

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 18-10</p>	<p align="center">Policy # 18.21</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities</p>	<p>Related Standards & References: O.C.G.A. §§ 15-11-2, 15-11-602, 49-4A-8 ACA Standards: 4-JCF-3A-25</p>	
<p>Chapter 18: PROGRAMS AND SERVICES</p>	<p>Effective Date: 6/11/18 Scheduled Review Date: 6/11/19</p>	
<p>Subject: EXTENSION OF YOUTH'S PLACEMENT IN SECURE FACILITIES</p>	<p>Replaces: 9/27/16 Division of Support Services</p>	
<p>Attachments: A – Youth Status Report</p>	<p>APPROVED:  _____ Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice has the authority to determine whether the time period that a youth is scheduled to spend in a secure facility may be extended if it is deemed necessary.

II. DEFINITIONS:

Behavioral Health Treatment Team: Individuals responsible for the care and treatment of youth with mental illness, including all staff specifically designated as behavioral health staff by job title, contract, or assigned duties. Other facility staff members, clinical consultants, Community Case Managers, community mental health providers, DFACS caseworkers, other community support persons, and parents may also be included.

Chief of Programs and Case Management: The Office of Behavioral Health staff member who directly oversees the operations of Programs and Case Management. The Chief of Programs and Case Management reports to the Director of the Office of Behavioral Health.

Commitment Date: The date that the commitment order is signed.

Community Case Manager: Juvenile Probation/Parole Specialist I, II, or III (JPPS), who provides direct supervision and coordination of services for a youth; any member of an established case management team may perform case management tasks.

Designated Program Authority (DPA): The OBHS facility program staff approved by the Regional Program Administrator who is responsible for ensuring the quality and accessibility of generalized counseling, programs, and case management services. The Designated Program Authority must possess at least a bachelor's degree and have a minimum of 2 years of experience in the area of counseling and/or case management services.

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Managing Team: The team that manages a youth's treatment and service provision. This may be the facility multidisciplinary team, behavioral health treatment team, or in YDCs, the Sexually Harmful Behavior Intervention treatment team.

Multidisciplinary Team: Individuals responsible for the service management and oversight of youth in secure facilities including all staff specifically designated as programs and case management staff by job title, contract, or assigned duties. The team will consist of: Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, Recreation staff, administration representative, security representative, mental health representative, education representative and medical representative. Consultants, Community Case Managers, DFCS case workers, other community support persons, and parents may also be included.

Restrictive Custody: The period of time in which youth are ordered by the Juvenile Court to be in the custody of DJJ for purposes of placement in a secure residential facility or non-secure residential facility.

Secure Residential Facility: Hardware secure residential institution operated by or on behalf of DJJ and shall include a youth development center or a regional youth detention center.

Non-secure Residential Facility: Community residential facilities that provide 24-hour care in a residential setting that are not hardware secured.

Service Plan: An individualized plan that builds a progressive service history and addresses a youth's assessed risks and needs, established goals, and measures the outcomes of the services provided by DJJ staff.

Sexually Harmful Behavior Intervention Treatment Team: A monthly or bi-monthly meeting to discuss youth progress in the SHBIP program and facility, service planning, PBIS, reentry and transitional planning, and family/community staff updates and involvement. The team will consist of: all staff specifically designated as Juvenile Sex Offender Certified Counselors (JSOCC) by job title, contract, or assigned duties, Institutional Program Directors (IPD), Sex Offender Coordinators, Juvenile Detention Counselors, Psychologist/Clinical Consultant, Social Service Workers, Recreation staff, administration representative, security representative, education representative, medical representative and disciplinary hearing officer (when available). Community Case Managers, youth and family, DFCS caseworkers, and other community support persons may also be included.

Youth Status Report: A written report that summarizes the services provided to a youth, the youth's progress, and recommendations for transition.

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III. PROCEDURES:

- A. The Order of Commitment for designated felons establishes a youth's restrictive custody. DJJ may deem it necessary to extend the length of secure residential placement during the period of restrictive custody specified in the court order.
- B. A 2-year commitment order length of stay is established by the Office of Classification and Transportation Services.
- C. The managing team may request an extension of the length of stay if the youth:
 1. Has not completed a program that is not available in the community or placement to which the youth will be discharged into;
 2. Has not completed a service that the court mandated as a condition of release; or
 3. Has exhibited high risk behavior that would likely pose a threat to the community should the youth be released at the minimum length of stay. The JDC will document the team discussion and recommendation in the appropriate JTS team note.
- D. When the managing team determines that an extension is necessary, the JDC will request for the extension within three (3) business days of the managing team meeting. Extensions will be requested no later than 30 days from the youth's scheduled release. The appropriate Deputy Commissioner has discretion to authorize an extension for youth who pose an imminent threat to community safety and who is due for release in 30 days or less.
 1. For extensions of restrictive custody in designated felon orders beyond the initial periods of placement, the JDC will request for the extension within three (3) business days of the managing team meeting. Extensions will be requested no later than 60 days from the youth's scheduled release and will be approved by the Deputy Commissioners of Secure Campuses, Support Services, and Community Services, the Assistant Commissioner/Chief of Staff, and sent to the Office of Legal Services for review and handling. If appropriate, the Office of Legal Services will involve the Office of the Attorney General to file any necessary pleadings to the respective court. (See also DJJ 20.25, Termination and Extension of Regular Commitments, Section D.)
 2. For extensions beyond the minimum release date, the JDC will complete the Youth Status Report documenting the request, submit it to the Regional Programs Administrator (RPA), and copy the facility Director or

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designee, the Regional Behavioral Health Services Administrator, the secure facilities Regional Administrator, and the Community Case Manager.

3. The RPA will submit the Youth Status Report to the Chief of Programs and Case Management or designee.
 4. The Chief of Programs and Case Management will review and submit the request to the Deputy Commissioner of Support Services for approval. The Deputy Commissioner of Support Services will forward the approved extension to the Deputy Commissioner of Secure Campuses and Deputy Commissioner of Community Services for approval.
 - a) If the youth has specialized treatment needs that are addressed through a residential treatment program in the facility (e.g., residential substance abuse treatment, specialized treatment unit, intensive treatment unit, mental health unit, etc.) the Chief of Programs and Case Management will consult with the clinical authority for that area.
 - b) If after review, the Chief of Programs and Case Management determines that additional information is needed, they will return the request to the RPA to obtain the needed information.
 5. The Sexually Harmful Behavior Treatment Team will make all referrals related to sexual harmful youth's secure facility placement extensions to the Sexually Harmful Behavior Review Panel in accordance with DJJ 18.23, Sexually Harmful Behavior Intervention Program.
- E. Extensions may be recommended to ensure the amount of restrictive custody time needed to complete treatment. Every recommendation for extension of the length of stay must clearly indicate the problem area(s) to be addressed, planned interventions and the projected release date. The Deputy Commissioner of Support Services and Deputy Commissioner of Secure Campuses and Deputy Commissioner of Community Services will issue final approval regarding all extensions.
- F. Written notice of any extension of a youth's period of stay beyond the minimum/maximum release date must be provided to the Office of Classification and Transportation Services (OCATS), the office of Reentry Services, the Community Case Manager, and the parent/guardian within three (3) business days of the decision. Notice must include the length of extension and the reason for the extension. The OCATS will enter the new projected release date in JTS.

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IV. LOCAL OPERATING PROCEDURES REQUIRED: NO