

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p>Transmittal # 15-15</p>	<p>Policy # 3.92</p>
<p>Applicability:  {x} All Employees  {x} Administration  {x} Community Services  {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References:  OCGA §18-4-21</p>	
<p>Chapter 3: PERSONNEL</p>	<p>Effective Date: 12/9/15  Scheduled Review Date: 12/9/16  Replaces: 3/15/12</p>	
<p>Subject: GARNISHMENT</p>	<p>Department of Human Resources  APPROVED:</p>	
<p>Attachments:  None.</p>	<p align="center">   <hr/> Avery D. Niles, Commissioner </p>	

**I. POLICY:**

The Department of Juvenile Justice shall only recognize garnishment actions against a Department employee filed in DeKalb County.

**II. DEFINITIONS:**

**Court Jurisdiction and Service:** Pursuant to OCGA §18-4-21, a garnishment summons must be served upon the chief administrative officer of the agency and jurisdiction over such action is limited to the court located in the county in which the check is drawn upon the treasury of the State or issued for the salary due the employee. For DJJ, that county is DeKalb.

**Garnishment:** A court-ordered method of debt collection in which a portion of a person's salary is paid to a creditor.

**III. PROCEDURES:**

- A. All garnishments filed against a Department employee shall be served upon the Commissioner or Director of Legal Services or designee. Employees shall not accept service, or sign any documents regarding service, of a garnishment filed against a Department employee.
- B. If a garnishment is improperly served on an employee, the employee will immediately notify the Office of Legal Services.
- C. When a facility/office receives a garnishment action by delivery or by mail, regardless of the location of the originating court, all documentation regarding the garnishment will be mailed to the Office of Legal Services within 24 hours of receipt.
- D. When a facility/office receives any documentation regarding an active garnishment action, regardless of the location of the originating court, all documentation regarding the garnishment will be mailed to the DJJ Payroll Manager within 24 hours of receipt.

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- E. Garnishment actions originating from a court other than DeKalb County will be returned by the Office of Legal Services to the originating attorney, with a letter regarding the need to file the garnishment action in DeKalb County.
- F. The DJJ Payroll Manager will ensure the Department's compliance with court-ordered garnishments that have been properly filed.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**