



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

**REFERENCES:
505 KAR 1:110**

CHAPTER: Program Services

**AUTHORITY: KRS 15A.065;
KRS 640.030**

**SUBJECT: Sentence Expiration Date and
Parole Release for Youthful Offenders**

POLICY NUMBER: DJJ 354

TOTAL PAGES: 2

EFFECTIVE DATE: 4/05/2019

APPROVAL: Carey D. Cockerell

, COMMISSIONER

I. POLICY

The release of a youthful offender (YO) at their sentence expiration date or a YO that has completed their sentence instituted by the Kentucky Parole Board shall be consistent with the Department of Corrections (DOC) Probation and Parole and Kentucky Revised Statute (KRS) 640.030.

II. APPLICABILITY

This policy shall apply to YO's.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

A. Sentence Expiration Date

1. The Offender Information Administrator shall notify the Superintendent and Juvenile Services Worker (JSW) sixty (60) days prior to a YO's sentence expiration date.
2. The facility counselor shall coordinate the Discharge Planning Conference fourteen (14) days prior to release. Reference DJJPP Chapter 3 (Individual Treatment Plan and Aftercare Plan).
3. The JSW shall complete the Discharge Recommendation Report and submit through the chain of command for approval and submission to the Offender Information Administrator.

POLICY NUMBER DJJ 354	EFFECTIVE DATE 4/05/2019	PAGE NUMBER 2 of 2
--	---	-------------------------------------

4. The Offender Information Administrator shall notify the Commonwealth Attorney's office of the upcoming discharge and shall submit the Discharge Recommendation Report, Resident Record Card, and notice of discharge letter generated by the Offender Information Administrator via email or hard copy to the Commonwealth Attorney and youth's attorney.
5. The facility notification of discharge letter shall be mailed within seven (7) days prior to release from the program. Reference DJJPP Chapter 3 (Youthful Offender Parole).
6. The Superintendent or designee shall be primarily responsible for coordinating transportation arrangements, one (1) week in advance when possible, which may be facilitated through the Transportation Branch or a youth may be transported by a parent or caregiver.

B. Kentucky Parole Board Sentenced Youth

1. The Offender Information Administrator shall notify the Superintendent and JSW sixty (60) days prior to a YO's sentence expiration date or turning eighteen (18) years of age.
2. The facility counselor shall coordinate the Discharge Planning Conference fourteen (14) days prior to release. Reference DJJPP Chapter 3 (Individual Treatment Plan and Aftercare Plan).
3. The JSW shall complete the Discharge Recommendation Report and submit through the chain of command for approval and submission to the Offender Information Administrator.
4. If a youth has not completed their sentence, the Offender Information Administrator shall notify the DOC Probation and Parole Supervisor via email, along with a copy of the youth's Resident Record Card, that the youth is due to be released from DJJ custody in sixty (60) days. The Offender Information Administrator shall arrange transfer from DJJ to DOC.
5. If a youth has completed their sentence the Superintendent or designee shall be primarily responsible for coordinating transportation arrangements, one (1) week in advance when possible, which may be facilitated through the Transportation Branch or a youth may be transported by a parent or caregiver.

V. MONITORING MECHANISM

- A. The Facilities Regional Administrator (FRA) or Regional Division Director and the Classification Branch Manager shall monitor this activity.
- B. The Offender Information Administrator shall monitor changes in parole procedure from DOC and shall notify the FRA of needed updates to training.