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Chapter:	Juvenile Justice	
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Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 9/1/06
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PURPOSE

To clarify how decisions will be made about population management of youth in the Woodside Detention Program.

POLICY

The Woodside Juvenile Rehabilitation Center has an overall capacity of thirty youth, with **sixteen** beds assigned to the Detention Program. By law and by agreement with the village of Essex Junction, the building capacity of 30 cannot be exceeded at the end of any business day. Whenever the number of youth in the Detention Program approaches sixteen youth, it is essential that the numbers be managed in a way that conforms with the law while also protecting both the community and youth served by the Department for Children and Families.

Woodside is part of the overall DCF residential care system. The full resources within the DCF residential care system will be utilized to manage youth in need of staff and building secure detention, while ensuring that the number of youth placed at Woodside does not exceed the defined limit.

Procedures

1. When the Detention Program population reaches 15 youth, the Woodside Team Supervisor will notify the Woodside Director, who will advise the DCF Client Placement Specialist that population management may be an issue.
2. The DCF Client Placement Specialist will review all youth placed in the Detention Program and identify a strategy to manage the population, including developing a priority list for moving youth into other programs. Districts will be advised that those youth may have to move.
3. When new Detention Program admissions result in a population of 18 or more (17 if there are 13 youth in the Treatment Program), the Detention Program Team Supervisor will notify the Woodside Director, DCF Client Placement Specialist, and the designated Residential Services Unit staff to identify a plan to manage those youth while a plan is developed to reduce the numbers in the Detention Program. In extreme situations all administrative admissions may be put on hold. Others in the chain of authority,

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including the Commissioner and Deputy Commissioner will be advised of the situation as necessary.

4. During normal working hours the DCF Client Placement Specialist will have final authority in deciding which youth may have to leave the Woodside Detention Program. After hours and on weekends the designated Residential Services Unit staff will have final authority in deciding which youth might have to leave the Detention Program. That person will work with ESP and the districts to implement a plan to ensure that no more than 30 youth sleep at Woodside.