

Sixth District Department of Correctional Services POLICY	Issue Date 12/5/14	Effective Date 04/25/19	Policy Number 2348-19
Subject <b>LEVELS (ANCHOR Residential)</b>		Review Month December	Author 0253/0588 (MST/JGE)
Rescinds 2348-14	References		

**PURPOSE:**

The purpose of the level system is to communicate program expectations, assess resident progress toward individualized goals identified in the case plan and to reward positive adjustment through opportunities in the furlough program. Successful discharge depends upon progress toward case plan goals.

**POLICY:**

The level system consists of five (5) separate increments. In order to qualify for advancement or to remain at the current level, all aspects of the level are met. Residents who do not meet the criteria for a certain level may be reduced to the appropriate level.

**PROCEDURE:**

1. The Residential Supervisor and Treatment Services Manager develops a level system and publishes it in the Resident Handbook, which is reviewed with all residents during intake and is made available to residents at all times.
2. The Residential Supervisor and Treatment Services Manager review the level system annually and revise it as necessary.
3. Staff reviews level and furlough requests on Wednesday of each week, unless otherwise designated.
4. Staff reviews requests for level advancement.
  - A. Residents complete the Request for Level Advancement form (2348A) and submit to staff prior to curfew the Sunday. However, if Sunday is a holiday, they are due by curfew on Monday evening before consideration.
  - B. Residents outline progress in level.
  - C. The resident is notified of decision. A record of level advancements and denials are documented in ICON Generic Notes.

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**PROCEDURE:** (continued)

5. Staff considers reinstatement to levels for residents coming off of restriction.
  - A. A resident who receives disciplinary sanctions is not eligible for level privileges until all restrictions are served.
  - B. A resident who is found guilty of major violations, and has been on restricted status is reinstated no higher than one level below their previous level.
6. All staff are encouraged to provide input regarding levels. All input is reviewed and considered.
7. Level determination is made based upon progress or, lack thereof, toward case plan/treatment goals, as well as a minimum of time as outlined in the resident handbook.

BY ORDER OF:

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Bruce Vander Sanden, District Director