Milwaukee County Department of Health and Human Services Delinquency and Court Services Division **Policy & Procedure**	Date Issued: 01/01/2014	Reviewed: 12/3/2013 By: KP Last Revision:	Section: ADMINISTRATION	Policy No: 004	Pages: 1 of 1
☒ Delinquency and Court Services Division Children's Court Services Network Purchase of Service Agencies	Effective Date: 03/01/2014	Subject: **Passes for youth in out of home placements**			

I. POLICY

It is the policy of Delinquency and Court Services (DCSD) to reduce and prevent juvenile delinquent behavior, promote and maintain safe communities and improve the welfare of youth and families who are served by DCSD.

II. PROCEDURE

1. Passes are to be granted as specifically directed on the non-secure or other court order.
2. Passes are to be authorized by the Human Service Worker (HSW), in conjunction with the placement staff on a case-by-case basis.
3. If a placement has specific rules set in place regarding passes, the HSW should be notified of these rules and all efforts to follow these rules are to be made. Special circumstances that arise are to be discussed with the HSW and placement staff.
4. All passes must be verified with the parent/guardian.
5. Placement staff will document all pass utilization, noting the destination, authorization, parent/guardian verification (if appropriate), mode of transportation and time of departure and return of the youth.
6. No 'independent passes' will be authorized, there must be a specified destination.
7. Placement staff must verify that an appropriate adult is available before allowing a youth to leave on pass. This is to ensure, to the extent possible, that youth are not being sent to an empty house or to an environment that could put them at risk.
8. Organized, supervised activities that occur away from the placement location as part of the programming are not regarded as a pass.

Reviewed & Approved By: B Thomas Wanta

B. Thomas Wanta, Division Administrator