

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 14-03</p>	<p align="center">Policy # 17.20</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: 4-JCF-3A-17, 4-JCF-2A-16</p>	
<p>Chapter 17: ADMISSION AND RELEASE</p>	<p>Effective Date: 5/20/14 Scheduled Review Date: 5/20/16</p>	
<p>Subject: FACILITY PASSES</p>	<p>Replaces: 2/1/12 Division of Secure Facilities</p>	
<p>Attachments: A – Off-Site Request and Supervision Plan B – Off-Site Activity Supervision Plan</p>	<p>APPROVED:  _____ Avery D. Niles, Commissioner</p>	

I. POLICY:

Youth in secure facilities may be considered for an emergency pass, appointment with secure transport, or appointment with non-secure transport. A supervision plan shall be required for any youth granted an emergency pass or appointment with non-secure transport.

II. DEFINITIONS:

Director: For the purposes of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC), community service office, or other DJJ owned, operated, or contracted facility.

Emergency Pass: An approved leave of absence for a youth from an RYDC or YDC that is related to an emergency (e.g., critically or terminally ill family members, medical emergencies, death of an immediate family member, etc.). Emergency passes can be escorted or non-escorted.

Escorted Pass: An approved pass from an RYDC, or YDC in which the youth is escorted by DJJ staff or law enforcement. Examples: medical appointments, mental health appointments, placement interviews, etc.

Immediate Family: Spouses, parents, stepparents, grandparents, legal guardians, siblings, stepsiblings, children, stepchildren, and primary caretakers of the youth.

Local Secure Transport: For the purposes of this policy, the transportation of mechanically restrained youth by a Law-Enforcement Transport Officer and a community services staff, or by two community services staff who have both received physical intervention techniques training.

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Non-escorted pass: An approved leave of absence from an RYDC or YDC in which the youth is escorted by spouses, parents, stepparents, grandparents, legal guardians, as ordered by the court. Examples: medical appointments, mental health appointments, placement interviews, etc.

Non-Secure Transport: For the purposes of this policy, the transportation of non-restrained youth by two community services staff, when at least one of those staff has received physical intervention techniques training. This type of transport is only used for final release.

Off-Campus Activities: Programming-related activities that may be used as an incentive in the behavior management system. Off-campus activities will only be authorized for youth in a Youth Development Campus (YDC).

Service Learning Project: A project for the youth that integrates meaningful restorative community service with instruction to enrich the learning experience, teach civic responsibility and strengthen communities.

Secure Transport: Transport by Department security staff in a secure vehicle with mechanical restraints. The youth will be transported in uniform.

Supervision Plan: The specific guidelines the youth and parent/guardian must follow during the youth's pass.

Transition Team: An interdisciplinary team that includes representatives from administration, security, juvenile detention counselor, mental health, medical, education, and specialized treatment services (i.e., substance abuse and sexually harmful behaviors program). The Transition Team meets weekly to coordinate assignment and scheduling of services for individual youth, review youth progress and develop/monitor interventions for youth who present with at-risk or high risk behaviors.

III. GENERAL PROCEDURES:

- A. If there is a court order for any type of pass, the Facility Director will immediately forward the order to the Office of Legal Services. The youth will not be released for the pass without the authorization of the Office of Legal Services, in consultation with the Deputy Commissioner of Secure Facilities or designee.
- B. The community case manager must review the court order to ensure that all special provisions of the order are met.
- C. The DJJ employee with first knowledge should initiate the off-site pass request. An Off-Site Request and Supervision Plan (See Attachment A) will be initiated for any youth authorized to leave a secure facility for any type of appointment.
 1. The youth and parent/guardian will be required to sign the Off-Site Request and Supervision Plan.

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2. Upon completion of the pass, the staff responsible for initiating the appointment will enter a case note/progress note into the Juvenile Tracking System (JTS) summarizing the youth's behavior and any other significant information concerning the pass.
3. With the exception of emergency passes, every effort should be made to obtain all signatures 72 hrs. prior to the implementation of the pass.

{Updated by Directive #16-05 on July 15th, 2016}

4. *This directive grants facility Director and Community Services District Director the authority to approve offsite facility passes request for youth's placement interviews. For all other passes, the approval process remains as laid out in DJJ 17.20 Facility Passes and Appointments. (Attachment A - Offsite Request and Supervision Plan is modified to reflect approval process change.)*
 5. Prior to the youth leaving the facility on a pass the youth will meet with the Juvenile Detention Counselor or the Community Case manager to review the goals of the appointment and the youth's behavioral expectations.
- D. When a youth has been accused of a violent delinquent act or adjudicated to have committed a violent delinquent act or a designated felony act, the Department of Juvenile Justice will comply with victim notification process in accordance with DJJ 14.10 Victim Rights, Services and Notification. The Facility Director or ADO will ensure victim notification to the victim and the office of Victim Services is conducted and documented immediately in JTS will be notified. (See DJJ 14.10, Victim Notification.
- E. When a youth on an escorted pass absconds, local law enforcement will be immediately notified. If a youth is attempting to escape or run from an employee, the employee will not give chase or make any effort to forcibly subdue the youth. The Director or designee will initiate an Order for Apprehension and Confinement of Juvenile in the JTS Apprehension Services Module, in accordance with DJJ 19.2, Referral for Apprehension of Juveniles. The staff transporting the youth will file a Special Incident Report pursuant to DJJ 8.5, Special Incidents and Child Abuse Reporting for the escape.
- F. When a youth who is on a non-escorted pass fails to return to the facility at the designated time or absconds, local law enforcement will be immediately notified. The Shift Supervisor will contact the facility Director or Administrative Duty Officer (ADO). The facility Director or ADO will initiate an Order for Apprehension and Confinement of Juvenile in the JTS Apprehension Services Module. (See DJJ 19.2, Referral for Apprehension of Juveniles) The Juvenile Detention Counselor will notify the community case manager that the youth failed to return to the facility. The DJJ staff that approved the Off-Site Request and Supervision Plan will be immediately

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notified. A Special Incident Report will be completed pursuant to DJJ 8.5, Special Incidents and Child Abuse Reporting.

- G. Youth who have left the facility for an escorted or non-escorted pass, emergency pass or off-campus activity will be entered into JTS Off Site module.
- H. When a youth returns to a secure facility from a non-escorted appointment or emergency pass, the youth will be evaluated by health care staff of at least the level of a Registered Nurse. The health care staff will enter a JTS communication progress note regarding the evaluation.
- I. All off-site requests and supervision plans, both approved and not approved, will be scanned into the Correspondence Module of JTS.

IV. PASSES WITH SECURE TRANSPORT:

- A. Each Director will implement local procedures for the approval of appointments with secure transport. The procedures will provide for:
 - 1. Staff who is authorized to make off-site passes. (This will include a representative from the health care staff and from the behavioral health staff);
 - 2. The approval process for passes with secure transport;
 - 3. Coordination of transportation;
 - 4. Supervision of the youth during the pass; and
 - 5. Arrangements for overnight housing at a DJJ secure facility if necessary because of distance.
- B. Court hearings will not be considered escorted pass and will not require an Off-Site Request See DJJ 17.10, Transfers between Secure Facilities for guidelines regarding transfers and overnight housing for court hearings.
- C. A Supervision Plan will not be required for appointments with secure transport. The post order for an off-site activity or off-site appointment will serve as the Supervision Plan.

V. PASSES WITH LOCAL SECURE TRANSPORT:

- A. The community case manager may initiate a pass with local secure transport to include but not be limited to:
 - 1. Securing a residence following the period of confinement;

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2. Interviews for education or employment purposes;
 3. Obtaining identification (birth certificates, social security, state identification cards, etc.);
 4. Establishing treatment services; and
 5. Placement interviews.
- B. Youth in the following categories will not be considered for an appointment with Local secure transport:
1. Ordered to be transferred to the custody of the Department of Corrections;
 2. Superior Court cases; and
 3. Awaiting deportation.

VI. EMERGENCY PASSES:

- A. The facility or community case manager may initiate an emergency pass for the following reasons, to include but not be limited to:
1. Funeral for immediate family; or
 2. Youth is requested at bedside of an immediate family member seriously ill or injured.
- B. Youth considered for an emergency pass should meet the following criteria:
1. Significant progress on Service Plan goals, as determined by the Juvenile Detention Counselor;
 2. No evidence that the youth would be an imminent risk to public safety or for escape;
 3. Compliant with medications.
- C. The pass must be initiated as soon as the Community Case Manager or Juvenile Detention Counselor becomes aware of the need.
- D. Emergency passes will be granted only after the initiating case manager verifies the relationship of the person to the youth, the extent of the illness or injury, and the date, time, and place of the family funeral as appropriate.
- E. A court order will be required for the following youth to leave the facility for an emergency pass.

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1. A non-adjudicated youth,
 2. A probated youth,
 3. A superior court,
 4. Youth awaiting deportation or
 5. Transport to the Department of Corrections
- F. Superior Court youth must be escorted by DJJ staff or law enforcement personnel during the emergency pass.
- G. Prior to the youth leaving the facility for an emergency pass, the youth will meet with a qualified mental health professional for a mental health assessment, in accordance with DJJ 12.11, Mental Health Assessment.
1. If mental health staff is not on-site, the mental health on-call system will be used.
 2. The Juvenile Detention Counselor will ensure that a referral is made to the qualified mental health professional as soon as the pass is initiated.
 3. Upon the youth's return to the facility from the pass, the youth will meet with the qualified mental health professional for follow-up.
- H. For all secure-transport emergency passes, the community case manager or their representative should accompany the youth on the escorted pass.
- I. The youth must be escorted by DJJ staff, except as ordered by the court.

VII. YDC OFF-CAMPUS ACTIVITIES:

- A. YDC staff may initiate a request for an off-campus activity for a youth or group of youth, as approved by the facility Director, to include but not be limited to:
1. Community events;
 2. Cultural events;
 3. Educational and vocational opportunities;
 4. Service learning projects; and
 5. Restorative justice conferencing and activities.
- B. Youth considered for an off-campus activity should meet the following criteria:

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1. No guilty findings in a disciplinary hearing in the past 30 days;
 2. Maintain Universal Tier of Positive Behavior Intervention and Support system for the past 30 days;
 3. Be an active participant in school or vocational programs and groups.
- C. Youth in the following categories will not be considered for an off-campus activity:
1. Court order prohibits off-campus activities;
 2. Designated felons who have not completed at least half of the Restrictive Custody sentence or 6 months at the YDC;
 3. Superior Court youth who are ordered to be transferred to the custody of the Department of Corrections; and
 4. Awaiting deportation.
- D. The following security precautions will be taken during off-campus activities:
1. All youth will be secured in leg irons and belly chains during transport.
 2. Local law enforcement will be notified. Local law enforcement at the final destination (if different) will also be notified.
 3. There will be a vehicle that trails the vehicle being used for transport.
 4. Both vehicles will have a designated DJJ cell phone and facility radio.
 5. All youth will have a wrist band with their identifying information.
 6. The Youth Admission Form for each youth being transported will be carried in the transport vehicle. The Youth Admission Form will include the youth's current information and photograph.
- E. Approval Process:
1. When the off-campus activity is initiated by the Juvenile Detention Counselor, the JDC will present the request to the Transition Team for review and approval. Once the Transition Team has approved the pass, the Juvenile Detention Counselor will immediately send the appointment through the chain of command to the Director of Secure Facilities or designee. The signed pass will then be forwarded to the community case manager for signatures up through the Commissioner or designee. The Off-Site Request and Supervision Plan will be

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forwarded through the entire chain of command at least 5 days in advance of the requested activity.

- F. In addition to the Off-Site Request, the facility Director will submit an Off-Site Activity Supervision Plan through the chain of command to the Commissioner for approval (Attachment B).

VIII. LOCAL OPERATING PROCEDURES REQUIRED: YES