

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

FURLOUGHS – Juvenile Detention and Assessment Center
Title 15, Section 1351

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines for requesting and completing a furlough from a Juvenile Detention and Assessment Center (JDAC).

Definitions:

Furlough: The conditional and/or temporary release of a youth from a JDAC as ordered by the Juvenile Court and/or at the direction of the Chief Probation Officer or their designee. The Juvenile Court has exclusive jurisdiction of all youth housed in the San Bernardino County Probation Department JDAC, to include those charged in Adult Court. As such, furlough orders must typically be issued by the Juvenile Court. In the case of a medical emergency, a furlough may be authorized by the Chief Probation Officer or designee, in consultation with the Medical Manager, and with notification to the Presiding Judge. All furloughs shall be considered in custody transports unless otherwise ordered by the Court or at the direction of the Chief Probation Officer or their designee.

Responsibilities:

I. All Staff shall:

- A. Upon receipt of a request for furlough from a detained youth or their family forward the request to the assigned Probation Officer (PO), or if the youth is not assigned a PO, the Supervising Probation Officer (SPO) of the Intake Unit.

II. Probation Officers (POs) and Supervising Probation Officers (SPOs) shall:

- A. Review all furlough requests.
- B. Upon SPO approval, submit the furlough request to the Juvenile Court via a Special Hearing.
- C. If a furlough is ordered by the Juvenile Court, determine if it requires a transport by Probation staff or is a direct furlough from the JDAC to a person other than Probation staff (e.g. family member, other county agency representative).
- D. If a furlough requiring Probation transport is ordered by the Juvenile Court:
 1. The Transportation Unit shall facilitate/conduct the transport of youth who are ordered by the Juvenile Court to the custody of another County or State and shall assist with other transports when required.
 2. An escort plan, which takes into consideration the youth's offense, history, classification, family background, escort destination, and the number of staff/vehicles required to safely conduct the escort, etc. shall be coordinated between all applicable units (Supervision, Intake, CIU, MET, Transportation, etc.).
 3. Prior to transport, units/officers involved should conduct a site visit if able.
 4. Prior to transport, the SPO overseeing the transport shall ensure the involved Division Directors/JDAC Superintendent or their designee is notified.
 5. During transport, youth shall remain in their documented mechanical restraint level (refer to Offsite Transport of Detained Youth).

- E. If a direct furlough from the JDAC to a person other than Probation staff (e.g. family member, other county agency representative) is ordered by the Juvenile Court, notify the JDAC Watch Commander or designee to ensure timely processing and help coordinate the furlough as needed by JDAC staff.

III. Intake Release Officer:

- A. Review the minute order specifying who is responsible for the youth while on furlough, the location of the furlough and/or where the youth will be staying, the departure date/time, and return date/time of the furlough.
- B. Verify with medical staff if the youth has medication.
- C. Confirm Division Director I/II approval before the youth's departure.
- D. Notify the Watch Commander of the date and time the youth departed and the anticipated return date and time.
- E. Complete the furlough appointment in CE upon departure and return.
- F. Update the property receipt if the youth returns with different clothing or other property.
- G. Upload the completed Furlough Application and Agreement (Attachment A) into the youth's CE file.

IV. Probation Corrections Supervisor I/II:

- A. If the youth is taking psychotropic medications, ensure FAST and Medical Services are notified four (4) days in advance of a youth's planned furlough.

V. Medical Services:

- A. Verify if the youth has personal medications. Upon notification of a youth's furlough, package the youth's personal medication and prepare a discharge summary, if applicable.
- B. Complete a nursing assessment as outlined in other department procedures upon the youth's return to the facility.

VI. Division Director (DD I/II):

- A. Shall notify the Detention Corrections Bureau and Community Corrections Bureau Deputy Chiefs of a Juvenile Court ordered furlough upon receiving the notification.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Title 15, Section 1351

References:

Offsite Transport of Detained Youth

Issued by:



Tracy Reece, Chief Probation Officer

Original Issue Date:

January 30, 2013

Revised:

December 7, 2013, January 16, 2018, and October 25, 2022

Attachments:

A–Furlough Application and Agreement



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Furlough Application and Agreement

Facility: _____

Medication: Yes No

1. Youth's Name: _____

2. Location of Furlough: _____

3. Party Responsible and Relationship: _____

4. Phone: _____

Address: _____

5. Type of Furlough: Staff Medical Emergency Other _____

6. Date of Furlough: Leave _____ Return _____
Time Date Time Date

7. I have read, understand, and agree to this agreement.

Youth's Signature: _____ Date: _____

8. Reason for Furlough: _____

9. Recommended by: _____

10. Approved Denied Initials: _____ Date: _____

11. Reason if not Approved: _____

12. Parents Notified: Manner _____ Date: _____

By Whom: _____

13. Actual Check-Out Time:

Time Out Date Responsible Party's Signature

All youth leaving the facility for reason other than facility activity must be signed for by a person responsible for the youth while they are on furlough.

14. _____
To Whom Medication is Given Person Giving Medication

15. Actual Check-In Time:

Time In Date Responsible Party's Signature

16. IRO Signature: _____

17. Comments: _____