

**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, absent without leave (AWOL), 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 has been conducted, or a pick-up order has been issued, 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 to campus security or equivalent personnel and the campus administrator or facility director.

(b) Designated institutional staff then search the campus and surrounding vicinity.

(c) Upon verification that the youth is not on the campus or facility premises, administrators should report the pertinent information to the Mt. Meigs security control center. Such pertinent information should include clothing, height, weight, race, sex, complexion, color of hair, home town, etc. Administrators should also report the pertinent information to local law enforcement officials.

(d) Administrators should notify local court staff and local law enforcement officials from the youth's home community by phone.

(e) Parents should also be notified. If the youth's parent/legal guardian is child welfare, the youth's case/social worker should be notified by the next business day.

(f) The DYS Central Office (a member of the Executive Staff) should be notified of absconders.

(g) Pick-up orders are orders directing any law enforcement officer or other person to take the child into custody and deliver the child to a place of detention, shelter, or other care designated by the juvenile court. A copy of the pick-up order should be sent to the Mt. Meigs Control Center for entry into the NCIC and distribution.

(h) The pick-up order should be sent to the Administrator of Institutional Service, Administrator of Community Services, and the Screening and Placement.

(i) Once the Youth is apprehended, the pick-up order is cancelled and all parties involved are notified. Upon transfer of the Youth to a facility, the receiving facility is to be advised that the Youth is a risk to abscond or go AWOL.

**Author:** Department of Youth Services

**Statutory Authority:** Code of Ala. 1975, §44-1-24.

**History:** **Amended:** Filed November 6, 2018; effective December 21, 2018. **Amended:** Published October 31, 2023; effective December 15, 2023.

#### 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:**

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