

Introduction to Secure Care Handbook for Parents

OFFICE OF JUVENILE JUSTICE



*“When your child succeeds,
we all succeed.”*



Office of Juvenile Justice

7919 Independence Blvd., Baton Rouge, LA 70806
P. O. Box 66458, Audubon Station, Baton Rouge, LA 70896
Tel. 225.287.7900

Family Liaison
800.594.3941 • Email OJJ.FamilyLiaison@la.gov

Visit our website at www.OJJ.la.gov

OJJ Secure Care Facilities

Jetson Center for Youth

P. O. Box 97527, Baton Rouge, LA 70874-7527 (mail)
15200 Old Scenic Highway Baton Rouge, LA 70874 (physical)
Tel. 225.778.9000 • Fax 225.778.9031

Swanson Center for Youth - Monroe

4701 South Grand St.
Monroe, LA 71202
Tel. 318.362.5000 • Fax 318.362.5202

Bridge City Center for Youth

3225 River Road
Bridge City, LA 70094
Tel. 504.436.4253 • Fax 504.436.0916

Swanson Center for Youth at Columbia

132 Hwy. 850, Columbia, LA 71418 (physical)
Tel. 318.649.2385 • Fax 318.649.2868

Mission

The Office of Juvenile Justice protects the public by providing safe and effective individualized services to youth, who will become productive, law-abiding citizens.

Vision

OJJ is a quality system of care which embraces partnerships with families, communities and stakeholders to assist youth in redirecting their lives toward responsible citizenship.

Guiding Principles:

H onesty	To be honest; do everything with integrity.
A chievement	To be outcome-oriented in achieving results consistent with our mission.
V ersatility	To value, promote and support diversity and cultural competence.
E thical	To be ethical; to do the right thing, both legally and morally.
F ocused	To be focused on empowering people to succeed.
A ccountable	To be accountable for the effective and efficient management of resources.
I nformed	To be informed and guided in our decisions by appropriate and valid data.
T eam players	To be an effective and efficient team of professionals.
H armonious	To be inclusive – involve all parties, both external and internal, who need to be part of the process.

HAVE FAITH: TOGETHER WE CAN HELP CHANGE LIVES.

This public document was published at a total cost of \$4850.00. One thousand (1,000) copies of this public document were published in this third printing at a cost of \$4850.00. This document was published by the Louisiana Office of Juvenile Justice, and was printed by Vicknair Printing Inc., 23525 Eden Street, Plaquemine, LA 70764, to communicate with parents and families of youth in OJJ custody. This material was printed in accordance with the standards for printing by state agencies established pursuant to R.S. 43:31.

Table of Contents



Message from the Deputy Secretary	3
Overview of Secure Care Facilities.....	4
Custody Levels and Staffing	4
Medical, Mental Health and Dental Care	4
Treatment and Rehabilitation Programming	5
Secure Care Staff	5
Treatment and Rehabilitation.....	6
LAMOD.....	6
Education Services	6
Medical, Mental Health and Dental Evaluations	8
Rehabilitative Programming	8
Staffings	8
Early Release and Furloughs	9
Things You Need to Know	10
Personal Property	10
Clothing and Personal Items.....	10
Contraband	10
Visitation.....	10
Telephone Calls.....	11
Mail.....	11
Meals	11
Canteen	11
Dorm Life	11
Searches	11
Religious Services	12
Grievances	12
Family Liaison.....	12
Investigative Services	12
Hearings	12
Behavioral Management Program	12
Policy on Sexual Behavior	12
PREA – The Prison Rape Elimination Act	13
Probation and Parole Supervision	14
Regional Office Contact Information	16



Jetson Center for Youth



Bridge City Center for Youth



Swanson Center for Youth - Monroe



Swanson Center for Youth at Columbia

A Message to Parents from Dr. Mary Livers, OJJ Deputy Secretary



Dear Parents,

This booklet provides information for parents and families of youth who are in contact with the juvenile justice system and assigned to the custody of the Office of Juvenile Justice (OJJ). It contains information about our agency and the secure care facilities we operate.

First, I want you to know that we realize you are dealing with the unfortunate situation where your son is living away from home. We can look at this time as an opportunity for your son to receive help with his behavior and the problems that caused him to be placed in OJJ custody. As soon as he arrives at one of our secure care facilities, we will give your son a thorough assessment to determine what services he needs while in our care. Our job is to provide your son with the services he needs to become a productive adult, not to punish him.



My personal commitment, first and foremost, is to keep your son safe. At the secure care facilities, our staff provides supervision at all times in the housing units (dorms), school, dining hall, recreation areas, and anywhere else that youth may go. Staff are expected to be awake and alert all night in the housing units to assure that youth remain safe.

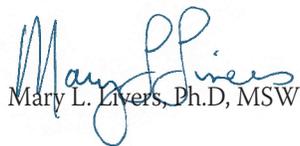
In addition to the services that OJJ will provide for your son, it is very important that he knows that you support him during this time. We encourage your active participation in his treatment. His case manager or probation/parole officer can provide you with information on ways that you can participate.

We want to see your son improve his behavior, learn to make healthier decisions and leave OJJ with the skills necessary to become a productive citizen. Our staff will need your help to ensure that your son succeeds.

We look forward to making the time your son spends with us a positive and productive experience for him.

When your child succeeds, we all succeed.

Sincerely,


Mary L. Livers, Ph.D, MSW

Overview of Secure Care Facilities

When the judge places a youth in state custody he may be held in a local detention center until a place becomes available in the appropriate secure care facility, based on location and identified needs of the youth.

The Office of Juvenile Justice (OJJ) operates secure care facilities for males in different areas of the state:

- Bridge City Center for Youth, in Jefferson Parish, near New Orleans
- Jetson Center for Youth, outside Baton Rouge near Baker
- Swanson Center for Youth in Monroe
- Swanson Center for Youth at Columbia in Caldwell Parish

When your son arrives at the facility, he will be interviewed and evaluated by staff in the areas of education, medical and mental health. They will conduct comprehensive assessments of his educational level and his medical and psychological conditions.

Your son will also have a risk assessment, called the SAVRY (Structured Assessment of Violence Risk in Youth), completed. His risk will be reassessed every 6 months. This information will also be taken into account when determining your son's custody level.

Your son will be assigned a JETS (Juvenile Electronic Tracking System) number for identification, which will be given to you. A treatment plan will be developed for your son based on his needs. Parents are contacted and encouraged to participate in developing their child's education and treatment plans. You may participate in person, by telephone conference, or by video conference.



Bridge City Center for Youth

Each of the secure care facilities has programming designed to meet a youth's individual needs. Three of the secure care facilities have programs for short term, and all have LAMOD, education, counseling and treatment. Specialized treatment programs include the Intensive Substance Abuse Program, the Sex Offender Treatment Program, and the Mental Health Treatment Unit.

Custody Levels and Staffing

Your son will be assigned a custody level when he arrives, based upon present and prior offenses and placements. Custody levels are maximum, medium, and minimum, with minimum being the least restrictive. Youth can move to a lower custody level by working their assigned program and not committing any rule infractions. Numerous rule infractions will adversely affect a youth's custody level. Your son's counselor will conduct a meeting, called a staffing, every three months to discuss his progress. The staffing will include some or all of the following people: your son's dorm group leader, case manager, mentor, Juvenile Justice Specialists (JJS), probation/parole officer, teacher, and medical or mental health staff.

You can participate in the staffing in person, by telephone, or by video conference, when you request to do so through your son's counselor. You should receive advance notice of when his staffing is scheduled. If your son receives a minimum or medium custody level and completes his programming, and it is determined that he can be properly served in the community, he may be recommended for step-down to non-secure care or early release. Please encourage your son to work the program and avoid rule infractions.

Medical, Mental Health and Dental Care

INFIRMARY

Each secure care facility has an infirmary on-site where youth are treated when ill. OJJ provides excellent medical, dental, and mental health services to all youth in secure care centers.

Doctors, nurses, dentists and mental health professionals are on staff to make sure that all youth receive necessary health care and services, including visits with specialists. Your son will have regular check-ups to monitor his health.

Some youth have mental health problems and may be prescribed medications and/or counseling as part of their



treatment. If you have questions or concerns about your son's mental health needs, call his Probation/Parole Officer or the facility and request to speak to the mental health professional who is treating him.

MEDICAL RECORDS

Beginning when your son arrives at the secure care facility, any medical or dental records received or created will follow him throughout his stay in secure care, via the use of electronic health record.

Treatment and Rehabilitative Programming

OJJ facilities provide programming to teach your son new skills and better ways to deal with people and problems, to help him learn to make healthier decisions. These programs may include LAMOD, Life Skills, Anger Management, Substance Abuse Avoidance, Victim Awareness, Healthy Masculinity, Thinking for a Change, sports and other recreation, and home visits or furloughs.

LAMOD is a program developed to provide treatment that focuses on a therapeutic, child-centered environment. Emphasis is on building relationships, making meaningful choices, developing social skills and mentoring peers. Group processes take place in the housing units and include treatment and counseling.

Secure Care Staff

Regional Director: The person who has direct oversight of operations in the entire region (North, Central/Southwest, Southeast) including the secure care facility and probation/parole field offices in each respective region.



Jetson Center for Youth



Swanson Center for Youth

Director: The person in charge of the facility who is responsible for daily operations and decision-making.

Deputy Director/Assistant Director: There may be more than one assistant director. They report to the director and carry out the operations of the facility.

Case Manager/Social Worker/Counselor: Each youth is assigned a case manager, who is a social worker or counselor, to help him work through the program. The case manager meets regularly with your son to discuss any concerns he may have and make sure he is receiving rehabilitative programming outlined in his treatment plan.

Group Leader: The key staff person who manages each dorm and reports directly to the facility director.

Juvenile Justice Specialist (JJS): These are the "frontline" staff responsible for direct care, safety and therapeutic supervision of youth. JJS work in the housing units with the youth.

Investigators: Staff in the Investigative Services Office at each facility who investigate complaints by youth and others. This office is headquartered at Central Office.

Medical Staff: Each facility has a fulltime medical staff and an infirmary. Staff may include nurses, doctors, psychologists, psychiatrists and dentists, who provide health care for your child.

Food Services: Dietary staff who prepare daily meals and meals for special activities.

Treatment and Rehabilitation

Youth in secure care receive a variety of treatment and rehabilitative services designed to help them learn to make better choices, provide life skills and prepare them for release. OJJ's goal is to help your son learn the life skills needed to become a law-abiding, productive citizen. When your child succeeds, we all succeed.



Jetson principal Ronnie Knox congratulates a new graduate.

LAMOD (Louisiana Model for Secure Care)

LAMOD is a program developed to provide treatment for juveniles in Louisiana's secure care facilities. The program focuses on a therapeutic, child-centered environment rather than a traditional, adult correctional model. Emphasis is on building relationships to give youth a better opportunity to belong and contribute to a group, make meaningful choices, develop transferable social skills and mentor their peers. Physical characteristics of LAMOD feature a homelike environment in secure care facilities with small numbers of youth in each dorm or housing unit.

Group processes led by staff take place in the dorms and include treatment and counseling. During the group process both youth and staff "check in" with the group to let each other know how they feel emotionally and physically. Youth may call a "circle up" in which all team members stand and face one another to raise and discuss concerns. At weekly team meetings the people who work with the youth gather to discuss progress and make suggestions about ways to support the youth.

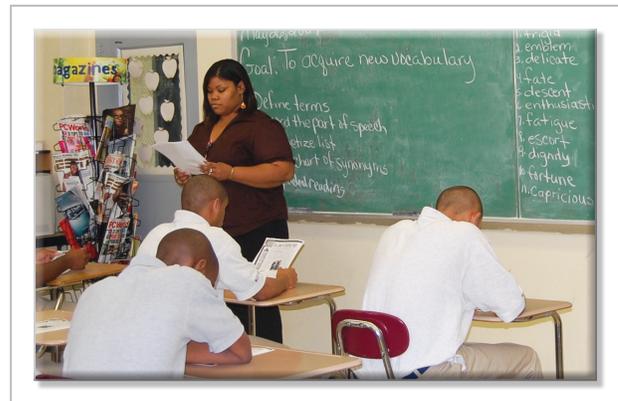
The LAMOD program was designed to improve social and cognitive skills by teaching problem-solving strategies. Youth advance through the stages as they meet the

minimum requirement for each stage. As your son progresses through the stages, his privileges increase. There are four stages: Orientation/Learning and Safety; Emerging/Self Awareness; Adaptation/Applying Skills; Transformation/Role Model and Leadership. Your son will earn the ability to move up the LAMOD treatment model by accomplishing certain expectations for each stage. When your son feels he is ready, he can petition to move up a stage. The youth group votes and the Staff Team has the final say as to whether he has accomplished all expectations of the previous stage and deserves to be promoted to a higher stage.

Education Services

Every youth in a secure care program is required to attend school on the grounds of the facility for six hours a day unless he has obtained a high school diploma or GED. In some cases, youth who have a diploma or GED may take college courses by correspondence or at a community college. Some youth choose to be enrolled in a vocational trade at the facility or at a local technical college.

Each secure care facility operates a state-approved alternative school. Educational programs offer regular education classes, special education classes, pre-GED and vocational training. The TABE (Test of Adult Basic Education) is given at intake to each youth to measure his level of reading, math and language skills. An individualized learning plan (ILP) is developed to address academic needs in each of these areas. Progress is monitored through report card grades and the TABE retest every 6 months.



English Language Arts instruction at Bridge City Center for Youth.



All youth participate in statewide assessments (tests) given each spring. Youth participate in the Louisiana Department of Education's high stakes testing - 4th and 8th grade LEAP, ILEAP, (5th, 6th and 7th grades) as well as End of Course Testing for eligible high school students. Summer remediation is provided for students who need to re-test in the summer for the high stakes tests. The Graduate Exit Exam (GEE) for 10th and 11th grades is being phased out. Youth are now taking Explore (8th and 9th grade), Plan (10th grade), and ACT (11th grade). These tests were adopted by the Louisiana Department of Education to align with the new Common Core Standards. The schools in our secure care environment will implement all changes in curriculum and assessment mandated by the Louisiana Department of Education.

SPECIAL EDUCATION

The Louisiana Department of Education's Special School Programs provides special education teachers, pupil appraisal staff and related service providers (such as speech therapists and school psychologists) to address the needs of students who have been identified with an exceptionality that makes them eligible to receive special education services. Each student receiving special education services has an Individual Education Plan (IEP) to address his specific needs. You, as the parent, will be asked to participate when your son is evaluated, re-evaluated, and in annual IEP meetings. You can provide valuable information to the team that will help your son succeed in his educational program. Be sure to address all needs and concerns that you have about your child's educational program.

VOCATIONAL EDUCATION

Each secure care facility offers a variety of vocational education classes. Vocational classes may include:

- Culinary Arts (ServSafe certification)
- Carpentry
- C-Tech Fiber Optic Technician
- Welding
- Horticulture
- Auto mechanics/small engine repair
- Youth can also receive OSHA certification
- Attending a local college or vocational/technical college school (this must be approved by the facility director and the OJJ Deputy Secretary)

Vocational programs also link with area community services. For instance, Swanson-Monroe's carpentry program has linked with Habitat for Humanity. Swanson youth have worked on several Habitat homes in the Monroe area.

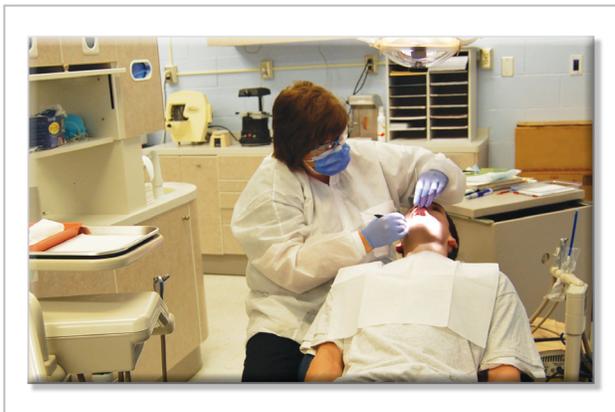
A youth who has earned his high school diploma or GED may be assigned a work detail if he is not enrolled in a post-secondary course through correspondence or a college.



Chef Ron Sonnier provides culinary arts instruction.

DISABILITY

If your son is suspected of having a disability, a referral is made at intake to a school building level committee (SBLC), which will meet and determine if he needs accommodations and/or modifications in the regular classroom setting. The committee may decide that specialized interventions and/or support in the classroom may be needed. If your son is suspected of having a disability that meets the criteria for special education, he may be referred for an individual evaluation by the pupil appraisal staff. If he is determined to be eligible for special education services, an Individual Education Plan (IEP) will be developed. You, as the parent, will be notified and asked to participate in all these meetings as decisions are being made about the educational needs of your son. Contact your son's case manager and/or principal of the school if you believe that he is not receiving the education he needs.



Dental health services in an OJJ infirmary.

Medical, Mental Health and Dental Evaluation

Your son will receive a full medical evaluation when he is admitted to a secure facility. It is important that you (parent/guardian) notify the facility if your son has any pre-existing medical conditions.

Each secure care facility has an infirmary where youth are treated when ill. OJJ provides excellent medical, dental, and mental health services to all youth in secure care centers. Doctors, nurses and dentists make sure that all youth receive necessary health care and services, including visits with specialists.

If your son feels sick, he may fill out a medical request form, or if it is an emergency, he may ask to be taken to the infirmary right away.

If your son has to be taken to the hospital, you will be notified after he has been taken to the hospital for treatment.

To discuss concerns about your son's health care, you may call his counselor or case manager.

MENTAL HEALTH

Your son will be evaluated by a psychiatrist, psychologist or a social worker to determine his mental health needs. Some youth have mental health problems and may be prescribed medications and/or counseling as part of their treatment. Your son will be provided individual and/or group counseling and will be prescribed medication if needed. If you have questions or concerns about your son's mental

health needs, call his case manager, probation/parole officer or the facility, and request to speak to the mental health professional who is treating him.

Rehabilitative Programming

OJJ provides other types of programs to help your son learn new skills and better ways to deal with people and problems. These programs include:

GROUP AND INDIVIDUAL THERAPY:

- Problem-solving groups/cognitive behavioral groups
- Anger management groups
- Sex offender – treatment group
- Substance abuse groups
- Victim awareness
- Healthy Masculinity
- Thinking for a Change

RECREATIONAL ACTIVITIES

- Sports
- Board games
- Outdoor recreation

COUNSELORS/SOCIAL WORKER SERVICES

Your son will be assigned a counselor when he is admitted to OJJ custody. The counselor is responsible for helping your son through his rehabilitative programming and provides other services, including preparing monthly and quarterly reports on your son's progress to the courts and his probation/parole officer; making family contact; providing



Staffings are held to discuss youths' progress.



Swanson Center for Youth

weekly individual therapy and daily group therapy; linking youth and families with community resources and advocating for the youth and family members.

Staffings

A “staffing” is a meeting of staff members in multiple disciplines, or professional areas, to discuss issues regarding your son and recommend actions for his benefit and progress.

Quarterly staffings are held every 90 days. Your son’s progress and recommendations on changing his treatment goals will be discussed.

Your son’s custody level will be decided during these quarterly staffings. Custody levels are Maximum, Medium and Minimum, and are based on youths’ past and present offenses and behavior while in OJJ custody. Your son’s SAVRY (risk assessment) results can also affect his custody level. Your son’s custody level impacts visitation, his treatment plan and privileges. He may achieve a lower custody level through good behavior and adhering to his treatment plan.

People who attend staffings may include the group leader, counselor, social worker, probation/parole officer, supervisor, youth, teachers, Juvenile Justice Specialists (JJS) who work closely with the youth, mentors, and mental health providers (if your son receives mental health services). Parents are welcome and encouraged to participate in the quarterly staffings. You may attend the staffings or participate by telephone or video conference.

Some topics that may be discussed at a staffing include:

- Your son’s progress toward his treatment goals
- Behavioral concerns
- Community resources
- Aftercare plans (including treatment, if considered for an early release)

EARLY RELEASE AND FURLOUGHS

Youth may receive a recommendation for an early release or home furlough. Furloughs are home visits designed to help youth re-integrate into home and community life when they are released.

Staff will discuss conditions for furloughs, including:

- Length of furlough and how often youth may receive a furlough
- People the youth may not come in contact with and places he may not go
- Appointments the youth must make and keep
- Youth adjudicated for a felony-grade delinquent act and who are incarcerated until age 21 under ChC 897.1 will only have a furlough staffing after completing 60% of his sentence.

To be considered for early release or furlough, your son must maintain good behavior, participate in his programs and treatment, and present no threat of escape. The report, as well as the staffing committee’s recommendation, is then forwarded to your son’s judge, who will make the final decision for early release or furlough.



Swanson Center for Youth

Things You Need to Know

Personal Property

When your son arrives at the assigned facility, the clothes he is wearing and any personal belongings he has with him will be sealed in a box, which will be safely stored. He will be given a receipt for his belongings. You can choose to have your son's belongings sent home through the mail or you can pick them up when you visit.

Youth can earn the privilege of having personal possessions, which do not endanger the safety of others, disrupt programming and activities, or encourage inappropriate behavior. This may include photographs, letters, books, and religious materials, with the quantity allowed by guidelines set by each facility. Your son will have a locker to store personal items.

Clothing and Personal Items

Your son will receive state-issued clothing and personal hygiene products when he arrives at the facility. He will receive undergarments, tennis shoes and shower shoes, pants, polo-style shirts, a belt, a raincoat, sweatshirt and a jacket. Youth are required to wear pants that do not sag and are fitted at the waist. Clothing is required to be neat, clean, and may not be torn, cut, or have writing on it. Clothing is replaced by OJJ if torn or worn out. Personal hygiene items are issued twice a month and include a toothbrush, toothpaste, deodorant, comb, hairbrush and hair care products.

Contraband

"Contraband" is any item that youth may not possess under Louisiana law, or that may be potentially dangerous in the secure setting. Youth may not possess anything considered to be contraband. Contraband will be taken away and youth may face consequences for possession of prohibited items.

Contraband includes weapons and items that can be used as weapons, cameras and cell phones, tobacco, inhalants, drugs or drug paraphernalia, alcohol, money, pictures that show nudity or sexual acts, books, clothing, or posters which contain or promote gang activity or illegal activities. These items are prohibited by Louisiana law from being on the grounds of a facility. Youth are not permitted to have extra snacks (although they may obtain snack items at the canteen), clothing or personal items or anything which has been altered from its original form, such as sheets with knots or clothing with holes.



Parent visits are important to youths' success.

Youth are not allowed to trade, gamble, give away, or loan clothing or personal items to other youth.

Visitation

Support and visitation by family members are very important to your son's well-being. Your visits can motivate and inspire him to participate in programming and meet the goals of his treatment plan, which may result in an earlier release date. You can make a difference for your son. Your visits show that you care and that he has not been forgotten. While visiting, you will be able to meet with staff to discuss your son.

Your son may have approved visitors at times determined by the facility. He will create a visitor list with help from his case manager or counselor and you will be able to review it. To ensure safety at visitation, background checks are conducted on visitors before they are allowed on the grounds of the facility. Your son may refuse a visitor if he chooses.

Girlfriends/boyfriends are not allowed to visit.

If you have difficulty visiting because of transportation problems or you need to schedule a special visit because of your personal circumstances, contact the facility, the regional office, or the OJJ Family Liaison (800.594.3941) to request assistance.

Telephone Calls

Your son may make and receive phone calls and will be able to call you weekly. Staff members monitor youths' behavior during phone calls.



Please contact the facility to make sure your correct phone number is on the approved list for your son. Let the counselor or case manager know right away if your phone number changes.

If you have an emergency and need to speak with your son immediately, contact his counselor, case manager, or the Family Liaison.

Mail

Your son may receive mail and write letters to family and friends unless restricted by you or the court. Receiving a letter, even a note from you, is important to your son, as it keeps you in touch with him.

When sending mail, please write the following on the envelope: your son's full name, JETS number, the name of the dorm or housing unit, address of the facility and your return address.

The facility will pay to mail three letters a week for your son and will supply writing paper, envelopes and pencils. Additional paper, envelopes and stamps are available for purchase in the canteen.

Generally, all outgoing mail is posted unsealed and is inspected for contraband. Incoming letters may be opened and inspected for contraband. Private mail will not be read or censored by staff, unless specifically authorized.

Letters sent by your son to his attorney, a judge, or state or OJJ officials, are considered privileged mail and are not opened or inspected unless there is something unusual about the letter or it is believed to contain contraband. Privileged mail sent to your son may be opened and inspected for contraband only in his presence.

Letters and envelopes cannot contain sexual remarks or pictures, profanity, gang-related material or information about illegal activities such as weapons or drugs.

Meals

Meals and snacks are prepared and served cafeteria-style at each facility. Meals are reviewed by a registered dietitian to ensure nutritional quality and appropriate caloric requirements.

Requests for a special menu for religious reasons are reviewed by the facility director or food service director. Doctors review the need for special menu items for medical reasons.

Canteen

Each facility has a canteen open after school and weekends, where your son can purchase snacks using funds in his personal account. You may deposit money into your son's account. If you do not make a deposit, your son will not have funds in his account. OJJ does not provide funds for youths' personal accounts. Youth are allowed to go to the canteen once or twice a week depending on their level of achievement in the LAMOD Stages program. Youth are not allowed to have money in any form and may lose canteen privileges if found with money.

Dorm Life

LAMOD Stages are in place in all OJJ Centers for Youth. LAMOD is a program developed to provide treatment for juveniles in Louisiana's secure care facilities. The program focuses on a therapeutic, child-centered environment that emphasizes building relationships to give youth a better opportunity to belong and contribute to a group, make meaningful choices, develop transferable social skills and mentor their peers. LAMOD features a homelike environment in secure care facilities with small numbers of youth in each dorm.

Youth advance through LAMOD at their own pace, based on skill achievement and healthy decision-making. Your son's participation and stage in the program are reported to his judge in quarterly progress reports. Your son's advancement in the LAMOD program is one of the factors used by staff to recommend early release.

Searches

The safety of your son is very important to OJJ. To help protect youth, staff may search your child. Searches are conducted in a way that causes the least amount of embarrassment. Searches are not conducted as a form of discipline. The reason for a personal search will be explained at the time the search is conducted. Youth are searched after visitation, when they return from a trip outside the facility and upon return from a furlough.



Above, the chapel at Swanson Center for Youth and below, the chapel at Bridge City for Youth.



Religious Services

Your son may practice the religion of his choice, unless a particular practice threatens the safety or order of the facility. Individual spiritual counseling will be provided if a youth seeks it.

Grievances

Youth may file a grievance or complaint about anything they feel is a concern without fear of retaliation. OJJ has a procedure for handling grievances, which is called the **Administrative Remedy Procedure (ARP)**. Your son will receive detailed information about the ARP when he arrives at the facility. Youth receive written answers to any ARP they file. If a youth does not agree with the response received to the ARP, it may be appealed.

Family Liaison

The Family Liaison ensures that families have a voice within the system and advocates for strong family and community involvement across all OJJ settings and services. The Family Liaison also investigates complaints, monitors facility

conditions and services, and reports findings to the agency head. The Family Liaison is housed in Central Office in Baton Rouge, but provides services statewide. Contact the Family Liaison at 800.594.3941, or email OJJ.FamilyLiaison@la.gov.

Investigative Services

Investigative Services (IS) is headquartered at Central Office in Baton Rouge, and has offices in each secure care facility. IS employs trained investigators who interview youth who make allegations, witnesses, and the person whose conduct is the source of the complaint. When the investigation has been completed, a report is prepared and the complaint is found to be either substantiated or unsubstantiated. The investigation report is reviewed by Central Office IS staff. The investigation report is then sent to the facility director, who makes a decision regarding possible disciplinary action against employees and/or youth involved in the incident that caused the complaint.

Investigative Services Hotline

A telephone located in each secure care residential building may be used by youth to communicate complaints of any kind to Investigative Services. Calls are recorded and followed up with an investigation.

Hearings

Youth may participate in a hearing while incarcerated. A **Disciplinary** or **Code of Conduct Hearing** takes place when a youth is accused of having committed a major violation. The hearing is held by a Disciplinary Board.

A youth may admit to a rule violation. If the youth chooses not to admit to the violation, the person accusing the youth of the violation will be required to appear and testify, and there must be proof of the violation. The accused youth will have an opportunity to testify and tell his side of the story. The Disciplinary Board decides whether a violation occurred and whether a penalty is imposed or suspended. If the board finds no proof of a violation, the matter will be dismissed.

Behavioral Management Program

Placement in more restrictive housing may occur if a youth has protection concerns, has placed himself in time-out, or has shown behavior that may be harmful to himself or others.



Policy on Sexual Behavior

Your child is prohibited from having any sexual contact with staff or other youth while in OJJ confinement. Sexual activities between youth and staff or between youths are against OJJ policy and against state and federal law. Youth in confinement cannot consent to sexual acts due to their age and/or custodial status. Sexual assaults by staff and other youth are considered criminal acts and there will be serious legal consequences if allegations of sexual assault are found to be true.

PREA - The Prison Rape Elimination Act

In 2003 Congress established the Prison Rape Elimination Act commonly referred to as "the PREA Act" or "PREA." Through PREA, Congress intends "to provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape."

PREA is not limited to rape, because PREA applies to all sexual behaviors involving persons in confinement. PREA covers both males and females under correctional supervision as well as male and female staff. The federal PREA Act defines "prison" broadly to include "any confinement facility of a Federal, State, or local government," including parish detention and state juvenile facilities. Through PREA, the federal government hopes to confront, eradicate and prevent sexual assault and sexual harassment in U.S. confinement facilities.

In OJJ facilities, there is no such thing as consensual sex. Juveniles cannot consent to sex with staff or with other juveniles. No staff member is allowed to ask a youth in confinement for a sexual favor or to have sex. Also, a youth in confinement does not have the right to ask any other youth or staff for sexual favors. Louisiana law does not permit any person confined in a juvenile facility to consent to sex.

Louisiana law provides criminal penalties for facility staff or any other adult who is convicted of making sexual advances or who has performed sexual acts with a juvenile in confinement. All such acts should be reported immediately. Special methods are available for youth to report any such sexual act, including locked drop boxes and telephone hotlines accessible from phones in each residential building.

Youth in OJJ custody are instructed to respect each other's safety. OJJ youth are counseled to accept the importance of boundaries. If your son sexually assaults another youth, he may be subject to additional criminal charges and penalties. OJJ will prosecute sexual aggressors.

OJJ strives to provide a safe environment for staff and youth. There is a zero tolerance sexual assault policy that applies to staff-youth and youth-youth sexual relationships. Further, OJJ encourages youth to not get involved in situations that could lead to unwanted expectations and obligations by borrowing or loaning anything. We appreciate your support in this effort.

If your son becomes a victim of a sexual assault while in confinement or if he has engaged in sexual acts while in confinement, OJJ staff want to hear about this immediately. OJJ staff are obligated to report allegations involving sexual acts. The agency will provide medical and mental health care services to OJJ youth who are victims of sexual assault. Please encourage your son to report sexual threats immediately.

There is a downside if you and your son choose not to report an incident - the predatory youth or staff member may continue their behavior and the behavior may escalate.

It is difficult to protect a youth if they don't tell anyone. If your son feels threatened or intimidated by anyone while in OJJ confinement, he may report this via the telephone hotline located in each residential building or on a written form placed into one of the locked drop boxes at the facility. Please encourage your son to report sexual incidents or any other dangerous incident. In addition to the telephone hotline and the drop box, youth may make reports to any staff member including a nurse, counselor or other faith provider.

To report sexual contact involving your son, you may contact the **Investigative Services hotline** by dialing **1-800-626-1430**. Access to information regarding this type of report will be limited to those who need to know in order to make decisions. Creating a safe environment for youth and staff is a high priority for each OJJ facility.

Probation and Parole Supervision

If your son has been placed on probation or parole under the supervision of the Office of Juvenile Justice, read this information carefully and discuss it with him. A Probation/Parole Officer (PPO) will be assigned to monitor your son's case. For questions, please contact your son's PPO or call your OJJ Regional Office. The telephone numbers are located on the last page of this booklet.

Probation

When your son was placed on probation, he was given a chance by the judge to change his behavior and lifestyle choices. Probation is the process of suspending a sentence and permitting your son to continue to live at home, go to school, and/or work in the community under certain conditions.

All probation dispositions (sentences) come with mandatory supervision conditions. Mandatory conditions are general conditions that every juvenile on probation must follow:

- Obey all laws (local, state, and federal)
- Attend school regularly
- Obey rules of the school
- Obtain appropriate employment if not in school
- Notify the probation/parole officer of any changes in address and phone number
- Use of illegal drugs and alcohol is forbidden
- Obtain permission from your probation officer prior to leaving the area of your court of jurisdiction

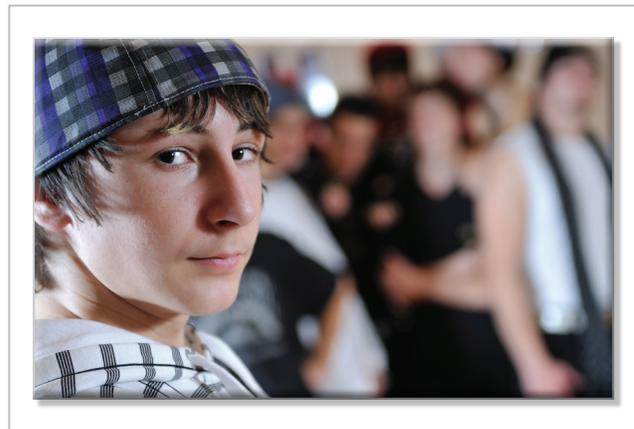
The judge may order special conditions specifically for your son. Examples include:

- Observe a specific curfew
- Attend substance abuse counseling and/or treatment
- Obtain mental health services
- Complete community service hours
- Make restitution (pay back money owed to the victim for damages caused)
- Pay supervision fees

It is very important that your son follows and completes all the conditions imposed by the judge.

As a parent, you may be responsible for paying supervision fees or making restitution if ordered by the judge.

Restitution means paying the victim of an offense for damages caused by the delinquent act. It is important



that you pay the fees ordered by the court in the manner indicated and that you keep these fees paid up-to-date. These fees need to be paid by money order or cashier's check. **Never send cash or a personal check to pay court-ordered fees or restitution.** It is important that you keep a copy of all money orders or cashier's checks for your personal records. The probation/parole officer (PPO) can provide more detailed information about this.

It is the PPO's responsibility to make sure your son follows the conditions ordered by the judge, and to report to the judge any conditions your son may not be following. If your son does not follow the conditions ordered by the judge, his probation could be revoked, and he could be ordered to serve the suspended sentence that was imposed when he was first placed on probation. If revoked, he will be placed in the custody of the Office of Juvenile Justice to serve his disposition (sentence).

The PPO will meet with your son as often as needed to ensure that he is following all conditions ordered by the court. The PPO can meet with him at home, at school, at work, etc. The PPO can also speak to a school official, a boss, and others to ensure that your son is following all probation conditions. However, because a juvenile record is considered confidential, the PPO cannot give out any information regarding the record to a school official, boss, or others unless you, the parent, give specific permission to do so. The probation officer may also contact community agencies (such as a substance abuse clinic, mental health clinic, etc.) that are working with your son to obtain information that can assist the officer to better assess his needs. Your son's performance will be reviewed every



three months to evaluate his progress, and he will receive a Performance Evaluation Rating. At this time the supervision level (meaning the number of periodic visits received from his PPO) can be raised or lowered depending upon his progress.

As mentioned above, the probation officer can impose sanctions if your son does not comply with his probation conditions. These sanctions are often added supervision measures to closely monitor your son's behavior and compliance. Some examples of possible sanctions that can be imposed on your son include:

- **Electronic Monitoring Program:** an ankle bracelet used to monitor your son's curfew and whereabouts
- **Tracker/Mentor:** a person on contract to OJJ who contacts you and your son daily, either in person or by telephone
- **Alternative School Program:** to address any discipline and attendance problems your son may have
- **Case Specific Services:** special services offered by OJJ on a case-by-case basis

The probation/parole officer will assist the family and/or make a referral to programs based on your son's specific needs. You may contact your son's probation/parole officer to discuss his needs.

Parole

Parole is the process by which the judge suspends the disposition (sentence) of a juvenile already in custody in a secure care facility and permits the youth to return home to the community under certain conditions. When your son returns home on parole, supervision takes place in the same manner as probation. A probation/parole officer will be assigned to your son to supervise him and ensure that he is following all conditions ordered by the judge. If your son fails to follow the conditions set by the judge, parole could be revoked and he could be returned to secure care to serve out the balance of the original disposition (sentence).

Example: Johnny was adjudicated delinquent on one count of simple burglary. The judge ordered him placed in the custody of the Office of Juvenile Justice (OJJ) for two years. After serving one year in a secure care facility, Johnny is granted an early release due to good behavior and participating in and completing all of his programs at

the facility. The judge suspends the sentence, and Johnny is returned home on parole with special conditions to follow. If Johnny does not follow the conditions of his parole, the judge may revoke parole and he could be returned to a secure care facility to serve the remaining year of his original sentence.

Contacting Your Child's Probation/Parole Officer

When your son is placed on probation or parole, his probation/parole officer (PPO) will go over all this information with both of you. Any questions you or your son may have should be discussed with the PPO. You will be provided with contact information for your son's probation officer. You can contact the PPO at the office during normal working hours, 8:00 a.m. until 4:30 p.m., Monday through Friday. If you have an emergency, call your OJJ Regional Office. If you call after regular office hours, you will reach a recording that will provide a telephone number for a Duty Officer who can help you.

Please remember that PPOs spend a lot of time out of the office supervising their caseloads. If your son's PPO is not in the office, you can leave a message or talk with a supervisor if one is available.

You will also be provided with a community resource guide that lists resources in your area, such as a substance abuse clinic, mental health clinic, law enforcement, etc. Please refer to this guide, as it will assist you in obtaining the appropriate resources for your son.

It is important to understand that if your son is on probation or parole he is being given another chance to improve his behavior and change his lifestyle. While the PPO will assist your son in making these changes, it is up to him to demonstrate the motivation and desire to change. You are urged to encourage your son to take advantage of this opportunity to change, as this will have a great impact on his future.

***Remember:
when your child succeeds,
we all succeed.***

OJJ Regional Offices

Alexandria

1510 Lee St.
Alexandria, LA 71301
Tel. 318.487.5252
Toll Free 888.372.9013
Fax 318.487.5767

Baton Rouge

660 N. Foster Dr., Suite C-200
Baton Rouge, LA 70806
Tel. 225.922.1300
Toll Free 888.372.0995
Fax 225.922.1315

Hammond

42381 Deluxe Plaza
Hammond, LA 70403
Tel. 985.543.4096
Toll Free 888.768.8741
Fax 985.543.4100

Lafayette

130 Chappuis St.
Lafayette, LA 70501
Tel. 337.262.5662
Toll Free 888.372.9010
Fax 337.262.1072

Sub-Office:

Opelousas

7359 I-49 Service Road
Opelousas, LA 70570
Tel. 337.948.0287
Toll Free 800.343.9741
Fax 337.948.0304

Lake Charles

807 West Bayou Pines
Lake Charles, LA 70601
Tel. 337.491.2833
Toll free 888.372.9011
Fax 337.491.2842

Monroe

1907 Washington St.
Monroe, LA 71201
Tel. 318.362.5262
Toll Free 888.372.9014
Fax 318.362.5209

Natchitoches

116 South Drive, Suite 200
Natchitoches, LA 71457
Tel. 318.357.3152
Toll Free 888.768.8740
Fax 318.357.3243

New Orleans/Jefferson

731 St. Charles Ave., 2nd Floor
New Orleans, LA 70130
Tel. 504.568.4535
Toll Free 888.372.9006
Fax 504.568.7803

Shreveport

1525 Fairfield Ave., Suite 1053
Shreveport, LA 71101
Tel. 318.676.7020
Toll Free 888.372.9012
Fax 318.676.7027

Tallulah

508 East Bayou Drive
P. O. Box 1309
Tallulah, LA 71284
Tel. 318.574.3552
Toll Free 888.768.8738
Fax 318.574.2516

Thibodaux

1077 Highway 3185, Thibodaux, LA 70301
P. O. Box 5175, Thibodaux, LA 70302
Tel. 985.447.0902
Toll Free 888.372.9009
Fax 985.447.0818





Office of Juvenile Justice

7919 Independence Blvd., Baton Rouge, LA 70806
P. O. Box 66458 Audubon Station, Baton Rouge, LA 70896
Tel. 225.287.7900

Family Liaison
800.594.3941
Email Ojj.FamilyLiaison@la.gov

Visit our website at www.OJJ.la.gov

Personal Information:

My son's Probation/Parole Officer's name and telephone number _____

My son's Case Manager's name and telephone _____

Other information _____
