

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 05-01
Subject: Warrants

Effective Date: 07/05

Revision Date: 05-14-15

I. Policy Statement

The Division will issue or request judicial issuance of an appropriate type of warrant regarding a juvenile in the custody of the Division who has escaped, absconded, represents a danger to self or others, and/or has violated federal or state law. The appropriate type of warrant is dependent on the status of the juvenile and purpose of the warrant: either a "Warrant for Detention", a "Facility Warrant", or a "Warrant of Retake".

II. Rationale

The Division of Juvenile Justice Services is responsible for the safety and security of all juveniles in Division custody. The Division will issue or request judicial issuance of an appropriate type of warrant whenever a juvenile has escaped, absconded, and/or poses a serious community safety concern.

III. Definitions

- A. "Escape" refers to a juvenile leaving without authorization from a secure care facility or detention center to which the juvenile has been committed. It includes leaving during transit to or from such a facility or while participating in sanctioned off-site activities.
- B. "Abscond" refers to a juvenile leaving without authorization from an Observation and Assessment Center, residential work program, or community based placement. It includes leaving during transit to or from such program or while participating in sanctioned off-site activities.
- C. "Warrant for Detention" refers to an order by a judge which commands that a juvenile under the jurisdiction of the Juvenile Court be detained in a place of confinement, e.g., juvenile detention or adult detention (jail). A Warrant for Detention may also be referred to as a "Pick-up Order" or a "Bench Warrant".
- D. "Facility Warrant" is a warrant issued by an authorized official (APD, Assistant APD, or designee) of the Division, which commands that a juvenile who is on a trial placement outside of secure confinement be returned to the secure facility because of a violation of the terms of their placement.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 05-01	Effective Date: 07/05	Revision Date: 05-14-15
Subject: Warrants		

- E. "Warrant of Retake" is an administrative order issued by the Youth Parole Authority (YPA) which commands that a juvenile under the jurisdiction of the YPA be detained in a place of confinement because of committing a violation of the terms of parole, and presenting a potential threat to themselves or the community, in accordance with JJS Policy 08-07, Warrants of Retake.

IV. Procedure

A. Warrant for Detention

1. A Warrant for Detention is used for a juvenile under the jurisdiction of the Juvenile Court. The case manager and their supervisor are responsible for developing an application for a Warrant for Detention and submitting it to the Juvenile Court when a juvenile:
 - a. absconds from a Division community placement, including home-placement,
 - b. demonstrates serious or unsafe behavior that violates the terms of the placement, or
 - c. violates federal, state, or local laws.
2. The application for a Warrant for Detention is submitted to the court. Only the judge may sign and activate the warrant.

B. Facility Warrant

1. A Facility Warrant is used for a juvenile who is under the direct supervision of a secure facility and under the jurisdiction of the YPA. A Facility Warrant may be requested by a supervisor in a secure facility or a case manager when a juvenile:
 - a. escapes from a secure facility,
 - b. violates the terms of their release agreement while on a trial placement from a secure facility,
 - c. absconds from a trial placement, including home-placement,
 - d. demonstrates serious or unsafe behavior that violates the terms of his/her placement, or
 - e. violates federal, state, or local laws.
2. A Facility Warrant is issued and activated by an authorized official (APD, Assistant APD or Designee) of the Division.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 05-01	Effective Date: 07/05	Revision Date: 05-14-15
Subject: Warrants		

C. Warrant of Retake

1. A Warrant of Retake is used for a juvenile who has been paroled from a secure facility and is under the jurisdiction of the YPA. A Warrant of Retake is requested by the case manager when a juvenile:
 - a. violates the terms of their parole agreement while on parole from a secure facility,
 - b. absconds from a community placement, including home-placement,
 - c. demonstrates serious or unsafe behavior that violates the terms of his/her placement, or
 - d. violates federal, state, or local laws.
2. A Warrant of Retake is issued by the Youth Parole Authority in accordance with Division Policy 08-07.

D. Division staff, having knowledge that a juvenile has escaped or absconded, shall follow the Incident Report Reference Guide to assure proper notification regarding the incident. The facility APD or designee shall notify the Program Director as soon as possible.

E. Staff shall complete an incident report for each incident in which a juvenile escapes or absconds and shall follow the Incident Report Reference Guide to ensure that proper notification, classification and report dissemination has occurred.

F. Division staff shall request warrants in accordance with program operation manuals.

V. **Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.



Russell K. Van Vleet, Chair
Board of Juvenile Justice Services

05-14-15

Signature Date



Susan V. Burke, Director
Division of Juvenile Justice Services

05-14-15

Signature Date