



DEPARTMENT OF JUVENILE JUSTICE

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November 10, 2010

TRANSMITTAL #10-18

TO: DJJ Staff

FROM: Garland R. Hunt, Esq. *Garland R. Hunt*
Commissioner

RE: DJJ 3.16, Other Employment
DJJ 12.20, Treatment Planning
DJJ 12.24, Psychotropic Medications
DJJ 20.6, Status Offender Monitoring
DJJ 20.11, Trial Period
DJJ 20.12, Community Residential Programs
DJJ 20.17, Electronic Monitoring Services
DJJ 20.40, Supervision of Probated Youth

DJJ 3.16, Other Employment, states that any other employment, including outside business activities, will be considered secondary to the duties and responsibilities required of a Department employee. This policy replaces the existing DJJ 3.16, Other Employment. This policy does not require local operating procedures. The following changes have been made to the policy:

- The Department does not consider outside employment to be an excuse for poor performance, tardiness, absenteeism, or for refusal to work overtime or travel when required. (See Section A.3.)
- For purposes of the Fair Labor Standards Act (FLSA), the State of Georgia is considered a single employer. Employees who are FLSA exempt may, under the limitations specified in this policy, work for another state agency. (See Section C.)
- An employee must seek and receive approval for other employment before accepting other employment. (See Sections D. and E.)
- A request for approval (standard or special) will expire when employment with an approved employer is terminated, or the conditions or job responsibilities of the other employment significantly change. (See Section F.3.)
- Approval for other employment may be revoked at any time, as specified by this policy. (See Section G.)
- An employee who intends to continue other employment while on a paid or unpaid absence from duty must submit a Request to Continue Other Employment, as specified by this policy. (See Section H.)

DJJ 12.20, Treatment Planning, states that all youth receiving ongoing behavioral health services shall have an individualized Behavioral Health Treatment Plan that is written in simple, clear terms that are easily understood by the youth. This policy replaces the existing DJJ 12.20, Treatment Planning. This policy requires local operating procedures for all secure facilities. The following changes have been made to the policy:

- Each facility will have a behavioral health treatment team that meets weekly and follows a structured agenda. (See Section A.)
- The assessing clinician will develop the Initial Treatment Protocol in the Juvenile Tracking System (JTS) within 24 hours of the assessment. (See Section C.)
- If treatment team members are not able to attend the meeting they will review the treatment plan and sign it no later than 10 days from the treatment team meeting. (See Section C.4.)
- The primary clinician will review the Behavioral Health Treatment Plan in JTS no later than the JTS scheduled review date. (See Section I.4.)

DJJ 12.24, Psychotropic Medications, states that medications used for psychiatric symptoms shall be prescribed on the basis of a psychiatric evaluation for the appropriate treatment of disturbances of mood, thinking and behavior in a manner consistent with current pharmacological knowledge. This policy replaces the existing DJJ 12.24, Psychotropic Medications, DJJ Directive #09-16, Psychotropic Medications, and DJJ Directive #08-08, Telemedicine. This policy does not require local operating procedures. The following changes have been made to the policy:

- Telemedicine can be utilized for psychiatry coverage. (See Section A.7.)
- The policy was updated to include updates to the Juvenile Tracking System.
- For a benzodiazepine agent to be used in a non-emergency situation for longer than 3 weeks, the Psychiatrist must consult with the DJJ Consulting Psychiatrist, with documentation in the Psychodiagnostic Module or a progress note. (See Section M.1.a.)
- If a decanoate neuroleptic is clinically indicated, the facility Psychiatrist must document consultation with the DJJ Consulting Psychiatrist in the Psychodiagnostic Module or JTS progress note. (See Section M.3.)
- The parent/guardian and community case manager/court services worker will be notified when a psychotropic medication is discontinued. (See Section N.2.)

DJJ 20.6, Status Offender Monitoring, states that the Department of Juvenile Justice shall work cooperatively with the Governor's Office of Children and Families in their provision of detention by monitoring, reporting, and remedying violations of state law and federal regulation. This policy replaces DJJ 20.20, Status Offender and Jail Monitoring. This policy does not require local operating procedures. The following changes have been made to the policy:

- Department staff will provide any requested data from the Juvenile Tracking System (JTS) needed for the Governor's Office of Children and Families to conduct status offender monitoring. (See Section A.)

DJJ 20.11, Trial Period, states that committed youth shall be provided one trial period per commitment, recommitment or administrative revocation to determine if he/she is a good candidate for the placement. This policy replaces the existing DJJ 20.11, Trial Period. This policy does not require local operating procedures. The following changes have been made to the policy:

- The Conditions of Supervision will be developed in the Juvenile Tracking System (JTS). (See Section A.)
- The signed Conditions of Supervision will be scanned into the JTS legal module. (See Section D.)

DJJ 20.12, Community Residential Programs, states that the Department of Juvenile Justice shall utilize community residential programs as alternatives to detention, a Short Term Program, or residential placement when it is in the best interest of the youth and the community. This policy replaces the existing DJJ 20.12, Community Residential Programs. This policy does not require local operating procedures. The following changes have been made to the policy:

- Community residential programs may be used as an alternative to a Short Term Program (STP) on a case-by-case basis, with approval from the Deputy Commissioner of Youth Services. (See Section C.)

DJJ 20.17, Electronic Monitoring Services, states that the Department of Juvenile Justice may utilize electronic monitoring services to enhance the community supervision of selected youth. This policy replaces the existing DJJ 20.17, Electronic Monitoring Services. This policy does not require local operating procedures. No changes have been made to this policy.

DJJ 20.40, Supervision of Probated Youth, states that Department of Juvenile Justice community case managers shall provide individualized and measurably effective supervision and services directed towards the youth's identified needs and ensure compliance with the juvenile court's Order of Probation. This policy replaces DJJ 20.2, Probated Youth. This policy does not require local operating procedures. The following changes have been made to the policy:

- Department staff will foster working relationships with the local juvenile court. (See Section A.)
- The Conditions of Supervision will be developed in JTS. A local conditions of supervision form may be used in lieu of the DJJ form, as approved by the court. (See Section D.1.)
- The juvenile court judge may sign the DJJ Conditions of Supervision or issue an Order of Probation that includes conditions of supervision. (See Section D.3.)
- The Authorization for Release of Information will be scanned into the JTS correspondence module. (See Section K.)
- When a youth moves to another county in the state, his/her case record will be transferred. (See Section L.)
- When restitution payments are made, the youth will be required to provide proof of the payment to the community case manager. The community case manager will document the payment in the JTS case notes and legal module within 72 hours. (See Section M.1.)
- Prior to expiration of the Order of Probation or requests to terminate the probation, the community case manager will provide a Termination Summary (Attachment B) to the court documenting the youth's progress and any conditions that have not been completed as ordered by the court. (See Section M.2.)
- The community case manager must be prepared to present to the court graduated sanctions efforts used for a violation of probation. (See Section N.2.)
- Community services staff will not perform searches of youth. Local law enforcement will be called to perform searches as needed. (See Section O.)
- Within 60 days of the expiration of an Order of Probation, the community case manager will document the youth's progress and any conditions that have not been completed as ordered by the court using the Termination Summary. (See Section Q.3.)
- The youth and parent/legal guardian will be given a copy of the Order of Termination of Probation and provided information about sealing the youth's court records (see Attachment C), and documented in JTS case notes prior to the case being terminated in JTS. (See Section Q.5.)

INSTRUCTIONS:
DJJ Policy Manual

Remove the following directives from the policy manual

- DJJ Directive #09-16, Psychotropic Medications
- DJJ Directive #08-08, Telemedicine

Remove the following policies from the policy manual

- DJJ 3.16, Other Employment
- DJJ 12.20, Treatment Planning
- DJJ 12.24, Psychotropic Medications
- DJJ 20.20, Status Offender and Jail Monitoring
- DJJ 20.11, Trial Period
- DJJ 20.12, Community Residential Program
- DJJ 20.17, Electronic Monitoring Services
- DJJ 20.2, Probated Youth

Place the following new policies in the policy manual

- DJJ 3.16, Other Employment
- DJJ 12.20, Treatment Planning
- DJJ 12.24, Psychotropic Medications
- DJJ 20.6, Status Offender Monitoring
- DJJ 20.11, Trial Period
- DJJ 20.12, Community Residential Programs
- DJJ 20.17, Electronic Monitoring Services
- DJJ 20.40, Supervision of Probated Youth

Make the proper notations