

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 16-11</p>	<p align="center">Policy # 17.1</p>
<p>Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: ACA Standards: 4-JCF-3A-01; 4-JCF-5A-01, 4-JCF-3A-21, 4-JCF-5A-01, 02, 04, 3-JDF-5A-01, 02, 04, 11, 16, 3-JDF-3D-01/02 DJJ 1.11, 5.2, 11.1, 12.10, 13.23, 15.7, 15.9, 17.3</p>	
<p>Chapter 17: ADMISSION AND RELEASE</p>	<p>Effective Date: 8/30/16 Scheduled Review Date: 8/29/17</p>	
<p>Subject: ADMISSION TO A SECURE FACILITY</p>	<p>Replaces: 1/15/12 Secure Facilities</p>	
<p>Attachments: A – Notification of Foreign National in Detention</p>	<p>APPROVED:</p>  <hr/> <p align="center">Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice facilities shall admit only those youth legally adjudicated for confinement. A standardized intake process conducted by trained staff shall be used when admitting youth.

II. DEFINITIONS:

Juvenile Detention Counselor: The designated RYDC or YDC employee with case management responsibilities for a youth and shares joint service planning responsibilities with the Community Case Manager.

Intake/Custody and Housing Assessment Training: Course offered by the Office of Training at the DJJ Academy which provides specialized training to designated intake staff in admission procedures, mental health screening, medical screenings and completing custody & housing assessments for new admissions to secure detention facilities.

Master Count: The total number of youth who are officially assigned to the facility. After an official count, the number of youth actually counted is compared to this number. The two numbers must match to clear the count.

Official Count: A physical count of youth conducted by security staff at a designated time. All movement of youth is stopped during an official count. Official counts are of the entire facility and are reported to the security office (or control center) for comparison to the master count. Official counts must be physically delivered to the designated location.

III. PROCEDURES:

A. Admission:

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1. Upon a youth's arrival at the facility, designated trained intake staff will confirm legal authority for detention of the youth by reviewing required documents and verifying the identity of the youth. All youth will have the following documents upon admission:
 - Complaint
 - Warrant
 - Detention order

2. When the youth arrives at the facility, the Intake Officer will review the JTS legal module to ensure detaining offenses are entered and documentation is properly uploaded in JTS.

3. If the youth arrives at the facility and the detaining offenses(s) and required documents (court order, warrants, juvenile complaints, etc.) are not entered and uploaded, the RYDC Intake Officer will update the legal module by entering the detaining offense(s) and will upload these documents into JTS within two hours of the youth's detention.

4. Youth who exhibit any of the following behaviors or symptoms must receive medical clearance from a physician, hospital emergency room or emergency medical service (EMS 911) prior to admission:
 - a) Obvious pain or bleeding or other symptoms that suggest the need for emergency care;
 - b) Sweating, anxiety or shaking (e.g., withdrawal symptoms);
 - c) Disorderly, not making sense, or not able to walk or stand;
 - d) Groggy, slurred speech or not alert; or
 - e) Having difficulty breathing.

5. When the transportation officer answers "yes" to any question in Section I of the Medical Intake Screening form, the admitting staff member will record a brief explanation of the officer's observations and proceed to obtain medical clearance to admit the youth.
 - a) "Yes" responses in this section will result in a warning requiring medical clearance from a physician, hospital emergency room or EMS prior to accepting youth into the facility.
 - b) The medical services staff on duty or on-call will be immediately notified and will contact the intake area within 10 minutes to make the

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determination whether the youth should be medically cleared prior to admission to the facility.

c) The youth will remain under constant observation until further instructions are received from medical services staff. If there is a medical emergency such as trauma, unresponsiveness or difficulty breathing, the admitting staff must use the 911 emergency response systems.

6. Under no circumstances will a law enforcement officer be refused exit from the facility. If a law enforcement officer refuses to take a youth for medical clearance, the officer will be allowed to leave and emergency medical services (911) will be called to the facility to clear the youth.

7. Newly admitted youth will be immediately added to the facility's master count.

B. The Department of Juvenile Justice will determine if a youth in our custody and control is a foreign national and not a citizen of the United States of America.

1. If the youth is not a U.S. citizen, the Juvenile Detention Counselor (JDC) will determine the youth's country. Normally, this is the country on whose passport or other travel documents on which the youth travels.

2. JDC will determine if the consular official has been notified of this arrest/detention.

3. If the consular official has not been notified of this arrest/detention, the JDC will notify that country's nearest consular official without delay.

4. The JDC will tell the youth that he/she is making this notification by reading the following statement: "We are required to notify your country's consular officers here in the United States that you have been arrested or detained. We will do this as soon as possible. In addition, you are entitled to communicate with your consular officers. You are not required to accept their assistance, but your consular officers may be able to help you obtain legal representation and may contact your family and visit you in detention, among other things."

5. The JDC will provide the youth with the name, address and phone number of the consular official receiving the notification.

6. The JDC will fax to the consulate of the youth, the notification of a foreign national in detention form (Attachment A). The notification will also be filed in the youth's case record. Copy of the fax notification will be forwarded to the Deputy Commissioner of Community Services.

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7. The JDC will enter information regarding the notification of foreign national in detention to the consular office and DC of Community Services into the JTS case notes.
- C. All youth will be searched immediately upon arrival to the facility.
 1. All youth will be frisked and searched with a metal detector immediately upon arrival.
 2. All youth will then be strip searched by a same-sex JCO in a private area. This search should occur in the intake area. If no intake area is available, the youth will be escorted to the shower for the strip search.
 - D. Admitted youth will be provided a shower.
 - E. The youth's personal property will be collected, inventoried, documented and stored in accordance with DJJ 15.8 - Youth Property, State Issued Items, and Personal Hygiene. Youth may only keep authorized property.
 - F. Youth will be issued standard items including clothing, linens and personal hygiene articles (see DJJ 15.8 - Youth Property, State Issued Items, and Personal Hygiene).
 - G. Intake Staff:
 1. The Facility Director will designate one primary and one secondary certified intake officer per shift (regular shift or split shift).
 2. Certified intake staff will interview the youth on the day of arrival to the facility and complete standard admission documents. Staff will explain the procedures and each step of the admissions process to the youth. All medical and mental health screenings will be completed on a one on one interaction, in a confidential manner. Where possible, the intake interview should be conducted by a same sex certified intake officer.
 3. All intake staff must meet the following minimum criteria:
 - a) Complete on the job training to include shadowing a certified intake officer, and documented in the OJT checklist;
 - b) Review and observe the customer service communications guide (see DJJ 1.11); and

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- c) Complete the office of training intake/custody and housing assessment training course and the intake training under the direct observation of a trained intake officer and documented on the OJT checklist.
- 4. Staff will observe and assess the youth for any immediate problems requiring intervention and arrange for any needed care.
- 5. Staff will complete the medical intake screening in a private setting in accordance with DJJ 11.1 - Medical Intake Screening.
- 6. Staff will complete the mental health screening in a private setting in accordance with DJJ 12.10 - Mental Health Screening.
- 7. Staff will complete an initial education screening in accordance with DJJ 13.23 - Student Assessment.
- 8. Staff will complete the custody assessment instrument and the housing assessment in accordance with DJJ 17.3 - Custody and Housing Assessment.
- 9. Facility staff may complete paper admission forms; however, required JTS entries must be made within the timeframe set by DJJ policy (i.e., Custody Assessment entries made within 24 hours, etc.)
- H. Within two hours of arrival, the youth will be afforded two telephone calls to their family members, legal guardians or attorney, and this will be documented in JTS in the admission statement communication note (see DJJ 15.7, Access to Telephone).
- I. All youth will be photographed upon admission using a web-based or digital camera.
 - 1. The youth's name and date of birth will be clearly written on a piece of white paper/dry erase board that the youth will hold when being photographed.
 - 2. A clear and recognizable photograph in which the youth is easily identified will be uploaded to JTS within 8 hours of the youth's admission.
 - 3. The youth's photograph will be updated if the youth's appearance significantly changes or at least annually.
 - 4. The youth admission form will be printed from JTS and placed in the youth's case record (see DJJ 5.2 - Case Records).
 - 5. Each facility will maintain a copy of the youth admission form in the control room and it must include a photograph of the youth. Prior to release of youth, facility staff will compare the youth to the photograph on the youth's admission form.

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6. The photograph from the JTS will be printed in color, if possible, and attached to the medication administration record.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES