

Student Attendance

The Division of Youth Services (DYS) and its providers shall follow state and federal law as applicable to Absent Without Leave (AWOL) youths from DHS residential facilities. When a youth that is committed to DHS goes AWOL from his/her placement, the contracted provider shall immediately notify the DHS on-call personnel and provide the following information:

- Name of youth
- Photograph of youth
- Committing county
- Residential county of the youth
- Location of the youth at the time of the escape
- Time and date of escape
- General direction the youth was headed
- Accomplices inside or outside the facility
- When staff became aware of the escape
- The means or method of escape used by the youth, if known
- Description of the youth's clothing
- Any other information that may help in the capture of the youth

The facility director shall ensure proper staff supervision of youth by employees. Case management or administration shall notify direct care staff of any abnormal occurrences among youth. All employees shall be alerted to the risk of youth attempting to escape during movement or transportation of youth throughout the facility. Any employee who suspects an AWOL attempt, or observes an AWOL shall notify the facility administration. Pursuit of the escaping youth must begin immediately. All staff may be utilized in searches for escaped youth. The DHS on-call administrator shall initiate the request for completion and submission of a pick-up order to the Arkansas State Police and subsequent law enforcement personnel. The DHS Director or his/her designee shall notify the DHS Director of Communications or his/her designee to release the identifying and descriptive information of the AWOL youth to the general public if the youth is committed to DHS for an offense that would be a felony if the offense were committed by an adult; poses a serious threat to public safety or a member of the public; is at a heightened risk of harm if he/she is not apprehended immediately due to his/her age, disability, medical condition, mental capacity or other emergency circumstances; is committed to the division under extended juvenile jurisdiction.

The DHS Director, Assistant Directors, and the DHS Communications Team shall review the identifying and descriptive information and Ark. Code Ann. 9-28-215 and notify each facility to send out notifications via the Rave Alert System. Within (1) hour of the AWOL, the youth's parents/guardians shall be notified by the facility director or assistant facility director. All attempts at notification shall be documented in the JJIS. The DHS on-call administrator shall notify the DHS legal unit. The DHS Legal Unit shall send the following information:

- Copy of the RS-10
- Copy of the Arkansas State Police pick-up order

After the AWOL attempt or AWOL has occurred, the primary staff involved shall complete a DYS incident report and submit a complete written report to the shift supervisor for data entry into the JJIS by the end of shift.

The facility director or assistant director shall ensure that all aspects of the DYS Incident Reporting Policy have been followed. All AWOL attempts and AWOLS shall be reported to the DYS Internal Affairs Investigator and the DYS Monitoring Unit for investigation of the circumstances of the escape.

Once the youth is apprehended, the Case Coordinator shall notify the parents/guardians and the DYS Legal Unit shall send written notification to the committing court.