

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 11-17</p>	<p align="center">Policy # 20.25</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 &amp; References:  O.C.G.A. §§ 49-4A-8, 15-11-607DJJ 20.1, 20.7, 20.32</p>	
<p>Chapter 20: CASE MANAGEMENT</p>	<p>Effective Date: 11/15/17  Scheduled Review Date: 11/15/18</p>	
<p>Subject: TERMINATION AND EXTENSION  OF REGULAR COMMITMENTS</p>	<p>Replaces: 8/22/14  Community Services Division</p>	
<p>Attachments:   A – Two-Year Termination Request Form  B – Notification of Administrative Termination to Court  C – Two-Year Extension Request Form</p>	<p>APPROVED:     _____  Avery D. Niles, Commissioner</p>	

**I. POLICY:**

The Department of Juvenile Justice may terminate or extend a youth’s regular commitment in the best interest of the youth and public safety.

**II. DEFINITIONS:**

**Department of Law:** The State Agency headed by the Attorney General that serves as the Attorney and Legal Advisor for all State Agencies, Departments, Authorities and the Governor.

**Motion for Extension:** An application made to the Court by the Department of Law for the purpose of obtaining an order directing that a commitment be extended for an additional period of time in accordance with the law.

**Regular Commitment:** A Juvenile Court Disposition that places a youth in the custody of the Department for Supervision, Treatment, and Rehabilitation. Under operation of law, the commitment order is valid for 2 years.

**Termination:** The discontinuation of services and supervision to the youth.

**III. PROCEDURES:**

A. For committed youth whose whereabouts are unknown (have active 4056/Orders for Apprehension), within 90 days of the expiration of the commitment order, the Community Case Manager (CCM) may make a recommendation to the District Director, through the chain of command, to extend the commitment order. If the recommendation is to extend the commitment order, the DJJ Office of Legal Services will be contacted.

B. Termination of a Two-Year Commitment Order issued by a Georgia Court:

1. Prior to the expiration of a two-year commitment order, the order may be administratively terminated if one of the following standards applies:

a. The order will expire and a decision has been made not to file a motion for extension;

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- b. Upon review and revision of the Service Plan, the CCM recommends that the commitment be terminated based on documentation that the youth has completed assigned services and/or programs, has complied with the Conditions of Supervision, has been supervised in accordance with his/her assigned supervision level, has achieved Service Plan goals, there is no unpaid court ordered restitution, and there are no further services pending requiring DJJ supervision or financial support;
  - c. The youth is 17 years old or older and sentenced in Superior Court to confinement in an adult correctional facility for the duration of the existing order of commitment;
  - d. The youth is 17 years old or older and is being held in jail without bond for a capital offense; or
  - e. The youth is 17 years old, does not have any restitution pending in the juvenile system, and has been placed on probation under the supervision of the Department of Corrections, Department of Community Supervision, or any other adult court supervision program for the duration of the existing order of commitment.
2. When a youth is in an adult correctional facility or under the supervision of any adult court supervision program, the CCM will continue to supervise the youth in accordance with DJJ Policy 20.32 Standards of Contact until the youth's commitment is terminated, expires, or moved to Administrative Supervision (see DJJ 20.27, Administrative Supervision).
  3. The CCM will document the recommendation for the administrative termination of the commitment using the Two-Year Termination Request Form (Attachment A).
  4. The CCM will provide the Two-Year Termination Request Form, case file, and HIPAA file to the JPM for review and to conduct a case audit (DJJ 20.1, Attachment A).
  5. Once the case audit is complete and no corrections are needed, the case audit, corrective action form (DJJ 20.1, Attachment B), and Two-Year termination request form will be forwarded to the District Director for review and approval to terminate.
  6. Once the District Director approves the termination, the approval will be forwarded to the JPM to complete the termination and enter a case note.
  7. No later than 3 working days of the termination, the CCM will provide the youth, parent/guardian, and clerk of court written notification of the termination of commitment (Attachment B).

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8. The approved Two-Year Termination Request will be scanned into the JTS Correspondence Module. The original Termination Request Form and a copy of the notification of termination will be filed in the youth's case record.
- C. The CCM will not terminate a commitment order issued by another state without that state's approval. The CCM will submit the request to the Interstate Compact Supervisor. The Interstate Compact Supervisor will provide final approval for termination once received from the sending state. Upon approval of the sending state, the CCM may close the case in JTS and provide the youth and parent/guardian written notification of the case closure.
- D. Motion to Extend an Order of Commitment (only applicable for two-year Regular Commitment orders)
1. If it is determined that a committed youth is in need of further treatment or supervision, at least 90 days prior to the expiration of the commitment order, the CCM will submit the Two-Year Extension Request form (Attachment C) via email through the chain of command to the Deputy Commissioner of Community Services.
  2. The extension must be approved by the Deputy Commissioners of Secure Campuses, Support Services, and Community Services, before it is submitted to the Office of Legal Services at least 60 days prior to the expiration of the commitment order.
  3. When extreme circumstances arise within 90 days of the expiration of the commitment order, the written request may be submitted to the Deputy Commissioner for consideration less than 90 days prior to the expiration of the order. The CCM will initiate the request immediately after becoming aware of the circumstances.
  4. Upon review by the Director of Legal Services, appropriate requests will be forwarded to the Department of Law's designated Attorney General's Office to initiate the court proceeding.
  5. The final decision to extend the order will be documented in the Juvenile Tracking System (JTS) case notes and in the legal module.
  6. Upon the court's issuance of an Order for Extension, the CCM will scan a copy of the motion and order into JTS within 3 working days. The Office of Classification Services will be notified via email.
- E. No later than 3 working days of the termination or extension, the CCM will provide each youth and parent/guardian written notification of the termination or extension of commitment. If terminated, the case will be closed in JTS within 24 hours.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**