

YOUTH SERVICES POLICY

Title: Office of Juvenile Justice (OJJ) Family and Community Liaison Councils	Type: A. Administrative Sub Type: 1. General Number: A.1.17
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References: ACA Standards 2-CO-1G-01 (Standards for Administration of Correctional Agencies); Family and Social Supports Domains, Performance-Based Standards Blueprint; 2-7016 and 2-7223 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: <i>William A. Sommers, Deputy Secretary</i>	Date of Approval: 11/17/2021

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 Family and Community Liaison Councils within YS/OJJ, where members shall be appointed to:

- Serve as advocates for YS/OJJ;
- Serve in an advisory capacity to the Regional Directors and Facility Directors;
- Educate the general public on juvenile justice matters;
- Serve as partners to move initiatives forward; and
- Assist in identifying available resources in the community.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Secure Facilities Director, Executive Management Advisor, Regional Directors, Facility Directors, Regional Managers, Ombudsman and appointed members of the YS/OJJ Family and Community Liaison Councils.

IV. DEFINITION:

Family and *Community Liaison Councils* – Members appointed by the Deputy Secretary to serve in an advisory capacity to the Secure Facilities Director and Facility Directors.

V. POLICY:

It is the Deputy Secretary's policy that the Family and Community Liaison Councils be created within YS/OJJ.

VI. COUNCIL MEMBERSHIP:

- A. Council members serve at the will of the Deputy Secretary.
- B. Membership in the Family and Community Liaison Councils shall be comprised of business professionals, public officials, industry/organizational leaders, up to three (3) parents or legal guardians of a youth currently housed in a secure care facility, one (1) local leader from the faith-based community and representatives of the general public.
- C. Members shall demonstrate a commitment to their community, know their community needs, and be interested in furthering systemic reform.
- D. Following the initial appointment of members to the Family and Community Liaison Councils, membership shall be reviewed every two (2) years by the Deputy Secretary.

VII. STRUCTURE OF REGIONAL COMMUNITY COUNCILS:

- A. There shall be seven (7) to ten (10) Council members appointed where each facility is located.
- B. A chairperson shall be selected for each Council by the Secure Facilities Director.
- C. Two (2) meetings shall be held each year and staffed by the appropriate Secure Facilities Director.

VIII. COUNCIL MEETING ATTENDANCE REQUIREMENTS:

- A. Members shall attend one (1) of the two (2) meetings in person, and may opt to teleconference the second meeting if necessary.

IX. RECORDKEEPING:

- A. An agenda shall be prepared prior to each Council meeting by the Secure Facilities Director for that region.
- B. A sign-in sheet shall be prepared requiring printed name and signature of each council member in attendance.
- C. Minutes of each Council meeting may be transcribed and forwarded to each member, the Deputy Secretary, Assistant Secretary, Secure Facilities Director, Facility director, and the Ombudsman.

Previous Regulation/Policy Number: A.1.17

Previous Effective Date: 11/06/2019

Attachments/References: