

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

N.J.S.A. 52:17B-170e(5) to (9), (14), (18), (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

Chapter 100, Classification Assignment Process for Juveniles, expires
on February 23, 2016.

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.

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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.

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:

“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.

“Juvenile” means an individual 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 who is residing in a Commission facility.

“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.

“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)”.

SUBCHAPTER 2. RECEPTION AND ASSIGNMENT PROCESS

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 sub-

stance 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.

(f) An admissions summary for each juvenile shall be developed from a compilation of the information identified in (e) above, and all other available relevant sources, including the Pre-disposition Report, police investigation files, automated case tracking systems, and records of prior involvement with law enforcement and correctional authorities. Information provided shall include, but not be limited to, the juvenile’s:

1. Current offense;
2. Length of sentence;
3. Prior court history, if any;
4. Family situation;
5. Psychiatric or psychological report summaries;
6. Medical condition; and
7. Academic and vocational assessment, including special education needs and disability services and accommodations.

(g) The needs of the juvenile shall be determined by reviewing the results of the assessments in (e) and (f) above. The issues to be considered when identifying a juvenile’s needs shall include, but need not be limited to, the juvenile’s:

1. Family situation;
2. Social, emotional and psychological profile;
3. Medical and dental condition;
4. Educational and vocational profile;
5. Peer relationships;
6. Substance abuse evaluation; and
7. Current and prior facility adjustment.

(h) At the end of the reception and assessment process, the juvenile shall appear before a Classification Committee for assignment to an appropriate Commission facility.

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

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

In (e), deleted a comma following the first occurrence of “juvenile”, and substituted “in a comprehensive information format maintained for