



DEPARTMENT OF JUVENILE JUSTICE

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March 10, 2011

TRANSMITTAL #11-03

TO: DJJ Staff

FROM: Amy V. Howell
Commissioner

RE: DJJ 3.15, Drug and Alcohol Free Workplace Program
DJJ 5.1, Records Management
DJJ 5.4, Education Records
DJJ 11.28, Involuntary Medication Administration
DJJ 13.1, School District
DJJ 13.4, Educational Staffing and Professional Staff Development
DJJ 13.10, Curriculum
DJJ 13.23, Student Assessment

DJJ 3.15, Drug and Alcohol Free Workplace Program, states that the Department of Juvenile Justice shall comply with the Drug-free Public Work Force Act of 1990, the Federal Drug-free Workplace Act of 1988 and all other pertinent state and federal laws, rules, and regulations. This policy replaces the existing DJJ 3.15, Drug Free Public Workforce. The policy does not require local operating procedures. The following changes have been made to the policy:

- Employees shall not use, possess, or distribute illegal drugs at any time. (Policy Statement)
- The unlawful manufacturing, distributing, dispensing, selling, possession, or use of an illegal drug will be prohibited in all Department workplaces. (Section A.1.)
- Section E. provides guidelines for suspension following the first conviction of a drug related criminal offense.
- Section F. provides guidelines under which an employee may be terminated for a drug related criminal offense.
- Section H. provides guidelines for when an employee admits to personal use of illegal drugs.

DJJ 5.1, Records Management, states that the Department of Juvenile Justice shall follow approved retention schedules set up by the State Records Committee and Department policy, in accordance with the Georgia Records Act. This policy replaces the existing DJJ 5.1, Records Management. The policy requires local operating procedures for all DJJ work units. The following changes have been made to the policy:

- The facility/program/office Director is the custodian of records for his/her work unit. (Section A.)
- Records that are the subject of a pending or imminent discovery request, subpoena, litigation, ante litem notice, or Open Records request will not be destroyed. (Section L.)

DJJ 5.4, Education Records, states that Department of Juvenile Justice schools shall ensure the confidentiality and integrity of education records. This policy replaces the existing DJJ 5.4, Education Records. The policy requires local operating procedures for all secure facilities. The following changes have been made to the policy:

- The Education Records Retention Protocol (Attachment A) will be used as the guidelines to managing the retention and destruction of records. (Section A.1.)

DJJ 11.28, Involuntary Medications, states that the Department of Juvenile Justice recognizes each youth's right, except as outlined in this policy, to exercise informed consent to treatment prior to an initial administration of medication and throughout the course of treatment with such medication. This policy replaces the existing DJJ 11.28, Involuntary Medications. The policy does not require local operating procedures. The following changes have been made to the policy:

- Section III.B. provides guidelines for seeking consent.
- Involuntary medication administration may be used as ordered by a physician in situations where the youth's physical or mental condition poses an acute or serious threat to him/herself or others, or continued refusal of medication could lead to severe decompensation, grave disability or significant risk to self or others. (Section C.)
- Section III.D. provides circumstances in which medications may be administered without consent.
- The physician, in consultation with a qualified mental health professional, will order the reason for administration, indication, medication dose, time, route, youth's level of observation (routine, special, close) and any other special instructions necessary to ensure the safety of the youth. (Section IV.C.)
- While an involuntary medication order is in effect, the need for involuntary medication will be reviewed every 7 days for 30 days then as clinically indicated for continued involuntary treatment. (Section V.F.)
- If the youth does not choose an advocate, an advocate will be appointed. (Section V.G.6.)

DJJ 13.1, School District, states that as a Special School District with all of the powers, privileges and authority of any other school district, the Department of Juvenile Justice shall follow all applicable rules and regulations of the State Board of Education. The Department shall provide youth the same basic opportunity for an education that they would have in the local school system. This policy replaces the existing DJJ 13.1, School District. The policy does not require local operating procedures. The following changes have been made to the policy:

- The Commissioner or designee will visit each facility to observe the education program at least annually. (Section B.)
- The Associate Superintendent of Schools will ensure that educational services are appropriate to achieve identified goals and student outcomes.

DJJ 13.4, Educational Staffing and Professional Staff Development, states that Department of Juvenile Justice professional educational personnel shall hold valid Georgia certificates, work in their fields of certification, and meet minimum criteria for licensure developed by the Georgia Professional Standards Commission. This policy replaces the existing DJJ 13.4, Educational Staffing and Professional Staff Development. The policy does not require local operating procedures. The following changes have been made to the policy:

- Staffing for regular education will be based on a 1 to 20 teacher to student ratio. (Section A.)

- Substitute teachers will be employed from a list of qualified substitute teachers maintained by the facility, and approved by the Office of Education. (Section H.1.)
- Substitute teachers will provide instruction to youth, and will not be utilized to perform other duties. (Section H.6.)
- District-wide education staff meetings will be held semiannually for all DJJ education staff. Education staff meetings will be held at least quarterly for the education staff at each facility. Meetings will be documented with attendance and minutes. (Section I.3.)

DJJ 13.10, Curriculum, states that the Department of Juvenile Justice shall utilize a curriculum that meets the requirements of the Standards for Georgia Public Schools and the rules and regulations of the State Board of Education for the provision of regular, special, and vocational education. This policy replaces the existing DJJ 13.10, Curriculum. The policy does not require local operating procedures. The following changes have been made to the policy:

- Post secondary educational programs shall be offered, when appropriate, for qualified students. (Policy Statement)

DJJ 13.23, Student Assessment, states that Department of Juvenile Justice schools shall participate in the Georgia Department of Education testing program and adhere to the scheduled procedures and required guidelines. This policy replaces the existing DJJ 13.23, Student Assessment. The policy does not require local operating procedures. The following changes have been made to the policy:

- Section C. provides guidelines for a required youth orientation to education services.

INSTRUCTIONS:

DJJ Policy Manual

Remove the following policies from the policy manual

- DJJ 3.15, Drug Free Public Workforce
- DJJ 5.1, Records Management
- DJJ 5.4, Education Records
- DJJ 11.28, Involuntary Medication Administration
- DJJ 13.1, School District
- DJJ 13.4, Educational Staffing and Professional Staff Development
- DJJ 13.10, Curriculum
- DJJ 13.23, Student Assessment

Place the following policies in the policy manual

- DJJ 3.15, Drug and Alcohol Free Workplace Program
- DJJ 5.1, Records Management
- DJJ 5.4, Education Records
- DJJ 11.28, Involuntary Medication Administration
- DJJ 13.1, School District
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Make the proper notations