



DEPARTMENT OF JUVENILE JUSTICE

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February 23, 2010

DJJ Transmittal # 10-05
Effective April 1, 2010

MEMORANDUM

TO: DJJ Staff

FROM: Albert Murray
Commissioner

A handwritten signature in cursive script that reads 'Albert Murray'.

RE: DJJ 3.1, Delegation of Authority
DJJ 3.11, Prohibition Against Sleeping on Duty / Failing to Remain Alert
DJJ 3.21, Americans with Disabilities
DJJ 3.58, Employment of Relatives
DJJ 20.26, Administrative Revocation
DJJ 20.30, Comprehensive Risk and Needs Assessment

DJJ 3.1, Delegation of Authority, states that the Commissioner of the Department of Juvenile Justice shall act as the appointing authority for the Department. This policy replaces the existing DJJ 3.1, Delegation of Authority. The policy requires local operating procedures for all work units. The following changes have been made to the policy:

- The Deputy Commissioners and Central Office Directors will be delegated to carry out the functions of the appointing authority. (See Section A.)
- Deputy Commissioners and Central Office Directors may delegate, in writing, specific responsibilities to supervisors and managers. (See Section B.)

DJJ 3.11, Prohibition Against Sleeping on Duty/Failing to Remain Alert, states that Department of Juvenile Justice staff shall remain alert at all times while on duty. This policy replaces this existing DJJ 3.11, Prohibition Against Sleeping on Duty/Failing to Remain Alert. The policy does not require local operating procedures. The following changes have been made to the policy:

- A Special Incident Report (SIR) coded as "Employee Misconduct" will be completed when any staff is found to be sleeping on duty or failing to remain alert. The SIR will be investigated as an abbreviated field-based investigation. If it is substantiated that the employee was sleeping or failing to remain alert, the manager will recommend dismissal of the employee.

DJJ 3.21, Americans with Disabilities, states that the Department of Juvenile Justice shall comply with the Americans with Disabilities Act Amendments Act of 2008 (ADA Amendments Act) and other applicable laws, rules, and regulations regarding the prohibition of employment discrimination on the basis of disability. This policy replaces the existing DJJ 3.21, Americans with Disabilities. The policy does not require local operating procedures. The following changes have been made to the policy:

- Department of Juvenile Justice employees shall not retaliate against a person who opposes or complains about prohibited conduct or participates in any way in the complaint, investigation or reasonable accommodation processes. (See Policy Statement)
- Section III. D. provides guidelines for the confidentiality of employee health information.

- 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.)
- Individuals who are “regarded as” having a disability are not entitled to reasonable accommodation. (See Section VI. A.2.)
- Requests for reasonable accommodations should be accompanied by medical validation. (See Section VI. B.1.)
- A decision on the request will not be made until the Director of Human Resources and/or Employment Relations/EEO Section receives the medical validation and the information is analyzed. (See Section VI. D.1.)
- The employee must perform the essential functions of his/her position, whether he/she chooses to accept the accommodation or not. (See Section VI. D.5.)
- For the purposes of this policy, a temporary or modified work assignment will not continue after a reasonable accommodation is offered. (See Section VI. E.2.)

DJJ 3.58, Employment of Relatives, states that the Department of Juvenile Justice shall require all applicants to disclose relatives currently employed by the Department. The Department of Juvenile Justice shall not employ relatives of current Department employees, except as otherwise outlined in this policy. This policy replaces DJJ 3.26, Employment of Relatives. The policy does not require local operating procedures. The following changes have been made to the policy:

- A relative of the Director of Human Resources may be employed by the Department.

DJJ 20.26, Administrative Revocation, states that the Department of Juvenile Justice may use administrative revocation to change a committed youth’s placement when the youth has violated one or more of the written Conditions of Placement and it is determined that the change in placement is necessary for the youth’s treatment and rehabilitation or safety of the community. This policy replaces the existing DJJ 20.26, Administrative Revocation. The policy does not require local operating procedures. The following changes have been made to the policy:

- After the trial period, when the youth is to be revoked from a placement (other than home), a Violation Report will be filed as indicated below. (See Section D.)
- For youth on aftercare status, graduated sanctions will be used for all violations. (See Section E.1.)
- In extenuating circumstances, a Violation Report may be filed for youth on aftercare status without first using graduated sanctions. (See Section E.12.c.)
- The Order for Apprehension and Confinement of Juvenile (if the youth is in detention), will be available as evidence. (See Section J.8.)
- If, during the course of the preliminary hearing, circumstances necessitate a continuation of the hearing, the preliminary hearing officer may continue the hearing to the next business day. (See Section J.10.)

DJJ 20.30, Comprehensive Risk and Needs Assessment, states that all youth who are under community supervision for probation services or are committed to the Department of Juvenile Justice shall receive a Comprehensive Risk and Needs Assessment. This policy replaces the existing DJJ 20.30, Comprehensive Risk and Needs Assessment. The policy does not require local operating procedures. The following changes have been made to the policy:

- The youth’s complete, updated legal history must be entered into the Juvenile Tracking System (JTS) prior to completion of the CRN. (See Section B.)
- Prior to the screening committee meeting, the Assessment and Classification Specialist (ACS) will interview the youth face-to-face and complete the CRN and Community Mental Health Screening (for youth not in the RYDC). (See Section C.1.)
- The community case manager will complete the Home Study Report within 5 working days of disposition and enter the social summary in the JTS prior to screening. (See Section C.2.)

- For sexually abusive probated youth, the community case manager will also complete the Juvenile Sex Offender Recidivism Risk Assessment Tool - II (JSORRAT-II) within 30 days of disposition. (See Section D.1.)
- The Service Plan will be entered into JTS before the CRN Reassessment. (See Section E.)

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 3.1, Delegation of Authority
- DJJ 3.11, Prohibition Against Sleeping on Duty/Failing to Remain Alert
- DJJ 3.21, Americans with Disabilities
- DJJ 3.26, Employment of Relatives
- DJJ 20.26, Administrative Revocation
- DJJ 20.30, Comprehensive Risk and Needs Assessment

Place the following new policies in the policy manual

- DJJ 3.1, Delegation of Authority
- DJJ 3.11, Prohibition Against Sleeping on Duty/Failing to Remain Alert
- DJJ 3.21, Americans with Disabilities
- DJJ 3.58, Employment of Relatives
- DJJ 20.26, Administrative Revocation
- DJJ 20.30, Comprehensive Risk and Needs Assessment

Make the proper notations