

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-1	Policy # 20.38
Applicability: { } All DJJ Staff { } Administration {x} Community Services { } Secure Facilities	Related Standards & References: None.	
Chapter 20: CASE MANAGEMENT	Effective Date: 1/25/18 Scheduled Review Date: 1/25/19	
Subject: ELECTRONIC MONITORING SERVICES	Replaces: 3/15/14 Community Services	
Attachments: None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice may utilize electronic monitoring services to enhance the community supervision of selected youth.

II. DEFINITIONS:

Electronic Monitoring: The short-term use of a device to verify the location of a youth under the supervision of the Department or an independent juvenile court and placed in a community based program or on conditional release in the community.

Vendor: A contractor that supplies the electronic monitoring equipment and service.

III. PROCEDURES:

- A. Electronic monitoring is a short-term supervision tool used for no more than 30 days, unless an extension is approved by the District Director, Case Expeditor, or Residential Placement Specialist.
- B. Each district will develop written procedures to implement the electronic monitoring program to include, at a minimum:
 - 1. Staff authorized to approve electronic monitoring for youth;
 - 2. Proper electronic monitoring usage;
 - 3. Extension requests and justification;
 - 4. Staff authorized to approve extensions beyond 30 days of service; and
 - 5. Staff responsible for monitoring the budget and processing invoices. (Approval for the use of electronic monitoring will be contingent upon budget availability.)

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- C. The use of an electronic monitoring device in the supervision of a youth will be documented in the youth's Juvenile Tracking System (JTS) case record. The use of the electronic monitoring device will be listed as a service in the JTS Services module.
- D. Electronic monitoring services and billing will be verified and tracked by the Case Expeditor or Residential Placement Specialist.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

- Section III. B.