



State of Indiana
Indiana Department of Correction
Division of Youth Services

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**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedure

Title
YOUTH TEMPORARY LEAVES

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-10-9-1 IC 35-38-3-6 IC 35-44-3-5	00-02-301 01-04-101 01-04-103 02-01-110	02-04-104, Eff. Date 7-1-2014

I. PURPOSE:

The purpose of this policy and administrative procedure is to provide a mechanism for youth committed to Division of Youth Services in the Indiana Department of Correction to be a granted temporary leave for specific purposes during their period of commitment.

II. POLICY STATEMENT:

The Indiana Department of Correction's Division of Youth Services is based upon a Balanced and Restorative Justice Philosophy. The Vision and Mission of the Division of Youth's Services focuses on restoring justice through community protection, responsible citizenship in youth, and successful Re-Entry of youth into society. To meet this Vision and Mission, the Division provides youth a program of release preparation, which may include releasing some youth temporarily from the facility prior to their returning to the community.

Requests for such leaves may be submitted by the youth, by designated Treatment Unit/Facility staff, or other persons involved in the youth's Re-Entry into the community.

Youth are encouraged to participate in temporary leaves. They allow the youth to prepare for release by helping them with Re-Entry back into the community; re-establishing relationships and reintegrating with family members; and testing and revising Re-Entry, relapse prevention, and reintegration plans developed in facility treatment programming. Temporary leaves also help youth attend, arrange to attend, and/or finalize appointments for aftercare services and supports outlined on their Individual Aftercare Plan. In this way, youth can ensure a seamless delivery of

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services and supports for their needs, including but not limited to education, employment, mental health, substance abuse/addiction recovery, and pro-social leisure needs.

The granting of temporary leaves shall be for a specified time period and shall be limited to the confines of the State of Indiana. All temporary leaves, unless otherwise noted, shall be limited to eight (8) hours or less and can be done any day of the week. Any exceptions are to be approved by the Executive Director, Division of Youth Services (ED/DYS).

In order to obtain such a leave, a request must be submitted stating the reason for the request and providing any information required by the facility to make a decision. The leave must be approved by the Treatment Unit/Facility, and the youth must be given a written authorization.

Youth temporary leaves shall be guided and granted via the specific and approved: Purposes, goals, objectives, screening and selection criteria, application process, and the rules of youth conduct for temporary leaves. Specific and approved procedures shall manage youth when approved for and while on temporary leave, including procedures for releasing a youth, facilitating effective communication between treatment and Custody staff regarding youth, confirming the whereabouts of youth, returning a youth, determining disciplinary responses to youth violation of rules, and encouraging and rewarding youth positive behavior and achievement.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ALTERNATIVE SENTENCE:** A sentence imposed on a youthful offender that has been waived to the adult justice system that orders the youthful offender be placed in a Division of Youth Services (DYS) facility until the youthful offender reaches the age of 18, when the court will review the sentence and the youthful offender’s progress, per Indiana Code 31-30-4-1 through 31-30-4-7.
- B. **ASSIGNED TREATMENT STAFF (Treatment Counselor/Case Manager):** The staff person responsible for overseeing the youth’s case management process at the receiving Treatment Unit/Facility, which may include state employee and contract staff.
- C. **BALANCED AND RESTORATIVE JUSTICE MODEL:** The model adopted by the Department of Correction, Division of Youth Services, as the foundation of its juvenile service program. The three goals of the Balanced and Restorative Justice (BARJ) approach are: Accountability, Competency Development, and Community Safety.

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- D. **COMPREHENSIVE CASE MANAGEMENT SYSTEM (CCMS):** The electronic storage system used by the Department for the storing and maintenance of youth case management.
- E. **COMMUNITY TRANSITION PROGRAM (CTP):** A form of court supervision in which the county reassumes jurisdiction after a youth is released from DYS.
- F. **CRIMINOGENIC NEEDS:** Those static and dynamic risk factors closely associated to an individual's criminal behavior.
- G. **CUSTODIAN:** Family member or sponsor of a temporary leave who is responsible for the care and return of a youth approved for temporary leave.
- H. **DETERMINATE SENTENCE:** Two sentencing options as prescribed by Indiana Code 31-37-19-9- and 31-37-19-10 which allow the committing judge to sentence a juvenile for a specific amount of time if the juvenile meets the criteria in the above-mentioned codes.
- I. **DIRECTOR OF JUVENILE PAROLE AND JDAI LIAISON/REINTEGRATION SERVICES:** The staff person responsible for overseeing the Juvenile Detention Alternatives Initiatives (JDAI) Liaison/Reintegration Specialist and the delivery of Juvenile Parole services and working directly with local juvenile justice agencies throughout the State.
- J. **EXECUTIVE DIRECTOR, DIVISION OF YOUTH SERVICES (ED/DYS):** The Central Office staff member responsible for the oversight, coordination, and direction of the IDOC Division of Youth Services facilities and programs.
- K. **INDIVIDUAL AFTERCARE PLAN (IAP):** A written plan that identifies the aftercare needs requiring support and services after a youth's release.
- L. **INDIVIDUAL GROWTH PLAN (IGP):** A written plan that specifies a youth's criminogenic needs and establishes treatment goals, objectives, and interventions a youth must successfully complete prior to release.
- M. **JUVENILE DETENTION ALTERNATIVE INITIATIVE (JDAI):** A public safety and detention reform strategy for working with youth in the juvenile justice system, which is based upon the belief that it is in the best interest of youth and the community to provide community-based alternative programs that allow youth to remain in the community while ensuring public safety.
- N. **JDAI LIAISON/REINTEGRATION SPECIALIST:** Staff that oversee youth released from the Department to community supervision (Parole), conduct placement investigations,

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coordinate with residential providers, and work directly with counties and JDAI teams throughout the State. These staff assist with the coordination of Re-Entry services aimed at successful transition to the community.

- O. **PLAN REVIEW (Individual Growth Plan Review or IGPR):** A written report completed after each treatment review that documents a youth's progress in completing the goals, objectives, and interventions of their case plan and in meeting required benchmarks of facility programs and services. In addition, the plan review documents the evidence presented and discussion held during the review, as well as the treatment review team's vote and decision regarding youth's progress through the Youth Case Management phase and level system.
- P. **PROJECTED PROGRAM COMPLETION DATE (PPCD):** Estimated time it should take a youth with an indeterminate sentence to complete the goals of their treatment case plan. The PPCD allows youth to track progress and program completion, as it is a dynamic target date that may change positively or negatively depending upon the youth's progress.
- Q. **RE-ENTRY PHASE:** The second phase of the Youth Case Management process. Promotion to this phase is approved by the Administrative Review Committee. The youth's treatment focus is on completing Re-Entry/relapse prevention plans; working on a Release Portfolio; finalizing the Individual Aftercare Plan with appointments for aftercare programs, supports, and services; and reintegrating with family, school/work, and the community.
- R. **REINTEGRATION:** Reunifying a family and helping them resolve past conflicts by relinquishing some personal feelings, letting go of the past, and collaborating on plans for improved future family relationships, dynamics, and pro-social alternatives to conflict.
- S. **TEMPORARY LEAVE:** A period during which a youth is allowed to leave the program or facility and go into the community for various purposes consistent with public interest and individual treatment needs.
- T. **TRANSITION FROM RESTRICTIVE PLACEMENT (TRP):** A form of court supervision in which the county reassumes jurisdiction after a youth is released from DYS.
- U. **TREATMENT CASE PLAN:** The documents that list the treatment goals and objectives that a youth must meet through completion of interventions in order to be released from confinement, consisting of an Individual Growth Plan (IGP) and an Individual Aftercare Plan (IAP).

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- V. **TREATMENT REVIEW TEAM:** The group of staff persons assigned to a youth who will assist in the development and review of a youth's progress through the Youth Case Management phase and level system.
- W. **YOUTH:** A juvenile adjudicated to a department of correction (federal, state, or local) and housed or supervised in a facility either operated by the department of correction or with which the department of correction has a contract, including a juvenile under parole supervision; under probation supervision following a commitment to a department of correction; in a minimum-security assignment, including an assignment to a community transition program.
- X. **YOUTH INCARCERATED AS ADULT (YIA):** Those offenders under the age of eighteen (18) years who have been committed as adults to the Department of Correction for the commission of a felony offense and who have been designated as such for the purpose of providing special programming as required by Indiana Code 11-8-2-5(a)(8).

IV. PURPOSES, GOALS, AND OBJECTIVES OF TEMPORARY LEAVES:

- A. A youth may be granted a temporary leave for any of the following approved purposes:
 - 1. To visit with a close relative or the approved placement provider in order to re-establish relationships and facilitate reintegration;
 - 2. To test and revise their Re-Entry, relapse prevention, and reintegration plans developed in facility treatment programming;
 - 3. To complete restorative justice projects, including victim mediation and restitution (if available);
 - 4. To attend, to arrange to attend, or to finalize appointments for aftercare services and supports outlined on their Individual Aftercare Plan (IAP), including but not limited to:
 - a. Academic or vocational training institutions or programs, including attendance in a public school;
 - b. Medical, psychiatric or psychological services, including substance abuse treatment and addiction-recovery services and supports (excluding DOC contractual facilities or Division of Mental Health and Addictions); and/or,
 - c. Employment upon release or to attend a job interview.

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5. To visit a close relative who is seriously ill or to attend the funeral of a close relative:
 - a. Close relative is limited to:
 - i. Parent and/or Grandparent - natural, adoptive, foster, or step;
 - ii. Sibling - natural, half, foster, or step;
 - iii. Guardian - current or former;
 - iv. Spouse - current or former; or,
 - v. Child - natural, adopted, foster, or step.
 - b. Note: All funeral/bedside visitation trips for youth not on Re-Entry Phase/Level shall be conducted with the youth in full transportation trip gear. The family shall be made aware of this requirement when the reason for the trip is being verified by Treatment Unit/Facility staff.
 6. For any other purpose that the Department determines to be in the best interest of the youth and the public, which has been approved by the Executive Director, Division of Youth Services (ED/DYS).
- B. In order to integrate the temporary leave program into the total treatment effort of each Treatment Unit/Facility:
1. For each youth and their assigned treatment staff shall ensure that the youth's goals and objectives while on the requested temporary leave:
 - a. Support the specific purpose of that temporary leave; and,
 - b. Tie in to one (1) or more Re-Entry Phase/Level interventions of their treatment case plan in accordance with Policy and Administrative Procedure 03-02-113, "Youth Case Management."
 2. The youth's assigned treatment staff shall conduct a mandatory in-person meeting/session with the custodian (family member or sponsor) of the requested temporary leave to ensure that the following requirements are clearly communicated and are reviewed with staff and custodian:
 - a. The specific and approved purpose and objectives of the temporary leave; and,
 - b. All rules and guidelines of the temporary leave process, including but not limited to:

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- i. The granting of temporary leave shall be limited to the confines of the State of Indiana;
- ii. The granting of temporary leave shall be for a specified time period:
 - a) All temporary leaves, unless otherwise noted, shall be limited to eight (8) hours or less and can be done any day of the week;
 - b) Any exceptions are to be approved by the Executive Director, Division of Youth Services (ED/DYS);
- iii. Youth on temporary leave are to be under constant family supervision for the duration of the leave; and,
- iv. Failure to follow these rules and guidelines may result in consequences for the youth.

V. SCREENING AND SELECTION CRITERIA:

All youth are encouraged to participate in temporary leaves when available and approved. However, youth must meet the specific screening and selection criteria for consideration of a temporary leave in order to be approved. The minimum criteria for consideration of a temporary leave include:

- A. First, a youth's charges and history are reviewed:
 1. All youth are eligible for temporary leaves with the exception of:
 - a. Youth who are committed to the Department under a determinate sentence;
 - b. Youth who are committed to the Department as a Youth Incarcerated as an Adult or Alternative Sentenced Youth, as outlined in Policy and Administrative Procedure 01-04-102, "Classification Assignments for Youth Incarcerated as Adults and Alternatively Sentenced Youth";
 - c. Youth whose counties have already court-ordered or have indicated that they plan to reassume jurisdiction and assign the youth probation only, probation with some Re-Entry or post-release program requirements, or probation plus formal Transition from Restrictive Placement (TRP) or a Community Transition Program (CTP);

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- d. Youth who are charged with offenses that resulted in death, the threat of death, or serious bodily injury, including but not limited to murder, arson, battery with serious bodily injury, etc.; and,
- e. Youth who are currently charged with or have a history of the following offenses: Escape and Sex offender-related offenses.

2. If a youth is committed on runaway charges or has a history of runaway, the youth's history is to be reviewed on a case-by-case basis and could exclude a youth from the temporary leave program. Youth determined by the Warden, or designee, to be an escape risk may be also excluded from the temporary leave program.
3. The Warden, or designee, may disapprove any youth from participating in a temporary leave based upon charges or history.
4. The Warden, or designee, may also request special consideration for youth who are ineligible for temporary leave to the Executive Director, Division of Youth Services (ED/DYS). The ED/DYS may approve or deny the temporary leave request.

B. Next, if the youth is eligible, the youth's assigned treatment staff must deem that they are ready for a temporary leave as evidenced by:

1. The youth must be in good standing on Re-Entry Phase/Level and within sixty (60) days of their projected release date in accordance with Policy and Administrative Procedure 03-02-113, "Youth Case Management," unless the temporary leave is for a bedside or funeral visit; and,
2. The youth's home evaluation has been completed and placement confirmation has been approved.
3. However, note: No temporary leave shall be approved to commence or end **less than one week prior** to the youth's Projected Program Completion Date (PPCD)/release date. (For example, a youth scheduled for release on the 10th of the month **may not** be approved for temporary leave that will end after the 3rd.)

C. Finally, the youth's assigned treatment staff must have completed the steps outlined in Section IV, B., as evidenced by the assigned treatment staff's completed progress notes in CCMS, or other approved electronic record.

V. APPLICATION PROCESS:

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Requests for temporary leave shall adhere to the following application requirements:

- A. Each youth who seeks a temporary leave for any purpose shall:
 1. Secure and complete the youth portion of State Form 7797, “Application for Temporary Leave for Committed Offenders” (Attachment 1); and,
 2. Submit State Form 7797 to their assigned treatment staff.
- B. The assigned treatment staff shall:
 1. Explain the temporary leave process and the youth's obligations;
 2. Provide the requesting youth with State Form 7797, together with instructions and assistance as necessary for the completion of this form;
 3. Receive State Form 7797 from the youth;
 4. Review State Form 7797 for completeness, including:
 - a. Verification that the purpose, goals, and objectives of the request are from the approved list in Section IV above; and,
 - b. Satisfaction of the applicable selection and screening criteria from Section V above;
 5. Indicate the findings of the review on State Form 7797; and,
 6. Share the request with the rest of the youth’s assigned treatment review team for a recommendation.
- C. The treatment review team shall review the request and make a recommendation to approve or deny the request:
 1. If the request is denied:
 - a. State Form 7797 shall be returned to the youth’s assigned treatment staff who shall meet with and discuss the reasons for denial with the youth and determine if the youth can and should make revisions for re-submission at a later date.
 2. If the request is approved:

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- a. The youth shall complete State Form 8522, “Temporary Leave Agreement for a Committed Offender” (Attachment 2).
- b. The youth’s assigned treatment staff shall advise the youth of the rules of youth conduct and other conditions for the temporary leave, which shall include at a minimum:
 - 1) Those conditions itemized on State Form 8522;
 - 2) Any special conditions or stipulations; and,
 - 3) The potential disciplinary responses available if the conditions of the temporary leave are violated. Refer to Section VI.E. “RETURNING A YOUTH FROM TEMPORARY LEAVE.”
3. After discussing State Form 8522 and any other conditions of the temporary leave agreement:
 - a. If the youth does not consent to abide by the agreement, the temporary leave process is stopped. The assigned treatment staff shall complete the applicable portion of State Form 7797 indicating denial and also sign and date it. State Form 8522 is not completed and is attached to State Form 7797.
 - b. If the youth consents to abide by the agreement, then:
 - 1) The youth shall sign State Form 8522.
 - 2) The assigned treatment staff shall sign and date State Form 8522 as witness to the signature of the youth.
 - 3) The assigned treatment staff shall complete the applicable portion of State Form 7797 indicating approval and also sign and date it.
 - 4) The assigned treatment staff shall forward both State Form 7797 and 8522 to the Warden, or designee.
- D. Upon receiving the approved, signed, and dated State Forms 7797 and 8522, the Warden, or designee, shall:
 1. Receive and review both State Form 7797 and 8522;
 2. Approve or deny the request, which indicates final approval or denial of the temporary leave;
 3. Complete the applicable portion of State Form 7797 and also sign and date it;

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4. Sign and date State Form 8522 indicating approval or leave it unsigned and undated indicating denial;
5. Forward a completed copy of both State Form 7797 and 8522 to the youth; and,
6. Return the originals of both State Form 7797 and 8522 to the assigned treatment staff who shall take appropriate action based upon the approval or denial:
 - a. If the request is approved, the assigned treatment staff shall cause appropriate action to be taken for the youth to be released on temporary leave. Refer to Section V, "RELEASING A YOUTH ON TEMPORARY LEAVE."
 - b. If the request is denied, the assigned treatment staff shall meet with the youth and discuss the reasons for denial if applicable and explain that the decision of the Warden, or designee, cannot be appealed. Both the original State Form 7797 and 8522 shall be scanned into the IRIS system and then filed in Section IV of the youth's institutional packet.

E. When a staff or other person initiates a request for a youth temporary leave:

Any staff or other person requesting a temporary leave for a youth, for any purpose cited in Section IV above, shall contact the youth's assigned treatment staff who shall follow Section V above.

V. RELEASING A YOUTH ON TEMPORARY LEAVE:

Releasing a youth on temporary leave shall adhere to the following procedure to facilitate effective communication between treatment and Custody staff:

- A. The youth's assigned treatment staff shall forward the following documents to Custody staff assigned to the point of release post no later than 48 hours in advance of a scheduled temporary leave:
 1. Make an extra copy of the already completed and signed State Form 7797, "Application for Temporary Leave for Committed Offenders" (Attachment 1) and State Form 8522, "Temporary Leave Agreement for a Committed Offender" (Attachment 2) so that the youth and custodian (family member/temporary leave sponsor) have a copy of the total agreement prior to departure;
 2. Obtain a copy of the youth's "Juvenile Offender Arrival and Identification Report," or youth's Face Sheet, from the Juvenile Data System (JDS);

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3. Obtain a copy of the youth's approved "Placement Confirmation" from CCMS;
 4. Complete, sign, and provide a copy of the "Temporary Leave Checklist" (Attachment 3);
 5. Complete the applicable portions of the following forms and provide copies for signature of Custody staff and custodian (family member/temporary leave sponsor):
 - a. "Temporary Leave Address and Phone Check" form (Attachment 4); and,
 - b. "Custodian Accountability Agreement" (Attachment 5);
 6. Complete the applicable portions and provide a copy of the "Temporary Leave Call-In Log" (Attachment 6) **only if**:
 - a. The treatment review team and/or the Warden, or designee, have determined that making contact with the youth during the temporary leave is necessary; or,
 - b. The Warden, or designee, has approved the temporary leave to extend beyond eight (8) hours;
 - c. **Note:** The facility does not need to make contact with the youth, nor complete the log, during a temporary leave if it is eight (8) hours or less;
 7. Complete and e-mail or fax the "Youth Profile and Temporary Leave Notification" (Attachment 7), including youth's name, identifying information, photograph, destination, time and duration of temporary leave to local law enforcement (city police, county sheriff, etc.);
 8. Notification shall also be given to the youth's assigned aftercare manager (JDAI Liaison/Reintegration Specialist and the Director of Juvenile Parole and JDAI Liaison/Reintegration Services; and,
 9. When applicable, notification of the victim/witness shall occur in accordance with Policy and Administrative Procedure 00-03-201, "Victim/Witness Resource Services."
- B. On the day of release to begin a temporary leave, Custody staff assigned to the point of release shall adhere to the following procedures to verify the custodian (family member/temporary leave sponsor) and to confirm the whereabouts of youth on temporary leave when applicable:

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1. Confirm the identity of the custodian (family member/temporary leave sponsor) to whom the youth by confirming the custodian has a valid Indiana driver's license and has reached the adult age of twenty-one (21):

NOTE: The youth may only be released to the custodian identified on the "Temporary Leave Agreement for a Committed Offender" and the "Custodian Accountability Agreement."

2. Make a copy of the driver's license and attach it to the temporary leave documents.
3. Obtain a legal, valid signature of the custodian to whom the youth is being released for temporary leave on both the "Temporary Leave Agreement for a Committed Offender" and the "Custodian Accountability Agreement."
4. Verify the length of the temporary leave on the temporary leave documents. If the youth is approved for more than 8 hours, or if the treatment review team and/or Warden, or designee, have determined that making contact with the youth during the temporary leave is necessary, then:
 - a. Confirm that the "Temporary Leave Call-In Log" (Attachment 6) has been attached.
 - b. Separate it and keep in the designated storage area of the point of release post or forward it to designated custody staff.
 - c. For the duration of the Temporary Leave, designated custody staff shall initiate telephone calls to youth with a "Temporary Leave Call-In Log" on a random basis to provide supervision and support positive behavior and compliance with conditions while the youth is on temporary leave. The number of calls shall depend upon the time of departure, duration, and time of return for the temporary leave:
 - 1) 6:00 am to 6:00 pm shift shall make no fewer than one attempt at telephone contact.
 - 2) 6:00 pm to 6:00 am shift shall make no fewer than two attempts at telephone contact, with at least one call made between the hours of 11:00 pm and 6:00 am (if needed).

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- d. All calls (attempted and completed) shall be recorded on the “Temporary Leave Call-In Log” and when completed the log shall be returned to the youth’s assigned staff.
 - e. In the event an attempted telephone call is incomplete and the youth’s whereabouts cannot be established, custody staff shall follow return procedures. Refer to Section VI.B., “RETURNING A YOUTH FROM TEMPORARY LEAVE.”
5. Prior to the youth departing, Custody staff shall make a copy of all newly signed documents, attach all temporary leave documents together, and keep them in the designated storage area of the point of release post or forward it to designated Custody staff.
 6. An update of the Juvenile Data System (JDS) reflecting the youth's temporary release and leave shall be made.

VI. RETURNING A YOUTH FROM TEMPORARY LEAVE:

Returning a youth from temporary leave shall adhere to the following procedure to facilitate the returning youth, determining disciplinary responses to youth violation of rules, and encouraging and rewarding youth positive behavior and achievement:

- A. Youth who successfully return at the agreed upon time shall have their return time recorded in the applicable portions of the temporary leave documents.
- B. Youth shall be received back into the Treatment Unit/Facility:
 1. A strip search of the youth and search of any property in the youth’s possession at the time of return shall be conducted in accordance with the facility’s operational procedure for Policy 02-01-101, “Offender Personal Property.”
 2. An update of the Juvenile Data System (JDS) reflecting the youth's return shall be made.
- C. In the event an attempted telephone call is incomplete and the youth’s whereabouts cannot be established, and/or in the event that a youth fails to return from temporary leave, the following procedures shall be initiated:
 1. Designated staff shall check the Juvenile Data System (JDS) and retrieve and check the youth’s institutional packet for other known youth affiliates. Designated staff shall attempt to make contact with other known youth affiliates.

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2. If the youth's whereabouts still cannot be established, designated staff shall notify:
 - a. Warden, or designee;
 - b. Deputy Warden, Custody Supervisor, or designee;
 - c. Program Director 1;
 - d. Administrative Assistant;
 - e. Affected Program Director 2 (if applicable); and,
 - f. Youth's assigned treatment staff.

3. If the youth's whereabouts still cannot be established, designated staff shall notify:
 - a. Warden, or designee;
 - b. Deputy Warden, Custody Supervisor, or designee;
 - c. Program Director 1;

4. If, following notification of the above, successful contact with the youth is made, the designated staff shall direct the custodian to return the youth to the custody of the Treatment Unit/Facility immediately. Designated staff shall also establish an estimated time of arrival with the custodian contacted. Then, staff shall record the youth's return time in the applicable portions of the temporary leave document and start the return process. Refer to Section VI.B. above

5. If the approved custodian makes independent contact with the Treatment Unit/Facility to report that the youth's whereabouts are unknown, the call shall be directed to the designated staff who shall implement protocols identified in the Treatment Unit/Facility's Emergency Manual for "Escape/Walk Away."

- D. Whether completed successfully, or made into an "Escape/Walk Away," designated staff shall return all temporary leave paperwork to the assigned treatment staff. The assigned treatment staff shall scan all of the paperwork into the IRIS system and file all of it in Section IV of the youth's institutional packet.

- E. Youth who violate any of the condition of the temporary leave may be subject to the following potential disciplinary responses:
 1. At a minimum, in accordance with accordance with Policy and Administrative Procedure 03-02-113, "Youth Case Management," the youth shall appear before their treatment review team for a formal treatment review. During this review, the temporary leave violation shall be reviewed as collateral evidence of progress, which may result

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in a continuation or extension of the youth’s Projected Program Completion Date (PPCD);

2. In accordance with Policy and Administrative Procedure 03-02-101, “Code of Conduct for Youths,” youth may receive a Class A or B Major Violation and, if found guilty:
 - a. An appropriate Major Violation Disciplinary Response shall then be selected; or,
 - b. A change in status review shall be selected as a Class A Major Violation Disciplinary Response, which may then result in an extension of the youth’s Projected Program Completion Date (PPCD) at the formal treatment team review;
 3. Any additional treatment intervention deemed appropriate as a response to the youth’s violation with the purpose of the youth addressing the violation and developing pro-social alternatives to deal with the underlying criminogenic need that led to the violation; and,
 4. Any disciplinary response deemed appropriate by the facility and approved by the Warden, or designee, as a response to the youth’s violation.
- F. Youth positive behavior and achievement made during a temporary leave shall be acknowledged, praised, and further encouraged during their treatment review team in accordance with Policy and Administrative Procedure 03-02-113, “Youth Case Management,” as youth’s success during a temporary leave shall be entered as collateral evidence of youth’s progress on meeting their Re-Entry Phase/Level interventions and/or the goals of their treatment case plan.

VII. PROGRESS NOTES:

Assigned treatment staff shall complete progress notes in CCMS or other, approved electronic record for each contact made or action completed (with or on behalf of others) during the Youth Temporary Leaves process. The content of all progress notes must be written with enough detail for other stakeholders to understand what occurred. These notes are made after every contact with a youth; after every attempt to contact a youth’s temporary leave custodian; after every actual contact with the youth’s temporary leave custodian (whether face-to-face, via phone, and /or via other electronic means); or after any work completed on behalf of a youth, their custodian, facility staff, etc. Types of progress notes are as follows:

- A. Individual Counseling progress notes document face-to-face individual contact with a youth to educate, discuss, assist with completing documentation, and/or conduct any other aspect of the Youth Temporary Leaves process.

POLICY AND ADMINISTRATIVE PROCEDURE

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B. Family Counseling progress notes document face-to-face, phone, and/or electronic communication with the youth’s custodian (family member/temporary leave sponsor) to educate, discuss, assist with completing documentation, and/or conduct any other aspect of the Youth Temporary Leaves process.

C. Case Management progress notes document all other work completed with or on behalf of a youth involved in the Youth Temporary Leaves process.

VIII. APPLICABILITY:

This policy and administrative procedure is applicable to all Division of Youth Services facilities operated by the Department.

signature on file
Robert E. Carter, Jr.

Date