

# YOUTH SERVICES POLICY

<b>Title:</b> Intake Services	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 7. Intake <b>Number:</b> D.7.1
<b>Page 1 of 2</b>	
<b>References:</b> La. R.S. 46:1251(A) and (B), 46:1253, and 36:408; La. Children's Code, Arts. 808, 809, 810, and 819; ACA Standards 2-7091, 2-7093, 2-7094 and 2-7096 (Juvenile Probation and Aftercare Services)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Otha "Curtis" Nelson, Jr., Deputy Secretary	<b>Date of Approval:</b> 09/13/2023

**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 uniform policy and broad procedures regarding the provision of intake screening services to local District Attorney's offices.

**III. APPLICABILITY:**

The Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Youth Facilities Director - Statewide, Probation and Parole Director - Juvenile, Regional Administrators, and Regional Managers.

Regional Managers are responsible for ensuring all necessary procedures are in place to comply with this policy.

**IV. DEFINITIONS:**

**Agency** – For the purposes of this policy, Agency refers to Youth Services and the Office of Juvenile Justice.

**Community Based Services (CBS)** - Includes all regional probation and parole offices located throughout the state.

**Intake Services** – Services provided to the local district attorney's in areas where YS, OJJ provides probation services. Services provided may be screening of arrest reports, intake interviews, make recommendations for dismissal of charges or petition to court, and informal supervision.

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

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

**V. POLICY:**

It is the Deputy Secretary's policy to provide basic intake screening services to a District Attorney who requests such services.

**VI: PROCEDURES:**

A. To initiate intake services, the District Attorney and Regional Manager shall draft an agreement [Attachment D.7.1(a)], which clearly states the limited intake services the agency is able to provide. Additional provisions may be added to this agreement with the concurrence of the Regional Manager and District Attorney. The agreement shall be signed by the Deputy Secretary and District Attorney.

B. If a Regional Manager receives a request for intake services from a District Attorney and does not have sufficient staff to proceed, the request shall be forwarded to the Regional Administrator, or designee, for further action.

**C. INTAKE INTERVIEW**

1. Prior to questioning, the intake process shall be explained to the youth and the youth's parent(s)/guardian.
2. The youth and/or parent(s) shall have their rights explained and the possible consequences if these rights are waived.
3. If the youth and/or parent(s) refuse to waive their rights or the youth denies the charge, the interview shall be terminated and the matter referred to the District Attorney for further disposition.
4. If the youth and/or parent(s) sign the Waiver of Counsel form found in JETS and admit to the allegation(s), the PPO/J shall continue the interview. Utilizing the Intake Screening Report found in JETS, information shall be gathered regarding the incident and the youth's background in order to make a recommendation to the District Attorney. Prior to submitting the recommendation, supervisory review and approval is required.

AGREEMENT BETWEEN THE STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
YOUTH SERVICES, OFFICE OF JUVENILE JUSTICE  
AND

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This agreement is entered into between the State of Louisiana, Department of Public Safety and Corrections, Youth Services, Office of Juvenile Justice (OJJ), hereinafter referred to as Agency and \_\_\_\_\_ hereinafter referred to as District Attorney.

In consideration of R.S.46:1251, which requires the Agency to provide the District Attorney a minimum basic intake service for juveniles within his/her jurisdiction who are alleged to be delinquent or in need of services, the Agency agrees to provide the following:

Maintain a system for receiving written referrals concerning alleged delinquents and status offenders from law enforcement agencies;

Arrange and conduct interviews with the youth and parents concerning the referral;

Explain to the juvenile and parent(s) the juvenile's basic constitutional rights and possible consequence of the waiver of same;

Gather sufficient social, medical, and educational information to assess the needs of the youth and to render a recommendation to the District Attorney as to a course of action based on those needs;

Effect Informal Adjustment Agreements, authorized and approved by the District Attorney, which contain a plan for acquiring and/or providing the services necessary to change the youth's behavior;

Supervise/manage the implementation of the plan of services;

Evaluate and report, upon request, the progress made with respect to the implementation of the plan; and

Follow-up on referrals made to other agencies.

The District Attorney agrees to:

Review the recommendations made by Agency personnel;

Approve or modify recommended diversionary actions;

Prepare and file petitions on cases which are deemed appropriate for formal court action.

This agreement shall commence on \_\_\_\_\_ and may be terminated for any reason by written notification by either party. This agreement contains terms and conditions agreed upon by the parties. Any modifications of this agreement shall necessitate the adoption of a new agreement.

SIGNATURES: \_\_\_\_\_  
District Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Secretary

\_\_\_\_\_  
Date