

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-16	Policy # 6.4
Applicability {x} All DJJ Staff { } Administration { } Community Services { } Secure Facilities (RYDCs and YDCs)	Related Standards & References: DJJ 5.2, 5.4, 5.5, 6.2 ACA Standards 3-JDF-1E-02, 3-JDF-1E-06, 3-JDF-1E-07, 3-JDF-1E-08, 3, JDF-1F-01, 02, 4-JCF-6F-01, 4-JCF-6F-04, 4-JCF-6F-05	
Chapter 6: INFORMATION TECHNOLOGY	Effective Date: 12/22/17 Scheduled Review Date: 12/22/18	
Subject: JUVENILE TRACKING SYSTEM	Replaces: 10/20/14 Administrative Services Division	
Attachments: None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice will use the Juvenile Tracking System as a case management tool in the care and supervision of youth. All juvenile related data will remain under the control of this application. JTS will be the single point of information storage for tracking, case management, and care of the juveniles. Where foreign/external systems are mandated by outside authorities, there shall be data exchange procedures to maintain a single point of storage.

II. DEFINITIONS:

Information Technology Resources: Desktop, laptop, and handheld computers and tablets, jump/flash drives used on DJJ computers, printers, scanners, data networks and servers, internet, e-mail, numerous applications, including but not limited to: mobile platforms, software programs, cellular telephones, two-way radios, Guard Plus, DJJ agency website, wireless, electronic, video communications devices, and CCTV.

Juvenile Tracking System (JTS): An electronic compilation of a youth's case record, education record, behavioral health records and health record. JTS allows for an organized system of information storage, retrieval, and review.

III. PROCEDURES:

A. The Juvenile Tracking System (JTS) contains the case records, educational records, behavioral health records, and health records of a youth who is or was under the care or supervision of the Department of Juvenile Justice or the jurisdiction of a Juvenile Court. Information contained in JTS will be used to make decisions regarding detention, placement, care, housing, and services.

Chapter	Subject	Policy #	Page
INFORMATION TECHNOLOGY	JUVENILE TRACKING SYSTEM	6.4	2 of 2

- B. All DJJ staff, contractors, and interns will safeguard JTS in the same manner that a paper record would be safeguarded and must not allow unauthorized individual access to JTS. (See DJJ 5.2, Case Records; DJJ 5.4, Education Records; and DJJ 5.5, Health Records.)
1. JTS is password-protected and integrated with Active Directory authentication.
 2. Passwords are confidential and shall be handled per DJJ 6.8, IT Security.
 3. Youth are strictly prohibited from any access to JTS. Staff must not allow any youth to gain access to JTS or view information in JTS.
- C. Records management policies govern how records, including JTS, will be handled and disclosed. (See DJJ Chapter 5, Records Management.)
- D. The Office of Technology and Information Service may re-configure JTS as deemed necessary by the IT Director or designee in accordance with operational needs. Staff will use new applications as they become available.
- E. Any breach of information security in JTS will be handled in accordance with policy DJJ 6.8, IT Security.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO