

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 17-14</p>	<p align="center">Policy # 3.11</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities</p>	<p>Related Standards & References: DJJ 3.80, 8.5</p>	
<p>Chapter 3: PERSONNEL</p> <p>Subject: PROHIBITION AGAINST SLEEPING ON DUTY/FAILING TO REMAIN ALERT</p>	<p>Effective Date: 12/15/17 Scheduled Review Date: 12/15/18 Replaces: 7/31/14 Office of Human Resources</p>	
<p>Attachments:</p> <p>None</p>	<p>APPROVED:</p>  <p>_____</p> <p>Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice staff shall remain alert at all times while on duty. Direct care staff found sleeping on duty or who fail to remain alert while on duty shall be terminated unless there are mitigating circumstances. Staff who fails to report the observance of another worker sleeping on duty/failing to remain alert shall be subject to disciplinary action, up to and including dismissal from employment.

II. DEFINITIONS:

Direct Care Staff: Staff with direct responsibility for the supervision of youth and/or the security of the facility (i.e., security staff). Direct care staff may include other staff assigned to a facility function or office (e.g., facility medical or mental health staff, counselors, education staff, court service office, multi-service center, etc.) when that person is directly supervising a youth.

Sleeping on Duty/Failing to Remain Alert: For the purposes of this policy, nodding off as if on the way to falling asleep, or eyes closed with the body in any one or more of the following positions:

- Sitting in a chair;
- Sitting with body leaning over desk, head resting on desk or other objects;
- Lying on bed, sofa, floor, table, etc.; or
- Standing or leaning against wall or other support.

Further confirmation would include the following:

- Snoring;

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- No response when spoken to;
- Any behavior which gives the appearance of being asleep; or
- Unresponsive to the environment.

III. PROCEDURES:

- A. All staff must be awake and alert when on the job.
- B. Any staff taking prescription medication or over-the-counter medication that contains a warning that the medication may cause drowsiness must report that they are taking such medication to their supervisor prior to beginning their work day.
 - 1. The employee must report this information sufficiently in advance of their scheduled reporting time so that the supervisor has adequate time to determine if the employee should report to work.
- C. When any employee becomes aware of a direct care staff sleeping on duty or failing to remain alert, the employee will complete a Special Incident Report coded as “Employee Misconduct.” (See DJJ 8.5, Special Incident Reporting.) The employee will immediately notify the supervisor who will wake the direct care staff. The Special Incident Report will be completed regardless if the supervisor witnesses the direct care staff sleeping on duty or failing to remain alert.
 - 1. The SIR will be investigated by facility leadership or the Office of Investigation. If it is substantiated that the direct care staff was sleeping or failing to remain alert, the manager will recommend dismissal of the direct care staff.
- D. If it is determined that an employee failed to report the observance of a direct care staff sleeping on duty, the supervisor must document the incident (via a Special Incident Report) and initiate disciplinary action, up to and including dismissal.
- E. Disciplinary action will be taken in accordance with applicable Department policies. (See DJJ 3.80, Employee Progressive Discipline.)

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO