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 (CSO), 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 a RYDC or YDC in which the youth is escorted by DJJ staff or law enforcement (e.g., 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 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.

**Non-escorted pass:** An approved leave of absence from RYDC or YDC in which the youth is escorted by spouses, parents, stepparents, grandparents, legal guardians, as ordered by the court (e.g., medical appointments, mental health appointments, placement interviews, etc.).
Non-Secure Transport: For 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 POST-certified 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.

Multidisciplinary Team (MDT): Individuals responsible for the service management and oversight of youth in secure facilities, including all staff specifically designated as Programs and Case Management Staff by job title, contract, or assigned duties. The team will consist of, but not be limited to: Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, Recreation Staff, Administration Representative, Security Representative, Mental Health Representative, Education Representative, and Medical Representative. Consultants, Community Case Managers, DFCS caseworkers, other community support persons, and parents may also be included.

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, with the exception of placement interviews

1. The youth and parent/guardian will be required to sign the off-site request and supervision plan.
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 hours prior to the implementation of the pass.

4. 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. If a youth on an escorted pass absconds or attempts to escape, the transporting officer will follow DJJ policies and take the necessary steps to apprehend the youth, including:

   1. Notifying local law enforcement;

   2. If the transporting officer is POST-certified law enforcement, the officer will make every reasonable effort to stop the youth from escaping in accordance with his or her training unless such action would endanger the safety of the youth, staff or community;

   3. The transporting officer or immediate supervisor will initiate an Order for Apprehension and Confinement of Juvenile in the JTS Apprehension Services Module, in accordance with DJJ 20.15, Referral for Apprehension of Juveniles; and

   4. Report the incident to their immediate supervisor.

F. The staff transporting the youth will file a Special Incident Report pursuant to DJJ 8.5, Special Incidents Reporting, for the escape or attempted escape.

G. 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 20.15, 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 notified. A Special Incident Report will be completed by the Director, ADO, or designee, pursuant to DJJ 8.5, Special Incidents Reporting.

H. Youth who have left the facility for an escorted or non-escorted pass, emergency pass or off-campus activity will be entered into JTS Offsite Module.

I. 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. The health care staff will enter a JTS communication progress note regarding the evaluation.

J. 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 authorized to make off-site passes. (This will include a representative from the health care and the behavioral health divisions);

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. Youth attending court hearings will not require an off-site request.

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.

D. Youth being transported by a Community Case Manager to a placement interview, interviews for education or employment purposes, or to obtain identification (birth certificates, social security card, or state identification) will not require an off-site request. The Community Case Manager will be required to complete an Authorization of Release (see 17.23, Attachment A) prior to leaving the facility with the youth.

E. 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; or

3. Awaiting deportation.

V. EMERGENCY PASSES:

A. In the event of a family death or report of critical illness, the facility staff will notify youth in a timely manner. Each Director will establish local procedures to ensure prompt notification is provided to youth in the event of death or critical illness of an immediate family member.

B. 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 the bedside of an immediate family member seriously ill or injured.

C. 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; and

3. Compliance with medications.

D. The pass must be initiated as soon as the Community Case Manager or Juvenile Detention Counselor becomes aware of the need.

E. 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.

F. A court order will be required for the following youth to leave the facility for an emergency pass.

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.

G. Superior Court youth must be escorted by DJJ staff or law enforcement personnel during the emergency pass.

H. 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.

I. For all secure-transport emergency passes, the Community Case Manager or their representative should accompany the youth on the escorted pass.

J. The youth must be escorted by DJJ staff, except as ordered by the court.

VI. 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:

1. No substantial behavioral infractions in the past 30 days;
2. Maintain Universal Tier of Positive Behavior Intervention and Support system for the past 30 days; and
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; or
   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:

When the off-campus activity is initiated by the Juvenile Detention Counselor, the JDC will present the request to the MDT/Governing Team for review and approval. Once the MDT/Governing 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 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).
VII. LOCAL OPERATING PROCEDURES REQUIRED: YES