

## CHAPTER 2 Admissions

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

**REFERENCES:**

**CHAPTER: Admissions**

**AUTHORITY: KRS 15A.069**

**SUBJECT: Definitions**

**POLICY NUMBER: DJJ 200**

**TOTAL PAGES: 4**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter , COMMISSIONER**

**I. POLICY**

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual Chapters 201 through 217.

**II. APPLICABILITY**

This policy shall apply to all DJJ staff.

**III. DEFINITIONS**

- A. “Advanced Care Unit Committee” means the Department of Juvenile Justice staff that are responsible for the intake, program monitoring, and discharge decisions for the Audubon Advanced Care Unit.
- B. “Absconder” means a youth who leaves the state of legal jurisdiction without written authority in an effort to avoid legal process or supervision and flees to another state.
- C. “Absent With Out Leave (AWOL)” for the purpose of Interstate supervision means a youth that leaves an approved placement without advanced approval from the supervising authority.
- D. “Administrative Transfer Request (ATR)” means a request for consideration of change of extension or placement for any youth in the placement continuum.
- E. “Day Treatment” means a non-residential program providing intensive services to youth who live at home, or in a foster or group home, and report to the program as required by the program schedule.
- F. “Discrimination” means an abridgement of rights based upon a person’s race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information, or veteran's status.

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- G. “Emergency ATR (E-ATR)” means an electronic request for transfer that is executed through supervisory channels, without committee review, and subsequently supported with written documentation.
- H. “Escapee” means a youth who has made an unauthorized flight from an in custody status or facility, group home, detention program, or home incarceration program to which they have been committed by a court.
- I. “Facility” means a place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals as established in 28 C.F.R. § 115.5.
- J. “Guardian Ad Litem” means a guardian appointed by a court to represent in the interests of a party who is minor or an incompetent person.
- K. “Grievance” means a circumstance or action considered to be unjust and grounds for complaint under the internal grievance system.
- L. “Group Home” means a residential program emphasizing family-style living in a homelike environment that generally houses eight (8) to ten (10) youth.
- M. “Holding State” means the state where the physical custody of a youth is located.
- N. “Home Evaluation” means an evaluation and subsequent report of findings to determine if supervision in a proposed residence is in the best interest of the youth and the community.
- O. “Internal Investigations Branch (“IIB”)” means Office of Investigations, Office of the Secretary, Justice and Public Safety Cabinet (500 KAR 13:020).
- P. “Lateral Transfer” means the transfer of a youth from one placement to another within the same placement level.
- Q. “Least restrictive alternative” is defined in KRS 600.020(35).
- R. “Maximum Secure Facility” means a juvenile residential facility which includes construction features designed to physically restrict the movements and activities of persons in custody. These features include locked rooms and units, buildings with a control center, security fences, or other advanced security measures as deemed necessary by the Commissioner of the Department of Juvenile Justice.
- S. “Parolee” means a person who has been committed as a delinquent or a status offender or who has been conditionally released from an institutional facility or community program authorized by the jurisdictional state.
- T. “Probationer” means a person who is a status or public offender and is placed by the court in the community under supervision of an authorized agency.

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- U. “Physically Secure” means a facility that relies primarily on the use of construction and hardware such as locks, bars, and fences to restrict freedom KRS 600.020.
- V. “Receiving State” means the state or territory in which the youth is placed for supervision under the provisions of the Interstate Compact for Juveniles.
- W. “Referral Source” means any facility housing youth, JSW for youth placed in foster care, or private childcare facility housing Department of Juvenile Justice committed youth that requests services for a youth at the ACU.
- X. “Requesting State” means the state of legal residence of the youth or state in which a warrant, pickup order, or requisition has been issued.
- Y. “Runaway” means any child under the juvenile jurisdictional age limit established by their home state who has run away from their residence without consent of the parent, legal guardian, person, or custodial agency entitled to their legal custody.
- Z. “Sending State” means the state or territory with current jurisdiction over the placement of the youth and has sent a youth to another state for supervision under the provisions of the Interstate Compact on Juveniles.
- AA. “Self-Contained Unit” means an area separate from regular programming by use of a locked door consisting of ten (10) individual sleeping rooms, dedicated classrooms, recreation, living, and eating areas.
- BB. “Special Incident” means an act in which the health or welfare of a resident is harmed or threatened with harm by an offender, including if an offender:
  1. Uses inappropriate or excessive force that results in injury;
  2. Uses inappropriate or excessive force that could result in an injury;
  3. Engages in any sexual activity to include any contact or interaction, which uses or allows, permits or encourages the use of a resident for the sexual gratification of the offender or another person;
  4. Uses inappropriate consequences as punishment such as exercise, harsh physical labor, or other physical consequences outside accepted practices.
- CC. “Specialized Programming” means DJJ-operated or, if reasonably available, private child care programs that provide specialized treatment services to identified populations served by the Department. This may include sexual offender treatment programs or programs for youth with identified mental health needs such as youth with severe emotional disability.
- DD. “Special Management Plan (SMP)” means a behavioral contract between the facility treatment team and the youth that details specialized behavioral expectations for that individual.

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- EE. “Staff Secure” means any setting that assures that all entrances and exits are under the exclusive control of the facility staff and in which a child may reside for the purpose of receiving treatment KRS 600.020.
- FF. “Step Down” means the transfer of a youth from a higher level placement to a lower level placement.
- GG. “Step Up” means the transfer of a youth from a lower level placement to a higher level placement.
- HH. “Travel Permit” means the written permission granted to a juvenile authorizing travel from one state to another.
- II. “Treatment Team” means the professionals, youth, family members, and other supporters who work in conjunction to assist and support youth in achieving goals.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES: 3-JTS-1A-06; 5B-01, 07, 08 3-JCRF-5B-02 1-JBC-5B-01, 02, 06</b>
<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>	
<b>SUBJECT: Classification</b>		
<b>POLICY NUMBER: DJJ 200.1</b>		
<b>TOTAL PAGES: 4</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter , COMMISSIONER</b>		

## **I. POLICY**

Youth committed or sentenced to the Department of Juvenile Justice (DJJ) shall be assessed and placed based upon the least restrictive environment within which the youth's treatment needs can safely be met, identifying special needs of a youth, and identifying the level of structure and supervision required by a youth subject to bed availability. The overall authority and responsibility for classification in the Department has been assigned to the Classification Branch.

- A. The Department shall provide services to youth without discrimination as to race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.
- B. Youth shall not be admitted to the Department program or contracted agency if detoxification from alcohol or drugs is required. If detoxification is required, medical clearance shall be submitted in writing prior to admission.
- C. Only youth who are adjudicated for offenses that would be crimes if committed by adults and are committed or sentenced to the Department of Juvenile Justice shall be placed by DJJ.
- D. This policy shall not be intended to address procedures for admission into detention facilities, alternatives to detention, or day treatment programs operated by or under contract with the Department of Juvenile Justice.

## **II. APPLICABILITY**

This policy shall apply to all DJJ community offices, contracted out-of-home placements, and programs of the Department, and to the youth committed or sentenced to the Department.

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### **III. DEFINITIONS**

Refer to Chapter 200.

### **IV. PROCEDURES**

- A. The Classification Branch staff shall utilize the classification manual containing all of the classification procedures. This manual shall be available to all staff and shall be reviewed at least annually by the Director of Placement Services and the Classification Branch Manager.
- B. The JSW shall utilize the Classification and Placement Manual in making dispositional recommendations to the court
- C. An initial placement referral may be submitted by the Juvenile Service Worker or the Juvenile Services Specialist as a result of an initial commitment to the department.
- D. The initial placement referral packet shall contain a copy of the commitment or sentencing order, petition(s), and face sheet. The referral packet may contain the justification for placement, the Risk and Criminogenic Needs Assessment (RCNA), the Case Management Needs Assessment (CMNA), educational records, psychological assessments, psychiatric assessments, sex offender assessments, discharge summaries from other programs, incident reports, prior probation violation reports, predisposition, or presentence reports.
- E. The Classification Branch Manager or designee shall review the initial placement packet.
- F. The Classification Branch staff shall make the decision regarding the placement of the youth.
- G. The Level of Placement Continuum:
  - Level 0 Home or other placement arranged by parent or guardian on conditions of supervision, as defined by DJJPP Chapter 6 (Definitions).
  - Level 1 Therapeutic Foster Care (TFC).
  - Level 2 Group Home, Private Child Care Providers (PCC), Psychiatric Hospital admissions facilitated by the Classification Branch.
  - Level 3 Staff Secure Youth Development Centers (YDC).
  - Level 4 Physically Secure Youth Development Center.
  - Level 5 Maximum Secure Youth Development Center.

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No Level Psychiatric Residential Treatment Facility (PRTF)

H. Overrides, which shall be documented, may be utilized to move a youth up or down in the placement level continuum to better meet treatment needs.

I. Commitment and Out of Home Timeframes

1. Youth who are committed on a Class A or B Misdemeanor (excluding declared JSOs or offenses involving a deadly weapon) shall be subject to the following timeframes:
  - a. A maximum of four (4) months of out of home placement including detention pursuant to KRS 15A.0652.
  - b. An extension of the length of out of home placement pursuant to KRS 15A.0652 may be considered as referenced in The Classification and Placement Manual section VII. Administrative Transfer Request (ATR).
  - c. Maximum commitment timeframe is not to exceed twelve (12) months pursuant to KRS 635.060.
  - d. Unless the ATR Committee has authorized the extension of placement, the youth shall be released at the end of the statutory timeframe for out-of-home placement.
2. Youth who are committed on a Class D Felony (excluding declared JSOs or offenses involving a deadly weapon) shall be subject to the following timeframes:
  - a. A maximum of eight (8) months of out of home placement including detention pursuant to KRS 15A.0652.
  - b. An extension of the length of out of home placement pursuant to KRS 15A.0652 may be considered as referenced in The Classification and Placement Manual section VII. Administrative Transfer Request (ATR).
  - c. Maximum commitment timeframe is not to exceed eighteen (18) months pursuant to KRS 635.060.
  - d. Unless the ATR Committee has authorized the extension of placement, the youth shall be released at the end of the statutory timeframe for out-of-home placement.

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3. Any time spent in an out-of-home placement arranged by DJJ shall count toward the maximum out-of-home time allowed by statute.

**V. MONITORING MECHANISM**

Monitoring shall be done by the Director of Placement Services, Quality Assurance Branch, and the Classification Branch Manager.



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

**505 KAR 1:100  
REFERENCES:  
1-JDTP-3C-01, 06**

**CHAPTER: Admissions**

**AUTHORITY: KRS  
15A.069**

**SUBJECT: Day Treatment Admissions**

**POLICY NUMBER: DJJ 201**

**TOTAL PAGES: 3**

**EFFECTIVE DATE: 1/04/2016**

**APPROVAL: Bob D. Hayter , COMMISSIONER**

**I. POLICY**

Day Treatment Programs shall provide treatment with an educational component. Before a youth is placed in a day treatment program, an assessment of the youth's individual needs shall be completed. The Department shall provide services to youth in day treatment programs without discrimination regardless of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.

**II. APPLICABILITY**

This policy shall apply to all Department of Juvenile Justice (DJJ) operated Day Treatment programs.

**III. DEFINITION**

Refer to Chapter 200.

**IV. PROCEDURES**

**A. Admission Criteria**

Youth ages twelve (12) and above shall be eligible for admission consideration. Priority for admission shall be given to:

1. DJJ youth transitioning from a DJJ residential facility;
2. DJJ youth transitioning from or into contracted Private Child Care (PCC) or therapeutic foster care;
3. Youth adjudicated, probated, or committed on delinquent offenses;
4. Youth at risk of out of home placement; and

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5. Youth with severe behavioral issues in the school and in the community.

**B. Referral Process**

1. All referrals shall be submitted in writing and include the following information:
    - a. Name,
    - b. Address,
    - c. Date of birth,
    - d. Sex,
    - e. Race,
    - f. Name of referring agency,
    - g. Presenting problems(if applicable),
    - h. Social history;
    - i. Needs assessment.
    - j. Clinical evaluations (if applicable),
    - k. Assessments (if applicable),
    - l. Recommendations,
    - m. Schools assessments and records (if applicable),
    - n. Pre-disposition and court reports,
    - o. Probation or supervised placement conditions (if applicable);  
and
    - q. Any other information pertinent to the youth.
  2. Referrals shall be reviewed by the program Superintendent and treatment team members. The referring individual or agency shall be notified of a decision within two weeks of the program receiving a complete referral packet. If the decision is made that the Day Treatment is not the appropriate program for a youth, a response in writing shall be provided to the referring agency or individual with recommendations for other service options.
- C. Accommodations for youth with disabilities shall be made within existing programs and facilities, as needed.**
- D. When a youth is determined to present a danger to self or others, appropriate referrals for care and treatment shall be made.**

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**V. MONITORING MECHANISM**

Monitoring shall be done by the Regional Director on an on-going basis. Regularly scheduled Quality Assurance Reviews shall also monitor this process.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES:</b>
<b>CHAPTER: Admissions</b>		<b>AUTHORITY: KRS 15A.069</b>
<b>SUBJECT: Youth Placement Priority</b>		
<b>POLICY NUMBER: DJJ 202</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D Hayter , COMMISSIONER</b>		

**I. POLICY**

The Classification Branch shall maintain a waiting list if appropriate bed space is not available at the time of classification and prioritize placement of youth consistent with this policy and statutory timeframe.

**II. APPLICABILITY**

This policy shall apply to all Department of Juvenile Justice (DJJ) community offices, contracted out-of-home placements, programs of the Department, and to the youth committed or sentenced to the Department.

**III. DEFINITION**

Refer to Chapter 200.

**IV. PROCEDURES**

- A. If bed space is not immediately available, youth shall be placed on a waiting list using the date the classification was finalized by the Classification Branch.
- B. When a youth is awaiting placement by Classification and is on the waiting list, the Juvenile Service Worker or the Juvenile Services Specialist, shall:
  - 1. Keep the Classification Branch staff apprised of the youth's circumstances; and
  - 2. Monitor the youth in non-DJJ detention facilities.
- C. Detention timeframes for youth awaiting placement shall be as follows:
  - 1. Pursuant to KRS 635.060(4)(c)(1), a youth committed to the Department of Juvenile Justice and remanded to detention pending

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placement shall be placed within thirty-five (35) days after disposition.

2. Pursuant to KRS 640.030(2), a youth sentenced as a youthful offender and remanded and detained to the custody of the Department of Juvenile Justice shall be placed within sixty (60) days following sentencing.
  3. Pursuant to 505 KAR 1:090, a youth who has remained in detention during the revocation process shall be placed, to the extent possible, within ten (10) working days, following the decision to revoke.
- D. Pursuant to KRS 15A.0652(3), if out-of-home placement is warranted, priority for placement shall be given to youth committed on misdemeanor offenses, other than a violation of KRS Chapter 510 (Sexual Offenses) or an offense involving a deadly weapon.
- E. When the determination is made to utilize a private child-care residential placement with a religious affiliation for either an initial or step down placement, refer to the Classification Manual for procedures.
- F. Pursuant to KRS 15A.0652(3), second priority shall be given to youth committed for an offense that is categorized as a Class D felony, other than a violation of KRS Chapter 510 (Sexual Offenses) or an offense involving a deadly weapon.
- G. The waiting list shall be monitored by the Classification Branch staff and the Deputy Commissioner of Program Operations on a daily basis, excluding weekends and holidays.

**V. MONITORING MECHANISM**

Monitoring shall be by the Classification Branch Manager or designee and the Deputy Commissioner of Program Operations.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES: 3-JTS-3A-03 1-JBC-3A-13</b>
	<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS15A.069</b>
<b>SUBJECT: Daily Census and Population</b>		
<b>POLICY NUMBER: DJJ 204</b>		
<b>TOTAL PAGES: 1</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter , COMMISSIONER</b>		

**I. POLICY**

The Classification Branch shall be responsible for reviewing and monitoring a daily census and population count of all youth housed in Department of Juvenile Justice (DJJ) operated programs and contract agencies, excluding weekends and holidays.

**II. APPLICABILITY**

This policy shall apply to all DJJ or contract residential facilities.

**III. DEFINITION**

Refer to Chapter 200.

**IV. PROCEDURES**

- A. Each DJJ facility, contracted private childcare, and therapeutic foster care provider shall submit population reports daily by 10 AM EST, excluding weekends and holidays, to the Classification Branch via online population report, email, fax, or telephone.
- B. The daily population report shall be compiled and reviewed by the Classification Branch and provided to the Facilities Regional Administrators, Community Service Regional Managers, Regional Directors, Deputy Commissioners, and Commissioner.

**V. MONITORING MECHANISM**

Monitoring shall be done by the Classification Branch.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES: 3-JTS-3D-07; 5I-17 3-JCRF-5B-10</b>
<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>	
<b>SUBJECT: Administrative Transfers</b>		
<b>POLICY NUMBER: DJJ 206</b>		
<b>TOTAL PAGES: 3</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter , COMMISSIONER</b>		

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall transfer youth within the placement continuum as needed.

**II. APPLICABILITY**

This policy shall apply to DJJ community offices, facilities, contracted out-of-home placements staff, and to the youth committed or sentenced to the Department.

**III. DEFINITIONS**

Refer to Chapter 200.

**IV. PROCEDURES**

- A. An Administrative Transfer Request (ATR) shall be submitted for any committed youth for whom a change or extension within the placement continuum is requested as outlined in the Classification and Placement Manual.
- B. The ATR Committee shall consist of:
  - 1. Deputy Commissioner of Operations (Chairperson);
  - 2. Division Director of Community and Mental Health Services;
  - 3. Chief of Mental Health Services;
  - 4. Director of Medical Services;
  - 5. Director of Placement Services;
  - 6. Classification Branch Manager; and
  - 7. Division Director(s) from Residential Services.

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- C. If an extension of out of home placement timeframes is requested, one of the following criteria shall be present and documented in the ATR request:
1. Safety concerns for the community or youth exist based on current behavior.
  2. An unapproved home evaluation, subsequent referral to DCBS for an investigation on the proposed placement residence, and pending the results of the investigation when no other community residence is viable.
  3. Further out of home placement is necessary for completion of treatment.
  4. Youth requests extension due to being fearful to return to the community based on historical threats of violence or retaliation from community acquaintances.
  5. Youth requests extension of timeframe for educational purposes not to exceed thirty (30) days.
- D. A request for an Emergency ATR (E-ATR) for an immediate change in out-of-home placement of any committed public offender or sentenced youthful offender currently in out-of-home placement shall be submitted through the chain of command to the Division Director of Community and Mental Health Services, appropriate Division Director, or designee.
- E. The major criterion for an E-ATR shall be that the youth cannot be safely maintained in the current placement. Criteria for an E-ATR may include:
1. Absent Without Leave (AWOL) attempt in a Group Home setting;
  2. Documented assaultive behavior towards residents or staff after appropriate disciplinary actions are utilized;
  3. Medical or psychiatric conditions arise for which treatment in current setting is not available;
  4. De-Certification by Medicaid in a hospital placement; and
  5. Youth AWOL from out-of-home placement and picked up on a Commissioner's Warrant with time expiring (KRS 635.100(1) and (4)).
  6. An extension of the out-of-home placement timeframe has become necessary based on information meeting the criteria in Section VII. F. which was not present prior to 21 days of the youths anticipated release.
- F. Once approved, the appropriate Division Director or designee shall forward the approved emergency ATR to the Classification Branch and complete notification by phone or e-mail. Classification Branch staff shall review the E-ATR. If one or more of the criteria are met, Classification Branch staff will present E-ATR to the Deputy Commissioner of Program Operations or designee for approval.

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**V. MONITORING MECHANISM**

Monitoring of this activity shall be by the Classification Branch Manager, Quality Assurance Branch, and the Division Directors on an on-going basis.



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

**505 KAR 1:100**

**REFERENCES:**

3-JTS-1E-04, 07; 1F-05; 2D-01; 3C-10-24; 3D-01-09; 4A-07, 09, 14; 4B-10, 12-14; 4C-07; 5A-05; 5B-05; 5D-01, 17; 5E-05; 5F-06; 5G-04; 5H-02, 11, 13  
3-JDF-1E-05, 08; 1F-08; 2D-01; 3C-10-21; 3D-01-08; 4A-06, 08, 13; 4B-10, 12-14; 4C-07; 5A-16; 5B-05; 5C-01, 05; 5D-03; 5E-04; 5F-03; 5G-02, 11, 12  
3-JCRF-1E-05, 07; 1F-09; 2D-01; 3C-03-16; 3D-01-07; 4A-05, 06, 10; 4B-06, 08, 09; 4C-02, 5A-09; 5B-03; 5D-01, 02; 5E-01; 5F-01; 5G-01, 05, 06  
1-JDTP-1E-04, 07; 1F-07; 3C-06; 3D-01, 05, 09, 11, 14, 17, 19, 23, 26, 27; 3E-04  
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<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>
<b>SUBJECT: Youth Rights</b>	
<b>POLICY NUMBER: DJJ 208</b>	
<b>TOTAL PAGES: 5</b>	
<b>EFFECTIVE DATE: 1/04/2016</b>	
<b>APPROVAL: Bob D. Hayter</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Upon admission to a Department of Juvenile Justice (DJJ) program, youth shall be advised of their rights, duties, and responsibilities including their right to file a grievance.

**II. APPLICABILITY**

This policy shall apply to all DJJ residential facilities, Day Treatment programs, and Private Child Care Providers. DJJ youth in other types of community or out-of-home placements shall have the right to file a Service Complaint with the Department of Juvenile Justice.

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### **III. DEFINITIONS**

Refer to Chapter 200.

### **IV. PROCEDURES**

Written enumeration of rights shall be provided to each youth during the admission process and signed by the youth. The original shall be filed in the youth's record and a copy shall be provided to the youth. The following rights shall be afforded to all youth:

- A. Youth shall have the right of access to the courts and confidential contact with attorneys.
- B. Youth shall not be subject to and shall be free from discrimination. It shall be prohibited to discriminate based on a youth's regardless of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status in making administrative decisions and in providing access to programs.
- C. Youth shall have access to the communication media through written requests or through media visits. All requests are subject only to the limitations necessary to maintain order and security and to protect the youth's rights, or as provided by law. Requests for media contact shall be acted upon in accordance with DJJPP Chapter 1 (News Media Contacts).
- D. Youth and parents or guardians shall be involved in the treatment planning process to the maximum extent possible. Youth have the right to attend treatment planning meetings unless the behavior of the youth prohibits participation. The assigned counselor shall provide the youth with an explanation of his treatment plan, in lieu of the youth's attendance.
- E. Confidentiality of the youth's record shall be maintained as provided by statutes and department policy (Reference KRS 610.320, 610.340 and or 635.120).
- F. Audiovisual or tape recordings used as a part of the youth's treatment shall only be used for teaching or therapy purposes with written permission from youth and parents or guardians.
- G. With the prior written consent of the youth and the parent or guardian, youth may participate in research studies approved by the Commissioner's Office.
- H. Youth shall be treated in a humane manner and shall have the right to be protected from exploitation, neglect, physical, sexual, and emotional abuse. This shall include corporal punishment, intentional injury, use of intimidation, threatening, or abusive language toward the youth, either verbally, in writing, or by gesture. Any suspected abuse or neglect of youth

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shall be reported in accordance with KRS 620.030 and DJJPP Chapter 1 Policy (Staff Code of Ethics).

- I. Youth charged with major rule violations shall be afforded due process, including the right to appeal.
- J. All youth shall be provided due process consisting of notice of intent to transfer to another out-of-home placement, and an opportunity for the youth to respond either verbally or in writing at the time of notice. In the case of emergency transfers, the youth shall be provided the aforementioned due process as soon as practical.
- K. There shall be equal access to programs and services for male and female youth in out-of-home placement.
- L. At least two hours of recreation, one hour of which shall be active recreation, shall be provided per day in group homes, youth development centers and detention programs, under the direction of a designated recreation leader. Special arrangements to provide this hour of recreation shall be made if the youth is to be separated from the group. The Cadet Leadership Education Program and Day Treatment programs shall provide a recreation program approved by the Regional Director. Under circumstances involving a medical condition, a youth may be denied recreational activity on a day-to-day basis. The youth's recreational privileges shall be restored with the approval of authorized medical personnel.
- M. An academic and vocational program to meet individual youth's needs shall be provided in accordance with applicable education statutes.
- N. Each group home, residential and detention program shall designate space and time frames for the youth to participate in religious activities. Participation in religious services shall be voluntary. There shall be no reprisal against any youth in regard to choice for participation in religious services. However, religious practices that pose a danger to the youth, other youth, or staff, or that create a danger to the security of the facility are prohibited.
- O. Youth shall have the right to refuse to participate in uncompensated work assignments unless the work is related to housekeeping or maintenance of the facility or personal hygienic needs, or the work is part of an approved vocational or training program.
- P. Access to medical, dental and mental health care, including twenty-four (24) hour emergency medical services, shall be provided, excluding Day Treatment.
- Q. Living units shall be provided with adequate lighting, heat, ventilation and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.

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- R. Youth may wear personal clothing consistent with program guidelines or wear combinations of personal and facility clothing. Youth's clothing shall be kept clean, maintained in good repair and shall be sufficient to meet seasonal and protective needs of the youth.
- S. A personal property inventory of all possessions shall be made for newly admitted youth in residential facilities. The inventory shall indicate which property is being held until discharge and shall be signed by the youth. This inventory shall be made a part of the youth's record with the youth receiving a copy. Whenever possible, property of the youth which is inappropriate for possession in a residential placement shall be returned to the parent(s) or legal guardians of the youth. Returned items shall be listed on the property inventory with a notation listing the date and to whom the items were returned. Currency shall be refunded or released to youth only during normal business hours. In an ATR situation, currency shall be available to the youth within seven (7) days of transfer.
- T. Clean bedding, linens, towel, and washcloth and a towel shall be provided to each youth in residential facilities (to include two sheets, a pillow and pillowcase, mattress, and sufficient blankets to provide comfort under existing temperatures). Linen exchange shall be made at least once a week.
- U. Youth shall be afforded daily opportunity for personal hygiene.
- V. Personal hygiene articles shall be provided to each youth in residential facilities. At a minimum, the following items shall be available in each program and shall be replenished as needed: combs, shampoo, soap, deodorant, toothpaste, toothbrush, and sanitary products.
- W. Three meals a day and an evening snack shall be provided to each youth in residential facilities. Special diets shall be provided when necessary to meet health or religious requirements.
- X. Youth shall be afforded the opportunity for a sufficient night's sleep in residential facilities.
- Y. Reading materials shall be provided to the youth during approved reading times. Sufficient lighting for reading shall be provided.
- Z. Youth shall have the right to receive visits, subject only to the limitations necessary to maintain order and security, or where visitation is determined by the treatment team to be detrimental to the youth's progress. Each program shall specify or designate day, time, and area for visitation. Procedures for visitation in group homes and youth development centers shall relate to treatment of the youth as specified in the treatment plan.
- AA. Youth in group homes, residential and detention programs shall have the right to send mail, excepting commercial enterprise ventures, and shall be provided postage for two letters per week, excluding legal correspondence and subject to any limitation contained in DJJPP Chapters 3 and 7.

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BB. Youth in Day Treatment shall have access to a telephone to initiate and receive emergency personal calls. Youth in detention shall have the right to make successful contact with family members, attorneys, or other approved individuals during the admission process. Each youth in group homes, residential and detention programs shall be provided access to the telephone to make and receive personal calls, within the limits of the orderly operation of the facility, in order to maintain community and family ties and maintain contact with attorneys.

CC. Youth shall have the right to report any problems or complaints without fear of reprisal. There shall be a written grievance procedure, which shall be explained and posted in living and program areas, which allows for at least one (1) level of appeal.

DD. Youth who believe that their rights have been violated shall have the right to file a grievance as set forth in DJJPP Chapter 3 "Grievance Procedure for youth in day treatment, group home, or YDC" or a service complaint as set forth in DJJPP Chapter 6 "Service Complaints for youth in community or other placement".

## **V. MONITORING MECHANISM**

The Facility Superintendent, Facilities Regional Administrator or Regional Director, and Ombudsman shall monitor these activities.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES: 3-JTS-3D-06 3-JDF-3D-06 3-JCRF-3D-05 1-JDTP-3E-03 1-JBC-3D-07 1-SJD-3D-06</b>
<b>CHAPTER: Admissions</b>		<b>AUTHORITY: KRS 15A.069</b>
<b>SUBJECT: Youth Access to Outside Investigative Agencies</b>		
<b>POLICY NUMBER: DJJ 209</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## I. POLICY

Youth placed in Department of Juvenile Justice (DJJ) operated Day Treatment and residential facilities or contracted residential facilities shall have access to outside investigative agencies for the reporting of any act in which the health or welfare of a resident is harmed or threatened with harm by another youth or facility staff person.

## II. APPLICABILITY

This policy shall apply to all DJJ residential facilities, Day Treatment Programs, and Private Child Care Providers.

## III. DEFINITIONS

Refer to Chapter 200.

## IV. PROCEDURES

A. In accordance with KRS 15A.020 and 500 KAR 13:020, the Internal Investigations Branch (IIB) of the Justice and Public Safety Cabinet shall conduct investigations of all allegations of special incidents at all residential treatment and youth development centers, group homes, and detention centers operated by or contracted with the Department of Juvenile Justice. Additionally, IIB may investigate allegations and incidents as outlined in 500 KAR 13:020.

B. Accessing the IIB:

1. Upon admission, the Superintendent or designee shall inform each youth, both verbally and in writing, of procedures concerning how outside

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investigative units may be contacted for the reporting of any act in which the health or welfare of a resident is harmed or threatened with harm by a facility staff person. The youth shall sign acknowledging receipt of such procedures. This signed acknowledgement shall be placed in youth's record.

2. Telephones programmed to dial directly to the IIB shall be installed, and kept in good working order in each residential facility.
  3. A toll-free number for contacting the IIB shall be available and conspicuously posted in youth access areas of group homes and detention facilities.
  4. Telephones shall be located in areas that provide maximum availability while preserving program scheduling and services.
- C. Youth involved in Day Treatment or any other community-based DJJ program may also report allegations of special incidents to the Cabinet of Health and Family Services (CHFS) office.

#### **V. MONITORING MECHANISM**

This activity shall be monitored by the Superintendent, Division of Program Services, and Regional Director or designee.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES: KRS Chapter 615</b>
	<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>
<b>SUBJECT: Interstate Referrals</b>		
<b>POLICY NUMBER: DJJ 210</b>		
<b>TOTAL PAGES: 4</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

All out-of-state placements of committed or probated youths that have more than 90 days of supervision remaining shall be referred through the Interstate Compact for Juveniles prior to placement. The sending state shall establish the jurisdictional limits of the duration of supervision for youths placed on probation or parole (supervised placement). Courtesy supervision shall, at a minimum, be the equivalent of that offered to youths who are residents of the receiving state.

## **II. APPLICABILITY**

This policy shall apply to all youth committed or probated to the Kentucky Department of Juvenile Justice (DJJ) who are being considered for out-of-state placement and to all youth who are probated or committed in another state and being considered for placement under the supervision of the Department of Juvenile Justice in Kentucky.

## **III. DEFINITIONS**

Refer to Chapter 200.

## **IV. PROCEDURES**

### **A. Referrals from Other States:**

1. Upon receipt of a referral from the sending state, the Compact Administrator or designee shall view the materials and, if complete, forward the packet to the Juvenile Services District Supervisor (JSDS) for the proposed county of residence for the youth.
2. The JSDS shall assign the referral to the appropriate Juvenile Service Worker (JSW) for investigation.

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3. The JSW shall complete the home investigation and prepare a written Interstate Home Evaluation Report (ICJ Form VIII) summarizing their findings and recommendations regarding the placement of the youth.
    - a. This report shall be submitted for the review of the JSDS and forwarded to the Compact Administrator or designee within thirty (30) working days following referral.
    - b. Investigations shall be completed and returned to the Compact Administrator or designee by electronic transfer.
- B. Referrals from Kentucky:
1. When initiating a referral to place a youth in another state, the JSW shall complete a written request and forward it to the Kentucky Compact Administrator or designee for the placement investigation.
  2. Youths who are placed in DJJ residential facilities shall be referred by the Superintendent or designee in consultation with the youth's JSW.
  3. Referrals for placement shall include the following information:
    - a. A cover letter delineating the reason for the request to include the proposed placement and restitution orders from the court, if any;
    - b. A current Social History and Risk-Needs Assessment;
    - c. Court documents: petitions, court calendars, commitment order(s), or probation order(s), to include any special orders of the court (i.e., for community service hours or restitution payments);
    - d. Conditions of probation or parole (supervised placement agreement) signed by the youth and witnessed;
    - e. Additional available information may include: educational, medical, and psychological reports. If the youth is a declared juvenile sexual offender, a psychosexual assessment and relapse prevention plan are required;
    - f. Current Case Plan or Treatment Plan;
    - g. Application for Services and Waiver (ICJ Form 1A-VI) with required signatures; and
    - h. Probation or Parole Investigation Request (ICJ Form IV).
- C. The Compact Administrator or designee shall verify that the referral is complete before forwarding the materials to the proposed receiving state.
- D. Upon receiving a report from the receiving state, the Compact Administrator or designee shall advise the JSW or residential facility.

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- E. The JSW or residential facility shall notify the Compact Administrator or designee in advance of the date of the youth's pending placement and travel plan.
- F. The Compact Administrator or designee shall make the appropriate travel arrangements and complete the Report of Sending State upon Parolee or Probationer Being Sent to the Receiving State (ICJ Form V).
- G. Cooperative Supervision:
1. After accepting supervision, the receiving state will assume the duties of visitation and supervision over any youth, including juvenile sexual offenders, and in exercise of those duties shall be governed by the same standards of visitation and supervision that prevails for its own youth released on probation or parole.
  2. Both the sending and receiving states shall have the authority to enforce terms of probation and parole. Any costs incurred from any enforcement sanctions shall be the responsibility of the state seeking to impose such sanctions.
  3. The receiving state shall furnish written progress reports to the sending state on no less than a quarterly basis. Additional reports shall be sent in cases where there are concerns regarding the youth or there has been a change in placement.
  4. The sending state shall be financially responsible for treatment services ordered either by the court or paroling authority in the sending state when they are not available through the supervising agency in the receiving state or cannot be obtained through Medicaid, private insurance, or other payer. The initial referral shall clearly state who will be responsible for purchasing treatment services.
  5. In conducting home evaluations for sexual offenders, the receiving state shall ensure compliance with local policies or laws prior to issuing reporting instructions.
  6. Supervision may only be denied or accepted by the Interstate Compact Administrator or designee after considering the recommendation from the JSW or JSDS. Supervision may be denied when the home evaluation reveals that the proposed placement is unsuitable except when a juvenile has no custodial parent or legal guardian remaining in the sending state and the juvenile does have a custodial parent or legal guardian residing in the receiving state.
  7. Restitution payments or court fines from youth are to be paid directly from the youth or youth's family to the adjudicating court or agency in the sending state. Supervising officers in the receiving state shall encourage the youth to make regular payments in accordance with the

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court order of the sending state. The sending state shall provide the specific payment schedule and payee information to the receiving state.

- H. Termination of supervision shall be granted only by the sending state. Upon official notification from the Compact Administrator, the Compact portion of the youth's case may be closed. The JSW or JSDS shall not close the Interstate Compact portion of an open case without approval from the Compact Administrator or designee.

**V. MONITORING MECHANISM**

The Classification Branch Manager, Division Director of Placement Services, the Deputy Commissioner of Program Operations, and the Commissioner of Interstate Compact shall monitor all activities related to the Interstate Compact on Juveniles.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES:</b>
<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>	
<b>SUBJECT: Interstate Runaways, Escapees and Absconders</b>		
<b>POLICY NUMBER: DJJ 211</b>		
<b>TOTAL PAGES: 3</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

Upon apprehension, youth who have run away, escaped or absconded, or are AWOL shall be afforded due process for extradition in the appropriate court in the holding state. No youth who is under the jurisdiction of a court, public agency, or private agency shall be released to the home jurisdiction without verification from the Interstate Compact for Juveniles (ICJ) in the holding state that all due process requirements have been met.

## **II. APPLICABILITY**

This policy shall apply to all youth committed or probated to, or detained in a facility operated by or under contract with, the Kentucky Department of Juvenile Justice who have run away, escaped or absconded, or are AWOL and are apprehended in another state; and to all youth probated, committed, or detained in another state who have run away, escaped or absconded and are apprehended in Kentucky.

## **III. DEFINITIONS**

Refer to Chapter 200.

## **IV. PROCEDURES**

- A. DJJ staff shall not transport a youth who is on AWOL status back from another state without confirmation from the Compact Administrator or designee, that due process has been served and the youth is free for extradition.
- B. Voluntary Extradition of Youth Apprehended in Kentucky:
  1. Upon notification that a youth from another state has been apprehended in Kentucky, the DJJ staff shall contact the Kentucky Compact

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Administrator or designee and provide the identifying information on the youth, the nature of any charges, and the date of the court hearing.

2. If there are pending charges filed in Kentucky, DJJ staff shall ensure that the charges have been disposed, prior to the extradition.
3. The (JSW) shall ensure that the Kentucky court is provided with the Consent for Voluntary Return by Runaway, Escapee or Absconder (ICJ Form III) and the Interstate Compact Juvenile Rights documents for completion in open court. The JSW shall secure a detailed physical and clothing description of the youth for inclusion on the ICJ Form III.
4. If the JSW has knowledge that the youth may be a victim of human trafficking as a result of detention screening, the JSW shall notify the Compact Administrator or designee.
5. The Compact Administrator or designee shall notify the home state compact office of any suspected human trafficking.
6. If the youth agrees to voluntary extradition and both the youth and judge sign the required documents, the JSW shall provide copies of both forms via fax or electronic transfer to the Kentucky Compact Administrator or designee.
7. Upon notification from the requesting state Compact Administrator or designee of the return travel arrangements, the Kentucky Compact Administrator or designee shall provide this information to DJJ staff. The Compact Administrator or designee shall make the appropriate ground transportation arrangements, if necessary, to transport the youth from detention to a designated departure point agreed upon by the demanding state.
8. The youth may be held in secure detention pending completion of the extradition process. The cost of detention and in-state transportation shall be the responsibility of the holding state. Air or special ground transportation arrangements and their costs shall be the responsibility of the demanding state and shall be made within five (5) business days of notification of the completion of the extradition process. This time period may be extended with approval by both ICJ offices.
9. If the youth refuses to comply with the option for voluntary extradition, the youth shall be held in secure detention pending the initiation of a requisition for involuntary extradition or Governor's warrant by the demanding state. Youth shall not be held in a DJJ group home or youth development center pending extradition. All information shall be transmitted immediately to the Kentucky Compact Administrator or designee via fax or electronic transfer.

C. Voluntary Extradition of Youth Apprehended in Another State:

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1. Upon notification from the holding state that a youth who is a resident of Kentucky has been apprehended, the Kentucky Compact Administrator or designee shall notify the DJJ facility staff, JSW, or Juvenile Service District Supervisor(JSDS).
2. The Compact Administrator or designee in the holding state shall ensure that all extradition procedures are followed by DJJ staff. DJJ staff shall not attend any court hearings out of state unless authorized by the Kentucky Compact Administrator or designee. The cost of detention shall be the responsibility of the court of jurisdiction in the holding state.
3. Upon notification from the Compact Administrator or designee in the holding state that the voluntary extradition process has been completed, the Kentucky Compact Administrator or designee shall coordinate the return transportation arrangements and contact DJJ staff of the planned return. The Compact Administrator or designee shall make every effort to avoid making transportation arrangements on weekends, holidays, or after normal working hours in order to ensure the availability of staff to place the youth.

**D. Involuntary Extradition:**

1. In some cases, the youth, either on their own accord or through advice of the legal counsel, may refuse to agree to voluntary extradition.
2. If the youth refuses voluntary extradition, the Kentucky Compact Administrator or designee shall take the proper steps to initiate the Requisition for Escapee or Absconder (ICJ Form II).
3. In situations in which the court refuses to honor the Requisition for Escapee or Absconder, the Kentucky Compact Administrator or designee may request a Governor's Warrant.

**V. MONITORING MECHANISM**

The Classification Branch Manager, Division Director of Placement Services, the Deputy Commissioner of Program Operations, and the Commissioner of Interstate Compact for Juveniles shall monitor all activities related to the Interstate Compact on Juveniles.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES:</b>
<b>CHAPTER: Admissions</b>		<b>AUTHORITY: KRS 15A.069</b>
<b>SUBJECT: Interstate Purchase Of Care</b>		
<b>POLICY NUMBER: DJJ 212</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

Referrals for out-of-state purchase of care may be initiated if there are no resources within Kentucky to meet the youth's specific treatment needs.

## **II. APPLICABILITY**

This policy shall apply to all youth committed to the Department of Juvenile Justice who are being referred for out-of-state placement.

## **III. DEFINITION**

Refer to Chapter 200.

## **IV. PROCEDURE**

- A. Referrals for the placement of a youth to an out-of-state residential facility shall be made through supervisory channels of the Classification Branch and approved by the Administrative Transfer Request committee.
- B. Prior to an out-of-state placement, the Classification Branch Manager or designee shall complete a diligent search process to all appropriate in-state private child care providers and residential psychiatric hospitals. If the youth is rejected by all appropriate in-state child care provider and residential psychiatric hospitals, the Classification Branch Manager shall obtain a written rejection from all sources and document the rejections.
- C. The Classification Branch Manager or designee shall obtain approval for out-of-state referral from the Commissioner or designee.
- D. The Classification Branch Manager or designee shall collaborate with the Treatment Team and the case manager for the MCO to make the referral to out-of-state residential program or psychiatric hospital.

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- E. Once notification of acceptance has been received by the Classification Branch Manager or designee the following is required:
1. The Classification Branch Manager or designee shall contact the Deputy Compact Administrator to complete the required Interstate Compact Placement of Children(ICPC) referral and coordinate transportation.
  2. Upon notification that the placement has been approved and the financial arrangements are finalized, the Juvenile Service Worker shall schedule a court hearing in compliance with KRS 615.030. A copy of the court calendar listing the results of the court hearing shall be transmitted to the Compact Administrator.

**V. MONITORING MECHANISM**

The Division of Program Services and the Division of Placement Services shall ensure that on-site monitoring of the out-of-state purchase of care facility maintains a valid Kentucky Medicaid License.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES:</b>
<b>CHAPTER: Admissions</b>		<b>AUTHORITY: KRS 15A.069</b>
<b>SUBJECT: Interstate Travel</b>		
<b>POLICY NUMBER: DJJ 213</b>		
<b>TOTAL PAGES: 3</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

**I. POLICY**

All travel arrangements for youth who are being placed in another state, are traveling on furlough status to another state, traveling for vacation, or are being returned to Kentucky from AWOL or Escape in another state, shall be made through the Interstate Compact Office. Travel arrangements shall be coordinated by the Compact Administrator or designee commensurate with the level of security required to ensure both youth and public safety.

**II. APPLICABILITY**

This policy shall apply to all youth probated or committed to the Department of Juvenile Justice (DJJ) who are traveling out-of-state for any purpose; and to absconders and escapees from DJJ custody or supervision and apprehended in another state and being returned to Kentucky.

**III. DEFINITION**

Refer to Chapter 200.

**IV. PROCEDURES**

**A. Travel for Vacation or Visit Only:**

1. Once DJJ receives a request from a probated or committed youth, parent, or caregiver regarding travel to another state for a period exceeding twenty-four (24) hours, the supervising Juvenile Service Worker (JSW) shall complete an Interstate Out-of-State Travel Permit and Agreement to Return Form (ICJ Form VII) and route the request through the established supervisory chain in the Division of Community and Mental Health Services.
2. The completed, signed document shall be sent via electronic transfer to the Compact Administrator or designee for approval. It shall be the

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responsibility of the Compact Administrator or designee to obtain approval or denial from the Commissioner or designee if necessary. and the Compact Administrator shall forward the information to the state of the visit or vacation, and also to any states that the youth may be traveling through to reach their destination.

3. The maximum length of stay under these conditions shall not exceed ninety (90) calendar days.
4. When a Travel Permit exceeds thirty (30) calendar days, the sending state shall provide specific reporting instructions for the youth to maintain contact with his supervising agency.
5. Regardless of length of stay, the visiting state shall be notified by the Deputy Compact Administrator or designee of travel permits issued to all youth subject to the terms of the Interstate Compact for Juveniles (ICJ) for all visits in cases in which the adjudicated offense(s) includes any of the following:
  - a. Sex-related offenses;
  - b. Violent offenses that have resulted in personal injury or death;
  - c. Offenses committed with a weapon;
  - d. Youth committed to state custody.
6. The Compact Administrator or designee shall notify the supervising JSW of any special requirements the youth may have to meet while traveling out of state, such as sex offender notification or registration in the destination state.

**B. Travel for Return of AWOL's:**

Upon verification that all due process criteria have been met, the Kentucky Compact Administrator or designee shall make the appropriate travel arrangements.

**C. Emergency Travel**

Travel permits for youth with family emergencies shall be submitted through the respective supervisory chain to the Compact Administrator or designee for approval.

**D. Travel Outside the United States**

Any travel by committed youth outside the United States shall be approved by the Commissioner or designee.

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**V. MONITORING MECHANISM**

The Classification Branch Manager, Division Director of Placement Services, the Deputy Commissioner of Program Operations, and the Commissioner for Interstate Compact shall monitor all activities related to the Interstate Compact for Juveniles.

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>505 KAR 1:100 REFERENCES:</b>
<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>	
<b>SUBJECT: Interstate Revocations and Case Closure</b>		
<b>POLICY NUMBER: DJJ 214</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>,COMMISSIONER</b>

## I. POLICY

The sending state shall have exclusive jurisdiction in determining decisions regarding revocation and case closure.

## II. APPLICABILITY

This policy shall apply to all youth who are probated or committed in another state and placed under the supervision of the Kentucky Department of Juvenile Justice (DJJ) through the Interstate Compact on Juveniles.

## III. DEFINITION

Refer to Chapter 200.

## IV. PROCEDURES

A. **Revocation:** The supervising Juvenile Service Worker (JSW) shall notify the Interstate Compact Administrator or designee in writing of any violations of probation or parole incurred by the youth under interstate courtesy supervision.

1. The correspondence shall include the condition violated, corrective action taken, and the reason for recommending revocation, if such action is being proposed.
2. Revocation of the interstate youth shall be proposed to the sending state if similar violations would result in a request for revocation for a Kentucky youth.
3. If the youth is before the court in Kentucky for a public or status offense, these charges shall be adjudicated and a disposition order entered prior to youth being returned to their home state.

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**B. Termination of Supervision:** When it has been determined by the supervising JSW and the Juvenile Services District Supervisor that the youth has complied with all terms of probation or parole and can be safely released or terminated from supervision, a recommendation shall be sent to the Interstate Compact Administrator or designee for forwarding to the sending state. Only the sending state has the jurisdiction to authorize a termination of supervision. If the termination request is denied by the sending state, all supervisory services to the youth shall continue until expiration of sending state condition of supervision.

**V. MONITORING MECHANISM**

The Classification Branch Manager, Division Director of Placement Services, the Deputy Commissioner of Program Operations, and Commissioner of Interstate Compact shall monitor all activities related to the Interstate Compact for Juveniles.

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<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS 15A.069</b>	
<b>SUBJECT: Advanced Care Unit Admissions and Release</b>		
<b>POLICY NUMBER: 217</b>		
<b>TOTAL PAGES: 2</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>POLICY APPROVAL: Bob D. Hayter , COMMISSIONER</b>		

## **I. POLICY**

The Advanced Care Unit (ACU) shall operate as a short-term, self-contained program designed to stabilize, assess treatment needs, or provide short-term treatment for committed or sentenced youth who are in an out-of-home placement and have documented or suspected mental health histories or special medical needs.

## **II. APPLICABILITY**

This policy shall apply to all DJJ operated or contracted residential facilities, to all employees, agents, and programs for the Department and to the youth who are committed or sentenced to the Department who are in an out-of-home placement.

## **III. DEFINITIONS**

Refer to Chapter 200.

## **IV. PROCEDURES**

- A. Referrals to the ACU shall be submitted electronically and include items as outlined in the Classification and Placement Manual.
- B. The ACU Committee shall consist of:
  1. Chief of Mental Health Services or designee if issue is related to Mental Health;
  2. Director of Medical Services or designee if issue is related to Medical Health;
  3. Director of Community and Mental Health Services or designee;
  4. Central Region Division Director or designee;

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5. Central Region Regional Facilities Administrator
  6. Audubon YDC Superintendent or designee;
  7. Audubon Treatment Director or Facility Psychologist and
  8. Classification Branch Manager or designee.
- C. Release criteria for youth admitted to the ACU shall be followed as outlined in the Classification and Placement Manual.

**V. MONITORING MECHANISM**

The ACU Committee shall monitor the ACU on an on-going basis.