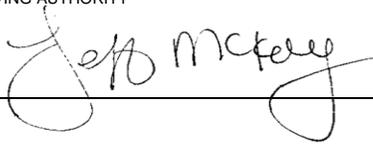


 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4770
	Youth Assistance Programs		DATE 3/17/2016
SUPERSEDES DIR #4770 Dtd. 4/28/2014	DISTRIBUTION A B	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Dir. #0401, #4521, #4555, #4755, #4760,	APPROVING AUTHORITY 		

- I. DESCRIPTION:** Youth Assistance Programs originated with inmates who desired to communicate with young people in nearby communities about the consequences of criminal behavior, thus assisting in community crime prevention efforts. These programs are now operating at many maximum and medium security facilities, primarily as special projects of inmate organizations. They are usually conducted within facilities, but occasionally inmates approved for temporary release are permitted to make program presentations in the outside community.

These programs are typically directed towards three categories of youths:

- Delinquents - youths who have been directly involved in the criminal justice system
- Pre-delinquents - youths who have displayed antisocial tendencies
- Non-delinquents - youths who have never been in trouble with the law

However, special presentations may also be made to adult groups (e.g., teachers, parents, and interested citizens).

Program topics may deal with the following: The fantasies and reality of criminal activity, promiscuity, consequences of drug and alcohol abuse, peer influence, family problems, and runaway youth. The examination of human needs and responsible behavior are other important topics which may be covered.

The Department strongly supports Youth Assistance Programs inasmuch as they:

- Provide a community service in crime prevention efforts via this unusual exposure to convicted felons
- Benefit individual inmates directly involved in the Youth Assistance Program (e.g., provide them with the opportunity to express their feelings to others in a positive effort to emphasize the consequences of antisocial behavior)
- Improve relations between inmates, facility staff, and the outside community

An official Youth Assistance Program Manual is available from the Division of Education in Central Office and provides specific procedures and guidelines for implementation of this special initiative.

II. POLICY & PROCEDURES

A. Authorizations and Supervision

1. All Youth Assistance Programs must operate either as a special project of an inmate organization (approved via [Form #3089](#), "Request for Approval of Special Projects and/or Special Events," per Directive #4760, "Inmate Organizations") or as a program of a special inmate committee approved by the Superintendent.

2. The Division of Education, Special Subjects Office will be responsible for the supervision, monitoring, and assessment of all Youth Assistance Programs within the Department.
 3. The Deputy Commissioner for Program Services will determine which facilities will conduct Youth Assistance Programs, and will exercise final approval authority over all Youth Assistance Program details after the approval process at the facility level is completed. Programs will be conducted only at maximum and medium security facilities or in the outside community by an approved temporary release inmate or parolee.
 4. A proposal for a Youth Assistance Program must be written in detail, according to the guidelines set forth in the official Youth Assistance Program Manual, and include:
 - a. The program goals, format, and an outline of the content;
 - b. The proposed involvement of inmates, and the criteria for selection; and
 - c. The proposed involvement of community groups, agencies, and organizations.
 5. The facility Superintendent or designee shall determine the maximum size of community groups allowed to visit the facility, and shall approve all tours and/or activities which call for special security arrangements.
 6. The Deputy Superintendent for Program Services will be responsible for general supervision of the program. The Deputy Superintendent for Security will be consulted regarding all security matters. A staff person assigned by the Deputy Superintendent for Program Services will assume direct supervision of the program.
- B. Criteria for Inmate Participation
1. Inmates desiring to participate in Youth Assistance Programs must be approved by the facility Superintendent or designee. Inmates with a program need of Aggression Replacement Training (ART) and/or Alcohol and Substance Abuse Treatment (ASAT) must have successfully completed that program to be eligible for approval. Inmates that have refused any required program are not eligible to participate.
 2. Inmates approved by the Superintendent to go out in the community must also be approved by the Temporary Release Committee.
 3. Inmates on temporary release and/or parolees who are participating in a Youth Assistance Program in the community must be escorted at all times by an employee of the Department.
 4. Specific requirements to be met by inmate participants of this program are further outlined in the official Youth Assistance Program Manual.
- C. Community Participation: Community participants may come from courts, schools, youth case agencies, religious groups, and law enforcement agencies.
1. All community youth groups must be accompanied by responsible adult supervisors (e.g., school teachers, counselors, law enforcement officers, etc.). One supervisor for every five youths is recommended.

2. Community participants must be at least 13 years of age. However, the Superintendent or designee may determine the benefit of permitting certain younger youths (those under Court Order, requests from the youth's Probation Officer, or Office of Children and Family Services supervisor, or the written request from the parent or legal guardian) to attend. Section III-A-3 (below) must be strictly followed.
3. A facility tour may be included as part of the program with the approval of the Superintendent and Central Office in accordance with Directive #4755, "Correctional Facility Tours." Youth participants from the community will not be allowed into any cell block gallery or housing unit that has not been cleared of all inmates.
4. All individual participants must provide proper identification (an official school identification card, a junior driver's license, driver's license, or signed parent consent form) upon arriving at the facility. It is recommended that visitors bring only their ID with them. If the participant is under 18 years of age they must present a completed [Form #4770A](#), "Youth Assistance Program Statement of Parental Consent."

III. PROGRAM SPECIFICS

A. Advance Preparations

1. Law enforcement officers, school officials, parents, and other outside community members are encouraged to communicate with the appropriate facility staff person(s) for the purpose of scheduling and exchanging evaluative program data, etc.
2. A copy of program objectives, facility policies and procedures, and other information deemed necessary by the facility administration must be furnished to all visiting groups prior to the scheduled date.
3. It will be the responsibility of the outside adult supervisor to obtain written permission from a parent or legal guardian of each youth participating in the Youth Assistance Program presentations, and to deliver these permission documents to the Deputy Superintendent for Program Services at the facility. A Court Order, written permission from the youth's Probation Officer, or Office of Children and Family Services supervisor may be substituted for parental approval. No youth will be allowed to participate without this written permission on file at the facility.
4. Community agency staff or parents/guardians who have been convicted of a misdemeanor or felony, are on parole or probation, or have charges pending, must provide this information and written permission from their Probation Officer or Parole Officer to the Deputy Superintendent for Program Services prior to the date of the program. However, this does not preclude participation.
5. All community participants, including Agency supervisory staff, youth, parents, and guardians are considered to be guests of the Superintendent and must be approved by the Superintendent or designee.

6. All participants (community, family, staff, or inmates) in any presentation must be advised in advance if names are to be used, still or motion pictures taken, voice recordings or videotapes made, and must sign [Form #4770A](#) prior to the program (see Directives #0401, "Release of Information to the News Media," #4521, "Inmate Newspapers and Newsletters," and #4555, "Video Production Programs and Procedures").

B. Presentation Guidelines

1. As with all visitations within the facility, the Superintendent has the authority to curtail or limit a program if required by security needs.
2. All program activities must be closely monitored, particularly "discussion sessions" in small groups. However, supervisory staff shall not participate in the actual presentation unless problem situations arise. One-to-one counseling will not be permitted, and drastic or physical "shock" tactics will not be permitted.
3. All presentations will be limited to one visit only, unless the needs of the sponsoring agency require further sessions and facility scheduling can accommodate such additional sessions.
4. Correspondence, phone calls, and visitation between inmates conducting the program and outside participating youth is prohibited.
5. If supervisory staff of any youth group wish to engage in follow-up sessions with staff and/or inmates of the Youth Assistance Program, permission may be granted only by the Superintendent or designee and all of these persons must be registered as volunteers.
6. Outside guests and inmates shall identify themselves by their last name only.