

# YOUTH SERVICES POLICY

<b>Title:</b> Consultation with Colleges and Universities	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 10. Supervision <b>Number:</b> D.10.23
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<b>References:</b> ACA Standard 2-7019 (Juvenile Probation and Aftercare Services); Requests for Statistical Information; Collection of Fees for Reproduction of Public Records and Statistical Reports; YS Policy A.3.3 "Requests for Statistical Information: Collection of Fees for Reproduction of Public Records and Statistical Reports"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 03/11/2019

**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 ensure contact with local institutions of higher learning is maintained through Community Based Services (CBS).

**III. APPLICABILITY:**

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

**IV. DEFINITIONS:**

**Community- Based Services (CBS)** - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

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

**V. POLICY:**

CBS shall make reasonable efforts to initiate and maintain contacts with local colleges and universities through a designated liaison at the unit level.

Regional Managers are responsible for the development of additional procedures to implement this policy.

**VI. PROCEDURES:**

- A. Each CBS Regional Manager shall designate a staff liaison to initiate contact with local colleges and universities. Contacts can prove beneficial to both CBS and the university by utilizing the resources each has available.
  - 1. CBS may use the university resources for the following:
    - a. Training and staff development;
    - b. To incorporate faculty and student expertise in program development; and
    - c. To expand its pool of volunteers.
  - 2. CBS may offer the following:
    - a. Guest lecturers for criminal justice classes;
    - b. Statistical data for research pursuant to YS Policy No. A.3.3; and
    - c. A place for student internships and practicum's.
- B. The liaison shall establish and maintain a file for each college and university in the region, with documented contacts and correspondence.
- C. When CBS is advised of a workshop or seminar sponsored by the college or university which is relevant to YS' mission, the information shall be shared with other CBS Regional Managers.

**Previous Regulation/Policy Number:** D.10.23

**Previous Effective Date:** 08/26/2014

**Attachments/References:**