

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-1	Policy # 10.5
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards & References: O.C.G.A. §§ 49-4A-7, 49-4A-8, 49-4A-9, 15-11-30.2(b), 15-11-560, 15-11-561, 17-10-14(a), 42-5-52 ACA Standards: 4-JCF-3A-21 DJJ 20.20	
Chapter 10: Office of Classification and Transportation	Effective Date: 1/25/18 Scheduled Review Date: 1/25/19	
Subject: OFFICE OF CLASSIFICATION	New Policy Support Services Division	
Attachments: A – Superior Court Personal History Sheet	APPROVED:  <hr/> Avery D Niles, Commissioner	

I. POLICY:

The Office of Classification shall conduct a detailed review of all youth committed to the Department of Juvenile Justice to determine appropriate placement at Youth Development Campuses and review of youth screened for Residential or Community placement with a long-term focus on reentry services.

II. DEFINITIONS:

Community Case Manager: Juvenile Probation/Parole Specialist I, II or III (JPPS) or Juvenile Probation Officer I or II who provides direct supervision and coordination of services for a youth. The Community Case Manager also includes any member of an established case management team who may perform case management tasks.

Commitment Date: The date that the commitment order is signed.

Designated Felony Commitment: A juvenile court disposition for a felony offense pursuant to O.C.G.A. § 15-11-2 (12) (13). The Juvenile Code divides Designated Felony offenses into two categories, Class A and Class B, with different terms in respect to length of commitment and restrictive custody.

Regular Commitment: A juvenile court disposition that places a youth in the legal care and control of the Department, subject to the limitations of the court order and the remaining rights and responsibilities of the parents or guardian. These dispositions are for a period of time up to 2 years.

SB440 Youth: In accordance with O.C.G.A. §15-11-560, youth between the ages of 13 and 17 who have been charged with and convicted of one of the offenses: murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery,

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aggravated assault with a firearm against a peace or correctional officer, aggravated battery against a peace or correctional officer, or armed robbery if committed with a firearm.

Short Term Program: Programs operated by the Department for youth sentenced by juvenile court judges to serve up to a maximum of 30 days or for youth screened for the program as a result of an Administrative Revocation. The court, in its discretion, in addition to any other treatment or rehabilitation, may require a child to serve that time in a YDC.

Superior Court Youth (Non SB440): In accordance with O.C.G.A. §15-11-561, youth between the ages of 13 and 17 who have been charged as an adult and convicted in Superior Court for offenses other than one of the “SB440” offenses listed above, O.C.G.A. §15-11-560.

III. ORGANIZATIONAL STRUCTURE:

- A. The Director of the Office of Classification and Transportation Unit will oversee the Classification Unit.
- B. The Classification Unit will be responsible for reviewing all youth who are screened or recommended for the Short-Term Program, Superior Court, Long Term Placement at a Youth Development Campus, Community, and Residential Placement with a focus on programming needs for the youth in preparation of reentry.
- C. The Office of Classification will review the screening packet, JTS data, and placement decisions to ensure that recommendations are made in accordance with DJJ 20.20, Screening of Youth.

IV. SHORT TERM PROGRAM:

- A. When a youth who is already assigned a Community Case Manager (CCM) is ordered to a Short-Term Program (STP), the CCM will upload the court order into the Juvenile Tracking System (JTS), regardless of the length of the sentence, within one (1) business day of receipt of the signed court order.
- B. When an independent court youth is ordered to STP, the Case Expeditor will upload the court order into the Juvenile Tracking System (JTS), regardless of the length of the sentence, within one (1) business day of receipt of the signed court order.
- C. The Office of Classification will calculate the youth’s minimum and maximum release dates, based upon the court order, and enter this information into the short-term module and the placement module.
- D. All youth will be released on the minimum release date unless the judge has authorized a range of time for release. These youth may continue in the STP up to the maximum time ordered by the court.
- E. In no instance will a youth in an STP stay beyond the maximum of 30 days.

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V. SUPERIOR COURT YOUTH

Within five (5) business days of sentencing, the Case Expeditor will obtain one certified copy of the final disposition order and bill of indictment and upload it into the Juvenile Tracking System (JTS). The Case Expeditor will send an email to the OCATS Operations Manager to advise it has been uploaded. The Case Expeditor will ensure that the youth's OTN# has been entered into JTS Placement module.

A. Release of Superior Court Youth to the Georgia Department of Corrections (DOC):

1. The OCATS Operations Manager will review the certified sentencing packet upon receipt. The following information will be scanned into the E-Sentencing DJJ Portal: Superior Court Personal History, offender face sheet information, certified copy of the final disposition order, and the bill of indictment.
2. The Operations Manager will notify DOC at least 30 days prior to the youth's 17th birthday that the youth will need to be transferred to the DOC.
3. The Operations Manager will complete the Superior Court Personal History Sheet (Attachment C). The Superior Court Personal History Sheet will be scanned into the Juvenile Tracking System.
4. After the transfer arrangements have been finalized, the OCATS Operations Manager will send an email to the facility Director where the youth is detained, authorizing the release of the youth to the DOC. Copies of the email will be sent to the RYDC Regional Administrator and Case Expeditor. The OCATS Operations Manager will enter a case note in JTS to document the email notification.
5. The RYDC will release the youth to the DOC only after receiving written confirmation from the Office of Classification and Transportation Services. At the time of release, staff will verify the identity of the youth (via JTS photo) to be released and the person or agency to whom the youth is being released.
6. The following documents will be provided to the DOC at the time a youth is released to its custody:
 - a) Psychological evaluation;
 - b) Mental Health Assessment;
 - c) Behavioral Health Treatment Plan;
 - d) Transition Plan;
 - e) Nurse Health Appraisal;

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- f) Physical Examination;
- g) Current Immunization Record;
- h) Current Medication Administration Record;
- i) Chronic Care Treatment Plan and recent clinic visit sheet;
- j) Dental examination and treatment record;
- k) Medical Permission Form;
- l) Health Services Release Letter; and
- m) Problem list.

B. Release of Superior Court Youth to the Community:

1. Prior to the youth's YDC assignment, the Office of Classification and Transportation Services (OCATS) will review the order to determine if the youth will be required to be supervised by the DOC following release.
2. For youth who are to be supervised by an adult supervision program following release, OCATS will notify the DOC of the youth's upcoming release. This notification will be documented in a JTS case note.

VI. COMMITTED YOUTH:

- A. The Office of Classification will review all Regular Commitment and Designated Felony Commitments in accordance with procedure outlined in DJJ 20.20, Screening of Youth.
- B. The Office of Classification will receive all Screening Packets via the screening module and review each screening packet, JTS Data, and Placement Decision to ensure that appropriate recommendations are made and DJJ policies are followed.
- C. When reviews are completed, a summary email will be sent to the Community Program Coordinator, Community Regional Administrator, District Director, JPPS, and JPM.
- D. All reviews will be documented in an Administrative Contact JTS Case Note.
- E. The Office of Classification will enter youth into the Long-Term Module and set the minimum and maximum release date in the Long-Term Module and Placement Module of JTS for youth who have a disposition of time in secure confinement.

VII. LOCAL OPERATING PROCEDURES REQUIRED: NO