

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 15-08</p>	<p align="center">Policy # 20.2</p>
<p>Applicability <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDC Only)</p>	<p>Related Standards & References: O.C.G.A. § 15-11-10, 15-11-500, 501, 502, 503, 504, 505, 506, 15-11-560 Uniform Rules for Juvenile Courts in Georgia DJJ 20.32</p>	
<p>Chapter 20: CASE MANAGEMENT</p>	<p>Effective Date: 6/5/15 Schedule Review Date: 6/5/16</p>	
<p>Subject: DETENTION MONITORING</p>	<p>Replaces: 3/1/12 Community Services Division</p>	
<p>Attachments: A – Request for Secure and Non-Secure Detention</p>	<p>APPROVED:  Avery D. Niles, Commissioner</p>	

I. POLICY:

The Department of Juvenile Justice shall monitor the cases of youth admitted to Regional Youth Detention Centers (RYDCs) to advocate for expedient court proceedings and case processing.

II. DEFINITIONS:

Alternative Detention Program: A non-secure placement and/or program in which the youth has restrictions or conditions placed on his/her liberties and freedom by court order such as, but not limited to, placement in a non-secure detention shelter, housebound detention, short-term stay in a contract home, tracking, electronic monitoring with or without another detention alternative program.

Catchment Area: For the purposes of this policy, the assigned counties for which a Case Expeditor monitors judicial proceedings and detention populations.

Detention: The placement of a youth in a secure facility or an alternative detention program.

Juvenile Court Intake Officer: The juvenile court judge, associate juvenile court judge, DJJ community services staff, or persons employed as a juvenile probation or intake officer 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. Each 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.

SB440 Youth: For the purpose of this policy, Any Child 13 to 17 who have been charged with one of the following offenses: murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery or armed robbery if committed with a firearm.

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Superior Court Youth (Non-SB 440): For the purpose of this policy, Any Child, ages of 13 to 17 who have been charged as an adult in Superior Court for offenses other than one of the Senate Bill 440 of 1994 offenses, as listed above.

III. PROCEDURES:

- A. Under the direction of the Regional Administrator, the Case Expeditor assigned to a catchment area will be responsible for:
 1. Monitoring the RYDC population on a daily basis;
 2. Reviewing the cases of youth admitted to the RYDC, via the Detention Assessment Instrument and case records, to determine if the youth is appropriate for the alternative detention program or release;
 3. Researching the availability of non-secure detention services/programs;
 4. Advocating for expedient court proceedings by monitoring court calendars and communicating with judges, clerks, district attorneys and defense attorneys; and
 5. Advocating for expedient case processing (screening, placement, revocation, etc.) within DJJ.
- B. Each Case Expeditor will establish and maintain relationships with community resources, programs, and services.
 1. The Case Expeditor may make presentations to judges, district attorneys, law enforcement, and community agencies/programs to encourage the use of non-secure detention alternatives.

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2. ~~Each Case Expeditor will attend juvenile court proceedings in each court in their catchment area at least monthly.~~
2. Each Case Expeditor will maintain contact with each juvenile court in their catchment area at least once a month. At least once every two months, the case expeditor will attend juvenile court proceedings in all courts in their catchment area.
3. The Case Expeditor will maintain a current catalog of available detention alternatives in their catchment area.

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- C. The Case Expeditor will be responsible for all youth detained from the assigned catchment areas, but priority will be given to youth awaiting a judicial process. For any youth awaiting a judicial process, the Case Expeditor will retain responsibility for the youth from his/her catchment area if the youth is transferred to another RYDC.
- D. The Case Expeditor will be familiar with any local juvenile court procedures and will apply those procedures when considering youth for release.
1. The Case Expeditor will use the Detention Assessment Instrument as a guide in determining whether youth should remain in secure detention.
 2. The Case Expeditor will have contact with the youth and parent/guardian as necessary to monitor the youth's detention status and determine the youth's eligibility for a non-secure detention alternative placement.
 3. The District Director will have weekly communication (i.e. email, phone call, face to face) with the Case Expeditor to review the cases of all detained committed youth awaiting alternate placement in order to monitor lengths of stay and other placement options. These case reviews are intended to reduce the length of stay in detention and monitor the timely placement of committed youth.
 4. The District Director will work with the Case Expeditor and intake officers to develop a plan for alternatives to secure detention available 24 hours per day, 7 days per week.
 5. The Case Expeditor will enter an expeditor comment in JTS when there is any change in the youth's status. The expeditor comment will also reflect pending hearings and efforts to use a detention alternative for the youth.
 6. The Case Expeditor will ensure that the reason for the youth's detention is current in the RYDC Daily Population Report.
- E. If the youth arrives at the RYDC and the detaining offense(s) and/or detaining documents (e.g. court order, warrants, juvenile complaint form, etc.) are not entered/uploaded, the detaining offense will be entered and the documents uploaded by the RYDC intake officer within 2 hours of the youth's detention.
1. The Case Expeditor will review all detaining offenses and documents to ensure accuracy.
 2. For any youth held in the RYDC for longer than 72 hours, the Case Expeditor will update the JTS legal history for all independent court youth and Superior Court/SB 440 youth who are not assigned a Community Case Manager.

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- a) Once JTS legal history has been updated, the Case Expeditor will notify the Juvenile Detention Counselor (JDC) by email.

F. Superior Court/SB 440 Youth:

1. The Case Expeditor will provide a list of all detained youth to the Chief Judge, or his/her designee, public defender, and the prosecuting attorney weekly. The list will include the youth's name, date of arrest, pending charge or other reason for being held, amount of bond (if known), and the youth's attorney's name, if being represented by an attorney.
2. The Case Expeditor will track the status of all Superior Court/SB 440 youth in detention. The Case Expeditor will obtain the Offender Tracking Number (OTN) or State Identification Number (SIN) and enter it into JTS within 7 business days of the youth being charged and fingerprinted.
3. Case Expeditors will monitor the length of stay of Superior Court/SB 440 youth in an RYDC to determine if the youth is indicted within 180 days. (An extension of not more than 90 days may be granted by the Superior Court.) When the youth's length of stay exceeds the 180 day limit, plus any authorized extension, the Case Expeditor will immediately notify the Office of Legal Services and the Chief Judge.
4. For all youth assigned a Community Case Manager and pending Superior Court action, the Community Case Manager or other designated staff will maintain contact with the youth. For youth not assigned a Community Case Manager and pending Superior Court action, the Case Expeditor will maintain contact with the youth in accordance with DJJ 20.32 Standards of Contacts. Case Expeditors will enter contacts made on behalf of Superior Court/SB 440 youth in JTS as an expeditor comment within 72 hours of the contact.
5. For youth who have Superior Court charges pending, the Case Expeditor from the jurisdiction where the youth is initially charged will maintain monthly contact with the youth while the youth is detained in any RYDC. The Case Expeditor will maintain contact with the Superior Court official(s), district attorney, and/or public defender as needed while the youth is detained in an RYDC. These contacts will be documented in JTS as an expeditor comment within 72 hours.
6. The Case Expeditor will enter the indictment information into JTS as soon as becoming aware that the indictment has occurred.
7. Within 5 business days of the sentencing order being available, the Case Expeditor will obtain two certified copies of the final disposition order and bill of indictment and forward it to the Office of Classification and Transportation Services. The order and bill of indictment will also be uploaded into JTS by the Case Expeditor.

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8. SB 440 youth who committed their offense prior to January 1, 2014 will then be transferred to the Department of Corrections as scheduled through the Office of Classification and Transportation Services.
9. SB 440 youth who committed their offenses on and after January 1, 2014 and all other Superior Court youth will be placed at a RYDC/YDC until the youth attains the age of 17, at which time they will be transferred to the Department of Corrections (as scheduled through the Office of Classification and Transportation Services). Any orders which state that a Superior Court/SB 440 youth should be held in a juvenile detention facility beyond their 17th birthday, will be sent to the Office of Legal Services by the Case Expeditor.
10. Upon a Superior Court/SB440 youth's sentencing, the person of first knowledge of the sentencing (i.e. case expeditor, case manager) will immediately notify the Assessment and Classification Specialist (ACS). The ACS will meet with the youth and gather documents to complete a paper screening in accordance with DJJ Policy 20.20 Screening of Youth.
11. If the youth is not assigned a Community Case Manager (not also currently under a Commitment order or probation order being supervised by DJJ staff), then the Case Expeditor will notify the Juvenile Program Manager in the youth's county of residence, that a Community Case Manager needs to be assigned. The Community Case Manager will provide supervision in accordance with DJJ 20.32 Standards of Contact for the duration of placement in a DJJ secure facility.
12. The Detention Review Team (DRT) shall meet in person weekly to conduct a review of all youth in secure detention.
13. The DRT will consist of, at a minimum:
 - a) Case Expeditor, who will chair the DRT;
 - b) Juvenile Program Manager (if there is currently a youth from his/her area detained at the RYDC); and
 - c) RYDC Director or designee.
14. If an above member of the team cannot attend the weekly review, he/she may delegate attendance. The Department of Family and Children Services (DFACS) and local county intake staff will be invited, when appropriate.
15. The juvenile prosecutor, public defender, other service providers, and any other interested and responsible party may be invited.

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16. After the weekly DRT meeting, Case Expeditors will submit a written report to the Regional Administrator and District Director, outlining attendance of Department staff and any detention issues.
- G. For committed youth awaiting placement, the Juvenile Program Manager will review each youth's case with the assigned Community Case Manager weekly to facilitate the placement of the youth.
1. Following screening, the screening committee's first recommendation will determine the length of stay in secure detention or a non-secure detention alternative within the following standards:
 - a) Youth awaiting a non-residential placement will be released as soon as possible, but no later than 24 hours;
 - b) Youth awaiting a non-parental home placement will be placed in a non-secure detention alternative as soon as possible, but no later than 24 hours; and
 - c) Youth awaiting a residential placement will be placed as soon as possible. Youth who will be detained longer than 5 business days will require a Request for Extension of Non-Secure/Secure Detention (Attachment A).
- H. For committed youth awaiting placement or awaiting approval of a YDC request, the Community Case Manager will complete and submit the Request for Extension of Non-Secure/Secure Detention. Extensions will be submitted every 5 business days (beginning the date of the screening) to the Regional Administrator, through the chain of command. Requests for Extension of Secure Detention will be documented by the Case Expeditor in JTS Expeditor Comments, to include the date and reason for the request (why it is that secure detention is most appropriate).
1. When request for secure detention reach the sixth request and beyond, they will be submitted up to the Assistant Deputy Commissioner of Community Services.
 2. Before submission of Extension request number 6 the following should occur for youth awaiting residential placement:
 - a) A staffing (in person or via telephone) to discuss the placement and treatment efforts should be held with the following persons in attendance, at a minimum:
 - i. Regional Placement Specialist (will chair the meeting)
 - ii. District Director

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- iii. Regional Administrator
 - iv. Juvenile Program Manager
 - v. Community Case Manager
- b) During this staffing the following must be discussed and entered in JTS case notes by the Residential Placement Specialist (RPS), along with the names and titles of those who participated in the staffing:
- i. Status of each referral, to include:
 - a. Name of placements where referrals have been sent,
 - b. Date referrals were sent,
 - c. If the youth has been accepted by a placement, the admission or projected admission date.
 - d. If the youth has been placed on the waitlist, what number is he/she on the waitlist
 - e. If the youth has been denied by the placement, the date of the denial
 - ii. Review all previous community based services to determine what was successful/unsuccessful for the youth;
 - iii. Review the family structure to determine if the family is willing and able to assist the youth at home with services;
 - iv. Psychological Evaluation and other testing (have needed evaluations/testing been completed or referrals for completion been sent?).
 - v. Psychiatric Residential Treatment Facility (PRTF) referrals. Such referrals should be a part of the initial process when all other referrals are being sent.
- c) A summary of this staffing must be submitted with the Request for Extension of Secure Detention number 6.
3. Committed youth released from secure detention pending placement will be provided a level of supervision consistent with their needs as identified by the Pre-

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Disposition Risk Assessment. Prior to release from secure detention the youth will sign the DJJ Conditions of Supervision.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO