GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-12	Policy #14.2
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services {x} Secure Facilities	Related Standards & References: O.C.G.A. § 16-5-46; 16-12-100 DJJ 8.5, 15.3	
Chapter 14: Victim, Volunteer, and Chaplaincy Services Subject: COMMERCIAL SEXUAL EXPLOITATION REFERRALS Attachments: A – CSEC Risk Factors B – Georgia Cares Referral Form C – Georgia Cares Release of Information form D – Interview Notice Form	Effective Date: 09/13/16 Scheduled Review Date: 09/13/17 Replaces: 4/15/13 Division of Secure Campuses APPROVED: Avery Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice will maintain a multi-level response process to ensure that services are provided to youth who demonstrate that they may be at risk to become or are victims of commercial sexual exploitation.

II. DEFINITIONS:

Commercial Sexual Exploitation of Children: A child sex trafficking victim is a minor child who has received payment in cash, food, drugs, or shelter in exchange for sex.

Director: For the purposes of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC), Community Service Office (CSO), or other DJJ owned, operated, or contracted site.

Georgia Cares: An agency that provides statewide, independent care coordination for commercially sexually exploited children through a family-driven, youth guided approach.

Law Enforcement Officer: A person who works for a law enforcement agency, such as a police department or sheriff's office. This includes a police officer, deputy sheriff, a police or sheriff's detective, or a police or sheriff's investigator, District Attorney's investigator, U.S. Marshal, FBI agent, GBI, Immigration and Customs Enforcement (ICE) agent, school Resource Officers, or an individual obtaining a valid State of Georgia P.O.S.T. Certification with completion of Basic Law Enforcement Standards (BLE).

Minor: Any person under the age of 18 years old.

Vendor: The private entity that has entered into a contractual agreement with DJJ to provide assessment programs and advocacy services to children who have been determined to be victims of commercial sex exploitation.

III. PROCEDURES:

A. The department will ensure that all youth supervised in a community or facility setting will be referred for an evaluation or assessment by GA Cares upon reasonable belief or confirmation that the youth has been identified as a victim of commercial sexual exploitation, (see Attachment A, CSEC Risk Factors).

B. Youth who report being sexually exploited will be referred for a forensic medical exam immediately.

C. All staff, volunteers, and contractors (facility, Community Services) having reasonable belief or confirmation that a youth is a victim of commercial sexual exploitation will be reported in accordance with DJJ 8.5, Special Incident Reports.

D. For youth served by an independent court, the Director or designee will provide the Case Expeditor with a copy of the Special Incident Report (SIR). The Case Expeditor will notify the independent court of the allegation via email correspondence.

E. Referrals for Services

1. The Community Case Manager or the Juvenile Detention Counselor will complete the Georgia Cares Referral Form (Attachment B) and the Georgia Cares Release of Information form (Attachment C). All referrals will be scanned into JTS as a CSEC Referral correspondence within 2 business days.

2. The Community Case Manager or Juvenile Detention Counselor (JDC will scan and email the Georgia Cares Referral Form (Attachment B) to Georgia Cares.

3. Upon referral, the Community Case Manager or JDC will set a CSEC alert in JTS to identify the youth as a potentially exploited child.

4. The Community Case Manager or Juvenile Detention Counselor will immediately notify via telephone and email copies of the Georgia Cares CSEC referrals to the Director of the Office of Victim Services.

5. If the referral source has not received contact from GA Cares within 3 business days after submitting the referral form, the referral source must contact the Office of Victim Services for follow up. Follow up efforts and status of referral will be documented in JTS within 72 hours.

6. Upon receipt of the results of the referral assessment by the Georgia Cares, the assigned Community Case Manager or JDC will refer the youth to the recommended services (e.g., placement, wraparound, other community services, etc.), if services are available. The Community Case Manager will refer the youth for the recommended services within 30 days of receipt. If Georgia Cares determines that the youth is not in need of CSEC services the Community Case Manager will update the alert based on the result of the evaluation or assessment.

7. For committed youth, if the Georgia Cares recommends out of home placement, the Community Case Manager will forward the youth's CSEC recommendation to the appropriate Residential Placement Specialist.

IV. LAW ENFORCEMENT/FORENSIC INTERVIEW PROCESS

A. The Office of Victim Services staff will immediately provide youth in secure facilities with information on victim support services.

B. Upon notification via Alert, the Intelligence Unit designee will obtain referral support documents and notify the appropriate law enforcement agency within 24 hours.

C. Law enforcement officers and investigators from the Office of the District Attorney may interview youth in the custody of DJJ and are suspected of being victims of sexual exploitation without permission from the parent/guardian or the Office of Legal Services.

D. Prior to interviewing a youth suspected of being a victim of sexual exploitation, the law enforcement officer or the investigator from the DA's office must complete and sign the Interview Notice Form (Attachment D).

E. The youth must read the Interview Notice Form or the form must be read to the youth prior to the youth signing the form granting permission to be interviewed. If the youth refuses to sign the form or does not understand his/her rights, the youth will not be interviewed. A copy of the signed form or documentation of the youth's refusal to sign the form will be uploaded in the JTS Correspondence module entitled CSEC Investigation.

F. If the youth agrees to be interviewed, he/she may terminate the interview at any time.

G. DJJ staff will not order the youth to participate in the interview and will not discipline the youth for exercising the right to refuse to participate in the interview.

H. The completed Interview Notice Form will be scanned into the Juvenile Tracking System Correspondence Module within 24 hours of completion.

V. LOCAL OPERATING PROCEDURES REQUIRED: NO