

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 17-12</p>	<p align="center">Policy # 3.17</p>
<p>Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: DJJ 15.5</p>	
<p>Chapter 3: PERSONNEL</p>	<p>Effective Date: 11/30/17 Scheduled Review Date: 11/30/18</p>	
<p>Subject: VISITORS AND CHILDREN IN THE WORKPLACE</p>	<p>Replaces: 2/24/16 Office of Human Resources</p>	
<p>Attachments: None</p>	<p>APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice employees shall focus on assigned duties and responsibilities and the mission of the Department while on duty. In order to minimize interference with normal operations and to avoid potential hazards and risks for the Department, visitors of the employees shall not be allowed to enter any RYDC, YDC, or other residential facility or program.

II. DEFINITIONS:

Visitor: For the purposes of this policy, “visitor” includes but is not limited to: children, other relative(s), friends, and acquaintances of employees.

III. PROCEDURES:

- A. Only authorized children visiting residents of the facility/program will be allowed to enter an RYDC, YDC, or other residential facility or program. (See DJJ 15.5, Youth Visitation.)
- B. Employees are expected to arrange reliable childcare for any children under their care. Supervisors should be flexible, when possible, in approving an employee’s request for time off due to childcare emergencies (e.g. illness, school closings, etc.). Children with communicable diseases will not be permitted in any DJJ workplace under any circumstances.
- C. In emergency situations when no other arrangements can be made, an employee not assigned to an RYDC, YDC, or other residential facility or program may request that his/her immediate supervisor grant approval to bring children to work. Such approval will be granted in writing for each instance when the child will be in the workplace

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and only in rare circumstances when it is essential that the employee be in the workplace that day.

1. Supervisors should give requests careful consideration, based on factors such as:
 - a) The nature of the work site;
 - b) The age of the child;
 - c) The duration of the visit;
 - d) The frequency of child's presence at work;
 - e) Any potential health, safety, and liability issues; and
 - f) The degree of potential interference with the productivity of other employees.
 2. Approval may be rescinded at any time if a child becomes disruptive to the workplace.
 3. Employees who are granted approval to bring children to the workplace must respect the needs of other employees by minimizing any distractions or disruptions that may be caused by the children.
 4. The ultimate responsibility for the supervision and safety of children in the workplace rests with the employee bringing the child to work, who must keep the child under his/her direct supervision at all times. Children are not permitted in any area where chemicals, tools, or other dangerous items may be stored or exposed.
- D. No visitor will be allowed to use Department equipment (e.g., computers, telephones, copy machines, etc.).

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO