

## YOUTH GUIDANCE CENTER FURLOUGH PROCEDURE

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1351
- RESCINDS:** Procedure Manual Item 3-3-007, dated 11/27/19
- FORMS:** Youth Guidance Center Furlough Contract (F057-6398)
- PURPOSE:** To establish uniform guidelines for granting and administering furloughs to eligible youth residing at the Youth Guidance Center (YGC).

### 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 or Assistant Division Director (ADD) of YGC. The treatment team consists of the assigned Deputy Juvenile Correctional Officer (DJCO), Unit Supervising Juvenile Correctional Officer (SJCO), assigned Deputy Probation Officer (DPO), CEGU, **and** a staff representative from Rio Contiguo School.
- 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.

### II. PROCEDURE

- A. Regular Family Furloughs/Off Grounds
1. Youth who have been YGC residents for 45 days or more may be considered for casework-related (treatment-oriented) home furloughs with family members or guardians. Youth may also be considered for furloughs to meet vocational and academic casework objectives after 45 days in the program.
  2. Regular family furloughs will normally be granted on Saturday and/or Sunday.
  3. The assigned DJCO, SJCO and assigned DPO will consider the specific treatment issues 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. Goals should be exact and measurable, such as "Interview your Grandfather and before you return to YGC, 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 and/or SJCO.
  4. Other factors affecting consideration are the risk to the community, youth's performance, and the degree of program participation (including unit

behavior, program performance and other issues). The youth in ASERT and STEP programs must maintain acceptable scores on Weekly Progress Reports.

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. Prior to the first furlough, the parent(s) will participate in a mandatory conference with the DJCO/SJCO and other treatment team members (as required). The meeting will focus on the requirements, parental supervision and behavioral expectations for the youth during furloughs.
6. The youth must demonstrate continual progress in the educational program at Rio Contiguo School and maintain acceptable behavior in school.
7. When a regular family furlough is being recommended, the assigned DJCO will submit a completed Furlough Contract to the unit SJCO for review and approval.
8. **All approved contracts will be submitted to the Director or ADD by 12:00 noon, Wednesday before the planned furlough.**
9. Furlough contracts receiving administrative approval will be routed to YGC clerical, who will update the Weekly Furlough List for distribution on Friday morning and forward the contracts to the designated location for the Duty Officer (D.O.).
10. Furlough contracts that are not approved will be returned to the Unit SJCO for notification to the assigned DJCO and youth.
11. Following furlough approval, the youth's behavior must be consistent until the time the furlough starts. Approved furloughs may be revoked or shortened upon administrative approval. In the absence of administration, the unit SJCO or D.O. may make these changes and notify the Director 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 and the youth.
12. Youth released on furlough must be logged out through the Integrated Case Management System (ICMS) and also logged back in through the system.

B. On-Grounds Furloughs

1. The Youth Guidance Center allows for on-grounds furloughs to take place on a casework specific basis. The assigned unit DJCO is responsible for determining the need and/or benefit to a youth to be considered for an on-grounds furlough.
2. On-grounds furloughs are to be processed the same as an off-grounds furlough and utilizing the same furlough permit form. The assigned DJCO will note "On-Grounds Furlough" on the top of the furlough permit.

3. Prior to routing an on-grounds furlough permit for signatures, the assigned DJCO must check on the Outlook "Activities Calendar" to verify the number of allowed on-grounds furloughs has not been exceeded. The assigned DJCO will then record the date and beginning and ending times as well as the on-ground location on the calendar.
  4. On-grounds furloughs will normally occur on Saturdays and Sundays (exceptions would be Holidays). The maximum time allowed for the on-grounds furlough will be 2 hours. On-grounds furloughs may be of a shorter duration. The starting and ending times are to be listed on the furlough contract, as well as on the Activities Calendar. The time slots for furloughs are as follows: Saturdays 7:45am-9:45am and 9:45am-11:45pm; Sundays 7:45am-9:45am, 11:45am-1:45pm and 12:45pm-2:45pm.
  5. The maximum number of persons attending an on-grounds furlough will be **4** guests. This may be adjusted on a case-by-case basis with the approval of the unit supervisor. Persons without prior approval and not **listed on the furlough paperwork** may not attend an on-grounds furlough. Unauthorized visitors discovered during an on-grounds furlough will result in the immediate termination of the furlough. In addition, no visitors between the ages of 13 years to 18 years of age will be permitted to visit. **However, under special circumstances where a youth may be a ward of the state, arrangements may be made by the social worker with the approval of administration.**
  6. At the beginning of the furlough, unit staff must verify the identification of the persons present and match the names of those on the furlough contract. Staff must make random checks, approximately once every fifteen minutes during the on-grounds furlough to verify nothing irregular is occurring. This must be entered into the automated Log Book.
  7. Staff are to examine the food and drinks brought in to identify anything not appropriate. No alcoholic beverages are allowed on the YGC grounds. Visitors may not smoke during the visit. Visitors may bring in food items either from home or purchased. No highly caffeinated drinks are allowed on on-grounds furloughs (such as hot or iced coffees and 'power drinks', etc). Drinks may be sodas, juices, bottled water, etc. No cooking of food in the barbecues is allowed. Use of cell phones or electronic devices for pictures or internet access are not allowed.
  8. **Upon completion of the on-ground furlough, staff shall conduct a pat down search and use the security screening wand. Youth will be administered a UA. Youth will not be allowed to bring any left-over food/beverages from their on-ground furlough back to the unit.**
- C. Special Furloughs/Off Grounds.
1. Youth who have served less than 45 days may only be considered for "special furloughs" when there is an identified need. Family emergencies, procurement of passports, medical/dental appointments (after Medical Unit review), and counseling furloughs are considered "special furloughs" and

must be approved by the YGC Director or ADD after recommendations are made by the assigned DJCO, assigned 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 furlough" business.
3. The assigned DJCO will submit a Furlough Contract following regular furlough procedures for processing the contract.
4. Poor program performance may not result in the loss of a special furlough. Each situation must be reviewed on a case- by-case basis by the unit SJCO and YGC 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 YGC Furlough Contract.
- d. Exercise good common sense at all times.
- e. Call the D.O. or housing unit at (714) 836-2700 if questions or emergencies arise.

2. Parent/Guardian

- a. Maintain supervision of youth at all times.
- b. Ensure that all written assignments issued by the treatment team are completed.
- c. Parent/guardian is to pick up and return the youth to YGC on time.
- d. Ensure the youth obeys established Youth Guidance Center Furlough Rules as outlined on the Youth Guidance Center Furlough Contract.
- e. Call the D.O. at (714) 836-2700 or housing unit, if questions or emergencies arise.

E. Staff Responsibilities

1. Deputy Juvenile Correctional Officer

- a. An Institutional Case Conference will be conducted by the Treatment Team members within 14 days of the youth's admission to YGC. Subsequent conferences (which may include parents and youth) will occur each 30 days. Prior to the conference(s), the DJCO will:

- (1) Contact the parent/guardian to address their willingness and ability to provide appropriate supervision during a furlough, complete case-driven activities during a furlough and to attend a pre-furlough conference and sign a pre-furlough contract. A 30-day case conference prior to the furlough may be considered as a pre-furlough conference.
  - (2) Obtain approval from the youth's assigned DPO after providing them with the furlough's proposed goals and details.
  - (3) Meet with the youth to outline the criteria for participation in a furlough program and discuss specific casework-related objectives to be accomplished.
- b. During the case conference the DJCO will participate in developing and documenting a Case Plan outlining the casework-related goals/issues to be accomplished/addressed in the program, including a regular furlough program. In addition, the DJCO will:
- (1) Review the parent/guardian participation in the Casework Process since the youth's entry into YGC.
  - (2) Assist in developing clear, measurable objectives and assignments that relate to specific identifiable casework issues to be addressed/accomplished on furlough.
  - (3) Review status of furloughs at each subsequent case review.
- c. If a furlough is being considered, the assigned DJCO will submit a completed Furlough Contract to the unit SJCO for approval by noon the Wednesday prior.
- d. The DJCO will submit a Furlough Contract to the unit SJCO for each subsequent regular furlough.
- e. Multiple furloughs pertaining to the same casework related goal/issue (commitment end, off grounds, employment, off grounds education, etc.) may be written into the same contract. Up to five separate dates may be written into the currently used contracts.
- f. The assigned DJCO will address and submit Special Furlough requests that pertain to separate casework related goals/issues for approval on a case-by-case basis.
- g. The assigned DJCO will prepare urine-testing forms for approved furloughs.

2. Deputy Probation Officer

- a. Provide information prior/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. Provide information on suitability/appropriateness for youth to participate in a furlough program.
- d. Conduct the pre-furlough case conference, explaining rules and expectations to the parent(s) and youth and have them sign the Pre-Furlough Contract.

3. Supervising Juvenile Correctional Officer

- a. Participate in case conferences, case planning and development of a regular furlough plan.
- b. Review acceptable performance from youth.
- 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 YGC Division Director or ADD by 12:00 noon, the Wednesday prior.

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 Activities calendar of ICMS and submit processed Furlough Contracts to D.O. Office.

F. Youth Returning from Furloughs

1. Unit DJCOs will conduct a **pat down search and use a security screening wand of each youth returning. Any personal property that was approved by the unit supervisor (i.e. hygiene, clothes for upcoming release etc.) will be searched. A skin search can be approved by the Duty Officer and or supervisor if there are safety and security concerns.**

2. Unit staff will administer urine tests and breathalyzer to all youth upon return from furlough.
3. Unit DJCOs will review the Furlough Contract and Furlough Objectives to ensure assignments have been completed. DJCOs 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 SIR for appropriate follow-up by the youth's assigned DJCO and unit SJCO.
4. Any youth who exhibits objective symptoms of intoxication will be removed to Juvenile Hall.
  - a. Staff will attempt to collect a urine test prior to transporting the youth to Juvenile Hall.
  - b. Staff will contact the medical unit about the symptoms the youth is exhibiting.**
  - c. Juvenile Hall Intake staff will be advised of the youth's condition. If a urine test was not completed prior to removal, Juvenile Hall staff will be notified to collect the test.
  - d. An SIR covering the incident will be submitted, and disciplinary action will be initiated by YGC staff.
5. Any youth who fails to return from furlough at the specified time will be presumed to have escaped and escape procedures will be initiated per PMI 3-1-102.

**REFERENCES:**

Procedures:	3-1-013	Facility Searches
	3-1-102	Reporting Juvenile Facility Escapes
	3-1-105	Medical Temporary Release
	3-3-B	Youth Guidance Center Program Description

Attachments

D. Bewernick

**APPROVED BY:**

YGC  
ON-GROUNDS FURLOUGH GUIDELINES

- ◆ There should be a specific casework related purpose for a person's attendance at the furlough.
- ◆ There should be goals set for the youth to accomplish during the furlough, such as discussing release plans, home rules, school enrollment, etc.
- ◆ Written documentation will be obtained from the youth on how the goals of the furlough were met.
- ◆ No minor children between the ages of 13 years through 18 years of age will be allowed to visit. This is due to numerous incidents of friends attending on-grounds furloughs, identifying themselves as siblings.
- ◆ All children are the responsibility of the parents. Parents must keep children in their immediate control.
- ◆ No girlfriends/boyfriends.
- ◆ YGC youth with children of their own should be scheduled for special visits, directly monitored by their Unit DJCO counselor and or unit staff.
- ◆ Adult persons must have valid identification.
- ◆ Absolutely NO interaction between visitors and other youth at YGC. This includes sharing food or drinks, or verbal communication. Violation of this policy may result in the termination of the on-grounds furlough.
- ◆ Guests attending an on-grounds furlough must remain in the [REDACTED], or other area designated for the visit. **Guests will not be allowed to go to their vehicles once they are signed in for their on-ground furlough.** Visits to the vending machines outside the front office may be approved at the discretion of the Duty Officer. Guests will not wander around the facility. No furloughs inside of vehicle.
- ◆ Guests attending an on-grounds furlough will be allowed to use the restrooms in the front office. Staff will facilitate this during their random checks of those attending the on-grounds furlough. Staff will remain in the front office until the guests have completed the use of the restroom. After the guests have left the front office, staff will check the restroom for contraband or plaquing.
- ◆ **All Guests over 18 years of age will be screened by a security wand. Cell phones, purses must be left in the vehicle; however, if the guest are dropped off, then a token will be provided so that all items are placed in the lockers in the breezeway.**





YOUTH GUIDANCE CENTER  
**WEEKLY PROGRAM PROGRESS REPORT**

3-3-007  
 Attachment B  
 P. 2  
 P. 2

TURNS IN ASSIGNMENTS WEEKLY TO OFFICER	S	U	S	U	S	U	S	U	S	U
IDENTIFIES ISSUES THAT NEED DEVELOPMENT	S	U	S	U	S	U	S	U	S	U
WORKS TO ACCOMPLISH GOALS	S	U	S	U	S	U	S	U	S	U
ACTIVELY SEEKS PROGRAM ADVANCEMENT	S	U	S	U	S	U	S	U	S	U
<b>COMMENTS</b>										

**SUBMITTED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_ **SJCOs SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_