

YOUTH SERVICES POLICY

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| Title: Furlough Process Next Annual Review Date: 11/03/2017 | Type: C. Field Operations Sub Type: 4. Juvenile Institutions Number: C.4.1 |
| Page 1 of 19 | |
| References: La. Children's Code Articles 116 (24.2), 787, 897(B), 897.1 and 901(E); and La. R.S. 15:906(B) and 908(A); ACA Standards 2-7116, 2-7117, 2-7119, 2-7120, 2-7172, 7-179, 2-7193, 2-7194, 2-7195, 2-7196 and 2-7197 (Juvenile Probation and Aftercare Services); 4-JCF-3A-26, 4-JCF-5I-01, 4-JCF-5I-03, 4-JCF-5I-04, 4-JCF-5I-05 (Performance-Based Standards for Juvenile Correctional Facilities) YS Policy Nos. A.1.14 "Unusual Occurrence Reports", B.2.1 "Assignment, Reassignment, Release and Discharge of Youth", B.2.2 "Youth Classification System and Treatment Procedures", B.2.3 "Secure Care Direct Admission", B.2.7 "LAMOD Program and Youth Stage Procedures", B.2.13 "Secure Care Early Release", B.2.14 "Secure Care SAVRY", B.2.17 "Sex Offender Notification and Registration Requirements", B.2.18 "Reintegration Process", B.3.1 "Composition/Location/Retention of Active and Inactive Secure Care Youth Records", B.5.1 "Youth Code of Conduct – Secure Care", C.2.1 "Escapes, Runaways, Apprehensions, and Reporting", C.2.7 "Youth Drug/Alcohol Testing", C.2.24 "Electronic Monitoring Program (EMP)" | |
| STATUS: Approved | |
| Approved By: <i>Mary L. Livers, Deputy Secretary</i> | Date of Approval: 11/03/2015 |

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding temporary release on furlough of adjudicated youth for the purpose of assisting youth in maintaining family and community relations.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, Regional Managers, Contracted Health Care Provider (CHP) and Intensive Residential Contract Providers.

Facility Directors are responsible for compliance with the established guidelines outlined in this policy.

IV. DEFINITIONS:

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the field offices located throughout the state.

Escape – When a youth departs from either the grounds of a secure facility, or from the custody and control of staff while off the grounds of the facility, or fails to return to the facility from a furlough.

Furlough - The authorized temporary release of a qualified youth from the grounds of a secure facility or community-based secure detention facility, without the supervision of facility staff, for the purposes of aiding in the youth's rehabilitation, maintaining and/or enhancing family and community relations, and preparing the youth to make a satisfactory transition into society after the youth's release.

Types of Furloughs:

Standard Furlough - Applies to all youth except for those committed to YS under Ch. C. Article 897.1, or youth eligible for a Family Emergency Furlough.

Ch. C. Article 897.1 Furlough - Applies only to youth committed to YS under La. Children Code Art. 897.1 based upon a violation of R.S. 14:30 first degree murder, R.S. 14:30.1 second degree murder, R.S. 14:42 aggravated rape, R.S. 14:44 aggravated kidnapping and R.S. 14:64 armed robbery.

Family Emergency Furlough - The authorized temporary release of a qualified youth due to a crisis prompted by the death or life-threatening illness or injury of a family member or legal custodian, and such furlough is deemed beneficial for the youth in meeting the needs of youth/family.

Individualized Service/Reintegration Plan (ISRP) – An initial ISRP shall be developed within 48 hours of a youth's arrival to the intake unit at a secure care facility. The initial ISRP specifies problem areas already identified by the initial or latest SAVRY reassessment conducted by CBS. The goals, objectives, and the method used to attain them while the youth is in secure care shall be updated during intake, including the role of the youth and staff. Development of this plan is accomplished through review of the youth's SAVRY, the youth's record, and is a collaborative effort between the intake Case Manager and the youth.

The formal ISRP is further developed by the assigned Case Manager within seven (7) working days of receipt of the contracted health care provider's Psychological Evaluation. The treatment needs are prioritized based upon a review of the youth's SAVRY dynamic risk factors rated "High", and in some cases "moderate", the youth's record, and any additional recommendations made by the Psychological Evaluation. The formal ISRP is modified throughout the youth's stay as need areas are identified, partly based on the dynamic SAVRY risk/need factors. The formal ISRP also identifies follow-up services needed by the youth upon release to facilitate a successful transition and reintegration back into the community. The plan is coordinated with CBS and shall be used when completing the aftercare plan.

Juvenile Electronic Tracking System (JETS) - The centralized database used to track all youth in the custody of or under the supervision of YS and to record youth case record activity (refer to YS Policy No. B.3.1).

Juvenile Justice Specialists (JJS) – Provide security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals placed in a YS secure care facility.

LAMOD - The catalyst that drives the therapeutic process in Louisiana's secure care facilities.

Multidisciplinary Team (MDT) - A team consisting of representatives from at least three disciplines, (e.g., treatment, custody, education, mental health or medical) responsible for developing comprehensive case plans for youth and determining furlough eligibility.

Reclassification Staffing - A multidisciplinary treatment team meeting which occurs on a quarterly basis (no later than the last day of the third month following the previous custody classification) between all staff working with or treating a youth for his/her specific needs. The multidisciplinary treatment team meeting shall be comprised of the youth's case manager, a social services supervisor, the dorm group leader, a juvenile justice specialist that supervises the youth, the youth's probation officer (or a representative), a representative from the school (special education teacher if youth is receiving SSD #1 services), the contracted mental health provider (if applicable), a member of the medical staff who is familiar with the youth if he/she is receiving on-going medical treatment, and the youth. The youth's family shall be encouraged to attend as well. Reclassification addresses a youth's ISRP and helps monitor the youth's progress, reveal any problem areas that need attention, discuss Code of Conduct violations during the quarter, and discuss interventions that can be utilized to change/alter the youth's behavior; as well as eligibility for escorted absence, furlough or early release and step down to non-secure. At this time the youth's custody level is reclassified by rescoring his reclassification scale using the information gathered, to include any SAVRY reassessment results.

Structured Assessment of Violence Risk in Youth (SAVRY) – An assessment and summary risk rating for violence and delinquency completed by Community Based Services (CBS) upon a youth's admission into secure care.

Unusual Occurrence Report (UOR) – A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email.

V. POLICY:

It is the policy of the Deputy Secretary to use temporary furloughs within the state as a rehabilitative tool to assist youth assigned to a secure facility in maintaining family and community relations, and to aid in the reintegration process. Further, it is the policy of the Deputy Secretary that all furlough considerations for youth have consistency and fairness applied.

The regional office and secure care facility staff shall work together to effect the furlough program from recommendation through implementation. All furloughs, except Family Emergency Furloughs, must be approved by the Deputy Secretary/designee.

VI. FURLOUGH ELIGIBILITY CRITERIA, EXCLUSION CRITERIA AND PROCEDURE:

A. Standard Furlough

1. Criteria for Eligibility

- a. Youth must score a “Low” or “Moderate” custody level.
- b. Youth with a SAVRY summary risk rating of “Low” or “Moderate” for violence who has met other necessary criteria (refer to YS Policy Nos. B.2.1, Section VIII of B.2.13 and B.2.14).
- c. Youth is making progress on identified treatment needs, including taking psychotropic medication and other medications specified by medical staff.
- d. Youth's parent/custodian must have participated in a minimum of three (3) family reintegration sessions, which may be conducted via telephone (refer to YS Policy No. B.2.18). The third family reintegration session must have occurred within the last 30 days from the time the “Furlough Referral and Application Form” [refer to Attachment C.4.1 (a)] is submitted.
- e. Youth and parent/custodian have attended the “Family Interaction Program” prior to the furlough request.
- f. The Case Manager shall review the youth’s record and contact the assigned Probation and Parole Officer/Juvenile (PPO/J) to ensure there are no outstanding detainers or pending charges pursuant to the guidelines established in Section VIII of YS Policy No. B.2.13.

The Multidisciplinary Team (MDT) shall make the final decision during the staffing to recommend a furlough.

2. Exclusions from Standard Furlough Eligibility
 - a. Youth is rated as “High” risk for violence as a result of the SAVRY summary risk rating;
 - b. Youth is on suicide watch;
 - c. Youth is under investigation for pending charges and/or has a detainer or pending criminal charges; or
 - d. There is documented evidence of previous unsuccessful furlough(s) (refer to Section XI of this policy).

3. Screening and Referral for Standard Furlough
 - a. Youth who have a “Low” or “Moderate” custody level should be considered for a Standard Furlough beginning with the first quarter regional staffing.
 - b. Youth who have a “High” custody level should be considered for a Standard Furlough beginning with the second quarter staffing. For youth adjudicated for an 897.1 offense, the procedures in Section VI.B below shall be followed.
 - c. The Group Leader must approve the furlough recommendation.
 - d. All decisions to recommend or not recommend a furlough must be indicated on the “ISRP Summary of Staffing Form” in JETS.

4. Standard Furlough Staffing
 - a. The MDT must staff or review the furlough candidate’s application using all information appropriate, and at a minimum include:
 - 1) Progress Reports;
 - 2) “Furlough Referral and Application Form”;
 - 3) ISRP; and
 - 4) Medical considerations.
 - b. The furlough recommendation is then made and page 4 of the “Furlough Referral and Application Form” is completed.

5. Standard Furlough Duration
 - a. Standard furloughs may be granted in increments of time between eight (8) hours to 14 consecutive days.

- b. A Standard Furlough may be granted for a cumulative period up to 30 days in a calendar year, with no more than 14 consecutive days being granted/taken at any given time.

The Facility Director shall forward a request for additional furlough authority greater than 30 days in a calendar year, with justification for the need for additional furlough days, to the Regional Director for review. If the Regional Director approves, the request shall be forwarded to the Deputy Secretary/designee for final approval.

- c. During the quarterly staffing a youth can be recommended for more than one (1) standard furlough at a time. Multiple requests can be made, with no more than three (3) requests at a time within a 90 day period. The specific dates and times must be indicated for each furlough at the time the "Furlough Referral and Application Form" is completed.

If family dynamics change between furloughs based on information acquired by the facility or regional probation staff, this information must be shared by both parties and an addendum to the home study must be completed and faxed to the appropriate facility and Central Office Furlough Coordinator. The addendum shall recommend continuation of subsequent furloughs or to terminate them.

Once consecutive furloughs have been approved, the youth must maintain the same level of program participation and behavior. If a youth's behavior deteriorates, the subsequent furloughs shall be suspended. The youth, appropriate Court, District Attorney and Regional Office shall be notified by the Facility Director as soon as the decision is made to suspend the furlough(s).

6. Exceptions for Standard Furlough

- a. If there are youth who do not qualify under these requirements, but the MDT believes that a recommendation for a furlough is appropriate; a cover memorandum should be prepared and addressed to the Facility Director explaining the reasons. The memorandum should accompany the "Furlough Referral and Application Form".

If the Facility Director approves, this should be indicated on the cover letter before forwarding to the Deputy Secretary/designee, explaining the reasons for the exception request.

If a youth's custody level was changed from a "High" to a "Moderate" in order to make this youth eligible, the Facility Director must approve this override and this must be mentioned in the cover letter. A copy of the reclassification custody scale indicating the override with the Facility Director's signature of approval must be attached.

- b. All exceptions must be approved by the Deputy Secretary/designee.

B. CH.C. Article 897.1 Furlough

1. Criteria for Eligibility

- a. Youth has served a minimum of 60% of the commitment and has maintained a "Low" custody level for six (6) months prior to furlough referral, OR has been in the custody of YS for a minimum of three (3) years and has maintained a "Low" custody level for 12 months prior to furlough referral;
- b. Youth is making progress on identified treatment needs, including taking all medications prescribed by the CHP; and
- c. Youth's parent/custodian has participated in a minimum of three (3) family reintegration sessions, which may be conducted via telephone. The most recent session must have occurred within the last 30 days.

2. Exclusions from Ch. C. 897.1 Furlough Eligibility

- a. Youth is a "Moderate" or "High) custody level;
- b. Youth is currently on suicide precautions;
- c. Youth is under investigation for and/or has a detainer or pending criminal charges; or
- d. There is documented evidence of a previous unsuccessful furlough (refer to Section XI).

3. Screening and Referral for Ch. C. Article 897.1 Furlough

Youth must be screened at the quarterly staffing when the youth meets the criteria as outlined in this policy. The Group Leader must be present at the staffing and approve of the recommendation. A decision to recommend or not recommend a furlough must be indicated on the "ISRP Summary of Staffing Form".

4. Ch. C. Article 897.1 Staffing

- a. The MDT must staff the furlough candidate's application using all appropriate information, and include at a minimum:

- 1) Progress Reports;
 - 2) Furlough Application Form;
 - 3) ISRP; and
 - 4) Medical needs.
- b. The furlough recommendation is made on the “Furlough Referral and Application Form” [Attachment C.4.1 (a) pages 2 and 3].
- c. Youth who have been adjudicated for a hands-on sex offense under Ch. C. Article 897.1, must have a “Safety Plan Contract” [see Attachment C.4.1 (h)] in place prior to a Furlough. The plan must be signed by the youth, parent(s)/guardian(s), and the PPO/J, and be included in the furlough packet submitted to the Central Office Furlough Coordinator. The “Safety Plan Contract” must be updated as needed or when changes in the youth’s status have the potential to negatively impact the public and/or the youth’s safety.
5. Ch. C. Article 897.1 Furlough Duration/Conditions
- a. Ch. C. Article 897.1 initial furloughs may be granted in increments of time between eight (8) hours to 14 consecutive days. Initial furloughs may be from Friday – Sunday, which may exceed 48 hours in duration, with subsequent furloughs being granted for longer periods of time, unless the circumstances demand otherwise.
- b. A Ch. C. Art.897.1 furlough may be granted for a cumulative period up to 30 days in a calendar year, with no more than 14 consecutive days being granted/taken at any given time.
- Additional furlough authority, greater than 30 days in a calendar year, must be approved by the Deputy Secretary/designee and must be submitted with justification for the need for additional furlough days.
- c. During the quarterly staffing a Ch. C. Article 897.1 youth can be recommended for more than one standard furlough at a time. Multiple requests can be made with no more than three (3) requests at a time within a 90 day period. The specific dates and times must be indicated for each furlough at the time the “Furlough Referral and Application Form” is completed.

If family dynamics change between furloughs based on information acquired by the facility or regional probation staff, this information must be shared by both parties and an addendum to the home study must be completed and faxed to the appropriate facility and Central Office Furlough Coordinator. The addendum shall recommend to continue with subsequent furloughs or to terminate them.

Once consecutive furloughs have been approved, the youth must maintain the same level of program participation and behavior. If a youth's behavior deteriorates, the subsequent furloughs shall be suspended. The youth, appropriate Court, District Attorney and Regional Office shall be notified by the Facility Director as soon as the decision is made to suspend.

- d. If a furlough is approved, the youth shall be required to wear an electronic monitoring device during the furlough and shall be monitored by the appropriate Regional Office. (Refer to YS Policy No. C.2.24)

6. Exceptions for Ch. C. Article 897.1 Furlough

- a. If there are youth who do not qualify under these requirements, but the MDT believes that a recommendation for a furlough is appropriate; a cover memorandum should be prepared and addressed to the Facility Director explaining the reasons. The memorandum shall accompany the "Furlough Referral and Application Form". If the Facility Director approves, this shall be indicated on the cover memorandum before forwarding to the Deputy Secretary/designee. If a youth's custody level was changed from "Moderate" to "Low" as the result of an override, the Facility Director must sign the reclassification scale to indicate his approval. The override must be mentioned in the cover letter forwarded to the Deputy Secretary/designee, and a copy of the reclassification custody scale must be attached.
- b. All exceptions must be approved by the Deputy Secretary/designee.

C. Family Emergency Furlough

- 1. Criteria for Eligibility - A Family Emergency Furlough may be granted under either of the following conditions:
 - a. Youth has confirmation/recommendation from the committing court; or

- b. Youth's Case Manager recommends the Family Emergency Furlough on the basis of individual case data/information. The Family Emergency Furlough may be granted only after receiving approval from the Assistant Secretary. The approval by the Assistant Secretary may be granted verbally, with a follow-up email.
 - c. Family emergency furloughs for youth adjudicated for Ch. C. 897.1 offenses must be approved by the Deputy Secretary/designee.
 - d. Family emergency furloughs for youth adjudicated for Ch. C. 897.1 shall require monitoring by the appropriate Regional Office either face to face or by phone.
2. When a youth adjudicated delinquent for a sex offense which requires him to register is granted a family emergency furlough, the facility shall immediately notify the Central Office Furlough Coordinator. The Coordinator shall notify Legal Services of the planned Family Emergency Furlough in order for Legal staff to verify the youth's requirement to register (refer to YS Policy No. B.2.17), and that a "Safety Plan Contract" has been completed.

If it is verified that the youth is required to register, the designated Legal Services staff shall enter the youth's furlough information into the Offender Watch System as soon as the furlough information is provided and the need to register is confirmed.

3. Exclusions from consideration of Family Emergency Furlough:
- a. Youth is on suicide watch;
 - b. Youth is under investigation for and/or has a detainer or pending legal charges;
 - c. Youth is deemed to be at high risk for runaway or escape and/or engaging in additional criminal conduct; or
 - d. There is documented evidence of a previous unsuccessful furlough (refer to Section XI of this policy).
4. Referral for Family Emergency Furlough
- a. A staffing shall be held which includes the participation of the youth's PPO/J, the Group Leader, the Case Manager, and the Facility Director/Deputy Director.

- b. If the staffing results in a recommendation for the furlough, the Deputy Director or the facility Treatment Director shall transmit the request for approval to the Facility Director along with all documentation verifying the emergency.
- c. If the Facility Director approves the furlough, the Facility Director shall also specify the period of time allowed for the furlough.
- d. A written notice of furlough, which includes the reason for the furlough, shall be prepared, signed by the Facility Director and faxed to the committing Court, District Attorney, Deputy Secretary/designee and the PPO/J.
- e. If no written confirmation is received after faxing the notice of furlough to the Court and District Attorney, the youth shall not be allowed to participate in the Family Emergency Furlough.

If there is no objection, the furlough may proceed.

- f. If approved, a youth who is on a “Moderate” or “Low” custody level shall be required to wear an electronic monitoring device and shall be monitored by the appropriate Regional Office.

If the furlough is denied, an “escorted absence” supervised by facility staff may be granted for the youth, and should be documented as an “escorted absence” in JETS. (Refer to YS Policy No. C.4.7)

- g. Prior to a youth receiving a Family Emergency Furlough, the Facility Director shall approve the family member(s), guardian(s) or other custodian(s) of the youth who will be overseeing the activities of the youth, providing primary care, and assuming responsibility for the youth throughout the duration of the furlough period.

5. Duration of Family Emergency Furlough

A Family Emergency Furlough may not exceed three (3) calendar days.

VII. FURLOUGH REVIEW AND APPROVAL PROCESS:

A. Review

Youth assigned to a secure care facility will be reviewed to determine the appropriateness of furloughs. Consideration of the youth shall occur at a

minimum during each quarterly staffing. It may also occur during the regional staffing or placement review process.

If a youth is determined to be appropriate for a furlough or for consecutive furloughs after screening, the MDT shall then consider and render its decision on the furlough(s). The team is required to consider multiple aspects of the youth's classification profile and treatment plan in determining furlough eligibility.

The MDT shall consist of the following:

1. Group Leader for the applying youth;
2. Mental Health Director/designee (if applicable);
3. PPO/J assigned to the applying youth or the immediate supervisor (in person, via phone conference, or by the prior MDT interview conducted within the quarter); and
4. Youth's assigned Case Manager or immediate supervisor.

In addition, the MDT may also consist of the following:

5. Deputy Director or a designee named by the Facility Director;
6. School Principal/designee;
7. If the furlough(s) are to occur in a region other than where the youth was adjudicated, a PPO/Supervisor from the region where the furlough(s) are to take place shall participate;
8. Mentor; and
9. A Juvenile Justice Specialist (JJS) from the youth's housing unit; Team members may differ as appropriate to the youth's assignments. If the school representative, mentor or a JJS staff member does not attend, they may provide written documentation.

B. Referrals

Referrals for review of appropriateness of furlough(s) may be made by those participating in the staffing, a PPO/J, the juvenile court or other interested person. Exclusion criteria must be considered prior to making the decision. Page 1 of the "Furlough Referral and Application Form" shall be utilized to transmit information on youth being referred.

C. Furlough Review Process

1. The furlough review process during the staffing shall include a thorough review and assessment of the youth's needs, strengths, and weaknesses. At a minimum, the MDT Team shall consider the following prior to recommending a furlough:
 - a. Educational/vocational needs/ progress;
 - b. Medical concerns, including whether youth is taking medications;

- c. Mental health concerns;
 - d. General treatment needs/progress in the areas of substance abuse, anger management, thinking errors;
 - e. Behavioral concerns;
 - f. Level of participation in the behavior management program;
 - g. Home environment;
 - h. Custody level;
 - i. Community risk assessment;
 - j. Proposed aftercare/release plans;
 - k. Special needs concerns (i.e. SMI/MR/ psychotropic medication needs/ self-harm);
 - l. Most recent secure custody screening documents
 - m. Escape risk;
 - n. Travel arrangements; and
 - o. Family function or CBS function.
2. The PPO/J shall conduct a home study for purposes of the furlough(s) and submit a written report within seven (7) working days of a referral by the MDT Team.

For those youth committed to OJJ custody for the commission of a violent offense against a person, the home study shall include documentation regarding the victim(s), victim(s) impact statements, if available, and victim's whereabouts, such as address and proximity to where the youth's furlough will take place.

For those youth committed for a sex offense, the home study shall include information regarding the victim(s) and victim(s)', whereabouts.

During the home study, the PPO/J shall have the proposed custodian complete or assist in the completion of the "Custodian Information Form" [refer to Attachment C.4.1 (b)]. The results of the home study shall be communicated to the MDT Team, and shall be submitted to the Facility Director as part of the "Furlough Referral and Application Form".

If the youth has been granted consecutive furloughs to the same location with the same parent/guardian within a 90 day period of when the last home study was completed, it will not be necessary to complete another home study form, but the PPO/J must conduct a visit to the home prior to each furlough to ensure that the family dynamics remain the same.

If the family dynamics do change, the PPO/J shall complete an addendum to the home study indicating what the changes are and make a recommendation to continue the furloughs or to terminate them. A copy of the addendum must be faxed to the appropriate facility and the Central Office Furlough Coordinator.

A complete home study shall be done if the prior home study was completed more than 90 days from the request of the furlough(s).

3. If the parent/guardian did not participate in the quarterly staffing when the furlough was discussed, the Case Manager shall make telephone contact and/or send formal written correspondence to the youth's parent/guardian about the proposed furlough(s).
4. After the Group Leader signs and approves the form, the MDT Team shall send a completed "Furlough Referral and Application Form" to the Facility Director.

For those youth committed for a sex offense, Page 2 of the "Furlough Referral and Application Form" must indicate if the youth is participating in sex offender treatment or has completed treatment at another facility, including a community based program.

Furloughs for youth, who because of such things as the nature of their offense, their behavior, the neighborhood where the furlough will take place, shall require a higher level of approval, to include the following:

- a. Facility Director;
 - b. Regional Manager;
 - c. Regional Director;
 - d. Assistant Secretary; and
 - e. Deputy Secretary.
5. With the exception of a Family Emergency Furlough, once approved by the Facility Director, the furlough application shall be forwarded to the Deputy Secretary/designee for final approval, after completing the "Checklist for Furlough Requests" [Attachment C.4.1 (c)].

D. Furlough Action by the Deputy Secretary

1. Once approved by the Facility Director, the furlough application must be transmitted to the Deputy Secretary/designee for review and final approval. All documentation used to support the Facility Director's approval of the furlough must be transmitted to the Deputy Secretary/designee along with the furlough application.
2. The furlough application with supporting documentation must be transmitted to the Deputy Secretary/designee 21 days prior to the requested date of the furlough.

3. The Deputy Secretary/designee shall notify the Facility Director and the appropriate Regional Office of the decision by returning the "Furlough Referral and Application Form".

If the furlough is denied, the Case Manager shall promptly counsel with the youth and notify the parent/guardian and CBS.

E. Notice to Court and District Attorney

1. If the furlough is approved by the Deputy Secretary/designee, the Deputy Secretary/designee shall provide written notice of plans to furlough the youth to the Court and District Attorney for "objection" or "no objection", by forwarding the "Notice to Court and District Attorney" [refer to Attachment C.4.1 (d)].

a. Written notice shall include:

- 1) Reference to La. R. S. 15:908 regarding the authority designated to YS to authorize a temporary furlough;
- 2) Whether the furlough requested is for a youth sentenced under Ch. C. Art. 897.1;
- 3) Statement that the furlough shall not be authorized over the objection of the Court or if the District Attorney objects, until the conclusion of a contradictory hearing; and
- 4) Statement that the furlough program is a continuing rehabilitative process expected to last throughout the youth's commitment.

Written notice shall be furnished to the Court upon approval of the furlough.

F. Sex Offenders Required to Register

1. Upon receipt of the furlough packet, which shall include the "Safety Plan Contract", the Central Office Furlough Coordinator shall review the packet, and if the youth has been adjudicated delinquent for a sex offense, shall notify Legal Services by email.

a. The email shall include the youth's:

- 1) Name;
- 2) YS identification number; and
- 3) Sex offense title and statute number.

2. Legal Services shall determine whether or not the youth was adjudicated delinquent for a register able offense and shall notify the Central Office Furlough Coordinator by email.

3. If the Central Office Furlough Coordinator does not receive the furlough approval at least 48 hours prior to the beginning of the furlough, a second fax shall be forwarded as soon as possible but **BEFORE** the youth is granted the furlough.
4. All paperwork pertaining to the furlough and produced pursuant to this section shall be placed in the youth's furlough packet.

VIII. CONDITIONS OF FURLOUGH:

- A. Custody Receipt - Pursuant to La. R. S. 15:908(B), the adult assuming custody of the child for the furlough must sign a "Custody Receipt" [refer to Attachment C.4.1 (e)]. In most cases, the person assuming custody will be the parent or guardian.

If the parent or guardian is unable to travel to the facility to assume custody of the youth, an approved responsible adult family member, age 21 or over, may accept custody of the youth. This person must be on the youth's approved visitation list, or must be known by the Department of Children and Family Services (DCFS) worker or the assigned PPO/J.

- B. Conditions of Furlough - Case Managers are responsible for reviewing the "Conditions of Furlough" [refer to Attachment C.4.1 (f)] and sanctions with the youth and family member or previously approved adult who will take custody of the youth.

The Case Manager shall provide the youth and custodian with a copy of the "Conditions of Furlough" and sanctions. Following review with the youth and custodian, the Case Manager shall have the youth and custodian sign the "Conditions of Furlough" form acknowledging that they understand the conditions and sanctions. The youth shall be required to sign the "Furlough Contract" [refer to Attachment C.4.1 (f-1)].

All furloughs require that the youth be drug screened twice: 1) on the day of the furlough before he leaves the facility; and 2) on the day that he returns from a furlough. If the youth fails the pre-furlough drug screen, the furlough shall be canceled. (Refer to YS Policy No. C.2.7)

The custodian shall also be required to read and sign a "Furlough Custodian Agreement" [refer to Attachment C.4.1 (g)].

- C. Transportation - The responsible adult shall physically transport the youth from the facility and return the youth to the facility.
- D. On the day of the furlough, **PRIOR TO** the youth leaving the facility, the JETS transfer screen shall be updated indicating that the youth is on furlough. (Refer to YS Policy No. B.3.1)
- E. All furloughs shall be monitored by the appropriate Regional Office either face-to-face or by phone.

IX. RETURN OF YOUTH TO FACILITY:

- A. Upon return to the facility, the youth shall be transported to the infirmary for a wellness check and to conduct mandatory drug screens.
- B. The supervising PPO/J shall submit a report to the facility regarding the success of the furlough by email or written report if the furlough lasted longer than two (2) days.
- C. The youth's assigned Case Manager shall interview the youth and assess the success of the visit.
- D. A report shall be submitted to the Court indicating if the furlough was successful or unsuccessful.
- E. Upon returning to the facility, the JETS transfer screen shall be updated to indicate the return of the youth.

X. YOUTH DID NOT RETURN TO FACILITY:

- A. The Regional Director and the Regional Office shall be notified in writing of any youth placed on escape status as a result of a furlough violation. The procedures regarding escapes as outlined in YS Policy No. C.2.1 shall immediately be effected.
- B. The Furlough Custodian and youth may be subject to criminal charges as indicated on the "Custody Receipt"
- C. Youth may receive a disciplinary infraction for escape. (Refer to YS Policy No. B.5.1)
- D. Youth may be suspended for 12 months for any future furlough consideration.

XI. YOUTH ACCOUNTABILITY FOR FURLOUGH VIOLATION:

All youth are issued a LAMOD Youth Manual on day two of the direct intake process pursuant to YS Policy B.2.3. At that time, the treatment philosophy and Youth Stages of Development are explained orally to all youth during the orientation process. The explanation includes discussion of the adverse effects Code of Conduct Violations may have on stage advancement, escorted passes, furlough, and early release consideration. In addition, youth shall not depart from either the grounds of a secure care facility, or from the custody and control staff while off the grounds of the facility, or fail to return to the facility from a furlough. Consequences for such Code of Conduct violations include the revoking of pending or upcoming approved furloughs. (Refer to YS Policy Nos. B.2.1, B.2.2, B.2.7 and B.5.1)

A. Types of violations and available sanctions:

1. Escape
 - a. Code of Conduct Violation for escape;
 - b. 12 months in YS secure custody prior to any further furlough consideration; and
 - c. Filing of criminal charges for escape and/or related charges.
2. Positive Drug Screen
 - a. Code of Conduct violation for intoxication and/or contraband;
 - b. Six (6) months in YS secure custody prior to any further furlough consideration;
 - c. Modification of ISRP to include a recommendation for referral to substance abuse services; and
 - d. Modification of Needs Assessment to reflect recent usage of illegal/intoxicating substances (completion of Substance Abuse Assessment).
3. Commission of Crime While on Furlough
 - a. 12 months prior to any further furlough consideration; and
 - b. Recommendation for referral to an appropriate treatment program.
4. Other Violations
 - a. Therapeutic interventions appropriate to behavior.

B. Documentation of Violations

1. Documentation of Code of Conduct Violations while on furlough shall be reported on an Unusual Occurrence Report (UOR) and a copy sent to the appropriate Regional Office. (Refer to YS Policy No. A.1.14)
2. Reports shall be written by the Case Manager, Program Manager, Group Leader, JJS or PPO/J or other employee who discovers the furlough violation.
3. A Code of Conduct Violation form shall be completed.

Previous Regulation/Policy Number: C.4.1

Previous Effective Date: 02/03/2010

Attachments/References:

- C.4.1 (a) Furlough Referral and Application Form Nov 2015.doc
- C.4.1 (b) Custodian Information Form Nov 2015.doc
- C.4.1 (c) Checklist for Furlough Requests Nov 2015.doc
- C.4.1 (d) Notice to Court and District Attorney Form Letter Nov 2015.doc
- C.4.1 (e) Custody Receipt Nov 2015.doc
- C.4.1 (f) Furlough Contract Nov 2015.doc
- C.4.1 (f 1) Conditions of Furlough Nov 2015.doc
- C.4.1 (g) Furlough Custodian Agreement Nov 2015.doc
- C.4.1 (h) Safety Plan Sample.doc