



Tennessee Department of Children's Services Protocol for Reporting Runaways, Absconders and Escapees for Youth Development Centers

Supplemental to: DCS Policy 31.2, Responsibilities Regarding Runaways and Escapees

Prevention:

1. Annual Contingency Plan training for all employees to ensure familiarity.
2. Daily Inspections of security devices (fences, gates, alarms, locks, etc.).
3. Proper supervision of child(ren)/youth by employees, especially during movement and transportation.
4. Treatment teams consider child(ren)/youth security needs during the course of their program and development of their Individual Program Plan (IPP).

Notification and Reporting

1. Any employee who observes or suspects an escape attempt will immediately notify the Central Operating Center (COC).
2. An emergency head count is immediately conducted to confirm number and identity of escapees.
3. Upon Confirmation of an escape, procedures will proceed in accordance with facility contingency plan.
4. Notify local Law Enforcement (LE) and provide the child/youth's commitment order, photograph and a face sheet /description of the child(ren)/ youth. At this time, request that the child(ren)/youth's information be placed into the Missing Child of Tennessee (MCOT) and the National Crime Information Center (NCIS) Data Systems. Also file a TBI Missing/Wanted Child Report (**form BI-0083**).
5. Notify the Superintendent and Security Manager.
6. Notify the Director of Residential Operations in the Office of Juvenile Justice.
7. Immediately implement supervision/treatment protocol.
8. Complete **Part A** of form [CS-0705. Absconder-Runaway-Escapee-Recovery Checklist](#) on the day of the runaway episode and email it to recipients designated on the form.
9. File an incident report to document details of the escape and search procedures that were performed. A copy of the incident report will be sent to the Director of Residential Operations in the Office of Juvenile Justice within 24 hours.
10. Notify the Division of Internal Affairs.
11. At the earliest moment possible, a telephone call is made to the parent/guardian to notify them of the child/youth's escape. If the parent/guardian cannot be reached, efforts to reach the parents will continue as they must be notified within 24 hours of the escape.
12. Contact the Family Service Worker (FSW) and Law Enforcement in the child(ren)/youth's home county as soon as possible.

Effective Date: 09/18/15

Supersedes: 09/10

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RDA SW22

Follow Up

1. Within **1 (one) business day** of notification of apprehension of the child(ren)/youth, complete **Part B** of [CS-0705. Absconder-Runaway-Escapee-Recovery Checklist](#) and email it to recipients designated on the form.
2. The Superintendent/Designee immediately investigates and prepares a report of each attempted escape.
3. The Superintendent forwards the report to the Director of Residential Operations.
4. All reports are forwarded to the Division of Internal Affairs for investigation.
5. The Superintendent reviews the Internal Affairs investigation upon completion and considers actions necessary to prevent further escapes.

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