

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-1	Policy # 20.27
Applicability: { } All DJJ Staff { } Administration {x} Community Services { } Secure Facilities	Related Standards & References: O.C.G.A. §15-11-67 DJJ 20.11, 20.25	
Chapter 20: CASE MANAGEMENT	Effective Date: 1/25/18 Scheduled Review Date: 1/25/19 Replaces: 1/15/14	
Subject: ADMINISTRATIVE SUPERVISION	APPROVED:	
Attachments: A – Request for Administrative Supervision	 <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Youth may be placed under administrative supervision if ordered by the court or deemed appropriate by Department of Juvenile Justice staff. Community Case Managers will evaluate each youth under their supervision for potential placement on administrative supervision.

II. DEFINITIONS:

Active Supervision: A supervision standard for youth which requires those youth to report to their Community Case Manager face to face and by telephone as determined by his/her level of supervision and standard of contact for that level. Supervision standards for youth under Abeyance or Informal Adjustment are determined by the court or the youth's Community Case Manager.

Administrative Supervision: A supervision standard for youth which does not require that youth be under active supervision. To be placed under administrative supervision, youth must have met the requirements as set by DJJ guidelines (included in this policy) or ordered directly to administrative supervision by the court.

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

Conditions of Supervision: The written agreement between the youth and Community Case Manager that describes the rules the youth must follow while under the supervision of the Department and the consequences of rule violations that apply to the current placement.

III. PROCEDURES:

A. For youth ordered by the court directly to Probation-administrative supervision:

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	ADMINISTRATIVE SUPERVISION	20.27	2 of 4

1. The Community Case Manager (CCM) will (within 3 business days):
 - a) Update the legal module in JTS and enter the Administrative Supervision start date;
 - b) Timeframe must be specified (e.g. 6 months, 12 months, etc.);
 - c) Complete the Conditions of Supervision and include any financial obligations (e.g. restitution, supervision fees, etc.); and
 - d) Enter victim information
2. Neither a Juvenile Needs Assessment (JNA) or Service Plan are to be completed.
3. If the youth violates his/her Conditions of Supervision or order, the CCM will notify the court.

B. Probated youth under supervision:

1. May be considered for movement to administrative supervision by DJJ if the youth meets all of the following criteria:
 - a) Have been supervised for at least 3 consecutive months without graduated sanctions;
 - b) Have no new offenses;
 - c) Have met and/or are actively meeting all Conditions of Supervision;
 - d) Current on financial obligations as ordered by the court; and
 - e) Meeting the goals of their Service Plan.
2. Youth who are currently housed in jail or prison may be considered for administrative supervision.
 - a) For youth in jail, the CCM will contact the District Attorney, Clerk, or Adult Probation Officer to request an update on the youth's status and to obtain a copy of the youth's warrant and bond requirements.
 - b) For youth in prison, the CCM will obtain a copy of the youth's sentencing order.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	ADMINISTRATIVE SUPERVISION	20.27	3 of 4

- c) Youth will remain on administrative supervision until the judge signs a termination order or the youth is released from jail, at which time he/she will be returned to active supervision.

- C. The Juvenile Program Manager (JPM) and District Director must approve of youth being moved to administrative supervision (approval will be documented on the Request for Administrative Supervision form [Attachment A] and the form will be uploaded into JTS Correspondence within 72 hours). A signed copy of the form will be provided to the court as notification that the youth has been placed on Administrative Supervision.

- D. Within 3 business days of the approval to move the youth to administrative supervision, the CCM will enter the administrative supervision start date in the legal module in JTS.

- E. After at least 3 months under administrative supervision, if all of the youth's conditions are met (including court ordered financial obligations), the youth's case may be submitted to court for consideration of termination.
 - 1. If the youth has not received any violations, but needs to remain under administrative supervision, he/she may be continued under current status for a period of time as determined by JPM.
 - 2. If youth has any violations during their administrative supervision status, he/she will be issued a Graduated Sanction and returned to regular supervision.

- F. Committed youth (regular or DF):
 - 1. A youth may be considered for administrative supervision if the youth meets the following criteria:
 - a) If placed in jail: The CCM will contact the District Attorney, Clerk, or Adult Probation Officer to request an update on the youth's status and to obtain a copy of the youth's warrant and bond requirements.
 - b) If placed in Prison: The CCM will obtain a copy of the youth's sentencing order.
 - 2. The JPM and District Director must approve of youth being moved to administrative supervision. Approval will be documented on the Request for Administrative Supervision form (Attachment A) and the form will be uploaded into JTS Correspondence within 72 hours.
 - 3. The CCM will request a "hold" (local/administrative 4056) on youth in jail and a DAI completed in accordance with DJJ 20.11, Detention Decision.

Chapter	Subject	Policy #	Page
CASE MANAGEMENT	ADMINISTRATIVE SUPERVISION	20.27	4 of 4

4. Within 3 business days of the approval to move the youth to administrative supervision, the CCM will enter the administrative supervision start date in the legal module in JTS.
5. For Regular Commitments, after 3 months under administrative supervision, the case will be submitted to the JPM (and staffed with the District Director) for request to terminate in accordance with DJJ 20.25, Termination and Extension of Commitments.
6. For Designated Felons (DF) who have been sentenced in superior court, the CCM will report the conviction to the committing juvenile court in the six-month report immediately following the conviction. In addition to reporting the conviction, the CCM will review the case with the JPM and District Director to determine if a recommendation to terminate the DF order should be submitted to the Office of Legal Services.
 - a) If the committing juvenile court will not terminate the case, the CCM will staff the case with the JPM every 6 months to see if youth's case should continue under administrative supervision or be moved back to regular supervision.
 - b) The JPM will check to ensure that 6-month youth status reports have been completed and submitted to the court.
- G. Youth placed on administrative supervision will receive one phone call or one collaborative contact every 60 days.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO