

YOUTH SERVICES POLICY

Title: Policy and Correspondence Distribution	Type: A. Administrative Sub Type: 1. General Number: A.1.1
Page 1 of 5	
References: ACA Standards 2-CO-1A-05, 2-CO-1A-07, 2-CO-1A-14, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-18, 2-CO-1C-01 (Administration of Correctional Agencies); 4-JCF-6A-08, 4-JCF-6A-15, 4-JCF-6D-02 (Performance-Based Standards for Juvenile Correctional Facilities); and 2-7009, 2-7011, 2-7012 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Otha "Curtis" Nelson, Jr., Deputy Secretary	Date of Approval: 05/19/2023

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 formal procedures for the creation, revision and dissemination of YS policies and correspondence.

III. APPLICABILITY:

All employees of YS.

Facility Directors are responsible for the distribution and communication of all new or revised YS Policies to facility staff without access to the Lotus Notes Database or the OJJ Website.

Furthermore, pursuant to YS Policy No. C.1.6, Facility Directors are responsible for communication, when appropriate, to visitors, youth and youth's parents/guardians of new and revised Facility Standard Operating Procedures (SOPs).

IV. DEFINITIONS:

Continuous Quality Improvement Services (CQIS) - The Central Office performance based and results-driven competency and efficiency management system.

Facility Directors - Administrators responsible for the operations of YS secure care facilities.

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

Regional Managers - Managers of the YS Regional Offices located throughout the state.

Unit Head – For the purposes of this policy, the Deputy Secretary, Facility Directors and Regional Managers.

YS Central Office (CO) - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Probation and Parole Director - Juvenile, Youth Facilities Director - Statewide, Executive Management Advisor, General Counsel, Regional Directors, and their support staff.

YS Employee - For the purposes of this policy, a YS Employee includes employees, contract providers, visitors, volunteers or interns.

V. POLICY:

It is the Deputy Secretary's policy that rules and policy statements governing the activities of the Office of Juvenile Justice (OJJ), which are of a continuing nature, be distributed as YS policies. This shall provide all employees with orderly, concise and easily understood instructions regarding their duties and responsibilities.

VI. PROCEDURES:

A. Policies

1. The "Policy Development, Revision and Annual Review" form [see Attachment A.1.1 (a)], shall be used for the following purposes and shall be submitted to the Chief of Operations/designee:
 - a. Suggestions for new policies;
 - b. Revisions to existing policies;
 - c. Suggestions for new forms and/or attachments;
 - d. Revisions to existing forms and/or attachments;
 - e. Suggested major changes to an existing policy (with draft strikethrough of policy attached); and
 - f. Annual policy review.

If an amendment to a policy or an attachment is needed that does not require revisions to the entire policy, upon approval by the Deputy Secretary, only the amended page(s) or the attachment shall be distributed according to VI. A. 3. below.

2. As necessary, drafts of policies shall be forwarded via email to the CQIS Business Systems Analyst who shall review the draft and forward it to the appropriate central office staff for review and comments.

Upon receipt of comments, CQIS shall develop a draft policy and forward it for review/approval by the appropriate Central Office staff prior to forwarding to the Chief of Operations and Deputy Secretary for final approval.

3. New and revised policies and amendments shall be distributed as follows:
 - a. Electronic transmission from Continuous Quality Improvement Services (CQIS) to the email address: "OJJ-Entire", advising that a policy, including applicable forms and attachments, has been approved/revised and is available in the Policy Database in Lotus Notes.

Facility Directors shall ensure that the policies are made available by posting or distributing to employees who do not have computers or email access. A policy manual shall also be maintained and accessible to all employees at all times.

- b. When policy changes affecting services to the youth are made, Group Leaders/Case Managers shall inform the youth of the changes during groups and/or individual counseling sessions, and document such on a "Weekly Contract Progress Note" in JETS within seven (7) working days. The YS Policies affecting the youth, shall also be maintained in each housing unit and made available to youth at all times.
 - c. Electronic transmission of approved/revised policies from CQIS to the contracted health care provider (CHP) staff at the YS secure care facilities.
 - d. Electronic transmission of approved/revised human resources policies from CQIS to the Public Safety Services Human Resources (PSS/HR) Director.
 - e. Electronic transmission of approval/revised ORM/Sedgwick Claims Management Services, Inc. policies from CQIS to designated staff in the Employee Relations Division of PSS/HR.

- f. Electronic transmission of approved/revised policies converted to Adobe Acrobat Reader from CQIS to PSS Information Technology Services for placement on OJJ's website @ <http://www.ojj.la.gov/>.
 - g. Policies may be provided to other interested parties upon request via electronic transmission (email or fax) or referral to the OJJ website.
- 4. It is each supervisor's responsibility to ensure policy implementation and to provide necessary training for all employees and youth affected.
 - 5. A reference for identifying specific policy subjects can be found on the "YS Policy Index" [see Attachment A.1.1 (b)]. The index shall be updated and distributed quarterly by CQIS.
 - 6. All forms and applicable attachments shall be implemented and revised through policy.

B. Annual Reviews:

- 1. Policies shall be submitted annually for review to all YS employees through an electronic submission, unless one of the following conditions applies:
 - a. Applicability does not apply to a specific unit; or
 - b. Purview is beyond YS.

Annual review notices shall be distributed a minimum of two (2) weeks in advance of the "Next Annual Review Date" noted on the policy.

Comments/suggestions shall be submitted to the CQIS Administrative Program Director for review prior to being forwarded to the appropriate Section Head/Unit Head for approval. If changes to the policy are not substantive (i.e. changes to references, definitions, grammar, etc.) and approval from the unit head has not been received within 30 calendar days from when the policy was transmitted to them, CQIS staff may move forward with sending the policy to the Chief of Operations and Deputy Secretary.

Upon approval by the Section Head/Unit Head, the policy shall be submitted to the Chief of Operations and the Deputy Secretary for their review and approval using the "Policy Development, Revision and Annual Review" form.

C. Instructional Memorandums:

1. Memorandums of an administrative nature that relate to single events, or are short-term in nature, or otherwise do not qualify under Section V - Policy and are issued from YS Central Office, shall be issued by the Deputy Secretary and addressed to the Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Probation and Parole Director - Juvenile, Youth Facilities Director - Statewide, Executive Management Advisor, General Counsel, Section Heads, Regional Directors, Facility Directors, and Regional Managers as appropriate.
2. Memorandums of general interest to all YS employees shall be addressed to all YS Employees from the Deputy Secretary.
3. It is the responsibility of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Probation and Parole Director - Juvenile, Youth Facilities Director - Statewide, Executive Management Advisor, General Counsel, Section Heads, Regional Directors, Facility Directors and Regional Managers to disseminate, discuss, and if necessary, provide training for all YS employees affected by instructional memorandums.

Previous Regulation/Policy Number: A.1.1

Previous Effective Date: 09/06/2022

Attachments/References: A.1.1 (a) Policy Review Form 08-15.docx
A.1.1 (b) Policy Index

**YOUTH SERVICES
POLICY DEVELOPMENT, REVISION AND ANNUAL REVIEW**

Check the topic that applies:

New Policy **Policy Revision** **Annual Policy Review**

Policy Number: _____ (if new policy, leave blank)

Policy Title: _____

Last Policy Revision Date: _____ (if applicable)

COMMENTS:

Staff Signature/Title: _____ Date: _____

Print Name/Title: _____

UNIT HEAD REVIEW

Date received: _____

To be completed by appropriate Central Office personnel.

Approve
 Disapprove

COMMENTS:

Signature: _____ Date: _____

DEPUTY SECRETARY/CHIEF OF OPERATIONS' REVIEW

Date received: _____

Approve
 Disapprove

COMMENTS:

Signature: _____ Date: _____

Youth Services Policy Index

A ADMINISTRATIVE

1 General	<u>Date</u>
A.1.1 Policy and Correspondence Distribution	05-19-23
A.1.2 Rescinded (Integrity)	06-20-11
A.1.3 Organizational Structure	09-09-22
A.1.4 Investigative Services	01-23-23
A.1.5 Channels of Communication	10-26-22
A.1.6 Legislative Updates and Statutory Reporting Requirements	12-29-22
A.1.7 Risk Management	06-12-23
A.1.8 Emergency Operations Plan	09-15-22
A.1.9 Records Management and Retention	10-13-22
A.1.10 Rescinded (Pledge for Safety)	07-28-10
A.1.11 Polygraph Testing of Employees	07-25-23
A.1.12 Delegation of Appointing and Contractual Authority	03-14-23
A.1.13 Influenza Preparedness, Response and Recovery	12-28-22
A.1.14 Unusual Occurrence Reports	03-21-23
A.1.16 Rescinded (Champion of Louisiana Juvenile Justice Award)	09-22-14
A.1.17 Office of Juvenile Justice (OJJ) Family and Community Liaison Councils	11-10-22
A.1.18 Shelter/Meals for Employees on Duty During Emergency Situations	04-24-23
A.1.19 Ebola Virus Disease	12-21-22
2 Personnel	
A.2.1 Employee Manual	07-19-23

2 Personnel (cont.)

A.2.2	Pay Administration and Management	09-18-23
A.2.3	Outside Employment, Second Jobs	03-03-23
A.2.4	Employee Awards	08-16-23
A.2.5	Family and Medical Leave of Absence	03-03-23
A.2.6	Requirement of Physician's Certification for Sick Leave Usage	10-27-22
A.2.7	Drug-Free Workplace	07-07-22
A.2.8	Sexual Harassment	02-08-23
A.2.9	Senior Executive Service	05-24-23
A.2.10	Hiring, Reallocation to or Promotion of a Juvenile Justice Specialist	07-18-23
A.2.11	Employee Assistance Program	10-21-22
A.2.12	Personnel Records	11-02-22
A.2.13	Americans with Disabilities Act (Employees, Applicants, Candidates, Visitors)	10-25-22
A.2.14	Secure Care Facility Staffing	10-14-22
A.2.15	Dress Code for Secure Care Facilities and Community Based Services	11-10-22
A.2.16	No Smoking and Tobacco-Free Policy	03-07-23
A.2.17	Employee Suspensions: Pending Investigation, Enforced Annual Leave, Pending Criminal Proceedings	05-25-23
A.2.18	Criminal Record Check	03-17-22
A.2.19	Commissioned Probation and Parole Officer – Juvenile/ Special Agents	02-16-23
A.2.20	Critical Incident Stress Management (CISM) Program	02-13-23
A.2.21	Archived (Legal Services – Attorneys)	06-06-08

2 Personnel (cont.)

A.2.22	Violence-Free Workplace	06-06-23
A.2.23	Position Descriptions	08-03-22
A.2.24	Staff Development and Training Plan	06-02-22
A.2.25	Archived (Internal Correspondence Course Training)	06-11-09
A.2.26	Hiring and/or Promotional Interviews	10-27-22
A.2.27	Selective Service Registration	06-06-23
A.2.28	Return to Work	08-16-22
A.2.29	Rescinded (Juvenile Justice Employee's Oath)	07-28-10
A.2.30	Mail Precautions	07-14-23
A.2.31	Employees' Appearance Before the Louisiana Board Of Pardon/Parole Committee	04-28-21
A.2.32	Certification of Compliance and Internal Controls for all Personnel Actions	11-02-22
A.2.33	Uniformed Services Employment and Re-employment Rights	03-10-23
A.2.34	Rescinded (New Employee Survey)	12-15-04
A.2.35	Employee Exit Processing	04-06-23
A.2.36	Recoupment of Overpayments	04-21-23
A.2.37	Separation for Unscheduled Absences	03-21-23
A.2.38	Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, Gifts, Ethics Opinions	08-28-23
A.2.39	Solicitation by Vendors Relative to Payroll Deductions	11-03-22
A.2.40	Probationary Period	12-07-20
A.2.41	Verification of Credentials	04-14-22
A.2.42	Leave Approval for Employees Prior to Retirement	03-21-23
A.2.43	Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence	12-29-22
A.2.44	Off Duty Employees Not Allowed on Facility Grounds	01-20-23

2 Personnel (cont.)

A.2.45	Performance Evaluation System (PES) and Market Rate Adjustments	08-20-21
A.2.46	Employee Grievance Procedure	06-26-23
A.2.47	Equal Employment Opportunity	01-26-23
A.2.48	Driver Safety Program	07-25-23
A.2.49	Worker's Compensation	11-17-22
A.2.50	Flexible Work Schedule	11-09-22
A.2.51	Remote work, Telecommuting and Alternative Work Site	06-13-23
A.2.52	Rescinded (Dual Career Ladder Policy for the Professional Information Technology Group)	04-20-10
A.2.53	Reduction in Force Procedures and Scoring Guide for Administrators, Teachers and Paraeducators	08-16-22
A.2.54	Rescinded (Attainment of a Juvenile Justice Certificate of Technical Studies)	05-19-14
A.2.55	Time and Attendance	09-11-17
A.2.56	Central Office Dress Code	12-21-22
A.2.57	Prohibited Harassment and Discrimination	02-28-23
A.2.58	Crisis Leave Program	04-03-23
A.2.59	Salaries of Education Administrators and Instructors in Secure Facilities	04-26-23
A.2.60	Domestic Violence	03-03-23
A.2.61	Health Screening for Direct Care Positions	07-14-22
A.2.62	Staff/Youth Relationships	02-16-23
A.2.63	Dual Supervision	04-24-23
A.2.65	Shift Differential Pay for Certain Job Classes	03-02-20
A.2.66	Teacher Tuition Reimbursement	08-28-23
A.2.67	Management of Tuberculosis – Employees	03-03-21

2 Personnel (cont.)

A.2.68	Diana Screen	07-19-23
A.2.69	Attainment of Advanced Degree	03-10-23
A.2.70	Attainment of Baccalaureate Degree	08-03-22
A.2.71	Optional Pay	09-18-23
A.2.72	Premium Pay	12-13-22
A.2.73	Leave for Maternity	09-21-21

3 Fiscal

A.3.1	Asset Management	04-05-23
A.3.2	Travel	07-13-23
A.3.3	Requests and Collection of Fees for Copies of Public Records and Statistical Reports	10-28-22
A.3.4	Parental Contributions – Cost of Care and Treatment	06-08-22
A.3.6	Grants Coordination and Management Program	03-09-23
A.3.7	Procurement of Supplies and Equipment	06-21-23
A.3.8	Budget and Fiscal Management Activities	06-16-21
A.3.9	Special Funds	04-21-23
A.3.10	LaCarte Purchasing Card Program	11-02-22
A.3.11	Financial and Property Loss Prevention Program	05-05-21
A.3.12	Issuance of Clothing Inventory at Secure Care Facilities	03-07-23
A.3.13	Office of Technology Services (OTS) Land Lines	01-12-21
A.3.14	Contract Providers Financial and Performance Reporting	06-09-23
A.3.15	Prohibited Solicitation on Secure Care Facility Grounds	02-24-23
A.3.16	State Liability Travel Card and CBA Program	04-06-23

4 Contract Management

A.4.1	Contract Process	05-26-23
A.4.2	Standard Operating Procedures for Contract Providers	05-08-23
A.4.3	Standard Operating Procedures for Female Intensive Residential Treatment Providers	09-15-23

5 Information Services

A.5.1	Access to, Security of, and Use of Information Technology Resources and Mobile/Cellular/Smartphone Devices	09-19-23
A.5.2	Rescinded (Access to and Use of Computers Assigned to Employees)	08-17-10
A.5.3	Rescinded (Evaluating Overall Performance and Measuring the Effectiveness of the Information Systems)	12-19-08
A.5.4	Archived (Quality Assurance Policy for Automated Information Systems)	01-28-05
A.5.5	Data Warehouse	01-23-23
A.5.6	Internet and Email Usage	06-23-23
A.5.7	Rescinded (Requests for Statistical Information – see A.3.3)	04-15-11
A.5.8	Cell Phone/Smart Phone Usage	10-05-22
A.5.9	Social Networking	07-11-23
A.5.10	Information Technology (IT) Technical Support	12-13-22
A.5.11	Video Conferencing	12-01-22

6 Employment Related Guidelines

A.6.1	Housing Perquisites	09-14-22
A.6.2	Personal Property Reimbursement	07-20-22
A.6.3	Facility Meals	05-03-23
A.6.4	Rescinded (Privately Owned Livestock)	01-28-11
A.6.5	Rescinded (Utilization of Youth as Domestic Help Prohibited)	07-22-11

7 Maintenance and Physical Plant

A.7.1	Safety Plan	06-23-22
A.7.2	Freon Recovery – Certification of Technicians & Recovery Equipment	03-03-21
A.7.3	Facility Design / Space Management	08-29-23

B CLASSIFICATION, SENTENCING, AND SERVICE FUNCTIONS**1 General****2 Classification**

B.2.1	Assignment, Reassignment, and Release of Youth	10-21-22
B.2.2	Youth Classification System and Treatment Procedures	09-19-23
B.2.3	Secure Care Intake	02-06-23
B.2.4	Rescinded [Louisiana Intensive Training and Education Program (LITE)]	03-14-08
B.2.5	Rescinded [Short Term Offender Program (STOP)]	03-19-10
B.2.6	Rescinded [I'm Modeling a New Image Program (IMANI)]	03-06-06
B.2.7	LAMOD Program and Youth Stage Procedures	06-08-22
B.2.8	Transitional Treatment Unit (TTU)	09-15-23
B.2.9	Rescinded (Youth Placement Review Process)	12-13-12
B.2.10	Rescinded (Youth Structured Programming)	02-25-13
B.2.11	Rescinded (Modification of Disposition)	02-06-18
B.2.12	FAST TRACK Program	04-11-23
B.2.13	Rescinded Secure Care Early Release and Step Down to Non-Secure	10-14-16
B.2.14	Secure Care SAVRY	03-01-23
B.2.15	Substance Use Disorder Treatment Program	07-20-23
B.2.16	Assessment and Treatment of Youth Who Demonstrate Sexual Behavior Problems	07-21-23

2 Classification (cont.)

B.2.17	Sex Offender Notification and Registration Requirements	08-25-23
B.2.18	Reintegration Process	09-16-22
B.2.19	Programs and Evidence-Based Practice	05-03-23
B.2.20	Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Nonconforming Youth	11-07-22
B.2.21	Behavioral Intervention (BI) and Extended BI	09-08-23

3 Records

B.3.1	Secure Care Youth Records-Composition and Maintenance	05-24-23
B.3.2	Access to and Release of Active and Inactive Youth Records	05-02-23

4 Sentencing

B.4.1	Youth Sentence Computation	08-31-23
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5 Administrative Remedy Procedure/Disciplinary Process

B.5.1	Youth Code of Conduct – Secure Care	09-08-23
B.5.2	Imposition of Restitution	08-15-01

6 Medical/Mental Health

B.5.3	Administrative Remedy Procedure	12-08-22
B.6.1	Health Care	04-26-23
B.6.2	Communicable and Contagious Diseases and Infection Control Program	08-15-23
B.6.3	Coronavirus (COVID-19) Procedures and Protocols	09-14-23
B.6.4	Accident and Injury (A&I) Evaluations	03-02-23
B.6.5	Secure Care Mental Health Screening, Appraisal, and Evaluation	12-21-22
B.6.6	Secure Care Mental Health Program	07-20-23
B.6.7	Secure Care Suicide Prevention	04-04-23
B.6.8	Notification to Courts and Parents/Guardians when Youth are Seriously Injured	04-27-22

6 Medical/Mental Health (cont.)

B.6.9 Community Medical Health Care and Referrals 03-29-23

7 Education

B.7.1 Education 02-14-23

B.7.2 Programs for Post-Secondary Education-Secure Care 04-25-23

B.7.3 Work Details and Skills Building Incentives-Secure Care 09-26-22

8 Youth Related Services

B.8.1 Telephone Usage by Youth and Monitoring of Calls 03-08-23

B.8.2 **Rescinded** (Personal Grooming and/or Group Identification of Youth – see B.2.3) 07-12-11

B.8.3 Volunteer Services Program 06-26-23

B.8.4 Religious or Faith-Based Programs and Services 07-11-23

B.8.5 Language Assistance Services 05-04-23

B.8.6 Marriage Requests 02-22-23

B.8.7 **Rescinded** (Prohibition Against Possession of Federal/State Income Tax Forms) 04-28-08

B.8.8 Americans with Disabilities Act (Youth) 05-16-23

B.8.9 **Rescinded** (Television Programming – see C.1.12) 12-05-05

B.8.10 Access to Computers and Certain Office Equipment by Youth 06-22-23

B.8.11 Pre-Release Process 11-29-22

B.8.12 Secure Care Youth Orientation 05-24-23

B.8.13 **Rescinded** (Youth Street Gangs and Notification Requirements) 04-01-13

B.8.14 DNA Protocols 12-08-22

B.8.15 Family and Community Relations 08-29-23

B.8.17 Polygraph Testing of Youth 07-27-23

9 Youth Fiscal Services

B.9.1	Youth Welfare Fund (YWF)	06-21-23
B.9.2	Youth Canteens	09-15-22
B.9.3	Youth Banking	06-02-22

C FIELD OPERATIONS**1 General**

C.1.1	Death of Youth in Custody, Autopsies and Burial Expenses	03-01-23
C.1.2	Rescinded (Regulation of Air Traffic)	07-15-05
C.1.3	Crimes Committed on the Grounds of YS Facilities/ Office Buildings and/or Properties	08-29-23
C.1.4	Attorney Visits	02-01-23
C.1.5	Research	04-22-22
C.1.6	Establishment and Review of Secure Care Facility Standard Operating Procedures (SOPs)	02-27-23
C.1.7	Crime Victims Registration and Notification	03-28-23
C.1.8	Firearms Training, Use and Revocation	03-22-23
C.1.9	Rescinded (EPA Worker Protection Standard)	03-28-19
C.1.10	Rescinded (Travel Related to Recreational Activities - combined w/ C.1.12)	12-05-05
C.1.11	Rescinded (Use of Weight Lifting Equipment - combined w/ C.1.12)	12-05-05
C.1.12	Leisure and Recreation Activities	09-18-23
C.1.13	Legislative Request/Communication, Media Access and Public Information	08-25-23
C.1.14	Archived (Utilization of Horses in Correctional Institutions)	10-22-08
C.1.15	Archived (Children's Initiatives Program)	10-22-08
C.1.16	Archived (Canine Units)	01-28-09
C.1.17	Monitoring and use of SmartZone System (700 and 800 MHz Radios)	07-13-22

1 General (cont.)

C.1.18	Facility Tours	03-20-23
C.1.19	Cecil J. Picard Educational and Recreational Center	08-30-23
C.1.20	“Green” Initiatives	11-15-22

2 Security

C.2.1	Escapes, Runaways, Apprehensions, and Reporting	09-11-23
C.2.2	Facility Riot, Significant Disturbance and Hostage Situation	09-11-23
C.2.3	Searches of Youth	09-08-23
C.2.4	Searches of Employees	03-28-23
C.2.5	Searches of Visitors - Secure Care	11-04-22
C.2.6	Use of Interventions – Secure Care	10-24-22
C.2.7	Youth Drug/Alcohol Testing	05-31-23
C.2.8	Youth Visitation in Secure Facilities	03-08-23
C.2.9	Correspondence and Packages	10-14-22
C.2.10	Safety and Emergency Management	06-20-23
C.2.11	Prison Rape Elimination Act (PREA)	08-15-23
C.2.12	Emergency Escorting	07-21-23
C.2.13	Key Control Program	09-13-23
C.2.14	Tool Control Program	12-22-22
C.2.14A	Tool Control-Cecil J. Picard Education and Recreational Center	09-12-23
C.2.15	Control and Use of Flammable, Toxic, and Caustic Substances (FTCs)	07-28-23
C.2.15A	Hazardous Materials Program-Cecil J. Picard Center	09-15-23
C.2.16	Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular)	03-09-23

2 Security (cont.)

C.2.17	Youth Hunger Strikes	12-28-22
C.2.18	Perimeter Security for Secure Care Facilities	07-01-22
C.2.19	Youth Counts, Movements and Facility Rounds	07-14-23
C.2.20	Youth Transport - Secure Care Facilities	08-03-22
C.2.21	Security Manual – Secure Care Facilities	09-26-22
C.2.22	Contraband Control - Secure Care Facilities	11-29-22
C.2.23	Control Centers at Secure Care Facilities	03-28-23
C.2.24	Electronic Monitoring Program (EMP)	02-17-23
C.2.25	Protocol for Delivering Services to Sexually Exploited Youth	03-30-21
C.2.26	Shower Procedures	09-11-23
C.2.27	Safety Program	08-08-23
C.2.29	Shift Packet Composition and Procedures	07-13-23
C.2.30	Body Cameras	10-18-22
C.2.31	Sight and Sound Separation of Youth and Adults	10-18-22

4 Secure Care Facilities

C.4.1	Furlough Process	02-01-23
C.4.2	Social Security Benefits	07-27-23
C.4.3	Mandatory Reporting of Abuse & Neglect of Youth	09-01-23
C.4.4	Archived [Smoking and Use of Tobacco Products (juvenile) see A.2.16]	08-19-04
C.4.5	Cell Restriction	06-01-01
	Page 2	07-30-01
	Form 4	11-30-01
	Attachment C.4.5 (d) Crisis Intervention Unit Daily Tracking Log	12-05-05

4 Secure Care Facilities (con't)

C.4.6	Securing Physical Evidence/Crime Scene	02-28-23
C.4.7	Escorted Absences	10-14-22
C.4.9	Sale of Vocational Goods and Hobby Craft Items	04-13-23

5 Monitoring

C.5.1	Required Database Entry and Reporting Requirements	10-24-22
C.5.2	Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents	07-17-23
C.5.3	Quality Assurance Reviews – Central Office Audits, Secure Facilities and Regional Offices	06-23-23
C.5.4	Rescinded (Incident and Trend Analysis Process)	10-29-04
C.5.5	Rescinded (Performance Standards)	12-15-14
C.5.6	Juvenile Electronic Tracking System (JETS)	04-11-23

6 Culinary

C.6.1	Food Services	12-08-22
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8 Division of Youth Services

C.8.1	Rescinded (Community-Based Services Policy and Procedure Manual)	01-21-10
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9 Prison Enterprises

C.9.1	Rescinded (Equine Health Management)	01-28-09
C.9.2	Rescinded (Purchase of Products & Services by the Department)	02-03-06

D COMMUNITY BASED SERVICES**1 Administration and Management**

D.1.2	Internal Quality Assurance Review	08-30-23
D.1.5	Cooperation with Other Agencies	10-25-22
D.1.8	Mandatory Reviews	08-28-23

2 Personnel

D.2.1	Physical Examinations, Essential Functions and Special Requirements for Probation and Parole Officers/Juvenile	07-18-23
D.2.2	Off Duty Work Details	11-24-21

4 Fiscal

5 Youth Records

D.5.1	Community Based Services Youth Records: Composition and Maintenance	04-05-23
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6 Management Information and Research

7 Intake

D.7.1	Intake Services	09-13-23
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8 Community Placement Programs

D.8.1	Social Service Contract Monitoring	08-07-23
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9 Placement, Transfer, Termination and Removal Process

D.9.1	Placement of Youth in Residential Facilities	09-19-22
D.9.1A	Rescinded (FINS Respite Care)	11-24-14
D.9.3	Rescinded (Case Placement Process for Non-Secure Placement)	04-26-17
D.9.4	Rescinded (Placement Process)	04-25-17
D.9.5	Service Delivery / Case Management	06-22-23
D.9.7	Financial Assessment, Medicaid Eligibility and Parental Contributions	03-15-21
D.9.8	Youth Travel- Community-Based Services	09-30-21
D.9.9	Reimbursable Expenses	06-09-23
D.9.10	Placement in Psychiatric Facilities	06-27-23
D.9.12	Participation in the Title IV-E Program	12-02-21
D.9.13	Case Assessment Process for Secure Care Placement	12-28-22

10 Supervision

D.10.3	Assignment of Cases, Reports and Other Activities	02-16-23
D.10.4	Community Supervision Classification System	09-21-22
D.10.5	Receipt, Security and Disbursement of Funds Collected from Youth, Supervision Fees and Restitution	07-12-23
D.10.7	Probation and Parole Supervision	09-28-22
D.10.10	Rescinded [Families in Need of Services (FINS)]	08-25-15
D.10.11	Transporting Youth by Community-Based Services	10-26-22
D.10.12	Use of Interventions – Community Based Services	08-25-23
D.10.15	Detention & Location of Youth Pending Secure Assignment	01-19-23
D.10.17	Probation and Parole Violations	07-07-23
D.10.19	Rescinded [Electronic Monitoring Program (EMP)-combined with C.2.24]	02-18-13
D.10.21	Complaints and Grievances	10-26-22
D.10.22	Interstate Compact for Juveniles (ICJ)	04-17-23
D.10.23	Consultation with Colleges and Universities	03-18-21
D.10.26	Rescinded (Place of Detention – see D.10.15)	12-03-11
D.10.27	Rescinded (Searches of Youth – Community-Based Services)	01-18-12
D.10.32	SAVRY – Community Based Services	06-27-23
D.10.33	State Council for the Interstate Compact on Juveniles	05-05-23
D.10.34	Pending Secure and Non-Secure Placement – Provision of Services While In Detention	05-08-23

11 Investigation and Reports

D.11.1	Predisposition Investigation and Social History	09-21-22
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15 Social Services

D.15.1	Social Services Staff Orientation, Training, and Continuing Education	08-08-23
D.15.2	Social Services Youth Case Records	02-24-23
D.15.3	Delivery of Treatment and Auxiliary Services	02-02-21