

# YOUTH SERVICES POLICY

<b>Title:</b> Office of Juvenile Justice (OJJ) Family and Community Liaison Councils	<b>Type:</b> A. Administrative <b>Sub Type:</b> 1. General <b>Number:</b> A.1.17
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<b>References:</b> ACA Standards 2-CO-1G-01 (Standards for Administration of Correctional Agencies); Family and Social Supports Domains, Performance-Based Standards Blueprint; 2-7016 and 2-7223 (Juvenile Probation and Aftercare Services)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 10/09/2017

## 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 Family and Community Liaison Councils within YS/OJJ, where members shall be appointed to:

- Serve as advocates for YS/OJJ;
- Serve in an advisory capacity to the Regional Directors and Facility Directors;
- Educate the general public on juvenile justice matters;
- Serve as partners to move initiatives forward; and
- Assist in identifying available resources in the community.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, Regional Directors, Facility Directors, Regional Managers, Family Liaison and appointed members of the YS/OJJ Family and Community Liaison Councils.

## IV. DEFINITION:

**Family and Community Liaison Councils** – Members appointed by the Deputy Secretary to serve in an advisory capacity to the Regional Directors and Facility Directors.

**V. POLICY:**

It is the Deputy Secretary's policy that the Family and Community Liaison Councils be created within YS/OJJ.

**VI. COUNCIL MEMBERSHIP:**

- A. Council members serve at the will of the Deputy Secretary.
- B. Membership in the Family and Community Liaison Councils shall be comprised of business professionals, public officials, industry/organizational leaders, up to three (3) parents or legal guardians of a youth currently housed in a secure care facility, one (1) local leader from the faith-based community and representatives of the general public.
- C. Members shall demonstrate a commitment to their community, know their community needs, and be interested in furthering systemic reform.
- D. Following the initial appointment of members to the Family and Community Liaison Councils, membership shall be reviewed every two (2) years by the Deputy Secretary.

**VII. STRUCTURE OF REGIONAL COMMUNITY COUNCILS:**

- A. There shall be seven (7) to ten (10) Council members appointed where each facility is located.
- B. A chairperson shall be selected for each Council by the Regional Director.
- C. Two (2) meetings shall be held each year and staffed by the appropriate Regional Director.

**VIII. COUNCIL MEETING ATTENDANCE REQUIREMENTS:**

- A. Members shall attend one (1) of the two (2) meetings in person, and may opt to teleconference the second meeting if necessary.

**IX. RECORDKEEPING:**

- A. An agenda shall be prepared prior to each Council meeting by the Regional Director for that region.
- B. A sign-in sheet shall be prepared requiring printed name and signature of each council member in attendance.

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- C. Minutes of each Council meeting may be transcribed and forwarded to each member, the Deputy Secretary, Assistant Secretary, Regional Director, Facility director, and the Family Liaison.

**Previous Regulation/Policy Number:** A.1.17  
**Previous Effective Date:** 12/11/2012  
**Attachments/References:**