



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part III – Youth Services (Community)**



*Subject*

**Unauthorized Absence from Assigned Community Location**

<i>Section – Policy Number:</i> <b>A: General Administration – 7.0</b>		<i>Supersedes:</i> <b>III-A-7.0 (8/15) III-A-7.0 (11/11) III-A-1.0 (07/06)</b>		<i>Effective Date:</i> <b>04/29/2016</b>		<i>Date of Last Review/Revision:</i> <b>None</b>	
<b>Related Standards and References:</b>		<ul style="list-style-type: none"> <li>▪ <a href="#">ORS 420.910</a> (Arrest and detention of escaped, absent or paroled youth offenders)</li> <li>▪ <a href="#">OAR 416-320</a> (Arrest Orders and All Points Bulletins)</li> <li>▪ American Correctional Association; <i>Standards for Juvenile Probation and Aftercare Services</i>; 2-7160 (Supervision)</li> <li>▪ <a href="#">OYA policy</a>: I-E-1.0 Director’s Incident Notification and Report III-A-1.0 Youth Incident Reports (Field)</li> </ul>					
<b>Related Procedures:</b>		<ul style="list-style-type: none"> <li>▪ <a href="#">General field procedure</a>: Unauthorized Absence from Assigned Community Location</li> </ul>					
<b>Policy Owner:</b>  Community Services Assistant Director				<b>Approved:</b>  Fariborz Pakseresht, Director			

**I. PURPOSE:**

This policy delineates OYA staff actions and reporting requirements in response to a youth’s unauthorized absence from a community placement.

**II. POLICY DEFINITIONS:**

**All Points Bulletin (APB):** A notice sent to Oregon law enforcement agencies to advise them of a youth's escape from a close-custody facility or unauthorized absence from parole status in the community.

**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 out-of-home care and treatment program authorized by OYA to serve youth 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:** An order issued by a judicial court to authorize the arrest and detention of a youth described in the order.

### III. **POLICY:**

OYA's mission is to protect the public and reduce crime by holding youth accountable and providing opportunities for reformation in safe environments. Critical to this mission is the protection of the public and need to take appropriate action when a youth is absent without authorization from an assigned community location. Youth who run away pose a risk to community safety and themselves.

It is imperative that staff notify the Director's Office if a significant incident occurs during a youth's unauthorized absence. See OYA policy I-E-1.0 Director's Incident Notification and Report for more information.

### IV. **GENERAL STANDARDS:**

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

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

- B. A staff member must **immediately** verbally notify the staff member's field supervisor or field officer-of-the-day (OD) when the staff member becomes aware of a youth's unauthorized absence from an assigned location to establish probable cause for filing a warrant or APB.
1. Youth on probation: The staff member must immediately request a warrant for arrest according to the local court process.
  2. Youth on parole: The field supervisor or field officer-of-the-day (OD) must request an APB through agency designated LEDS-certified staff.
  3. Staff must designate the youth's location status as "runaway" in JJIS.
  4. Staff must document in JJIS notes that the youth is on runaway status and the recommended disposition if the youth is apprehended.

C. Apprehension and contact efforts

Staff must attempt communicating with collateral contacts who the youth may contact or who may receive information concerning the youth's location at least monthly. Communication efforts must be documented in JJIS as a "contact note."

Staff must forward information regarding the youth's location to law enforcement to assist with the youth's apprehension.

D. Documentation of a youth's apprehension or return

Staff must document a youth's apprehension or return to OYA custody or supervision in JJIS by changing the location status from "runaway" to the youth's current location.

E. JJIS Notifications

Staff may subscribe to automated daily JJIS reports on youth who have active runaway locations in JJIS, and youth whose locations have changed from runaway to another location.

**V. GENERAL OPERATING PROCEDURE REQUIRED: YES**

General procedure [COM III-A-7.0](#) (Unauthorized Absence from Assigned Community Location) delineates field staff roles in responding to a youth's unauthorized absence from an assigned community location.