



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

REFERENCES:
3-JTS-2B-01, 02, 03, 10; 2C-01—12; 2D-01—05; 2E-01—12; 2F-01, 02; 2G-01—04
3-JDF-2B-01, 02; 2C-01—12; 2D-01—03; 2E-01—13; 2F-2F-01, 02; 2G-01, 02
3-JCRF-2B-01; 2C-01, 02, 04—08; 2D-01, 02 2E-01—09; 2F-01, 02; 2G-01
1-JDTP-2A-04—08
1-JBC-2B-01, 02; 2C-01—09; 2D-01—04; 2E- 01—12; 2F-01, 02; 2G-01—04
1-SJD-2B-07; 2C-01—11; 2D-01—03; 2E-01—13; 2F-01, 02; 2G-01, 02

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Facility Physical Plant Requirements	
POLICY NUMBER: 126.1	
TOTAL PAGES: 2	
DATE ISSUED: January 18, 2006	EFFECTIVE DATE: 01/18/06
APPROVAL: Bridget Skaggs Brown	, COMMISSIONER

I. POLICY

Department of Juvenile Justice (DJJ) programs shall be in compliance with recognized national standards for space, design and environmental accommodations.

II. APPLICABILITY

This policy shall apply to all DJJ operated Youth Development Centers, Detention Centers, Group Homes and Day Treatment Programs.

III. DEFINITION

Not Applicable

IV. PROCEDURES

A. Documentation in the form of floor plans shall be maintained at the facility, reviewed annually and revised as necessary. Floor plans shall indicate space

POLICY NUMBER DJJ 126.1	ISSUE DATE 01/18/06	EFFECTIVE DATE 01/18/06	PAGE NUMBER 2 of 2
--	--------------------------------------	--	-------------------------------------

for all program functions. The facility operates with living units of no more than rated capacity.

- B. Documentation in the form of test reports of the levels of lighting and air quality shall be maintained at the facility. These tests shall be by an independent qualified source and shall be conducted on an annual basis. At any time there has been a change or modification to the physical plant which may in some way affect or change the existing conditions, another report shall be obtained.
- C. Documentation of test reports of noise levels shall be maintained at the facility. Decibel readings shall be taken using a sound level meter. Noise levels shall be monitored and recorded annually.
- D. Documentation in the form of periodic temperature checks of hot water for showers, laundry and dishwashing facilities shall be maintained at the facility.
- E. Preventative maintenance and monitoring of the facility's HVAC system shall be performed according to a prescribed schedule, and should be checked no less than once per accreditation cycle. (Reference DJJPP 427.) Additionally, all facilities shall record the temperatures of a sampling of youth and staff areas on no less than a semi-annual basis. This sampling shall be comprehensive and provide an overall documentation of the performance of the heating and cooling system. Any discrepancies observed shall be reported to maintenance staff or personnel responsible for mechanical systems.
- F. Superintendents shall submit a plan-of-action through the appropriate chain of command to the Manager of the Quality Assurance Branch for physical plant requirements found in noncompliance with accepted national standards during accreditation audits.
- G. Superintendents may submit a plan-of-action waiver request through the appropriate chain of command to the Manager of the Quality Assurance Branch after accreditation audits for one or more physical plant requirements, provided that overall programming compensates for lack of compliance. The waiver request shall be accompanied by a clear explanation of such compensating conditions. Waivers may be applied for only when the totality of conditions safeguards the life, health and safety of youth and staff.

V. MONITORING MECHANISM

The facility superintendent or designee and the Quality Assurance Branch shall monitor compliance with this policy.