

# YOUTH SERVICES POLICY

<b>Title:</b> Cecil J. Picard Educational and Recreational Center <b>Next Annual Review Date:</b> 07/11/2017	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 1. General <b>Number:</b> C.1.19
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<b>References:</b> La. R.S. 15:905.1; Section 3 of Act 177 of the 1998 Regular Session of the Legislature; ACA Standards 4-JCF-1B-04, 4-JCF-1B-05, 4-JCF-2A-25; (Performance-Based Standards for Juvenile Correctional Facilities); Division of Administration, Office of Risk Management, Loss Prevention Manual; YS Policy Nos. A.1.14 “Unusual Occurrence Reports”, A.2.16 “No Smoking and Tobacco-Free Policy”, A.7.1 “Safety Plan”, C.2.14A – “Tool Control-Cecil J. Picard Education and Recreational Center” and C.2.15A – “Hazardous Materials Program – Cecil J. Picard Center”	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 07/11/2016

I. 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. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish the Office of Juvenile Justice (OJJ), YS’ responsibilities in connection with the management and operations of the Cecil J. Picard Educational and Recreational Center in the city of Bunkie, Louisiana.

**III. APPLICABILITY:**

Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, and the Cecil J. Picard Educational and Recreational Center Program Director.

**IV. POLICY:**

It is the Deputy Secretary’s policy that in accordance with La. R.S. 15:905.1, YS shall ensure the attached Rules and Regulations, necessary and consistent with the purpose of the Cecil J. Picard Recreational and Educational Center, are adhered to.

The Center shall be used to provide education and recreation for youth enrolled in the public and non-public schools of the state, for district and state conferences, for recreational purposes, and for leadership training.

**VI. PROCEDURES:**

- A. Application for use of the Center shall be submitted to the facility Program Director utilizing the attached "Application Form" [see Attachment C.1.19 (a)] at least two (2) weeks prior to the date the facilities are needed by the requestor. The application shall be forwarded to:

Program Director Christopher Hines  
Office of Juvenile Justice  
5197 Highway 115  
Bunkie, La. 71322

Telephone Number (318) 346-6147 or (318) 487-5252, Ext. 102  
Fax Number (318) 346-4432 or (318) 487-5735

- B. Use of the facilities by any public or private entity will be granted only when youth groups do not require the use of the facilities. Youth groups have preference pursuant to the provisions in Section 3 of Act 177 of the 1998 Regular Session of the Legislature.
- C. Groups using the Center will be required to make payments, as agreed upon in the "Application Form" and in accordance with the "Rate Schedule" [see Attachment C.1.19 (b)]. Fees shall be paid by check or money order made payable to the Office of Juvenile Justice at the time the "Application Form" is filed.
- D. Cancellation policies are outlined on the "Application Form".
- E. When an applicant or organization is sponsoring a youth group, a "Parental Liability Release Form" [see Attachment C.1.19 (c)] shall be provided by each parent/legal guardian prior to admission to the Center, releasing the OJJ and its assigns from any and all liabilities that arise or relate to the use of the Center and/or its facilities.
- F. Applicants sponsoring youth groups are responsible for having on file appropriate medical release(s) from each youth's parent/guardian.
- G. Certified lifeguards are mandatory and are required to be provided by the group utilizing the facilities. Documentation of certification must be provided upon entry to the Center to be maintained with the applicant's paperwork.
- H. No sale, service or consumption of alcoholic beverages shall be permitted in or on the grounds of the Center when youth are present. No illegal drugs shall be brought onto the grounds or consumed at the Center.
- I. Weapons of any kind are prohibited. Guns, knives, bows/arrows may be permitted when utilized for classes, such as: gun safety and knife building; gun auctions; or as part of scouting type events.

- J. The Program Director has complete authority to remove from the premises any person not abiding by the rules governing the use of the Center.
- K. In accordance with the “Condition of Property at Check-In / Check-Out” [see Attachment C.1.19 (d)], an inventory shall be conducted before and after each scheduled use of the cabins.
- L. Any destruction of the Center’s property shall be charged to the individual, group, and/or organization sponsoring the group responsible for such destruction, and a deposit fee may be required from that individual, group and/or organization in the future.

**VII. ADJUSTMENTS TO OR WAIVER OF FEES**

Requests by applicants for adjustment to or waiver of fees must be submitted to the Deputy Secretary no less than 30 days prior to the scheduled facility utilization date. The Deputy Secretary/designee shall provide a written response within 15 calendar days.

**VIII. STAFF DEVELOPMENT**

The Program Director is responsible for ensuring that the Center’s staff are trained in all YS Policies applicable to the maintenance and operations of the facility.

All employee training shall be entered into the “Training and Records Entry Completed” (TREC) database.

**IX. QUALITY ASSURANCE**

Comprehensive audits shall be conducted on an annual basis by staff from the Office of Risk Management, in conjunction with the State’s Loss Prevention Program.

**Previous Regulation/Policy Number:** C.1.19

**Previous Effective Date:** 09/24/2015

**Attachments/References:**

- C.1.19 (a) Picard Application.docx
- C.1.19 (b) Picard Rate Schedule. July 2016
- C.1.19 (c) Picard Parental Release.docx
- C.1.19 (d) Picard Youth Group Organization Release.docx
- C.1.19 (e) Picard Condition of Property.docx
- C.1.19 (f) Picard Rules and Regulations.docx
- Picard Map.pdf