

	<p align="center"><b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b></p>	<p><b>REFERENCES:</b>  <b>505 KAR 1:120</b>  <b>4 -JDF-3A-12; 3B-08, 09</b>  <b>3-JCRF-4B-05</b>  <b>4-JCF-1A-08; 2A-13, 14;</b>  <b>6A-09-1</b>  <b>1-JDTP-2A-03</b>  <b>1-JBC-3A-10; 3B-08, 09</b></p>
<p><b>CHAPTER: Health and Safety Services</b></p>		<p><b>AUTHORITY: KRS 15A.065</b></p>
<p><b>SUBJECT: Maintenance</b></p>		
<p><b>POLICY NUMBER: DJJ 427</b></p>		
<p><b>TOTAL PAGES: 2</b></p>		
<p><b>EFFECTIVE DATE: October 5, 2018</b></p>		
<p><b>APPROVAL: Carey D. Cockerell , COMMISSIONER</b></p>		

**I. POLICY**

Each Department of Juvenile Justice (DJJ) program shall be properly maintained and cared for, preserving the integrity of the facility structure, equipment and grounds.

**II. APPLICABILITY**

This policy shall apply to all detention centers, group homes and youth development centers.

**III. DEFINITIONS**

Refer to DJJPP 400.

**IV. PROCEDURES**

- A. The Superintendent and the facility maintenance administrator shall have responsibility for physical properties and contents to include their routine maintenance and upkeep.
- B. Each Superintendent and the facility maintenance administrator shall ensure the development of a comprehensive maintenance plan. This plan shall provide for regular care and weekly inspection of buildings, grounds, equipment, operating systems, security and safety devices in compliance with applicable federal and state laws and regulations as well as applicable national standards.
  - 1. Results of security inspection shall be submitted in writing to the facility maintenance administrator and corrective action is initiated when necessary.
  - 2. Security items shall be stored in a secured area but readily accessible location outside of juvenile housing and activity areas.

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- C. This plan shall include a system for tracking repairs and documentation of routine maintenance.
- D. Additionally, this plan shall include provisions for emergency repairs and replacement of equipment.
- E. Qualified staff or maintenance professionals shall implement this plan.
- F. The plan shall be reviewed annually and updated as needed.
- G. Problems and needs arising beyond the scope of routine and preventative maintenance shall be forwarded to Construction and Repair Programs in the Division of Administrative Services.
- H. The superintendent in conjunction with the department shall examine and implement strategies, where appropriate and feasible, that promotes recycling, energy and water conservation, pollution reduction, and utilization of renewable energy alternatives.

**V. MONITORING MECHANISM**

This activity shall be monitored by the Facility Superintendent or designee, applicable regulatory agencies, and the Construction and Repair Programs Branch Manager. The Quality Assurance Branch shall conduct an annual program audit.