

## YOUTH SERVICES POLICY

<b>Title:</b> Detention and Location of Youth Pending Secure Assignment	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 10. Supervision <b>Number:</b> D.10.15
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<b>References:</b> La. R.S. 15:1110; La. Children's Code Arts. 306, 814, 815, 822; ACA Standard 2-7170 (Juvenile Probation and Aftercare Services); YS Policy Nos. A.1.14 "Unusual Occurrence Reports", C.5.2 "Regional Office Duty Officers, and Facility Administrative Duty Officers (ADOs) Reporting of Serious Incidents", D.10.4 "Community Supervision Classification System", D.10.34 "Pending Secure and Non-Secure Placement – Provision of Services While in Detention"; and DCFS Licensing Standards	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 12/18/2019

**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 procedures for the detention and location of youth who are in the custody of YS pending assignment to a YS Secure Care Center for Youth.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Chief of Operations, Executive Management Advisor, Regional Directors, Regional Managers, and all Community Based Services (CBS) employees.

**IV. DEFINITIONS:**

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

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

**Regional Managers** - Managers of the CBS regional offices located throughout the state.

**Unusual Occurrence Report (UOR)** - A document that must be completed by staff to report incidents or observations of events that may have an impact on any aspect of the agency. UOR forms shall be made available to all employees, working all areas at all times. Employees must complete and submit a UOR prior to the end of their tour of duty on the day the incident was observed or comes to the employee's attention in any way. If a UOR form is not available, the employee must use any paper available to report the pertinent information. UORs may also be submitted by email. (Refer to YS Policy No. A.1.14)

**V. POLICY:**

It is the Deputy Secretary's policy that youth shall be detained in accordance with the Louisiana Children's Code and La. R.S. 15:1110, which establishes statewide standards for juvenile detention facilities.

The Office of Juvenile Justice (OJJ) shall take whatever actions are within its scope and resources to ensure a youth committed to YS custody with a recommendation for secure placement is detained in a State licensed juvenile detention facility until admitted to a YS Secure Care Center for Youth.

Approval from the Assistant Secretary/designee must be obtained to place a youth with a recommendation for secure placement in a setting other than a detention center.

**VI. PROCEDURES:**

- A. When ordered by the court to detain a youth, YS/OJJ shall ensure the youth is placed in a State licensed juvenile detention facility where the youth shall be seen a minimum of once (1x) per month by the assigned Probation and Parole Officer/Juvenile (PPO/J), pursuant to YS Policy No. D.10.34.
- B. In the event the court orders the youth to be held in an adult facility, the youth shall be separated from adult offenders by sight and sound.
- C. When a youth is placed in YS/OJJ custody and is not detained or placed in a contract facility, the CBS staff shall report the incident to the appropriate Regional Director before the end of their tour of duty. A "Case Narrative" entry shall be entered in JETS indicating the notification was made, and JETS shall be updated immediately by the assigned PPO/J to reflect the youth's location.
- D. An Unusual Occurrence Report (UOR) shall be completed in JETS by the Regional Manager/designee and sent to the appropriate Regional Director within two (2) working days of the youth's release.

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The UOR shall contain the following information:

1. Nature of the committing offense;
2. Noteworthy circumstances surrounding the case;
3. Reason the youth is not being detained;
4. Estimation of the youth's threat to public safety; and,
5. Efforts being made to secure a placement in a detention center.

- E. If a youth who has been committed to YS custody is living at home and is arrested for any offense, the appropriate Regional Director shall be notified immediately via email after learning of the arrest.

A UOR shall be sent to the appropriate Regional Director by the assigned PPO/J within two (2) working days, unless the incident has been previously reported by the Regional Duty Officer pursuant to the guidelines established in YS Policy No. C.5.2.

The UOR shall contain the following information:

1. Nature of the offense;
2. Noteworthy circumstances surrounding the offense; and,
3. Whether the youth was detained.

**Previous Regulation/Policy Number:** D.10.15

**Previous Effective Date:** 12/10/2018

**Attachments/References:**