

Escape Prevention and Response

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

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APPROVED BY:	Dr. Domonique Rice, Deputy Administrator – DCFS
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APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
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REFERENCES:	NRS 63.620; Quality Assurance (DCFS/JJS 100.11); Documentation Standards (DCFS/JJS 100.13); Performance-based Standards (DCFS/JJS 100.14); Use of Force (DCFS/JJS 300.02); Confinement Use and Reporting (DCFS/JJS 300.13); Child and Family Team (DCFS/JJS 500.02); Admissions and Placement (DCFS/JJS 500.15); Screening and Evaluation (DCFS/JJS 500.18); Case Plan (DCFS/JJS 500.20); Supervision (DCFS/JJS 600.01)
ATTACHMENTS:	None

I. SUMMARY

Division of Child and Family Services (DCFS) Juvenile Justice shall take all possible steps to prevent a youth escape from any state operated facility. In the case of an escape, facilities shall ensure an efficient plan of apprehending an escaped youth and ensuring a safe return to the facility.

II. PURPOSE

To provide guidance to state facilities to prevent escapes, and to outline immediate and follow up actions required for an attempted or successful escape, when and how to request assistance from the Youth Parole Bureau to aid in apprehension, notification requirements, or obtaining a bench writ for arrest.

III. DEFINITIONS

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

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- A. Attempted Escape: Any incident involving a youth who makes a substantial effort but fails to leave the grounds or boundaries of a facility or makes a substantial effort but fails to leave the custody of facility staff when outside the facility.
- B. Escape: Any incident involving a youth who leaves the grounds or boundaries of a facility or leaves the physical custody of facility staff without authorization while off the grounds of the facility regardless of the length or duration of the departure.
- C. Improvement Plan: Written corrective action steps which address areas of deficiency identified in any type of review or audit, to include specific actions to be taken and dates the actions will be completed by.
- D. Nevada Rapid Indicator Tool (NRIT): An assessment tool utilized to determine if a youth is a confirmed commercial sexual exploitation of a child (CSEC) victim or at risk of sexual exploitation.
- E. Planned Escape: A design in writing or verbally communicated to another person to escape from a facility with sufficient detail of intended actions and sequences of events intended to facilitate the escape. More than just the verbalized desire or threats to leave a facility.
- F. Root Cause Analysis (RCA): A method of problem solving used to identifying the conditions or variables resulting in a problem or crisis.
- G. State Facility: A secure facility operated by DCFS, including Caliente Youth Center, Nevada Youth Training Center, and Summit View Youth Center.

IV. STAFF TRAINING (FACILITY)

- A. All staff, including direct care, medical, mental health, supervisory, and administrative staff shall be trained in escape prevention and response.
- B. Initial training for new staff shall be conducted within 90 days of hire and shall consist of a classroom-based training consisting of the following:
 - 1. Policy review
 - 2. Facility operational procedures to minimize escape risk
 - 3. Transportation operational procedures to minimize escape risk
 - 4. Overview of past escapes and escape attempts at the facility including the results of any Root Cause Analyses, what went well, what did not go well.
 - 5. Facility operational procedures after an attempted or successful escape. May include Search Policy and Disciplinary Policy.
- C. Refresher training shall include a review of:
 - 1. Any policy changes which have occurred in the past year
 - 2. A review of the policy.
 - 3. Facility operational changes made to mitigate escape risk
 - 4. Overview of escapes or escape attempts over the past year including the results of any Root Cause Analyses, what went well, and what did not go well.
- D. All training, including initial and refresher training, shall be documented in staff training files.

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1. The facility Superintendent or designee shall periodically review training files to ensure trainings are up to date for all staff.

V. RISK OF ESCAPE (FACILITY)

- A. Any youth who has escaped or attempted to escape from a previous placement is at risk for facility escape.
- B. History of escapes or escape attempts shall be documented on the Facility Score Sheet (DCFS/JJS 500.15 Attachment B), completed by the Parole Mental Health Counselor.
- C. The facility Mental Health Counselor shall review Facility Score Sheets for all newly committed youth in order to identify those at risk of escape and have a process to notify direct care staff of those youth at risk.
- D. Facility staff shall monitor the youth for verbal or written statements of escape during their stay.
- E. Any staff who becomes aware of any information relating to a planned escape shall notify the Shift Supervisor immediately.
- F. Upon notification of a planned escape, the Shift Supervisor shall notify the Superintendent or designee who will direct the course of an investigation and temporary precautionary measures in consultation with direct care staff and other facility staff.

VI. MINIMIZING RISK OF ESCAPE (FACILITY)

- A. Facility staff shall ensure the following occur to minimize risk of escape:
 1. Consistent and visible staff supervision
 2. Cottage, room, or bed assignment consistent with escape risk
 3. Separate procedures and restrictions for cottage, movement, education, dining, etc.
 4. Provide therapeutic programming
 5. Provide incentives for compliance with facility rules and expectation
 6. Create positive relationships between staff and youth
- B. Facility staff may utilize the following to minimize risk of escape depending on the escape risk of the youth and/or the circumstances of the situation:
 1. Removal of footwear
- C. Each facility shall incorporate a minimum of three youth counts per day, and additional counts, if necessary, when there is an attempted or successful escape. Normal operations shall return upon direction from the Superintendent or designee.
- D. Each facility staff shall implement room checks at intervals no longer than 15 minutes while youth are in their rooms.

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- E. Each facility shall implement regular perimeter security inspections to check for breeches and contraband which may be used to facilitate an escape and document in the DCFS web-based case management system as an Institutions > Facility Log > Facility Perimeter Check (Type).

VII. COMMUNITY TRANSPORT (FACILITY)

- A. Restraints shall be used while transporting youth. Use of restraints in transportation of youth outside of a secure facility is not considered a use of force. Youth shall not be handcuffed or restrained to the vehicle in any fashion.
 - 1. Restraints may be removed for the duration of the court appearance or appointment time.
 - 2. Restraints may be removed if a youth has been transported to urgent care or the emergency room once they are placed in a room, not while in the waiting room. One staff member shall always remain with the youth.
 - 3. In the case of multiple youth during one transport, only one youth at a time may be unrestrained. The remaining youth shall remain in the vehicle, a waiting room, a lobby, or other available area. One staff is to remain with the restrained youth and one staff is to remain with the unrestrained youth.
- B. The only time all youth may be unrestrained at the same time is if there is a 1:1 staff/youth ratio.
- C. If a youth attempts to escape while in the community, staff shall attempt to chase and catch unless there is not adequate staff to monitor the remaining youth who are part of the transport. If staff are unable to catch youth, staff shall notify local law enforcement and the facility superintendent immediately. Once returned to the facility, staff must start the incident reporting process.
- D. If apprehended immediately, youth shall be restrained and taken back to the facility. Staff shall notify the superintendent immediately upon return and the assigned Youth Parole Counselor. Once notifications have been completed, staff may start the incident reporting process, follow Section VIII (W)(B)(1).

VIII. ATTEMPTED ESCAPE FROM A FACILITY

- A. The staff member who encounters an attempted escape situation shall intervene pursuant to Use of Force (DCFS/JJS 300.02) and notify the Shift Supervisor immediately via radio using a code specific to an attempted escape. The notification may occur before or after the intervention.
 - 1. The Shift Supervisor shall notify the Superintendent or designee upon notification.
 - 2. The Superintendent or designee shall notify the Deputy Administrator of Residential Services no more than one hour after the escape attempt.
 - 3. All youth shall be recalled to their rooms or sleeping areas immediately and the facility shall be secured. This shall be considered Administrative Room Confinement and shall be documented as such (DCFS/JJS 300.13 Confinement Use and reporting).

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- B. A facility count shall be conducted for each living unit.
 - 1. This shall be documented in web-based case management system as Institutions > Facility Log > [Facility] (Facility) > [Unit] (Living Unit) > Facility Count (Type), including personnel responsible for the count, Date, and Time.
 - a. The Facility Log Notes shall include total youth counted by gender.
- E. The facility count shall be cleared.
 - 1. Staff member responsible for ensuring all youth are accounted for shall total youth from all living units based on the unit submissions from the Facility Log entries and determine if number of youths counted matches the total number of youths on the current facility roster.
 - 2. This shall be documented in the web-based case management system as Institutions > Facility Log > [Facility] (Facility) > Facility Count – Cleared (Type).
 - 3. The Facility Log Notes shall include:
 - a. Total youth counted by gender
 - b. Total youth by gender on active facility roster
- F. The Shift Supervisor shall cancel all programs, activities, and visitation until the count has been completed and all youth are accounted for.
- G. Once the situation is over and all youth are accounted for, the Superintendent or designee shall lift the emergency and authorize programming to resume.
- H. If a youth attempts to escape, at least one staff member shall intervene pursuant to Use of Force (DCFS/JJS 300.02) while the other staff member remains with the other youth and contacts a designated management or administrative staff person immediately via radio or phone.
- I. Once apprehended, the youth shall be immediately placed in restraints, if they aren't already, and transported back to the facility.

W. SUCCESSFUL ESCAPE

- A. Immediate Action within a Facility
 - 1. Staff shall pursue the escapee(s) unless there are not sufficient staff to pursue the escapee(s) and supervise the remaining youth.
 - a. Youth Parole Bureau staff may be called to assist in the pursuit, at the direction of the facility Superintendent or designee.
 - 2. The staff member who identifies an escape shall notify the Shift Supervisor immediately.
 - 3. The Shift Supervisor shall immediately notify the Superintendent or designee.

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- a. The Shift Supervisor may designate another staff member to notify the Superintendent if they are actively involved in attempting to apprehend the escapee(s).
4. Pursuant to NRS 63.620, the Superintendent or designee shall immediately notify, in order:
 - a. The appropriate law enforcement agency(ies),
 - b. Deputy Administrator of Residential Services,
 - c. Chief of the Youth Parole Bureau,
 - d. Division Public Information Officer, and
 - e. Parent/Guardian. The parent(s)/legal guardian(s) of the escapee shall be notified no later than one hour after the escape.

NOTE: If there is a reason to believe notifying the parents may increase the risk of prolonged elopement or risk the health and safety of the youth, this notification may be delayed at the discretion of the Superintendent.

5. The Division Public Information Officer, in coordination with the facility, shall notify the public (e.g., media/press) and provide a current photo of the youth and their physical description.
6. The Deputy Administrator of Residential Services shall notify the Division Administrator.
7. All youth shall be immediately recalled to their housing unit and the facility secured. This is not considered confinement or isolation, but rather an emergency procedure.
8. A facility count of all youth shall be conducted.
9. The Shift Supervisor shall suspend all programs, activities, and visitation until the count has been completed and all youth are accounted for.
 - a. This count shall be documented in the web-based case management system as Institutions > Facility Log > Facility Count and may be entered once the facility is back to normal operations. The comments shall include the total number at the beginning of the count, total number at the end of the count, and time returned to normal operations.
10. In the event the youth is not immediately located, the Superintendent shall submit a Retake Warrant.
11. The Superintendent or designee shall authorize programming to resume when there is no longer a security threat.
 - a. Any youth not apprehended will be temporarily placed as “missing” until the YPC and/or the courts determine the next steps.
 - b. Once a release date has been identified by parole and/or the courts, youth shall be officially released from the facility onto parole, using the date and time of escape (or other date determined by the juvenile court if applicable), Release Type: Escape; and Release Reason: Missing; and Released To: Other – Parole.
 - c. The youth’s personal property shall be bagged.

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- i. The parent/guardian shall be notified and provided the option to pick up the property from the facility or provide postage for shipping.
 - ii. Personal property shall be stored for a maximum of 90 days after the court's termination date, and then destroyed or donated if it has not been shipped or collected by the parent/guardian.
 12. The youth shall be placed in Missing/Escape/AWOL status and the assigned Youth Parole Counselor shall follow the Missing procedures outlined in Supervision (DCFS/JJS 600.01), until the judge's determination.
- B. Apprehension by Facility Staff
 1. Upon the youth's apprehension, the facility shall immediately notify in order:
 - a. Deputy Administrator of Residential Services,
 - b. Chief of the Youth Parole Bureau,
 - c. Division Public Information Officer, and
 - d. Parent/Guardian.
 2. The Division Public Information Officer shall notify the public (e.g., media/press) in the same manner they were notified of the escape.
- C. Follow-up
 - A. Once the escaped youth is returned to the facility, the following must occur:
 1. Completion of the Nevada Rapid Indicator Tool (NRIT; 500.18 Screening and Evaluation, Attachment A).
 - B. Once the escaped youth is returned to the facility, the following may occur:
 1. Reclassification of the youth's housing assignment
 2. Disciplinary actions
 3. An emergency Child and Family Team (DCFS/JJS 500.02) meeting to review risk factors and the Case Plan (DCFS/JJS 500.20)
 4. Transfer to another facility

X. DOCUMENTATION AND REVIEW

- A. All youth placed in a facility who have a previous escape or escape attempt shall be flagged using the Booking Alert Code: Escape Risk on the youth's current Booking Screen. Refer to Documentation Standards (DCFS/JJS 100.13).
- B. All staff involved in an attempted or successful escape shall document their incident report in the corresponding web-based case management system Incident by the end of their shift. Refer to Documentation Standards (DCFS/JJS 100.13).
- C. Documentation in the DCFS web-based case management system

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1. A youth who successfully escapes from a facility or the custody of a facility staff member while in the community shall be placed in the Temporary Location: Missing/Escape, documented in the youth's current Booking Screen, until case is reviewed by a court having jurisdiction over said youth and youth is considered released from the facility. Refer to Documentation Standards (DCFS/JJS 100.13).
 - a. When determination is made to release a youth who is not apprehended after an escape, Parole will notify the facility Superintendent of the released status.
 - b. Facility will be responsible for releasing the youth in the web-based case management system using Release Type: Escape, Release Reason: Missing, and Released To: Other – Parole.
2. The Youth Parole Bureau is responsible for the following documentation, if applicable:
 - a. The issuance of a Bench Writ
 - b. Missing status and follow-up
 - c. Court appearances
 - d. Subsequent placements
 - e. Arrests
- D. The facility superintendent will issue a written order to return youth to facility if facility staff are unable to locate or capture youth within a reasonable time after of escape. As soon as practicable, the superintendent will then coordinate a plan with the Youth Parole Bureau for appropriate plan of action.
- E. The facility shall maintain logs or other records of perimeter checks and youth counts.
- F. The Superintendent and all involved supervisors shall conduct a briefing of the incident within one business day and review the factors leading to the successful or attempted escape.
- G. The Administrator or Deputy Administrator of Residential Services may request a Root Cause Analysis (RCA) to identify the conditions which led to a successful escape or an attempted escape.
 1. The Root Cause Analysis shall be completed within 30 days of the date assigned by the Administrator or Deputy Administrator of Residential Services.
 - a. The Team members or individual responsibility shall be assigned by the Administrator or Deputy Administrator of Residential Services.
 2. The completed Root Cause Analysis shall be submitted to the Juvenile Justice Programs Office for recordkeeping.
- H. The Superintendent shall direct the completion of an Improvement Plan to remediate any conditions which may have contributed to the attempted or successful escape.
- I. The Root Cause Analysis and Improvement Plan shall be distributed to the Division Administrator, the Deputy Administrator of Residential Services, the Deputy Administrator of Quality and Oversight, and all facility staff.

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- J. The Deputy Administrator of Quality and Oversight shall maintain a database of all escaped youth.
- K. The Superintendent shall provide regular updates, at a schedule determined by the Deputy Administrator of Quality and Oversight, on the completion of the improvement plan.
- L. Attempted and successful escapes shall be included in the monthly Superintendent's Report.
- M. The Juvenile Programs Office shall keep copies/records of all completed RCAs related successful and attempted escapes, for historical purposes.

Y. STANDARD OPERATING PROCEDURES

- A. Each facility shall develop Standard Operating Procedures consistent with this policy, including but not limited to:
 - 1. Criteria for determining Youth Parole Bureau involvement or assistance in an escape or apprehension.
 - 2. Minimizing escape risk.
 - 3. Instructions on how to notify the public of a successful escape which may include communication with the Division's Public Information Officer, who will notify the public.
 - 4. Documentation process for perimeter checks and youth counts.
 - 5. Process for sharing of information with staff for youth at risk of escape.
 - 6. Procedures for restraints of youth at risk of escape during transports.
 - 7. Procedures for room checks during facility lock downs due to an attempted escape or escape.
 - 8. Procedures for ensuring current and updated youth photos are uploaded in the web-based case management system.
 - 9. Process for sharing of information with staff for RCAs and Improvement Plans.
- B. This policy shall be reviewed annually.