

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 17-10	Policy # 20.15
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration (Juvenile Apprehension Unit) <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: O.C.G.A. §§49-4A-8, 15-11-67, 15-11-381, 15-11-415, 15-11-501, 15-11-505 ACA Standards: 3-JDF-5A-13 DJJ 8.5, 20.11	
Chapter 20: APPREHENSIONS UNIT	Effective Date: 10/31/17 Scheduled Review Date: 10/31/18	
Subject: REFERRAL FOR APPREHENSION OF YOUTH	Replaces: 6/5/15	
Attachments: None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice Special Management Response Team (SMRT), in conjunction with the Division of Community Services, shall make every reasonable effort to apprehend those youth who meet one or more of the following criteria:

- Have a current warrant in the GCIC/NCIC database;
- Have a current GA DJJ 4056;
- Escaped from a secure facility;
- Violated the conditions of supervision; or
- Whose whereabouts are unknown.

II. DEFINITIONS:

Community Residential Program: Group homes, emergency shelters, and other placements that provide 24-hour care in a community based residential setting.

Detention Assessment Instrument (DAI): A validated objective risk assessment used to make informed detention decisions using the youth's current and past offense(s) and risk behaviors that are used to determine the youth's need for secure detention, non-secure detention, and conditional supervised or unconditional release pending further juvenile court action or administrative revocation.

Escape: To flee from confinement of a YDC, RYDC, detention center, secure facility, or from the physical custody of a person acting in a law enforcement capacity.

Apprehension and Confinement of Juvenile (Form 4056): An Administrative Order for taking a juvenile committed to the Department of Juvenile Justice into custody who has

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escaped, is a runaway, broken the conditions of supervision, or whose whereabouts are unknown.

Runaway: The status of a youth under DJJ supervision who has left a supervised, non-secure residential placement or his/her home without authorization.

III. PROCEDURES:

- A. A Form 4056 will be generated in the Juvenile Tracking System (JTS) through the Assessment Module.
- B. The DAI (Detention Assessment Instrument) will be generated at the time of the 4056 request in the JTS Assessment Module.
- C. The Community Services Staff and the District Director, with the advisement of the Regional Administrator, will develop a local operating procedure that describes the process of working with local law enforcement to enter the 4056 in GCIC.
- D. When the Community Case Manager (CCM) becomes aware that a youth with an active juvenile detainer or hold and/or 4056 that has not been entered into GCIC is being held in a county jail, the CCM will request that the current 4056 be made inactive and a new Administrative 4056 be issued to act as a hold. A copy of the Administrative 4056 will be sent to the jail.
- E. If local law enforcement declines to enter the 4056 into GCIC, the CCM will leave a copy of the 4056 with the local law enforcement office. When the youth is returned to lawful custody, the CCM will recall the 4056 and notify local law enforcement that DJJ is no longer actively looking for the youth.
- F. The JPM and DD will submit an annual written request to have local law enforcement enter 4056s into GCIC. When local law enforcement does not provide this assistance, DJJ staff will continue to follow DJJ policy regarding when to issue 4056s for committed youth.
- G. Community Referrals for Apprehension and Confinement of Juvenile (Form 4056):
 1. Staff with first-hand knowledge of a runaway will complete a Special Incident Report in accordance with DJJ 8.5, Special Incident Reporting. The staff will immediately contact his/her supervisor who will ensure that the Special Incident Report is entered into the database within 72 hours, excluding weekends and holidays. A case note will be entered into the JTS case note module to document the completion of the SIR and notification.
 2. For committed youth only, the CCM will initiate 4056 through the JTS Apprehension Module. For probated and other youth (informal adjustment,

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intake status) receiving services from DJJ (e.g., housebound, electronic monitor, etc.), the CCM will notify the Juvenile Court Judge and request a warrant.

3. The CCM, with advisement from the Juvenile Program Manager, will consider the following information prior to authorizing the 4056 (see DJJ 20.11, Detention Decision):
 - a) Legal status of the youth;
 - b) Current placement;
 - c) Extenuating circumstances;
 - d) The newly completed Detention Assessment Instrument (DAI) score;
 - e) Current PDRA, if applicable;
 - f) Previously imposed graduated sanctions, if any; and
 - g) The youth's Service Plan.
4. The District Director must issue final approval for the 4056. Before issuing final approval, the District Director will ensure that the CCM and Juvenile Program Manager have completed the 4056 correctly and considered all of the appropriate criteria, as outlined above.
5. If a committed youth runs away while in placement, a 4056 will be immediately initiated in the JTS Apprehensions Module. Upon approval by District Director, a copy of the 4056, the youth's commitment order, and a color photo of the youth will be forwarded to local law enforcement with a request to enter the 4056 into GCIC.
6. The CCM will immediately notify the youth's parent/legal guardian when the youth runs away from a placement. The CCM will notify the parent/legal guardian that he/she may be convicted of a felony if he/she aids, assists, encourages, harbors or shelters a runaway youth, or hinders the apprehension of the youth.
7. All efforts to apprehend the youth, such as contacts with the youth, parent, law enforcement, etc. will be documented in the JTS case notes within 72 hours.
8. The CCM will maintain an open case on youth on run status until the expiration of the commitment order. While the commitment order is in effect, every reasonable effort will be made to locate the youth.

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9. At the time of notification from a residential provider that a youth has run away from placement, the CCM will send electronic notification to their immediate supervisor (to go up the chain of command to the Assistant Deputy Commissioner of Community Services). The notification shall include the following (this information will also be included in the 4056):
 - a) Address of the placement and location youth ran from;
 - b) What the youth was last seen wearing;
 - c) Violence or weapons history;
 - d) Current behavior patterns;
 - e) Gang activity or affiliations;
 - f) Possible destinations;
 - g) Family/peer/community contacts, including those who might hide youth; and
 - h) If currently on a GPS monitor, the last known location of ping.
10. The respective Assistant Deputy Commissioner of Community Services will review the information submitted by the CCM and make a referral to the SMRT team if deemed appropriate.
11. The CCM will submit any new/updated information obtained on the youth to the Assistant Deputy Commissioner of Community Services or designee for submission to the SMRT Team (e.g., phone numbers, addresses, social media, place of employment, etc.).
12. The CCM will make weekly contact with the youth's parent/legal guardian, law enforcement, and any other agency involved with the youth until the youth is located or the case is closed
13. The CCM must make a home visit at least every other week until the youth is located or the case is closed.
14. When the youth is apprehended, the 4056 will be closed in the JTS Apprehensions Module. The CCM will immediately notify local law enforcement by phone that the youth is in custody so that the 4056 can be recalled in GCIC. The phone notification will be followed by written confirmation.

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H. Community referrals for Administrative Apprehension and Confinement of Juvenile (Admin Form 4056).

1. For youth in jail:

- a) The CCM, with JPM approval, will initiate an Administrative 4056 (Admin Form 4056) when a youth is taken into custody at a county jail and still has a valid juvenile court order. This Admin Form 4056 will include both the CCM and the JPMs DJJ cell phone number and will remain active while the youth remains in jail.
- b) The Administrative 4056 will be forwarded to the county jail to act as a hold on the youth.
- c) The CCM will document in JTS case notes that the Admin Form 4056 was sent and what the plan is regarding the youth if he is released or makes bail.
- d) The CCM will contact the agency with physical custody of the youth's charging agency and ensure that they are aware of DJJ's involvement. This contact is to be documented in JTS case notes.
- e) Once the youth is released, the CCM, in consultation with the JPM, will recall the 4056, close it in JTS, and notify the jail.
- f) When the youth's court order expires, the CCM, in consultation with the JPM, will recall the 4056, close it in JTS, and notify the jail.

2. The CCM, with JPM approval, will initiate a 4056 when a youth is unaccountable and/or has not made himself/herself available to the CCM.

3. Once the youth is located, the CCM, in consultation with the JPM, will determine if detention is necessary and if the youth should be revoked.

I. RYDC Admission:

The RYDC intake staff will check the JTS Apprehensions Module for all youth admitted to a secure facility. Youth who have a current 4056 in JTS will be admitted, even if law enforcement/transporting officer does not have a paper copy of the 4056. The intake staff will immediately notify the CCM via telephone. If the CCM cannot be reached, the intake staff will notify the JPM and/or District Director. The CCM will immediately cancel the 4056 in the JTS Apprehensions Module.

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- J. When the youth is apprehended, the CCM will contact the parent/legal guardian within 24 hours to advise them of any legal or administrative actions that are planned because the youth ran away or escaped.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

The local operating procedure must include:

- The processes and procedures related to DJJ staff requesting local law enforcement to enter 4056s into GCIC.
- The processes and procedure related to DJJ staff requesting local law enforcement to close 4056s entered into the GCIC.
- The documentation of actions taken by DJJ staff regarding entering 4056s in the JTS Assessment Module, JTS Alerts, JTS Legal Module, and JTS case notes.
- A list of the county and each city law enforcement agency, to include email addresses (if possible), fax numbers, and telephone numbers within the district.
- A list of each DJJ CSO in the District is to be included as well. (These lists will also be forwarded to the CSO Division and Region Office and the SMRT office for inclusion in a statewide database of contact numbers.)