

# YOUTH SERVICES POLICY

<b>Title:</b> Mandatory Reviews <b>Next Annual Review Date:</b> 07/30/2017	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 1. Administration and Management <b>Number:</b> D.1.8
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<b>References:</b> ACA Standards 2-7021, 2-7045, 2-7075, 2-7078, 2-7146 (Juvenile Probation and Aftercare Services); YS Policy No. C.2.11 "Prison Rape Elimination Act (PREA)"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 07/30/2015

**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 the guidelines for annual reviews within Community Based Services (CBS) in an effort to ensure compliance with YS policies, American Correctional Association (ACA) standards, and U.S. DOJ Prison Rape Elimination Act (PREA) Standards.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, General Counsel, Regional Directors and Regional Managers.

**IV. DEFINITIONS:**

**American Correctional Association (ACA)** - Accrediting body focused on best practices in Juvenile Probation and Aftercare Services.

**Prison Rape Elimination Act (PREA)** - An Act signed into law 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.

**Regional Director** – Deputy Assistant Secretary responsible for the oversight of all functions and operations of the Community Based Services Regional Offices and the secure care facility in their assigned Region.

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### **V. POLICY:**

To ensure compliance with YS policies, ACA Standards and U.S. DOJ PREA Standards, there shall be an annual review of each item listed below:

1. Paperwork functions;
2. Procedures for reporting data;
3. Personnel needs; and
4. Needs of the youth served by YS.

Revisions to procedures needed as a result of the annual review shall be submitted for policy revision, pursuant to YS Policy No. A.1.1.

### **VI. PROCEDURES:**

- A. Regional Directors shall schedule annual reviews in a manner which allows staff adequate time to complete the necessary reviews. Regional Directors shall assign knowledgeable staff to conduct the reviews.
- B. By July 31<sup>st</sup> of each year, the Regional Director shall submit an annual report for the period July 1<sup>st</sup> – June 30<sup>th</sup> to the Deputy Secretary and Assistant Secretary, which shall include the following:
  1. Objectives;
  2. Programs;
  3. Budget;
  4. Major developments;
  5. Problems;
  6. Plans; and
  7. Services furnished to youth.

**Previous Regulation/Policy Number:** D.1.8

**Previous Effective Date:** 07/07/2014

**Attachments/References:**