

## REPORTING JUVENILE FACILITY ESCAPES

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Sections 1326, 1327 and 1362  
Welfare and Institutions Code Sections 663, 777 and 1155
- RESCINDS:** Procedure Manual Item **3-3-001**, dated **08/18/23**
- FORMS:**
- |  |                      |
|--|----------------------|
| Special Incident Report                  | (ICMS)               |
| Application for Petition                 | (F057-4024 AF)       |
| Warrant Information Sheet                | (F057-9037 AF)       |
| Probation Violation Memo                 | (Automated Template) |
| Probable Cause Declaration               | (F0502-4206.1AF)     |
| Facility Escape Procedures Checklist     | (Attachment)         |
| Declaration in Support of Arrest Warrant | (F057-4010.3)        |
- PURPOSE:** To establish specific guidelines and procedures for emergencies and to ensure appropriate action and notification when a youth escapes or an emergency occurs in the facility or camp.

### I. GENERAL INFORMATION

The DD or designee shall develop policies and procedures to annually review, evaluate, and document the security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.

### II. PROCEDURE

- A. The DD or designee shall develop facility-specific policies and procedures for emergencies that shall include, but not limited to:
1. Escape, disturbances, and the taking of hostages;
  2. Civil disturbances, active shooter and terrorist attack;
  3. Fire and natural disasters;
  4. Periodic testing of emergency equipment;
  5. Emergency evacuation of the facility; and
  6. A program to provide all youth supervision staff with an annual review of emergency procedures.
  7. Confidential policies and procedures that relate to the security of the facility/camp may be kept in a separate manual.

### III. Reporting of Incidents

- A. A written report of all emergency incidents including but not limited to escapes, physical harm, use of force, serious threat of physical harm, or death of an employee, youth or other person(s) shall be maintained. Such written record shall be prepared by the staff and submitted to the DD or designee by the end of the

shift, unless additional time is necessary and authorized by the facility DD or designee.

IV. Deputy **Probation** Correctional Officer (**DPCO**) Responsibilities:

- A. One staff member will remain with the group to ensure adequate supervision of all other youth. The staff will immediately complete a population check and verify the name(s) of the missing youth.
- B. One unit staff member or any other staff aware of the escape will immediately notify the proper authority within the facility (JH-Control/YGC/YLA-DO) of the escape/attempted escape and provide as much information as possible (e.g., number of youth involved, method of escape, etc.).
- C. Staff must use their own judgment regarding pursuit if there is a possibility of imminent apprehension. Notification to other staff and adequate supervision of other youth must be maintained. If staff pursue an escapee beyond the premises of the facility, discretion must be used in how far to pursue the escapee, and sound judgment must be used to avoid accident or injury to either youth or staff. Staff are not to place themselves or others in jeopardy to pursue a fleeing youth.
- D. As soon as possible, a staff member will advise the Supervising **Probation** Correctional Officer (**SPCO**), Duty Officer (DO), or Acting Duty Officer (ADO) of the following information:
  - 1. The name of the youth who is/are missing
  - 2. The time the youth escaped
  - 3. Specifics of escape (e.g. method of escape, direction youth fled, etc.)
  - 4. A description of **youth and** what the youth was/were wearing
  - 5. Staff response to apprehend fleeing youth
- E. In the event that a youth is injured while attempting to escape, it is the responsibility of apprehending staff to administer the necessary first aid and to seek further medical treatment needed for the youth.
- F. Staff will begin an investigation as directed by the unit **SPCO**, DO, or ADO.
- G. All staff members who pursue or apprehend the youth will submit a Special Incident Report (SIR) regardless of whether the youth successfully escaped or was apprehended. All SIRs shall be completed by the end of the shift or as directed by the unit **SPCO**, DO, or ADO.
- H. All **DPCOs** involved in the supervision of the youth, witnesses of the escape, and those involved in the investigation of the escape/attempted escape will be required to submit **an** SIR. All SIRs shall be submitted by the end of the shift or as directed by the unit **SPCO**, DO, or ADO.
- I. Written statements shall be obtained from all youth who either observed the escape or may have had previous knowledge of the escape/attempted escape.

V. Supervising **Probation** Correctional Officer (**SPCO**), Duty Officer (DO) or Acting Duty Officer (ADO) responsibilities:

- A. The unit **SPCO**, DO, or ADO will immediately place the facility on the appropriate status for staff to complete a population verification and assess the status of the escape (**Code Red**).
- B. After the grounds have been searched and it has been determined that the youth successfully escaped, the unit **SPCO**, DO, or ADO will begin making the necessary notifications as detailed on the Escape Procedures Checklist (Attachment).
- C. Depending on the age of the escapee(s), the unit **SPCO**, DO, or ADO will proceed as detailed below with the filing of the new petition.

VI. Facility Escape Warrants

- A. The **SPCO**/DO will contact the Orange County Sheriff's Department (OCSD) at 714-647-7000 requesting immediate response.
- B. For JH and YLA Control will make a secondary notification to the local police department by calling 911 to report the escape.
- C. For YGC, the Rover will make a secondary notification to the local police department by calling 911 to report the escape.
- D. If the OCSD does not want to come to the facility, an informational report can be taken over the phone. The unit **SPCO**, DO, or ADO shall obtain the DR# along with the name and badge # of the deputy taking the report. The unit **SPCO**, DO or ADO shall be prepared to provide OCSD with the following information:
  - 1. Name of the youth
  - 2. DOB
  - 3. Height
  - 4. Weight
  - 5. Eye color
  - 6. Hair Color
  - 7. Clothing worn at the time of escape
  - 8. Home address
  - 9. Distinguishing marks or scars
  - 10. Any other pertinent information
- E. Immediately telephone the assigned Deputy Probation Officer (DPO), Supervising Probation Officer (SPO), facility Assistant Division Director and Director, as well as the Administrator in Charge (if the escape occurs outside of normal business hours), and follow up with an e-mail including all relevant information (i.e., DR #, circumstances of the escape, etc.). The facility Director or AIC will determine the initial level of field response. As additional information is received, the field response level may be revised.
- F. Notify the law enforcement agency with jurisdiction over the youth's address of record.

- G. Notify the youth's parents that their child has escaped from the facility **after conferring with Administration and receiving the approval to do so.**
- H. Contact the Custody Intake DO and JH booking clerk by telephone and notify them of the escape.
- I. Send an e-mail to the "PROB-Institutional Escapes" Distribution List, including all relevant information (i.e., DR #, circumstances of the escape, etc.).
- J. Ensure that the youth has/have been dropped from the facility population in the Integrated Case Management System (ICMS).
- K. **A SPCO shall initiate a 72-hour emergency warrant (temporary warrant) by calling OCSD personnel through their teletype (714) 834-6458, when court is dark due to holidays or weekends.** This request is usually initiated following a crime or incident which occurs pending a warrant to be signed by the court, **which would not happen for 2-3 days, due to the court being dark.** The want/warrant will remain in the system for 72 hours then it drops off. Teletype needs to reference a DR/Crime Report; however, they can also use our Probation number (**For example a L#**). The same information we provide for holds needs to be provided to their teletype personnel. **This information includes name, probation #, DOB, physical description, alleged criminal charge(s), assigned DPO, and bail amount (For juvenile court, no bail).**
- L. Collect all SIRs and submit the following to the Warrant Unit clerk within 24 hours of the escape or the following business day:
  - 1. Application for Petition (greenie) alleging a violation of 871(a), 871(b), or 871(c) WIC. This form is available electronically, but in the event that the electronic version is inaccessible, a hard copy will suffice.
  - 2. Warrant Information Sheet. This form is available electronically, but in the event that the electronic version is inaccessible, a hard copy will suffice.
  - 3. Ward card (4 copies)
  - 4. Declaration in Support of Arrest Warrant
  - 5. Discovery packet: All supporting documentation for the allegations, including the following (four copies):
    - a. Most recently signed Rules of Conduct
    - b. Most recently signed Facility Indoctrination
    - c. Signed Temporary Release Agreement (TR), if applicable
    - d. All relevant SIRs
- M. The Warrant Unit clerk will hand-deliver the warrant request packet to the Juvenile Court SPO or designee.
- N. The Juvenile Court SPO or designee will hand-deliver the warrant request packet to the Juvenile Court filing District Attorney with a specific and articulated request to expedite. The Juvenile Court SPO or designee will follow up at the end of the first business day to confirm that the warrant request was processed.

- O. The warrant request packet must be processed by the DA clerk, court clerk, and courtroom clerk prior to being forwarded to the assigned judicial officer (if available) or Duty Judge.
- P. Once the warrant is signed by the judge, the paperwork is processed by the courtroom clerk before being sent back to the court clerk. The court clerk forwards the signed warrant to the Central Repository.

VII. Facility Escape Warrants (18 years or older)

If the youth is 18 years or older, the unit **SPCO**, DO, or ADO will do the following:

- A. Contact the OCSD and request that a deputy respond for the purpose of filing a new law violation. It is imperative that the unit **SPCO**, DO, or ADO tells the deputy that the escapee is over the age of 18 and articulates the intent to have the agency submit the escape charges in Adult Court. The unit **SPCO**, DO, or ADO shall obtain the DR #.
- B. Immediately contact the assigned DPO, SPO, and Facility ADD and Director (AIC if the escape occurs outside of normal business hours) by telephone and follow up with an e-mail, including all relevant information (i.e., DR #, circumstances of the escape, etc.). The Facility Director or AIC will determine the initial level of field response. As additional information is received, the field response level may be revised.
- C. Notify the law enforcement agency with jurisdiction over the youth's address of record.
- D. Notify the youth's parents that their child has escaped from the facility.
- E. Contact the Custody Intake DO and JH Booking clerk by telephone and notify them of the escape.
- F. Send an e-mail to the "PROB-Institutional Escape" Distribution List, including all relevant information (i.e., DR #, circumstances of the escape, etc.).
- G. Ensure that the youth has been dropped from the facility population in the Integrated Case Management System (ICMS).
- H. Collect all applicable SIRs.
- I. Create two separate packets. The first will be submitted to the Juvenile Court requesting that a probation violation warrant be issued. The second packet will be submitted in Adult Court alleging the escape as a new law violation.
  - 1. Juvenile Court packet: A packet including the following documents will be submitted to the Warrant Unit clerk within 24 hours of the escape or the following business day.
    - a. An Application for Petition alleging a violation of 777 WIC. This form is available electronically, but in the event that the electronic version is inaccessible, a hard copy will suffice.

- b. Notice of Hearing on Juvenile Probation Violation. This form is available electronically, but in the event that the electronic version is inaccessible, a hard copy will suffice.
- c. Probation Violation Memo. This form is available electronically, but in the event that the electronic version is inaccessible, a hard copy will suffice.
- d. Warrant Information Sheet. This form is available electronically, but in the event that the electronic version is inaccessible, a hard copy will suffice.
- e. Discovery packet: All supporting documentation for the allegation, including four copies of the following:
  - (1) Most recently signed Rules of Conduct
  - (2) Most recently signed Facility Indoctrination
  - (3) Signed Temporary Release Agreement (TR), if applicable
  - (4) DR (if available)
  - (5) All relevant SIRs
- f. After the packet is approved by the facility manager, the process detailed in Sections II.C.2 through II.C.5 shall be followed.

2. Adult Court Packet

- a. The unit **SPCO**, DO, or ADO will collect all relevant SIRs and obtain a copy of the DR as soon as it is available. While it is preferable to have the local law enforcement agency submit the new law violation to the Adult Court filing District Attorney, delayed availability of the DR will not prevent the submission of the new law violation allegations by Probation.
- b. The facility Director, with the assistance of the assigned DPO(s), will follow up with the responding agency and the Adult Court filing DA to ensure that the escape allegation is filed in Adult Court.

VIII. Apprehended Youth

- A. If a youth is apprehended by Probation staff after escaping, the unit **SPCO**, DO, or ADO will do the following:
  - 1. Secure the youth and visually inspect for any medical injuries. If injuries are noted or any complaint of pain by the youth, ensure that necessary first aid is administered and contact the medical unit.
  - 2. If the OCSD was already advised of the escape, notify them that the youth has been apprehended.
  - 3. If other mandatory notifications were already made, notify each party that the youth has been apprehended.

4. If the youth is under the age of 18, the youth must consult with legal counsel before staff read the Miranda rights to interview youth. Obtain written statements **in the presence of attorneys**. If the youth is 18 years of age or older, have the OCSD or police department conduct the investigation.
  5. If the escape occurred anywhere other than at JH, the youth will need to be transported to JH.
  6. Send an email to PROB-Institutional Escapes and attach the youth(s)' Medical Sheet and medication to the institutional file, if applicable.
  7. If not at JH, remove all property from the youth's locker and arrange for all property to be transferred to JH (via the front office).
  8. Have the youth transported to JH and adjust the ICMS population indicating that the youth is an Administrative Removal pending a new petition.
- B. If the youth is apprehended by the OCSD or a police department, the agency shall be instructed to transport the youth immediately to JH.

#### REFERENCES:

Procedures:	3-3-005	Assistance Calls
	3-5-006	<b>Youth Housing and Classification</b>
	3-6-001	Use of Force – Facilities
	3-6-002	Handcuffs/Transportation Belts/Shackles
	3-8-013	<b>Temporary Releases and Furlough Procedures</b>
	3-10-003	Deterrence of Unacceptable Behavior
Polices:	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
	D-2	Use of Physical Restraint/Corporal Punishment
	D-4	Handcuffs
	D-5	Arrests/Temporary Detentions
	D-6	Transportation of Probationers and Custody Transportation

Attachment

**F. Frias**

**APPROVED BY:**

## FACILITY ESCAPE PROCEDURES CHECKLIST

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Facility: \_\_\_\_\_ Furlough: \_\_\_\_\_ Yes/No: \_\_\_\_\_

Staff reporting the escape: **DPCO/SPCO** (circle one) \_\_\_\_\_

Grounds search completed by: \_\_\_\_\_

Youth's property secured by: \_\_\_\_\_ Direction escapee was headed: \_\_\_\_\_

Reports completed by: \_\_\_\_\_

Youth's Name: \_\_\_\_\_ ML#: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Youth's Home Address: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ **Is youth 18 yrs or older**-mark if applicable: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Clothing worn at time of Escape: \_\_\_\_\_

Tattoos, scars, distinguishing marks, medical issues or officer safety issues: \_\_\_\_\_

TELEPHONE NOTIFICATION	TIME	PERSON CONTACTED	COMPLETED (Y/N)
1. Orange County Sheriff Department DR#: _____ Deputy Name/Badge#: _____			
2. Assigned DPO			
3. Assigned SPO			
4. Facility Director (regular business hours) or AIC			
5. Law Enforcement with jurisdiction over youth's residence			
6. Youth's parents or legal guardian			
7. Custody Intake DO - (714) 935-7632			
8. JH Booking Clerk - (714) 935-2215/7815			
9. E-mail to PROB- Institutional Escape Distribution List			

PAPERWORK PREPARATION (Under 18 years old)	COMPLETED (Y/N)	PAPERWORK PREPARATION (18+)	COMPLETED (Y/N)
1. Main and all supporting SIR(s) collected		1. Main and all supporting SIR(s) collected	
2. Application for Petition (greenie) alleging a violation of 871(a), 871(b) or 871(c) WIC		2. Application for Petition (greenie) alleging a violation of 871(a), 871(b) or 871(c) WIC	
3. Warrant Information Sheet		3. Notice of Hearing on Juvenile Probation Violation	
4. Ward Card		4. Warrant Information Sheet	
5. Declaration of Support of Arrest Warrant		5. Discovery Packet (Signed Rules of Conduct, Facility Indoctrination, TR Agreement [if applicable] and all relevant SIRs).	
6. Discovery Packet (Signed Rules of Conduct, Facility Indoctrination, TR Agreement [if applicable] and all relevant SIRs).			
7. OCSD Contacted: 72-hour emergency warrant requested.		6. OCSD Contacted: 72-hour emergency warrant requested.	



