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| GEORGIA DEPARTMENT OF JUVENILE JUSTICE | Transmittal # 17-16 | Policy #3.55 |
| Applicability: {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs and YDCs) | Related Standards & References: O.C.G.A. §§ 26-4-2, 35-8-24, 43-7-1, 43-10-1, 43-10A-1, 43-11-1, 43-11A-1, 43-15-1, 43-26-1, 43-26-33, et seq. Georgia Composite State Board of Medical Examiners Georgia Professional Standards Commission NCCHC Y-C-01 ACA Standards: 4-JCF-4C-51, 4-JCF-4C-53, 4-JCF-6C-03, 3-JDF-1C-08, 3-JDF-4C-10, 4-JDF-4C-16 DJJ Recruitment and Selection Guidelines DJJ 3.18, 3.67 | |
| Chapter 3: PERSONNEL | Effective Date: 12/22/17 Scheduled Review Date: 12/22/18 | |
| Subject: PROFESSIONAL CREDENTIALS | Replaces: 7/1/15 Office of Human Resources | |
| Attachments: A – Acknowledgement of Required Professional Credential B – Professional Credentials | APPROVED:  _____ Avery D. Niles, Commissioner | |

I. POLICY:

Department of Juvenile Justice employees whose position requires a professional credential shall ensure that the necessary professional credential is maintained. The Department of Juvenile Justice shall not permit an employee to perform work that requires professional credentials if the appropriate credential has not been obtained, if the credential has expired, or if it has been revoked.

II. DEFINITIONS:

Professional Credential: A license or certificate issued by an examining board or other legally authorized entity that permits an individual to practice a profession or specific set of job responsibilities in the State of Georgia. (Driver’s licenses are not considered professional credentials, but may be required for certain positions.)

III. EMPLOYEE RESPONSIBILITIES:

- A. Each employee whose position requires a professional credential will be required to sign the Acknowledgement of Required Professional Credential (Attachment A) at the time of hire.
- B. Except as provided in Paragraph IV A of this policy, each employee whose position requires a professional credential will be responsible for maintaining that professional credential in good standing. Any costs associated with the maintenance of a professional credential will be the responsibility of the employee. (See DJJ 2.6, Organizational Memberships and Accreditations.)
- C. Employees whose position requires a professional credential (see Attachment B

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Professional Credentials) will not perform tasks beyond those permitted by their credentials.

- D. Employees whose position requires a professional credential will provide a copy of the credential and all renewals to the supervisor.
- E. If an employee receives any notice from any licensing/certifying agency of any revocation, suspension, sanction, or any other action that may affect the professional credential, he/she must immediately notify his/her supervisor of the action. The notice must include a copy of the action.
- F. Employees required to have a driver's license (e.g., Juvenile Correctional Officers, Transportation Officers, Juvenile Probation, and Parole Specialists) will be responsible for maintaining a valid driver's license in good standing. Any costs associated with the driver's license will be the responsibility of the employee.
 - 1. Employees required to have a driver's license will submit a copy of their driver's license to their supervisor.
 - 2. Employees who transport youth in their personal vehicle must submit a copy of their vehicle insurance to their supervisor annually.
- G. Registered Nurses will have the abbreviation "RN" on their employee identification cards, which will be worn when providing direct patient care.
- H. Licensed Practical Nurses will have the abbreviation "LPN" on their employee identification card, which will be worn when providing direct patient care.
- I. Authorized prescribers of controlled substances will have a current individual Drug Enforcement Agency (DEA) registration number.
- J. Employees with a professional credential not in good standing (e.g., suspension, sanctions, restrictions, expiration) which limits their ability to perform assigned duties will be subject to dismissal. The employee may request contingent leave without pay in lieu of dismissal in appropriate circumstances. (See DJJ 3.67, Leave Without Pay and Furlough.)
- K. Employees whose professional credentials have been revoked shall be deemed to have forfeited their position. The employee will not be eligible for contingent leave without pay. The facility/program/office Director will notify the employee of the forfeiture of the position. (See DJJ 3.83, Separation from Employment.)

IV. MANAGEMENT RESPONSIBILITIES:

- A. DJJ will be responsible for renewing credentials for employees on Military Leave who are required to be certified by the Professional Standards Commission.

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- B. No employee will be placed in a position that requires professional credentials for any period of time if the employee does not possess the credential. If for any reason, an employee has his/her credential expired, restricted, revoked, suspended or sanctioned in any way, the facility Director, upon knowledge of this, shall consult with the Director of Human Resources or designee.
- C. Under no circumstances will an employee be permitted to perform the duties of a credentialed position if the employee has not provided the Department a copy of a valid professional credential appropriate to the duties.
- D. The facility Director or designee will ensure, in addition to securing a copy of a valid professional credential upon appointment, that the professional credential is also verified by the licensing authority (e.g., via the licensing authority's web site).
- E. The facility Director or designee will maintain written verification of professional credentials for all employees whose position requires such at a readily accessible location.
- F. The DJJ contract manager or contract administrator will ensure that fee paid service providers meet the same requirements for professional credentials. This requirement will be placed in the provider's Fee Paid Service Agreement.
- G. Contractors or vendors will ensure that their staff members maintain their professional credentials.
- H. The driver's history of each employee required to maintain a driver's license in good standing will be reviewed at least annually by the local human resources representative.
- I. All required POST Council notifications will be done using the Georgia Peace Officer Standards and Training Council's Change of Status Form, Form C-11 (see DJJ 3.18, Fitness for Duty). A copy of each C-11 will be forwarded to the Office of Human Resources.
- J. For issues with driver's licenses, the immediate supervisor must immediately consult the facility/program/office Director to determine the action to be taken.
- K. Contractors with a professional credential not in good standing (e.g., suspension, sanction, restriction) which limits their ability to perform assigned duties may have their Fee Paid Service Agreement terminated. Contractors who have revoked or expired professional credentials will have their Fee Paid Service Agreement terminated.

V. LOCAL OPERATING PROCEDURES REQUIRED: NO