

YOUTH SERVICES POLICY

Title: Channels of Communication	Type: A. Administrative Sub Type: 1. General Number: A.1.5
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References: ACA Standards 2-CO-1A-9, 2-CO-1A-19 (Administration of Correctional Agencies); 4-JCF-6A-11 and 4-JCF-6A-12 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7007, 2-7009 and 2-7011, 2-7124 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 10/07/2019

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 procedures for channels of communication within YS.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, General Counsel, Regional Directors, Facility Directors, Regional Managers, and Central Office Section Heads.

IV. DEFINITIONS:

Louisiana Employees Online (LEO) – Statewide management system which includes the Comprehensive Public Training Program (CPTP) providing online courses accessible to all state employees and which can be accessed at <http://www.civilservice.louisiana.gov/Divisions/Training/Default.aspx>.

Training Records Entry Completed (TREC) - The database used to track training hours of YS employees at some secure care facilities.

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

YS Central Office Executive Staff - Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Executive Management Advisor, General Counsel and Regional Directors.

V. POLICY:

It is the Deputy Secretary's policy that all YS employees have an opportunity to participate in the development and review of organizational goals, initiatives, and policies. Channels of Communication among the Deputy Secretary, leadership / supervisory staff referenced in Section III above, and other staff shall be maintained in order to ensure open communication between employees. Unit Heads are responsible for ensuring effective lines of communication for dissemination of information, as well as for input of legitimate concerns by all YS employees.

VI. PROCEDURES:

- A. Staff meetings shall be conducted, at a minimum, on a monthly basis as follows:
 - 1. Deputy Secretary and YS Central Office Executive staff;
 - 2. YS Central Office Executive staff and their key unit staff;
 - 3. Regional Directors and Facility Directors;
 - 4. Facility Directors and all section heads;
 - 5. Regional Directors and Regional Managers; and
 - 6. Regional Managers and their key staff.
- B. Staff meetings shall be documented with agendas and minutes of meetings maintained and distributed as appropriate. Routine meeting attendance shall not be entered into LEO or the TREC database for training credit unless there is specialized training held during the meeting and the specialized training is documented.
- C. It is the Unit Head's responsibility to explain information disseminated during monthly meetings noted in A. above, and provide training for employees when needed.
- D. Leadership meetings shall be conducted twice per year at a minimum, between the Deputy Secretary, Regional Directors, Facility Directors, Regional Managers, key leadership staff, and designated Central Office staff.

Meeting topics shall center on current events within YS/OJJ and short/long range goals for meeting the agency's mission.

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Break-out meetings shall occur that require staff input on topics of discussion, including agency initiatives and goals.

Previous Regulation/Policy Number: A.1.5
Previous Effective Date: 09/28/2018
Attachments/References: