

Temporary Furlough

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

POLICY NUMBER:	DCFS/JJS 400.04
EFFECTIVE DATE:	January 1,2025
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	12/27/2024
SUPERSEDES:	Off-Grounds Passes, DCFS/JJS 400.04 Effective July 20, 2015
REFERENCES:	NRS 63.470 NRS 233B.050; Transportation of Youth, DCFS/JJS 100.01
ATTACHMENTS:	None
REVIEW DUE BY:	January 1,2028

I. PURPOSE

To develop requirements and procedures for opportunities for youth to go on temporary furlough to visit with approved family members, to participate in a program or treatment, or to pursue vocational or educational training through approved off-site work programs.

II. DEFINITIONS

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

- A. Approved Family Member: May include youth's mother, father (and/or legal guardian), stepparents, brothers and sisters over the age of 21, grandparents, a non-restricted custodian of a youth, or any member of the immediate family recommended for visitation by the youth's Treatment Team and approved by the Superintendent or their designee and the youth's Parole Counselor.
- B. Eligible Youth: Youths in a program for at least 60 days, have earned an upper-level status, passed a Treatment Team review, and have a case plan consistent with the temporary furlough request.
- C. Family: A group of individuals who support a youth emotionally, physically, and financially. A family is defined by its members and each family defines itself. May include individuals of various ages who are biologically related, related by marriage, or not related at all.

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- D. Temporary Furlough: When a Superintendent, in consultation with the Chief of Parole, allows a youth to leave a state facility for a family visit, or to participate in a program, treatment, vocational or educational opportunity. A furlough may be granted for a period of not more than 90 days. While a youth is on furlough from a facility, the youth is under the supervision of the Chief of Parole (NRS 63.470).

III. OFF-SITE FAMILY VISITS

- A. Treatment Team members, Mental Health Counselors (MHCs), or Youth Parole Counselors (YPCs) may recommend eligible youth be issued temporary furlough for structured visits with approved family members.
- B. All temporary furloughs for family visits must be approved by the Superintendent or their designee.
 - 1. Upon approval, a family member will be identified as the visit point of contact.
 - 2. The Superintendent or designee shall obtain from the point of contact, the proposed summary of off grounds visit, including addresses of all locations the youth will be during the visit.
- C. The Superintendent shall obtain proof of valid identification, a current address, and a mobile phone number from the visit point of contact when the youth is checked out for an approved visit.
- D. Each facility shall have a process to review the state and any facility guidelines for off grounds visits with the visit point of contact.
- E. The Superintendent shall obtain a written agreement from the visit point of contact to abide by the following guidelines, at minimum:
 - 1. Visit point of contact must have sight supervision of youth at all times during the temporary furlough.
 - 2. Visit point of contact is responsible for the youth's personal well-being and any damage caused by the youth while they are on a temporary furlough.
 - 3. Visit point of contact will not permit the youth to gamble or engage in any other illegal activity during the temporary furlough.
 - 4. Visit point of contact will not permit youth's friends to visit nor allow the youth to socialize with friends in the community during the temporary furlough.
 - 5. Visit point of contact will not permit the youth to make phone calls, send emails, or mail letters calls during the temporary furlough.
 - 6. Visit point of contact will not permit the youth to use any social media platform during the temporary furlough.
 - 7. Visit point of contact understands visits are restricted to only the locations approved by the Superintendent.
 - 8. Visit point of contact will not permit youth to drive any type of motor vehicle, including motorcycles during the temporary furlough.

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9. If issued clothing by the facility, the visit point of contact understands the youth must stay in their State-issued clothing during the temporary furlough unless the event dictates other clothing, which must be approved by the Superintendent or their designee.
10. Visit point of contact will not permit youth to use of any type of tobacco, vape product, drugs, or alcohol during the temporary furlough.
11. Visit point of contact will not permit youth to handle or use weapons (e.g., knives, guns) during the temporary furlough.
12. Visit point of contact must adhere to youth checkout and return timeframes.
13. Visit point of contact understands if any guidelines are not followed during the temporary furlough, future visits will not be approved.

F. Youth guidelines for temporary furloughs:

1. Youth shall be under sight supervision of visit point of contact at all times during the temporary furlough.
2. Youth shall not gamble or engage in any other illegal activity during the temporary furlough.
3. Youth shall not socialize in person or other means (e.g., phone, video chat, social media) with friends during the temporary furlough.
4. Youth shall not use any social media platform during the temporary furlough.
5. Youth shall not make phone calls or mail letters calls during the temporary furlough.
6. Youth shall not drive any type of motor vehicle, including motorcycles during the temporary furlough.
7. If issued clothing by the facility, youth understands they must stay in their State-issued clothing during the temporary furlough unless the event dictates other clothing, which must be approved by the Superintendent or their designee.
8. Youth shall not use of any type of tobacco, vape product, drugs, or alcohol during the temporary furlough.
9. Youth shall not handle or use weapons (knives, guns, etc.) during the temporary furlough.
10. Youth understands visits are restricted to locations approved by the Superintendent.
11. Youth shall not attempt to persuade visit point of contact to go against any established guideline for the temporary furlough.
12. Youth understands if any guidelines are not followed during the temporary furlough, future visits will not be approved.

G. Upon return to the facility, each youth will be checked in using the facility's check in process outlined in the standard operating procedure.

IV. OFF-SITE ACTIVITIES

- A. The Superintendent or designee may grant a temporary furlough to eligible youth for work/vocational, educational, or medical appointments.
1. With the Superintendent's approval, staff may take youth off grounds for activities or appointments.

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- a. For staff-supervised off grounds activities, staff must keep youth under sight and sound supervision at all times.
 - b. The Superintendent shall determine the staff to youth ratio based on the type of activity or appointment (e.g., 1:1 for medical appointments, 1:5 for sporting events).
 - i. The ratio shall never exceed a 1:8 staff to youth ratio.
 - c. Staff shall not transport youth in their private vehicles.
 - d. Staff shall not allow a youth into their private residence, or onto their property.
 - i. Staff shall not provide a youth with their personal phone numbers, email addresses, residential address, or social media account information.
- B. All youth participating in a temporary furlough must comply with facility standard operating procedures and practices regarding youth dress codes, acceptable behaviors, and standards for safety and health.

V. STANDARD OPERATING PROCEDURES

- A. Each facility and the Youth Parole Bureau shall create standard operating procedures consistent with this policy, to include:
- 1. Outlining off grounds vocational opportunities, various work programs, and community service projects available to eligible youth, including eligibility requirements.
 - 2. Process for notifying and obtaining acknowledgement from youth for dress code, acceptable behavior, and standards for safety and health when participating in off grounds passes.
 - 3. How the facility will provide information and obtain acknowledgement of receipt to family members about off grounds visitation guidelines.
 - 4. Any additional guidelines for participating in off-site family visits or activities.
 - 5. Check in process for youth returning to the facility after an off grounds pass.
- B. The DCFS Juvenile Justice Programs Office shall review this policy every three years, or sooner if deemed necessary (NRS 233B.050).