

# YOUTH SERVICES POLICY

<b>Title:</b> Commissioned Probation and Parole Officer-Juvenile/Special Agents <b>Next Annual Review Date:</b> 03/23/2018	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.19
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<b>References:</b> Gun Control Act of 1968, Section 922: D: 8; La. R.S. 14:40; 15:574.8; 15:825.2; C.Cr.P. Art. 201; 227.1; 899; Administrative Rule Title 22, Part III, Subpart 4; ACA Standards 2-7164 (Juvenile Probation and Aftercare Services), 2-CO-3A-01 (Administration of Correctional Agencies); YS Policy Nos. A.1.14 "Unusual Occurrence Report ", A.2.15 "Dress Code for Secure Care Facilities and Community Based Services", A.2.18 "Criminal Record Check", A.2.24 "Staff Development and Training Plan" and C.1.8 "Firearms Training, Use and Revocation"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 03/23/2016

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405 and the authority, as delegated by the Secretary of the Louisiana Department of Public Safety and Corrections, to appoint commissioned officers. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish procedures which govern YS commission appointments and duties.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Regional Managers, and all YS commissioned officers/special agents.

**IV. DEFINITIONS:**

**Commission Cards** – Cards issued after appointment certifying commission as a juvenile probation and parole officer.

**Commissioned Officer** – A probation and parole employee who has been issued a commission by the Deputy Secretary to carry a firearm when necessary to safely perform their required duties.

**Regional Managers** - Managers of the Community Based Services (CBS) regional offices located throughout the state.

**Revocation** – The taking of an officer’s weapon and commission card under circumstances outlined in Section XI of YS Policy No. C.1.8.

**Special Agent** – A probation and parole series employee hired prior to January 2000, whose authority to carry a weapon is pursuant to LA R.S. 15:825.2.

**Unusual Occurrence Report (UOR)** – A form/document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. Employees must complete and submit a UOR prior to the end of their tour of duty on the day an incident is observed or comes to the employee’s attention in any way. If a UOR form is not available, the employee may use any paper available to report the pertinent information. UORs may also be submitted by email. (Refer to YS Policy No. A.1.14)

**V. POLICY:**

It is the Deputy Secretary's policy that employees who are in the Office of Juvenile Justice (OJJ) Probation and Parole series be issued Commission cards when necessary to enable them to safely perform their required duties.

Commissioned officers'/special agents' duties may encompass providing assistance to other law enforcement agencies to improve public safety, including but not necessarily limited to:

- Emergency aid and other assistance as requested;
- Patrol; and/or
- Certain job assignments at the discretion of the agency.

Commissioned officers'/special agents' must be in compliance with the provisions of Firearms Training pursuant to YS Policy No. C.1.8 and other YS policies as applicable.

The Regional Manager is responsible for pulling/holding the commission card of an officer who fails to meet the requirements of Section VI. (H) of this policy and Section XI of YS Policy No. C.1.8.

**VI. PROCEDURES FOR ISSUANCE OF COMMISSION CARDS:**

A. To receive a commission card, an employee must:

1. Pass a “Law Enforcement POST” academy; and
2. If not included in the POST academy, successfully complete the “PPCT Defensive Tactics” course, which includes use of force, basic defensive tactics, weapon retention and use of the baton, as well as the “Field Safety Awareness” course.

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- B. Applications for commission cards are submitted by the Regional Manager to the appropriate Regional Director for screening and processing.

Applications shall include the following documents:

1. "Criminal Record Check Request Form" in accordance with YS Policy No. A.2.18, completed by the applicant;
  2. A "Domestic Violence Questionnaire" [see Attachment A.2.19 (a)] completed by the applicant; and
  3. Written verification by the Regional Manager that the applicant has successfully completed all training as required by YS Policy Nos. A.2.24 and C.1.8.
- C. After verifying that all requirements have been met the Regional Director shall approve the applicant, sign the commission card evidencing the appointment, and forward it to the Deputy Secretary for final approval and signature.
- D. The Deputy Secretary will sign and issue the commission cards and return them to the Regional Director for distribution to the regional offices for timely issuance to the officers.
- E. The employee must carry the commission card at all times in the performance of the employee's duties, pursuant to YS Policy No. A.2.15.

A commissioned officer must notify the immediate supervisor within 24 hours of the officer's knowledge of a lost or stolen commission card in order for the proper paperwork to be resubmitted for reissue. The employee shall prepare an "Unusual Occurrence Report" (UOR) detailing their knowledge of the incident and submit it to the employee's supervisor prior to the end of their tour of duty. The supervisor shall notify the Regional Manager.

- F. Commissioned officers must remain in compliance with the provisions of YS Policy No. C.1.8, and any other YS policies as applicable.
- G. The Regional Manager is responsible for pulling/holding the commission card of an agent who fails to meet the requirements for commissioned status, withdrawing the employee's authorization to carry a firearm, when any of the circumstances noted in H below and/or circumstances noted in Section XI of YS Policy No. C.1.8 are applicable.

The "Commission Card Hold Form" [see Attachment A.2.19 (b)] must be completed and a copy forwarded to the unit's HR Liaison for holding until the agent again meets all requirements.

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- H. The following documentation shall be submitted yearly by the Regional Manager to the appropriate Regional Director during the assigned month noted below:
1. "Domestic Violence Questionnaire";
  2. Firearms scores by a POST Instructor; and
  3. Verification of completion of eight (8) hours of firearms/safety classroom training:  
  

April	- New Orleans
May	- Baton Rouge and Thibodaux
June	- Lafayette
July	- Lake Charles
August	- Alexandria and Shreveport
September	- Monroe
October	- Natchitoches and Tallulah
November	- Hammond
- I. Upon an employee's termination, the commission card, along with all other State issued items, shall be returned to the appropriate Regional Manager and then forwarded to the Public Safety Services (PSS) Human Resource (HR) office for filing in the employee's personnel file.

**Previous Regulation/Policy Number:** A.2.19

**Previous Effective Date:** 02/26/2015

**Attachments/References:**



A.2.19(a) Domestic Violence Questionnaire.doc

A.2.19 (b) Commission Card Hold Form.doc