

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal #16-17</p>	<p align="center">Policy # 20.52</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities</p>	<p>Related Standards & References: OCGA §42-3-3; § 15-11-2 Georgia Rules and Regulation 97-5-02 ACA Standards: 4-JCF-3C-17</p>	
<p>Chapter 20: CASE MANAGEMENT</p>	<p>Effective Date: 12/12/16 Scheduled Review Date: 12/12/17</p>	
<p>Subject: TRANSFER OF CERTAIN DESIGNATED FELONS TO THE DEPARTMENT OF COMMUNITY SUPERVISION</p>	<p>New Policy Community Services Division</p> <p>APPROVED:</p>	
<p>Attachments:</p> <p>A – Department of Community Supervision (DCS) Transfer Form B – Notification of Transfer to the Department of Community Supervision C – DCS Transfer Packet List D – DCS Conditions of Supervision E – DCS Conditions of Supervision for Sex Offenders F – Notification of Expiration of Designated Felony Commitment</p>	<p align="center">  <hr/> Avery D. Niles, Commissioner </p>	

I. POLICY:

Based on the criteria as set forth in the DJJ Board Rules, the Department of Juvenile Justice will transfer the supervision of certain youth adjudicated under the Class A Designated Felony Act, as defined by OCGA 15-11-2, to the Department of Community Supervision while giving balanced attention towards the protection of the community, the imposition of accountability, and the development of competencies to enable each child to become a responsible and productive member of the community.

II. DEFINITIONS:

Community Case Manager (CCM): Juvenile Probation/Parole Specialist (JPPS) or Juvenile Probation Officer 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.

Order for Apprehension and Confinement of Juvenile (Form 4056): This is an administrative order for the arrest of a juvenile who has escaped, runaway, violated the conditions of supervision or whose whereabouts are unknown.

Restrictive custody: In the custody of DJJ and housed either in a secure residential facility such as a Youth Detention Center (YDC) or in a non-secure residential facility like a Room, Board & Watchful Oversight (RBWO).

Secure residential facility: Means a hardware secure residential institution operated by or on behalf of DJJ (YDC or RYDC). The facility is designed and operated to ensure that all entrances and exits are under the exclusive control of the facility’s staff preventing youth from leaving the facility unsupervised or without permission.

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Multidisciplinary Team: Individuals responsible for the service management and oversight of youth in secure facilities, including all staff specifically designated as programs and case management staff by job title, contract, or assigned duties. The team will consist of, but not be limited to: Juvenile Detention Counselors, Institutional Program Directors, Social Service Workers, Recreation staff, administration representative, security representative, mental health representative, education representative, medical representative, and disciplinary hearing officer (when available). Consultants, community case managers, DFCS case workers, other community support persons, and parents may also be included.

Youth Status Report: A written report that summarizes the services provided to a youth, the progress made by the youth and recommendations for transition.

Youth Centered Reentry Team: Team responsible for identifying, coordinating, and fostering progress of the youth on the needs, services and programs intended to prepare the youth and family for the youth's return to the community. Team members include: staff responsible for the direct management of the youth (e.g. JDC, JPPS, the SSP) assigned to the youth (if any), education staff, security staff, administration and medical staff, as well as the youth's family, and other important persons in the youth's life who the youth nominates and agrees to participate.

III. GENERAL PROCEDURES:

A. Youth currently serving in restrictive custody:

1. Within 90 days of scheduled release of a Class A Designated Felon (DF) from restrictive custody, the CCM after consulting the youth's Juvenile Detention Counselor (JDC) will review the youth's case and progress to determine if the youth's meets the criteria for transfer to the DCS. (See Attachment A, Department of Community Supervision Transfer Form). The CCM will document the review of the case and whether or not the youth meets criteria in JTS case notes.
2. If the youth meets criteria for transfer, the CCM will complete and submit the DCS Transfer Form for approval up the chain of command, and then document the date of submission of the Transfer Form in JTS case notes.
3. If the transfer is approved, the CCM will send a copy of the notification of transfer to DCS (Attachment B), to the youth and to the parent/guardian of the youth.
 - a) The CCM will then complete, scan, and e-mail a DCS Transfer packet, containing all items listed on the DCS Transfer Packet List (Attachment C) to the designee of the Deputy Commissioner (DC) of Community Services.

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- b) The CCM will upload the signed DCS Transfer Form into JTS correspondence.
 4. The designee of the DC of Community Services will forward a copy of the signed form and the transfer packet to the designated contact at DCS no later than 60 days prior to the youth's release.
 5. DCS will then assign an officer to the youth's case and complete the last section of the DCS Transfer Form.
 - a) The completed DCS Transfer Form and a letter containing reporting instructions will be sent back to the designee of the DC of Community Services who will forward the information to the Juvenile Program Manager (JPM) and CCM advising that the DCS officer will be in touch to obtain any other needed information for the youth's case.
 - b) If the CCM is not contacted by the DCS officer within 2 weeks of receipt of the transfer form, he/she should contact the DCS officer listed on the DCS Transfer form.
 6. Prior to the youth's release from a secure facility, the CCM will ensure that the youth signs the DCS Conditions of Supervision (Attachment D) or the DCS Conditions of Supervision for Sex Offenders (Attachment E).
 - a) A copy of the signed DCS Conditions of Supervision will be sent to the DCS officer.
 - b) The CCM will also ensure that the youth receives a copy of the reporting instructions sent by DCS.
 - c) An officer from DCS will be invited to attend all Youth Centered Reentry Team Meetings (YCRT) prior to the release of a youth.
 7. The youth's supervision will then be considered transferred to DCS upon the youth's release from restrictive custody. The CCM will change the youth's JTS placement to "Department of Community Supervision" upon the youth's release from restrictive custody.
- B. Youth already completed restrictive custody:
1. At least every 30 days, the CCM will review their caseload for the progress of all Class A DFs age 17 and older to determine if any youth is eligible to be considered for transfer to the DCS.
 - a) The CCM will document the review in JTS case notes and whether the youth is eligible to be considered for transfer to DCS.

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- b) If a Class A DF is placed on adult probation for a felony offense, the CCM will complete a DCS Transfer Form within 72 hours of the probation order and forward up the chain of command for approval (See DJJ to DCS Transfer Flow Chart).
2. If it is determined that the youth meets the criteria for transfer, the CCM will complete and submit the DCS Transfer Form for approval up to the Commissioner or designee (See DJJ to DCS Transfer Flow Chart). The CCM will make a note in JTS case notes of the date that the DCS Transfer Form was submitted to his/her supervisor.
3. If the transfer is approved, the CCM will send a copy of the notification of transfer to the DCS, to the youth, and to the parent/guardian of the youth.
 - a) The CCM will then complete, scan, and e-mail a DCS Transfer packet, containing all items listed on the DCS Transfer Packet List to the designee of the DC of Community Services (See DJJ to DCS Transfer Flow Chart).
 - b) The CCM will upload the signed DCS Transfer Form into JTS correspondence
4. The designee of the DC of Community Services will forward a copy of the signed form and the transfer packet to the designated contact at DCS.
5. DCS will then assign an officer to the youth's case and complete the last section of the DCS Transfer Form.
 - a) The completed DCS Transfer Form and a letter containing reporting instructions will be sent back to the designee of the DC of Community Services who will forward that information to the JPM and CCM advising that the DCS officer will be in touch to obtain any other needed information for the youth's case.
 - b) If the CCM is not contacted by the DCS officer within 2 weeks of receipt of the transfer form, he/she should contact the officer listed on the DCS Transfer form.
 - c) Once the CCM receives the transfer form and reporting instructions, the CCM will ensure that the youth signs the DCS Conditions of Supervision or the DCS Conditions of Supervision for Sex Offenders.
 - d) A copy of the signed DCS Conditions of Supervision will be sent to the DCS officer.

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e) The community case manager will also ensure that the youth receives a copy of the reporting instructions sent by DCS.

6. The youth's supervision will then be transferred to the Department of Community Supervision immediately.

C. Revocations

1. If an officer with DCS contacts the JPM stating that it has been determined that a youth has violated his/her conditions to the point that it is necessary to take that youth into custody, the JPM will request a copy of the Violation Report from the DCS officer.

a) The JPM will then issue an Order for Apprehension and Confinement of Juvenile (Form 4056).

b) A copy of the approved Form 4056 will be sent to the DCS officer and the youth will be taken to his/her catchment RYDC by a DCS officer.

c) The JPM will contact the RYDC to confirm bed space and notify the RYDC of the youth's estimated arrival.

2. The JPM or designee will serve the youth, and a preliminary revocation hearing will be conducted in accordance with DJJ Policy 20.26, Administrative Revocation. The JPM or designee will scan and e-mail a copy of the notice of hearing to the DCS officer and request their presence at the hearing to provide testimony of the violation.

3. If a youth has been determined to have violated his/her conditions of supervision, the youth will be scheduled for a screening in accordance with DJJ 20.20, Screening of Youth. After the screening, the DCS officer will be notified of the screening results.

D. While the youth is under supervision by DCS, the JPM or CCM will contact the DCS Officer to ensure that the youth's six (6) month Designated Felony reports are completed and sent to the CCM to be forwarded to the court.

E. Within 30 days of the expiration of youth's case, the CCM will send a notification of expiration of DF Commitment (Attachment F) to the youth and to the parent/guardian of the youth, as well as the DCS officer.

1. The CCM and designee of the DC of Community Services will copy dftransfer@dcs.ga.gov on any e-mail correspondence.

IV. **LOCAL OPERATING PROCEDURES REQUIRED: NO**