

FURLOUGH PROCEDURES YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** California Code of Regulations, Title 15, Section 1351
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-007, dated 01/04/18
- FORMS:** Temporary Release (F057-6210)
Youth Leadership Academy Furlough Contract (F057-6500)
Special Incident Report (SIR) (F057-7018)
- PURPOSE:** To establish uniform guidelines for granting and administering furloughs to eligible youth residing at the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. Eligibility for furloughs will be determined on a casework-related basis by consensus of the treatment team and with the approval of the Division Director (DD) or Assistant Division Director (ADD) of YLA. The treatment team consists of the assigned Deputy Juvenile Correctional Officer II (DJCO II), Unit Supervising Juvenile Correctional Officer (SJCO), assigned field/facility Deputy Probation Officer (DPO), Clinical Evaluation and Guidance Unit (CEGU) and a school representative.
- B. Furloughs are a privilege, not a right. Furloughs shall be granted to address casework needs and issues, which are specifically related to goals, set by the treatment team.
- C. To ensure maximum supervision and to promote security of the facility, furlough start and end times should not be scheduled during meals or at the beginning/ending of visiting, church services or other major activities.

II. PROCEDURE

- A. Regular Family Furloughs/On-Grounds
 - 1. Youth who have been YLA residents for 30 days or more may be considered for casework-related on-grounds furloughs with family members or guardians.
 - 2. Regular on-grounds family furloughs will normally be granted on Saturday, Sunday or on holidays.
 - 3. The assigned DJCO II, SJCO, assigned field/facility DPO will consider the specific treatment issued to be addressed by the furlough with input from other treatment members. Specific goals for each furlough should be included as part of the furlough contract/application. Goals should be specific and measurable, such as "Interview your Grandfather and before

you return to YLA, write a two-page essay on his life." Unit staff on-duty at the time the youth returns from the furlough are responsible for determining the status of furlough goals and communication with the assigned DJCO II and/or SJCO.

4. Factors affecting consideration are the risk to the community, the youth's overall performance and the degree of program participation. Acceptable behavior in the unit as documented in the case file is required. The youth must demonstrate continual progress in the educational program at Otto Fischer School and maintain a "C" average.
5. The level of available parental supervision will also be taken into consideration. Parents/guardians should be encouraged to attend and participate in the case review meetings. Attendance at regular case conferences is not mandatory, but strongly recommended.
6. Prior to the first on-grounds furlough, the parent(s) will be contacted by the assigned DJCO II to go over furlough requirements of parental supervision and behavioral expectations for the youth during furloughs. This will be documented in the youth's folder in the weekly comments section.
7. Once the above steps are taken, regular family on-grounds furloughs can be recommended. The assigned DJCO II will submit a completed Furlough Application with a copy of the current weekly case file comments to the unit SJCO for review and approval.
8. All approved applications will be submitted to the DD or ADD by noon on Wednesday before the planned furlough.
9. Furlough contracts receiving administrative approval will be routed to YLA clerical staff, who will update the Weekly Furlough List for distribution on Friday morning and forward the contracts to the unit.
10. Furlough contracts that are not approved will be returned to the unit SJCO for notification to the assigned DJCO II and youth.
11. Following furlough approval, the youth's behavior must be positive until the time the furlough starts. Approved furloughs may be revoked or shortened upon DD or ADD approval. If an incident occurs on the same day as the furlough, then the YLA SJCO or Duty Officer (DO) may make these changes and notify the DD or ADD of the action the next working day. Should the furlough be revoked or cancelled, the reasons for the revocation will be discussed with the assigned DJCO II and the youth.
12. Youth released on furlough must be logged out through the Institutional Case Management System (ICMS) and also logged back in through the system.
13. A total of 2 on-grounds must be completed prior to considering the youth for off-grounds furloughs.

B. Regular Family Furloughs/Off-Grounds

1. Youth who have been YLA residents for **half the time served** may be considered for casework-related off-grounds furloughs with family members or guardians. Youth may also be considered for furloughs to meet vocational and academic casework objectives or to attend to medically necessary appointments.
2. Regular family furloughs will normally be granted on Saturday, Sunday or on holidays. Medical furloughs may be conducted on any day of the week.
3. The assigned DJCO II, SJCO, assigned field/facility DPO will consider the specific treatment issued to be addressed by the furlough with input from other treatment team members. In the absence of a facility DPO, the assigned field DPO must be contacted by the assigned DJCO II to discuss the youth's progress and suitability of an off-grounds furlough and document it in the case file. Specific goals for each furlough should be included as part of the furlough contract/application. Goals should be specific and measurable, such as "Obtain four job applications and submit completed applications to your assigned staff." Unit staff on-duty at the time the youth returns from the furlough are responsible for determining the status of furlough goals and communication with the assigned DJCO II and/or SJCO.
4. Factors affecting consideration are the risk to the community, the youth's overall performance and the degree of program participation. Acceptable behavior in the unit as documented in the weekly comment section of the case file is required. The youth must demonstrate continual progress in the educational program at Otto Fischer School and maintain a "C" average. At no time will a youth listed as "A" or "B" status on the roster be allowed off-grounds unless there is a Court order authorizing the furlough.
5. The level of available parental supervision will also be taken into consideration. In addition, the youth's behavior during on-grounds furloughs will be taken into consideration as well. Parents/guardians should be encouraged to attend/participate in the case review meetings. Attendance at regular case conferences is not mandatory, but strongly recommended.
6. Prior to the first off-grounds furlough, the parent(s) will be contacted by the assigned DJCO II to go over the off-grounds furlough requirements of parental supervision and behavioral expectations for the youth during these furloughs. This will be documented in the youth's folder in the weekly comments section. If the parent does not agree to these conditions, then the youth will not be eligible for off-grounds furloughs.
7. Once the above steps are taken, regular family off-grounds furlough can be recommended. The assigned DJCO II will submit a completed Furlough Application with a copy of the current weekly case file comments to the unit SJCO for review and approval.
8. The youth must go through a series of off-grounds furloughs to earn longer furloughs. Each youth will be allowed one off-grounds furlough every 14 days. The first off-grounds furlough will be no more than **2** hours in length. The youth must complete a minimum of two **2**-hour off-grounds furloughs

prior to being granted a 4-hour furlough. The youth must complete a minimum of two 4-hour furloughs to be granted an 8-hour furlough. Once youth have nearly completed their commitment time and have at least 45 days remaining in custody, they will be eligible for an 6 to 8-hour off-grounds furlough. Exceptions may be made with DD or ADD approval to meet the vocational and academic needs of the youth. Even when exceptions are made, the youth must have completed the minimum number of furloughs required for the vocational/academic furlough.

9. All approved applications will be submitted to the DD or ADD by noon on Wednesday before the planned furlough.
10. Furlough contracts receiving administrative approval will be routed to YLA clerical staff, who will update the Weekly Furlough List for distribution on Friday morning and forward the contracts to the unit.
11. Furlough contracts that are not approved will be returned to the unit SJCO for notification to the assigned DJCO II and the youth.
12. Following furlough approval, the youth's behavior must be positive until the time the furlough starts. Approved furloughs may be revoked or shortened upon DD or ADD approval. If an incident occurs on the same day as the furlough, then the YLA SJCO or DO may make these changes and notify the DD or ADD of the action the next working day. Should the furlough be revoked or cancelled, the reasons for the revocation will be discussed with the assigned DJCO II and the youth.
13. Youths released on furlough must be logged out through ICMS and also logged back in through the system.
14. All youth must be searched and alcohol and drug tested upon return from an off-grounds furlough.

C. Special Furloughs

1. Youth who have served less than 30 days may only be considered for "special furloughs" when there is an identified need. Family emergencies, procurement of passports, medical and dental appointments (after Medical Unit review) and counseling furloughs are considered "special furloughs" and must be approved by the YLA DD or ADD after recommendations are made by the assigned DJCO II, assigned field/facility DPO and unit SJCO.
2. Length of "special furloughs" will be determined by the amount of travel time, plus the time needed to complete the "special furloughs" business.
3. Youth may also be considered for special furloughs for tattoo removal. Youth must be eligible for off-grounds to be considered.
4. The assigned DJCO II will submit a Furlough Application following regular furlough procedures for processing the request.
5. Poor program performance may not automatically result in the loss of a special furlough. Each situation must be reviewed on a case-by-case basis

by the unit SJCO and YLA administration.

D. Furlough Rules, Responsibilities and Expectations

1. Youth

- a. Remain under the direct supervision of parent/guardian at all times.
- b. Complete all assignments issued by the treatment team.
- c. Obey all rules as listed on the YLA Furlough Contract.
- d. Exercise good common sense at all times.
- e. Call YLA Staff at (714) 935-7099, if questions or emergencies arise.

2. Parent/Guardian

- a. Maintain supervision of youth at all times.
- b. Complete all written assignments issued by the treatment team.
- c. Parent/guardian is to pick up and return the youth to YLA on time.
- d. Ensure the youth obeys established YLA Furlough Rules as outlined on the YLA Furlough Contract.
- e. Call YLA Staff at (714) 935-7099 if questions or emergencies arise.

E. Staff Responsibilities

1. Deputy Juvenile Correctional Officer II

- a. Prior to the furlough, the DJCO II will:
 - 1) Contact the parent/guardian to address their willingness and ability to provide appropriate supervision during a furlough and complete case-drawn activities during a furlough.
 - 2) Meet with the youth to outline the criteria for participation in a furlough program and discuss specific casework-related objectives to be accomplished.
 - 3) Contact the assigned field DPO for information on suitability and appropriateness for the youth to participate in a furlough program.
- b. During the youth's commitment at YLA, the DJCO II will develop a Case Plan for the youth outlining the casework-related goals and issues to be accomplished and addressed in the program, including a regular furlough program. In addition, the DJCO II will:
 - 1) Review the parent/guardian participation in the casework

process since the youth's entry into YLA.

- 2) Assist in developing clear, measurable objectives and assignments which relate to specific identifiable casework issues to be addressed and accomplished while on furlough.
 - 3) Review the status of furloughs at each subsequent case review.
- c. If a furlough is being considered, the assigned DJCO II will submit a completed Furlough Contract with a current copy of the weekly case file comments to the unit SJCO for approval by noon on Monday. They will notify the assigned field DPO of all approved furloughs.
 - d. The assigned DJCO II will address and submit special furlough requests for approval on a case-by-case basis.

2. Facility DPO

- a. Provide information prior to/during the initial/subsequent Institutional Case Review process regarding the home, family, community and school.
- b. Participate in case planning development, setting objectives and procuring outside resources for the youth and his parent/guardian.
- c. In the absence of a facility DPO, the assigned field DPO will be consulted on these matters by the assigned DJCO II.

3. SJCO

- a. Participate in case conferences, case planning and development of a regular furlough plan.
- b. Review weekly case file comments and case reviews for acceptable performance.
- c. Ensure the following issues have been addressed:
 - 1) Protection of the community.
 - 2) Re-socialization of the youth.
 - 3) Family reunification.
- d. Review all Furlough Contracts and approve as appropriate.
- e. Review the plan for monitoring the youth's performance on furlough and completion of assignments.
- f. Submit completed Furlough Contracts for the unit to the YLA DD or

ADD by noon on Wednesday.

4. Clerical

- a. Update weekly furlough list from Furlough Contracts approved by Administration as they are received.
- b. Input the weekly furlough contracts into the appointment calendar of ICMS and submit processed Furlough Contracts to the unit.

F. Youth Returning from Furloughs

1. Unit DJCO IIs will conduct an **appropriate search on youth and document justification as appropriate. Refer to the Procedure Manual Item (PMI) 3-1-054.**
2. **After the search is complete, the youth will be provided a new set of clothing to change into and the soiled clothing will be searched, bagged and kept for further inspection by a K-9 as appropriate.**
3. Unit staff will administer a drug test and breathalyzer to all youth upon return from furlough.
4. Unit DJCO II will review the Furlough Contract and Furlough Objectives to ensure assignments have been completed. DJCO IIs will seek feedback from the responsible parent/guardian about the youth's performance and behavior on the furlough. Staff will document any issues occurring on the furlough in a Special Incident Report (SIR) for appropriate follow-up by the youth's assigned DJCO II, unit SJCO and Administration. The DD/ADD of YLA will determine if a youth will be suspended from future furloughs due to the youth's actions on a furlough.
5. Any youth who exhibits objective symptoms of intoxication will be removed to Juvenile Hall (JH).
 - a. YLA staff will contact the D.O. and advise them of the situation.
 - b. Staff will attempt to collect a drug test and breathalyzer test prior to transporting the youth to JH.
 - c. JH Intake staff will be advised of the youth's condition. If a drug test and breathalyzer test was not completed prior to removal, JH staff will be notified to collect the test.
 - d. An SIR covering the incident will be submitted and disciplinary action will be initiated by YLA staff.

REFERENCES:

Procedures:	3-1-054	Personal Searches and Control of Contraband
	3-1-105	Medical Temporary Release
	3-2-018	Releases

3-2-039	Temporary Releases and Furloughs from Juvenile Hall
3-3-007	Youth Guidance Center Furlough Procedure
3-8-014	Release Guidelines-Youth Leadership Academy

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APPROVED BY: