

# YOUTH SERVICES POLICY

<b>Title:</b> Secure Care Youth Orientation <b>Next Annual Review Date:</b> 08/26/2014	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 8. Youth Related Services <b>Number:</b> B.8.12
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<b>References:</b> ACA Standards 2-CO-4A-01 (Administration of Correctional Agencies); 3-JCF-3B-01, 3-JCF-5A-01 and 3-JCF-5A-03 (Performance-Based Standards for Juvenile Correctional Facilities); CJCA Performance-based Standards PP21, PP22, PP25, PP26, JP1, JP2, JP6, JP8 and JP13; YS Policies A.2.62 "Staff/Youth Relationships", B.2.3 "Secure Care Direct Admission", B.3.1 "Composition/Location/Retention of Active and Inactive Secure Care Youth Records", B.5.1 "Youth Code of Conduct", B.5.3 "Administrative Remedy Procedure", B.6.2 "Communicable and Contagious Diseases and Infection Control Program", B.7.2 "Education and Work Experience Incentive Program", B.8.1 "Telephone Usage by Youth and Monitoring of Calls", B.8.8 "Americans With Disabilities Act – Youth", C.2.9 "Correspondence and Packages", C.2.11 "Prison Rape Elimination Act (PREA)"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 08/26/2011

**I. AUTHORITY:**

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish uniform orientation procedures for all youth assigned to a Youth Services (YS) secure care facility.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary/Facilities, and Facility Directors.

**IV. POLICY:**

It is the Deputy Secretary's policy that each facility's orientation program shall include, at a minimum, information regarding procedures, rules, expectations, programs, and services for youth new to the system or youth received as the result of a reassignment. At the time of admission, youth should understand what they can expect from the program and what is expected of them. Staff shall explain the procedures during each step of the orientation process, and when necessary the procedures shall be reviewed for intra-facility transfers as well.

**V. PROCEDURES:**

- A. Youth programming during the direct admission process shall include the following at a minimum:
1. medical, mental health, dental and vision screenings;
  2. medical/mental health assessments;
  3. educational testing;
  4. provision of materials and discussions of programs and services provided;
  5. participation in LAMOD groups;
  6. participation in recreational activities; and
  7. participation in religious services;
- B. Within 24 hours of admission, youth shall be provided a copy of the Youth Code of Conduct, which shall be signed and dated by both the youth and staff.
- C. Within 48 hours of admission, staff shall introduce and provide at a minimum, a copy of the following to the youth :
1. Orientation Handbook;
  2. Administrative Remedy Procedures (ARP);
  3. LAMOD Youth Manual;
  4. Mail and Telephone Consent Forms;
  5. Prison Rape Elimination Act (PREA);
  6. Staff/Youth Relationships;
  7. Americans with Disabilities Act – Youth;
  8. Education and Work Experience Incentive Program;
  9. Communicable and Contagious Diseases and Infection Control Program;  
and
  10. Correspondence and Packages
- D. As part of the admission/orientation process, staff shall show the PREA power point presentation to all youth, and process with the youth the information that was provided, in accordance with YS Policy C.2.11.
- E.. A brief version of the same presentation described in section B. above shall be made to youth during the admission and orientation process of each facility whenever a youth is transferred.

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- F. Because youth may not be familiar with staff expectations and not understand what is expected of them, staff shall explain the steps taken during the orientation process, and assist the youth in notifying their families of the procedures to follow for mail, telephone and visiting. In addition, youth should be given an opportunity to express concerns and ask questions. Staff shall provide an explanation to youth as to the appropriate staff members to contact about particular concerns and/or problems while at the facility ( i.e. the role of treatment staff, medical staff, direct care staff and teachers).
- G. Youth who do not understand English shall receive written orientation materials and/or translations in their own language. When a literacy problem exists, staff shall assist the youth in understanding the material.
- H. Completion of orientation shall be documented by a signed and dated statement by the youth, and filed in Clip VIII of the youth's record. All youth receipts for correspondence during the admission process shall be dated, signed, and filed in the youth's Master Record under the appropriate Clip as noted in YS Policy B.3.1.

**Previous Regulation/Policy Number:** B.8.12

**Previous Effective Date:** 05/28/2009

**Attachments/References:**