

# YOUTH SERVICES POLICY

<b>Title:</b> Office of Juvenile Justice (OJJ) Community Liaison Councils <b>Next Annual Review Date:</b> 12/11/2017	<b>Type:</b> A. Administrative <b>Sub Type:</b> 1. General <b>Number:</b> A.1.17
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<b>References:</b> ACA Standards 2-CO-1G-01 (Standards for Administration of Correctional Agencies); 4-JCF-6G-01 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7016 and 2-7223 (Juvenile Probation and Aftercare Services)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, MSW Ph. D., Deputy Secretary</i>	<b>Date of Approval:</b> 12/11/2012

## I. AUTHORITY:

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

## II. PURPOSE:

To establish regional Community Liaison Councils within YS/OJJ, where members shall be appointed to:

- Serve as advocates for YS/OJJ;
- Serve in an advisory capacity to the Deputy Secretary;
- Educate the general public on juvenile justice matters;
- Assist the agency in presenting a positive public image and suggest methods for improvement of this image;
- Review issues facing the agency (particularly in their region) and have input in achieving major objectives as requested by the Deputy Secretary;
- Serve as partners to move initiatives forward; and
- Assist in identifying available resources in the community, statewide and nationally.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers, and appointed members of the YS/OJJ Community Liaison Councils.

## IV. DEFINITION:

**Community Liaison Councils** – Regional Council consisting of members appointed by the Deputy Secretary to serve in an advisory capacity as advocates for YS/OJJ and to advise the Deputy Secretary and educate the general public on juvenile justice matters.

**V. POLICY:**

It is the Deputy Secretary's policy that Community Liaison Councils be created within YS/OJJ for the Northern, Southeast and Southwest regions. Council members may tour/visit YS/OJJ secure care facilities and regional offices within their region as frequently as deemed necessary in consultation with the Regional Director.

**VI. COUNCIL MEMBERSHIP:**

- A. Council members serve at the will of the Deputy Secretary.
- B. Membership of the Community Liaison Councils shall be comprised of business professionals, public officials, industry/organizational leaders, and representatives of the general public.
- C. Members shall demonstrate a commitment to their region, know their community needs, and be interested in furthering systemic reform.
- D. Following the initial appointment of members to the Regional Community Liaison Councils, membership shall be reviewed every two (2) years by the Deputy Secretary.

**VII. STRUCTURE OF REGIONAL COMMUNITY COUNCILS:**

- A. There shall be seven (7) to ten (10) Council members appointed per region.
- B. A chairperson shall be selected for each regional Council by the Deputy Secretary.
- C. Two (2) Regional meetings shall be held each year and staffed by the appropriate Regional Director.

**VIII. ANNUAL STATEWIDE COUNCIL MEETING:**

There shall be one (1) annual statewide Council meeting each year led by a Regional Chairperson on a rotating basis.

**IX. COUNCIL MEETING ATTENDANCE REQUIREMENTS:**

- A. Members shall attend one (1) of the two (2) regional meetings in person, and may opt to teleconference the second meeting if necessary.

B. Members shall attend the annual statewide Council meeting in person.

**X. RECORDKEEPING:**

A. An agenda shall be prepared prior to each Council meeting by the Regional Chairperson.

B. Minutes of each Council meeting may be transcribed and forwarded to each member, the Deputy Secretary, Assistant Secretary, and Regional Directors.

**Previous Regulation/Policy Number:** N/A

**Previous Effective Date:** N/A

**Attachments/References:**