

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-02	Policy #1.5
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards and References ACA Standards: 4-JCF-6A-08; 4-JCF-6A-09, 4-JCF-6A-10; 4-JCF-6A-12, 4-JCF-6A-14 3-JDF-1A-04; 3-JDF-1A-10; 3- JDF- 1A-23, 3-JDF-1A-28, 3-JDF-1A-29	
Chapter 1: ADMINISTRATION	Effective Date: 1 / 5 / 1 6 Scheduled Review Date: 1 / 5 / 1 7	
Subject: PLANNING, REPORTING AND REVIEW	Replaces: 10/15/13 Legal Services	
Attachments:	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

To balance the Department’s mission with its available resources, each facility/office shall develop goals and objectives that are measurable and clearly stated in outcome-based language. Further, each facility /office shall develop procedures that are directly related to goal attainment. Progress toward achieving identified goals shall be monitored regularly and services shall be periodically analyzed to determine their contribution to the mission of the facility/office. The development of any major problems and the plans for resolving the problems shall be reported to the Central Office through the chain of command.

II. DEFINITIONS:

Operational Plan: Goals developed for individual facilities based on identified needs and issues as supported by facility generated data.

III. PROCEDURES:

- A. On an annual basis, each Director will develop a facility operational plan, establish procedures related to the goals, and translate the goals into prioritized, specific, time-limited and measurable objectives for accomplishment by the staff. The established goals, procedures, and objectives will include input from staff at all levels. The established goals, procedures, and objectives will be submitted through the chain of command to the Regional Administrator and Deputy Commissioner of Secure Facilities.
- B. On a quarterly basis, each facility Director will provide updates to the facility Regional Administrator regarding progress achieved toward the previously identified objectives.
- C. The Division of Community Services annual planning will be conducted at the direction of the Deputy Commissioner of Community Services. Community Services offices will conduct operational audits in accordance with DJJ 20.1, Community Quality Assurance Monitoring.
- D. Supervisors will have a staff meeting with all staff under his/her supervision at least monthly to include facility administrators and all department heads.

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- E. The facility director shall conduct annual evaluations of space and other requirements with regard to goals, population, programs, and security considerations through inspections and reviews, unless additional review is needed.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES