**Section 703.60 Release Procedures**

a) Introduction

1) The legal authority for release is the court.

2) The release of youth should be an orderly process. Shelter care staff must be familiar with documentation required before a child is permitted to leave a shelter care facility, whether for a temporary period or final release.

b) Minimum Standards

1) Identification

Positive identification shall be made by a staff member before transfer or release of a child.

A) When a child is transferred or released to the custody of another person, a record shall be made of the date, time, and authority.

B) The parents/guardian shall be notified of the time of release, when applicable.

2) Physical Inspection

Prior to final release, each child shall receive a physical inspection by a person of the same sex.

3) Personal Property

All personal property and funds placed in the safekeeping of the facility, other than those legally confiscated, shall be returned to the child.

A) Items shall be carefully inventoried, or otherwise accounted for, with the releasing staff member and the child signing the form.

B) A copy of the itemized and signed receipt shall be maintained by the shelter care facility as a permanent record.

C) The staff member releasing a child must assure that the child does not take property belonging to another.

4) Child Alleging Family Abuse

When a child refuses to return home due to alleged parental or guardian abuse or neglect, the superintendent or his designee shall report such facts to the court. Suspected abuse shall also be reported to the Illinois Department of Children and Family Services. The superintendent shall file a written report of such allegations with the court and place a copy in the child's case folder.

(Source: Amended at 12 Ill. Reg. 12405, effective October 1, 1988)