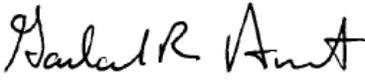


<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 10-18</p>	<p align="center">Policy # 20.17</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities</p>	<p>Related Standards & References: None.</p>	
<p>Chapter 20: CASE MANAGEMENT</p>	<p>Effective Date: 12/1/10 Scheduled Review Date: 12/1/11</p>	
<p>Subject: ELECTRONIC MONITORING SERVICES</p>	<p>APPROVED:</p>	
<p>Attachments: None.</p>	<p align="center">  <hr/> Garland R. Hunt, Esq., Commissioner </p>	

I. POLICY:

The Department of Juvenile Justice may utilize electronic monitoring services to enhance the community supervision of selected youth.

II. DEFINITIONS:

Electronic Monitoring: The short-term use of a device to verify the location of a youth under the supervision of the Department or an independent juvenile court and placed in a community based program or on conditional release in the community.

Vendor: The private firm that, under agreement with the Department, supplies the electronic monitoring equipment and service.

III. PROCEDURES:

- A. As a short-term supervision tool, electronic monitoring will not be used beyond 30 days, unless an extension is approved by the District Director or designee.
- B. Each district will develop written procedures to implement the electronic monitoring program to include, at a minimum:
 - Staff authorized to select the vendor from the list of authorized vendors;
 - Staff authorized to approve electronic monitoring for youth;
 - Proper electronic monitoring usage;
 - Extension requests and justification;
 - Staff authorized to approve extensions beyond 30 days of service; and
 - Staff responsible for monitoring the budget and processing invoices. (Approval for the use of electronic monitoring will be contingent upon budget approval.).
- C. Vendors will be selected from a list of available vendors, as developed by the Office of Privatization, Grants and Contracts.
- D. The selection of electronic monitoring vendors, including the equipment and services, will be in accordance with State of Georgia purchasing guidelines. Contracts will be awarded by the Office of Privatization, Grants and Contracts.

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- E. The use of an electronic monitoring device in the supervision of a youth will be documented in the youth's Juvenile Tracking System (JTS) case record.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES