

## TEMPORARY RELEASES AND FURLOUGH PROCEDURES

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1351
- RESCINDS:** Procedure Manual Item 3-2-039, dated 02/25/16  
Procedure Manual Item 3-3-007, dated 01/05/21  
Procedure Manual Item 3-8-007 dated, 01/15/20  
(MAJOR REVISION/RENUMBERED)
- FORMS:** Temporary Release (F057-6210)  
Modification Petition (F057-5120)
- PURPOSE:** To describe the circumstances and method under which a youth may be granted a temporary release or furlough from Juvenile Hall, Youth Guidance Center, or Youth Leadership Academy.

### I. GENERAL INFORMATION

- A. Per Section 1351 of Title 15, the facility administrator shall develop and implement written policies and procedures for the furlough of youth from custody.
- B. All Temporary Releases require a Court approved detention order authorizing temporary releases. A youth may not be released by a Deputy Probation Officer (DPO), facility Division Director or designee to anyone without authorization from the court (this includes releases to probation or other law enforcement agencies).
- C. If a youth in custody has not been to a detention hearing, the DPO, facility Division Director or designee may authorize a temporary release without a court order. If a youth is temporarily released under these circumstances and is returned to Juvenile Hall, it does not change the legal time allowed for the filing of a petition and detention hearing.
- D. If there is an existing order vesting custody of a youth with the DPO and the youth is placed in Juvenile Hall to await placement, the DPO, facility Division Director or designee may authorize temporary releases without a specific court order.
- E. Once a case has been adjudicated and a youth has been committed to the custody of the DPO as part of the disposition, the DPO, facility Division Director or designee may authorize temporary releases as deemed necessary according to casework needs or other considerations.
- F. Reasons for temporary releases may include but are not limited to:
  1. Medical, dental or counseling appointments.
  2. Special home visits for the purpose of attending a funeral, visiting a parent in the hospital or other emergency situations.

3. Release to a police officer for a criminal investigation, or to a DPO in order to visit a potential placement site, or for a possible job opportunity.
  4. Field trips, furloughs, or other program related outing.
- G. Eligibility for furloughs will be determined on a casework-related basis by consensus of the youth's treatment team and with the approval of the Division Director (DD) or Assistant Division Director (ADD) of the facility. The treatment team consists of the assigned Deputy Juvenile Correctional Officer (DJCO), Unit Supervising Juvenile Correctional Officer (SJCO), assigned DPO, Clinical Evaluation and Guidance Unit (CEGU), and school representative.
- H. Temporary Releases 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.
- I. To ensure maximum supervision and promote the security of the facility, furlough start and end times should not be scheduled at the start, end, or during meals, church services visiting or other major activities.

## II. PROCEDURE FOR TEMPORARY RELEASE

- A. For temporary releases when the court has ordered a youth detained, the DPO, facility Division Director or designee will:
1. Submit a Modification Petition (F057-5120) to the court with the following recommendation: "It is respectfully recommended that the youth be granted a temporary release from Juvenile Hall as authorized by the-DPO for the purpose of keeping (medical, dental, etc.) appointments."  
  
Recommend, "Releases as authorized by the DPO," rather than one specific date and time, since more than one release may be needed.
  2. After the judge or commissioner has signed the Modification Petition, complete a Temporary Release Form (F057-6210) and submit it to the receptionist at Juvenile Hall. In completing the form, include the specific date and time the youth is to be released, the date and time the youth is to be returned, the specific location the youth is traveling to and the person(s) who will be escorting the youth.
  3. Contact the Supervising Juvenile Correctional Officer (SJCO) of the unit in which the youth is housed and advise them of the circumstances surrounding the temporary release. If the supervisor is not available, contact a Juvenile Hall administrator or designee.
  4. After receiving the Temporary Release form, Juvenile Hall staff will process the release as outlined in PMI **3-5-002**.
  5. If applicable, contact Reception staff and provide them with the name(s) of the youth's parent or guardian to whom they will be released for the temporary release.

- B. When the court orders a youth detained, but as part of the detention order authorizes temporary releases for medical (or other reasons) the DPO will:
1. Upon verifying the need for the temporary release, advise the unit SJCO of the circumstances surrounding the need for the temporary release.
  2. Submit a Temporary Release form including all information as indicated in section II.A. If the DPO is unable to complete and forward the form to Juvenile Hall, the Juvenile Hall SJCO may complete the Temporary Release.
- C. During the course of casework completion, a committed youth's suitability for temporary release may arise. If the youth has been committed to the custody of the DPO and is serving a commitment in a Probation facility, the assigned DPO will provide information to facility staff so they may determine the youth's suitability for a temporary release. The information may include, but is not limited to, the youth's prior adjustment on probation (if applicable), the ability or willingness of the youth's parents or guardians to supervise them during a temporary release, general information about the youth's home environment, etc.

With these cases, the final authority in determining whether the youth will be granted a temporary release rests with Juvenile Hall administration.

### III. PROCEDURE FOR FURLOUGHS

- A. Regular Family Furloughs/On-grounds
1. Regular on-grounds furloughs are normally granted for Saturdays and/or Sundays (YLA Exception; Saturday, Sunday, or Holidays)
  2. The assigned DJCO, SJCO and assigned field/facility DPO will consider the specific treatment issue to be addressed by the furlough; with input from the other treatment team 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 return to the facility write a two-page essay on his life." Unit staff who are on duty when the youth returns from the furlough are responsible for determining the status of the furlough goals, as well as communication with the assigned DJCO and/or unit SJCO.
  3. Factors affecting consideration are the youth's overall performance and their level of program participation. Acceptable behavior in the unit, as documented in the case file, is also required. In addition, the youth must maintain a "C" average and demonstrate continual progress in the educational program at school.
  4. The level of available parental supervision will also be taken into consideration. Parents/guardians should be encouraged to attend and participate in the case conferences. Attendance at regular case conferences is not mandatory, but strongly recommended.
  5. 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. If the parent does not agree to the conditions, then the youth will not be eligible for on-grounds furloughs.

6. 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.
  7. All approved applications are to be submitted to the DD or ADD by noon on the Wednesday before the planned furlough.
  8. Furlough contracts receiving administrative approval will be routed to facility clerical staff, who will update the Weekly Furlough List for distribution on Friday morning and forward the contracts to the units.
  9. Furlough contracts that are not approved will be returned to the unit SJCO for notification to the assigned DJCO II and youth.
  10. Following furlough approval, the youth's behavior must be positive until the time the furlough starts. Approved furloughs may be shortened or revoked with DD or ADD authorization. If an incident occurs on the same day as the furlough, then the SJCO or Duty Officer (DO) may impose such modifications and notify the DD or ADD of the change the next working day. If the furlough is shortened or revoked, the reasons for the change will be discussed with the assigned DJCO II and the youth.
  11. Youth released on furlough must be logged out and logged back in through the Integrated Case Management System (ICMS).
  12. A youth must satisfactorily complete two on-grounds furloughs prior to being considering for off-grounds furloughs.
  13. All youths must be searched, and drug tested upon return from an on-grounds furlough.
- B. Regular Family Off-grounds Furloughs
1. Youths may periodically be granted off-grounds furloughs.
    - a. Youth who have been YLA residents for half the time served, or YGC residents for 45 days or more 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 off-grounds furloughs are normally granted for Saturdays and/or Sundays. Medical furloughs may be conducted during the work week.
  3. The assigned DJCO II, unit SJCO and assigned DPO will consider the specific treatment issues to be addressed by the furlough, with input from

the other treatment team members. The assigned DJCO II must contact the field DPO to discuss the youth's progress and suitability for an off-grounds furlough, and then document it in the case file. Specific goals for each furlough should be included as part of the furlough contract. Goals should be specific and measurable such as "Interview your grandfather, and before return to the facility write a two-page essay on his life." Unit staff who are on duty when the youth returns from the furlough are responsible for determining the status of the furlough goals, as well as communication with the assigned DJCO II and/or unit SJCO.

4. Factors affecting consideration include risk to the community, the youth's overall performance, and their level of program participation. Acceptable behavior in the unit, as documented in the case file, is also required. In addition, the youth must maintain a "C" average and demonstrate continual progress in the educational program at school.
  - a. Youth in the YGC ASERT and STEP programs must maintain acceptable scores on Weekly Progress Reports.
  - b. YLA youth listed as "A" or "B" status on the roster will not be allowed off-grounds unless there is a Court order authorizing the furlough.
5. Other factors taken into consideration include the level of available parental supervision and the youth's behavior during on-grounds furloughs. Parents/guardians should be encouraged to 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 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. If the parent does not agree to the 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 recommended length of a furlough may be increased incrementally based on the youth's behavior, satisfactory compliance with previous furlough contract terms, and overall progress, as previously indicated. Exceptions may be made with DD or ADD approval to meet the vocational and academic needs of the youth.
  - a. Youth at YLA must go through a series of off-grounds furloughs to earn longer furloughs. Each youth will be allowed one off ground 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 a 6 to 8-hour off-grounds furlough.

9. All approved applications are to be submitted to the DD or ADD by noon on the Wednesday before the planned furlough.
10. Furlough contracts receiving administrative approval will be routed to the facility clerical staff, who will update the Weekly Furlough List for distribution on Friday morning and forward the contracts to the unit(s).
11. Furlough contracts that are not approved will be returned to the unit SJCO for notification to the assigned DJCO II and youth.
12. Following furlough approval, the youth's behavior must be positive until the time the furlough starts. Approved furloughs may be shortened or revoked with DD or ADD authorization. If an incident occurs on the same day as the furlough, then the JH SJCO or Duty Officer (DO) may impose such modifications and notify the DD or ADD of the change the next working day. If the furlough is shortened or revoked, the reasons for the change will be discussed with the assigned DJCO II and the youth.
13. Youths released on furlough must be logged out and logged back in through the Integrated Case Management System (ICMS).
14. All youths must be searched, and drug tested upon return from an off-grounds furlough.

C. Special Furloughs

1. Youths who do not meet the minimum qualifications outlined in Sections III.A (Regular Family On-grounds Furloughs for Youth Who Have Been Ordered Detained by the Court) and III.B (Regular Family Off-grounds Furloughs) may be considered for special furloughs when there is an identified need. Family emergencies, procurement of passports, medical or dental appointments (after Medical Unit review), counseling appointments, and vocational training are considered special furloughs and must be approved by the DD or ADD after recommendations are made by the assigned DJCO II, unit SJCO and assigned field DPO.
  - a. Youth who have served less than 30 days at YLA or less than 45 days at YGC may only be considered for "special furloughs" when there is an identified need.

- D. The length of special furloughs will be determined by the amount of travel time plus the time needed to complete the special furlough business.
- E. Youth may also be considered for special furloughs for tattoo removal; however, they must be eligible for off-grounds furloughs to be considered.
- F. The assigned DJCO II will submit a Furlough Application and follow regular furlough procedures for processing the request.

- G. Poor program performance may not automatically result in the loss of a special furlough. The unit SJCO and Facility Administration must review each situation on a case-by-case basis.
- H. 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 Facility (JH/YGC/YLA) Furlough Contract.
    - d. Exercise common sense at all times.
    - e. Call facility staff if questions or emergencies arise.
      - (1) Juvenile Hall (714) 935-2660
      - (2) Youth Leadership Academy (714) 935-7099
      - (3) Youth Guidance Center (714) 836-2700
- I. Parent/Guardian
  - 1. Maintain supervision of youth at all times.
    - a. Pick up and return the youth to JH/YGC/YLA on time.
    - b. Ensure the youth obeys the established furlough rules as outlined in the Facility (JH, YGC, YLA) Furlough Contract.
    - c. Call facility staff if questions or emergencies arise.
      - (1) Juvenile Hall (714) 935-2660
      - (2) Youth Leadership Academy (714) 935-7099
      - (3) Youth Guidance Center (714) 836-2700
- J. Staff Responsibilities
  - 1. Deputy Juvenile Correctional Officer
    - a. The assigned DJCO II will address and submit special furlough requests for approval on a case-by-case basis.
    - b. Prior to the furlough the DJCO II will:

- (1) Contact the parent/guardian to address their willingness and ability to provide appropriate supervision and complete case-driven 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 the youth's suitability and appropriateness to participate in a furlough, no less than one week prior to date of furlough.
  - (4) DJCO IIs facilitating a furlough release from JH will ensure that the youths are taken to the second floor to have a GPS unit placed on them prior to leaving on furlough.
  - (5) Unit staff will search the youth being released prior to leaving the unit and log them out on ICMS.
- c. The assigned DJCO II will consult the assigned DPO for input.
  - d. 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 no later than noon on Monday, the week of the furlough. They will also notify the assigned field DPO of all approved furloughs.
2. Assigned Deputy Probation Officer
- a. Provide information regarding the home, family, community and school prior to and during the initial and subsequent institutional case reviews.
  - b. Participate in case planning development, setting objectives and procuring outside resources for the youth and their parent/guardian.
3. Supervising Juvenile Correctional Officer
- a. Participate in case conferences, case planning and the development of a regular furlough plan.
  - b. Review weekly case file comments and case reviews for acceptable performance.
  - c. Ensure the following issues are 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 to the Facility DD or ADD by noon on the Wednesday before the planned furlough.

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

K. Youth Returning from Furloughs

- 1. Unit staff will conduct a pat down search and use a security screening wand on all youth returning from a furlough. Any personal property will be searched. An unclothed search may be conducted at the approval of the Duty Officer or supervisor if and when there are any safety and security concerns.
- 2. Unit staff will administer breathalyzer and urine tests to all youth upon their return from furlough.
- 3. Unit staff 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 issues occurring during 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 or ADD will determine if a youth will be suspended from future furloughs due to the youth's actions during the furlough.
- 4. Any youth who exhibits objective symptoms of intoxication after a furlough from YGC or YLA will be removed to Juvenile Hall (JH).
  - a. YGC/YLA staff will contact the D.O. and advise them of the situation.
  - b. Staff will contact the medical unit about the symptoms the youth is exhibiting.
  - c. Staff will attempt to collect a drug test and breathalyzer/urine test prior to transporting the youth to JH.
  - d. 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.
  - e. An SIR covering the incident will be submitted and disciplinary action will be initiated by YGC/YLA staff.

5. If a youth exhibits objective symptoms of intoxication or being under the influence of a controlled substance after a furlough from JH, staff will:
  - a. Contact the JH Medical Unit and advise them of the youth's condition.
  - b. Complete and submit an SIR and initiate corrective action.

**REFERENCES:**

Procedures:	3-5-002	Releases
	3-8-014	Facility Field Trips
Policy:	F-10	Medical Examination and Treatment for Juveniles

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**APPROVED BY:**