



August 30, 2016

TRANSMITTAL #16-11

TO: DJJ Staff

**FROM: Avery D. Niles
Commissioner**

**Re: DJJ 8.1 Security Management
DJJ 8.2 ADO
DJJ 8.3 Logbooks
DJJ 8.4 Inspections
DJJ 8.14 Radio Communications
DJJ 15.5 Youth Visitation
DJJ 17.1 Admissions to Secure Facilities
DJJ 17.10 Transfers between Secure Facilities**

The following policies have been signed by Commissioner Niles. You may access these policies by clicking on the provided links. If a link does not work, you can access the policies directly from the DJJ policy page.

- ❖ **DJJ 8.1 Security Management – This policy replaces policy dated 3/15/13 and requires local operating procedures.**
 - Changes driven by ACA requirements. References included in the policy reference section.
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Edits included in the policy statement to address primary consideration of all decision making and planning process in DJJ facilities and programs.
 - Policy updated to reflect current Divisions, practice and procedures, e.g. BREAC.

- ❖ **DJJ 8.2 ADO – This policy replaces policy dated 3/15/13 and requires local operating procedures.**
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Updated policy to ensure process is current and aligned with other facility related policies.

- ❖ **DJJ 8.3 Logbooks – This policy replaces policy dated 3/15/13 and requires no local operating procedures.**
 - ACA references and requirements added to policy.
 - Policy updated for compliance with ACA yearly review of policies standard.

- ❖ **DJJ 8.4 Inspections – This policy replaces policy dated 12/15/11 and requires no local operating procedures.**
 - ACA references and requirements added to policy.
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Inspections requirements, frequency, documentation and reporting procedures in this policy were modified in order to meet ACA standards.
 - Facility department heads are required to tour the facility living and activity areas at least weekly.
 - Revised attachment C Sanitation Inspection Report.
 - Attachment D Summary Sheet deleted.
 - LOP instructions.

- ❖ **DJJ 8.14 Radio Communications – This policy replaces policy dated 4/15/13 and requires local operating procedures.**
 - ACA references and requirements added to policy.
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Policy reference to DJJ 6.3 Wireless Communication Devices added to policy.
 - Overall re-organization of content in policy for easier reading.

- ❖ **DJJ 15.5 Youth Visitation – This policy replaces policy dated 3/1/12 and requires local operating procedures.**

Substantial changes were executed in this policy, therefore it is recommended to be read in its entirety:

- ACA references and requirements added to policy.
 - Updated policy to reflect current approving authority.
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Modification to policy statement.
 - Policy changes necessary to align procedures with other related facility policies and procedures.
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- ❖ **DJJ 17.1 Admissions to Secure Facilities-This policy replaces policy dated 1/15/12 and requires local operating procedure.**
 - ACA references and requirements added to policy.
 - Updated policy to reflect current approving authority.
 - Policy updated for compliance with ACA yearly review of policies standard.
 - JDC definition deleted.
 - Modification to training requirements for facility Intake Officers.

- Policy streamlined by deleting procedures contained in other policies, replacing verbiage with appropriate policy reference.
- ❖ **DJJ 17.10 Transfer between Secure Facilities – This policy replaces policy dated 2/15/12 and requires no local operating procedures.**
 - ACA references and requirements added to policy.
 - Updated policy to reflect current approving authority.
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Significant changes completed throughout policy, therefore it is best for staff to review policy in its entirety.
- ❖ **Deleted Attachment:**
 - **DJJ 8.4 Attachment D Inspection Summary**

The facility/program/office Director will ensure that all staff are familiar with the contents of the policy manual and receive any training needed to implement the policies and local operating procedures within 30 days of the policy's effective date. (See DJJ 1.4, Establishment and Maintenance of DJJ Policies)

Local Policy Coordinators

- Please ensure that the policy manuals in your program are updated accordingly and that staff who do not have daily access to the internet receive this information.
- The DJJ intranet Local Operating Procedures Guidelines should be used in the development of local operating procedures.
- As a reminder, per DJJ 1.4, Establishment and Maintenance of DJJ Policies, local operating procedures can never instruct staff to disregard official policy or give instructions that are in conflict with official policy.

INSTRUCTIONS:

Remove the following policies from the policy manual.

DJJ 8.1 Security Management

DJJ 8.2 ADO

DJJ 8.3 Logbooks

DJJ 8.4 Inspections

DJJ 8.14 Radio Communications

DJJ 15.5 Youth Visitation

DJJ 17.1 Admissions to Secure Facilities

DJJ 17.10 Transfer between Secure Facilities

Place the following policy in the policy manual

DJJ 8.1 Security Management

DJJ 8.2 ADO

DJJ 8.3 Logbooks

DJJ 8.4 Inspections

DJJ 8.14 Radio Communications

DJJ 15.5 Youth Visitation

DJJ 17.1 Admissions to Secure Facilities

DJJ 17.10 Transfer between Secure Facilities

- Make the proper notations.