



**Tennessee Department of Children's Services**  
**Protocol for Youth Development Center Escapes**

**Supplemental to: DCS Policy 31.2, Responsibilities Regarding Runaways and Escapes**

**Prevention**

Annual Contingency Plan training for all employees to ensure familiarity.

Daily Inspections of security devices (fences, gates, alarms, locks, etc.).

Proper supervision of youth by employees especially during movement and transportation.

Treatment teams consider 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 must immediately notify the Central Operating Center (COC).
2. An emergency head count shall be immediately conducted to confirm number and identity of escapees.
3. Upon Confirmation of an escape, procedures will proceed in accordance with facility contingency plan.  
***NOTE: Contingency Plans will differ between YDC's due to geographic locations.***
4. Notify local law enforcement (LE), to include a commitment order, photograph and a face sheet /description of the youth. At this time, request that the youth information be placed into the Missing Child of Tennessee ( MCOT) and the National Crime Information Center (NCIS) Data System. Also file a TBI Missing/Wanted Child Report (form BI-0083).
5. Notify the Superintendent and Security Manager.
6. Notify the Executive Director of Residential Operations.
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 via the critical incident reporting web application to document the escape and search procedure. If the internet is not accessible, fax [CS-0311, Facility Incident Report](#), to the Executive Director of Residential operations at (615) 253-1717.
10. Notify the Division of Internal Affairs.
11. Notify the Absconder Recovery Unit.
12. At the earliest moment possible, efforts to contact the parent/guardian will commence via telephone. Every effort shall be made to speak with a parent/guardian as soon as possible but definitely within 24 hours after the incident occurs. Documentation of the effort and contact will be made in the Daily Log

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and Critical Incident Report. If no contact is made or the parent/guardian cannot be reached within 24 hours, the Superintendent will be notified in writing as to what attempts were made.

13. Contact the Field Service Worker (FSW) and law enforcement in the youth's home county as soon as possible.

**Follow Up**

1. Within 1 (one) business day of notification of apprehension of the 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 must immediately investigate and prepare a report of each attempted escape.
3. The Superintendent will forward the report to the Executive Director of Residential Operations.
4. All reports will be forwarded to the Division of Internal Affairs for investigation.
5. The Superintendent will review the Internal Affairs investigation upon completion and consider actions necessary to prevent further escapes.