

**ALABAMA DEPARTMENT OF YOUTH SERVICES
ADMINISTRATIVE CODE**

**CHAPTER 950-3-2
ABSCONDER PROCEDURE**

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950-3-2-.01 Statement Of Procedure.

(1) An absconder is an escapee or absconder from a correctional facility. Generally, it is understood that an absconder is a youth in the custody of the Department of Youth Services whose whereabouts is unknown by department personnel after a reasonable search not exceeding six hours has been conducted, or a pick-up order has been issued by the director of the facility, whichever comes first.

(2) The following procedure is established to maintain optimum security in finding and returning absconders to the respective campus:

(a) Upon verification that a youth is not in his/her proper area, staff immediately report the youth as AWOL to Campus Security and the Campus Administrator or equivalent personnel.

(b) Designated institutional staff must then make an immediate search of the campus and surrounding vicinity.

(c) Upon verification that the youth is not on the campus or facility premises, local law enforcement officials should be notified. Notification shall include all pertinent information such as clothing, height, weight, race, sex, complexion, color of hair, home town, etc.

(d) The local court staff and local law enforcement officials from the youth's home community shall be notified by phone, followed by correspondence which includes pick-up order.

(e) Parents should be notified at the same time as the local authorities and followed up with correspondence.

(f) The State Office (a member of the Executive Staff) shall be notified of absconders.

(g) Pick-up orders are to be issued by the superintendent or facility director. A copy should be sent to the person in the Central Office designated as coordinator for the return of absconders.

(h) When a youth is AWOL more than one week, designated staff shall maintain contact with the local probation officer at least every two weeks to insure that local officials are still attempting to locate the youth.

(i) On the last Friday of each month, each campus shall notify the State Office in writing of all absconders for that month.

(3) The following steps should be taken for the return of an absconder once he/she has been located:

(a) The Central office coordinator for the return of absconders should be notified when a absconder is detained.

(b) The coordinator will contact each campus daily to determine if they have been notified of any of their youths being detained.

(c) AWOL's are NOT to be allowed to remain in jail, i.e., an adult facility, overnight unless there is some extreme circumstance.

(d) The transportation officers stationed at the Central Office would be notified of the time and location in which the absconder should be picked up. When it is possible, two staff members should be sent to return an AWOL youth. If it should be necessary for one staff member to return an AWOL youth, the campus or group home or detention center will have been contacted as to the youth's behavior.

(e) Staff designated to pick up AWOL's should at all times have with them positive departmental identification, a copy of the pick-up order, and a copy of the commitment order to the department. These documents will be on file in the Central Office and should be obtained before leaving to pick up the child.

(f) Children detained in the same geographic area will be picked up on the same trio.

(g) Children will be returned to the facility from which they are AWOL.

(h) Once returned, all appropriate persons, i.e., police officers, should be notified in writing.

Author: Department of Youth Services

Statutory Authority:

History: Amended: Filed November 6, 2018; effective December 21, 2018.

950-3-2-.02 **Statutory Authority.** Title 44, Code of Ala. 1975, Section 44-1-9.

Author: Department of Youth Services

Statutory Authority:

History:

950-3-2-.03 **Effective Date.** The department assumed responsibility for the operation of the three training schools in January 1975.

Author: Department of Youth Services

Statutory Authority:

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