

Furloughs and Off-Site Excursions

1307.1 PURPOSE AND SCOPE

This policy establishes guidance for the planning, coordination, and supervision of off-site trips, excursions, and furloughs involving youth. It also provides transportation requirements intended to ensure the safety and security of youth and staff members during travel to and from authorized destinations.

1307.2 DEFINITIONS

Check-In: A scheduled or as-needed contact between the youth and their probation officer or supervising authority to confirm the youth's location, activities, and compliance with the specific conditions and purpose of the furlough.

Education/Vocational Furlough: Temporary release of an in-custody youth to participate in approved educational or vocational activities in the community while serving their baseline commitment term.

Emergency or Special Needs Furlough: Temporary release of an in-custody youth when an exigent or special circumstance arises. The furlough is approved by the Deputy Chief or the authorized designee unless the furlough is ordered by the court.

Excursion: A planned and supervised trip or activity outside the youth facility for educational, recreational, cultural, or community purposes.

Furlough: The conditional temporary release of a youth from the youth facility.

Graduation Furlough: Temporary release of an in-custody youth to participate in approved graduation ceremonies or academic recognition events within the community, including high school or college commencements, certificate programs, or other educational milestones.

Minimum Commitment Completion: The required percentage of commitment time a youth must serve before becoming eligible for a Furlough or Off-Site Excursion.

Short-term Furlough: Temporary release of an in-custody youth to a parent, guardian, family friend, relative, or contracted provider for a specified period (typically 4 -8 hours), and approved purpose, after which the youth must return to custody.

Work Furlough: Temporary release of an in-custody youth to work in the community while serving their baseline commitment term.

1307.3 POLICY

It is the policy of the San Diego County Probation Department to permit and facilitate authorized off-site excursions and furloughs when such activities are consistent with the youth's rehabilitative, educational, treatment, family engagement, or reentry goals and can be conducted safely and securely.

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1307.4 OFF-SITE EXCURSIONS

- (a) All excursions must be supervised by Probation staff members, conducted in a manner that supports the youth's rehabilitative goals while maintaining the safety and security of the youth, staff members, and community.
- (b) A written operational plan must be submitted by the employee (i.e., Probation Staff members, School Staff, Community Partner staff etc.) responsible for organizing the excursion to the facility's Unit/Cottage Supervisor, Watch Commander and Division Chief.
- (c) Youth Development Academy (YDA) commitments must have completed one year of the youth's adjusted baseline commitment term and be in the approved phase.
- (d) Healing Opportunities for Personal Empowerment (HOPE) Program commitments must have completed 50 percent of their baseline commitment term and be in the approved phase. While in the therapeutic portion of the HOPE Program, eligible youth may temporarily leave the facility for outings that support their rehabilitative needs.
- (e) Youthful Offender Unit (YOU) Program commitments must have completed 50 percent of their baseline commitment term and be in the approved phase. While in the custodial portion youth may temporarily leave the youth facility for outings that support their rehabilitative needs.

1307.5 FURLOUGH PROGRAM

Furlough Programs temporarily allow youth to leave court-ordered commitment programs at youth facilities.

- (a) All Furlough Programs must be supported by a written Furlough Release/Safety Plan and Furlough Contract developed collaboratively with the youth, parent(s)/guardian(s), supervising Probation staff members, and the Multidisciplinary Team (MDT), as appropriate. The planning process must emphasize youth safety, accountability, risk mitigation, and successful community integration.
- (b) Youth participating in a Furlough Program must comply with all supervision, behavioral, safety, and reporting requirements established in the approved Furlough Release/Safety Plan and Furlough Contract. Before participation, the youth must review and sign the Furlough Contract acknowledging an understanding of all terms, conditions, expectations, and consequences for noncompliance. Youth must be clearly informed of all furlough conditions and expectations, including behavioral standards, punctuality requirements, approved activities, and safety guidelines. If the youth is noncompliant with the terms of the furlough, the youth may be returned to custody without further court order.

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- (c) Healing Opportunities for Personal Empowerment (HOPE) Program commitments must have completed no less than 70 percent of the therapeutic portion of their program and in the approved phase.
- (d) HOPE Program commitments may be screened for furlough release based on the youth's positive behavior and progress in the program. A HOPE Program furlough may be granted prior to the youth's minimum release date.
- (e) A HOPE Program furlough may include release to Home Supervision with Global Positioning System (GPS) monitoring for a period not to exceed 30 days. The supervising probation officer may terminate the furlough at their discretion.
- (f) Youthful Offender Unit (YOU) Program commitments must have completed no less than 70 percent of their custody time and in the approved phase of the YOU Program to be screened by the Probation Department for furlough eligibility, including eligibility for a weekend furlough.
- (g) Youth Development Academy (YDA) commitments must have completed 50 percent of their baseline commitment term and in the approved phase.

1307.6 REFERENCES

Date Last Reviewed	9/25/26
Date(s) Revised	09/25/26, 03/28/23
Policy and Procedure Reference	Procedure 1307 - Furlough and Off-Site Excursions
Attachments/Links	N/A