

Off-Grounds Pass Policy

DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY	
SUBJECT:	Off-Grounds Pass Policy
POLICY NUMBER:	DCFS/JJS: 400.04
NUMBER OF PAGES:	4
EFFECTIVE DATE:	July 20, 2015
ISSUE DATE:	July 13, 2015
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SUPERSEDES:	DCFS-JS-15.3
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REFERENCES:	ACA: 3-JTS-5H-17, 3-JTS-5H-18, 3-JTS-5H-12, 3-JTS-5H-13, 3-JTS-5H-15, 3-JTS-5H-16
ATTACHMENTS:	None

I. POLICY

The institutional facilities of the Division of Child and Family Services, Juvenile Services will afford opportunities for youth to go off grounds on time-limited day passes to visit with an approved family member or other positive individual in their lives and/or to pursue vocational or educational training through approved off-site work programs. Each facility shall develop protocol regarding youth guidelines for passes that are specific to the individual facility's programming opportunities.

II. DEFINITIONS

As used in this document, the following definitions shall apply:

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- A. Approved Family Member: This individual can include youth's mother, father (and/or legal guardian), step-parents, brothers and sisters over the age of 21, grandparents, a non-restricted custodian of the youth or any member of the immediate family who has been recommended for visitation by the youth's Treatment Team and/or Mental Health Counselor and Parole Counselor and approved by the Superintendent or his/her designee.
- B. Eligible Youth: Youths who have been in the program for at least sixty (60) days, have earned an upper level status, passed a Treatment Team review, and have an aftercare plan consistent with the off-grounds pass request.
- C. Other Positive Individual: Non-relative (e.g. employer, school official, staff member, clergy, etc.) recommended by the Mental Health Counselor and Parole Counselor and approved by the parent/legal guardian and Superintendent or designee.

III. PROCEDURES

- A. All passes must be approved by the Superintendent or designated representative.
- B. The Treatment Team members and/or the Mental Health Counselors and/or Parole Counselors can recommend that eligible youth be issued time-limited off grounds passes for planned and structured visits with approved family members. If the visit is approved, the following guidelines will be reviewed with the approved family member and that family member must agree, in writing, to follow these guidelines and any facility specific guidelines for off-grounds visits:
 - 1. Approved family members or other positive individuals are required to produce identification and provide a current address and phone number.
 - 2. The youth must be under sight supervision of approved family members or other positive individuals at all times.
 - 3. Visits are restricted to the local area, unless approval has been obtained, in advance, to travel from the area.
 - 4. Youth are never permitted to drive any type of motor vehicle, including motorcycles.
 - 5. If issued clothing by the facility, the youth must stay in their State-issued clothing while on pass unless the event dictates other clothing, which must be approved by the Superintendent or designee.
 - 6. Use of any type of tobacco, drugs or alcohol is prohibited.
 - 7. Approved family members or other positive individuals will not permit the youth to gamble or engage in any other illegal activity.
 - 8. Any handling of or use of weapons (knives, guns, etc.) is strictly prohibited.
 - 9. Approved family members or other positive individuals will not permit friends to visit nor permit the youth to socialize with friends in the community.

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10. The approved family members or other positive individuals will not permit the youth to mail letters or other items, nor to make phone calls while on off grounds activities.
 11. The approved family members or other positive individuals must adhere to youth checkout and return timeframes.
 12. The youth, and any money or other items, is to be checked in with the Head Group Supervisor staff or designee upon return from the visit.
 13. The approved family members or other positive individuals will be responsible for the youth's personal safety and well-being or any damages caused by the youth while he/she is on the pass.
- C. The Treatment Team members and/or the Mental Health Counselors and/or Parole Counselors can recommend that the youth be approved for an off-grounds pass specific for planned and structured scheduled activities (i.e., recreation, sporting events, work/vocational or educational programs, medical appointments, church) with other positive individuals.
1. Off grounds vocational opportunities, various work programs, and community service work projects are available to eligible youth on a voluntary basis and in the following areas:
 - a. Vocational Programs – Programs may be available through High School programming, Off-Grounds opportunities in work programs (landscaping, food preparation), work projects in the surrounding communities by assisting other agencies such as the Bureau of Land Management or the Senior Center in providing the youth with the opportunity to complete any court ordered community service hours, and seasonal work programs (summer employment) through Nevada Business Services, or other approved employment opportunity entities.
 - b. Work Programs – Youth may be afforded the opportunity to participate in work programs for local individuals or businesses. The youth must be compensated for their work. Compensation must comply with Federal standard regarding the Minimum Wage Laws. All earnings must be deposited into the youth's individual money accounts. All work that the youth contracts to do must also comply with State and Federal Child Labor Laws.
 - c. Individual cottages or housing units may contract work as a group. Under such circumstances, earnings will be deposited into a cottage or unit account, which in turn will fund activities for that cottage or group. All state and local laws regarding wages and labor conditions must still apply. Bartering arrangements must be approved by the Superintendent in situations where work requests are completed in exchange for admission to an event (i.e., sporting event, concert, and play).
 2. Youth may have opportunities to earn off-grounds recreation and sports competition outings. High-risk offenders, such as youth incarcerated with

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- chemical dependency or sex offender issues will be required to pass the Treatment Team review and have a relapse prevention and intervention plan.
3. With the Superintendent's approval, staff may take youth off grounds for activities or appointments.
 - a. For staff supervised off grounds activities or appointments, staff must keep youth under sight supervision at all times.
 - b. The type of off grounds activity or appointment that is scheduled will dictate staff to youth supervisory numbers. (i.e., 1:1 for medical appointments, 1:5 for sporting events). The ratio will never exceed a 1:8 staff to youth ratio.
 - c. Staff are not permitted to transport youth in their private vehicles. Youth are not permitted to go to a staff's residence. Staff are never permitted to provide the youth with their personal or home phone numbers, e-mail address or residential address.
 - d. Staff's personal needs will not be met by youth under their supervision. Youth are not permitted to complete work tasks for staff that are not part of the regular and approved work programming. "Employees shall not use or permit the use of their position, title, or any authority associated with their public office to coerce or induce another person, including a subordinate or a youth under their supervision, to provide any benefit, financial or otherwise, to themselves or others" – this is called Inducement or Coercion of Benefits.
 - D. All youth participating in off-grounds passes must comply with the facilities' policies and practice regarding youth dress codes, acceptable behaviors, and standards for safety and health.
 - E. Each facility will provide information to visitors about off grounds visitation guidelines, nearby public transit terminals, or other forms of transportation to access the facility.
 - F. This policy will be reviewed annually and revised as needed.