

Furloughs and Off-Site Excursions

1307.1 PROCEDURE

1307.2 FUNDING REQUESTS FOR EXCURSIONS

A request must be submitted to the office sponsoring the excursion with final approval being made by the youth facility Division Chief. The request must be program specific, such as After School Safety and Enrichment for Teens (ASSETS), Youth Inmate Welfare funds, education, etc. at least four (4) weeks in advance. It must include the Excursion Agenda, how many youths will be in attendance, a tentative list of youths attending, and what the funds will cover for the excursion.

1307.3 CRITERIA TO ATTEND EXCURSIONS

(a) Approved forms must be submitted by the employee or staff member in charge of organizing the outing to the Watch Commander and Division Chief for their approval. The employee or staff member coordinating the excursion must utilize forms approved by the Administrative Supervisor to ensure the following are met:

- (a) Officers must check and verify youth's release date to ensure that the youth chosen for the excursion will still be in custody at the time of the excursion.
- (b) Officers must verify the youth is in an eligible phase and within the applicable baseline or adjusted baseline commitment term. (See Furlough and Off-Site Excursions policy)
- (c) Youth must consistently maintain good behavior in all aspects of the program for at least four (4) weeks. Officers must coordinate with the unit/cottage staff members, teachers, program providers, and healthcare services team members to obtain this information.
- (d) For any excursion occurring on a weekday during school hours, the school principal should be notified to arrange for the youth to be excused from school.
- (e) Officers must check with other unit/cottage officers and verify any documented safety concerns or potential conflicts between the selected youth before the excursion.
- (f) Officers must check that any youth selected for the excursion does not have a scheduled court appearance, scheduled visit, medical appointment, or any re-entry meeting on the day of the excursion.
- (g) Before the excursion, officers must coordinate with the clinic to check if any of the youth are taking medications or have any allergies. No medication(s) must be administered during an excursion.
- (h) Some medications cannot be missed unless approved by the youth's doctor.
- (i) Officers must ensure appropriate transportation is secured ahead of time before the excursion.
- (j) A vehicle for the excursion must be reserved through the Vehicle Coordinator and inspected before the event for safety and security issues.

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(b) The Division Chief and the unit/cottage Supervisor will be notified of the excursion and must provide approval. On the excursion day, the Watch Commander and Central Control must be notified and provided with all the pertinent information regarding the excursion, including a list of staff members and youth attending the excursion.

- (a) Before departing, the coordinating officer must create and submit an excursion itinerary to the unit/cottage Supervisor and Watch Commander.
- (b) On the day of the excursion, the accompanying officer must take along a folder with booking sheets for all youth attending the excursion. The booking sheet must include a current photo of the youth, identifying marks on the youth and updated pertinent information such as names of guardians, emergency contact information, their home address and phone numbers where they can be reached. The folder must always be in the possession of the accompanying officer as it contains highly confidential information. If the folder is ever lost, the Division Chief must be notified immediately.
- (c) The excursion group should make every attempt to return before or after shift change has been completed.

1307.4 FURLOUGH GUIDELINES

(a) Furloughs are an opportunity for youth to utilize and hone the skills they have learned through their therapeutic and rehabilitative programming. Youth can earn unsupervised time with their families/caregivers ranging from a few hours to several days. Furloughs are approved by the Probation Department, taking into consideration public safety and input from youth, caregiver, and their multi-disciplinary team (MDT) members. The MDT members typically include the following professionals:

- (1) Re-Entry Officer,
- (2) Unit Supervisor,
- (3) Casework Officer,
- (4) Drug and Alcohol Counselor,
- (5) Unit Clinician,
- (6) Educator
- (7) Other supportive adults as identified by the youth and their caregiver. The youth and their caregiver must participate in at least three family (caregiver support) counseling sessions prior to any furlough and develop a safety plan.

(b) Furloughs may be earned when youth have completed the required minimum commitment time of the therapeutic portion of their program or baseline commitment and have successfully transitioned into an eligible tier or phase. Initial furloughs will be short in length and increase in time with successful furloughs. If successful, the length of the furloughs should gradually increase, with a goal of the youth being able to have a day-long furlough with their family/caregivers prior to release from custody.

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(c) When considering criteria for furloughs for youth, it is important to balance the needs of public safety with the goal of reintegrating young individuals back into society successfully. Regular evaluation and adjustment of criteria based on individual progress and community safety considerations are crucial to ensure the program's effectiveness.

- (a) **Behavior and Progress Evaluation:** A thorough evaluation will be conducted for all eligible youth, evaluating factors such as offense history, behavior during commitment, participation in programming, educational attainment, mental health support, overall compliance with youth facility rules, and potential risks to public safety. Positive behavioral changes and personal growth will be considered. This evaluation will be performed by the youth's MDT, considering both individual and environmental factors.
- (b) **Support network:** The MDT will identify the availability and quality of the youth support network outside the youth facility. This includes assessing the stability of their family relationships, access to positive role models, and available resources for reintegration, such as housing, education, employment opportunities, and community support services.
- (c) **Release plan:** The youth and family will be required to develop, with support of members of their MDT, a release plan that outlines their goals, support systems, and structured activities during their furlough period. The plan will address their housing, healthcare needs if any, and appropriate family and community engagement. Youth, along with their family member(s), will be required to sign a contract that will outline expectations, rules, and responsibility for both parties upon being granted furlough. Upon release, youth will be processed through Booking.
- (d) **Ongoing supervision and monitoring:** A system for supervision and monitoring will be developed for each youth during their furlough periods to ensure compliance with release plans and address any potential risks. This may include regular check-ins with the case-work officer, curfew requirements, electronic monitoring, or engagement with community-based support programs.
- (e) **Flexibility and individualized approach:** Each youth is unique and may require an individualized approach. Their age, maturity level, special needs, and any factors that may impact their successful reintegration will be considered. Flexibility in applying criteria will help tailor the furlough program to the specific needs of each youth.

1307.5 FURLOUGH RELEASE/SAFETY PLAN AND FURLOUGH CONTRACT

(a) 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. Prior to 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.

(b) The Furlough Release/Safety Plan and Furlough Contract must include the following components:

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(1) Purpose of Furlough - A clear statement identifying the rational and intended purpose of the furlough, including rehabilitative, educational, family engagement, vocational, treatment, or pro-social objectives.

(2) Furlough Goals - Specific goals that identify desired outcomes that support the youth's IRP.

(3) Youth Strengths and Protective Factors - Identification of the youth's strengths, positive support, demonstrated progress, and protective factors that support successful furlough participation.

(4) Furlough Itinerary - A detailed itinerary outlining all scheduled activities including:

- Activity description
- Transportation arrangements, when applicable.
- Dates(s) and time frames(s)
- Location(s)

(5) Risk Indicators and Warning Signs - Identification of behavioral, emotional, environmental, or situational warning signs that may indicate increased risk or barriers to successful completion of the furlough.

(6) Coping Strategies and Solution-Focused Interventions - Individualized coping skills, de-escalation techniques, and solution-focused strategies to assist the youth in managing stressors or challenges that may arise during the furlough period.

(7) Support System and Community Resources - Identification of family members, mentors, providers, natural supports, and community resources available to assist the youth during the furlough.

(8) Supervision and Monitoring Plan - A clear description of supervision expectations and monitoring arrangements, including responsible adults, reporting requirements, curfews, contact expectations, and contingency procedures.

(9) Acknowledgement and Agreement - Documentation indicating that all parties have reviewed, understand, and agree to the expectations, conditions, and responsibilities outlined in the Furlough Release/Safety Plan and Furlough Contract.

1307.6 TYPES OF FURLOUGHS

1307.6.1 SHORT-TERM FURLOUGHS

(a) The Short-Term Furlough Program provides supervised, temporary release for youth in custody to spend time with their parent, legal guardian, supportive adult, or designated family member in the community. Short-Term Furloughs typically last four (4) – eight (8) hours.

(b) The Short-Term Furlough Program strengthens family bonds, supports positive relationships, and facilitates successful reintegration. Short-Term Furloughs also provide opportunities to

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practice communication skills, take on responsibilities, and make independent decision within a supportive environment.

(c) Probation staff or the community-based provider may accompany the youth and family or provide remote supervision, depending on risk and furlough objectives.

PROBATION RESPONSIBILITIES – PROGRAM SPECIFIC

(1) Meet with the youth and parent, legal guardian, supportive adult, or designated family member to review the Furlough Release/Safety Plan and Furlough Contract to ensure the youth and family understand the expectations, conditions, and supervision requirements of the Short-Term Furlough.

(2) Before the Short-Term Furlough, the Furlough Release/Safety Plan and Furlough Contract conditions must be clearly reviewed with the youth and explained to the parent, legal guardian, supportive adult, or designated family member who must acknowledge and agree to the terms in writing.

(3) Monitor compliance and maintain communication with the youth and family, maintaining regular contact with the youth to verify adherence to the furlough requirements while providing guidance, support, and direction as needed.

(d) YOUTH RESPONSIBILITIES – PROGRAM SPECIFIC

(1) Maintain respectful, safe, and compliant behavior throughout the Short-Term Furlough.

(2) Engage positively with family and participate in activities.

(e) PARENT, LEGAL GUARDIAN, SUPPORTIVE ADULT, OR DESIGNATED FAMILY MEMBER RESPONSIBILITIES

(1) Review, agree to the conditions, and sign the Release/Safety Plan and Furlough Contract.

(2) Provide appropriate supervision throughout the furlough.

(3) Ensure the youth participate only in approved activities and remain in approved locations.

(4) Maintain communication with supervising Probation or community-based provider staff as required.

(5) Must have a valid California Driver's License to transport the youth to and from the youth facility.

(6) Report any concerns, non-compliance, or safety issues during the Short-Term Furlough.

(7) Participate in the post-furlough debrief with Probation and the youth, community provider, counselor, mentor, as applicable, to reflect on successes and challenges encountered during the Short-Term Furlough.

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1307.6.2 WORK FURLOUGH

(a) The Work Furlough Program provides temporary release for youth in custody to engage in approved employment opportunities within the community while serving their baseline commitment term. Participation in the Work Furlough Program allows youth to gain practical work experience, develop marketable job skills, and build positive work habits such as punctuality, responsibility, and accountability. The Work Furlough supports youth in learning to balance employment obligations with program requirements, while promoting successful reintegration into the community and preparation for long-term educational and employment goals.

(b) Youth without a high school diploma or equivalent must remain enrolled in a qualifying educational program at the youth facility as required by their case plan goals while participating in the Work Furlough program.

(c) Work Details

(1) Participants may be released from custody only for verified work hours, including reasonable travel time.

(2) Youth may work up to 20 hours per week, unless otherwise authorized.

(d) Financial Management

(1) All wages must be deposited into an approved account managed by Probation Department's Finance Division.

(2) Participants may be required to contribute to victim restitution, child support, or other court-ordered obligations.

(e) PROBATION DEPARTMENT RESPONSIBILITIES – ADDITIONAL PROGRAM SPECIFIC RESPONSIBILITIES

(1) Conduct employer site visits and verify employment conditions.

(2) Ensure the youth and employer understand the expectations, conditions, and supervision requirements as included in the Furlough Release/Safety Plan and Furlough Contract.

(3) Monitor compliance, communicate with the youth and employer to verify adherence to the Furlough Release/Safety Plan and Furlough Contract while providing guidance, support, and direction as needed.

(4) Review attendance and progress reports.

(5) Verify and document weekly time sheets and attendance records submitted by the youth and employer.

(f) YOUTH RESPONSIBILITIES - ADDITIONAL PROGRAM SPECIFIC RESPONSIBILITIES

(1) Maintain respectful, safe, and compliant behavior throughout the Work Furlough.

(2) Report to work on time, maintain good attendance, and perform assigned duties responsibly.

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(3) Submit weekly time sheets and other required documentation as directed by the employer and Probation staff members.

(4) Demonstrate professionalism, accountability, and respect towards supervisors, coworkers, Probation staff members, and service providers.

(5) Maintain weekly contact with Probation staff to discuss any successes or challenges.

(g) EMPLOYER RESPONSIBILITIES

(1) Provide a safe, lawful, and appropriate work environment.

(2) Notify Probation immediately of any absences, discipline, or termination.

(3) Maintain accurate time records and verify hours worked each week.

(4) Maintain confidentiality of the youth's delinquency status in accordance with the law.

(5) Participate in the post-furlough debrief with Probation and the youth, parent, legal guardian, supportive adult, designated family member, community provider, counselor, educator, mentor, as applicable, to reflect on successes and challenges encountered during the furlough.

1307.6.3 EDUCATIONAL/VOCATIONAL FURLOUGHS

(a) The Education/Vocational Furlough Program provides youth in custody temporary release to participate in approved educational activities within the community, including on-campus classes, vocational training, and other career-focused or post-secondary programs. Participation in the program supports academic advancement, skill development, and career exploration by allowing youth to apply classroom learning in real-world settings. The Education/Vocational Furlough promotes accountability, positive youth development, and rehabilitation, while supporting successful reentry by helping youth build educational/vocational pathways, strengthen career readiness, and work toward long-term academic and employment goals.

(b) Educational Activities

(1) Youth may be released from custody to attend verified educational/vocational activities, including reasonable travel time.

(2) Eligible activities may include attending on-campus college classes, vocational programs, certification courses, job-training, or other educational opportunities.

(3) Youth must attend only the approved classes, programs, and training sessions as outlined in their Furlough Release/Safety Plans and Furlough Contract.

(4) Attendance, participation, and academic performance must meet program requirements.

(5) Any changes in class schedules, program requirements, or transportation require Probation Department approval.

(6) Youth without a high school diploma or equivalent must remain enrolled in a qualifying educational program as required by their IRP.

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(c) PROBATION RESPONSIBILITIES – ADDITIONAL PROGRAM SPECIFIC RESPONSIBILITIES

- (1) Verify enrollment, attendance, schedules, program requirements, and performance with educational/vocational institutions. Upon the youth's request, provide copies of the verified information to the youth to ensure accuracy.
- (2) Ensure youth, instructors, and program staff understand expectations, conditions, and supervision requirements.
- (3) Monitor compliance, communicate with the youth instructors, and program staff to verify adherence to the furlough requirements while providing guidance, support, and direction as needed.
- (4) Review attendance and progress reports.

(d) YOUTH RESPONSIBILITIES – ADDITIONAL PROGRAM SPECIFIC RESPONSIBILITIES

- (1) Maintain respectful, safe, and compliant behavior throughout the Education/Vocational Furlough.
- (2) Attend all approved classes or educational/vocational activities on time and as scheduled.
- (3) Notify supervising Probation Officer or community-based provider staff immediately of any schedule changes, absences, or issues affecting participation.
- (4) Maintain good academic standing, demonstrate responsibility, and comply with all program and probation expectations.
- (5) Submit attendance records, class schedules, assignments, progress reports or any required documentation as directed by Probation staff.

(e) HIGHER EDUCATION/VOCATIONAL RESPONSIBILITIES

- (1) Provide a safe, lawful, and appropriate environment for learning.
- (2) Notify probation immediately of any absences, discipline, or a change in the youth's academic eligibility.
- (3) Maintain confidentiality of the youth's delinquency status in accordance with the law.
- (4) Participate in the post-furlough debrief with Probation and the youth, parent, legal guardian, supportive adult, designated family member, community provider, counselor, mentor, as applicable, to reflect on successes and challenges encountered during the furlough.

1307.6.4 GRADUATION FURLOUGHS

(a) The Graduation Furlough Program provides youth in custody temporary release 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. Participation in the program acknowledges and celebrates educational achievement, reinforces

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the importance of continued learning, and encourages engagement in ongoing education, vocational training, and career development. The Graduation Furlough promotes accountability, positive youth development, and rehabilitation, while supporting successful reentry by helping youth build confidence, recognize their accomplishments, and maintain motivation for future academic and career goals.

(b) Youth must attend only the approved graduation ceremony and/or event(s) (e.g., lineup, rehearsal, reception, etc.) outlined in their Furlough Release/Safety Plan and Furlough Contract.

(c) PROBATION RESPONSIBILITIES - ADDITIONAL PROGRAM SPECIFIC RESPONSIBILITIES

(1) Verify graduation eligibility, ceremony details, and institutional requirements.

(d) YOUTH RESPONSIBILITIES - ADDITIONAL PROGRAM SPECIFIC RESPONSIBILITIES

(1) Maintain respectful, safe, and compliant behavior throughout the Graduation Furlough.

(2) Attend only the approved graduation ceremony or event and arrive on time as scheduled.

(3) Comply with all participation, conduct, and dress requirements established by the educational institution and the Probation Department.

(4) Notify the Watch Commander, Supervising Probation Officer, or community-based provider staff member immediately of any changes, delays, or issues impacting participation.

(e) HIGHER EDUCATION / PROGRAM RESPONSIBILITIES

(1) Provide a safe, lawful, and appropriate environment for the graduation ceremony or event.

(2) Notify Probation of any changes to ceremony eligibility, participation requirements, or significant behavioral concerns.

1307.6.5 EMERGENCY OR SPECIAL CIRCUMSTANCES FURLOUGHS

(a) Special circumstances may arise in which granting an Emergency or Special-Circumstances Furlough is appropriate and in the best interest of both the youth and the youth facility. In certain cases, a court order may also authorize a furlough; in other cases, an administrative decision may be permitted based on existing authority outlined in the youth's court order. In all instances, a Furlough Release/Safety Plan and Furlough Contract must be completed prior to release and must outline the specific conditions of the furlough, including departure and return times, supervision requirements, limitations, and any other expectations. The Furlough Release/Safety Plan and Furlough Contract must be reviewed with the youth and explained to the parent, legal guardian, supportive adult, designated family member, or community partner who is required to acknowledge the Furlough Release/Safety Plan and sign the Furlough Contract.

(b) Emergency or Special-Circumstances Furloughs require approval from the Deputy Chief or the authorized designee unless the furlough is ordered by the court. Conditions and guidelines should be consistent with the other furloughs discussed herein but adapted to the exigent or special circumstances.

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1307.7 CLOTHING AND PERSONAL PROPERTY

- (a) Youth must depart and return from excursions and furloughs in approved clothing (e.g., work clothing, school clothing, clothing that meets the educational/vocational institution's dress code for the graduation or certification ceremony).
- (b) Youth may not bring back from excursion and furloughs any unauthorized items, including but not limited to cash, jewelry, or personal items not approved by the Probation Department.

1307.8 WARRANT/AWOL

(a) All youth will be informed that failure to return from furlough or an excursion and/or failure to maintain contact with the Probation Department may be subject to a warrant being issued for their arrest.

(b) If a youth fails to return from a furlough the Intake/Booking and Release (IBR) Unit Detention Control Officer (DCU) or on-duty officer must:

- (1) Immediately notify the Watch Commander.
- (2) Add youth to the "hot sheet" pending a Juvenile Detention Order (JDO).
- (3) Notify the casework officer and their supervisor and confirm next steps regarding JDO or warrant.
- (4) Document the incident in an Incident Report (IR), detailing the time, circumstances, and any relevant information about the youth's last known location or companions.

1307.9 REFERENCES

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