



DEPARTMENT OF JUVENILE JUSTICE

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DJJ Directive # 14-09

Subject: DJJ 17.23 Release from Secure Facility

Effective Date: December 1st, 2014

A handwritten signature in black ink, appearing to read "Avery D. Niles".

Approved: _____

Avery D. Niles, Commissioner

APPLICABILITY: Community Services, Secure Facility

DIRECTIVE:

- A. This directive is being issued to reflect changes to DJJ 17.23, Release from Secure Facility, specific, to the release review process for youth reaching their minimum release date.**

DJJ 17.23 Release from Secure Facilities; Section III, F, #2 & 3 currently states the following:

2. At least 90 days prior to the minimum release date, the facility case manager will collaborate with the community case manager in scheduling the Transition Team Meeting. The facility case manager will send written notification confirming the agreed upon meeting date and time to the community case manager, the youth's parents/legal guardian, and the youth.
3. At least 60 days prior to the youth's minimum release date, the Transition Team will meet with the youth and family to discuss the youth's identified needs and plan for the youth's successful transition to the community and aftercare services.

This directive replaces the above procedure with the following language in order to reflect modifications in the current release review process.

2. At least 120 days prior to the minimum release date of a Designated Felon, Superior Court youth, or Regular Commitment youth from a secure facility, the transition team, including the assigned Community Case Manager, youth, parents/legal guardian (if possible), and community stakeholders will meet for a full review of the youth's progress toward his/her service plan goals, behavior records, and educational progress to

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determine if the youth is progressing in a manner appropriate to be considered for release upon the minimum release date, or if an extension should be filed in order to provide the youth additional time to make progress in these areas”.

3. Following the 120 day release review, all youth will be reviewed at the 90 day mark, 60 day mark and 30 day mark to ensure that all transition needs are being addressed by facility, community, and family to allow for a successful reentry for the youth.
4. Juvenile Detention Counselor or designee will ensure meeting notification process is conducted in accordance with this policy.
5. In the event the transition team determines a youth has had significant behavior issues and/or is placed in the BMU, ITU at the time of the release review, or the team determines the youth is in need of additional time to work on specific goals or to complete specific programming, an extension request shall be recommended by the transition team, and the Youth Status Report (Release Review) will be completed to include the specific justification of the extension. The extension request will be completed by the assigned JDC and submitted through the facility chain of command up to the Central Office for required signatures.
6. The Juvenile Detention Counselor will send a copy of the approved Youth Status Report to the parent and the JPPS after all required signatures are obtained.
7. The Juvenile Detention Counselor will send a copy of the Youth Status Report (Release Review) to the committing judge providing detailed justification of the extension and informing that a decision has been made to extend the youth beyond his/her minimum release date. This procedure will be used for all DF without distinction of disposition made prior to December 2013 or after January 2014.

INSTRUCTIONS: DJJ Policy Manual: Place this directive behind 17.23, and print policy.