

# YOUTH SERVICES POLICY

<b>Title:</b> Crime Victims Registration and Notification	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 1. General <b>Number:</b> C.1.7
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<b>References:</b> La. Const., Art. I, Section 25; La. R.S. 15:574.12, 46:1841-1844, C. Cr. P. Art. 894.1, Ch. C. Arts. 811.1, 811.3, and 890 (A) (2); ACA Standard 2-CO-1A-14 and 2-CO-4G-02 (Administration of Correctional Agencies); YS Policy Nos. B.2.18 "Reintegration Process", B.3.1 "Secure Care Youth Records: Composition and Maintenance", B.7.2 "Programs for Post-Secondary Education and Skills Building Incentives – Secure Care", B.8.15 "Family Liaison between Families of Youth and Youth Services" B.2.17 "Sex Offender Notification and Registration Requirements", C.2.1 "Escapes, Runaways, Apprehensions, and Reporting", C.4.1 "Furlough Process"; and C.5.6 "Juvenile Electronic Tracking System" (JETS).	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 05/07/2018

**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 outline procedures for Crime Victim Notification requests received from a victim regarding a youth pending placement or in the secure custody of YS/OJJ.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Chief of Operations, Executive Management Advisor, General Counsel, Regional Directors, Facility Directors, Regional Managers, and the Family Liaison.

**IV. DEFINITIONS:**

**Crime Victims Services Bureau (CVSB)** - A public service of the Department of Public Safety and Corrections Services that enables victims of crime to register for notification, and facilitates access to information available to crime victims.

**Family Liaison(s)** - The Regional employee(s) that serves as a direct link between communities, advocates, and families/guardians of youth and YS.

**Individualized Intervention Plan (IIP) - Initial and Formal** - A statement of goal, objectives, and the methods used to obtain them that is created for each youth in secure care. The IIP is dynamic and is updated depending on the identified needs and specialized treatment required while in secure care. The IIP also identifies follow-up services needed by the youth on release and is coordinated with Community Based Services to provide the proper level of aftercare.

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

**Ombudsman** – The Central Office Employee that screens, routes, and monitors resolution of concerns from families, communities and advocates.

**Regional Duty Officer** – All professional level regional office personnel responsible for reporting serious incidents as described herein to the appropriate Regional Director. The regional duty officer may be the Regional Manager/designee.

**Victim** – The person(s), including the parent or family member, who suffers harm as a result of a crime and who is identified by law enforcement, a police report, or other official court record as a victim of a crime.

**Victim Notification and Registration Form (VNRF)** – A form on which a person may indicate a request to be afforded the rights prescribed in law and policy to victims. In the context of this policy, the term VNRF also includes letters requesting notification. (The “YS/OJJ Victim Notification Request Form” [see Attachment C.1.7 (a)], the “DPS&C, Victim Notice and Registration” form through the CVSB at Corrections Services, and the “Louisiana Automated Victim Notification System (LAVNS)” form are all acceptable forms.

## V. POLICY:

It is the Deputy Secretary’s policy to ensure compliance with the law governing the rights of victims and, in response to requests for registration and notification, including referrals from the “Crime Victims Services Bureau” (CVSB) or the “Louisiana Victim Notice and Registration Form” also referred to as LAVNS (Louisiana Automated Victim Notification System), to facilitate access to information as per the law, to enhance responsiveness to victims by staff, and to cooperate with other criminal justice agencies and victim advocacy groups.

To achieve these ends, YS shall collaborate with other justice system agencies, victim advocacy groups, and other community-based organizations to ensure that all victims are treated with respect and provided with all required information and notifications.

**VI. PROCEDURES:**

- A. In accordance with Children’s Code Art. 811.1(A)(11), when YS/OJJ receives a Crime Victim Notification Request (CVNR) from a family or family member regarding a youth who is pending secure placement in detention or in a secure facility, it is the responsibility of YS/OJJ to notify the victim of the following:
- Appeal or release at the time of such appeal
  - Discharge from a secure facility or detention
  - Parole
- B. A toll-free telephone line (800-594-3941) to the Ombudsman’s office is maintained by YS/OJJ. If a call concerning victim registration or notification is received by any unit of YS the call shall be routed to the Ombudsman who shall assist callers with registration for notification. (Refer to YS Policy No. B.8.15)
- C. Corrections Services also maintains a toll-free telephone line (888-342-6110) to the CVSB. The bureau assists callers with registration for notification and makes referrals.
- D. When one of the VNRFs noted above is received in any unit of YS, the employee receiving the form is responsible for the following:
1. Immediately flagging the youth in the “Juvenile Electronic Tracking System” (JETS) as having a “CVN” (Crime Victim Notification);
  2. Updating the youth’s Individualized Intervention Plan (IIP) in JETS to note that the youth has a “CVN”;
  3. Date and sign the VNRF form and forward a copy to the Ombudsman; and
  4. If the youth is in a secure care facility, the outside of the youth’s Master Record shall also be marked in the stamped format, pursuant to YS Policy No. B.3.1.

If the form received is NOT the “YS/OJJ Victim Notification Request Form”, the employee receiving the form shall contact the victim noted on the form to advise that the correct YS/OJJ form is being mailed to them for completion, to be returned to the agency.

A copy of the initial form from the victim and the YS/OJJ form, when received, shall be forwarded to the Ombudsman.

All actions taken shall be documented in a “Case Narrative/Weekly Progress Note” in JETS, a copy of the form received shall be forwarded to the Ombudsman, and the original form placed in the youth’s record under Clip VIII pursuant to YS Policy B.3.1.

- D. No youth in a secure care facility shall receive information about another youth in a secure care facility by filing a “Victim Notification Request Form”.

**VII. CONFIDENTIALITY:**

Both the information contained in a “Victim/Witness Notification Request Form” and the fact that a notification request has been made are confidential. Pursuant to provisions of La. R.S. 15:574.12, staff may answer inquiries from judicial and law enforcement agencies. Any other inquiries shall be referred to the Ombudsman.

**VIII. RESTITUTION:**

To encourage youth to take responsibility for their actions and make restitution to victims of their crime(s), they have the opportunity to acquire skills to develop a good work ethic through employment in on-campus and off-campus jobs. In addition, they are provided pay incentives for accomplishment of specific academic goals (refer to YS Policy No. B.7.2). A percentage of their incentive compensation may be used to make payment toward restitution when it is required. These opportunities are based on community input.

Opportunities may include paying restitution; donating community service hours; or satisfying court obligations, such as fines and court costs. However, the rate of payment cannot exceed the youth’s ability to pay.

**IX. FAMILY LIAISON RESPONSIBILITIES FOR NOTIFICATION REGARDING YOUTH:**

- A. When a Regional Family Liaison receives the VNRF directly from the victim or family member of a victim, it is the responsibility of the Family Liaison to flag

the CVN in JETS, send a personally-signed acknowledgment letter to the victim with copies to the Regional Manager/Facility Director, the Case Manager and the PPO/J for filing in the youth's record.

- B. When a VNRF is forwarded to the Central Office Ombudsman by the PPO/J, the Ombudsman shall send an acknowledgment letter to the victim, with copies to the Facility Director and the Case Manager for filing in the youth's record.

The Ombudsman shall also verify that the CVN in JETS has been flagged.

**X. SECURE CARE CASE MANAGER/FACILITY TREATMENT DIRECTOR RESPONSIBILITIES FOR NOTIFICATION REGARDING YOUTH:**

- A. When a secure care facility receives a VNRF the youth's Case Manager shall:

1. Verify that JETS is updated to indicate a CVN flag;
2. Verify the youth's IIP is updated to indicate a CVN;
3. Verify that the outside of the youth's secure care Master Record is marked; and
4. File the form under Clip VIII of the youth's Master Record, pursuant to YS Policy No. B.3.1.

- B. If a youth appeals his adjudication/disposition or is released at the time of the appeal, is paroled or discharged from a secure facility or is stepped down to a non-secure facility, the youth's Case Manager shall notify the registered victim by certified mail utilizing the "Victim Notification of Discharge Letter" [see

Attachment (b) sample letter]. A copy of the letter shall be forwarded to the Ombudsman, and a copy filed in the youth's Master Record under Clip VIII.

- C. The Facility Treatment Directors at each secure care facility shall maintain a continuously updated list of all youth with a CVN flagged in JETS which includes the following:

- Name of the youth;
- Client ID#;
- Date of admission to the facility; and
- Name and contact information for the victim.

In the event of an escape, discharge from custody, step down to non-secure, appeal or release at the time of appeal, the Facility Treatment Director shall ensure the proper notifications are being adhered to and documented as required.

- D. Prior to release from a secure care facility, youth who have been adjudicated for a hands-on sex offense or a hands-on sex offense that has been pled down to a non-sex offense, must have a signed "Safety Plan Contract" [refer to YS Policy No. C.4.1, Attachment (h)] in place.] The Facility Treatment Director or their designee is responsible for having the "Safety Plan Contract" signed by the youth.

**XI. SECURE CARE FACILITY DIRECTOR RESPONSIBILITIES FOR NOTIFICATION REGARDING YOUTH:**

- A. If a youth with a CVN flagged in JETS escapes from an OJJ secure care facility, the Facility Director shall immediately notify the district attorney of the adjudicating parish and document such pursuant to the guidelines established in YS Policy No. C.2.1.
- B. When an escaped youth with a CVN flagged in JETS is apprehended, the Control Center at Bridge City Center for Youth" (BCCY) shall be notified of the apprehension. The Facility Director or their designee of the facility of escape is responsible of notifying the Control at Bridge City of the apprehension.
- C. The Facility Director or their designee of the facility of escape shall ensure that written notice of apprehension is forwarded to the district attorney of the adjudicating parish within 48 hours of the youth's return to custody.
- D. If a youth with a CVN flagged in JETS is released directly to adult custody due to a crime committed as an adult, the Facility Director or their designee of the sending facility shall inform the receiving adult unit of the victim notification request on file.
- E. The Facility Director of the youth's assigned facility is ultimately responsible for all required contacts/notifications, which shall each be documented within three (3) days of the occurrence on a "Weekly Contact Progress Note" in JETS.
- F. It shall be the ultimate responsibility of the Facility Director or their designee to ensure the victim is notified of any events noted in Section X of this policy.

**XII. CBS PPO/J AND REGIONAL MANAGER RESPONSIBILITIES FOR NOTIFICATION REGARDING YOUTH:**

- A. When a PPO/J receives updated information from a VRNF or a written request from a registered victim/family member to withdraw a request for notification, the VRNF shall be modified to indicate the new information, the youth's assigned facility notified, and a copy of the updated form forwarded to the Ombudsman.
- B. When a PPO/J becomes aware of an escape/runaway of a youth from a detention facility, flagged with a CVN in JETS, the PPO/J shall immediately notify the district attorney of the adjudicating parish of the youth's escape/runaway from a detention/non-secure facility.
- C. All notifications by the PPO/J shall be documented in JETS within three (3) working days.
- D. It shall be the ultimate responsibility of the Regional Manager, in cases where the youth is pending secure care, or their designee to ensure the victim is notified of any events noted in Section X of this policy.

**XIII. QUALITY ASSURANCE:**

The Ombudsman shall "track all requests and actions taken when Crime Victims Registration and Notification letters and/or forms are received and forwarded to Facility Directors/Regional Managers.

- B. On a quarterly basis, the Ombudsman shall request a list of youth in JETS with a CVN flag from the Data Warehouse Manager for quality assurance purposes. The JETS list and the "Crime Victim Log" shall be compared to ensure all victim requests are appropriately recorded.
- C. The Facility Director/Regional Manager shall utilize the "Family Crime Victim Notification Log" [see Attachment C.1.7 (c)] for monitoring victim registration and notification requests and to ensure the requirements of the law and this policy are met.

**Previous Regulation/Policy Number:** C.1.7

**Previous Effective Date:** 02/20/2017

**Attachments/References:** C.1.7 (a) Victim Notification Request Form.May2018  
C.1.7 (b) CV Notification of Discharge Letter.May2018  
C.1.7 (c) Ombudsman CV Notification Log.doc.May2018  
C.1.7 (d) Facility Crime Victim Notification Log.May2018



**Youth Services  
Office of Juvenile Justice  
Victim Notification Request Form**

As a victim or family member affected by the criminal acts of another person, you have a right to participate in the criminal justice system. If the youth who committed the offense has been sentenced to the secure custody of Youth Services, and you want information about his appeal or release status, or Youth Services' policies and programs, or your rights and responsibilities, you may contact the Ombudsman. You may also consult the agency's website at <http://www.ojj.la.gov/> .

If you would like to register to be notified of appeal, release at the time of such appeal, discharge, parole of the youth who committed the offense against you or a family member, or step down of a youth from secure care, complete this form and mail it to the address below.

Your request will be kept confidential with the exception of request from judicial or law enforcement agencies.

**Office of Juvenile Justice  
Ombudsman  
P.O. Box 66458, Baton Rouge, LA 70896  
Telephone Numbers: in Baton Rouge area -225-287-7985; long distance, toll-free – 800-594-3941**

To receive notification as outlined above, you must maintain a correct address and/or telephone number with the Ombudsman.

**PERSONS REQUESTING NOTIFICATION**

Victim: \_\_\_\_\_ Family Member of Victim: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. H (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_ W (\_\_\_\_) \_\_\_\_\_

You are (check one): \_\_\_\_\_ Victim of offense \_\_\_\_\_ Family Member

Youth's name: \_\_\_\_\_ Youth's ID# \_\_\_\_\_

Youth's DOB: \_\_\_\_\_ Offense \_\_\_\_\_

Parish of Conviction /Judicial District/and Court Docket No.: \_\_\_\_\_

Are you or any of your family members employed with the Office of Juvenile Justice in the State of Louisiana?  
If yes, please indicate which facility or office: \_\_\_\_\_  
\_\_\_\_\_

**(For Agency Use)**

Date request received in Youth Services: \_\_\_\_\_ By Name/Title: \_\_\_\_\_

**SAMPLE**

**CERTIFIED MAIL**

(Date)

Enter Victim's name  
And address

RE: Victim Notification of Discharge of Adjudicated Youth in accordance to Ch. Code Art 811.1

Dear Enter name of addressee

In accordance with Ch. Code Art. 811.1(A) (11), the victim or a member of the victim's family may file a victim notice form as provided by R.S. 46.1842(8). Upon filing of this form, it shall be the duty of the Department of Public Safety and Corrections to notify the victim or family member by certified mail of an appeal or release at the time of such appeal, discharge, parole, or step down of a youth from secure care named in the submitted form. In accordance with your victim notification request, this is formal notice that (youth) was discharged from secure custody on (date).

Sincerely,

Facility Director,  
\_\_\_\_\_ Center for Youth

c: Ombudsman  
Master Record  
PPO/J



