

YOUTH SERVICES POLICY

Title: Probation and Parole Supervision Next Annual Review Date: 02/05/2017	Type: D. Community Based Services Sub Type: 10. Supervision Number: D.10.7
Page 1 of 5	
References: Title VI of the Civil Rights Act of 1964, La. R.S. 36:408, La. Children's Code Title VIII, Chapters 16 and 17, ACA Standards 2-7018, 2-7131, 2-7132, 2-7133, 2-7133-1, 2-7139, 2-7140, 2-7141, 2-7143, 2-7144, 2-7147, 2-7148, 2-7149, 2-7150, 2-7151, 2-7171, 2-7180, (Juvenile Probation and Aftercare Services) YS Policy Nos A.1.8 "Emergency Operations Plan", A.1.18 "Shelter/Meals for Employees on Duty During Emergency Situations", A.2.14 "Secure Care Facility Staffing", A.5.11 "Video Conferencing", B.2.1 "Assignment, Reassignment, Release and Discharge of Youth", C.2.1 "Escapes, Runaways, Apprehensions, and Reporting", C.2.2 "Facility Riot, Significant Disturbance and Hostage Situation", C.2.12 "Emergency Escorting", C.2.20 "Youth Transport – Secure Care Facilities", C.4.1 "Furlough Process", D.10.4 "Community Supervision Classification System", D.10.11 "Transporting Youth by Community-Based Services", and D.10.22 "Interstate Compact for Juveniles (ICJ)"	
STATUS: Approved	
Approved By: <i>Mary L. Livers, Deputy Secretary</i>	Date of Approval: 02/05/2016

I. AUTHORITY:

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

II. PURPOSE:

To establish procedures regarding probation and parole supervision.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Regional Managers, Probation and Parole Supervisors/Juvenile (PPS), and Probation and Parole Officers/Juvenile (PPO/J).

IV. DEFINITIONS:

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole field offices located throughout the state

Individualized Service/Reintegration Plan (ISRP) – An individualized plan developed by the assigned PPO/J to achieve the desired results for change. The plan is accomplished through the collaborative effort of the PPO/J, youth and parent/guardian. The plan shall contain specific, measurable goals to address the risks, needs and protective factors. The SAVRY, Probation Order, psychological evaluation and other pertinent information shall be used to develop the plan. The ISRP is modified throughout supervision as need areas are identified.

Juvenile Electronic Tracking System (JETS) - The centralized database utilized to track all youth in OJJ custody or under OJJ supervision.

PPO/J - Includes CBS probation officers (Probation and Parole Officer 1, 2 and 3/Juvenile).

PPS/J Probation and Parole Supervisors/Juvenile - Supervisors charged with overseeing the probation staff in the Community Based Services (CBS) offices located throughout the state.

Regional Director – The Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

Regional Managers - Managers of the CBS offices located throughout the state.

Structured Assessment of Violence Risk in Youth (SAVRY) - An evidence-based assessment designed to assist professionals in making judgments about a youth's needs for case planning. This assessment comprises 24 risk/need items identified in existing research on adolescent development and on delinquency and aggression in youth. Six protective factors are included in the SAVRY which have been identified by current research as potentially mitigating the risk of future violence and delinquent activity. The SAVRY utilizes a structured, professional judgment method of assessment, meaning that the individual completing the assessment rates the youth on a number of evidence-based risk factors and then weighs all the information to come to a final determination that the youth is Low, Moderate or High risk for future violence and/or general reoffending.

V. POLICY:

Youth placed on probation or parole shall be supervised in such a manner as to protect public safety by monitoring compliance with the court ordered conditions of supervision and assisting the youth in correcting his delinquent behavior. The youth and parent/guardian shall be provided a copy of the probation or parole order.

YS shall not exclude youth from participation in any program or activity based on the grounds of age, sex, religion, race, color, national origin, sexual orientation, political belief, or disability.

A Service Referral Matrix identifying available resources by the youth's risk and needs areas shall be maintained for each parish/service area and revised annually, at a minimum, or as needed.

VI. PROCEDURES:

- A. The PPO/J shall make the initial face-to-face contact with the youth within twenty-four (24) hours of receiving notification that the youth has been placed on probation, parole or in the custody of YS/OJJ. The type and extent of the services available, and the method to access services, shall be made known to the youth and parent/guardian at the initial contact with the PPO/J. The PPO/J shall create a case narrative in JETS within seven (7) working days to document the contact.
- B. The youth and family shall be given after hours contact information for the OJJ Regional Duty Officer. The PPO/J shall create a case narrative in JETS within seven (7) working days to document the contact information was provided.
- C. Prior to contacting outside agencies regarding the youth's needs, a signed "Consent to Release Information" form shall be obtained from the youth and parent/guardian. The form shall be created in JETS and a signed copy filed in Section 2 of the case record.
- D. All supervision contacts shall be made in accordance with the level of risk assigned in the SAVRY refer to YS Policy No. D.10.4). All contacts shall be documented in a JETS case narrative within seven (7) working days. Narrative entries shall summarize contacts with the youth, parent and collaterals and include all pertinent information. During youth contact, the PPO/J shall discuss the youth's compliance with any court ordered conditions as well as his progress towards meeting the goals and objectives identified in the "Individualized Service/Reintegration Plan" (ISRP).
- E. When contacting youth outside the office, the PPO/J should take whatever steps are necessary to ensure the youth's confidentiality while keeping officer safety a priority. The PPO/J should identify himself as the youth's probation officer, only if necessary, and only to those who have a need to know.
- F. Random curfew checks should be conducted as appropriate. These contacts should be meaningful and address the needs outlined in the ISRP. When conducting curfew checks, officer safety shall be paramount, and no less than two PPO/J(s) shall be present. A certified law enforcement officer may substitute for one PPO/J. PPO/J(s) shall carry the following when conducting curfew checks:
 - 1. Agency Identification Card;
 - 2. Special Agent Commission Card;
 - 3. Boot Badge (conspicuously displayed);

4. Handcuffs;
5. Firearm with a spare full magazine;
6. Intermediate weapon;
7. Cell phone (if available);
8. Flashlight;
9. Body armor; and
10. A jacket or shirt which clearly identifies the PPO/J as a probation officer.

Law enforcement agencies with jurisdiction over the area where the youth resides should be notified of the curfew checks. Notification should include the approximate time and neighborhood where checks are to be conducted. Parents/guardians and youth should be aware of the purpose of the visit. Contacts should address the needs of the youth as identified in the ISRP. In the event a PPO/J feels his safety may be in jeopardy, he shall disengage immediately.

- G. PPO/J(s) should establish cooperative working relationships with other youth serving agencies, including agencies providing placement assistance, health services, fiscal resources, education and vocational resources in the parish to which he is assigned. The PPO/J shall maintain regular contact with these agencies in order to remain knowledgeable of any change in services.
- H. PPO/J(s) shall assist the youth in continuing his academic education or vocational training and encourage and assist those seeking employment.

PPO/J(s) shall be knowledgeable of the recreational activities available to youth in the parishes to which he is assigned. Youth and parents/guardians shall be instructed on how to access recreational activities in their area.

I. Transferring Supervision

1. If a youth intends to move out of the region of origin and will reside with someone other than his parent or legal guardian, the PPO/J shall request a home study from the region in which the home is located. The receiving region shall conduct the home study at the proposed location and report its findings within ten (10) working days. The results of the home study shall be submitted to the court for approval.
2. If the youth and his family intend to move outside of the region of origin, the court shall be advised. A request for courtesy supervision shall be forwarded to the region in which the home is located. The receiving region shall verify residency within ten (10) working days and begin supervising the youth.

3. The following case material shall be transferred to the receiving region:
 - a. Copies of active court orders;
 - b. Evaluations;
 - c. Forms requiring the youth and parent signatures; and
 - d. Documents not found in JETS.
4. Supervision of youth who move out of state shall be transferred in accordance with the procedures of the Interstate Compact for Juveniles (refer to YS Policy No. D.10.22).

J. Modification of Court Orders

Any request to add, remove or modify the special conditions of probation shall be made to the court via a "Motion to Modify Judgement of Disposition". Submission of a motion to modify shall be made only after a staffing with the supervisor has been held. If the staffing indicated termination of supervision, a release order shall be submitted to the court.

K. Regional Managers shall conduct an annual review to ensure that programs and services meet the needs of the local population.

Regional Managers are authorized to develop additional procedures necessary to implement this policy.

VII. OCCASIONAL ASSIGNMENTS AS DIRECTED/NEEDED:

A. Examples of occasional assignments for PPO/J(s) are as follows:

1. Provides support in the event of an emergency or escape. (Refer to YS Policy Nos. A.1.8, A.1.18, C.2.1, and C.2.2)
2. Assists with transports of youth when needed. (Refer to YS Policy Nos. C.2.12, C.2.20 and D.10.11)
3. Renders support to staff in the Secure Care Facilities. (Refer to YS Policy Nos. A.2.14, A.5.11, B.2.1, C.4.1 and D.10.4)

B. Examples of occasional assignments for PPS/J(s) are as follows:

1. Provides support to Probation and Parole officers in the field and in court on arrests and transports, as well as escape apprehensions. (Refer to YS Policy Nos. C.2.1 and D.10.11)
2. Gives assistance to staff in the Secure Care Facilities when needed. (Refer to YS Policy Nos. A.2.14 and B.2.1)

Previous Regulation/Policy Number: D.10.7

Previous Effective Date: 01/07/2012

Attachments/References: