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<b>Issue Date: 02/01/97</b>	
<b>Revised: 10/01/21</b>	

## **FURLOUGH GUIDELINES**

### **I. Purpose of Home Furlough**

- A. There are memorable and/or major life events that have a significant impact in a youth's life (e.g., birth of a child, loss of a parent, etc.) where a furlough may be appropriate.
  - 1. Protection of the community and safety of the youth are critical considerations when granting a furlough. The Los Prietos Administration has the discretion, on a case-by-case basis to grant furlough . If there is a question of choosing between the therapeutic value of granting a furlough and the protection of the community/youth by denying it, priority will be given to protecting the community/youth.

### **II. Furlough Eligibility / Guidelines**

- A. **A furlough is a privilege, not a right.** Performance and behavior in the program will be considered. LPBC Administration will determine if a furlough will occur based on, but not limited to, consideration of tensions in the community, local community events, and the degree of impact on the youth.
  - 1. The Los Prietos Administration will determine the eligibility level for home visits for Thanksgiving and Christmas holidays.
  - 2. Youth who escape from LPBC or escape during an out-of-camp function (e.g., work crew) or attempt to escape from LPBC or attempt to escape during an out-of-camp function (e.g., work crew) are not eligible for a furlough pending review by LPBC Administration.

### **III. Furlough Duration**

- A. The LPBC Administration will take into account the reason for the furlough when determining the length of time. Youth will be released to their parent/guardian on Saturdays at 9:00 a.m. and return at 9:00 a.m. the

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following Sunday. Adjustments to the time periods can be made on a case-by-case basis by LPBC Administration and will take into account staffing and programming requirements and the reason for the furlough.

1. Any changes will be noted on the furlough paperwork signed by the youth and parent/guardian, in the appointment in IMPACT and via e-mail to staff.

**IV. Furlough Procedures/Rules**

- A. In the event of a furlough, the Sr. DPO or their designee will contact the youth's parent or legal guardian and verify the youth's current address and telephone number, discuss the purpose of the furlough, and make arrangements for transportation to and from LPBC. If the given address does not match the address listed in IMPACT, the staff who spoke with the parent will forward the new address to the Sr. DPO assigned to coordinate home visits and to the LPBC SPO. The Sr. DPO coordinating the furlough will send the new address to the youth's assigned DPO will conduct an address confirmation field visit. Youth in the LPBC program will not be allowed a furlough unless the new address has been assessed and approved. Once the address has been confirmed and approved, it will be updated on IMPACT by the LPBC Administrative Office Professional (AOP).
- B. The youth's Probation Officer will also be notified of any furloughs.
- C. The parent/guardian and the youth will be advised of the following rules:
  1. If the parent/guardian is unable to personally transport, they (parent/guardian) may secure a ride with a friend or relative, or carpool with another youth's parent/guardian. The youth will not be released to anyone other than their custodial parent/guardian unless otherwise approved by LPBC Administration.
  2. Youth will leave and return to the facility in their dress uniform and tennis shoes and are not to wear gang-related clothing while on their furlough.

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3. Youth are to remain under the direct supervision of the parent/guardian at all times while on a furlough.
  4. Youth must be in the home at 6:00 p.m. and remain in the residence until 6:00 a.m. under direct supervision of the parent/guardian. Periodic phone checks may be made during this time by LPBC staff to substantiate compliance. Probation Department field officers may stop by the residences and verify that parental supervision is in place.
  5. Youth are to call LPBC at 6:00 p.m. and again at 9:00 p.m. each day while on a home visit. Staff will talk to both the youth and his parent/guardian.
  6. Youth may leave the home between the hours of 6:00 a.m. and 6:00 p.m. only and must be under the direct supervision of their parent/guardian at all times.
  7. Youth are not to use over-the-counter medications while on a home visit without first obtaining permission from the LPBC nurse or doctor.
  8. Youth are to immediately advise LPBC staff of any law enforcement contacts made while on a home visit.
- D. Upon arriving to LPBC to pick up the youth, the youth's parent/guardian will meet with the Sr. DPO or designee, produce valid photo identification, and review/sign the Home Visit Agreement. The youth and parent/guardian's signature on the Home Visit Agreement is an indication of their understanding of the policy and the expectations throughout the duration of the home visit.

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