

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 14-01</p>	<p align="center">Policy # 20.36</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: None.</p>	
<p>Chapter 20: COMMUNITY CASE MANAGEMENT</p>	<p>Effective Date: 1/15/14 Scheduled Review Date: 1/15/16</p>	
<p>Subject: SUPERVISION OF SEXUALLY ABUSIVE YOUTH IN THE COMMUNITY</p>	<p>Replaces: 5/1/13 APPROVED:</p>	
<p>Attachments: A – Agreement to Complete Certification Program B- DJJ Sexually Harmful Behavior Intervention Program Manual C- Supervision Specialist Scope of Services D – Sexually Abusive Youth Quarterly Review Checklist E – JSOAP II F-Off-Site Request and Supervision Plan for Sexually Abusive Youth</p>	<p align="center">  <hr/> Avery D. Niles, Commissioner </p>	

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 departmental community services staff 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).

Certified Victim Advocate Specialist: A departmental victim services staff who has completed the certified sex offender training and certification requirements and provided services as described in the attached Scope of Services.

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

Emergency Pass: For the purposes of this policy, an approved leave of absence for a youth from a RYDC, YDC, or Residential Program that is related to an emergency (e.g., critically or terminally ill family members, medical emergencies, death of an immediate family member, etc.).

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

Juvenile Sex Offender Certified Counselor (JSOCC): A departmental secure facilities (YDC) staff who is responsible for delivering Sexually Harmful Behavior Program services who has completed the DJJ sponsored sex offender counselor certification program.

Sex Offender Treatment Team (YDC): The individuals responsible for the care and treatment of youth with sexual behavior problems. The team will consist of, but not be limited to: Supervision Specialist or assigned community case manager, Juvenile Sex Offender Certified Counselor, security representative, administration representative, and disciplinary hearing officer (when available). The youths Clinical consultants, DFCS case workers, other community support persons, victim advocate, and parents may also be included.

Sexually Abusive Youth: Youth who have been adjudicated for a sexually harmful behavior or who have exhibited sexually harmful behaviors and have been assessed by a licensed professional and found to be in need of treatment.

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 and statutory rape.

Transitional Pass: For the purposes of this policy, an approved leave of absence for a youth from a RYDC, YDC, or residential program that is for the purposes of release preparation, reconciliation with family and/or victim, or passes related to residential program compliance (field trips, day outings, family home visits, etc.).

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 the following qualifications:
 - a) Hold the position of Juvenile Probation/Parole Specialist II or above, Assessment and Classification Specialist, or hold a bachelor's degree in a social service-related field;
 - b) Express an interest in working with sexually abusive youth;
 - c) Have a minimum of 2 years of experience in the delivery of client-based services to juvenile offenders and/or at-risk youth in a community/residential setting; and

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- 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 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. The Director of the Office of Victim Services will select staff to attend the sex offender training program.
 - a) Staff must meet the following qualifications:

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- Hold the position of a Victim Advocate or above.
 - Express an interest in working with victims who have been sexually abused by youthful offenders.
 - Have a minimum of 2 years of experience in the delivery of client-based services to juvenile offenders, victims, and/or at-risk youth in a community/residential setting.
 - Have completed a Victim Advocate Certificate program.
- b) Subject to available funding, the Certified Victim Advocate who provides services as described in the attached Scope of Services may receive a 5% supplement to their base pay.
6. Supervision Specialists will maintain a case load of no more than 20 identified sexually abusive youth. Identified youth will include sexually abusive 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 5 identified sexually abusive 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 who meets any of the following criteria will be considered a Sexually Abusive Youth (a safety plan will be completed and that youth supervised according to this policy):
1. The youth has a current adjudication for a sexually harmful behavior;
 2. The youth has 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; or
 3. The youth has received a psychosexual evaluation that indicates treatment for sexually harmful behaviors is appropriate (and treatment has not been successfully completed)
- C. A youth is not considered a Sexually Abusive Youth (a Safety Plan will not be needed) if the youth's previous order has been successfully closed with all required treatment provisions met.

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- D. If a community services office does not have a Supervision Specialist, sexually abusive youth will be supervised by community case managers 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.)
- E. Each quarter the District Director, JPM and Supervision Specialist 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 may be included in this meeting. The Sexually Abusive Youth Quarterly Review Checklist (Attachment D) will be completed during the review meeting and a completed copy forwarded to the District Director and Regional Administrator within 10 business days of the meeting.
- F. In offices without a specialized caseload (no Supervision Specialist), the District Director will meet quarterly with the JPM to discuss the sexually abusive youth supervised by that county.
- G. Sexually abusive youth will not be allowed to leave Georgia for placement purposes in another state without prior authorization from the Interstate Compact Supervisor. These youth 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.
- B. The Supervision Specialist or assigned case manager will develop the Safety Plan in JTS taking into consideration psycho-sexual recommendations, assessment recommendations, home study findings, and available community resources.
- C. If the youth is not being supervised by a Supervision Specialist, then after a review of the case (including psycho-sexual recommendations and assessment recommendations) a consulting Supervision Specialist will review and sign the safety plan in addition to the assigned community case manager.
- D. All Safety Plans must be signed by the youth, parent/legal guardian, Supervision Specialist, JPM, District Director, and Regional Administrator within the following time frames:
 - 1. For pre-adjudicated a 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.

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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 Sex Offender 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 must be approved and signed prior to the youth's release.
- E. 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.
- F. 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 (i.e. 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.

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- 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 sex offender education services following the DJJ Sexually Harmful Behavior Intervention Program Manual.
- D. The Supervision Specialist or assigned community case manager will complete the Juvenile Sex Offender Assessment Protocol II (JSOAP II) (Attachment E) 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 so 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 (in conjunction with the CRN Reassessment) or within 30 days of any new adjudication order, whichever is earlier.
- F. The completed JSOAP II will be uploaded into the JTS Correspondence Module within 72 hours of completion.
- G. The youth, parent/legal guardian, and Supervision Specialist or assigned community case manager 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.
- H. The Supervision Specialist or assigned community case manager will complete the Comprehensive Risk and Needs Assessment (CRN) in accordance with DJJ 20.30, Comprehensive Risk and Needs Assessment.
- I. Sexually abusive youth will receive supervision based upon his/her JSOAP-II score and CRN level of risk. The level of supervision will be based upon the highest score of either assessment tool.
- J. A Service Plan will be developed for the youth in accordance with DJJ 20.31, Service Planning for Youth under Community Supervision.
- K. Psychosexual evaluations will be uploaded into the JTS Correspondence Module within 72 hours of receipt.

VI. COMMITTED YOUTH:

- A. A sexually abusive 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

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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.

- B. When there is a victim residing in a home where a sexually abusive youth would normally have resided or returned to following his/her out of home placement, the community case manager 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 abusive youth can reside.
- C. If a sexually abusive 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 Committed 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 Committed Youth.
 - 1. The youth will receive a CRN in accordance with DJJ 20.30, Comprehensive Risk and Needs Assessment.
 - 2. The assessment classification specialist (ACS) will complete the JSOAP II prior to the screening of youth to be included in the Screening packet, 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 JSOAP II will be included in the youth's Screening packet.
 - 4. The assessment classification specialist (ACS) will make a referral for a psychosexual evaluation within 7 business days of the commitment order if one has not already been completed.
 - 5. Sexually abusive youth who are recommended for a community placement must have that recommendation approved by the Regional Administrator. The assessment classification specialist (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.

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6. The assessment classification specialist (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.
- F. Sexually abusive youth placed in the community (not in a Residential Program) will receive supervision based upon their JSOAP-II score and CRN level of risk. The supervision level will be based upon the highest score of either assessment tool.
- G. The JSOAP-II will be completed every 6 months in conjunction with the CRN Reassessment.
- H. The completed JSOAP II will be uploaded into the JTS Correspondence Module within 72 hours of completion
- I. Within 30 days of the youth’s placement in a residential program or placement in the community, the community case manager, youth, and to the extent possible, the parent/legal guardian will meet and develop the Service Plan to guide the delivery of services. (See DJJ 20.31, Service Planning for Youth Under Community Supervision)
- J. All Conditions of Supervision will be signed by the youth, parent/legal guardian, and certified community sex offender specialist or assigned community case manager. 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 Committed 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.
- K. 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 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.

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- L. For youth in a residential program, the Supervision Specialist or assigned community case manager will follow policy DJJ 20.32, Standards of Contact in regards to maintaining contact while the youth is in placement. The assigned case manager will be the person who visits the youth at the residential placement every 90 days. If the assigned case manager is not available to visit the youth, the JPM will make the visit. In addition the Supervision Specialist or assigned community case manager will:
1. Attend, in person, all Utilization Reviews (UR) for the youth and will coordinate the involvement of the youth's parent/legal guardian in these meetings. If the assigned case manager cannot attend the UR, the JPM will attend the review.
 2. Maintain contact with the youth's parent/legal guardian as specified in DJJ 20.32 Standards of Contact to strengthen services and assist with transitional planning.
- M. The Supervision Specialist or assigned community case manager will follow policy 20.32 Standards of Contact in regards to maintaining contact while the youth is in YDC. In addition the Supervision Specialist or assigned community case manager will:
1. Attend in person or via telecommunication, all monthly Sex Offender Treatment Team meetings for the youth and will coordinate the involvement of the youth's parent/legal guardian in these meetings.
 2. Attend, in person, youth's Release Review (if the assigned case manager cannot attend the Release Review, the JPM will attend the review).
 3. Maintain contact with the youth's parent/legal guardian as specified DJJ 20.32 Standards of Contact to strengthen services and assist with transitional planning.
 4. Review quarterly assessments completed by the youth's Juvenile Sex Offender Certified Counselor (JSOCC).
- N. Prior to the youth's release from YDC, the Supervision Specialist or assigned community case manager will verify the youth's successful completion of the Sexually Harmful Behavior Program.
1. The community case manager will verify that the following documents are uploaded into the JTS Correspondence module:
 - a) A copy of the certification of completion of the Sexually Harmful Behavior Program
 - b) A copy of the youth's Relapse Prevention Plan
 - c) Updated recommendations for treatment/supervision

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2. If these documents are not found in JTS, the community case manager will e-mail the youth's JSOCC at the YDC (and copy the JPM) to request that the documents be uploaded.
- O. If a youth has not completed the Sexually Harmful Behavior Program, but is within 120 days of his/her minimum release date:
1. the youth may be presented to the Transition Team for consideration of a step-down to community based treatment to complete treatment and relapse prevention if:
 - a) the youth is successfully engaged in treatment; and
 - b) there is a sex offender treatment provided by a licensed provider available with appropriate community supports.
 2. If the youth is not progressing in treatment or if there is not a sex offender treatment option in the community, the Juvenile Detention Counselor will submit a YDC extension request in accordance with Policy 18.23
- P. Off-Site Pass Request for Sexually Abusive Youth
1. For youth leaving RYDC for placement into a Residential Program, or to attend a placement interview, psychological/psychosexual evaluation appointment, or other appointments, the pass form found in Policy 17.20 Facility Passes and Appointments will be used.
 - a) Signatures only up to the Regional Administrator will be required in these instances.
 - b) Transportation arrangements will be made in accordance with Policy 20.51 Community Transportation of Youth.
 2. All other requests for passes must be completed using the Off-Site Request and Supervision Plan for Sexually Abusive Youth (Attachment F) and must be accompanied by the youth's Safety Plan.
 3. Transitional Pass request must be submitted to the Deputy Commissioner of Community Services or designee (thru the chain of command) at least 3 business days in advance of the pass date.
 4. For emergency passes, the Supervision Specialist or assigned case manager will makes all attempts to verify the relationship of the individual to the youth. (See DJJ 17.20 Facility Passes and Appointments)

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5. While youth are on any type of pass, they may not access the internet or use smartphones or other devices with internet capability.
6. Passes for youth placed in a community residential program:
 - a) Youth will only be approved for day passes (no overnight passes).
 - b) For the first 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).
 - c) The youth must be in his/her current placement at least 90 days (without any instances of non-compliance) prior to any pass request.
 - d) 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.
 - e) 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.
 - f) Youth will only be approved for a maximum of one transitional pass per month. Any exceptions must be approved by the Deputy Commissioner of Community Services or designee.
 1. For jointly committed youth, the Supervision Specialist or assigned case manager will confer with the DFCS case manager for pass approval.
 2. 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 community case manager will document their efforts on the pass request and in JTS case notes.
 - g) Any exception to any of the above conditions regarding passes for sexually abusive youth placed in community residential programs requires both of the following:
 - a written recommendation from the youth's therapist; and
 - approval by the Deputy Commissioner for Community Services or designee.

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- h) 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.
- 7. 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 Certified Victim Advocate Specialist.
 - a) The pass request must be accompanied by a recommendation from both the victim's (if victim is currently in treatment) and sexually abusive youth's current treatment provider in support of the pass.
 - b) For youth in RYDC or YDC, victim(s) of the youth must be notified of the pass in accordance with DJJ 14.10, Victims' Rights, Services and Notification.
- 8. The DJJ employee initiating the Off-Site Pass (the Supervision Specialist/assigned community case manager, or the JSOCC/other facility staff) will begin the pass process of completing the Off-Site Request and Supervision Plan for Sexually Abusive Youth and obtaining required signatures.
- 9. Signed Off-Site 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.

VII. LOCAL OPERATING PROCEDURES REQUIRED: NO