treatment team contacts PTS to have the juvenile removed from the list and a referral is not made.
1. If the juvenile is in a [regional facility](#), the DJC-110 form is completed by the facility case manager or designee.
  2. If the juvenile is at a [contract provider](#), the DJC-110 form is completed by the JSC.
- B. The completed DJC-110 form is given to the appropriate Superintendent for approval and signature.
1. The appropriate [Superintendent](#) is the Superintendent of the state facility where the juvenile is placed, if juvenile is at a state facility, or the Superintendent in the region the juvenile was committed from, if at a contract provider.
  2. The signed DJC-110 form is forwarded to PTS eight weeks prior to the CRB hearing date. PTS files the DJC-110 form in the juvenile's CRB Case Management file.
- C. The facility case manager, JSC, and appropriate administrative support staff prepare and forward the information indicated for the CRB packet to PTS at least four weeks prior to the CRB hearing date.
1. The CRB Document Checklist (DJC-026) form describes the documents that are to be included in the packet.
  2. The CRB Juvenile Information Outline (DJC-242) form is completed by the facility case manager or JSC.
- D. PTS informs the juvenile's facility case manager, JSC, and Juvenile Probation Officer (JPO) of the date and time the juvenile is to appear before the CRB.

*Reference:*                    [Glossary of Terms and Acronyms](#)  
                                     *Sections 20-520(1)(t) and 20-532, Idaho Code*  
                                     *Section 20-533, Idaho Code*  
                                     *IDAPA 05.01.03 – Rules of the Custody Review Board*

*Desk Manual(s):*           *Custody Review Board Hearings 020.04*

*Related Policies:*        *Case Management for Juveniles (401)*  
                                     *Release of Juveniles from IDJC Custody (437)*

*Related Forms:*           *Custody Review Board Referral and Eligibility (DJC-110)*  
                                     *CRB Hearing Document Checklist (DJC-026)*  
                                     *CRB Juvenile Information Outline (DJC-242)*