

**CHAPTER 100****CLASSIFICATION ASSIGNMENT PROCESS  
FOR JUVENILES****Authority**

N.J.S.A. 52:17B-170e(5) to (9), (14), (18), and (20) to (22);  
52:17B-175(e); 52:17B-176; 52:17B-178; and 52:17B-186.

**Source and Effective Date**

R.2011 d.094, effective February 23, 2011.  
See: 42 N.J.R. 2596(a), 43 N.J.R. 738(a).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 100, Classification Assignment Process for Juveniles, expires on February 23, 2018. See: 43 N.J.R. 1203(a).

**Chapter Historical Note**

Chapter 100, Classification Assignment Process for Juveniles, was adopted as new rules by R.2005 d.330, effective October 3, 2005. See: 37 N.J.R. 1168(a), 37 N.J.R. 3851(a).

Chapter 100, Classification Assignment Process for Juveniles, was readopted as R.2011 d.094, effective February 23, 2011. See: Source and Effective Date. See, also, section annotations.

Subchapter 2, Reception and Assignment Process, was renamed Reception and Assignment Process; Parole Contract Agreements by R.2012 d.097, effective May 21, 2012. See: 43 N.J.R. 3125(a), 44 N.J.R. 1618(b).

Subchapter 2, Reception and Assignment Process; Parole Contract Agreements, was renamed Reception and Assignment Process; Parole Contract Agreement by R.2014 d.138, effective September 2, 2014. See: 45 N.J.R. 1945(a), 46 N.J.R. 1902(a).

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**SUBCHAPTER 1. GENERAL PROVISIONS****13:100-1.1 Purpose**

The purpose of this chapter is to establish uniform procedures governing the assignment, reassignment and transfer of juveniles to and from Commission facilities.

**13:100-1.2 Scope**

This chapter shall apply to all juveniles committed to the custody of the Commission or otherwise serving a custodial sentence in a Commission facility.

Amended by R.2016 d.134, effective October 17, 2016.

See: 48 N.J.R. 378(a), 48 N.J.R. 483(a), 48 N.J.R. 2163(a).

Inserted "or otherwise serving a custodial sentence in a Commission facility".

**13:100-1.3 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

"Board" means the New Jersey State Parole Board.

"Classification Committee" means a group of Commission staff members that have been designated to make decisions related to the assignment or reassignment of juveniles to Commission facilities and to programs and activities within Commission facilities.

"Commission" means the New Jersey Juvenile Justice Commission.

"Director of Operations" means the Commission staff member, by whatever name or title, charged with oversight and management responsibilities for the overall operation and supervision of the Commission's secure and non-secure facilities.

"Executive Director" means the Executive Director of the New Jersey Juvenile Justice Commission.

"Facility" means any facility operated by or contracted with the New Jersey Juvenile Justice Commission which houses juveniles.

"Initial Classification Custody Document (ICCD)" means the instrument used to guide the selection of a custody level for all newly committed juveniles. The ICCD is a scale to assess the severity of a juvenile's current and prior record, and the juvenile's cooperation with past correctional interventions. The instrument is used as an aid in determining placement.

"Initial Classification Custody Document Score" means the numerical value derived from the Initial Classification Custody Document.

"Judicial restriction date" means the date determined under the provisions of N.J.S.A. 2A:4A-44 to be either one-third of a juvenile's imposed sentence, in the case of an adjudication for conduct that if committed by an adult would be a crime of the first, second, or third degree, or one-fourth of such sentence, in the case of an adjudication for conduct related to all other crimes, in both cases, as calculated going forward

from the original date of sentence and as may be reduced by any applicable credits.

“Juvenile” means both a juvenile who has been adjudicated delinquent and sentenced to a term of incarceration to be served under the custody of the New Jersey Juvenile Justice Commission, and a juvenile who has been convicted of an offense subject to waiver under the provisions of N.J.S.A. 2A:4A-26 and sentenced to serve a custodial sentence in a Commission facility, and who is residing in a Commission facility.

“Juvenile parolee” means an adjudicated delinquent who has been released from a Commission facility on parole, and/or post-incarceration supervision, and who is subject to the jurisdiction of the New Jersey State Parole Board.

“Non-secure facility” means a Commission or Commission-contracted community program that does not employ custody officers and whose security is provided by civilian staff.

“Parole contract agreement” means the agreement provided for by P.L. 2009, c. 330 (N.J.S.A. 30:4-123.67) between the Commission, the New Jersey State Parole Board, and a juvenile or juvenile parolee that, if the terms of which are fulfilled by the juvenile or juvenile parolee, would result in a specified reduction of the juvenile parolee's parole term or the juvenile's primary parole eligibility date.

“Reception and Assessment Facility (RAF)” means a secure facility to which newly admitted juveniles are assigned pending classification and placement within the Commission.

“Reclassification and Custody Document (RCCD)” means the instrument used to review each juvenile's adjustment to the initial classification assignment, and to subsequent reclassification assignments, to determine whether movement to a new custody level is warranted.

“Reclassification Score” means the numeric value derived from an objective classification scoring instrument (the RCCD) to evaluate a juvenile's adjustment subsequent to initial classification to determine custody level and assignment.

“Secure facility” means any New Jersey Juvenile Justice Commission facility which houses juveniles and employs custody personnel (N.J.S.A. 52:17B-174) to provide security.

“Superintendent” means the chief executive officer of any Commission facility, which houses juveniles.

Amended by R.2011 d.094, effective March 21, 2011.

See: 42 N.J.R. 2596(a), 43 N.J.R. 738(a).

Added definition “Classification Committee”; and deleted definitions “Institutional Classification Committee (ICC)” and “Juvenile Classification Committee (JCC)”.

Amended by R.2012 d.097, effective May 21, 2012.

See: 43 N.J.R. 3125(a), 44 N.J.R. 1618(b).

Added definitions “Judicial restriction date”, “Juvenile parolee” and “Parole contract agreement”.

Amended by R.2014 d.138, effective September 2, 2014.

See: 45 N.J.R. 1945(a), 46 N.J.R. 1902(a).

Added definition “Board”; and rewrote definitions “Judicial restriction date” and “Parole contract agreement”.

Amended by R.2016 d.134, effective October 17, 2016.

See: 48 N.J.R. 378(a), 48 N.J.R. 483(a), 48 N.J.R. 2163(a).

Rewrote definition “Juvenile”.

## SUBCHAPTER 2. RECEPTION AND ASSIGNMENT PROCESS; PAROLE CONTRACT AGREEMENT

### 13:100-2.1 Initial reception

(a) The Commission shall operate separate and distinct reception and assessment facilities (RAFs) for males and females. Except for educational and recreational activities, sight and sound separation shall be maintained between male and female juveniles.

(b) Upon admission to an RAF, a juvenile shall be assigned to a housing unit within the facility.

(c) The reception process shall be completed as soon as possible after a juvenile is admitted to an RAF, and in any event within three weeks from the date of admission.

(d) Each juvenile shall be provided with an orientation session as soon as possible, and in any event within one week of admission to an RAF unless compelling security or safety reasons dictate otherwise, or if to do so would adversely affect the orderly operations of the facility. Topics of orientation sessions shall include, but shall not be limited to:

1. Rights and privileges of juveniles;
2. Work opportunities;
3. Secure facility services;
4. Recreation and leisure time activities;
5. Grooming and hygiene;
6. Personal property;
7. Housekeeping;
8. Juvenile discipline; and
9. Time and sentences.

(e) During the initial reception process, a detailed social history and medical/dental examination, including a substance abuse evaluation, shall be completed for each juvenile and assessments shall be made with respect to the juvenile's psychological, educational and vocational needs. Every juvenile shall be evaluated and assessed by a child study team, and Individual Education Programs, as defined and required under provisions of the Individual with Disabilities Education Act (IDEA), 20 U.S.C. §§1400 et seq., and Section 504 Plans, as defined and provided for under the Rehabilitation Act of 1973, 29 U.S.C. §§701 et seq., shall be developed or revisited for juveniles identified as having disabilities as defined in those statutes. All results shall be recorded in a comprehensive information format maintained for individual juveniles.