I. POLICY:

Each youth shall be provided individualized services and supervision driven by his/her assessed risk and needs.

II. DEFINITIONS:

**Certified Community Sex Offender Supervision Specialist:** A DJJ community services staff member who has completed the DJJ sponsored sex offender supervision certification program and all its requirements and provides services and supervision as described in the Supervision Specialist Scope of Services (Attachment C).

**DJJ Sponsored Sex Offender Supervision Certification Program:** A Department approved training and certification program which aids participants in their work with sexually harmful youth.

**Juvenile Sex Offender Assessment Protocol (JSOAP II):** A risk assessment to aid in the systematic review of risk factors that have been identified in professional literature as being associated with sexual and criminal offending. It is designed to be used with youth who have been charged with sexual offenses.

**Juvenile Sex Offender Certified Counselor (JSOCC):** A DJJ secure facilities (YDC) staff member who is responsible for delivering Sexually Harmful Behavior Program services and who has completed the DJJ sponsored Sex Offender Counselor certification program.
Sexually Harmful Behavior Review Panel: A panel of multi-disciplinary members who meet monthly to bi-monthly to review specific cases of sexually harmful youth in order to make recommendations regarding treatment, reentry, and placement options.

Sexually Harmful Youth: A Post-Disposition youth (adjudicated delinquent or convicted), who has exhibited sexually harmful behaviors or has been assessed by a licensed professional and found to be in need of treatment to address their sexually harmful behaviors.

Sexually Harmful Behavior Intervention Treatment Team: The team which meets monthly to bi-monthly consisting of, but not be limited to: all staff specifically designated as Juvenile Sex Offender Certified Counselors (JSOCC) by job title, contract, or assigned duties, Institutional Program Directors (IPD), Sex Offender Coordinators, Juvenile Detention Counselors, Psychologist/Clinical Consultant, Social Service Workers, Recreation staff, administration representative, security representative, education representative, medical representative, and disciplinary hearing officer (when available). Community Case Managers, youth and family, DFCS case workers, and other community support persons may be included.

Sexually Harmful Behaviors: Rape, sodomy, aggravated sodomy, child molestation, aggravated child molestation, enticing a child for indecent purposes, bestiality, necrophilia, sexual battery, aggravated sexual battery, public indecency, electronically furnishing sexually explicit material to a minor, distributing obscene materials, sexual exploitation of children, intent to rape or rob, and statutory rape.

III. GENERAL PROCEDURES:

A. The Deputy Commissioner for Community Services or designee will approve the sex offender supervision certification program used by the Division.

1. Employees selected to attend the sex offender supervision certification program must meet all of the following qualifications:
   a. Hold the position of Juvenile Probation/Parole Specialist II or above or hold a bachelor’s degree in a social service-related field;
   b. Express an interest in working with sexually harmful youth;
   c. Have a minimum of two (2) years of experience in the delivery of client-based services to juvenile offenders and/or at-risk youth within a community/residential setting; and
   d. Sign the Agreement to Complete Certification Program (Attachment A) which states that the employee will complete the certification process, to include attending the training program and completing the practicum.

2. The District Director will select Community Sex Offender Supervision Specialist (Supervision Specialist) candidates. The Deputy Commissioner for Community Services or designee will make the final determination.
3. The certification program consists of a didactic class work component and a practicum component.
   a. Every effort will be made to allow for the practicum to be completed during the course of the employee’s work day.
   b. Only certified graduates of the approved sex offender supervision training program may provide group/individual sex offender education services following the DJJ Sexually Harmful Behavior Intervention Program Manual (Attachment B).
   c. Those working towards completion of the practicum phase of their certification must have oversight by an individual who has already been certified through the program.

4. Subject to available funding, Supervision Specialists who provide sex offender services and supervision will receive a supplement to their base pay. (See DJJ 3.54, Salary Administration.) To be eligible to receive the supplement, the Supervision Specialist will be required to review and sign the Supervision Specialist Scope of Services (Attachment C) prior to delivering services and complete an annual update between December 31st and January 31st, unless newly hired after October 31st.
   a. Annual updates will consist of reviewing and signing a new Scope of Services document and forwarding to the District Director and Regional Administrator for their review and signature. All signed Scope of Services documents will be maintained by the District Director with a copy to the designated Community Services Program Coordinator.
   b. If a pay supplement is in effect, and the Supervision Specialist is no longer able to complete his/her duties as outlined in the Scope of Services, that supplement will be removed.

5. Supervision Specialists will maintain a case load of no more than 20 identified sexually harmful youth. Identified youth will include sexually harmful youth in the community, in a residential program, or at a secure facility.
   a. If there are less than 15 identified youth on the Court Services Office Caseload, then the caseload may include other youth to total no more than 25 youth on the caseload.
   b. If there are less than five (5) identified sexually harmful youth on the caseload, then the Juvenile Program Manager (JPM), with District Director approval, will expand the total caseload to no more than 35 youth.

B. A youth will be supervised as sexually harmful youth when the youth has:

1. A current adjudication for a sexually harmful behavior;
2. A prior adjudication for a sexually harmful behavior in which the order has not been closed and the youth has not completed sex offender treatment;

3. Received a psychosexual evaluation that indicates treatment for sexually harmful behaviors is appropriate (and treatment has not been successfully completed);
   a. If there are conflicting evaluations stating that treatment is needed or not needed, the youth’s case will be referred to the Sexually Harmful Behavior Review Panel (Attachment D).

4. The youth meets the definition of a sexually harmful youth per the Sexually Harmful Behaviors Intervention Treatment Team;

5. The youth is exhibiting sexually harmful behaviors and is referred for a Psychosexual Evaluation. Youth will be considered a sexually harmful youth and placed in treatment if recommended by the evaluation; or

6. The youth does not exhibit significant disturbances of mood or thought that would prevent him/her from participating in the program. If the youth has a history of sexually inappropriate behaviors, then the youth will be referred to the Sexually Harmful Behavior Review Panel for treatment and supervision recommendations.

C. A youth is not considered a sexually harmful youth and a Safety Plan will not be needed, if the youth’s previous order has been successfully closed with all required treatment provisions met.

D. If there are any questions as to whether a youth should be supervised as a Sexually Harmful Youth, the youth’s case will be referred to the Sexually Harmful Behavior Review Panel for review.

E. If a community services office does not have a Supervision Specialist, sexually harmful youth will be supervised by a Community Case Manager (CCM) in that office who will consult with a nearby Supervision Specialist throughout the supervision of those youth (completion of JSOAP II, Safety Plans, Passes, Victim Reunification, etc.).

F. Each quarter the Supervision Specialist or CCM and the JPM will review each youth on the specialized caseload to discuss the youth’s treatment progress and any issues or concerns. The youth and parent/legal guardian should be included in this meeting. The Sexually Harmful Youth Quarterly Review Checklist (Attachment E) will be completed and forwarded to the JPM within 5 business days of the meeting. Once the JPM reviews the completed form, the Quarterly Review Checklist will be forwarded to the DD for review.

G. Sexually harmful youth will not be allowed to leave Georgia for placement purposes in another state without prior authorization from the Interstate Compact Supervisor. Youth adjudicated or convicted of sexual harmful behaviors may be subject to sex offender registration in other states.
IV. SAFETY PLANS:

A. The Safety Plan will be individualized and address the risk factors that have been identified for that youth. Safety Plans should be specific to that youth’s case and circumstances. The Supervision Specialist or assigned CCM will develop the Safety Plan in JTS, after consultation with treatment staff. The Supervision Specialist will review the psycho-sexual/psychological recommendations, assessment recommendations, home study findings, and available community resources.

B. If the youth is not being supervised by a Supervision Specialist, then after a review of the case (including psychosexual/psychological recommendations and assessment recommendations) a consulting Supervision Specialist will review and sign the safety plan in addition to the assigned CCM.

C. All Safety Plans must be signed by the youth, parent/legal guardian, Supervision Specialist/CCM, JPM, District Director, and Regional Administrator within the following time frames:

1. For a pre-adjudicated youth on a conditional release where DJJ is providing supervision, a Safety Plan will be approved and signed prior to the release from detention or within 24 hours of release by the court.

2. For a probated youth, the Safety Plan must be approved and signed within 3 business days of the order of probation.

3. For a committed youth in an RYDC, the Safety Plan must be approved and signed prior to the youth’s release from RYDC.

4. For a committed youth in a YDC, the Safety Plan must be approved and signed prior to the youth’s release. The youth’s Transition and Relapse Prevention plans, developed by the Sexually Harmful Behavior Intervention Treatment Team, will be reviewed and used in the development of the Safety Plan.

5. For a committed youth not in a secure facility, the Safety Plan must be approved and signed on the date of the youth’s placement in the community or placement in a residential program.

6. For a youth in residential placement, 30 days prior to the youth’s release, an updated Safety Plan will be developed using the program’s most recent Utilization Review and/or Planned Discharge Summary. The updated Safety Plan must be approved and signed prior to the youth’s release.

D. All signed Safety Plans will be uploaded into JTS in the Correspondence Module within 72 hours and titled with either “Original Safety Plan” or “Revised Safety Plan” and the date it was signed by the youth.

E. The Supervision Specialist or assigned case manager will review the safety plan with the youth and the youth’s parent/legal guardian monthly to ensure that it is being followed and all areas of the Safety Plan are still applicable.
1. If the youth is placed in the community, the review will include a home visit to ensure that all safety precautions are in place and functional (e.g. alarms, door locks, etc.).

2. The monthly review of the Safety Plan will be documented in JTS case notes within 72 hours.

3. If, after review, it is necessary to make changes to the Safety Plan then a new Safety Plan will be signed and sent back up the chain of command for approval and signatures.

V. PROBATED YOUTH:

A. Probated youth adjudicated for sexually harmful behaviors will be immediately placed on the specialized caseload of the Supervision Specialist (if available), unless otherwise ordered by the court.

B. The Order of Disposition and Conditions of Supervision (including any and all Special Conditions) signed by the Juvenile Court Judge will drive the treatment and supervision of youth placed on probation for sexually harmful behaviors.

C. Youth being supervised in the community on probation will be referred to needed sex offender counseling if ordered by the court. Preference is for a qualified community provider to provide individual and/or group counseling based on best practices for sex offender counseling. If no community provider is available within a reasonable distance from the court services office, a Supervision Specialist may provide group/individual sex offender education services following the DJJ Sexually Harmful Behavior Intervention Program Manual.

D. The Supervision Specialist or assigned CCM will complete the Juvenile Sex Offender Assessment Protocol II (JSOAP II) (Attachment F) within 30 days of the juvenile court order unless a JSOAP II was completed by a licensed professional as part of the youth’s Psychosexual Evaluation, within the past 6 months. If a new JSOAP II is not required, a case note will be entered into JTS referencing who completed the previous JSOAP II and the date it was completed.

E. The JSOAP II will be completed either every 6 months, or within 30 days of any new adjudication order, whichever is earlier.

F. The youth, parent/legal guardian, and Supervision Specialist or assigned CCM will review and sign the Conditions of Supervision within 3 business days of disposition (See DJJ 20.40, Supervision of Probated Youth). Signed Conditions of Supervision and the youth’s dispositional order will be uploaded into the JTS Legal Module within 72 hours. A case note reflecting these actions will be entered in JTS within 72 hours.

G. Sexually harmful youth will receive supervision based upon his/her JSOAP-II score and PDRA risk level. The level of supervision will be based upon the highest score of either assessment tool.
H. If the JSOAP-II score is higher than the PDRA score, the CCM will request a supervision override.

I. A Juvenile Needs Assessment (JNA) and Service Plan will be developed for the youth in accordance with DJJ 20.31, Needs Assessment and Service Planning, for Youth under Community Supervision.

J. Psychosexual evaluations will be uploaded into the JTS Correspondence Module within 72 hours of receipt.

VI. COMMITTED YOUTH:

A. A sexually harmful youth who is committed will not be allowed to reside in the same home as his/her victim unless specifically ordered by the court. If the court orders that the youth may reside in the same home as his/her victim, a copy of that order and a copy of the youth’s Safety Plan and Conditions of Supervision will be immediately forwarded to the Deputy Commissioner for Community Services or designee and the Office of Legal Services for review.

1. If victim-age children or potential victims reside in the home, the case will be referred to the Sexually Harmful Behavior Review Panel for review and recommendation.

2. The decision for a sexually harmful youth to reside in the home of a victim-age or potential victim will be made on an individual basis, taking into consideration youth’s risk, progress in treatment, family involvement, supervision, and aftercare. This decision will be based on Static and Dynamic Risk Factors, best interest of the youth and community, and ability of the family to appropriately supervise the youth within the home.

B. When there is a victim residing in a home where a sexually harmful youth would normally have resided or returned to following his/her out of home placement, the CCM will immediately (beginning at the time of the disposition order) begin working with the family to identify possible family members or other alternative placements where the sexually harmful youth can reside.

C. If a sexually harmful youth will reside in a non-parental home, procedures for a Non-Parental Home Placement should be followed as outlined in DJJ 20.22, Placement of Youth. The person identified as the guardian in the Non-Parental Home Placement will be encouraged to be involved in the youth’s treatment and discharge planning.

D. Committed youth adjudicated for sexually harmful behaviors will be immediately placed on the specialized caseload of the Supervision Specialist (if available).

E. When a youth is committed, the screening process will be used as outlined in DJJ 20.20, Screening of Youth.
1. The youth will receive a JNA and Service Plan in accordance with DJJ 20.31, Needs Assessment and Service Planning, for youth under Community Supervision.

2. The Assessment Classification Specialist (ACS) will complete the JSOAP II prior to the screening of youth, unless a JSOAP II was completed by a licensed professional (as part of the youth’s Psychosexual Evaluation) within the past 6 months. When a new JSOAP II is not completed (because one was completed by a licensed professional within the past 6 months), a case note will be entered into JTS referencing who completed the previous JSOAP II and the date it was completed.

3. The ACS will make a referral for a psychosexual evaluation within 7 business days of the commitment order if one has not already been completed.

4. Sexually harmful youth who are recommended for a community/home placement (not a Residential Program or YDC) must have that recommendation approved by the Regional Administrator through the chain of command and reviewed by the Sexually Harmful Behavior Review Panel. The ACS will document the approval via the Screening Recommendation Form and in JTS case notes. The completed and approved Screening Recommendation Form will be uploaded into the JTS Screening Module.

5. The ACS, when entering Screening Recommendations into JTS, will identify any specific treatment needs in the “Select Category/Select Services” field. Specific treatment needs will also be included on the Screening Recommendation Form under the Comments section.

6. The Parent Letter (Attachment G) will be provided to the parent/legal guardian immediately after screening in person, electronically, or via mail.

F. Sexually harmful youth placed in the community (not in a Residential Program) will receive supervision based upon their JSOAP-II score and PDRA risk level. The level of supervision will be based upon the highest score of either assessment tool.

G. If the JSOAP-II score is higher than the PDRA score, the CCM will request a supervision override.

H. The JSOAP-II will be completed every 6 months.

I. All Conditions of Supervision will be signed by the youth, parent/legal guardian, and certified community sex offender specialist or assigned CCM. Signed Conditions of Supervision will be uploaded into the JTS Legal Module within 72 hours. A case note reflecting these actions will be entered in JTS within 72 hours.

1. For youth in a secure facility (RYDC or YDC), conditions will be completed in JTS and signed prior to the youth’s release.
2. For youth not in a secure facility, the DJJ Conditions of Supervision will be signed on the date of the youth’s placement in the community or placement in a residential program. (See DJJ 20.22, Placement of Youth.)

3. For youth returning to the community from a residential program, new Conditions of Supervision will be developed and reviewed prior to their placement back in the community.

J. Youth being supervised in the community will be provided needed sex offender counseling while under community supervision. Preference is for a qualified community provider to provide individual and/or group/individual counseling based on best practices for sex offender counseling. If no community provider is available within a reasonable distance from the court services offices, a Supervision Specialist may provide group sex offender education services following the DJJ Sexually Harmful Behavior Intervention Program Manual.

K. For youth in a residential program:

1. The assigned CCM will follow policy DJJ 20.32, Standards of Contact, in regards to maintaining contact with the youth and the parent/legal guardian while the youth is in placement. If the assigned case manager is not available to visit the youth, the Supervision Specialist or the JPM will make the visit.

2. Within 60 days of the youth’s tentative release date from a residential program, the assigned case manager will complete the Sexually Harmful Behavior Review Panel Referral form (Attachment H). The case manager will present the youth’s case to the panel.

L. Off-Site Pass Request for Sexually Harmful Youth:

1. For outings with program staff as part of normal programming needs in which youth will not be visiting with his/her family (e.g. going with staff to purchase clothing, medical appointments, etc.) an off-site pass request is not required.

2. All requests for off-site passes must be completed using the Off-Site Request and Supervision Plan for Sexually Harmful Youth (Attachment I) and must be accompanied by the youth’s Safety Plan.

3. Off-Site Pass request must be submitted to the Deputy Commissioner of Community Services or designee (thru the chain of command) at least 5 business days in advance of the pass date.

4. While a youth is on an off-site pass, they may not access the internet or use smartphones or other devices with internet capability.

5. Youth will only be approved for day passes (no overnight passes).
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6. For the first two (2) passes with youth’s family or legal guardian, the youth must be escorted and supervised by staff from the residential program (for the entire duration of the pass).

7. The youth must be in his/her current placement at least 90 days (without any instances of non-compliance) prior to any pass request.

8. Regardless of how long the youth has been in his/her current placement, he/she should not have any instances of non-compliance within the past 30 days prior to the pass request date.

9. The youth must be progressing in treatment, which should be supported by documentation from the placement Program and/or Clinical Director for the requested period of time preceding the pass request.

10. Youth will only be approved for a maximum of one off-site pass every 30 days. Any exceptions must be approved by the Deputy Commissioner of Community Services or designee.

M. For jointly committed youth, the Supervision Specialist or assigned case manager will confer with the DFCS case manager for pass approval.

1. If DFCS requests anything beyond a one-day pass, the Supervision Specialist or assigned case manager will ask the DFCS case worker for documentation supporting that request. The documentation will be attached to the pass request for review and approval. If documentation cannot be obtained, the CCM will document their efforts on the pass request and in JTS case notes.

2. Any exception to any of the above conditions regarding passes for sexually harmful youth requires a specific written recommendation from the youth’s therapist explaining why the exception should be made.

3. A youth who has successfully completed sex offender specific residential treatment, and who is placed in another residential program because he/she cannot return home, does not need to re-meet the requirement of having two escorted passes or of being in their current placement at least 90 days prior to requesting a pass.

4. Prior to requesting a pass in which the youth will have any contact with the victim, the Supervision Specialist or assigned case manager will consult with the Office of Victim Services and submit a panel referral to the SHRP.

5. The pass request must be accompanied by a recommendation from both the victim’s (if victim is currently in treatment) and sexually harmful youth’s current treatment provider in support of the pass.

6. Signed Off-Site Pass Requests and Supervision Plans will be uploaded into the JTS Correspondence Module within 72 hours. All contacts made in regards to pass requests will be documented in JTS case notes within 72 hours.
N. For youth placed in a secure facility (RYDC or YDC):

For youth leaving RYDC for placement into a residential program, or to attend a placement interview, psychological/psychosexual evaluation appointments, or other appointments, please refer to DJJ 17.20, Facility Passes.

1. Transportation arrangements will be made in accordance with DJJ 20.51, Community Transportation of Youth.

2. For emergency passes, the Supervision Specialist or assigned case manager will make all attempts to verify the relationship of the individual to the youth. (See DJJ 17.20, Facility Passes.)

3. The Supervision Specialist or assigned CCM will follow DJJ 20.32, Standards of Contact, in maintaining contact with youth and parents while the youth is in YDC. In addition, the Supervision Specialist or assigned CCM will attend in person or via telecommunication, all treatment team meetings, as well as all other planned meetings (e.g. YCRT, discharge meetings, etc.). The Supervision Specialist or CCM will encourage parent/guardian involvement in these meetings.

VII. LOCAL OPERATING PROCEDURES REQUIRED: NO