

Sixth District Department of Correctional Services POLICY		Issue Date 11/10/91	Effective Date 06/20/17	Policy Number 2518-17
Subject <b>LEVELS</b>			Review Month December	Author 0120 (CDE)
Rescinds 1318-09; 1418-02A; 1518-09	References			

**PURPOSE:**

The purposes of the level system are to communicate program expectations, to 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:**

In order to qualify for advancement or to remain at the current level, all aspects of the level are satisfied. Residents who do not meet the criteria for a certain level may be reduced to the appropriate level as a result of staff review.

**PROCEDURE:**

1. The Residential Division 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 Division Manager reviews the level system annually and revises it as considered necessary.
3. The Levels Committee reviews level and furlough requests on Wednesday of each week, unless otherwise designated. The Levels Committee is comprised of Residential Probation/Parole Officers and other staff members.
4. The Levels Committee reviews requests for level advancement.
  - A. Residents complete the Application for Level Advancement form (2518A GRHC/LANC; 2518B HH) and submit to staff prior to curfew on Monday; however, if Monday is a holiday, they are due by curfew on Sunday evening before consideration.
  - B. Residents outline in detail, reasons for advancement. Reasons must include progress toward case plan goals.

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**PROCEDURE:** (continued)

- C. When the level is approved or denied, the resident is informed of the reason(s) in writing. A record of level advancements and denials are noted in the ICON Generic Notes.
5. The Levels Committee 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. The Levels Committee may consider removing a resident from the level system if the resident is not benefiting from those privileges. An individual specialized program is developed.
  - A. Ordinarily no privileges afforded through the level system are provided while a resident is on an individualized program.
  - B. Individualized programs are reviewed bi-monthly by the Levels Committee.
7. If a resident loses employment and a Disciplinary Report is not warranted, the Levels Committee:
  - A. Allows the resident to remain in the current level if temporarily laid off (not more than two (2) weeks);
  - B. Allows the resident to remain in the current level up to two (2) weeks if meeting job seeking expectations;
  - C. Reduces level status if the resident is unwilling to actively job seek or remains unemployed (non-medical reasons) in excess of two (2) weeks.
8. In accordance with the American Disabilities Act, a resident who is under-employed may qualify for level advancement; however, the minimum time frame criteria is extended on a pro-rated scheduled based upon hours worked during that week. Involvement in an approved educational program or completion of community service hours may be added for employment hours, as approved by staff.
9. All staff are encouraged to provide input regarding levels. All input is reviewed and considered by the Levels Committee.

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**PROCEDURE:** (continued)

10. Level determination is made based upon progress or, lack thereof, toward case plan/treatment goals, as well as a minimum of time as set forth by the Residential Division Manager and published in the resident handbook. The final decision regarding levels is made by the Residential PPO assigned to that case.
11. Levels that are approved are effective on noon Thursday of that week.

BY ORDER OF:

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Bruce Vander Sanden, Director