

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Day Treatment Services		AUTHORITY: KRS 15A.0652
SUBJECT: Technical Education Safety		
POLICY NUMBER: DJJ 1026		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall collaborate through written agreement with local school districts and with the Office of Career and Technical Education (OCTE) to establish a safe technical training environment, operating in compliance with federal and state laws and regulations.

II. APPLICABILITY

This policy shall apply to DJJ operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. Written agreements between DJJ and educational providers shall be reviewed by Education Branch staff and Office of Legal Counsel.
- B. The Superintendent shall be apprised of the laws, regulations, national standards, guidelines, and policies and procedures governing safety in technical programs.
- C. The Superintendent shall ensure that students only use power driven machines and tools under the following circumstances:
 1. The student has met the requirements for enrollment in a technical program;
 2. The student has been enrolled in a technical training program;
 3. The student is performing tasks designated by the OCTE for the training program in which the student is enrolled;

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4. The certified technical teacher of the training program is supervising the student;
 5. The student has successfully completed the safety training and the safety test necessary to use the machines and tools or complete the task;
 6. The Statement of Safety Instruction Form provided by the OCTE is on file; and
 7. The certified technical teacher of the training program and facility staff continuously monitors the emotional state and considers the mental stability of the student prior to allowing the student to use power driven machines and tools or perform a potentially hazardous task.
- D. Each program shall establish a safety committee for technical programming. The safety committee membership shall include the Superintendent or designee, the rehabilitation instructor, and the technical teacher.
- E. The safety committee shall:
1. Complete a monthly safety inspection of the technical shop and classroom using the Safety Inspection Form provided by OCTE and submit the form to the Education Branch.
 2. Submits records of emergency and evacuation drills and the Safety Inspection Form monthly to the Education Branch.

V. MONITORING MECHANISM

The DJJ Education Branch shall review documentation monthly. The Facilities Regional Administrator (FRA) and Superintendent shall monitor these activities.