

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 16-11	Policy # 17.10
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: OCGA 49-4A-7	
Chapter 17: ADMISSION AND RELEASE	Effective Date: 8/30/16 Scheduled Review Date: 8/29/17	
Subject: TRANSFERS BETWEEN SECURE FACILITIES	Replaces: 2/15/12 Secure Facilities APPROVED:	
Attachments:  None	<div style="text-align: right;">   <hr style="width: 20%; margin-left: auto; margin-right: 0;"/>         Avery D. Niles, Commissioner       </div>	

## I. POLICY:

The Department of Juvenile Justice shall determine the facility in which a youth will be placed. The Office of Classification shall authorize routine and urgent transfers between secure facilities.

## II. DEFINITIONS:

**Receiving Facility:** The secure facility to which a youth is transferred.

**Routine Transfer:** The movement of a youth from one secure facility to another within 72 hours of the request.

**Sleeper:** A youth who is temporarily transferred from one secure facility to another. The bed is held at the sending facility with the expectation that the youth will return.

**Sending Facility:** The secure facility from which the youth is transferred.

**Urgent Transfer:** The movement of a youth from one secure facility to another within 24 hours of the request.

## III. PROCEDURES:

A. Routine and urgent transfers (including sleepers):

1. The regional administrator or designee will approve all transfers between facilities. The appropriate Assistant Deputy Commissioner of Secure Facilities will be notified by the regional administrator of the approval.

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2. The Juvenile Detention Counselor (JDC) or designee will enter the routine or urgent transfer request in the Juvenile Tracking System Transfer Module. Only trained staff will enter the transfer request.
  3. When the request is being made for behavior problems, protection of the youth or separation of the youth from others, the JDC (YDC) and the Case Expeditor (RYDC) will review JTS alerts and will forward documentation to the facility director. The facility director will forward the documents to the Regional Administrator. The document will contain a record of progressive actions and interventions undertaken to manage the youth at the facility. The documentation may be faxed or emailed referencing Special Incident Report numbers, case notes, etc.
  4. Regional administrator will review the request and confer with the Director of the Office of Classification Services. Response will be via email by the following business day.
  5. A request for transfer for a youth from RYDC to YDC will not be made for placement purposes.
- B. For RYDCs, urgent transfers that require action outside of normal working hours (evenings, weekends and holidays) will be coordinated by the sending facility director and District Director. Transfers to a facility in another DJJ region will require the approval of the regional administrators. Upon approval, the sending facility Director will coordinate transportation arrangements with the receiving facility Director.
- C. For YDCs, urgent transfers that require action outside of normal working hours (evenings, weekends and holidays) will be coordinated by the sending facility director and the Regional Administrator. Upon approval, the sending facility director will coordinate transportation arrangements with the receiving facility director. The Office of Classification will be notified and involved in all urgent transfer requests.
- D. The following youth should not be considered for transfer:
1. Youth who are on the Outgoing Juveniles Report in the Transfer Module;
  2. Youth who have a pending medical appointment;
  3. Youth with fever, contagious rashes, or open contagious wounds;
  4. Youth who are scheduled for screening;
  5. Youth who have a pending court hearing within 72 hours;
  6. Youth who have an active Behavioral Health Placement Review Panel alert; and

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7. Youth who require a Level 3 (constant) observation or have high mental health needs (except upon advice of a mental health professional).

E. When a youth is transferred to another secure facility, even as a sleeper, their case records (education, health, medication and medication administration) will also be transferred.

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