

**POLICY 6.40 (08) EARNING AUTHORIZED LEAVES AND  
COMMUNITY INVOLVEMENT PASSES**

**Policy Committee Chair**

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**Approved**



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John Clayton, Assistant Secretary  
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**Authorizing Sources**

RCW 13.40.205  
RCW 13.40.215  
RCW 43.43.754  
DSHS Administrative Policy 8.06

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**I. PURPOSE AND SCOPE**

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This document establishes policy for Authorized Leaves and Community Involvement Passes. JR supports leave and community involvement as a component of the rehabilitation and reentry process.

All staff, contractors, volunteers, and interns working in the Division of Institution Programs, Division of Community Programs and Parole, and the Division of Operations and Support Services are responsible for reviewing and complying with JR policies.

**II. POLICY**

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**1. JR supports authorized leave and community involvement passes as an important part of the rehabilitation and reentry process.**

1.1. Authorized Leave will be granted in order to:

1.1.1. Visit family to strengthen or preserve family relations; or

1.1.2. Make release plans or parole plans requiring the youth's presence which will facilitate reintegration into the community; or

1.1.3. Make residential placement plans out of the youth's home requiring the youth's presence;

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- 1.2. An Authorized Leave Order (DSHS Form 20-188) must be prepared detailing the purpose of the leave and how it is to be achieved, the address where the juvenile will reside, and an identified supervisor for the youth in accordance with RCW 13.40.205.
  - 1.2.1. The order must be signed by the youth and the youth's parent, guardian, or approved supervising adult prior to the leave. A copy must be placed in the youth's case file per Policy 2.40 (11), *Managing Youth Case Files*.
  - 1.2.2. The order must be carried by the juvenile at all times while on leave.
- 2. Youth placed on authorized leave must meet eligibility requirements.**
  - 2.1. The leave is consistent with public safety;
  - 2.2. The youth has served sixty percent of the minimum term of confinement;
  - 2.3. The youth is at institution-minimum or minimum security classification per Policy 5.20 (5), *Assigning Security Classification Levels for Youth*.
  - 2.4. DNA sample, if required, has been collected in accordance with Policy 4.40 (27), *Determining the Need for DNA or HIV Testing*;
  - 2.5. The youth does not have a Immigration Customs Enforcement (ICE) warrant or other warrant from another jurisdiction identified in NCIC.
- 3. The length of authorized leave must be limited in accordance with statute.**
  - 3.1. An authorized leave must not exceed seven consecutive days.
  - 3.2. A youth must not spend more than 30 total days on authorized leave prior to serving the aggregate minimum sentence.
  - 3.3. Authorized leave after the youth's minimum sentence will be guided by the Community Facility Standards and conducted in accordance with this policy.
- 4. The first authorized leave to each specific placement and a leave which is scheduled to end in parole or discharge requires a field investigation.**
  - 4.1. The Superintendent, Regional Administrator or designee must ensure a Transition Report is completed in ACT and an Authorized Leave Investigation has been completed and approved prior to granting either leave request.
  - 4.2. Investigations are conducted by a Juvenile Rehabilitation Community Counselor (JRCC) or designee from the region where the leave will occur.
- 5. All authorized leaves require written approval by the Superintendent, Regional Administrator or designee on the Authorized Leave Approval form (DSHS Form 20-201) prior to each leave.**
- 6. Authorized leave requires advance notification in accordance with Policy 1.80 (9), *Notifying the Community of Youth Placement, Transfer or Release*.**
  - 6.1. Additional notification requirements exist for youth with violent, kidnapping, stalking, or sex offenses, youth with tribal affiliations or youth who live on tribal land, and offenders with Victim/Witness notification requirements.

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- 6.2. In addition to the notifications required by *Policy 1.80 (9), Notifying the Community of Youth Placement, Transfer or Release*, for youth with violent, kidnapping, stalking, or sex offenses, authorized leave requires notification be completed through distribution of the approved Authorized Leave Order at least seven days in advance to:
  - 6.2.1. The chief of police of the city in which the youth will reside while on leave;
  - 6.2.2. The sheriff of the county in which the youth will reside while on leave;
  - 6.2.3. Tribal law enforcement jurisdiction if applicable;
  - 6.2.4. The court of commitment;
  - 6.2.5. The JR regional office of assignment;
  - 6.2.6. The JR regional office where the leave will occur;
  - 6.2.7. The Victim/Witness program if the youth has victim/witness requirements.
- 7. Authorized leave to another state must be limited to emergency situations and requires the approval of the Assistant Secretary or designee in accordance with Policy 6.60 (19), Accessing Interstate Compact Services, and DSHS Administrative Policy 8.06, Law Enforcement Notification Practices**
- 8. Superintendents or Regional Administrators may approve in-state authorized leave for emergency situations.**
  - 8.1. Emergency leave, including travel time, must not exceed 48 hours.
  - 8.2. Emergency medical leave must not exceed the period of time necessary to obtain the required medical care.
  - 8.3. Emergency leave must not be charged against the 30-day maximum authorized leave requirement.
  - 8.4. Youth will be approved to attend funerals of immediate family members and grandparents, unless there is a security issue that cannot be managed.
    - 8.4.1. If approved, youth will be allowed to attend the funeral in street attire.
    - 8.4.2. Youth will not be placed in mechanical restraints during the funeral, but may wear an electronic monitoring device for security purposes if needed.
    - 8.4.3. If there is a security issue that cannot be managed, attendance may be denied only by the Superintendent or Regional Administrator and must be documented in an incident report.
  - 8.5. Prior to commencement of an in-state emergency leave, the Superintendent or Regional Administrator must ensure:
    - 8.5.1. Law enforcement in the jurisdiction in which the youth will reside is notified in accordance with *Policy 1.80 (9), Notifying the Community of Youth Placement, Transfer or Release*;

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8.5.2. The Victim/Witness Program is notified if the youth has victim/witness notification requirements in accordance with Policy 1.80 (9), *Notifying the Community of Youth Placement, Transfer or Release*; and

8.5.3. The DNA sample has been collected per Policy 4.40 (27), *Determining the Need for DNA or HIV Testing*, if required.

8.5.3.1. The Superintendent or Regional Administrator may make an exception to the requirement for a DNA sample to be collected in emergency situations.

8.6. The Superintendent or Regional Administrator must notify:

8.6.1. The Division Director of any emergency leave for youth at maximum or medium security classification; and

8.6.2. The regional office or offices of assignment and destination of emergency leave.

**9. Residential or regional staff may terminate authorized leave.**

9.1. Law enforcement may be requested to apprehend and return to custody a youth who violates the provisions of an Authorized Leave Order.

9.2. Escapes must be handled in accordance with Policy 5.30 (17), *Handling Youth Escapes or Unauthorized Absences*.

**10. YOP youth will be allowed authorized leave as approved by DOC staff and in accordance with the Memorandum of Agreement with DOC.**

**11. Community Involvement Passes (CIP) may be permitted for youth at institution minimum or minimum security classification.**

11.1. Director of Institution Programs review and approval is required for all CIPs for youth at institution minimum security classification.

11.2. Director of Institution Programs, Regional Administrator or designee may allow youth at institution minimum or minimum security classification to participate in work, education, community service, or treatment programs in the community for up to 12 hours per day per Policy 5.20 (5), *Assigning Security Classification Levels for Youth*.

11.2.1. Participation in these programs should not be considered an authorized leave.

11.2.2. Family treatment to strengthen family ties is encouraged;

11.3. Law enforcement, school and/or victim/witness notification per Policy 1.80 (9), *Notifying the Community of Youth Placement, Transfer or Release* is required for CIPs for youth with violent, kidnapping, stalking, or sex offenses whose security classification is set at institution-minimum.

11.4. For youth at institution-minimum security classification with victim/witness notification requirements, one-time victim/witness notification is required for CIPs.

11.5. Youth at institution-minimum or minimum security classification must be eligible for unsupervised community access. Eligibility requirements include, but are not limited to:

11.5.1. A 30 day period of placement and behavioral assessment;

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11.5.2. On-going evaluation of risk to public safety as demonstrated by JR risk assessment tools;

11.5.3. Assessment of youth's progress toward treatment goals; and

11.5.4. Consistency with youth's treatment program;

11.5.5. An approved community access plan establishing supervision by employers, school/treatment personnel, or other responsible adults capable and willing to provide immediate information about the whereabouts and behavior of a youth.

11.5.6. Additional community access requirements may be found in the JR Community Facility Standards.

**12. While under sentence, a youth may return to his or her home only on authorized leave status or in the approved custody of program staff or registered volunteers, including mentors.**

12.1. Juveniles supervised by program staff or registered volunteers are considered to be in custody.

12.2. Time away from the facility while in approved custody does not count as a part of the maximum twelve hours allowed by law.

**13. Exceptions to non-statutory provisions of this policy require Superintendent, Regional Administrator or designee approval.**

**14. The Assistant Secretary's approval is required for any exception allowing authorized leaves out of state. Out-of-state leave is addressed by Policy 6.60 (19), *Accessing Interstate Compact Services*.**

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### III. DEFINITIONS

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**Authorized Leave:** An approved absence of a youth from the physical custody of a residential program. Eligibility requirements per RCW must be met.

**Community Involvement Pass (CIP):** Unescorted participation in community activities that do not meet the definition of an authorized leave. CIP's must not be deemed as authorized leave.

**Emergency Leave:** Leave for the death or critical illness of a youth's family member.

**Emergency Medical Leave:** Leave for the purposes of obtaining medical care not available in a JR operated or contracted facility.

**Family:** A spouse, biological parent, adoptive or foster parent, registered domestic partner of parent, grandparent, guardian, sibling, aunt, uncle, or person with whom the youth lived for a significant period of time and who acted as the youth's parent or guardian is considered family for purposes of this policy.

**Youth that has a Kidnapping Offense:** A youth whose current term of incarceration or criminal history includes a commitment for a kidnapping offense or for unlawful imprisonment where the victim is a minor and the offender is not the minor's parent. (See [DSHS Administrative Policy 8.06](#) for list of offenses).

**Youth that has Sexually Offended:** A youth whose current term of incarceration includes a sex offense or who has a criminal history of a prior sex offense. (See [DSHS Administrative Policy 8.06](#) for list of offenses).

**Youth that has a Stalking Offense:** A youth whose current term of incarceration or criminal history includes a commitment for a stalking offense. (See [DSHS Administrative Policy 8.06](#) for list of offenses).

**Youth that has a Violent Offense:** A youth whose current term of incarceration or criminal history includes a commitment for a violent offense. (See [DSHS Administrative Policy 8.06](#) for list of offenses).

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### IV. REFERENCES

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Community Facility Manual, 07 – Community Access

**V. RELATED JR POLICIES**

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Policy 1.80 (9) - Notifying the Community of Youth Placement, Transfer or Release	Policy 5.20 (5) – Assigning Security Classification Levels for Youth
Policy 2.40 (11) – Managing Youth Case Files	Policy 5.30 (17) - Handling Youth Escapes or Unauthorized Absences
Policy 2.60 (38) – Managing Youth who are Foreign Nationals	Policy 6.60 (19) - Accessing Interstate Compact Services
Policy 4.40 (27) - Determining the Need for DNA or HIV Testing	

**VI. FORMS AND DOCUMENTS**

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<b>Document Title</b>	<b>Available In ACT</b>	<b>Link to Paper form</b>
Authorized Leave Order		DSHS Form 20-188
Authorized Leave Approval		DSHS Form 20-201

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