



Administrative Policies and Procedures: 27.10

Subject:	Preventing, Apprehending and Reporting Attempted and Actual Escapes at Youth Development Centers
Authority:	TCA: 37-4-101, 37-5-105 (3), 37-5-106, 39-16-601
Standards:	ACA: 4-JCF-2A-19, 4-JCF-2A-30, 4-JCF-6G-07
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
All actual and attempted escapes shall be reported to the Division of Juvenile Justice immediately . The Division of Internal Affairs will thoroughly investigate all incidents of escape from Youth Development Centers (YDC).	
Purpose:	
To provide guidelines to ensure procedures are in place for prevention, apprehension and reporting of escapes at YDC's, ensure the readiness to respond to media inquiries regarding escapes, and to conduct objective reviews of all escapes.	
Procedures:	
A. Preventing escapes	<ol style="list-style-type: none"> 1. Each YDC Superintendent must: <ol style="list-style-type: none"> a) Develop detailed written procedures in the facility contingency plan to address an escape; b) Ensure that all YDC employees receive annual training on the contingency plan; and c) Ensure that all security devices (<i>e.g.</i>, fences, gates, alarms, locks, <i>etc.</i>) are inspected daily and properly maintained. d) Ensure proper supervision of youth by employees. Employees must be alerted to any abnormal occurrences among youth. All employees must be alert to the risk of escape during the movement or transportation of youth. Each employee is responsible for the youth he/she supervises. 2. Youth program treatment teams will consider youth's security needs during the course of their program at the YDC.
B. Apprehending	<ol style="list-style-type: none"> 1. Any employee who observes or suspects an escape attempt must immediately inform the Central Operating Center (COC). Pursuit of the

<p>escapes</p>	<p>escaping youth must begin <u>immediately</u> and will proceed according to the facility contingency plan.</p> <ol style="list-style-type: none"> 2. Employees in every job classification may be utilized in searches for escapes. 3. The Children's Services Manager of Security or designee will coordinate a search for the escapee(s) and will ensure that: <ol style="list-style-type: none"> a) A sufficient number of on-duty personnel are assigned to the search operation while maintaining sufficient employee coverage to supervise the center's youth population. The children's services manager of security/designee may require additional personnel as needed for the search. b) Information identifying the number and description of the escapee(s) must be communicated to all employees involved in the search. At the superintendent's request, information may also be communicated to those individuals in the surrounding community who are likely to encounter the escapees. c) Tracking dogs may be used to aid in the search where possible. Refer to DCS policy 27.29 Use of Tracking Dogs. d) Search procedures may be discontinued when it seems likely that the escapees are no longer in the vicinity of the YDC as determined by the Superintendent or designee.
<p>C. Reporting escapes</p>	<ol style="list-style-type: none"> 1. The officer in charge must <u>immediately notify</u> the Children's Services Manager of Security and the Superintendent of all escapes including failure to return on time from a pass. (See <i>Section C., item # 7</i> below) 2. Procedures as outlined in the facility contingency plan will be followed. The Executive Director of Juvenile Justice Residential Operations must be notified <u>immediately</u> (during and after regular working hours). An incident report <i>must</i> be completed in <i>TFACTS</i> to document the escape and search procedure. 3. The Children's Services Manager of Security or designee will ensure that local jurisdictional law enforcement authorities are notified to apprehend the youth(s). The Division of Internal Affairs, Absconder Recovery Unit will also be notified. (See DCS policy 31.2, Responsibilities Regarding Runaways, Absconders and Escapees.) 4. A copy of the youth(s) commitment order(s) will be taken to local jurisdictional law enforcement for the filing of a <i>TBI Missing/Wanted Child Report</i> (form BI-0083), and for entering into the TBI MCOT database and National Crime Information Center (NCIC) database with the additional information needed. Delinquent youth will be listed as a "<i>Wanted Person</i>." Documentation of interaction with law enforcement will be recorded in the youth's case notes of their master file. 5. Photographs of youth may be provided to local law enforcement in an effort to assist them in identifying the youth.

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	<ol style="list-style-type: none"> 6. As soon as possible, the youth's parents/guardians, FSW and the law enforcement agency in the youth's home community must be informed by telephone of the escape by the YDC case manager/designee. 7. Failure to return on time from a pass or approved leave will be reported as an escape after two (2) hours unless the youth or youth's family contacts the YDC with a legitimate and verifiable explanation for the youth's absence. 8. The staff who completes the <i>TBI Missing Child Report</i> (form <i>BI-0083</i>) will be listed as complainant and contact person on the report and will be responsible for notifying law enforcement to remove the youth's name upon apprehension.
D. Apprehension	When a youth is apprehended a <i>Notice of Apprehension</i> report will be completed in <i>TFACTS</i> .
E. Follow-up investigation	<ol style="list-style-type: none"> 1. The Superintendent or designee must <u>immediately</u> investigate and prepare a written report of each attempted escape incident to include the possibility of employees' negligence and corrective actions, if any, taken to prevent future occurrences. 2. Reports regarding attempted escapees is forwarded to the Executive Director of Residential Operations within fourteen (14) calendar days. 3. All escapes and failure to return (as noted above in <i>Section C, 7</i>) will be reported to the Division of Internal Affairs for investigation of the circumstances of the escape. 4. Upon completion of the Internal Affairs investigative report, the Superintendent will review and consider actions necessary to prevent future escapes.

Forms:	<p><u>BI-0083, TBI Missing Child Report</u></p> <p>(Due to incident reporting on the <i>Critical Incident Reporting Web Application</i>, the forms listed below will remain in DCS forms on the Intranet for use in the event the <i>Web Application</i> is unusable.)</p> <p><u>CS-0311 Facility Incident Report</u></p> <p><u>CS-0296, Notice of Apprehension</u></p>
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Collateral documents:	<u>Incident Reporting Manual for Youth Development Centers</u>
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