



SEPTEMBER 13, 2016

TRANSMITTAL #16-12

TO: DJJ Staff

**FROM: Avery D. Niles
Commissioner**

**Re: DJJ 2.17 Issuance of Badges (old 3.41)
DJJ 3.65 FMLA
DJJ 4.6 Leadership Development (New)
DJJ 14.2 CSEC
DJJ 14.3 Citizens and Volunteer Involvement
DJJ 14.4 Advisory Council
DJJ 14.8 Rescue to Restore
DJJ 14.10 Victim's Rights, Services and Notifications
DJJ 22.1 Sworn Law Enforcement Retired ID's (New)
DJJ 22.3 Internal Investigations**

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 2.17 Issuance of Badges – This policy replaces policy DJJ 3.41, dated 12/15/04 and requires no local operating procedures.**
 - Policy updated for compliance with ACA yearly review of policies standard.
 - Policy reassigned to Division of Administrative Services.
 - New Attachment A- Replacement Notice.
 - New Attachment B- Badges Tracking Log
 - Badges (color) to be determined by DC of respective units as approved by the Commissioner.
 - Policy includes instructions on how to carry/wear badges.
 - Badges to be issued to positions designated by the Commissioner.
 - Staff must follow instructions laid out in policy for lost, stolen or damaged badges. Replacement guidelines added to policy.

- Log maintained by each division to be audited annually by the Office of Assets and Property.
- Elimination of LOP

❖ **DJJ 3.65 FMLA – This policy replaces the following policies:**

DJJ 3.64 Military Leave dated 4/1/12;

DJJ 3.65 FMLA dated 4/15/12;

DJJ 3.69 Military Member Event Leave dated 4/15/12; and

DJJ 3.70 Service Member Caregiver Leave dated 4/15/12.

This policy requires no local operating procedures.

- Policy updated for compliance with ACA yearly review of policies standard.
- Overall substantial changes were executed to this policy. It is recommended that the policy be reviewed in detail.
- Policy statement edited to remove qualifications for approval.
- Substantial changes to the definition section of the policy.
- Changes made to the various types of FMLA leave to make it more user friendly. The changes were intended to provide concise information and make them simpler to read. Staff members are expected to contact their HR representative for assistance.
- Changes in policy driven by modifications to the State Personnel Board Rule 23.
- DJJ 3.64 Military Leave, DJJ 3.69 Military Member Event Leave and DJJ 3.70 Service Member Caregiver Leave are merged with the newly revised DJJ 3.65 FMLA. Therefore with the publication of this policy, the previous three policies will be deleted from the intranet.

❖ **DJJ 4.6 Leadership Development - This policy is a new policy and requires no local operating procedure.**

- ACA reference and requirements added to policy.
- Policy is new. Therefore it must be reviewed in its entirety.

❖ **DJJ 14.2 CSEC – This policy replaces policy dated 4/15/13 and requires no local operating procedures.**

- Policy updated for compliance with ACA yearly review of policies standard.
- O.C.G.A. reference added.
- Edits to existing definitions in addition to two new definitions (“Director” and “Minor”) added in section II.
- Modified section III for easier reading.
- Referral for service section updated to streamline process after deleting the GA CSEC referral form.
- Case Managers/JDCs will scan the referrals directly to GA Cares.
- If the referral source is not contacted by GA Cares within three days from referral, the Office of Victim Services is to be contacted for follow up.

- Significant changes completed throughout policy, therefore it is best for staff to review policy in its entirety.
- ❖ **DJJ 14.3 Citizens and Volunteer Involvement – this policy replaces policy dated 9/21/15 and requires no local operating procedures.**
 - ACA references and requirements added to policy and statement modified.
 - Policy modified to include ACA requirement of promoting youth’s opportunities to participate in community services and other juvenile volunteer programs in an effort to contribute to the communities.
- ❖ **DJJ 14.4 Advisory Council – This policy replaces policy dated 9/21/15 and requires no local operating procedures.**
 - ACA reference and requirement added to policy.
 - Policy updated for compliance with ACA yearly review of policy standard.
 - Statement modified to reflect ACA verbiage.
 - Added verbiage in procedures to provide youth opportunities for Community Service Learning Projects
- ❖ **DJJ 14.8 Rescue to Restore – This is a new policy and requires no local operating procedures.**
 - This policy provides standards of safety and humane care for dogs.
 - This policy will apply to other animals brought to the facilities.
 - This policy must be read in its entirety.
- ❖ **DJJ 14.10 Victim’s Rights, Services and Notifications – This policy replaces policy dated 3/15/14 and requires no local operating procedures.**
 - ACA reference and requirement added to policy.
 - Facility Intake Officers will request for and/or verify victim information from the arresting officer and will enter the information into the JTS Victim Module.
- ❖ **DJJ 22.1 Sworn Law Enforcement Retired ID’s – This is a new policy and requires no local operating procedures.**
 - H.R. 218, the “Law Enforcement Officers’ Safety Act,” allows qualified active and retired law enforcement officers to carry firearm. The officer will be required to have a retired ID from the agency from which the officer retired.
 - This policy should be read in its entirety.
- ❖ **DJJ 22.3 Internal Investigations – This policy replaces policy dated 7/1/15 and requires no local operating procedures.**
 - ACA references and requirements added to policy e.g. the filing of juvenile complaints and /or criminal warrants when appropriate.
 - Modifications to policy statement.

- Verbiage throughout policy was modified for easy reading and understanding.

- ❖ **Updated Attachments:**
 - NONE

- ❖ **Deleted Attachment:**
 - **DJJ 22.3, Investigations Process**

- ❖ **Deleted Policies:**
 - **DJJ 3.64 Military Leave dated 4/1/12**
 - **DJJ 3.65 FMLA dated 4/15/12**
 - **DJJ 3.69 Military Member Event Leave dated 4/15/12**
 - **DJJ 3.70 Service Member Caregiver Leave dated 4/15/12**
 - **DJJ 14.1 Restorative Justice dated 6/15/12**

- ❖ **Updated Policies:**
 - **Old DJJ 3.41 replaced by DJJ 2.17**

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 3.41 Issuance of Badges
DJJ 3.65 FMLA
DJJ 3.64 Military Leave dated
DJJ 3.65 FMLA dated
DJJ 3.69 Military Member Event Leave dated
DJJ 3.70 Service Member Caregiver Leave dated

DJJ 14.1 Restorative Justice
DJJ 14.2 CSEC
DJJ 14.3 Citizens and Volunteer Involvement
DJJ 14.4 Advisory Council

DJJ 14.10 Victim's Rights, Services and Notifications

DJJ 22.3 Internal Investigations

Place the following policy in the policy manual

DJJ 2.17 Issuance of Badges
DJJ 3.65 FMLA

DJJ 4.6 Leadership Development (New)
DJJ 14.2 CSEC
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- Make the proper notations.