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ADMINISTRATOR'S MEMO TO COUNTIES

MEMO # 11-05

DATE: June 3, 2011

TO: County Departments of Human/Social Services Directors
Type 2 Residential Care Center Directors

FROM: Margaret C. Carpenter, Administrator 

SUBJECT: (1) Transportation of County Youth to Lincoln Hills and Copper Lake Schools;
(2) Ethan Allen School and Southern Oaks Girls School Closing Dates
(3) End Date of Sanction Placements at Ethan Allen and Southern Oaks

Transportation of County Youth

In order to facilitate movement of youth to and from Lincoln Hills School (LHS) and Copper Lake School (CLS), the Division of Juvenile Corrections (DJC) is offering state transportation services to county human service agencies, sheriff offices and Type 2 residential care centers as resources permit.

DJC is adding one more trip unit dedicated to transportation of corrections youth as an additional service due to consolidation, bringing us to a total of three. Our transportation units will operate on a regular schedule between CLS/LHS and southeastern Wisconsin, as well as on an as-needed basis statewide. The first priority for use of state transportation resources, is to meet the needs of CLS/LHS and DJC field offices.

However, as resources permit, the state transportation units will be used to respond to local requests for transportation. These are transports currently made by county staff, sheriff department personnel and Type 2 residential care centers. We realize that the consolidation creates more challenges for counties to provide their own transportation, so we want to share resources to help lessen the demands on counties.

We invite our local agency partners to request transportation services by DJC transportation units for purposes including the following:

- Bringing a newly-committed youth to reception at CLS/LHS;
- Returning a youth to CLS/LHS after revocation of aftercare or change of placement;

- Driving a youth from a Type 2 residential care center (RCC) to CLS/LHS for a sanction;
- Transporting a youth to and from a court appearance;
- Enhance participation in Transition Team meetings by bringing a youth to her/his home community when the meeting is held there; and
- Bringing a youth back home after s/he is released from the institution.

The LHS transportation unit will have a scheduling system. A county agency, sheriff or Type 2 RCC can call the LHS shift supervisor office at 715-536-8386 extension 1188 to talk with the Shift Supervisor and request that a county youth be accommodated. Youth are to be in custody prior to pickup: that is, in a county detention facility or under supervision of a law enforcement representative at the time the trip unit takes custody of the youth.

During the time period between the June 14, 2011 closure of Ethan Allen School (see below) and the July 2, 2011 layoff of remaining Ethan Allen staff, Youth Counselors from Ethan Allen will be available to supplement the youth transportation services offered by CLS/LHS. We hope this additional capacity will enhance our ability to meet the youth transportation needs of counties and RCCs during that time.

County agencies will continue to be responsible to transport youth from CLS/LHS to court appearances initiated by the county, such as dispositional hearings on new delinquency adjudications. DJC will be responsible for transportation to court appearances in matters initiated by the state, such as extension hearings.

CLS/LHS will make every effort to maintain the pre-arranged transportation schedule. However, State flexibility is necessary for CLS/LHS to meet their internal youth emergency needs. When a county trip must be cancelled due to emergency institution needs, the affected county will be contacted immediately.

DJC will evaluate our transportation procedures after the first 60 to 90 days of implementation. Modifications will be made if needed in order to appropriately balance internal services and the needs of our local partners. We will seek feedback from the Juvenile Corrections Technical Advisory Committee during that time to incorporate into the evaluation.

Ethan Allen School and Southern Oaks Girls School Closing Dates

Dates for ending the placement of youth at Ethan Allen School (EAS) and Southern Oaks Girls School (SOGS) have been set. All remaining youth at EAS will be transported to LHS the morning of **Tuesday, June 14**. All youth at SOGS will be transported to CLS the morning of **Monday, June 27**.

End Date of Sanction Placements at Ethan Allen and Southern Oaks

In order to accommodate the needs of county agencies and Type 2 RCCs to sanction youth at EAS and SOGS, the Division will accept county sanction youth up until the above closure dates. There are three options for county youth being sanctioned at EAS or SOGS during June:

1. For a youth to serve an entire ten-day sanction at EAS or SOGS, the youth must arrive at the facility ten days before closure.
2. The county and RCC may determine a shorter time period for the sanction so that the youth can complete the time before the facility closes.
3. A sanction youth will be transferred by DJC to CLS or LHS to complete her/his sanction who is in residence at EAS on June 14 or at SOGS on June 27 and has time remaining.

The county and RCC arranging for the sanction should inform EAS/SOGS as to which of the above options they have chosen when arranging for the sanction placement.

We appreciate your attention and welcome your feedback during this period of transition.

cc: Gary Hamblin, Secretary, DOC
Chuck Cole, Deputy Secretary, DOC
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Silvia Jackson, Assistant Administrator, DOC/DJC
Fredie-Ellen Bove, Administrator, DCF/DSP
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