



DEPARTMENT OF JUVENILE JUSTICE

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January 14, 2009

DJJ Transmittal # 10-03
Effective March 1, 2010

MEMORANDUM

TO: DJJ Staff

FROM: Albert Murray
Commissioner

RE: DJJ 3.5, Bulletin Boards
DJJ 3.17, Visitors and Children in the Workplace
DJJ 3.20, Non-Discrimination in the Workplace
DJJ 3.65, Family and Medical Leave
DJJ 3.69, Military Member Event Leave
DJJ 11.43, Health Care Staffing
DJJ 16.1, Youth Behavior Management
DJJ 18.23, Sexually Harmful Behaviors Program

DJJ 3.5, Bulletin Boards, states that Department work units shall establish at least one official bulletin board that shall be used to post official, work-related materials. This policy replaces the existing DJJ 3.5, Bulletin Boards. The policy does not require local operating procedures. The following changes were made to the policy:

- The Employee Assistance Program contractor's flyer will be posted on the official bulletin board. (See Section A.2.)
- The Employee Rights and Responsibilities Under the Family and Medical Leave Act must be posted on the official bulletin board. (See Section A.4.)

DJJ 3.17, Visitors and Children in the Workplace, states that Department employees shall focus on assigned duties and responsibilities and the mission of the Department while on duty. In order to minimize interference with normal operations and to avoid potential hazards and liability for the Department, visitors shall not be allowed to enter any RYDC, YDC, or other residential facility and program. This policy replaces the existing DJJ 3.17, Visitors and Children in the Workplace. This policy does not require local operating procedures. The following changes were made to the policy:

- Approval to bring a child into the workplace will be granted in writing for each instance when the child will be in the workplace and only in rare circumstances when it is essential that the employee be in the workplace that day. (See Section C.)
- The Department shall not accept any liability for illnesses or injuries to visitors or children of employees. (See Section E.)

DJJ 3.20, Non-Discrimination in the Workplace, states that the Department of Juvenile Justice is an equal opportunity employer and shall not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy, childbirth or related medical conditions, genetic information, or sexual orientation. This policy replaces the existing DJJ 3.20, Non-Discrimination in the Workplace. This policy does not require local operating procedures. The following changes were made to the policy:

- Section III.F. outlines the confidentiality requirements for accommodation requests.
- If an applicant requests reasonable accommodations for the interview under the Americans with Disabilities Act Amendments Act, the Hiring Manager will contact the Office of Human Resources for guidance. (See Section IV. A.)
- The Office of Human Resources will communicate the final determination regarding religious accommodations to the employee, in writing. The confirmation will be maintained by the Employment Relations/EEO Section. (See section V.G.)

DJJ 3.65, Family and Medical Leave, states that the Department shall provide a maximum of 12 weeks of job-protected family and medical leave during a 12 month period to eligible employees for certain family and medical reasons in accordance with the Family and Medical Leave Act (FMLA) of 1993. This policy replaces the existing DJJ 3.65, Family and Medical Leave. The policy does not require local operating procedures. The following changes were made to the policy:

- Section IV. provides information about requesting family and medical leave.
- Section V. provides information about the designation of leave as family and medical leave.
- Section VI. provides information about how family and medical leave requests will be approved.
- Section VII. provides information about the use of paid or unpaid leave during a period of family and medical leave.
- Section VIII. provides information about returning to work after a period of family and medical leave.
- Section IX. provides the general procedures regarding family and medical leave.

DJJ 3.69, Military Member Event Leave, states that the Department of Juvenile Justice shall provide a maximum of 12 weeks of job-protected leave during a 12 month period to eligible employees for a qualifying event. This is a new policy. The policy does not require local operating procedures.

DJJ 11.43, Health Care Staffing, states that secure facilities shall provide health care staffing patterns sufficient to meet the health care needs of youth assigned to the facilities. This policy replaces DJJ 11.6, Health Care Staffing. This policy does not require local operating procedures. The following changes were made to the policy:

- The DJJ Medical Director may, on a case-by-case basis, decrease clinic hours or nursing coverage as deemed necessary. (See Section A.6. and B.5.)
- On State holidays, medical coverage may be reduced, using the request process indicated above. Arrangements will be made for medication administration, special incident evaluations, confinement rounds, and help request triage. (See Section A.7. and B.6.)
- Every attempt will be made to maintain the budgeted clinic hours and limit the use of registered nurse overtime. (See Section C.)
- It is essential that youth be evaluated by medical staff as soon as possible following an incident. In a facility with a registered nurse on duty less than 12 hours a day, as authorized by the DJJ Medical Director, the medical evaluations following an incident must be completed as soon as the registered nurse arrives or within 16 hours of the incident occurring, whichever comes first. (See Section D.)
- Emergency use of overtime, such as to complete an incident/emergency evaluation, should be adjusted within the pay period if possible. (See Section E.)
- On-call schedules will not be changed without the approval of the designated health authority. (See Section G.)

DJJ 16.1, Youth Behavior Management, states that secure facilities shall hold youth accountable for their behaviors through the use of a standardized behavior management system designed to promote the development of self-control and to teach and encourage positive behavior and interaction with others. This policy replaces the existing DJJ 16.1, Youth Behavior Management. This policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- The RYDC Behavior Management System is attached to the policy as Attachment A. The YDC Higher Sights Program is attached to the policy as Attachment B.

DJJ 18.23, Sexually Harmful Behaviors Program, states that long-term Youth Development Campuses shall administer an intervention program for sexually abusive youth, with certified sex offender counselors. This policy replaces the existing DJJ 18.23, Sexually Harmful Behaviors Program. This policy does not require local operating procedures. The following changes were made to the policy:

- The Office of Classification and Transportation Services will set the treatment status on the Sex Offense alert “awaiting” until treatment starts in the YDC. (See Section D.)
- The JSOCC will change the Sex Offense alert to “receiving treatment” when treatment begins in the YDC. (See Section E.3.)
- The JSOCC will complete a certificate of successful completion of the program. The certificate will be given to the youth, with a copy placed in the youth’s case record. (See Section L.)
- The JSOCC will facilitate a family reunification meeting to discuss details of the Relapse Prevention Plan prior to the youth’s release from sexually harmful behaviors program. (See Section M.)
- The JSOAP-II or 21 Risk Factor Assessment must accompany any extension request. (See Section N.2.)
- When the victim is in the home, the community case manager will make every attempt to find an alternative living arrangement (e.g., another relative). (See Section N.3.)
- The Safety/Supervision Plan must be approved by the community JSOCC and/or JPPS and Community Services and Intake Division Regional Administrator through the chain of command. (See Section O.)

INSTRUCTIONS:

DJJ Policy Manual

Remove the following directives from the policy manual

- DJJ Directive #09-21, Health Care Staffing
- DJJ Directive #07-06, RYDC Behavior Management System

Remove the following policies from the policy manual

- DJJ 3.5, Bulletin Boards
- DJJ 3.17, Visitors and Children in the Workplace
- DJJ 3.20, Non-Discrimination in the Workplace
- DJJ 3.65, Family and Medical Leave
- DJJ 11.6, Health Care Staffing
- DJJ 16.1, Youth Behavior Management
- DJJ 18.23, Sexually Harmful Behaviors Program

Place the following new policies in the policy manual

- DJJ 3.5, Bulletin Boards
- DJJ 3.17, Visitors and Children in the Workplace
- DJJ 3.20, Non-Discrimination in the Workplace
- DJJ 3.65, Family and Medical Leave
- DJJ 3.69, Military Member Event Leave
- DJJ 11.43, Health Care Staffing
- DJJ 16.1, Youth Behavior Management
- DJJ 18.23, Sexually Harmful Behaviors Program

Make the proper notations