

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 16-12	Policy # 14.4
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities	Related Standards and References ACA Standards: 3-JDC-1C-13; 3-JDF-1G-02; 3-JDF-3D-06-7; 4-JCF-6E-13; 4-JCF-6G-01; 4-JCF-6G-08-14; 4-JCF-6G-08 DJJ: 14.3	
Chapter 14: VICTIM, VOLUNTEER, & CHAPLAINCY SERVICES	Effective Date: 9/13/16 Scheduled Review Date: 9/13/17	
Subject: ADVISORY COUNCIL	Replaces: 9/21/15 Division of Secure Campuses	
Attachments:  NONE	APPROVED:   <hr/> Avery D. Niles, Commissioner	

**I. POLICY:**

The Department of Juvenile Justice shall encourage voluntary Advisory Council involvement in all DJJ facilities for the purpose of promoting the agency’s mission and vision and in an effort to identify and implement activities that contribute to the community.

**II. DEFINITIONS:**

**Advisory Council:** A group of volunteers who serve facilities as a non-governing link to the community by promoting the agency’s mission and goals and leveraging community support.

**Advisory Council Member:** An approved individual member of the Advisory Council.

**Conflict of Interest:** Real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.

**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), and Community Service Office (CSO).

**Local Coordinator:** The staff member that represents the local facility/district in providing planning, coordination, and oversight of volunteer services within their assigned facility/district.

**Prison Rape Elimination Act (PREA):** A United States federal law that supports the elimination, reduction, and prevention of sexual assault and rape within corrections systems. It applies to all federal, state, and local prisons, juvenile facilities, jails, police lock-ups, private facilities, and community settings such as residential facilities.

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**Regional (Central Office) Coordinator:** The staff member that represents Central Office in providing planning, coordination, and oversight of volunteer services and provides technical assistance to facilities/districts.

**Volunteer:** A person who donates his or her time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religion, and so forth, and are representative of the community. Volunteers are cleared for the department and approved by the facility/office for which they will provide services on a case-by-case basis.

**Volunteer Coordinator:** The staff member who is responsible for operating a citizen involvement and volunteer service program for the benefit of youthful offenders.

**Volunteer Services:** Organized activities, workshops, and programs provided by volunteers with no financial cost to the Department.

### III. PROCEDURES:

- A. Secure Facilities shall have an Advisory Council comprised of citizens from the community where the facility is located.
- B. Volunteer Coordinators will oversee and ensure that Advisory Councils are functioning effectively.
- C. The Advisory Council will be composed of no fewer than five and no more than 10 members.
  1. The facility director or other facility staff in attendance will not be counted among the 5-10 required members.
  2. One member can include a non-designated facility DJJ employee. This would be a best-practice model. It is encouraged to invite community based DJJ staff members to serve on the Advisory Council.
  3. The Volunteer Coordinator shall serve as the additional facility staff member on the advisory council.
- D. Advisory Councils shall endeavor to broaden community support for the facility, its Volunteer Services, and the Juvenile Justice system by:
  1. Serving as a link between the facility and the local community;
  2. Promoting public understanding and support of youth confined at the facility;

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3. Offering advice regarding available community programs and resources;
  4. Provide opportunities for youth to participate in community service learning projects;
  5. Supporting the Youth Advisory Council (when applicable);
  6. Recruiting volunteer(s) for the facility and Advisory Council;
  7. Advocating for non-monetary resources in DJJ facilities if at all possible; and
  8. Promoting effective citizen participation at the facility.
- E. The following backgrounds and professions are recommended to serve on the advisory council:
1. Law enforcement professionals or students;
  2. Legal professionals (e.g., attorneys, judges) or law students;
  3. Business professionals and entrepreneurs;
  4. Religious community;
  5. Minority groups or organizations;
  6. College, university, or technical school professionals;
  7. Local school systems;
  8. Human service agency staff;
  9. Civic groups;
  10. Prior DJJ youth and families;
  11. Advocacy groups; and
  12. DJJ non-facility staff or facility staff from an outside facility.
- F. The prospective member is approved by a majority vote by the Advisory Council.

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- G. Every effort should be made to ensure that the appointment of an Advisory Council member does not represent a conflict of interest or the appearance of a conflict.
- H. The Local Volunteer Coordinator shall attend all official Advisory Council Meetings.
- I. Active Advisory Council will hold an annual election in April of each year to select a Chairperson to serve as the head of the council.
  - 1. The Chairperson will be responsible for scheduling and conducting meetings.
  - 2. DJJ Employees cannot serve as the Chairperson, Co-Chairperson, or Secretary.
- J. The term of Advisory Council membership will be for a period of two calendar years. Members may be reappointed by majority vote of the Advisory Council.
- K. All issues or questions regarding conflict of interest of the members of the advisory council shall be referred to the Ethics officer in accordance with DJJ policy #3.10 – Standards of Conduct and Ethics.
- L. Each Advisory Council Member must successfully complete an orientation appropriate to the nature of the assignment. (Refer to Volunteer Handbook DJJ 14.3, Citizen and Volunteer Involvement, Attachment I.)
- M. All Advisory Council members will serve as Regular Volunteers and be held accountable by the provisions of DJJ #14.3 - Citizen and Volunteer Involvement.
- N. The Advisory Council will sponsor a minimum of one project each year that directly benefits the youth being supervised at the facility.
- O. Advisory Councils will meet at least quarterly. The Facility Director or designated Assistant Director will attend and participate in all mandatory quarterly Advisory Council meetings.
- P. The minutes of Advisory Council meetings will be submitted to the Facility Director, his/her supervisor and to the Regional Volunteer Coordinator. The Advisory Council meeting minutes will be retained in accordance with the DJJ 5.1, Records Management.
- Q. Advisory Councils will not exercise management or appointment authority over the facility it serves or the facility Director.

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1. The Director or designee may remove a member from an Advisory Council at any time. An Advisory Council member may resign from the Advisory Council at any time.
  2. The Director has both the authority and responsibility to deny an Advisory Council member access to the facility whose presence jeopardizes the order, security or safety of the facility.
  3. Advisory Council members serve at the discretion of the Director.
- R. Current DJJ staffs do not have to complete the Background Check or Orientation.
- S. If a volunteer is identified as a victim, the Office of Victim Services will review and give consideration to their status as a Volunteer/Advisory Council member based on the location and status of the youthful offender and case.
- T. If the facility has a Youth Advisory Council, the President from that Council will be appointed to the Advisory Council as an at-large member.
- U. Records Retention
1. The Volunteer Coordinator will retain the following records in accordance with DJJ 5.1 Record Managements.
    - a) Roll Call and Attendance Sheet;
    - b) Meeting agenda;
    - c) Meeting minutes;
    - d) Election Ballots; and
    - e) Advisory Council sponsored event correspondence.

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