



**JUSTICE AND PUBLIC SAFETY
CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
3-JTS-1A-11, 17, 19
3-JDF-1A-13, 21, 22
**3-JCRF-1A-03, 12, 13; 1C-01;
3A-01**
1-JDTP-1A-10, 16
1-JBC-1A-06, 1A-14
2-CO-1A-05, 09, 25
1-CTA-1A-03, 12

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Promulgation and Revision of Department Policy	
POLICY NUMBER: DJJ 100.1	
TOTAL PAGES: 4	
EFFECTIVE DATE: 5/15/2017	
APPROVAL: Carey D. Cockerell	, COMMISSIONER

I. POLICY

A manual of uniform policies and procedures expressing Department of Juvenile Justice (DJJ) philosophy, goals, and operational procedures shall be developed and maintained. The manual of policies and procedures for the Department shall be accessible to all employees and to the public. The manual shall be reviewed at least annually and updated as needed.

II. APPLICABILITY

This policy shall apply to all staff, volunteers, contractors, facilities, and offices of the Department.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. The Division of Program Services shall provide oversight and coordination of the development, review, revision, and distribution of the Department of Juvenile Justice Policy and Procedures (DJJPP) manual. The agency shall establish policies and procedures for the achievement of the Department's administrative and functional goals.
- B. The responsibility for the DJJPP manual is assigned to the Division of Program Services or Assistant Division Director of Program Services. The Division Director of Program Services or designee shall assign policy staff to maintain a database of all policy revisions and facilitate the policy review process.
- C. Each DJJPP manual chapter shall include the following sections:
 1. Section I: Policy Statement. This section shall set forth the general purpose of the policy and outline the Department's general expectations.

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2. Section II: Applicability. This section shall outline all applicable persons or programs.
 3. Section III: Definitions. This section shall refer staff to the definitions chapter that defines terms that may not be generally understood by the reader of the policy.
 4. Section IV: Procedures. This section shall outline general procedures that are to be followed by DJJ staff, volunteers, and contractors in implementing the policy and any requirements that apply to DJJ youth.
 5. Section V: Monitoring Mechanism. This section shall outline the organizational units responsible for monitoring activities related to and any time frames required by the policy to ensure that the policy is being implemented.
 6. The header of each policy shall identify the Kentucky Revised Statute (KRS) which authorizes the promulgation of the policy, the American Correctional Association (ACA) accreditation standards relating to the policy, the policy chapter, subject, policy number, the name of the Commissioner under which the policy was promulgated, and effective date.
- D. Once promulgated, policy shall remain in effect until revised or deleted by action of the Commissioner or approval by the Legislative Research Commission (LRC).
- E. DJJ policy shall comply with applicable federal and state laws.
- F. Policy Review and New Policy Proposal
1. The DJJPP manual shall be reviewed annually by chapter to ensure it remains accurate and appropriate and contributes to the effective operation of the Department.
 2. The Director of Program Services or Assistant Director of Program Services shall forward electronic notice of the schedule for the annual review of each chapter to all DJJ staff. This notice shall include a closing date for comments.
 3. Staff shall be encouraged to participate actively in the development and review of policy and procedure and agency forms.
 4. DJJ staff may submit a recommendation for new policy or proposed revision of existing policy, with justification, through the chain of command to the respective Director.
 5. Upon approval, the respective Director shall forward the recommendations to the Assistant Director of Program Services and policy staff.
 6. All comments shall be submitted by the review closing date.

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7. The policy staff shall convene a workgroup consisting of representatives designated by the Directors to review respective chapters and the submitted recommendations.
8. Assistant Director of Program Services or designee shall forward the proposed policy revisions completed by the workgroup to Executive staff for review. Recommended changes shall be submitted to Assistant Director of Program Services or policy staff.
9. Assistant Director of Program Services or designee shall submit proposed draft revisions to the Deputy Commissioners for review and approval. Policy staff shall make any modifications requested by the Deputy Commissioners.
10. The Division Director of Medical Services and the Chief of Mental Health Services shall have final approval authority within workgroup review (above the vote of the Policy Committee) for recommendations relating to medical and mental health issues.
11. The Assistant Director of Program Services or designee shall submit the Deputy Commissioner's approved draft revisions to the Commissioner for final review and approval.

G. Policy and Procedure Approval

1. The Commissioner shall have sole authority to approve DJJ Policy and Procedure. The Commissioner may approve, disapprove, or defer action on any proposal for new policy, revision, or deletion of a policy.
2. Upon completion of the department administrative review and revision process, proposed policy not requiring Justice and Public Safety Cabinet approval or Legislative Research Commission (LRC) filing, shall be approved by the Commissioner and become effective immediately.
3. The Assistant Director of Program Services or designee shall forward all the approved revised policies to the designated policy staff within the Justice and Public Safety Cabinet (Cabinet) for review and approval.
4. Upon approval by the Cabinet policies shall be forwarded to the Assistant Director of Program Services or designee for filing with LRC.
5. The policy staff shall work collaboratively with the Office of Legal Counsel for the filing of new or revised policy with the LRC.

H. Policy Distribution

1. The Commissioner's office shall disseminate new or revised policies to all staff on the effective date. The Assistant Director of Program Services or designee shall ensure policies are posted for public access.
2. The Assistant Director of Program Services and Directors shall collaborate to ensure training for appropriate staff on the new or revised policy occurs.

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3. Administrative Managers shall be responsible for distribution of newly effective policy to all staff without e-mail access.
4. Administrative Managers shall be responsible for ensuring that hard copies of the DJJPP Manual are strategically located and available to staff, contracted staff, and volunteers.
5. The DJJPP Manual shall be available to the public through department's government website (<http://djj.ky.gov>).

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Division of Program Services and the Commissioner's Office.