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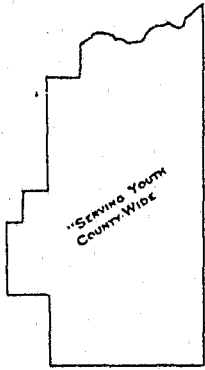
LeFlore County Youth Services, Inc.

P.O. BOX 711

501 SAGE AVENUE

POTEAU, OKLAHOMA 74953

918/647-4197



OPERATIONS MANUAL

YOUTH SERVICES

The Youth Services concept grew out of a recommendation by the President's Crime Commission Staff in 1967 that a new community agency be established to come to grips with the "failure of the juvenile court system to achieve its goals". Diversion and prevention from the juvenile justice system through a substitute agency was the primary and underlying reason for the advancement of the concept. The thesis was that the further the penetration of a youth into the juvenile justice system the more stigmatizing the experience and the less his chances of resolving his social conflicts. This concept, along with strong advocacy for prevention was endorsed by the Oklahoma Council of Juvenile Delinquency in their report, "Youth In Trouble - A Shared Concern", published in 1971.

ORGANIZATION

The Youth Service Centers are independent agencies operated under theegis of local, corporate boards made up of citizens from various disciplines and backgrounds. Ideally, the following interests are represented on the boards:

Schools	Public Health
Police	Vocational Rehabilitation
Courts	Civic Groups
Welfare	Local Government
Mental Health	Minority Groups
Youth Groups	News Media

The Boards make policy, receive and dispense funds and assume overall responsibility for the total program of their center.

Each Board employs a director, who is responsible to the board for day-to-day administration, i.e., program development, staff supervision, fiscal accounting, etc.

The goals of the youth services programs are as follows:

1. To develop a community system of youth services by linking with other agencies having statutory responsibility for the delivery of various services and private agencies.
2. To increase options of youths to improve their access to more socially acceptable roles.
3. To reduce unnecessary and inappropriate labeling of youths.
4. To reduce alienation of youths by various institutions, i.e., family, church, school, etc.
5. To deliver services to children and youths, as well as families, where there are obvious gaps in appropriate services.

The functions of a youth services center in a community are:

1. To assess the problems and needs of the community as they relate to juvenile delinquents and/or children and youths who have indicated a high potential for delinquency.
2. To coordinate community resources to focus on the identified needs of children and youths who trouble others.
3. To provide a referral service for police, schools, the court, and other agencies, public or private, who deal directly with youths.
4. To advocate for the rights of youths, especially those in conflict with society.

5. To develop resources in the community relevant to the needs of delinquency prone youths.
6. Accept referrals for specialized youth services not otherwise available in the community.

SERVICES

The services delivered by the centers might include but not be limited to the following:

1. Emergency Shelter
2. Intake for the Court
3. Supervisory Services for the Court
4. Diagnostic Support to the Court
5. Crisis Intervention
6. Individual Counseling
7. Group Work
8. Family Counseling
9. Drug Education and/or Treatment
10. Vocational Counseling
11. Tutoring
12. Volunteer Recruitment, Training & Supervision
13. Community Organization
14. Resource Development
15. Recreation
16. Referral

The programs vary according to the expressed concerns of the community.

OPERATIONS MANUALSCOPE:

The aim of this manual is the offering of a general working document to those associated with LeFlore County Youth Services, Inc.

HISTORY & PURPOSE:

LeFlore County Youth Services, Inc., is one of numerous similar delinquency prevention and control organizations in Oklahoma. Oklahoma's youth services concept grew out of a recommendation of the 1967 Report of the President's Commission on Law Enforcement and Administration of Justice. The diversion from juvenile justice systems through an alternative agency is the primary reason for the advancement of the youth services concept. The general concept of a community based youth services program was endorsed by the Oklahoma Council on Juvenile Delinquency in their 1971 report, "Youth In Trouble - A Shared Concern".

LeFlore County Youth Services, Inc. is a non-profit, income tax exempt corporation created for the purpose of preventing and controlling juvenile delinquency in LeFlore County. LeFlore County Youth Services, Inc. began in July of 1974 and is an independent agency operated by a 15 member board (enlarged to a maximum 25 members 7/28/75) of directors committed to LeFlore County youth in trouble. The board makes policy, receives and dispenses funds and assumes overall responsibility for the total program. The board of LeFlore County Youth Services retains a Project Director, who is responsible to the board for day to day administrative program development, staff supervision and fiscal accounting.

LeFlore County Youth Services, Inc. is multi-funded with the Oklahoma Crime Commission (OCC) providing funds on a three year decreasing basis. OCC funds are matched by local funds to operate the program. The OCC funding formula provides ninety percent matched against ten percent the first year, sixty percent matched against forty percent the second

OPERATIONS MANUAL

year, forty percent matched against sixty percent the third year and no OCC funds for subsequent years. NOTE: July 1975, OCC voted in 4th year funding. Therefore the third year funding will be fifty percent matched against fifty percent and the fourth year will be seventy percent matched against thirty percent. The rationale behind this method of funding is that local communities can best serve youth in trouble at home with local support.

The primary services of LeFlore County Youth Services, Inc. include two main objectives. These are crisis counseling and emergency shelter for juveniles. Shelter premises will be of a temporary nature until a more permanent placement can be located. Houseparents live in a shelter facility and provide protection, supervision and understanding for temporary guests. LeFlore County Youth Services, Inc. is not a detention Center. The juveniles involved are voluntarily participating realizing that failure to cooperate will mean automatic reversion to the judicial process.

The following is a brief outline of the functions of LeFlore County Youth Services, Inc.:

1. Provide emergency shelter care (in lieu of jail) for those youths who need to be detained or those youths for which no suitable alternative placement can be arranged.
2. Receive referrals from courts, police, schools, churches agencies and individuals for youths experiencing difficulties.
3. Make appropriate referrals to existing community service agencies and provide follow-up services.

OPERATIONS MANUAL

4. Recruit, train and utilize volunteers.
5. Identify gaps in existing community services.
6. Work closely with law enforcement to develop a systematic method of referral.
7. Work closely with schools to develop methods and alternatives for addressing problems of truancy, racial conflict, etc.
8. Provide services at the request of the court, i.e., intake, diagnosis, and case supervision.
9. Deliver other direct services through crisis intervention, referral, counseling and group work in the areas of education, employment, drug abuse, recreation, behavior modification, interpersonal relationships, emergency placement, etc.

PERSONNEL POLICIES:

The Board of Directors have adopted the following regulations concerning the employment of all full-time and part-time employees:

LEFLORE COUNTY YOUTH SERVICES, INC.

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JOB DESCRIPTION AND RESPONSIBILITY

PROJECT DIRECTOR

The Project Director is responsible to the corporation for day-to-day administration, program development, staff supervision and fiscal accounting. Specific responsibilities include:

1. Promotion of community involvement through education and training of the public.
2. Facilitation of program development to meet needs of all county youth.
3. Coordination of existing services with Leflore County Youth Services.
4. Supervision and guidance of staff and volunteers.
5. Facilitation, in conjunction with finance committee of LCYSI, of funding through local support and state and federal grants.
6. Financial management of state and local funding sources.
7. Planning of annual operations and programming.
8. Provide professional training in deficient areas for staff and volunteers.
9. Liaison between corporation, regional, state and federal agencies.
10. Formal coordination of LeFlore County Youth Services, Inc., with state wide youth services system.
11. Supervision of overall maintenance of facility.
12. Performance accounting to Board of Directors.
13. Evaluation of staff and program results.
14. Budget planning and management.

PROJECT DIRECTOR

15. Compiling statistical data and progress reports for regional, state and federal agencies.
16. Promoting program through public speaking and news releases.
17. Providing direct services to clients through crisis intervention counseling.
18. Negotiating contracts, signing checks and making endorsements within limitations set by the governing Board of Directors.

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JOB DESCRIPTION AND RESPONSIBILITY

VOLUNTEER CO-ORDINATOR

The Volunteer Co-ordinator shall be responsible for the development of:

1. New programs providing needed services for Youth Services.
2. Co-ordinating existing volunteer services.
3. Supervising and training volunteers.
4. Recruiting and screening volunteer workers.
5. Promoting youth involvement through education, direct services and a youth recreation program.
6. Promoting adult involvement through education and volunteer programs.
7. Co-ordinate and publish monthly volunteer newsletter.

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JOB DESCRIPTION AND RESPONSIBILITY

SECRETARY - BOOKKEEPER

The Secretary/Bookkeeper shall be responsible for five essential tasks, i.e., reception, typing, filing, bookkeeping, and purchasing. The detailed responsibilities are as follows:

1. Receptionists duties include answering the telephone, taking messages, greeting visitors, and referring clients to the appropriate staff member.
2. Typist duties include typing correspondence, corporation forms and reports and clientele information for case files.
3. Filing duties include the systematic maintenance of all records, forms and correspondence of corporation business.
4. Bookkeeping duties include the maintenance of a double-entry accounting system of all financial transactions of the corporation. The Secretary/Bookkeeper shall be responsible for preparing the corporation payroll, screening all bills as to assurance requiring check issuance and maintaining a balance of all budget items.
5. Purchasing duties shall be limited to office supplies and postage unless temporarily authorized by the Project Director. The Secretary/Bookkeeper shall maintain an adequate inventory of office supplies and postage and shall assist houseparents in balancing the monthly food and janitorial account.
6. Perform administrative duties as assigned by the Project Director.

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JOB DESCRIPTION AND RESPONSIBILITY

HOUSEPARENTS

(Duties)

1. KEEP HOUSE CLEAN AND NEAT:

- A. Vacuum living room and dust daily.
- B. Sweep kitchen and keep it neat
- C. Mop as needed.
- D. Vacuum living room furniture weekly.
- E. Vacuum Offices.

2. CLEAN BATHROOMS DAILY:

- A. Children in Center should help with this.

3. BE RESPONSIBLE FOR YARD WORK:

- A. Mowing
- B. Keep sidewalks, porches, carport, etc., swept and neat.
- C. Keep shrubs and trees trimmed.

4. MEALS:

- A. Nutritious meals should be provided.
- B. Houseparents are responsible for weekly grocery buying.
 - 1. Secretary will help with budget.
 - 2. Kids staying in the Center may go to the store with Houseparents at houseparents' discretion.
- C. Snack foods should be eaten in the kitchen or at the discretion of the houseparents. (popcorn in LR is OK)
- D. Kids are to help as asked in the kitchen.

5. BEDROOMS:

- A. Kids are responsible for making their beds and changing the linens.
- B. Kids should strip their beds when leaving the Center to go home or wherever.
- C. Houseparents are responsible for laundry and kids should be responsible for their own.
- D. Kids should gather their own bath towels, clothes for washing etc., and give to housemother to wash.

HOUSEPARENTS (cont.)

(Duties)

6. DISCIPLINE:

- A. Houseparents are responsible for all discipline unless they feel if warrants director's intervention.
- B. All complaints from kids must be directed to houseparents, not office staff, etc.

7. ACTIVITY:

- A. Houseparents should initiate activities for the kids, such as games, outside activities, etc. This may involve actual playing of inside games and/or helping with homework.
- B. Houseparents, with the approval of Director, may take the kids to various community activities, including library, movies, bowling, rides, etc. Center will pay for activity costs.

8. PUBLIC RELATIONS:

- A. Greet all guests cordially. Take through the Center for a tour if they wish. We like to show off.
- B. Phone answering "Youth Services" and please be pleasant.
- C. Accept all donations graciously and be sure to get name of person and group plus address or phone number. Fill out donation form fully.
- D. Have all guests sign guest book.
- E. Refer questions you can't answer to Director or Secretary.

9. CENTER RESIDENTS:

- A. When parents come to visit Center guests, allow them privacy either in kitchen or living room unless Director informs otherwise.
- B. When guests come to visit Director, keep others away from Office.
- C. Keep all guests and Center residents out of office areas unless they have business there.
- D. Watch front porch activities carefully due to exposure and possible damage to our reputation.
- E. Smoking allowed only in dining room or in areas specified by Houseparents. This does not include bedroom or bath areas - NO smoking permitted in either.

10. INTAKE PROCEDURES:

- A. Houseparents will do intake on residents when other staff is not available.
- B. Director will advise houseparents of each child's particular problems so as to enable houseparents to better handle that child.

HOUSEPARENTS (cont.)

(Duties)

11. TRANSPORTATION:

- A. Houseparents should take kids on emergency type errands only.

12. RELIGIOUS ACTIVITIES:

- A. Encourage all children to attend Sunday School and Church.
 - 1. Church buses will come by the Center or we can arrange volunteer transportation.
- B. Suggest reading one card from Bread of Life for evening meal or say your own grace.
- C. Each child will be given a Bible.

13. SCHOOL WORK:

- A. Encourage all kids to do their homework.
 - 1. The hours between 6:00 and 7:00 PM or whatever is more convenient for the houseparents should be for doing homework and/or reading. This is a quiet time for studying or reading.
 - 2. Children can study in their room or on dining room table, etc.

14. CHILDREN:

- A. Houseparents should notify staff personnel concerning changes of behavior and changes in attitudes, etc. Houseparents will also inform each other of specific problems in each center resident when they go off duty.
- B. Houseparents will advise staff (Secretary, Director, or Vol-Co-ordinator) of childrens' activities so that daily narratives may be kept.

TRAINING

PROJECT DIRECTOR:	120 HOURS	FIRST YEAR. 20 HRS. EVERY OTHER YEAR.
HOUSE PARENTS	20 HOURS	

1. GENERAL PROVISIONS:

- A. SOCIAL SECURITY NUMBER. PERSONS WHO ENTER THE LABOR MARKET ARE REQUIRED TO HAVE A SOCIAL SECURITY NUMBER. UPON EMPLOYMENT BY THE CORPORATION, THE EMPLOYEE'S SOCIAL SECURITY NUMBER IS RECORDED WITH THE SECRETARY.
- B. WITHHOLDING TAX EXEMPTION CERTIFICATE. THE DETERMINING FACTOR IN FIGURING THE AMOUNT OF TAX TO BE DEDUCTED FROM THE EMPLOYEE'S PAY DEPENDS UPON WHETHER THE EMPLOYEE IS SINGLE OR MARRIED, THE NUMBER OF EXEMPTIONS CLAIMED ON FORM W-4 THAT IS ON FILE IN THE SECRETARY'S OFFICE, AND THE GROSS AMOUNT OF THE EMPLOYEE'S SALARY.

EACH NEW EMPLOYEE SUBMITS TO THE SECRETARY A COPY OF FORM W-4 WITHHOLDING TAX EXEMPTION CERTIFICATE OR FORM W-4E, WITHHOLDING EXEMPTION CERTIFICATE.

FORM W-4E IS SUBMITTED BY AN EMPLOYEE WHO ANTICIPATES HE WILL INCUR NO TAX LIABILITY FOR FEDERAL INCOME TAX DURING THE REPORTING YEAR. THIS FORM MUST BE RENEWED ANNUALLY BY THE EMPLOYEE IF HE WISHES TO CONTINUE THE EXEMPTION.

FORM W-4 IS SUBMITTED BY AN EMPLOYEE WHO ANTICIPATES HE WILL INCUR A TAX LIABILITY DURING THE REPORTING YEAR,

AFTER SUBMITTING THE FORM, THE EMPLOYEE, AT WHATEVER TIME HIS TAX LIABILITY CHANGES, SUBMITS A NEW FORM W-4. THIS FORM MUST BE SUBMITTED NO LATER THAN THE FIRST DAY OF THE MONTH TO BE EFFECTIVE FOR THAT PAY PERIOD AND ANY FORM RECEIVED AFTER THAT DATE BECOMES EFFECTIVE WITH THE FOLLOWING PAY PERIOD. FAILURE TO SUBMIT A NEW FORM W-4 FOR A CHANGE IN TAX LIABILITY RESULTS IN THE EMPLOYEE DEDUCTIONS CONTINUING IN THE AMOUNT CURRENTLY BEING WITHHELD.

IF THE EMPLOYEE WISHES TO HAVE AN ADDITIONAL AMOUNT DEDUCTED, FORM W-4 MUST BE SUBMITTED ANNUALLY REQUESTING THIS ADDITIONAL AMOUNT. FAILURE TO RE-SUBMIT A NEW FORM W-4 ANNUALLY REQUESTING THIS ADDITIONAL AMOUNT WILL RESULT IN THE EMPLOYEE'S DEDUCTIONS BEING ONLY THAT AMOUNT AS CALCULATED ON A REGULAR DEDUCTION SCHEDULE.

THIS ORGANIZATION IS REQUIRED, IMMEDIATELY AFTER THE FIRST OF EACH YEAR TO PREPARE FOR EACH EMPLOYEE FORM W-2, WITHHOLDING TAX STATEMENT, SHOWING THE AMOUNT OF WAGES PAID DURING THE LAST CALENDAR YEAR (OR UP TO THE POINT OF SEPERATION, IF EARLIER) AND THE AMOUNT OF INCOME TAX WITHHELD. A COPY OF THIS FORM IS PROVIDED THE EMPLOYEE.

- C. POLITICAL ACTIVITY. POLITICAL ACTIVITY ON THE PART OF EMPLOYEES IS PROHIBITED. THE EMPLOYEES OF THE CORPORATION ARE ALSO SUBJECT TO THE PROVISION OF THE HATCH ACT, WHICH IS A FEDERAL LAW PROHIBITING POLITICAL ACTIVITY ON THE PART OF EMPLOYEES OF ANY AGENCY FINANCED IN WHOLE OR IN PART BY FEDERAL FUNDS.
- D. COURTEOUS TREATMENT. EACH STAFF MEMBER IS RESPONSIBLE FOR TREATING ALL PERSONS WITH RESPECT AND FOR INSURING THAT PROCEDURES USED IN CARRYING OUT JOB RESPONSIBILITIES DO NOT VIOLATE THIS. EXAMPLE OF VIOLATIONS INCLUDE, BUT ARE NOT LIMITED TO, ENTERING A HOME WITHOUT PERMISSION OR UNDER FALSE PRETENSES, MAKING HOME VISITS DURING SLEEPING HOURS, CONTACTING COLLATERAL SOURCES WITHOUT THE CLIENT'S KNOWLEDGE AND WRITTEN CONSENT, FAILURE TO USE COURTESY TITLES (MR., MRS., AND MISS.) IN ADDRESSING APPLICANTS AND RECIPIENTS, ETC.
- E. BENEFITS.

OLD AGE AND SURVIVOR'S DISABILITY INSURANCE. THE CORPORATION AND EMPLOYEE JOINTLY PARTICIPATE IN THE CASDI PROGRAM FOR THE PURPOSE OF FINANCIAL SECURITY TO THE EMPLOYEE WHEN HE REACHES RETIREMENT AGE. IT IS ALSO A MEANS OF FINANCIAL PROTECTION TO THE EMPLOYEE IN TERMS OF SURVIVORS BENEFITS IN CASE OF DEATH OR TOTAL AND PERMANENT DISABILITY IF THE WAGE EARNER BECOMES SO ENCAPACITATED. EACH MONTH THE EMPLOYEE'S SHARE OF THE PREMIUM WHICH GOES TO THE CASDI IS WITHHELD FROM HIS CHECK TO BE REMITTED TO THE BUREAU OF OLD AGE AND SURVIVORS INSURANCE QUARTERLY ALONG WITH THE CORPORATION'S SHARE OF THE PREMIUM.

GROUP INSURANCE. A GROUP INSURANCE MEDICAL POLICY WILL BE AVAILABLE THROUGH THE CORPORATION AT THE DISCRETION OF THE PROJECT DIRECTOR. THE POLICY EXPENSES WILL BE DIVIDED EVENLY BETWEEN THE CORPORATION AND THE EMPLOYEES ELECTING TO BE INSURED.

2. PERSONNEL REGULATIONS:

- A. FAIR EMPLOYMENT PRACTICES. AS PROVIDED IN OKLAHOMA STATUTES 1961 TITLE 74, SECTION 818, FAIR EMPLOYMENT PRACTICES ARE TO BE MAINTAINED AT ALL TIMES.

FURTHER, THIS CORPORATION WILL NOT, BASED ON DISCRIMINATION OF RACE, COLOR, CREED, SEX, AGE, NATIONAL ORIGIN OR ANCESTRY, OR RELIGIOUS OPINIONS OR AFFILIATIONS, OR BEING PHYSICALLY HANDICAPPED, REFUSE TO EMPLOY OR MAY NOT DISCHARGE ANY PERSON, OTHERWISE QUALIFIED; OR DISCRIMINATE IN REGARD TO TERMS OR CONDITIONS OF EMPLOYMENT; OR DENY PROMOTION OR INCREASE IN COMPENSATION; OR PUBLISH AN OFFER OF EMPLOYMENT; OR ADOPT OR ENFORCE ANY RULE OR EMPLOYMENT POLICY; OR SEEK SUCH INFORMATION AS TO ANY APPLICANT OR EMPLOYEE; OR DISCRIMINATE IN THE SELECTION OF PERSONNEL FOR TRAINING.

FURTHER, NO ADMINISTRATIVE OR SUPERVISORY EMPLOYEE MAY REFUSE TO WORK WITH, SUPERVISE OR RECOMMEND DISCHARGE, DEMOTION OR TRANSFER OF ANY PERSON OTHERWISE QUALIFIED ON ACCOUNT OF RACE, COLOR, CREED, SEX, AGE, NATIONAL ORIGIN OR ANCESTRY, OR PHYSICAL HANDICAP.

- B. DISMISSAL: A PERMANENT EMPLOYEE IS CONTINUED IN THE EMPLOY OF THE CORPORATION DURING GOOD BEHAVIOR AND SATISFACTORY PERFORMANCE OF DUTIES AS EVALUATED BY THE PROJECT DIRECTOR. AT THE DISCRETION OF THE PROJECT DIRECTOR AND THE CONCURRENCE OF THE BOARD OF DIRECTORS, TWO WEEKS NOTICE OR DISMISSAL MAY BE GIVEN. A TERMINATED EMPLOYEE WILL BE COMPENSATED FOR ANNUAL LEAVE AND SICK LEAVE UPON THE DATE OF DISMISSAL OR UPON THE NEXT REGULAR PAYROLL DATE.
- C. COMPUTATION OF SALARY PAYMENTS. EMPLOYEES OF THE CORPORATION ARE PAID ON A MONTHLY BASIS. THE PAY PERIOD EXTENDS FROM THE FIRST DAY OF THE MONTH THROUGH THE LAST WORKING DAY OF THE MONTH. THE METHOD OF COMPUTING SALARIES SHALL BE TO DIVIDE THE ANNUAL SALARY RATE BY ONE-TWELTH. IF AN EMPLOYEE FAILS TO WORK A FULL MONTH AND HAS NO SICK LEAVE, ANNUAL LEAVE, OR COMPENSATORY LEAVE, HIS SALARY SHALL BE COMPUTED BY DIVIDING THE DAYS WORKED BY THE NUMBER OF WORKING DAYS IN THAT MONTH.

D. OFFICE HOURS.

ADMINISTRATION. OFFICE SHALL REMAIN OPEN FROM 8:00 AM TO 5:00 PM MONDAY THROUGH FRIDAY, EXCEPT HOLIDAYS. THE OFFICIAL WORK SCHEDULE FOR EMPLOYEES IS 40 HOURS PER WEEK. THE REGULAR SCHEDULE IS EIGHT HOURS PER DAY, MONDAY THROUGH FRIDAY. PART-TIME EMPLOYEES ARE ASSIGNED REGULAR HOURS AND THE HOURS OF WORK ARE FILED WITH THE SECRETARY. EMPLOYEES ON A PART-TIME BASIS ARE PAID IN PROPORTION TO HOURS WORKED.

THE PROJECT DIRECTOR AND THE PROGRAM DIRECTOR SHALL LEAVE CONTACT NUMBERS AND ADDRESSES WITH THE HOUSE-PARENTS IN THE EVENT THAT AN ADMINISTRATIVE DECISION MUST BE MADE AFTER REGULAR OFFICE HOURS.

SHELTER. FACILITIES SHALL REMAIN OPEN TWENTY-FOUR HOURS A DAY INCLUDING ALL HOLIDAYS.

E. JOB DESCRIPTIONS: (SEE FOLLOWING PAGES.)

- F. HOLIDAYS. HOLIDAYS WILL BE EACH SATURDAY; SUNDAY; NEW YEAR'S DAY ON THE 1ST DAY OF JANUARY; WASHINGTON'S BIRTHDAY ON THE THIRD MONDAY IN FEBRUARY, MEMORIAL DAY ON THE LAST MONDAY IN MAY; INDEPENDENCE DAY ON THE 4TH DAY OF JULY; LABOR DAY ON THE FIRST MONDAY IN SEPTEMBER; VETERANS' DAY ON THE 4TH MONDAY IN OCTOBER; THANKSGIVING DAY ON THE 4TH THURSDAY IN NOVEMBER AND THE FOLLOWING FRIDAY, CHRISTMAS DAY ON THE 25TH DAY OF DECEMBER; AND, ADDITION, SUCH OTHER DAYS AS MAY BE DESIGNATED BY THE PRESIDENT OF THE UNITED STATES OR BY THE GOVERNOR OF OKLAHOMA, IF THE WORKLOAD OF THE SHELTER PERMITS. IF THE 1ST DAY OF JANUARY, THE 4TH DAY OF JULY, OR THE 25TH DAY OF DECEMBER FALLS ON SUNDAY, THE MONDAY FOLLOWING IS A HOLIDAY.

G. ANNUAL LEAVE.

STATEMENT OF POLICY. AN EMPLOYEE WHO IS EMPLOYED ON A REGULAR FULL TIME BASIS BY THE CORPORATION IS ENTITLED TO ANNUAL LEAVE WITH FULL PAY. ANNUAL LEAVE MAY NOT BE TAKEN IN ADVANCE OF ACCRUAL.

ANNUAL LEAVE IS ACCRUED AT THE RATE OF ONE AND ONE-FOURTH (1 1/4) WORKING DAYS (10 HOURS) FOR EACH CALENDAR MONTH AND IS CUMULATIVE FOR NO MORE THAN THIRTY--(30)--WORKING DAYS. ACCRUED LEAVE IS COMPUTED ON THE BASIS OF THE FOLLOWING SCHEDULE AND BROUGHT FORWARD AS OF THE LAST DAY OF THE PAY PERIOD:

<u>NUMBER OF DAYS IN ACCRUING STATUS</u>	<u>AMOUNT OF LEAVE ACCRUED</u>
4 TO 9 DAYS	1/4 DAY
10 TO 15 DAYS	1/2 DAY
16 TO 21 DAYS	3/4 DAY
22 TO 27 DAYS	1 DAY
27 DAYS & OVER	1 1/4 DAY

AN EMPLOYEE SEPERATING THE CORPORATION WILL BE COMPENSATED FOR ANY UNUSED LEAVE ACCUMULATED TO HIS CREDIT AT THE TIME OF SEPERATION OR UPON THE NEXT REGULAR PAYROLL DATE.

UPON THE DEATH OR A REGULAR EMPLOYEE OF THE CORPORATION, PAYMENT OF THE AMOUNT OF ACCUMULATED ANNUAL LEAVE THE DECEASED EMPLOYEE HAS ACCUMULATED IS MADE TO THE ESTATE OF THE DECEASED. SUCH PAYMENT MAY NOT EXCEED THIRTY (30) WORKING DAYS.

HALF TIME EMPLOYEES WILL ACCRUE LEAVE AT THE RATE OF 5/8 WORKING DAY (5 HOURS) FOR EACH CALENDAR MONTH.

- H. PROCEDURE FOR APPROVAL OF ANNUAL LEAVE. EACH EMPLOYEE IS RESPONSIBLE FOR PLANNING WITH THE PROJECT DIRECTOR PRIOR TO TAKING ANNUAL LEAVE. FREQUENT LEAVES OF SHORT DURATION USUALLY INTERRUPT THE REGULAR PROGRAM OF WORK AND ARE NOT TO BE APPROVED. UNLESS IN THE JUDGMENT OF THE PROJECT DIRECTOR CIRCUMSTANCES JUSTIFY SUCH PLANNING. IF BECAUSE OF AN EMERGENCY, ADVANCE PLANNING CANNOT BE DONE, THE EMPLOYEE IS RESPONSIBLE FOR PROMPTLY ADVISING THE PROJECT DIRECTOR AS TO THE REASON HE IS ON ANNUAL LEAVE. ANY PLAN FOR ANNUAL LEAVE SHOULD BE SCHEDULED AT A TIME WHEN THE LEAVE WILL LEAST INTERFERE WITH THE REGULAR PROGRAM OF WORK, CONSIDERING INSOFAR AS POSSIBLE THE DESIRES OF THE EMPLOYEE.

LEAVE IN EXCESS OF THREE CONSECUTIVE DAYS IS CONSIDERED A VACATION. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SEE THAT VACATIONS ARE SCHEDULED TO THE BEST ADVANTAGE OF THE SHELTER. VACATIONS MUST BE PLANNED IN ADVANCE WITH THE PROJECT DIRECTOR.

I. SICK LEAVE.

STATEMENT OF POLICY. IN THE EVENT OF ILLNESS, AN EMPLOYEE WHO IS EMPLOYED ON A REGULAR FULL-TIME BASIS SHALL BE GRANTED SICK LEAVE WITH FULL PAY COMPUTED AT THE RATE OF ONE AND ONE-FOURTH (1 1/4) WORKING DAYS, (10 HOURS) FOR EACH CALENDAR MONTH OF SERVICE. SUCH SICK LEAVE SHALL BE CUMULATIVE FOR NOT MORE THAN THIRTY (30) WORKING DAYS.

SICK LEAVE IS DEFINED TO MEAN A PERIOD IN WHICH THE EMPLOYEE IS INCAPACITATED FOR THE PERFORMANCE OF HIS DUTIES, BY SICKNESS OR INJURY, OR MEDICAL, SURGICAL, DENTAL, OR OPTICAL EXAMINATION OR TREATMENT, OR WHERE, BY REASON OF HIS EXPOSURE TO CONTAGIOUS DISEASE, HIS PRESENCE AT THE POST OF DUTY WOULD JEOPARDIZE THE HEALTH OF OTHERS. SICK LEAVE MAY NOT BE TAKEN IN ADVANCE.

SICK LEAVE WILL BE COMPUTED AND BROUGHT FORWARD AS OF THE LAST DAY OF THE PAY PERIOD, AND WILL ACCRUE ACCORDING TO THE FOLLOWING SCHEDULE:

<u>NUMBER OF DAYS IN ACCRUING STATUS</u>	<u>AMOUNT OF LEAVE ACCRUED</u>
4 TO 9 DAYS	1/4 DAY
10 TO 15 DAYS	1/2 DAY
16 TO 21 DAYS	3/4 DAY
22 TO 27 DAYS	1 DAY
27 DAYS & OVER	1 1/4 DAY

AN EMPLOYEE SEPERATING THE CORPORATION WILL BE COMPENSATED FOR ANY UNUSED LEAVE ACCUMULATED TO HIS CREDIT AT THE TIME OF SEPERATION OR UPON THE NEXT REGULAR PAYROLL DATE.

UPON THE DEATH OF A REGULAR EMPLOYEE OF THE CORPORATION, PAYMENT OF THE AMOUNT OF ACCUMULATED ANNUAL LEAVE THE DECEASED EMPLOYEE HAS ACCULULATED IS MADE TO THE ESTATE OF THE DECEASED. SUCH PAYMENT MAY NOT EXCEED THIRTY (30) WORKING DAYS.

HALF TIME EMPLOYEES WILL ACCRUE SICK LEAVE AT THE RATE OF 5/8 WORKING DAY (5 HOURS) FOR EACH CALENDAR MONTH.

J. PROCEDURE FOR APPROVAL OF SICK LEAVE- AN EMPLOYEE WHO HAS BEEN ABSENT FROM WORK DUE TO PERSONAL ILLNESS SHALL CERTIFY TO SUCH ILLNESS ON THE REQUEST FOR APPROVAL OF LEAVE FORM OBTAINABLE FROM THE SECRETARY.

IF THE EMPLOYEE DOES NOT HAVE SUFFICIENT ACCRUED SICK LEAVE TO COVER THE ENTIRE PERIOD OF ILLNESS, OR IF THE EMPLOYEE FAILS TO SUBMIT A STATEMENT FROM THE ATTENDING PHYSICIAN FOR AN EXTENDED ABSENCE, THE SECRETARY WILL AUTOMATICALLY CHARGE AS ANNUAL LEAVE, OR LEAVE WITHOUT PAY, THE NUMBER OF DAYS WHICH CANNOT BE CHARGED AS SICK LEAVE.

- K. ENFORCED LEAVE. WITH THE APPROVAL OF THE PROJECT DIRECTOR, AN EMPLOYEE MAY BE GRANTED TIME OFF FROM HIS DUTIES, WITH COMPENSATION, FOR ABSENCE NECESSARY WHEN SOME MEMBER OF HIS IMMEDIATE FAMILY REQUIRED THE EMPLOYEE'S CARE BECAUSE OF DISABLING ILLNESS OR INJURY, OR IN THE CASE OF DEATH IN THE IMMEDIATE FAMILY. THIS LEAVE IS CHARGED AGAINST THE EMPLOYEE'S ACCUMULATED SICK LEAVE. THE TERM "IMMEDIATE FAMILY" MEANS WIFE, HUSBAND, CHILDREN, PARENTS, STEP-PARENTS, PARENTS-IN-LAW, GRANDCHILDREN, GRAND-PARENTS, BROTHERS, SISTERS, STEP-CHILDREN, BROTHERS-IN-LAW, SISTERS-IN-LAW, SONS-IN-LAW, DAUGHTERS-IN-LAW OF THE EMPLOYEE OR ANYONE RESIDING AS A MEMBER IN THE EMPLOYEE'S HOUSEHOLD.
- L. COMPENSATORY LEAVE. AN EMPLOYEE SHALL BE GRANTED LEAVE FOR ALL WORK IN EXCESS OF NORMAL WORKING HOURS. SUCH OVERTIME LEAVE SHALL BE GRANTED AT SUCH TIMES AS IT WILL LEAST INTERFERE WITH THE EFFICIENT OPERATION OF THE SHELTER. COMPENSATORY LEAVE MUST BE TAKEN WITHIN 30 DAYS AFTER IT HAS BEEN ACCUMULATED.
- M. TRAVEL.

COUNTY TRAVEL. AN EMPLOYEE WHO HAS PRIOR AUTHORIZATION TO TRAVEL WILL BE REIMBURSED FOR EXPENSES INCURRED WHEN TRAVELING ON CORPORATION BUSINESS AT THE RATE OF 9¢ A MILE FOR PRIVATELY OWNED AUTOMOBILE USE, REGARDLESS OF THE NUMBER OF PASSENGERS. MILEAGE FROM AN EMPLOYEE'S HOME TO THE CORPORATION OFFICE IS NOT REIMBURSABLE.

OUT-OF-COUNTY TRAVEL. ALL OUT-OF-COUNTY TRAVEL MUST HAVE PRIOR APPROVAL BY THE PROJECT DIRECTOR. EXPENSES WILL BE REIMBURSED AT THE RATE OF 9¢ A MILE FOR PRIVATELY OWNED AUTOMOBILES, REGARDLESS OF THE NUMBER OF PASSENGERS, AND \$15 A DAY FOR MEALS AND LODGING. THE \$15 PER DIEM WILL ONLY BE APPROVED WHEN AN EMPLOYEE SPEND EIGHT OR MORE HOURS OUTSIDE THE COUNTY.

OUT-OF-STATE TRAVEL. ALL OUT-OF-STATE TRAVEL MUST HAVE PRIOR APPROVAL BY THE PROJECT DIRECTOR. EXPENSES WILL BE REIMBURSED ON A \$15 PER DIEM AND ACTUAL TRANSPORTATION COST BASIS IF A COMMON CARRIER IS USED. EXPENSES WILL BE REIMBURSED ON A \$15 PER DIEM AND 9¢ A MILE BASIS IF A PRIVATELY OWNED AUTOMOBILE IS USED, REGARDLESS OF THE NUMBER OF PASSENGERS. IN EITHER CASE, THE \$15 PER DIEM WILL ONLY BE APPROVED WHEN AN EMPLOYEE SPENDS EIGHT OR MORE HOURS OUTSIDE THE STATE.

3. ADMINISTRATIVE PROCEDURES:

- A. CORRESPONDENCE. ALL INCOMING AND OUTGOING CORRESPONDENCE WILL BE EXAMINED BY THE PROJECT DIRECTOR AND THEN DISBURSED THROUGH THE PROPER CHANNELS. ALL INCOMING CORRESPONDENCE WILL BE FILED BY THE SECRETARY AFTER EXAMINATION BY APPROPRIATE STAFF MEMBERS. ALL OUTGOING CORRESPONDENCE WILL BE APPROVED BY THE PROJECT DIRECTOR AND TWO COPIES FILED; ONE COPY IN THE MASTER FILE AND ANOTHER IN THE STAFF MEMBER'S PERSONEL CORRESPONDENCE FILE.

- B. ADMINISTRATIVE FORMS. ALL FORMS, SUCH AS REQUEST FOR RE-IMBURSEMENT OF EXPENSES, REQUEST FOR APPROVAL OF LEAVE, TIME SHEETS, ETC., WILL BE FILED MONTHLY IN CHRONOLOGICAL ORDER IN THE APPROPRIATE FOLDERS.

OPERATIONS

-ADMINISTRATION-

OFFICES SHALL REMAIN OPEN FROM 8:00 AM TO 5:00 PM, MONDAY THROUGH FRIDAY, EXCEPT HOLIDAYS. THE OFFICIAL WORKING SCHEDULE FOR EMPLOYEES IS 40 HOURS PER WEEK. THE REGULAR SCHEDULE IS EIGHT HOURS PER DAY, MONDAY THROUGH FRIDAY. PART-TIME EMPLOYEES ARE ASSIGNED REGULAR HOURS AND THE HOURS OF WORK ARE FILED WITH THE SECRETARY. EMPLOYEES ON A PART-TIME BASIS ARE PAID IN PROPORTION TO HOURS WORKED.

THE PROJECT DIRECTOR AND THE PROGRAM DIRECTOR SHALL LEAVE CONTACT NUMBERS AND ADDRESSES WITH THE HOUSEPARENTS IN THE EVENT THAT AN ADMINISTRATIVE DECISION MUST BE MADE AFTER REGULAR OFFICE HOURS.

-EMERGENCY SHELTER-

SHELTER FACILITIES SHALL REMAIN OPEN TWENTY-FOUR HOURS A DAY INCLUDING HOLIDAYS. ONLY JUVENILES FROM INFANT TO EIGHTEEN YEARS WILL BE ACCEPTED FOR SHELTER SERVICES. REFERRALS SHALL BE ACCEPTED FROM ALL SOURCES INCLUDING LAW ENFORCEMENT, JUDICIARY, SOCIAL SERVICES, PARENTS AND INDIVIDUALS.

PERSONS AUTHORIZED TO ACCEPT SHELTER REFERRALS ARE THE PROJECT DIRECTOR, FULL-TIME HOUSEPARENTS AND INDIVIDUALS THAT MAY BE TEMPORARILY AUTHORIZED BY THE PROJECT DIRECTOR UPON NOTIFICATION THAT A JUVENILE IS IN NEED OF SHELTER SERVICES, THE PROJECT DIRECTOR SHALL BE NOTIFIED PRIOR TO THE ACTUAL INTAKE. IF THE PROJECT DIRECTOR IS UNABLE TO BE CONTACTED, HOUSEPARENTS SHALL DETERMINE IF AN INTAKE SHOULD BE MADE.

-SHELTER INTAKE-

THE INTAKE PROCEDURE SHALL BE CONDUCTED IN THE DESIGNATED "INTAKE" ROOM OF THE FACILITY. PROPER FORMS SHALL BE AVAILABLE IN THIS AREA AND SHALL BE RE-SUPPLIED AS NEEDED BY THE SECRETARY/BOOKKEEPER. THE FOLLOWING FORMAT SHALL BE FOLLOWED WHEN INTAKING JUVENILES.

INTAKE CHECKLIST

1. CONTACT PROGRAM DIRECTOR AND/OR PROJECT DIRECTOR IF POSSIBLE.
2. ASCERTAIN ALL FACTS AVAILABLE FROM REFERRAL SOURCE.
3. CONTACT PARENTS.
4. EXPLAIN TO JUVENILE THAT HE(SHE) WILL BE ASSIGNED A COUNSELOR WHO WILL PERSONALLY ASSIST THE JUVENILE WITH ACTIVITIES AND PROBLEMS WHILE HE IS AT THE SHELTER.
5. EXPLAIN TO JUVENILE THAT HE WILL BE STAYING HERE OF HIS OWN ACCORD AND WILL NOT BE DETAINED; HOWEVER JUVENILES MUST UNDERSTAND THAT UNAUTHORIZED LEAVING OF THE PREMISES WILL RESULT IN NOTIFICATION OF THE LAW ENFORCEMENT.
6. EXPLAIN TO THE JUVENILE THAT CHILDREN ARE NOT ALLOWED TO LEAVE THE PREMISES FOR THE FIRST 2 DAYS.
7. EXPLAIN TO THE JUVENILE THAT SMOKING IS ALLOWED BUT CIGARETTES ARE NOT FURNISHED AND SMOKING IS PROHIBITED IN THE BEDROOMS.
8. EXPLAIN TO JUVENILE THAT HE(SHE) WILL BE RESPONSIBLE FOR CLEANING HIS ASSIGNED BEDROOM EACH MORNING AND TO ASSIST THE HOUSEPARENTS WITH OTHER DOMESTIC JOBS AS THEY ARISE.
9. EXPLAIN TO JUVENILE THAT MEALS ARE SERVED AT 7:00 AM,

12:00 NOON, AND 6:00 PM. JUVENILES ARE ENCOURAGED TO EAT AT MEAL TIME BUT MAY EAT AT IRREGULAR HOURS PROVIDED THE JUVENILE PREPARES THE MEAL AND CLEANS THE UTENSILS AFTER USE. INTAKE PERSON SHOULD ASK JUVENILE WHEN LAST MEAL WAS CONSUMER.

10. EXPLAIN TO JUVENILE THAT COMMUNICATIONS ARE TO BE CLEARED IN ADVANCE WITH THE COUNSELOR.
11. EXPLAIN TO JUVENILE THAT VISITATIONS ARE TO BE CLEARED IN ADVANCE WITH COUNSELOR.
12. INTAKE PERSON MUST COMPLETE THE FOLLOWING FORMS PRIOR TO INTAKE:

- (A) EMERGENCY SHELTER CASE CARD
- (B) INFORMATION DATA SHEET
- (C) AGREEMENT FOR INFORMAL SUPERVISION
- (D) PARENT'S CONSENT FOR SHELTER PLACEMENT

THESE COMPLETED FORMS SHALL BE MAINTAINED BY THE INTAKE PERSON UNTIL THE NEXT REGULAR WORKING DAY AT WHICH TIME THE INTAKE CARD WILL BE FILED WITH THE SECRETARY/BOOKKEEPER AND THE REMAINING FORMS WILL BE TURNED OVER TO THE PROJECT DIRECTOR OR PROGRAM DIRECTOR FOR INITIATION OF A CASE FILE. ALL CASES WILL BE MAINTAINED BY THE COUNSELOR WORKING THE CASE AND ALL INFORMATION WILL BE KEPT IN THE STRICTEST CONFIDENCE. ACTIVE CASES SHALL BE MAINTAINED UNDER LOCK IN THE COUNSELOR'S OFFICE AND ALL INACTIVE CASES WILL BE FILED ALPHABETICALLY IN THE DESIGNATED FILING ROOM WHICH SHALL REMAIN LOCKED.

TELEPHONE RULES

1. All telephone calls must be cleared through the office staff from 8:00 AM till 5:00 PM before being placed.
2. All telephone calls must be cleared through the Houseparents after office hours and on weekends before being placed.

DO NOT ARGUE WITH THE DECISION OF THE HOUSEPARENTS

-RELEASE PROCEDURE-

THE PROJECT DIRECTOR, THE PROGRAM DIRECTOR, AND PERSONS TEMPORARILY AUTHORIZED BY THE PROJECT DIRECTOR SHALL BE THE ONLY PERSONS AUTHORIZED TO RELEASE A JUVENILE FROM THE SHELTER FACILITY. THE RELEASE PROCEDURE SHALL ALSO BE CONDUCTED IN THE INTAKE ROOM. THE RELEASE PERSON MUST INSURE THAT THE PERSON RECEIVING CUSTODY OF THE JUVENILE SHALL SIGN THE CENTER'S RELEASE FORM. THE COMPLETED FORM WILL BE TURNED OVER TO THE SECRETARY/BOOKKEEPER AND THEN FILED IN THE COUNSELOR'S CASE FOLDER.

-DISCIPLINE-

DISCIPLINE SHALL BE USED AT THE CENTER RATHER THEN PUNISHMENT. AT NO TIME WILL PHYSICAL CONTACT OR FOOD RESTRICTIONS BE USED AS A BEHAVIOR MODIFICATION TOOL. DISCIPLINE SHALL BE THE RESPONSIBILITY OF THE HOUSEPARENTS WITH THE CONCURRANCE OF THE JUVENILE'S ASSIGNED COUNSELOR. STAFF SHOULD BEAR IN MIND THAT BY DEFINITION DISCIPLINE EXISTS FOR TEACHING PURPOSES RATHER THAN PUNISHMENT. BEING CHILD-ORIENTED, WE MUST REMEMBER THAT OUR PROGRAM EXISTS FOR THE BENEFIT OF THE CHILD RATHER THAN THE CONVENIENCE OF THE STAFF.

JUVENILES THAT FEEL THE DISCIPLINARY ACTION OF HOUSEPARENTS ARE TOO SEVERE SHALL HAVE THE OPPORTUNITY TO REQUEST A "DISCIPLINARY REVIEW" PROCESS. THE REVIEW PROCESS CONCERNING ACTIONS OF HOUSEPARENTS SHALL BE FOR THE ASSIGNED COUNSELOR TO HEAR FROM THE JUVENILE THEN THE HOUSEPARENT(S) AND DETERMINE IF THE PROJECT DIRECTOR SHOULD BE

NOTIFIED. THE FINAL STEP OF THE REVIEW PROCESS SHALL BE FOR THE COUNSELOR TO CONVENE THE HOUSEPARENT(S) AND JUVENILE TO MUTUALLY AGREE ON A SOLUTION.

-RUNAWAY-

IN THE EVENT A JUVENILE LEAVES THE SHELTER WITHOUT PERMISSION, THE FOLLOWING PROCEDURE SHALL BE INITIATED.

1. CONTACT ASSIGNED COUNSELOR.
2. CONTACT PROJECT DIRECTOR AND/OR PROGRAM DIRECTOR.
3. CONTACT SHERIFF'S DEPARTMENT, LOCAL POLICE, AND OKLAHOMA HIGHWAY PATROL. (GIVE FULL AND ACCURATE DESCRIPTION OF CHILD AND CLOTHING AND ANY OTHER REVELANT INFORMATION)
4. CONTACT PARENTS
5. HOUSEPARENTS SHALL NOT ENGAGE IN SEARCH.

WHEN A RUNAWAY CHILD IS RETURNED, IT SHALL BE THE RESPONSIBILITY OF THE INTAKE PERSON TO CANCEL APPREHENSION ORDERS WITH ALL LAW ENFORCEMENT AGENCIES PARTICIPATING.

-INJURY OR ILLNESS-

IN THE EVENT A SERIOUS INJURY OR ILLNESS ACCURS, HOUSEPARENTS SHOULD CONTACT THE PROJECT DIRECTOR AND/OR PROGRAM DIRECTOR AND THE CHILD'S PARENTS IMMEDIATELY. IF FOR SOME REASON THE PROJECT DIRECTOR, PROGRAM DIRECTOR, OR PARENTS CANNOT BE CONTACTED OR THE SITUATION IS OF A CRITICAL NATURE, THE HOUSEPARENTS SHALL CONTACT THE CENTER PHYSICIAN AND IF NEEDED TRANSPORT THE JUVENILE TO THE

PHYSICIAN'S OFFICE OR THE EMERGENCY ROOM OF THE COUNTY HOSPITAL. HOUSEPARENTS ARE TO CONTINUE TO ATTEMPT CONTACT OF PARENTS AFTER JUVENILE HAS ARRIVED AT DOCTOR'S OFFICE OR THE EMERGENCY ROOM, WHICH EVER THE CASE MAY BE.

IT WILL BE THE POLICY OF LEFLORE COUNTY YOUTH SERVICES THAT ONLY MEDICINE PRESCRIBED BY A MEDICAL DOCTOR, WITH THE EXCEPTION OF ASPIRIN, IS TO BE GIVEN TO THE CHILDREN IN THE SHELTER.

-ROUTINE SHELTER FUNCTIONS-

THE EMERGENCY SHELTER FACILITY OF LEFLORE COUNTY YOUTH SERVICES IS CONSIDERED SEPERATE FROM THE ADMINISTRATIVE OFFICES. ALL STAFF MEMBERS SHALL KNOCK AT THE DOORS AND WAIT FOR AN AFFIRMATIVE RESPONSE BEFORE ENTERING THE SHELTER. AT ALL TIMES JUVENILES ARE PROHIBITED FROM THE BUSINESS AREA UNLESS ESCORTED BY A STAFF MEMBER.

THE FULL-TIME HOUSEPARENTS SHALL BE RESPONSIBLE FOR THE PHYSICAL CARE AND SUPERVISION OF JUVENILE PARTICIPANTS. DAILY ACTIVITIES SHALL BE PLANNED BY THE JUVENILE, COUNSELOR, AND HOUSEPARENTS. THE HOUSEPARENTS SHALL ENCOURAGE ALL JUVENILES TO CLEAN HIS (HER) ROOM AND ASSIST WITH ANY OTHER DOMESTIC JOBS THAT MAY ARISE WITHIN THE FACILITY. HOUSEPARENTS ARE RESPONSIBLE FOR THE CLEANING AND MINOR MAINTENANCE OF THE ENTIRE FACILITY. HOUSEPARENTS ARE AUTHORIZED TO PURCHASE ALL GROCERIES AND JANITORIAL SUPPLIES WITHIN THE CONSTRAINTS OF A MONTHLY BUDGET APPROVED BY THE PROJECT DIRECTOR.

HOUSEPARENTS ARE PURCHASING AGENTS OF LEFLORE COUNTY YOUTH SERVICES, INC., AND SHALL LIMIT PURCHASES TO ONLY THOSE GOODS NECESSARY FOR THE HEALTHY ATMOSPHERE OF THE FACILITY. HOUSEPARENTS ARE REQUIRED TO LIVE IN THE FACILITY AND MUST BE AVAILABLE TWENTY-FOUR HOURS A DAY EXCEPT WHEN TAKING LEAVE. IN ORDER TO SUBSIDIZE THE HOUSEPARENTS' INCOME, ONE HOUSEPARENT MAY FUNCTION IN AN OUTSIDE JOB FOR NO MORE THAN EIGHT HOURS A DAY. BOTH HOUSEPARENTS ARE ENCOURAGED TO BE PRESENT AT THE FACILITY DURING THE EVENING HOURS.

-COUNSELING-

COUNSELING IS A PROCESS BY WHICH A THERAPEUTIC ATMOSPHERE IS ESTABLISHED THROUGH A HELPING RELATIONSHIP BETWEEN A COUNSELOR AND AN INDIVIDUAL. THE RELATIONSHIP ALLOWS THE INDIVIDUAL TO EXAMINE PROBLEM AREAS AND THROUGH COMMUNICATION FIND ALTERNATIVES FOR DEALING WITH THESE AREAS. THE COUNSELOR BECOMES THE ACCEPTING LISTENER-FACILITATOR WHO RESTATES, CLARIFIES AND OFFERS ALTERNATIVES.

THE ATMOSPHERE IS ESTABLISHED BY THE COUNSELOR, WHO IS A HELPING PERSON, AND WHO IS ACCEPTING OF THE INDIVIDUAL BUT NON-JUDGEMENTAL. HE ACTS AS A LISTENER, OBSERVING THE RESPONSE AND REACTION OF THE INDIVIDUAL, OFFERING FEEDBACK AND REQUESTING CLARIFICATION WHEN IT SEEMS APPROPRIATE. THE COUNSELOR SHOULD BE IN TOUCH WITH HIS OWN FEELINGS AND PREJUDICES AND BE CAREFUL NOT TO IMPOSE THESE ON OTHERS. PERSONS SEEKING HELP DO NOT NEED LECTURES; THEY NEED UNDERSTANDING OF THEIR OWN FEELINGS AND TROUBLE AREAS, AND SHOULD DEPART WITH A PLAN OF ACTION FOR WHICH THEY FEEL RESPONSIBLE.

LEFLORE COUNTY YOUTH SERVICES ACCEPTS REFERRALS FOR COUNSELING FROM ANY SOURCE. THE INDIVIDUAL IS GIVEN AN APPOINTMENT AND INTERVIEWED BY A COUNSELOR. BASIC INFORMATION IS OBTAINED DURING THE FIRST INTERVIEW AFTER THE PROGRAM HAS BEEN EXPLAINED AND A COMMITMENT FOR CONSENT SUPERVISION HAS BEEN MADE. THE INFORMATION DATA SHEET REQUIRES PERSONAL FAMILY, SOCIAL, AND MEDICAL INFORMATION NEEDED FOR COUNSELING. THE SHEET ALSO ASKS FOR PRIOR ADJUDICATIONS OR AGENCY CONTACTS WHICH IS INFORMATION PERTINENT TO DEVELOPING A CASE PLAN.

THIS FIRST INTERVIEW IS USED TO SCREEN REFERRALS FOR APPROPRIATENESS OF SERVICES, AGE REQUIREMENTS, AND WILLINGNESS TO COOPERATE. IF LEFLORE COUNTY YOUTH SERVICES ARE INDICATED, FURTHER APPOINTMENTS WILL BE SCHEDULED TO GAIN FURTHER INFORMATION ABOUT THE CHILD, HIS FAMILY, SCHOOL PERFORMANCE, AND PRIOR AGENCY INVOLVEMENT TO DEVELOP A CASE PLAN. IN CERTAIN SITUATION IT MAY BE NECESSARY TO VISIT THE CLIENT IN HIS HOME FOR A BETTER OVERALL APPRAISAL OF THE HOME CIRCUMSTANCES.

WHEN A CASE PLAN HAS BEEN DEVELOPED, A BRIEF LETTER OF EVALUATION SHOULD BE SENT TO THE REFERRAL SOURCE. THIS ACKNOWLEDGES THE ACCEPTANCE OF THE REFERRAL AND AN EFFORT TO DETERMINE AND PROVIDE SERVICES.

A HELPING RELATIONSHIP THROUGH COUNSELING IS IMPORTANT IN EVERY CASE PLAN TO PROVIDE AN AREA FOR EXPLORATION AND GROWTH. METHODS OF COUNSELING ARE LEFT TO THE DISCRETION OF THE INDIVIDUAL COUNSELOR TO UTILIZE THE TECHNIQUES APPROPRIATE TO THE SITUATION.

EMPHASIS, NECESSARILY, MUST BE PLACED ON CRISIS COUNSELING TO AVOID A BACKLOG OF REFERRALS. WHEN THE CRISIS SITUATION HAS BEEN MET, BUT FURTHER PROBLEMS HAVE BEEN IDENTIFIED THE COUNSELOR MAY CHOOSE TO HAVE A VOLUNTEER COUNSELOR WORK WITH THE INDIVIDUAL OR FIND AN APPROPRIATE REFERRAL SOURCE TO PROVIDE FURTHER SERVICES. IF AN APPROPRIATE REFERRAL CAN NOT BE FOUND, CONTINUED SERVICES BY LEFLORE COUNTY YOUTH SERVICES MAY BE EMPLOYED UNTIL SUCH TIME AS THE INDIVIDUAL AND/OR COUNSELOR FEEL THEY HAVE STABILIZED THE SITUATION.

LEFLORE COUNTY YOUTH SERVICES COUNSELORS SHALL WORK IN COORDINATION WITH THE OFFICE OF THE DISTRICT ATTORNEY AND THE DISTRICT COURT IN AN EFFORT TO DIVERT YOUTH FROM THE JUVENILE JUSTICE SYSTEM. REFERRALS MADE BY THE DISTRICT ATTORNEY OR THE DISTRICT JUDGE SHALL RECEIVE PROMPT ATTENTION, EVALUATION, AND REPORT ON SERVICES TO BE PROVIDED. THIS ACKNOWLEDGEMENT OF REFERRAL AND ACCEPTANCE FOR LEFLORE COUNTY YOUTH SERVICES SHOULD BE MADE IN A LETTER TO THE REFERRAL SOURCE BRIEFLY OUTLINING THE CASE PLAN. AT THE END OF A PERIOD OF 60 DAYS A FOLLOW-UP EVALUATION FORM SHOULD BE MADE TO DESCRIBE PROGRESS OR PROBLEMS IN WORKING WITH THE YOUTH.

IN THE EVENT THAT A PETITION IS FILED AND A HEARING SCHEDULED, IT SHALL BE THE RESPONSIBILITY OF THE COUNSELOR TO PREPARE A COURT REPORT FORM BRIEFLY STATING THE CIRCUMSTANCES LEADING TO THE PETITION, AN ADJUSTMENT AREA, AND A CASE PLAN OR RECOMMENDATION. THE CASE PLAN OR RECOMMENDATION SHOULD BE TYPED ON A SEPERATE PAGE AND CLEARLY TITLED FOR USE IN THE DISPOSITIONAL PHASE IF THE JUDGE DESIRES.

IN THE EVENT THAT A CHILD MAY BE PLACED IN ANOTHER HOME, THE COUNSELOR MAY PROVIDE A BRIEF HOME STUDY- ALONG WITH THE RECOMMEN- DATION DESCRIBING THE PHYSICAL, FINANCIAL, SOCIAL AND EMOTIONAL ATMOSPHERE OF THE HOME RECOMMENDED. USUALLY THIS WILL REQUIRE AT LEAST ONE VISIT TO THE HOME BEING STUDIED AND PREFERABLY MORE WITH THE CHILD PRESENT TO BE OBSERVED IN HIS INTERACTION.

AN INDIVIDUAL'S FILE SHALL BE CLOSED WHEN SERVICES HAVE BEEN INI- TIATED AND COMPLETED, OR A REFERRAL HAS BEEN MADE AND A FOLLOW-UP HAS BEEN COMPLETED.

-STAFF MEETINGS-

STAFF MEETINGS WILL BE HELD ONCE EACH WEEK. THESE MEETINGS PROVIDE AN OPPORTUNITY FOR THE STAFF TO GET TOGETHER AS A BODY AND DISCUSS WORKING SITUATIONS AND AIR ANY PROBLEMS THAT MIGHT ARISE. AT THESE MEETINGS PROCEDURES WILL BE REVIEWED AND DISCUSSED. ALL STAFF MEMBERS ARE ENCOURAGED TO BE OPEN AND OFFER ANY CONSTRUCTIVE CRITICISM CONCERNING POLICIES AND PROCEDURES OF LEFLORE COUNTY YOUTH SERVICES, INC.

-VOLUNTEERS-

THE NEED AND RESPONSIBILITY OF A VOLUNTEER PROGRAM IS VERY GREAT. VOLUNTEERS PROVIDE A VARIETY OF SKILLS AND TRAINING NOT OTHERWISE AVAILABLE BY STAFF. THEY CAN EXTEND SERVICES TO YOUTH BY PROVIDING THE MANPOWER AND HOURS TO DEAL EFFECTIVELY IN YOUTH RELATED PROGRAMS. THEY FURTHER PROVIDE LINES OF COMMUNICATIONS INTO THE YOUTH SERVICES PROGRAM AND OUT TO THE COMMUNITY CONCERNING NEEDS, PROGRESS AND COMMENTS.

AN INDIVIDUAL MAY BECOME A VOLUNTEER BY CONTACTING THIS AGENCY AND COMPLETING A VOLUNTEER APPLICATION. THE APPLICATION IS CONSIDERED WITH LETTERS OF RECOMMENDATION AND A POLICE RECORDS CHECK TO DETERMINE THE SUITABILITY OF THE INDIVIDUAL FOR SPECIFIC TYPES OF VOLUNTEER WORK. THE APPLICATION AND EVALUATION ARE THEN PLACED ON FILE UNTIL ENOUGH VOLUNTEERS HAVE BEEN RECRUITED TO

FORM A TRAINING SESSION. UPON COMPLETION OF THE SESSION, THE VOLUNTEERS SHALL BE ASSIGNED TO SPECIFIC TASKS AND DUTIES BY THE PROJECT DIRECTOR. THE PROJECT DIRECTOR SHALL ALSO BE RESPONSIBLE FOR IN-SERVICE TRAINING AND SUPERVISION OF THE VOLUNTEERS IN THEIR WORK FOR THE AGENCY. A VOLUNTEER MANUAL AND VOLUNTEER RULES AND GUIDELINES ARE PROVIDED TO APPROVED VOLUNTEERS OUTLINING IN MORE DETAIL THE DUTIES, RESPONSIBILITIES, AND ADMINISTRATION OF THE VOLUNTEER PROGRAM.

END