

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-15	Policy # 20.8
Applicability: {x} All DJJ Staff {x} Administration {x} Community Services { } Secure Facilities	Related Standards & References: DJJ 8.5	
Chapter 20.8: CASE MANAGEMENT	Effective Date: 9/15/12 Scheduled Review Date: 9/15/14	
Subject: FATALITY AND HIGH PROFILE INCIDENT REVIEW	APPROVED:	
Attachments: NONE.	 <hr/> L. Gale Buckner, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall thoroughly review the cases of all youth who become deceased or are involved in a high profile incident while under the care and/or supervision of the Department.

II. DEFINITIONS:

Fatality of a Youth: A youth committed to DJJ, on probation or informal adjustment with DJJ, in intake status and receiving services from DJJ (i.e., housebound, electronic monitor, etc.), or who is placed in a secure facility and has become deceased by any means.

High Profile Incident: An incident involving a youth committed to DJJ, on probation or informal adjustment with DJJ, intake status youth that are receiving services from DJJ (i.e., housebound, electronic monitor, etc.), or a youth who is placed in a secure facility. Such incidents include those where the youth receives media attention because of committing a felony offense.

III. PROCEDURES:

A. Notification:

1. As soon as possible but no later than one hour of DJJ staff becoming aware of a fatality of a DJJ youth or of a high profile incident, the Juvenile Program Manager (JPM) will notify the Deputy Commissioner of Community Services, through the chain of command. Each level in the chain of command shall be responsible for notifying the next level to the Deputy Commissioner of Community Services.
 - The Deputy Commissioner of Community Services or designee will notify the Director of the Office of Communications when the situation receives media attention.

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- The Deputy Commissioner of Community Services or designee will notify the Office of Legal Services when the situation has the potential for legal significance.
- The Regional Administrator will notify the Department Victim Advocate.

These notifications do not replace other notifications required by DJJ 8.5, Special Incident and Child Abuse Reporting.

B. Review

1. By the end of the workday in which an employee first receives knowledge of a fatality of a youth or the involvement of the youth in a high profile incident, the employee with first knowledge must complete a Special Incident Report in accordance with DJJ 8.5, Special Incident and Child Abuse Reporting.
2. Within 24 hours of the fatality of a youth or high profile incident, the community case manager must submit a typed summary of the youth's case via email through the District Director to the Division of Community Services designee responsible for reviewing these cases. The summary must include:
 - Demographic information for the youth, to include: date of birth, residence, and whom he/she lives with;
 - The date of commitment, probation, informal adjustment, intake (based on the status of the youth);
 - Reason for receiving services from DJJ;
 - If youth placed on probation or informal adjustment, what services, if any, did the court order;
 - Screening recommendations, if applicable;
 - Any services that the youth was receiving and the start date of those services, either based on the court order or the screening recommendations;
 - Placement history and placement attempts;
 - Services received during the most recent secure facility placement, if applicable;
 - Any aftercare services that the youth received;
 - The location and placement of the youth at the time of the incident; and
 - A detailed description of the circumstances surrounding the incident.
3. The JPM will complete a case record audit in accordance with DJJ 20.1, Community Quality Assurance Monitoring. The District Director will review the case file audit for accuracy.

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4. Within 5 business days of the District Director's review, the case file and audit must be received via certified mail by the Division of Community Services designee.
5. The community case manager will not terminate the Juvenile Tracking System (JTS) case record until the Division of Community Services designee has approved the termination.
6. Within 10 business days of receipt, the Division of Community Services designee will review JTS, the case record and the audit to determine if the youth's case needs to be assigned for a thorough review by a High Profile Audit Team member. If appropriate, the Division of Community Services designee will assign the case to a member of the High Profile Audit Team within 10 business days of receipt of the case record.
7. Within 15 business days of receipt, the High Profile Audit Team member will complete a thorough review of the case record, JTS, and audit and will submit the findings to the Division of Community Services. The Deputy Commissioner, the Assistant Deputy Commissioner, and the Division of Community Services designee will review the case and determine if the High Profile Review Committee will review the case.
8. Once a month, the High Profile Review Committee will meet to review and discuss findings of the field and Central Office reviews. The committee should consist of individuals in the following areas:
 - Division of Community Services designee;
 - Reviewing High Profile Audit Team member;
 - Assistant Deputy Commissioner;
 - Regional Administrator;
 - District Director;
 - Juvenile Program Manager; and
 - The community case manager.

The Division of Community Services designee will serve as the chairperson for the committee and may request other attendees as necessary.

9. The High Profile Review Committee will forward the findings and recommendations for training and/or disciplinary action to the Deputy Commissioner to review and forward down the chain of command.
10. The Regional Administrator will ensure that training in the areas of identified deficiencies is provided and/or disciplinary action is taken, if needed/recommended.

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- Identified training and/or disciplinary action of the employee(s) shall occur and be reported to the Deputy Commissioner or designee within 15 business days of the findings being submitted to the Regional Administrator. The report will include the disciplinary action taken and/or the training provided to the employee.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO