

## Youth Services Policy Index

### A ADMINISTRATIVE

<b>1 General</b>	<b><u>Date</u></b>
A.1.1 Policy and Correspondence Distribution	08-05-15
A.1.2 <b>Rescinded</b> (Integrity)	06-20-11
A.1.3 Organizational Structure	04-04-16
A.1.4 Investigative Services	11-29-16
A.1.5 Channels of Communication	09-25-14
A.1.6 Legislative Updates and Statutory Reporting Requirements	12-02-14
A.1.7 Risk Management	05-20-16
A.1.8 Emergency Operations Plan	04-22-16
A.1.9 Records Management and Retention	12-19-14
A.1.10 <b>Rescinded</b> (Pledge for Safety)	07-28-10
A.1.11 Polygraph Testing of Employees	07-19-13
A.1.12 Delegation of Appointing and Contractual Authority	02-24-14
A.1.13 Influenza Preparedness, Response and Recovery	11-16-16
A.1.14 Unusual Occurrence Report	01-27-14
A.1.16 <b>Rescinded</b> (Champion of Louisiana Juvenile Justice Award)	09-22-14
A.1.17 Office of Juvenile Justice (OJJ) Community Liaison Councils	12-11-12
A.1.18 Shelter/Meals for Employees on Duty During Emergency Situations	08-21-15
A.1.19 Ebola Virus Disease (EVD)	11-19-14
<b>2 Personnel</b>	
A.2.1 Employee Manual	07-05-16

<b>2 Personnel (cont.)</b>	<b><u>Date</u></b>
A.2.2 Pay Administration and Management	02-17-17
A.2.3 Outside Employment, Second Jobs	01-30-17
A.2.4 Employee Awards	02-04-15
A.2.5 Family and Medical Leave of Absence	03-17-16
A.2.6 Requirement of Physician's Certification for Sick Leave Usage	07-30-14
A.2.7 Drug-Free Workplace	03-16-17
A.2.8 Sexual Harassment	04-13-16
A.2.9 Senior Executive Service	12-05-13
A.2.10 Hiring, Reallocation to or Promotion of a Juvenile Justice Specialist	05-15-12
A.2.11 Employee Assistance Program	05-30-14
A.2.12 Personnel Records	05-09-14
A.2.13 Americans with Disabilities Act (Employees, Applicants, Candidates, Visitors)	11-30-16
A.2.14 Secure Care Facility Staffing	06-29-16
A.2.15 Dress Code for Secure Care Facilities and Community Based Services	06-29-16
A.2.16 No Smoking and Tobacco-Free Policy	01-30-15
A.2.17 Employee Suspensions: Pending Investigation, Enforced Annual Leave, Pending Criminal Proceedings	04-30-15
A.2.18 Criminal Record Check	07-15-15
A.2.19 Commissioned Probation and Parole Officer – Juvenile/ Special Agents	03-23-16
A.2.20 Critical Incident Stress Management (CISM) Program	04-28-16
A.2.21 <b>Archived</b> (Legal Services – Attorneys)	06-06-08
A.2.22 Violence-Free Workplace	04-13-16

<b>2 Personnel (cont.)</b>	<b><u>Date</u></b>
A.2.23 Position Descriptions	08-12-15
A.2.24 Staff Development and Training Plan	04-13-16
A.2.25 <b>Archived</b> (Internal Correspondence Course Training)	06-11-09
A.2.26 Hiring and/or Promotional Interviews	09-13-13
A.2.27 Selective Service Registration	08-30-13
A.2.28 Return to Work	01-19-17
A.2.29 <b>Rescinded</b> (Juvenile Justice Employee's Oath)	07-28-10
A.2.30 Mail Precautions	05-30-14
A.2.31 Employees' Appearance Before the Louisiana Board Of Pardon/Parole Committee	04-18-13
A.2.32 Certification of Compliance and Internal Controls for all Personnel Actions	09-13-13
A.2.33 Uniformed Services Employment and Re-employment Rights	01-21-16
A.2.34 <b>Rescinded</b> (New Employee Survey)	12-15-04
A.2.35 Employee Exit Processing	03-21-16
A.2.36 Recoupment of Overpayments	09-03-13
A.2.37 Separation for Unscheduled Absences	01-31-17
A.2.38 Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, Gifts, Ethics Opinions	04-13-16
A.2.39 Solicitation by Vendors Relative to Payroll Deductions	09-16-13
A.2.40 Probationary Period	09-20-16
A.2.41 Verification of Credentials	03-01-13
A.2.42 Leave Approval for Employees Prior to Retirement	08-31-16
A.2.43 Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence	05-21-10
A.2.44 Off Duty Employees Not Allowed on Facility Grounds	12-20-13

2 Personnel (cont.)	<u>Date</u>
A.2.45 Performance Evaluation System (PES) and Performance Adjustments	07-16-15
A.2.46 Employee Grievance Procedure	07-06-16
A.2.47 Equal Employment Opportunity	02-23-17
A.2.48 Driver Safety Program	11-07-16
A.2.49 Worker's Compensation	02-16-16
A.2.50 Flexible Work Schedules	12-02-16
A.2.51 Telecommuting and Alternative Work Site	08-12-14
A.2.52 <b>Rescinded</b> (Dual Career Ladder Policy for the Professional Information Technology Group)	04-20-10
A.2.53 Reduction in Force Procedure and Scoring Guide for Administrators, Teachers and Paraeducators	05-12-16
A.2.54 <b>Rescinded</b> (Attainment of a Juvenile Justice Certificate of Technical Studies)	05-19-14
A.2.55 Time and Attendance	02-09-17
A.2.56 Central Office Dress Code	11-19-13
A.2.58 Crisis Leave Program	02-04-15
A.2.59 Salaries of Education Administrators and Instructors in Secure Facilities	02-14-14
A.2.60 Domestic Violence	01-30-17
A.2.61 Pre-Employment Health Screening / Physical Examinations for Direct Care Positions	10-04-13
A.2.62 Staff/Youth Relationships	12-01-16
A.2.63 Dual Supervision	05-05-16
A.2.65 Shift Differential Pay for Certain Job Classes	11-23-15
A.2.66 Teacher/Paraprofessional Tuition Reimbursement	05-12-16
A.2.67 Management of Tuberculosis – Employees	01-19-17

<b>2 Personnel (cont.)</b>	<b><u>Date</u></b>
A.2.68 Diana Screen	07-14-15
A.2.69 Attainment of Advanced Degree	02-04-15
A.2.70 Attainment of Baccalaureate Degree	02-04-15
A.2.71 Optional Pay	02-04-15
A.2.72 Premium Pay	11-16-16
<b>3 Fiscal</b>	
A.3.1 Asset Management	01-18-17
A.3.2 Travel	10-13-16
A.3.3 Requests for Statistical Information; Collection of Fees for Reproduction of Public Records and Statistical Reports	09-09-16
A.3.4 Parental Contributions – Cost of Care and Treatment	03-07-16
A.3.5 Cellular Telephone Usage	08-30-00
A.3.6 Grants Administration Program	07-05-16
A.3.7 Procurement of Supplies and Equipment	05-06-16
A.3.8 Budget and Fiscal Management Activities	05-05-16
A.3.9 Special Funds	10-18-10
A.3.10 LaCarte Purchasing Card	12-02-15
A.3.11 Financial and Property Loss Prevention Program	10-07-13
A.3.12 Issuance of Clothing Inventory	01-31-14
A.3.13 Office of Telecommunications Management (OTM) Land Lines	10-31-14
A.3.14 Contract Providers Financial and Performance Reporting	09-04-13
A.3.15 Prohibited Solicitation on Secure Care Facility Grounds	11-19-13
A.3.16 State Corporate Travel Card	05-05-16
<b>4 Contract Management</b>	
A.4.1 Contract Process	07-14-15

4 Contract Management (cont.)	<u>Date</u>
A.4.2 Standard Operating Procedures for Contract Providers	08-10-16
A.4.3 Standard Operating Procedures for Providers of Female Residential Treatment Programs	01-04-16
<b>5 Information Services</b>	
A.5.1 Access to, Security of, and Use of Information Technology Resources and Mobile Devices	04-30-15
A.5.2 <b>Rescinded</b> (Access to and Use of Computers Assigned to Employees)	08-17-10
A.5.3 <b>Rescinded</b> (Evaluating Overall Performance and Measuring the Effectiveness of the Information Systems)	12-19-08
A.5.4 <b>Archived</b> (Quality Assurance Policy for Automated Information Systems)	01-28-05
A.5.5 Data Warehouse	02-28-14
A.5.6 Internet and Email Usage	04-30-15
A.5.7 <b>Rescinded</b> (Requests for Statistical Information – see A.3.3)	04-15-11
A.5.8 Cell Phone/Smart Phone Usage	06-18-14
A.5.9 Social Networking	06-11-14
A.5.10 Information Technology (IT) Technical Support	10-07-13
A.5.11 Video Conferencing	11-04-15
<b>6 Employment Related Guidelines</b>	
A.6.1 Housing Perquisites	12-05-14
A.6.2 Personal Property Reimbursement	05-27-14
A.6.3 Facility Meals	01-31-17
A.6.4 <b>Rescinded</b> (Privately Owned Livestock)	01-28-11
A.6.5 Utilization of Youth as Domestic Help Prohibited	07-22-11

**7 Maintenance and Physical Plant****Date**

A.7.1	Safety Plan	08-22-14
A.7.2	Freon Recovery – Certification of Technicians & Recovery Equipment	03-11-13
A.7.3	Facility Design / Space Management	07-28-15

**B CLASSIFICATION, SENTENCING, AND SERVICE FUNCTIONS****1 General****2 Classification**

B.2.1	Assignment, Reassignment, Release and Discharge of Youth	10-14-16
B.2.2	Youth Classification System and Treatment Procedures	11-29-16
B.2.3	Secure Care Intake	10-17-16
B.2.4	<b>Rescinded</b> [Louisiana Intensive Training and Education Program (LITE)]	03-14-08
B.2.5	<b>Rescinded</b> [Short Term Offender Program (STOP)]	03-19-10
B.2.6	<b>Rescinded</b> [I'm Modeling a New Image Program (IMANI)]	03-06-06
B.2.7	LAMOD Program and Youth Stage Procedures	08-30-16
B.2.8	Behavior Management Unit	04-02-13
B.2.9	<b>Rescinded</b> (Youth Placement Review Process)	12-13-12
B.2.10	<b>Rescinded</b> (Youth Structured Programming)	02-25-13
B.2.11	Modification of Disposition	01-27-14
B.2.12	FAST TRACK Program	05-09-16
B.2.13	Secure Care Early Release and Step Down to Non-Secure	10-14-16
B.2.14	Secure Care SAVRY	05-21-15
B.2.15	Substance Abuse Treatment Program	09-02-15

<b>2 Classification (cont.)</b>	<b><u>Date</u></b>
B.2.16 Secure Care Intake and Assessment of Youth Who Demonstrate Sexual Behavior Problems	08-12-15
B.2.17 Sex Offender Notification and Registration Requirements	12-18-15
B.2.18 Reintegration Process	12-18-15
B.2.19 Programs and Evidence-Based Practice	10-02-15
B.2.20 Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Nonconforming Youth	01-19-16
<b>3 Records</b>	
B.3.1 Secure Care Youth Records-Composition and Maintenance	08-21-15
B.3.2 Access to and Release of Active and Inactive Youth Records	03-15-17
<b>4 Sentencing</b>	
B.4.1 Youth Sentence Computation	10-13-16
<b>5 Administrative Remedy Procedure/Disciplinary Process</b>	
B.5.1 Youth Code of Conduct – Secure Care	06-22-15
B.5.2 Imposition of Restitution	08-15-01
<b>6 Medical/Mental Health</b>	
B.5.3 Administrative Remedy Procedure	06-22-15
B.6.1 Health Care	06-29-16
B.6.2 Communicable and Contagious Diseases and Infection Control Program	10-13-16
B.6.4 Accident and Injury (A&I) Evaluations	01-06-17
B.6.5 Secure Care Mental Health Screening, Appraisal, and Evaluation	03-10-14
B.6.6 Secure Care Mental Health Program	03-10-15
B.6.7 Secure Care Suicide Prevention	03-22-16



6 Medical/Mental Health (cont.)	<u>Date</u>
B.6.8 Notification to Courts and Parents/Guardians when Youth are Seriously Injured	02-25-13
B.6.9 Community Medical Health Care and Referrals	01-23-15
<b>7 Education</b>	
B.7.1 Education	05-12-16
B.7.2 Programs for Post-Secondary Education and Skills Building Incentives - Secure Care	01-21-15
<b>8 Youth Related Services</b>	
B.8.1 Telephone Usage by Youth and Monitoring of Calls	11-18-13
B.8.2 <b>Rescinded</b> (Personal Grooming and/or Group Identification of Youth – see B.2.3)	07-12-11
B.8.3 Volunteer Services Program	04-11-14
B.8.4 Religious or Faith-Based Programs and Services	07-29-15
B.8.5 Youth Organizations	08-29-03
B.8.6 Marriage Requests	04-18-13
B.8.7 <b>Rescinded</b> (Prohibition Against Possession of Federal/State Income Tax Forms)	04-28-08
B.8.8 Americans with Disabilities Act (Youth)	04-29-14
B.8.9 <b>Rescinded</b> (Television Programming – see C.1.12)	12-05-05
B.8.10 Access to Computers and Certain Office Equipment by Youth	11-10-14
B.8.11 Pre-Release Process	10-10-14
B.8.12 Secure Care Youth Orientation	12-18-15
B.8.13 <b>Rescinded</b> (Youth Street Gangs and Notification Requirements)	04-01-13
B.8.14 DNA Protocols	10-31-14
B.8.15 Family Liaison between Families of Youth and Youth Services	05-18-15
B.8.17 Polygraph Testing of Youth	07-14-14

**9 Youth Fiscal Services****Date**

B.9.1	Youth Welfare Fund (YWF)	10-29-15
B.9.2	Youth Canteens	05-26-09
B.9.3	Youth Banking	09-25-15

**C FIELD OPERATIONS****1 General**

C.1.1	Death of Youth in Custody, Autopsies and Burial Expenses	06-29-16
C.1.2	<b>Rescinded</b> (Regulation of Air Traffic)	07-15-05
C.1.3	Crimes Committed on the Grounds of YS Facilities/ Office Buildings and/or Properties	06-13-16
C.1.4	Attorney Visits	12-05-14
C.1.5	Research	07-01-13
C.1.6	Establishment of Secure Care Facility Standard Operating Procedures (SOPs)	12-30-14
C.1.7	Crime Victims Registration and Notification	02-20-17
C.1.8	Firearms Training, Use and Revocation	11-29-16
C.1.9	EPA Worker Protection Standard	03-08-16
C.1.10	<b>Rescinded</b> (Travel Related to Recreational Activities - combined w/ C.1.12)	12-05-05
C.1.11	<b>Rescinded</b> (Use of Weight Lifting Equipment - combined w/ C.1.12)	12-05-05
C.1.12	Leisure and Recreation Activities	11-19-14
C.1.13	Legislative Request/Communication, Media Access and Public Information	08-21-15
C.1.14	<b>Archived</b> (Utilization of Horses in Correctional Institutions)	10-22-08
C.1.15	<b>Archived</b> (Children's Initiatives Program)	10-22-08
C.1.16	<b>Archived</b> (Canine Units)	01-28-09

<b>1 General (cont.)</b>	<b><u>Date</u></b>
C.1.17 Monitoring and use of SmartZone System (700 and 800 MHz Radios)	05-13-14
C.1.18 Facility Tours	08-12-15
C.1.19 Cecil J. Picard Educational and Recreational Center	07-11-16
C.1.20 "Green" Initiatives	11-05-14
<b>2 Security</b>	
C.2.1 Escapes, Runaways, Apprehensions, and Reporting	11-04-15
C.2.2 Facility Riot, Significant Disturbance and Hostage Situation	12-02-15
C.2.3 Searches of Youth	09-02-15
C.2.4 Searches of Employees	08-12-15
C.2.5 Searches of Visitors - Secure Care	08-12-15
C.2.6 Use of Interventions – Secure Care	07-21-16
C.2.7 Youth Drug/Alcohol Testing	08-05-15
C.2.8 Youth Visitation in Secure Facilities	10-02-15
C.2.9 Correspondence and Packages	11-14-14
C.2.10 Safety and Emergency Management	08-19-13
C.2.11 Prison Rape Elimination Act (PREA)	11-04-16
C.2.12 Emergency Escorting	07-26-16
C.2.13 Key Control Program	04-15-16
C.2.14 Tool Control Program	11-15-16
C.2.14A Tool Control Program-Cecil J. Picard Education and Recreational Center	03-08-16
C.2.15 Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)	08-31-16

<b>2 Security (cont.)</b>	<b><u>Date</u></b>
C.2.15A Hazardous Materials Program-Cecil J. Picard Center	08-31-16
C.2.16 Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular)	03-04-16
C.2.17 Youth Hunger Strikes	11-17-14
C.2.18 Perimeter Security for Secure Care Facilities	06-12-14
C.2.19 Youth Accountability/Secure Care Facilities	09-18-14
C.2.20 Youth Transport - Secure Care Facilities	04-22-15
C.2.21 Security Manual – Secure Care Facilities	05-30-14
C.2.22 Contraband Control - Secure Care Facilities	08-12-15
C.2.23 Control Centers at Secure Care Facilities	01-24-14
C.2.24 Electronic Monitoring Program (EMP)	02-11-16
<b>4 Secure Care Facilities</b>	
C.4.1 Furlough Process	11-03-15
C.4.2 Social Security Benefits	05-29-14
C.4.3 Mandatory Reporting of Abuse & Neglect of Youth	05-28-14
C.4.4 <b>Archived</b> [Smoking and Use of Tobacco Products (juvenile) see A.2.16]	08-19-04
C.4.5 Cell Restriction	06-01-01
Page 2	07-30-01
Form 4	11-30-01
Attachment C.4.5 (d) Crisis Intervention Unit Daily Tracking Log	12-05-05
C.4.6 Securing Physical Evidence/Crime Scene	02-24-14
C.4.7 Escorted Absences	01-19-17
C.4.9 Sale of Vocational Goods and Hobby Craft Items	08-16-13

	<u>Date</u>
<b>5 Monitoring</b>	
C.5.1 Required Database Entry and Reporting Requirements	07-21-16
C.5.2 Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents	04-11-14
C.5.3 Quality Assurance Reviews – Central Office Audits, Secure Facilities and Regional Offices	05-12-16
C.5.4 <b>Rescinded</b> (Incident and Trend Analysis Process)	10-29-04
C.5.5 Performance Standards	12-15-14
C.5.6 Juvenile Electronic Tracking System (JETS)	10-12-15
<b>6 Culinary</b>	
C.6.1 Food Services	04-30-15
<b>8 Division of Youth Services</b>	
C.8.1 <b>Rescinded</b> (Community-Based Services Policy and Procedure Manual)	01-21-10
<b>9 Prison Enterprises</b>	
C.9.1 <b>Rescinded</b> (Equine Health Management)	01-28-09
C.9.2 <b>Rescinded</b> (Purchase of Products & Services by the Department)	02-03-06

## **D COMMUNITY BASED SERVICES**

<b>1 Administration and Management</b>	
D.1.2 Internal Quality Assurance Review	07-01-13
D.1.5 Cooperation with Other Agencies	09-16-13
D.1.8 Mandatory Reviews	07-30-15
<b>2 Personnel</b>	
D.2.1 Physical Examinations, Essential Functions and Special Requirements for Probation and Parole Officers/Juvenile	07-16-15

**4 Fiscal****5 Youth Records**

D.5.1 Composition/Location/Retention of Active & Inactive Youth  
Records – Community Based Services 08-26-15

**6 Management Information and Research****7 Intake**

D.7.1 Intake Services 07-01-13

**8 Community Placement Programs**

D.8.1 Social Service and Prevention/Diversion Contract Monitoring 05-18-15

**9 Placement, Transfer, Termination and Removal Process**

D.9.1 Placement of Youth in Residential Facilities 07-28-15

D.9.1A FINS Respite Care 11-24-14

D.9.3 Case Assessment Process for Non-Secure Placement 12-20-13

D.9.4 Placement Process 03-07-16

D.9.5 Service Delivery / Case Management 01-19-16

D.9.7 Financial Assessment, Medicaid Eligibility and Parental  
Contributions 03-07-16

D.9.8 Youth Travel- Community-Based Services 08-12-15

D.9.9 Reimbursable Expenses 01-29-16

D.9.10 Placement in Psychiatric Facilities 10-14-13

D.9.12 Participation in the Title IV-E Program 07-01-13

D.9.13 Case Assessment Process for Secure Care Placement 06-21-16

**10 Supervision**

D.10.3 Assignment of Cases, Reports and Other Activities 02-23-16

D.10.4 Community Supervision Classification System 05-22-15

D.10.5 Receipt, Security and Disbursement of Funds Collected from  
Youth, Supervision Fees and Restitution 03-18-16

<b>10 Supervision (cont.)</b>	<b><u>Date</u></b>
D.10.7 Probation and Parole Supervision	02-05-16
D.10.10 Families in Need of Services (FINS)	08-25-15
D.10.11 Transporting Youth by Community-Based Services	04-28-16
D.10.12 Use of Interventions – Community Based Services	08-25-15
D.10.15 Detention & Location of Youth Pending Secure Assignment	08-25-15
D.10.17 Probation and Parole Violations	10-19-16
D.10.19 <b>Rescinded</b> [Electronic Monitoring Program (EMP)- combined with C.2.24]	02-18-13
D.10.21 Complaints and Grievances	10-10-14
D.10.22 Interstate Compact for Juveniles (ICJ)	11-30-16
D.10.23 Consultation with Colleges and Universities	08-26-14
D.10.26 <b>Rescinded</b> (Place of Detention – see D.10.15)	12-03-11
D.10.27 <b>Rescinded</b> (Searches of Youth – Community-Based Services)	01-18-12
D.10.32 SAVRY – Community Based Services	03-18-14
D.10.33 State Council for the Interstate Compact on Juveniles	04-25-13
D.10.34 Pending Secure and Non-Secure Placement – Provision of Services While in Detention	08-25-15
<b>11 Investigation and Reports</b>	
D.11.1 Predisposition Investigation and Social History	08-03-15
<b>15 Social Services</b>	
D.15.1 Social Services Staff Orientation, Training, and Continuing Education	01-20-16
D.15.2 Social Services Youth Case Records	01-20-16
D.15.3 Delivery of Treatment and Auxiliary Services	05-06-16