

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 15-12	Policy #1.2
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 4-JCF-6A-02, 3-JDF-1A-18	
Chapter 1: ADMINISTRATION	Effective Date: 10/5/15 Scheduled Review Date: 10/5/16	
Subject: ORGANIZATIONAL CHART	Replaces: 10/15/13 Office of Legal Services	
Attachments: A – DJJ Organizational Chart	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice, including each division, facility/program, and office shall have an organizational chart that reflects the current structure of authority, responsibility, and accountability within the organization.

II. DEFINITIONS:

None.

III. PROCEDURES:

- A. The Department’s organizational chart (Attachment A) will include the following elements:
1. The grouping of functions;
 2. The structure of authority;
 3. The channels of communication within the organization; and
 4. Designated appointing authorities.
- B. Department staff will be familiar with the organizational chart.
- C. The facility/program/office organizational chart will be posted in a location accessible to all DJJ staff. The chart will include the following elements:
1. The grouping of functions;
 2. The structure of authority, accountability, and responsibility within the unit;

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3. The structure of accountability and responsibility in relation to the DJJ administrative structure;
 4. The channels of communication within the organization;
 5. The number of positions; and
 6. The names of management and supervisory personnel.
- D. Facility/program/office staff will be familiar with the organizational chart.
- E. The facility/program/office director or designee will review the organizational chart at least quarterly to make necessary changes. Each organizational chart will indicate the date of review and/or revision.

IV. LOCAL OPERATING PROCEDURES REQUIRED: No