



DEPARTMENT OF JUVENILE JUSTICE

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October 7, 2010

DJJ Transmittal # 10-14
Effective November 1, 2010

MEMORANDUM

TO: DJJ Staff

FROM: Garland R. Hunt, Esq.
Commissioner

A handwritten signature in black ink that reads "Garland R. Hunt".

RE: DJJ 1.1, Legal Authority and Mission
DJJ 8.21, Counts and Control of Youth Movement
DJJ 8.22, Searches and Contraband Control
DJJ 8.24, Facility Drug Screening
DJJ 12.10, Mental Health Screening
DJJ 12.11, Mental Health Assessment
DJJ 12.25, Substance Abuse Services
DJJ 15.6, Access to Mail
DJJ 20.39, Community Drug Screening

DJJ 1.1, Legal Authority and Mission, states that the Department of Juvenile Justice shall provide for the supervision, detention and rehabilitation of juvenile offenders charged to the state's care and custody. This policy replaces the existing DJJ 1.1, Legal Authority and Mission. No local operating procedures are required for the policy. The following changes have been made to the policy:

- For professional areas (e.g., health services, behavioral health services, education, human resources, business office, etc.), Central Office managers will provide input into performance appraisals and disciplinary actions for clinical/professional issues. (See Section C.)

DJJ 8.21, Counts and Control of Youth Movement, states that Department of Juvenile Justice secure facilities shall maintain accountability for the whereabouts of all youth assigned to the facility. This policy replaces DJJ 8.6, Counts and Control of Youth Movement. The policy requires local operating procedures for all secure facilities. The following changes have been made to the policy:

- All youth will be entered into the Juvenile Tracking System (JTS) when admitted. Youth who are off-site (e.g., medical appointment, court, etc.) will be entered as off-site. (See Section A.)
- The JTS Population Movement Report will be used when conducting official counts. (See Section E.)
- Informal counts will be recorded in the logbook. (See Section F.3.)
- Emergency counts will be recorded in the logbook. (See Section G.5.)
- All room/cell doors that can be locked from the outside of the door will remain locked at all times, whether the youth is in the room or not. (See Section H.1.)

- When room checks are conducted, the staff will ensure that the door is locked and that each youth is in his/her assigned room and is safe. (See Section H.2.)
- All youth must remain in their assigned room. Staff will never allow youth to enter a room to which they are not assigned. (The only exception will when another youth's room is used for disciplinary confinement or in other circumstances as approved by the Director.) (See Section H.3.)
- All doors to restricted or controlled areas will remain locked at all times. (See Section H.4.)
- All doors and gates that provide direct exit to the outside of the facility or outside of the perimeter of the facility will remain locked at all times. (See Section H.5.)

DJJ 8.22, Searches and Contraband Control, states that Department of Juvenile Justice trained, POST-certified officers shall conduct searches to maintain the safety and security of facilities and operations. This policy replaces the existing DJJ 8.8, Searches and Contraband Control and Directive #09-17, Cellular Telephones and Other Devices. The policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- Cellular telephones and other communication devices and their accessories (e.g., chargers, batteries, etc.) will be considered contraband in secure facilities. (See Section III.C.1.)
- All visitors, volunteers, contractors, vendors, and Department staff not regularly assigned to the secure facility will be required to sign the Visitor Log / Visitor Consent to Search Form (Attachment A) indicating time of entry and exit. (See Section III.D.)
- Recording devices and cameras will only be brought into the facility, upon approval of the Director. (See Section III.E.)
- For youth confined to a room, items that are introduced to the room (meal trays, eating utensils, paper, pencils, etc.) will be confiscated from the room when no longer being used. (See Section V.A.3.)
- Vehicles on facility property are subject to search. (See Section V.B.3.)
- The Director or senior official in charge may authorize the frisk search of a visitor, either randomly or for cause. Visitors will never be strip searched. Frisk searches will be performed by staff of the same sex as the person being searched. If a staff person of the same sex is not available, at least one same-sex witness will be present. The privacy and dignity of the person being searched will be protected. (See Section VI.C.3.)
- Staff will bring only items necessary for job performance and necessary personal needs. All bags will be searched when the person will be entering the secure area of the facility. (See Section VI.D.)
- The Director or senior official in charge may authorize the frisk search of a staff member, either randomly or for cause. Staff members will only be strip searched after approval of the Deputy Commissioner of Youth Services and consultation with the Director of Legal Services. Frisk searches will be performed by staff of the same sex as the person being searched. If a staff person of the same sex is not available, at least one same-sex witness will be present. The privacy and dignity of the person being searched will be protected. (See Section VI.D.1.)

DJJ 8.24, Facility Drug Screening, states that the Department of Juvenile Justice may screen youth for the presence of illegal drugs randomly, when there is reasonable suspicion that the youth may be using drugs, as a deterrent to continued drug use, to help in the daily management of youth in the rehabilitative process, or as part of a substance abuse treatment program. The Department of Juvenile Justice may screen youth for the presence of illegal drugs as a standard procedure when youth return from community passes or as part of an investigation regarding the presence of illegal drugs in the facility. This policy replaces DJJ 8.9, Drug Screening. The policy requires local operating procedures for all secure facilities. The following changes have been made to the policy:

- The facility Director will designate a Drug Screening Specialist to coordinate drug screening activities. (See Section A.)
- All staff performing drug screens will be trained according to the manufacturer's specifications prior to conducting any drug screen. (See Section B.)
- The facility Director will identify a secure area for drug screening. (See Section C.)
- The manufacturer's instructions will be followed when conducting the drug screening. (See Section D.)
- Staff conducting a drug screen will control the spread of infections by following the infection control procedures in DJJ 11.30, Infection Control. (See Section H.)
- Section O. lists the possible actions that may be taken when a youth has a positive drug screen.
- Section P. requires the use of the Drug Screening Log.

DJJ 12.10, Mental Health Screening, states that all youth shall be screened for the presence of mental health problems and suicide risk factors upon admission to a Department of Juvenile Justice secure facility. The policy replaces the existing DJJ 12.10, Mental Health Screening. The policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- The admitting staff member will inform a certified screener or behavioral health staff of the youth's admission and the transporting officer's responses and observations. (See Section B.4.)
- The youth will remain on close observation until a certified screener or behavioral health staff completes the "Intake Screening" section of the Mental Health Screening. (See Section B.5.)
- The admitting staff member will notify a supervisor and behavioral health staff if he/she believes the youth presents an immediate danger to self or others. (See Section B.6.)

DJJ 12.11, Mental Health Assessment, states that in Department of Juvenile Justice secure facilities, a qualified mental health professional shall conduct a clinical assessment for behavioral health services when a youth is referred for an assessment, an incident occurs that suggests the need for further assessment or it is clinically determined that an assessment is indicated. This policy replaces the existing DJJ 12.11, Mental Health Assessment and Directive #10-04, Mental Health Assessment. The policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- Section C. provides guidelines for conducting a Behavioral Health Evaluation following a special incident.
- Youth returning to a secure facility from a psychiatric hospitalization will receive a mental health assessment within 24 hours of their return. (See Section D.)
- If the youth is unavailable for or refuses the mental health assessment, the reasons will be documented on the assessment. (See Section E.5.)
- A behavioral health staff member will conduct daily rounds to evaluate all youth who are confined. (Youth in confinement will be visited on the first day of confinement, even if they have not yet been in confinement for 24 hours.) (See Section G.)

DJJ 12.25, Substance Abuse Services, states that the Office of Behavioral Health Services shall assure that quality substance abuse services are accessible to youth identified with substance abuse needs housed in DJJ secure facilities. This policy replaces the existing DJJ 12.25, Substance Abuse Services. The policy requires local operating procedures for all secure facilities. The following changes were made to the policy:

- Substance abuse services will be made available to youth based on the identified needs of the youth and service availability. (See Section B.)
- If it is determined that the youth needs services, arrangements will be made for youth to be transferred to a treatment unit as space is available. (See Section C.3.)

- Youth who for any reason cannot transfer to a residential treatment unit may receive treatment at their current placement via a Substance Abuse Service Provider who is using an OBHS approved curriculum. (See Section C.4.)

DJJ 15.6, Access to Mail, states that to ensure contact with persons outside of the facility/program, youth housed in Department of Juvenile Justice facilities shall have the right to communicate through written correspondence with members of their family and other persons or organizations, subject to the limitations necessary to maintain order and security of the facility/program. This policy replaces the existing DJJ 15.6, Access to Mail. The policy requires local operating procedures for all secure facilities. The following change was made to the policy:

- All outgoing mail, excluding confidential correspondence and sensitive correspondence, will be on a postcard that is 6 inches long and 4 inches high. Unlined index cards will be used for postcards and should be purchased through the current statewide contract for office supplies. (See Section F.2.)

DJJ 20.39, Drug Screening, states that the Department of Juvenile Justice shall screen youth for the presence of illegal drugs randomly, according to the Conditions of Probation/Placement/Aftercare, when there is reasonable suspicion that the youth may be using drugs, and/or as a deterrent to continued drug use. This is a new policy that replaces DJJ 8.9, Drug Screening. The policy requires local operating procedures for all community services locations.

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 1.1, Legal Authority and Mission
- DJJ 8.6, Counts and Control of Youth Movement
- DJJ 8.8, Searches and Contraband Control
- DJJ 8.9, Drug Screening
- DJJ 12.10, Mental Health Screening
- DJJ 12.11, Mental Health Assessment
- DJJ 12.25, Substance Abuse Services
- DJJ 15.6, Access to Mail

Remove the following directives from the policy manual:

- Directive #09-17, Cellular Telephones and Other Devices
- Directive #10-04, Mental Health Assessment

Place the following new policies in the policy manual

- DJJ 1.1, Legal Authority and Mission
- DJJ 8.21, Counts and Control of Youth Movement
- DJJ 8.22, Searches and Contraband Control
- DJJ 8.24, Facility Drug Screening
- DJJ 12.10, Mental Health Screening
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Make the proper notations