

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-15	Policy # 17.2
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA Standards: 4-JCF-5A and 4-JCF-5B M 4-JCF-4C-03, 4-JCF-4C-1, 4-JCF-4C-03	
Chapter 17: ADMISSION AND RELEASE	Effective Date: 11/22/16 Scheduled Review Date: 11/22/17 Replaces: 3/15/13	
Subject: YOUTH AND PARENT ORIENTATION		
Attachments: A – Orientation Acknowledgement Statement B – RYDC Parent Letter C – YDC Parent Letter D – RYDC Student Handbook E – YDC Student Handbook	APPROVED:  Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice secure facilities shall conduct a standard orientation for all youth within one working day of admission.

II. DEFINITIONS:

None.

III. PROCEDURES:

- A. The orientation process will begin immediately upon the youth's arrival, with staff verbally providing an explanation of the admission process.
- B. Newly admitted youth will be provided a formal orientation presentation within 24 hours of admission to RYDC or YDC.
 1. The formal orientation presentation will include a verbal review of the youth handbook.
 2. Youth will be given the opportunity to ask questions of a trained staff member during the formal orientation presentation.
 3. The staff member who conducts the presentation will be familiar with all aspects of facility activities and programs.
 4. The orientation presentation may be by video, but a trained staff member will be present and available to answer questions.
 5. Youth will view the department video regarding the reporting of alleged child abuse, hand washing, and bullying.

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6. Youth will be provided assistance (e.g., verbal instruction, interpreter, literacy, etc.) as needed to understand the orientation presentation and written materials.
 7. Upon completion of orientation, youth will be required to sign and date the Orientation Acknowledgement Statement (Attachment A) which will be filed in the youth's case record.
- C. Youth will have full access to all facility programs, services and activities during the orientation period. The orientation program will not delay placement in the educational program or other mandated activities.
- D. Youth will be advised on how to access unimpeded medical, dental, behavioral health, and facility case management services daily.
- E. Parent Orientation:
1. For youth in RYDC, the Juvenile Detention Counselor (JDC) will mail the RYDC Parent Letter (Attachment B) to the youth's parent/legal guardian within one business day of admission providing information about the facility.
 2. For youth in YDC, the JDC will mail the YDC Parent Letter (Attachment C) to the youth's parent/legal guardian within one business day of admission providing information about the facility.
- F. Youth Handbook:
1. Each youth will be issued a copy of the youth handbook during the formal orientation presentation. The handbook will also be posted in accessible and visible areas in each living unit for youth to read.
 2. The youth handbook will be written in clear, precise language that is easily understood by youth. English and Spanish versions of the handbook will also be available to youth.
 3. The standard youth handbook will be used to formulate the facility-specific youth handbook. (See Attachment D - RYDC Student Handbook and Attachment E - YDC Student Handbook)
 4. The youth handbook will comply with current DJJ policies and will be kept current through frequent reviews and updates as required. Any major change in DJJ policy or facility procedure will be reflected in the handbook within 30 days of the policy becoming effective.
 5. Each facility will provide a current copy of the youth handbook to the facility Regional Administrator.

III. LOCAL OPERATING PROCEDURES REQUIRED: NO