I. PURPOSE:

This policy delineates the actions and reporting requirements of OYA staff in the event of a youth offender’s unauthorized absence from a community placement.

II. POLICY DEFINITIONS:

All Points Bulletin (APB): Sent to Oregon law enforcement agencies to advise them that an offender has escaped from a close custody facility or is absent without authorization from parole status in the community. The bulletin gives details about the offender.

Juvenile Justice Information System (JJIS): A statewide integrated electronic information system designed, developed, and implemented to support a continuum of services and shared responsibility among all members of the juvenile justice community. In a collaborative partnership between the Oregon Youth Authority (OYA) and Oregon's county juvenile departments, JJIS is administered by the State of Oregon through OYA.
Substitute care placement: Any of the out-of-home care and treatment programs authorized by the OYA to serve offenders in OYA custody, including contracted residential treatment programs and certified foster homes. Substitute care placements exclude OYA’s close custody facilities.

Unauthorized Absence: To run away or to leave an assigned location (e.g. employment, school), approved placement or substitute care placement without the consent of the parent, guardian, OYA, or court.

Warrant: A process of a court that authorizes any police or peace officer to arrest and detain the offender described in the order.

III. POLICY:

The mission of OYA is to protect the public and reduce crime by holding youth offenders accountable and providing opportunities for reformation in safe environments. Critical to this mission is the protection of the public and need to take certain and appropriate action in the event of a youth offender’s unauthorized absence from an assigned location, substitute care placement or his/her residence. Youth offenders who run away pose a particular risk to the safety of the community and themselves.

In addition, it is imperative that staff discern and report to the Director’s Office if a significant incident has occurred during a youth offender’s unauthorized absence. See OYA policy I-E-1.0 Director’s Incident Report and Notification for more information.

IV. GENERAL STANDARDS:

A. Staff must request a warrant or All Points Bulletin (APB) when a youth offender is absent without permission from his/her assigned location, his/her current location is unknown, and there has been no contact with the youth offender that would reasonably indicate return to the assigned location.

The youth offender’s criminal history, risk factors, or case-specific circumstances may dictate immediate action must be taken to apprehend the youth offender regardless of the length of time the youth offender has been absent from his/her location.

B. Staff will immediately verbally notify the staff’s supervisor or designee when staff become aware of a youth offender’s unauthorized absence from an assigned location.

1. For youth offenders on probation, staff will immediately notify the local juvenile department or the judge of the committing court and request a warrant.

2. For youth offenders on parole, staff will also immediately notify the facility superintendent/camp director to request an APB.
3. Staff will designate in JJIS the youth offender’s location status as "runaway."

C. Notification to the Director’s Office

JJIS will provide automated daily reports to the Director’s Office and Assistant Director of Community Services on youth offenders in OYA custody that have an active “runaway” location status in JJIS.

D. Documentation of a youth offender’s apprehension or return

1. Staff will document in JJIS the apprehension or return of the youth offender to OYA custody or supervision.

2. The JJIS daily report will reflect the apprehension and return of the youth offender to OYA custody or supervision.

V. GENERAL OPERATING PROCEDURE REQUIRED: YES

The general procedure delineates field staff roles in responding to youth offender unauthorized absences from substitute care or residences.