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Title YOUTH CLASSIFICATION

Legal References (includes but is not limited to) IC 11-8-2-5(a)(5) IC 11-8-2-5(a)(8) IC 11-8-2-5(a)(12) IC 11-10-2-1 <i>et seq.</i> IC 11-10-3-2 IC 11-10-4-1 <i>et seq.</i> IC 31-30-4-1 through 7 IC 31-37-19-6 IC 31-37-19-9 IC 31-37-19-10	Related Policies/ Procedures (includes but is not limited to) 00-01-103 00-01-104 00-02-301 00-03-201 00-03-301 01-01-103 01-02-101 01-02-106 01-04-102 01-04-104 02-01-101 through 105 02-01-108 02-03-105 02-04-104 02-01-115 03-02-101 through 103 03-02-105 through 110 03-02-112 through 114 03-03-101 04-01-104	Replaces: 03-02-104 (Eff. 12-1-2020 / ED # 20-56)
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I. PURPOSE:

The purpose of this policy and administrative procedure is to establish an organized classification process for the assigning and transferring of youth sent to the Department of Correction's Division of Youth Services (DYS) consistent with their needs and those of society.

II. POLICY:

This policy establishes a standardized classification process for assigning and transferring youth within DHS, ensuring placements align with both the youth's needs and those of society by using objective, uniform criteria to determine the most appropriate environment for each youth.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

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- A. **ALTERNATIVE SENTENCE:** A sentence imposed on a youth that has been charged with a felony in criminal court that orders the youth be placed in a Division of Youth Services (DYS) facility. The court will review the sentence and the youth's progress, prior to the youth's nineteenth (19th) birthday, per Indiana Code 31-30-4-1 through 31-30-4-7.
- B. **ASSIGNED CASE MANAGER (Correctional Juvenile Casework Manager-3):** The staff person assigned to a youth at the Receiving Unit/Facility responsible for managing a youth's case management needs through the growth, re-entry, and release phases.
- C. **ASSIGNED INTAKE CASE MANAGER (Intake Correctional Juvenile Casework Manager-3):** The staff person who is responsible for overseeing the youth's intake or diagnostic assessments and case management needs while a youth is at the Intake/Diagnostic Unit.
- D. **ASSISTANT DIRECTOR, DIVISION OF YOUTH SERVICES (AD/DYS):** The staff person overseeing the operation of inter-facility transfers and other classification decisions.
- E. **BEHAVIORAL HEALTH:** Term that generally refers to mental health and problematic substance use disorders, as well as the prevention, diagnosis, and treatment of those conditions through psychological, psychiatric, and addiction recovery services.
- F. **BUSINESS DAY:** Monday through Friday, excluding weekends and State holidays.
- G. **CASE MANAGEMENT SUPERVISOR (Correctional Program Director 1 or Correctional Team Manager 2):** The staff person, assigned to a Division of Youth Services Receiving Unit/Facility, responsible for the daily, direct supervision of assigned case managers and Youth Case Management processes, programs, and services.
- H. **CLASSIFICATION:** The process used by the Department to assign or transfer youth within the Department consistent with their needs and the needs of society.
- I. **CLASSIFICATION COMMITTEE:** A group of staff designated by and including the Warden or designees who are responsible for the youth classification process and the operation of Classification Hearings.
- J. **COMMUNITY SUPERVISION:** Youth who are released from a Division of Youth Services (DYS) facility but who will be supervised in their community by parole staff under certain conditions and stipulations.

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- K. COMMUNITY SUPERVISION REVOCATION COMMITTEE: Group made up of a chairperson designated by the Department's Commissioner and two (2) members designated by the facility Warden who facilitate community supervision revocation hearings.
- L. COMMUNITY SUPERVISION REVOCATION HEARING: A formal hearing by the Department to determine if a youth has violated one (1) or more conditions of Community Supervision.
- M. COMMUNITY SUPERVISION VIOLATOR (CSV): A youth who has been returned to the Department and sustained by the Community Supervision Revocation Committee for violating one (1) or more conditions of Community Supervision.
- N. CORRECTIONAL PROGRAM DIRECTOR 1: The staff person, assigned to a DYS Receiving Unit/Facility, responsible for the operation of the Case Management Department, decisions regarding Youth Case Management, and other facility administrative duties designated by the Warden.
- O. DIAGNOSTIC: A youth who is before a court for disposition and is subject to commitment to the Department and who then is temporarily committed to the Department for evaluation and determination of proposed assignment via Pre-dispositional Diagnostic Services per Indiana Code 11-10-2-6.
- P. EXECUTIVE DIRECTOR, DIVISION OF YOUTH SERVICES (ED/DYS): The Central Office staff member responsible for the oversight, coordination, and direction of the IDOC Division of Youth Services facilities and programs.
- Q. GRIEVANCE SPECIALIST: The staff person at a DYS facility who is designated by and reports directly to the Warden to oversee the operation of the Youth Grievance Process at the facility.
- R. IDOC RECORDS IMAGING SYSTEM (IRIS): The Web-based program used by the Department to facilitate the digital capture of youth records and for the storage of document images along with associated indexing data.
- S. IMMEDIATE (EMERGENCY) INTER-FACILITY TRANSFER: When a youth is approved for an immediate transfer based on a change in their treatment or security needs.

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- T. INDIANA YOUTH ASSESSMENT SYSTEM (IYAS): The IYAS is made up of six (6) instruments to be used at specific points in the juvenile justice process to identify a youth's risk to reoffend and the youth's criminogenic needs.
- U. INDIVIDUAL GROWTH SUMMARY (IGS): A written report that summarizes a youth's progress in completing case management goals, programs, and services.
- V. INTAKE SUPERVISOR (Correctional Program Director-1 or Correctional Team Manager-2): The staff person assigned to a DYS Intake/Diagnostic Unit responsible for overseeing the operation of that Unit, initial classifications, and inter-facility transfers.
- W. INTAKE UNIT/FACILITY: A unit/facility designated by the Commissioner to receive youth from a court.
- X. MULTIDISCIPLINARY TEAM (MDT): A treatment team comprised of individuals from different disciplines that contribute a broad range of perspectives and treatment modalities in the management of youths' needs.
- Y. PROGRAM DIRECTOR 1 ADMINISTRATION: The Central Office staff person who serves as a resource, advisor, trainer, and auditor for DYS facilities regarding the Youth Classification and Youth Case Management policies, other DYS policies, and all youth case management programs and services.
- Z. RECEIVING UNIT/FACILITY: A unit/facility designated by the Commissioner to deliver treatment programs and services to youth.
- AA. RECIDIVISM: A return to commitment or incarceration within three (3) years of the youth's date of release from a state correctional facility.
- BB. RECOMMIT: A youth who is committed to the Department who was previously committed to the Department one (1) or more times in the past.
- CC. REGULAR (NON-EMERGENCY) INTER-FACILITY TRANSFER: The transfer of a youth between facilities, or sub-facilities at designated facilities, requiring a Transfer Authority.
- DD. RISK LEVEL: The overall risk of recidivism for youth, determined by the Indiana Youth Assessment System as either High, Moderate, or Low.

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- EE. **SAFEKEEPER:** A youth whose county has contacted the Department for assistance in housing the youth, and the Department has agreed to provide housing to the youth.
- FF. **TRANSFER AUTHORITY (TA):** A document which authorizes the inter-facility movement of youth.
- GG. **TREATMENT:** A term that generally refers to the comprehensive programming and services provided to youth by all DYS departments.
- HH. **YOUTH:** A juvenile person committed to the Department of Correction and housed or supervised in a facility either operated by the Department of Correction or with which the Department of Correction has a contract.
- II. **YOUTH ELECTRONIC DATABASE:** The electronic database used by Division of Youth facilities to record, store, and review youth data.
- JJ. **YOUTH INCARCERATED AS ADULTS (YIA):** Those youth under the age of eighteen (18) years who have been committed as adults to the Department of Correction for the commission of a felony offense and who have been designated as such for the purpose of providing special programming as required by Indiana Code 11-8-2-5(a)(8).
- KK. **YOUTH RETURNED FROM COMMUNITY SUPERVISION:** Those youth returned to the Department by parole agents because they were removed from placement and are pending placement at a new residential provider or because they are an alleged Community Supervision Violator who are awaiting a Community Supervision Revocation Hearing.

IV. CLASSIFICATION COMMITTEE COMPOSITION:

As part of the Youth Classification process, all DYS facilities shall establish a Classification Committee. This group of staff persons is responsible for the youth classification process and the operation of Classification Hearings:

- A. The Warden or their designee chairs the Classification Committee and appoints two (2) voting members: An Intake or Case Management Supervisor and a Custody Supervisor or their designees as needed. Members of the facility's multidisciplinary team and/or other facility staff may attend the meetings and/or advise the committee but do not vote.
- B. The Classification Committee:
 - 1. Meets per a schedule approved by the Warden or designee;

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2. Makes decisions by majority vote;
3. Informs each youth individually of classification decisions; and,
4. Ensures the classification and transfer of Youth Incarcerated as Adults (YIA) and youth with an Alternative Sentence is conducted in accordance with Policy and Administrative Procedure 01-04-102, "Classification Assignments for Youth Incarcerated as Adults and Alternatively Sentenced Youth."

V. CLASSIFICATION REVIEW FACTORS:

The Classification Committee reviews the following factors to assign or transfer each youth to the most appropriate Receiving Unit/Facility:

- A. Demographics – Youth's age, developmental level, and size;
- B. Legal – Reason for placement in DYS, current committing offense(s), committing county, criminal history, and court order(s);
- C. Screening and Assessments – IYAS Residential risk level, monitoring program categories, youth flags and alerts, and issues requiring special attention and/or accommodation;
- D. Placement History – Previous Department and non-Department placements, behaviors during placement, and the legal guardian's location; and,
- E. Program Needs – Educational/Vocational needs and specialized unit placement (e.g., Logansport's Recovery Orientated Community (ROC) Unit or Pendleton's Sex Offender Management and Monitoring (SOMM) Unit.

VI. THE INITIAL CLASSIFICATION PROCESS:

Following the completion of each youth's intake/diagnostic process, the Intake Unit/Facility's Classification Committee shall determine if youth require an initial classification:

- A. Some male and female youth do not require initial classification and remain on the Intake/Diagnostic Unit:
 1. Court-ordered diagnostics awaiting return to court;
 2. Youth returned from Community Supervision pending placement; and,

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3. Youth returned from Community Supervision pending a Community Supervision Revocation Hearing for one (1) or more alleged violations who is not sustained at that hearing.
- B. Male youth may have a delayed initial classification when they require an emergency inter-facility transfer from the Logansport Intake Unit to the Pendleton Correctional Facility prior to completing the intake/diagnostic process. In these cases:
 1. Logansport initiates the emergency inter-facility transfer (Refer to Section VIII); and,
 2. Pendleton is then responsible for completing the youth's:
 - a. Intake/diagnostic process and a second reception and orientation process focused on Pendleton, in accordance with Policy and Procedure 03-02-103, "Youth Reception and Orientation"; and,
 - b. The initial classification process in accordance with this policy.
- C. Male or female youth returned after escaping a DYS facility remain on the Intake/Diagnostic Unit pending review:
 1. The Classification Committee decides if the youth will skip or need to re-take part or all of the intake process in accordance with Policy and Procedure 03-02-103, "Youth Reception and Orientation."
 2. Once reviewed, the youth is given a new initial classification to a housing location and may be assigned a new case manager. If so, then the last assigned case manager completes an Individual Growth Summary (IGS) in accordance with Policy and Procedure, 03-02-115, "Youth Case Management."
- D. All remaining youth must be initially classified within twenty-one (21) days of their arrival to the Department, using the factors outlined in Section V:
 1. The following youth are initially classified to a Receiving Unit within the same facility and complete the "Reception and Orientation Process at a Receiving Unit/Facility" in accordance with Policy and Procedure 01-02-103 "Youth Reception and Orientation":
 - a. Male or female youth sent to the Department as safekeepers;
 - b. Female youth committed or recommitted under any sentence type; and,

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- c. Male of female youth returned to the Department from Community Supervision and then sustained as a CS Violator (CSV).
 2. All other male youth are classified from the Logansport Intake Unit to a Receiving Unit in that same facility or to a Receiving Unit at Pendleton Juvenile Correctional Facility:
 - a. Once the decision is made, designated Logansport Intake staff complete, sign, and date the "Classification Results Letter" (Attachment 1). They e-mail a copy to designated court and probation staff, utilizing the instructions and contact list maintained by the Program Director-1, Administration. They also mail a copy to the youth's legal guardian. The original is scanned into the IRIS system and filed in Section IV of the youth's facility packet.
 - b. Upon arrival at their Receiving Unit/Facility, youth complete the "Reception and Orientation Process at a Receiving Unit/Facility" facility-specific process in accordance with Policy and Procedure 01-02-103 "Youth Reception and Orientation."
 3. Male and female Youth Incarcerated as Adults (YIAs) must complete additional classification processes in accordance with Policy and Procedure 01-02-101, "Adult Classification," and 01-02-102, "Classification Assignments for Youth Incarcerated as Adults and Alternatively Sentenced Youth":
 - a. Male Alternatively Sentenced youth are received at and complete the intake process at Logansport Juvenile Correctional Facility, including the additional classification processes, and are classified to either of the male DYS facilities.
 - b. Male YIAs are received directly and complete the intake process at Pendleton Juvenile Correctional Facility and are classified to the facility's YIA Unit.
 - c. Female Alternatively Sentenced youth and YIAs are received directly and complete the intake process at LaPorte Juvenile Correctional Facility and are classified to one (1) of the facility's general population Receiving Units.
- E. To initially classify a youth:
1. The Classification Committee reviews the youth's factors and any documents provided, makes its decision by majority vote, and then completes, signs, and dates State Form 20838, "Classification Hearing Results."

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2. Assigned intake case managers or their designees inform each youth of their decision, obtain their signature on State Form 20838, and give them a copy.
3. Designated staff shall also remind youth that they may file a grievance regarding their initial classification (Refer to Section XI).
4. State Form 20838 and any other documents are scanned into the IRIS system and then filed in Section III of the youth's facility packet prior to the youth departing the Intake Unit.

VII. TRANSFER OF YOUTH INCARCERATED AS ADULTS:

In accordance with Policy and Administrative Procedure 01-02-102, "Classification Assignments for Youth Incarcerated as Adults and Alternatively Sentenced Youth":

- A. Male or female Youth Incarcerated as Adults (YIAs) are individually reviewed to determine transfer to an adult DOC facility or retention at the Pendleton or LaPorte Juvenile Correctional Facility; and,
- B. If transfer is approved, then the YIA shall be transferred in accordance with Policy and Procedure 01-02-102, "Classification Assignments for Youth Incarcerated as Adults and Alternatively Sentenced Youth," instead of this policy.

VIII. REGULAR (NON-EMERGENCY) INTER-FACILITY TRANSFERS:

Regular (Non-Emergency) Inter-Facility Transfers involves an administrative classification process to review and decide on youth transfers between DYS facilities:

- A. Female youth are ineligible for transfers, as LaPorte Juvenile Correctional Facility is the only DYS facility for female youth.
- B. Male youth may request a transfer at any time after arriving at the Receiving Unit/Facility and may withdraw the request before the Classification Committee meeting about their request.
- C. Staff may request a male youth's regular (non-emergency) inter-facility transfer (voluntary or involuntary) only after an interval of thirty (30) days from the youth's last classification. Staff-initiated requests also cannot be used for disciplinary or retaliatory action and may be withdrawn before the Classification Committee meeting about their request.

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- D. Whether requested by the youth or staff, common reasons for a male youth's regular (non-emergency) inter-facility transfer include but are not limited to:
1. Ongoing inappropriate behavior and/or exhausting all resources at their current DYS facility;
 2. Return after a DYS facility escape, as previously outlined in Section VI.D.;
 3. Access to better-suited programs or services; or,
 4. Proximity to family.
- E. Regular (Non-Emergency) Inter-Facility Transfer Request Process:
1. Male youth or the requesting facility staff complete the top section of State Form 7266, "Reclassification Request," attach any pertinent documents to it, and then forward the materials to the youth's assigned case manager.
 2. The Assigned Case Manager's Responsibilities:
 - a. Review submitted documents;
 - b. Complete an Individual Growth Summary (IGS) in accordance with Policy and Procedure, 03-02-115, "Youth Case Management," outlining the youth's progress and relevant information regarding the request;
 - c. Record a recommendation in the middle section of SF 7266, including a reason if recommending a denial; and,
 - d. Submit all documents to the Classification Committee.
 3. The Classification Committee's Responsibilities:
 - a. Review SF 7266, the IGS, and any other submitted documents;
 - b. Contact the youth's assigned case manager if clarification and/or additional information is needed;
 - c. Once satisfied, schedule a hearing and notify the youth and hearing officer at least forty-eight (48) hours in advance of the hearing, unless precluded for security or other substantiated reasons documented in the youth's facility packet:

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- 1) Notification is accomplished by completing State Form 5572, "Transfer Hearing: Notice to Hearing Officer and Offender," reviewing it with the youth and then the hearing officer, obtaining signatures, and distributing copies as directed by the form.
 - 2) The youth may waive the forty-eight (48) hour notification.
- d. The Classification Hearing is then held in accordance with due process rules and rights. The youth presents their concerns first, followed by the Classification Committee's discussion, questions, and vote.
- e. After making their decision and explaining it to the youth, the Committee:
 - 1) Completes, signs, and dates SF 7266;
 - 2) Obtains the youth's signature and provides them a copy;
 - 3) Remind the youth that they may file a grievance regarding their transfer after the transfer (Refer to Section XI; and,
 - 4) Forward all submitted documents to the Warden or designee.
4. The Warden's Responsibilities:
 - a. The Warden or designee reviews all submitted documents and then approves or denies the request.
 - b. If approved, the Warden or designee forwards all submitted documents to the Assistant Director Division of Youth Services (AD/DYS) for final approval.
5. The AD/DYS's Responsibilities:
 - a. The AD/DYS reviews and makes a decision based on the:
 - 1) Security level needed for the youth;
 - 2) Content of all submitted documents;
 - 3) Location of the youth's legal guardian(s); and,
 - 4) Availability of space in DYS facilities/programs.
 - b. If approved, the AD/DYS notifies the Intake Supervisor.
 - c. If denied, the AD/DYS notifies the Warden or designee.
- F. Completion of the Approved Regular Inter-Facility Transfer Process:
 1. Upon AD/DYS approval, the Intake Supervisor's Responsibilities include:
 - a. Completing State Form 1736, "Transfer Authority";

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- b. Notifying the sending and receiving facilities;
 - c. Forwarding relevant information to the receiving facility;
 - d. Ensuring the sending facility prepares the youth's facility packet, medical and escape packet, psychological/psychiatric records, and other relevant materials (e.g., Victim/Witness Notification and medication) for transfer; and,
 - e. Notifying the youth's legal guardian if the youth is moved to the Intake Unit pending reclassification.
2. Upon AD/DYS denial, the Warden or designee may appeal to the Executive Director, Division of Youth Services (ED/DYS) or designee who has the final authority.
3. Following the youth's regular transfer, designated staff at the Receiving Unit/Facility:
 - a. Assist the youth with filing a grievance regarding their transfer if requested (Refer to Section XI);
 - b. Conduct a second and separate reception and orientation process focused on the Receiving Unit/Facility in accordance with Policy and Administrative Procedure 03-02-103, "Youth Reception and Orientation";
 - c. Complete a new initial classification process no more than seven (7) days after the transfer, using the guidelines previously outlined in Section VI.D.; and,
 - d. Scan all transfer forms into the IRIS system, and then file them in Section I of the youth's facility packet.

IX. IMMEDIATE (EMERGENCY) INTER-FACILITY TRANSFERS:

An immediate (emergency) inter-facility transfer involves an administrative classification process to review, decide, and implement an immediate transfer of a male youth based on a change in the youth's treatment or security needs:

- A. Reasons for Immediate (Emergency) Inter-Facility Transfers:

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The Warden or designee under any of the following circumstances, may initiate an immediate (emergency) inter-facility transfer for a male youth who needs:

1. Emergency medical treatment and routine procedures would delay the delivery of appropriate medical services;
2. Urgent psychiatric/psychological care needed due to severe behavior deterioration; or,
3. Special custody required to ensure personal safety or the safety of others.

B. Requesting Immediate (Emergency) Inter-Facility Transfers:

1. The Warden or designee contacts the Assistant Director Division of Youth Services (AD/DYS), to explain the situation and request the transfer; and,
2. The AD/DYS approves or denies the transfer request and informs the Warden or designee of the decision.

C. Initiating Immediate (Emergency) Inter-Facility Transfers:

Once bed space is secured, the transport commences:

1. The sending facility completes State Form 1736, "Transfer Authority" and State Form 23605, "Offender Transport Order" and arranges the transport.
2. The Assistant Director, Division of Youth Services (AD/DYS), is responsible for notifying the Executive Director, Division of Youth Services (ED/DYS) of the emergency transfer.
3. Prior to the movement of the youth, the AD/DYS contacts the receiving Warden or designee by telephone, or other expeditious means, and reports the following:
 - a. Notification of authorized emergency transfer;
 - b. Reason(s) for the transfer;
 - c. Specialized behavioral health treatment or custody precautions needed;
 - d. Name and DOC number(s) of the youth(s) to be transported; and,
 - e. Any additional information.
4. The sending Warden or designee is responsible for:
 - a. Notifying the youth(s) prior to the transfer of the need for emergency transfer;
 - b. Ensuring a classification hearing is conducted prior to the transfer:

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- 1) The youth is given the opportunity to waive the transfer hearing, and the document is filed in the youth's facility packet; and,
 - 2) If a hearing cannot be held prior to transfer, the sending Warden or designee documents and sends the reasons to the receiving facility, who must conduct a classification hearing;
- c. Ensuring the youth's facility, medical, and escape packets, as well as psychological/psychiatric records and other relevant materials (e.g., Victim/Witness Notification and medication), accompany the youth;
 - d. Informing the receiving facility of the date and time that the youth will be transported, the estimated time of arrival, and specialized behavioral health treatment or custody precautions needed;
 - e. Applying the required steps of Policy and Administrative Procedure 03-02-116, "Youth Personal Property" ;
 - f. Ensuring that Inmate Trust Fund monies accompany or promptly follow the youth in accordance with Policy and Administrative Procedure 04-01-104, "Inmate Trust Fund";
 - g. Sending the completed Offender Transport Order with the youth;
 - h. Contacting the youth's legal guardian(s) by phone as soon as possible after the transfer to inform them of the transfer; and,
 - i. Mailing or e-mailing the name, address, location, and telephone number of receiving facility to the legal guardian(s).
5. The assigned case manager from the sending facility prepares an updated Individual Growth Summary (IGS) in accordance with Policy and Administrative Procedure, 03-02-115, "Youth Case Management" and forwards it to the receiving facility within five (5) business days of an immediate (emergency) inter-facility transfer.
 6. If all communication with the Executive Director, Division of Youth Services (ED DYS), or designee fails, then the sending Warden or designee is authorized to transport the male youth to another DYS facility without State Form 1736, "Transfer Authority."
 7. The sending Warden or designee is also responsible for the following:

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- a. Notifying the receiving facility Warden or designee of the reason(s) for the transfer;
 - b. Reporting verbally to the ED/DYS or designee that communication is restored within one (1) business day of restoration; and,
 - c. Providing an updated Individual Growth Summary (IGS) to the receiving facility within five (5) business days, written in accordance with Policy and Administrative Procedure 03-02-115, "Youth Case Management."
 8. Upon receiving transfer details, the Intake Supervisor issues State Form 1736, indicating whether the youth remains at the receiving facility or is returned to the sending facility.
- D. Completion of Approved Immediate (Emergency) Inter-Facility Transfers:
1. The receiving facility must not accept the youth without a completed Transfer Authority and Transport Order; as well as all facility, medical, and escape packets; psychological/psychiatric records; and other relevant materials – unless the need for a Transfer Authority is waived.
 2. If the receiving Warden or designee is satisfied that a sufficient briefing regarding the custody, security, medical, legal, and environmental status of the youth has been provided, then the packet and records will follow within two (2) business days of the transfer.
 3. Following the youth's arrival, designated staff remind them that they may file a grievance regarding their immediate (emergency) inter-facility transfer. If the youth requests assistance, then staff are required to help them (Refer to Section XI).
 4. Designated facility staff conduct a second and separate reception and orientation process focused on the Receiving Unit/Facility in accordance with Policy and Administrative Procedure 03-02-103, "Youth Reception and Orientation."
 5. Within seven (7) days, designated staff complete a new initial classification as previously outlined in Section VI.D.
 6. All transfer forms are scanned into the IRIS system and filed in Section I of the youth's facility packet.

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X. CHANGES MADE WITHIN A DYS FACILITY (See Operational Procedures):

After a youth is assigned or transferred to a DYS facility, changes within a DYS facility – such as in the youth’s housing location within that facility, assigned case manager, and/or assigned case management programs or services – do not require classification:

- A. Housing changes (complex, unit, and/or bed) are governed by facility-specific procedures:
 - 1. Operational procedures shall be developed to govern the process of movement within a facility, including how this movement shall be documented, communicated to designated facility staff, and tracked by the facility.
 - 2. A youth may file a grievance regarding any change in their housing (Refer to Section XI).
- B. Case management changes (assigned case manager, programs, and/or services) are governed by Policy and Administrative Procedure 03-02-115, “Youth Case Management,” and youth may submit a “Request for Interview” to a Case Management Supervisor to discuss any concerns they have regarding case management changes.

XI. FILING A GRIEVANCE REGARDING CLASSIFICATION DECISIONS:

In accordance with Policy and Procedure 03-02-105, “Youth Grievance Process,” a youth has ten (10) working days after an incident to file a grievance, which may include decisions regarding classification, and staff must assist them if asked by the youth:

- A. In accordance with and previously outlined in this policy, designated staff are required to remind:
 - 1. All youth that they may file a grievance regarding their initial classification or changes in housing.
 - 2. Male youth that they may file a grievance regarding their regular (non-emergency) or immediate (emergency) inter-facility transfer.

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XII. PROGRESS NOTES:

DYS staff must enter progress notes in the Youth Electronic Database as part of the Youth Classification process:

- A. Timing: Notes must be entered within one (1) business day of any action taken with or on behalf of a youth.
- B. Reasons: Notes are required after: Any contact with a youth (individually or in a group; any attempt or actual contact with a youth's legal guardian(s) or external stakeholder(s) (whether in person, by phone, or electronically; and/or after any work completed on behalf of a youth or their legal guardian(s).
- C. Content: Notes must be detailed enough for others to understand what occurred.

XIII. MONITORING AND AUDITING:

The monitoring and auditing process provides for the collection of adequate and accurate information to review management of the Youth Classification process:

A. Facility Monitoring:

Facility monitoring ensures ongoing compliance with Policy and Administrative Procedure 03-02-104, "Youth Classification," and related policies. The Correctional Program Director 1 or designee at each facility must regularly review operations and submit monitoring metrics to the Program Director 1 Administration, including weekly completed classification results and electronic notes on youth classified and/or transferred.

B. DYS Audit of the Youth Classification Process:

The Department conducts an annual audit of each facility's Youth Classification process to ensure compliance with Policy and Administrative Procedure 03-02-104, "Youth Classification" related policies, as follows:

1. The Program Director 1 Administration notifies the Warden or designee at least thirty (30) days before the audit with a list of current and recently released youth, which is random and ten (10) percent of the current total population.

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2. The Program Director 1 Administration selects an audit team trained in the Youth Classification process and creates an audit plan with them prior to the actual audit.
3. The Warden or designee assigns a knowledgeable staff member from the facility to assist and coordinate with the audit team.
4. The team uses the “Youth Classification Audit Tool” (Attachment 2) to review facility packets and electronic records; conduct interviews, and summarize findings.
5. After the audit, the team debriefs the Warden or designee. Within thirty (30) days, a written summary is sent to the Executive Director, Division of Youth Services, (ED/DYS) and the Warden by the Program Director 1 Administration, who then works with the facility to create and implement an action plan within thirty (30) days to correct any identified issue(s).

XIV. APPLICABILITY:

These administrative procedures are applicable to all Division of Youth Services facilities operated by the Department.

(signature on file)
Lloyd Arnold
Commissioner

02/03/2026
Date