

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-11	Policy # 20.10
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: O.C.G.A. §§15-11-1, 15-11-2, 15-11-381, 15-11-471, 15-11-507, 15-11-510 ACA Standards: 3-JDF-5A-01, 3-JDF-5A-03, 3-JDF-5A-04, 3-JDF-5A-05, 3-JDF-5A-07 Uniform Rules of Juvenile Courts of Georgia, 1985, Rule 2.5 and 4.2. DJJ 14.10, 20.1, 20.11	
Chapter 20: COMMUNITY CASE MANAGEMENT	Effective Date: 11/15/17 Scheduled Review Date: 11/15/18	
Subject: INTAKE	Replaces: 5/20/14 Community Services Division	
Attachments:	APPROVED:	
None		
<hr/> Avery D. Niles, Commissioner		

I. POLICY:

Juvenile Court intake proceedings shall be initiated upon the receipt of a written Juvenile Complaint, Petition, transfer from another court, Uniform Traffic Citation, or a Georgia Natural Resources/Game and Fish Division Notice of a Summons which shall be submitted to the Court and referred to a Juvenile Court Intake Officer.

II. DEFINITIONS:

Abeyance: An order that suspends applicable legal time frames or actions on a pending charge.

Concurrent Jurisdiction: Shared, original power or authority between the Juvenile Court and Superior Court. The Juvenile Court and Superior Court have concurrent jurisdiction over a youth alleged to have committed a crime for which the youth may be punished by loss of life, imprisonment for life without possibility of parole, or confinement for life in a penal institution.

Dismissal: An order or decision disposing of a charge without a hearing on the issues involved such as a dismissal for lack of jurisdiction, insufficient evidence, etc. The dismissal may be issued by the Judge, District Attorney, or as authorized by other court personnel.

Disposition: The final settlement of a charge. In the Juvenile Court, a dispositional hearing is held to determine appropriate actions to be taken by the court due to the adjudication of the child as either delinquent or unruly.

Diversion: A disposition of a charge either before or after the adjudication on a delinquency or unruliness offense in which the court directs or authorized court personnel obtains a youth's and parents' consent to participate in a program or activity such as mediation, counseling, or other local community resources/programs.

Chapter	Subject	Policy #	Page
COMMUNITY CASE MANAGEMENT	INTAKE	20.10	2 of 4

Exclusive Original Jurisdiction: Sole power or authority which a court exercises over an action or over a person. The Superior Court has exclusive original jurisdiction over the case of any youth age 13 to 17 who is alleged to have committed any of the following offenses: Murder, Voluntary Manslaughter, Rape, Aggravated Sodomy, Aggravated Child Molestation, Aggravated Sexual Battery, Aggravated Assault with a firearm against a Public Safety Officer, Aggravated Battery against a Public Safety Officer, or Armed Robbery (if committed with a firearm).

Intake: The process of making a preliminary determination to enter or not enter a child into the Juvenile Justice System.

Juvenile Complaint: A written statement of the essential facts constituting the offense(s) charged. The complaint Form JUV-2 initiates most proceedings over which the Juvenile Court has jurisdiction.

Juvenile Court Intake Officer: Department of Juvenile Justice employee in a dependent court jurisdiction designated by a court order to be on-duty or on-call for the purpose of determining whether any youth (under the Juvenile Court jurisdiction) taken into custody should be released or detained and, if detained, the appropriate place of detention. A Superior or Juvenile Court Judge is responsible for designating one of the above persons to be on-duty or on-call as an intake officer during each 24-hour period. (For independent courts, the Juvenile Court Intake Officer is an employee of the county.)

Youth: Any individual who is: (1) under the age of 17 years, (2) under the age of 21, who committed an act of delinquency before reaching the age of 17 years, and who has been placed under the supervision of the juvenile court or on probation to the court, or (3) under the age of 18 years, if alleged to be a “deprived” youth or status offender as defined by O.C.G.A §15-11-2.

Child: Any individual who is under the age of 18 years; under the age of 17 years when alleged to have committed a delinquent act; under the age of 22 years and in the care of the Department of Family and Children Services (DFCS); under the age of 23 years and eligible for and receiving independent living services through DFCS; or under the age of 21 years who committed an act of delinquency before reaching the age of 17 years and who has been placed under the supervision of the court or on probation to the court for the purpose of enforcing orders of the court.

III. PROCEDURES:

- A. The DJJ community services offices will not provide intake services to independent courts. DJJ may provide detention alternatives to independent courts.
- B. Each community services office with intake responsibilities will develop written local juvenile court intake operational procedures as authorized by the local juvenile court and within the established Department policies and procedures. The local Juvenile Court Judge and the District Director will jointly approve the written local procedures. The Regional Administrator will review the established local Juvenile Court intake procedures

Chapter	Subject	Policy #	Page
COMMUNITY CASE MANAGEMENT	INTAKE	20.10	3 of 4

and keep the procedures on file. The procedures will be reviewed at least annually and updated as needed. The local Juvenile Court intake procedures should include, at a minimum:

1. The local 24-hour on-call or on-duty system with the current court order designating DJJ community services staff to be Juvenile Court intake officers;
 2. The authority and specific responsibilities of the local community services staff for intake duties, including face-to-face intakes, as outlined in DJJ 20.11, Detention Decision;
 3. Bail procedures;
 4. The local court's practice for preparing cases for court;
 5. The role and responsibilities of the Intake Officer regarding probable cause hearings, detention, adjudication, and disposition;
 6. The role and responsibilities of the Intake Officer in terminating intake cases;
 7. The role and responsibilities of the Intake Officer in collecting victim information and entering the information into the Juvenile Tracking System (JTS); (See DJJ 14.10, Victim Rights, Services, and Notification)
 8. The Intake Officer's role in recommending youth for diversion, mediation, or other programs;
 9. The local court's practice for handling traffic offenses; and
 10. Training required of all juvenile court intake officers prior to performing intake responsibilities.
- C. Intake Officers will not be involved in the detention decision of any cases in which Superior Court has exclusive original jurisdiction but may facilitate detention. Intake Officers may be involved in the intake of cases with concurrent jurisdiction.
- D. For information regarding on-call intake responsibilities, and for the purpose of determining intake decision, see DJJ 20.11, Detention Decision.
- E. The RYDC intake clerk will scan all detaining Superior Court warrants into the JTS Court Order Module within 24 hours of the youth's admission, excluding weekends and holidays. The Case Expeditor will ensure that all Superior Court warrants are uploaded into JTS.

Chapter	Subject	Policy #	Page
COMMUNITY CASE MANAGEMENT	INTAKE	20.10	4 of 4

- F. Intake status is concluded with dismissal, diversion, informal adjustment, or disposition. In accordance with local Juvenile Court procedures, the intake officer will be responsible for terminating the intake process.
 - 1. In offices where community services staff provide intake services, the Community Case Manager will ensure that the youth and parent/guardian are informed of the steps involved in the intake and court process. The Community Case Manager will document all services and supervision in JTS within 72 hours.
- G. The Juvenile Program Manager will monitor the timeliness of Juvenile Complaint proceedings to ensure that Juvenile Complaints are processed within at least 30 days.
- H. Independent review of intake decisions will be conducted in accordance to DJJ 20.1, Community Quality Assurance Monitoring.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

Local juvenile court procedures serve as the local operating procedure for this policy.