

# YOUTH SERVICES POLICY

<b>Title:</b> Secure Care Youth Orientation	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 8. Youth Related Services <b>Number:</b> B.8.12
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<b>References:</b> U.S. DOJ PREA Standard 115.333; ACA Standards 2-CO-4A-01 (Administration of Correctional Agencies); 3-JCF-3B-01, 3-JCF-5A-01 and 3-JCF-5A-03 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. A.2.62 “Staff/Youth Relationships”, B.2.2 “Youth Classification System and Treatment Procedures”, B.2.3 “Secure Care Intake”, B.2.7 “LAMOD Program and Youth Stage Procedures”, B.2.20 “Non-Discriminatory Services to Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning (LGBTIQ), and Nonconforming Youth”, B.3.1 “Secure Care Youth Records: Composition and Maintenance”, B.5.1 “Youth Code of Conduct-Secure Care”, B.5.3 “Administrative Remedy Procedure”, B.6.2 “Communicable and Contagious Diseases Infection Control Program”, B.7.2 “Programs for Post-Secondary Education – Secure Care”, B.7.3 “Work Details and Skills Building Incentives – Secure Care”, B.8.1 “Telephone Usage by Youth and Monitoring of Calls”, B.8.4 “Religious or Faith-Based Programs and Services”, B.8.8 “Americans With Disabilities Act (Youth), C.1.4 “Attorney Visits”, C.1.12 “Leisure and Recreation Activities”, C.2.8 “Youth Visitation in Secure Facilities”, C.2.9 “Correspondence and Packages”, and C.2.11 “Prison Rape Elimination Act (PREA)”	
<b>STATUS: Approved</b>	
<b>Approved by:</b> James Bueche, Ph.D., Deputy Secretary	<b>Date of Approval:</b> 04/09/2019

**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 uniform orientation procedures for all youth assigned to a Youth Services (YS) secure care facility.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Chief of Operations, Executive Management Advisor, Regional Directors and Facility Directors.

#### IV. DEFINITIONS:

***Individualized Intervention Plan (IIP)*** – A statement of goals, objectives, and the methods used to attain 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.

***LGBTIQ*** - Youth who have identified themselves as lesbian, gay, bisexual or transgender, intersex or questioning their sexual orientation, or gender nonconforming youth. (Refer to YS Policy No. B.2.20)

***Prison Rape Elimination Act (PREA)*** - An Act signed into law by President George W. Bush in September 2003. This legislation requires the Bureau of Justice Statistics (BJS) to initiate new national data collections on the incidence and prevalence of sexual violence within correctional facilities. PREA defines four categories of sexual abuse for purposes of data collection: abusive sexual contacts, nonconsensual sexual acts, staff sexual harassment and staff sexual misconduct.

#### V. POLICY:

It is the Deputy Secretary's policy that each facility's orientation program include, at a minimum, information regarding procedures, rules, expectations, programs, and services for youth new to the system or youth received as the result of a reassignment. At intake, youth should understand what they can expect from the program and what is expected of them. Staff shall explain the procedures during each step of the orientation process, and when necessary the procedures shall be reviewed for intra-facility transfers as well.

#### VI. PROCEDURES:

- A. Youth programming during the direct intake process shall include the following at a minimum:
1. Medical, mental health, dental and vision screenings;
  2. Medical/mental health assessments;
  3. Educational testing;
  4. Provision of materials and discussions of any other programs and services provided;
  5. Participation in LAMOD groups;
  6. Participation in recreational activities; and
  7. Participation in religious services;

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- B. Within 24 hours of intake, staff shall advise the youth of the Youth Code of Conduct, both verbally and in writing. The “Youth Receipt of the Code of Conduct” shall be signed by both the youth and staff, and placed in the youth’s Master Record under Clip VI, pursuant to YS Policy No. B.5.1.
- C. Within 24 hours of intake, during the youth’s initial phone call home, staff shall invite the family to the initial IIP staffing to be held within seven (7) days of the youth’s arrival at a secure care facility, pursuant to YS Policy No. B.2.3.

As part of the secure care intake process, all youth shall sign a written notification that they have been advised of the initial staffing process, which shall be filed in the youth’s Master Record under Clip II, pursuant to YS Policy No. B.2.2.

- D. Youth shall be notified of the availability of religious services and spiritual programs, including non-denominational programs, services and activities, and be informed of the “Religious Food Preference Form”, pursuant to YS Policy No. B.8.4.
- E. Within 48 hours of intake, staff shall introduce and provide at a minimum, a copy of the following orientation materials to the youth:
  - 1. Administrative Remedy Procedures (ARP);
  - 2. LAMOD Youth Manual;
  - 3. Mail and Telephone Consent Forms;
  - 4. Telephone and Visitors List;
  - 5. Visitation Policies;
  - 6. Prison Rape Elimination Act (PREA);
  - 7. Staff/Youth Relationships;
  - 8. Americans with Disabilities Act – Youth;
  - 9. Post-Secondary Education and Skills Building Incentives;
  - 10. Communicable and Contagious Diseases and Infection Control Program;
  - 11. Correspondence and Packages; and
  - 12. LGBTIQ or gender nonconforming youth policy.
- F. As part of the intake/orientation process, staff shall show the PREA power point presentation to all youth, and process with the youth the information that was provided pursuant to YS Policy No. C.2.11.
- G. Whenever a youth is transferred, a brief version of the PREA presentation described above shall be made available to youth during the intake/ orientation process.
- H. Youth shall receive training relative to the contents of the FTC Program during orientation, which shall be documented and forwarded to the Safety Officer, pursuant to YS Policy No. C.2.15.

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- I. Because youth may not be familiar with staff expectations and not understand what is expected of them, staff shall explain the steps taken during the orientation process, and assist the youth in notifying their families of the procedures to follow for mail, telephone and visiting.

In addition, youth shall view the facility orientation video and be given an opportunity to express concerns and ask questions pursuant to YS Policy No. B.2.3. Staff shall provide an explanation to youth as to the appropriate staff members to contact about particular concerns and/or problems while at the facility (i.e. the role of treatment staff, medical staff, direct care staff and teachers).

- J. Youth who do not understand English shall receive written orientation materials and/or translations in their own language. When a literacy problem exists, staff shall assist the youth in understanding the material.
- K. Completion of orientation shall be documented by a signed and dated statement by the youth, and filed in Clip VIII of the youth's record.

All youth receipts for correspondence during the orientation process shall be dated, signed, and filed in the youth's Master Record under the appropriate Clip as noted in YS Policy No. B.3.1.

**Previous Regulation/Policy Number:** B.8.12

**Previous Effective Date:** 08/18/2017

**Attachments/References:**