

YOUTH SERVICES POLICY

Title: Facility Design/Space Management Next Annual Review Date: 07/28/2017	Type: A. Administrative Sub Type: 7. Maintenance and Physical Plant Number: A.7.3
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References: Prison Rape Elimination Act of 2003, Public Law 108-79; U.S. DOJ PREA Standard 115.318; Division of Administration (DOA) Office of Facility Planning and Control; ACA Standards 2-CO-2B-01, 2-CO-2B-02 (Administration of Correctional Agencies), 2-7014 (Juvenile Probation and Aftercare Services), and 4-JCF-1A-02 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.1.4 "Investigative Services" and C.2.11 "Prison Rape Elimination Act (PREA)"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 07/28/2015

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 YS policy regarding designing or acquiring any new facility, and in planning any substantial expansion or modification of existing facilities, and provide for space management programs at all staff office locations.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Director of Investigative Services (IS), Prison Rape Elimination Act (PREA) Coordinator, Regional Directors, Facility Directors, Regional Managers, and the YS Capital Outlay Project Manager.

IV. DEFINITION:

Prison Rape Elimination Act (PREA) - An Act signed into law by President George W. Bush in September 2003. This legislation requires the Bureau of Justice Statistics (BJS) to initiate new national data collections on the incidence and prevalence of sexual violence within correctional facilities. PREA defines four categories of sexual abuse for purposes of data collection: abusive sexual contacts, nonconsensual sexual acts, staff sexual harassment and staff sexual misconduct.

Regional Offices - Community Based Services (CBS) probation and parole offices located throughout the state.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that in designing or acquiring a new facility, or planning any substantial expansion or modification of existing facilities, such processes allow for personal contact and interaction between staff and youth.

Prior to new construction of a facility or expansion of an existing facility, a needs evaluation shall be accomplished.

Community Based Services (CBS) shall provide space management programs in all regional offices that ensure sufficient space and the efficient use of space. The regional offices shall have adequate facilities for operations and for all staff to perform their duties.

VI. PROCEDURES:

A. Facility Design

1. All designing, acquiring, renovations, additions, and new construction shall be of a design that facilitates direct contact between youth and staff, while considering the agency's ability to protect youth from sexual abuse.

NOTE: Every effort shall be made to eliminate blind spots and areas that prevent staff from having direct vision of youth. Staff must be able to see down all hallways where youth are located.

2. Facility Directors shall implement procedures that enable youth to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine checks of youth.
3. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect youth from sexual abuse.

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4. The agency's Chief of Operations, PREA Coordinator, and the Director of IS shall review facility design plans and offer input regarding PREA and investigative concerns.
5. The YS Central Office's Capital Outlay Project Manager shall provide oversight on such projects with the Division of Administration's (DOA) Office of Facility Planning and Control (as required) in conjunction with the Assistant Secretary and the appropriate Regional Director. The Deputy Secretary shall have final review/approval.

B. Space Management

1. Each Regional Manager shall assess the space needs of their office annually, and report the results of the assessment to the appropriate Regional Director.
2. If circumstances dictate that office space be increased, modified or that an office be relocated, the Regional Manager shall promptly notify the appropriate Regional Director, who shall then consult with the Assistant Secretary. The Assistant Secretary shall consult with the Undersecretary and the Deputy Secretary.
3. If the Deputy Secretary determines that the need is justified, the Regional Manager shall complete Form RL-2 (Office of Facility Planning and Control Document), and forward it to the Undersecretary for review and approval, and submission to Public Safety Services (PSS)/Office of Management and Finance (OMF) for processing.

NOTE: Continuous review of the space management program shall take into account youth population shifts, changing property value, changes in public transportation, etc., and will facilitate planning for an optimum arrangement of space to serve the needs of youth, their families, and agency employees.

Previous Regulation/Policy Number: A.7.3

Previous Effective Date: 07/09/2013

Attachments/References: