

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-11	Policy # 3.25
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: O.C.G.A. § 45-1-4 3-JDF-1C-21 DJJ 3.10, 8.5	
Chapter 3: PERSONNEL	Effective Date: 11/15/17	
Subject: WHISTLEBLOWERS	Scheduled Review Date: 11/15/18	
Attachments: None	Replaces: 7/31/14 Office of Human Resources APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice will receive and investigate complaints or information from any employee concerning the possible existence of activities constituting fraud, waste, and/or abuse in or relating to any of its programs and operations.

II. DEFINITIONS:

Whistleblower: One who reveals activities constituting fraud, waste, and/or abuse in or relating to any of DJJ's programs and operations.

III. PROCEDURES:

- A. Any DJJ employee may, in good faith, report information concerning the possible existence of fraud, waste, and/or abuse in any DJJ programs and operations.
- B. If a DJJ employee chooses to report information internally, he/she should contact the Manager of the Employee Relations/EEO Section or, in appropriate instances, the DJJ Ethics Officer (see DJJ 3.10, Standards of Conduct and Ethics).
 - 1. The Employee Relations/EEO Section will complete a Special Incident Report in accordance with DJJ 8.5, Special Incident Reporting, and forward such report to the Office of Investigations. The Director of Investigations will determine the manner and method of investigation. The DJJ Ethics Officer may be consulted regarding any allegation.
 - 2. The Employee Relations/EEO Section will confidentially document whistleblower's identity, but will withhold the identity from the Special Incident Report. A staff member in the Employee Relations/EEO Section will be the reporting staff member.

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- C. If a DJJ employee reports information concerning fraud, waste and/or abuse to any employee other than the Manager of the Employee Relations/EEO Section or DJJ Ethics Officer, the employee will be directed to the Manager of the Employment Relations/EEO Section.
- D. No DJJ employee will make an internal complaint or report information concerning fraud, waste, and/or abuse that is knowingly false or in reckless disregard for the truth. Violation of this provision will result in disciplinary action up to and including termination.
- E. DJJ will not disclose the identity of the reporting employee without the written consent of the employee, unless DJJ determines that disclosure is necessary and unavoidable during the course of the investigation. In these cases, the employee will be notified, in writing, at least seven (7) days prior to the disclosure.
- F. No DJJ employee will take action against, direct others to take action against, recommend personnel action against, approve personnel action against, or threaten another DJJ employee for making an internal complaint or report of fraud, waste, and/or abuse, except when the internal complaint or report was knowingly false or in reckless disregard for the truth.
- G. Any DJJ employee who knows or has reasonable cause to believe that any DJJ employee has committed, or is in the process of committing, an act of fraud, waste, abuse, or corruption may file a complaint directly with the State Office of the Inspector General.
- H. DJJ will not retaliate against an employee for disclosing or threatening to disclose a violation of or noncompliance with a law, rule, or regulation to the Office of the Inspector General. If the disclosure or threatened disclosure was made with knowledge that the disclosure was false or with willful disregard for its truth, the employee will be subject to disciplinary action up to and including termination.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO