

CHAPTER 1. Administration

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CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Promulgation and Revision of Department Policy		
POLICY NUMBER: DJJ 100		
TOTAL PAGES: 6		
DATE ISSUED: 09/13/10		EFFECTIVE DATE: 09/13/10
APPROVAL: J. Ronald Haws		COMMISSIONER

I. POLICY

A manual of uniform policies and procedures expressing DJJ philosophy, goals and operational procedures shall be developed and maintained. Manuals 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 employees, facilities, and offices of the Department of Juvenile Justice.

III. DEFINITIONS

- A. "Fiscal Impact Statement" means written documentation that proposed actions are authorized within the budget and funds are available for implementation.
- B. "Administrative Manager" means an employee within an organizational unit of the Department of Juvenile Justice (DJJ) with supervisory responsibility for carrying out the mission and policies of the Department within that unit. This term shall include Division Director, Assistant Director, Facilities Regional Administrator, Juvenile Services Regional Manager, Branch Manager, Justice Program Supervisor, Superintendent, and Juvenile Services District Supervisor.

IV. PROCEDURES

- A. The Policy Development Specialist (PDS) shall provide oversight and coordination of the development, review, revision, and distribution of the Department of Juvenile Justice Policy and Procedures (DJJPP) Manual. The responsibility for the DJJPP manual is assigned to the Division of Program Services and the PDS shall be designated by the Division Director of Program Services.

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B. All employees are encouraged to participate actively in the development and review of policy and procedure and agency forms. All employees will be notified of the annual review schedule by the PDS.

C. Policy and Procedure Content

1. All DJJ Policies and Procedures shall include the following sections:
 - a. Section I: General Policy Statement. This section sets forth the general purpose of the policy and outlines the Department's general expectations.
 - b. Section II: Applicability. This section outlines the persons to which the policy applies.
 - c. Section III: Definitions. This section shall define terms that may not be generally understood by the reader of the policy or that are not defined by KRS.
 - d. Section IV: Procedures. This section outlines general procedures that are to be followed by DJJ staff, volunteers, and contractors in implementing the policy and any requirements of DJJ youth in the implementation of the policy.
 - e. Section V: Monitoring Mechanism. This section outlines specifically the organizational units responsible for monitoring activities related and any time frames required by the policy to ensure that the policy is being implemented correctly.
 - f. The header of each policy shall identify the Kentucky Revised Statute which authorizes the promulgation of the policy and any American Correctional Association accreditation standards that relate to the policy. Each policy shall be assigned a number by the PDS and each policy shall contain an issue date (the date filed with LRC), and effective date (the date approved by LRC). Each policy shall indicate the name of the Commissioner under which the policy was promulgated. Each policy header shall indicate the policy number, the issue date, and the effective date of the policy it replaced.

D. Once promulgated, policy shall remain in effect until revised or deleted by the action of the Commissioner and approval by the Legislative Research Commission (LRC), when applicable.

E. Whenever a title is used in a policy, it means the person who holds that title or the person who has been designated in writing to fulfill the duties of that title during a temporary absence or during an emergency. It shall also mean a person who has been given written signature authority to routinely, or for a specified period of time, sign documentation on behalf of the person specified in the policy.

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F. No designees may be used to complete duties assigned to a specific position unless the policy specifically provides for designees. In such an instance, written e-mail or memorandum shall be provided to the designee that the duty or duties have been assigned and maintained on file at the facility or office.

G. DJJ Policy shall be in compliance with applicable federal and state laws and shall not be written so as to conflict with other promulgated policies.

H. Policy Review Committee

1. The following DJJ Employees compose the membership of the DJJ Policy Committee:
 - a. Deputy Commissioner of Operations or designee;
 - b. Deputy Commissioner of Support Services or designee;
 - c. Deputy Commissioner of Community and Mental Health Services or designee;
 - d. Regional Division Directors or designees;
 - e. Director of Community and Mental Health Services or designee;
 - f. Director of Placement Services or designee;
 - g. Director of Program Services or designee;
 - h. Director of Medical Services or designee;
 - i. Chief of Mental Health Services or designee;
 - j. Director of Administrative Services or designee;
 - k. Director of Professional Development or designee;
 - l. General Counsel or designee; and
 - m. The PDS.
2. The Policy Committee will meet as scheduled by the PDS. Any member of the committee may recommend a meeting outside of the established meeting schedule by contacting the PDS. Whenever possible, meetings should be accomplished through use of conference calls, web meetings, or video conferencing technology to reduce travel costs.
3. Members of the Policy Committee may choose not to attend scheduled meetings where there is no business directly related to their specific area. For example, the Director of Medical Services may choose not to attend any meetings that do not relate directly to medical services. However, the PDS, the Division Director of Program Services or designee; the General Counsel or designee, and the Division Director or designee of the division(s) most affected by the area of policy under review must attend each meeting of the Policy Committee.
4. Approval of a policy or form by the Policy Review Committee shall be indicated in writing, recorded by the PDS, and maintained in the Master File.

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I. Annual Review of Policies and Procedures

1. All Departmental policies shall be reviewed annually by chapter to ensure they remain accurate and appropriate, and continue to contribute to the effective operation of the Department.
2. The PDS shall forward electronic notice of the schedule for the Annual Review of each chapter to all DJJ employees. This notice shall include a closing date for comments. Employees may access current filed policy on the DJJ Portal or may access the hard copies within the facility or office where they are employed. Employees shall forward any proposed revision, with justification and fiscal impact statement, if applicable, to the PDS for processing. All comments must be received by the closing date.
3. The PDS shall electronically provide a summary of all proposed revisions to the Policy Committee members within fourteen (14) days following the closing date for comments of each section. Extensions can be granted with the agreement of a majority of Policy Committee members. The Division Director of Medical Services and the Chief of Mental Health Services shall have sole approval authority (above the vote of the Policy Committee) for recommendations relating to medical and mental health issues.
4. Proposed policy revisions must be reviewed by the DJJ Policy Committee. Policy Committee approval shall be unanimous whenever possible, however, a majority vote shall signify approval when significant disagreement exists. Any member of the committee with significant disagreement shall be afforded the opportunity to put their concern in writing to include with the policy proposal to the Commissioner.
5. The PDS shall ensure that a member of the Office of Legal Counsel shall review and approve all policy proposals before they are submitted to the Commissioner.
6. Once all policy proposals for a particular chapter are completed, the PDS shall forward the proposals through administrative channels to the Commissioner for final action.

J. Policy Revision or New Policy Proposal

1. Any staff may present a proposal for new policy or revision of existing policy outside of the established policy review schedule. Such proposal, with justification and fiscal impact statement, if applicable, shall be forwarded through the administrative chain of command to the appropriate Division Director for consideration.
2. Upon approval, the Division Director shall forward the proposal, with justification and fiscal impact statement, to the PDS.

K. The PDS responsibilities that are not outlined above are listed in this section.

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1. The PDS shall maintain a log of all policy revision or new policy proposals received and shall review proposals for clarity of intent and content and compliance with regulations and standards.
2. The PDS shall correctly format proposals and consult with the Office of Legal Counsel and the appropriate Division Director with regard to any necessary revision of the proposal.
3. The PDS shall notify the DJJ Policy Committee of all changes to policy proposals, except formatting or other changes that do not significantly affect the meaning of the policy.
4. After receiving final approval from the Commissioner for any policy proposals, the PDS shall be responsible for filing applicable policies with the Legislative Research Commission. This shall be done under the direction of the Office of Legal Counsel.
5. The Policy Development Specialist shall maintain a master file. It is appropriate to maintain this file electronically. This file shall include the following:
 - a. A complete set of all Departmental policies and procedures;
 - b. A copy of all policy transmittal letters;
 - c. A record of policies disapproved or deferred for further action by the Commissioner;
 - d. A record of all correspondence relating to proposed policy development;
 - e. Records of all correspondence with the Legislative Research Commission; and
 - f. A complete set of all policy revisions.

L. 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, policy revision, or policy deletion.
2. The Commissioner shall then send all approved policies as indicated by his signature to the PDS.
3. The PDS shall work collaboratively with the Office of Legal Counsel in the filing of new or revised policy into Administrative Regulations.
4. The PDS shall then be responsible for printing and disseminating the approved and filed policies.

M. Policy Distribution

1. The PDS shall provide a summary sheet to accompany new or revised policies and procedures distributed.

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2. DJJ Policy and Procedure Manual shall be placed on the DJJ Portal for electronic access.
 - a. E-mail notices of the review schedule and any revisions to the policy manual shall be sent to all DJJ staff with e-mail access.
 - b. Supervisory staff shall be responsible for distribution to all staff without e-mail access.
3. It is the responsibility of Administrative Managers to ensure that paper copies of the DJJPP Manual are strategically located to ensure availability to employees, contracted staff, and volunteers.
4. The DJJPP Manual shall be available to the public through the Public Information Office.

V. MONITORING MECHANISM

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



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

REFERENCES:

3-JTS-1A-03, 04, 07-09, 11, 15- 20,
21, 22, 23, 24; 1B-01, 04-06
3-JDF-1A-03, 04, 05, 10, 11, 18, 19, 21, 23, 24,
27, 28, 29; 1B-01, 05-07
3-JCRF-1A-04-06, 09, 10, 12-14;
1B-01, 04, 05
1-JDTP-1A-03, 04, 06-08, 14-17, 19- 21; 1B-
01, 04-06
1-JBC-1A-03, 13-15, 17, 18, 19, 21; 1B-01, 04-
06
4-JCF-6A-02, 05, 08-12, 14; 6B-03, 04; 6D-
02, 09

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Administrative Responsibility of Managers

POLICY NUMBER: DJJ 101

TOTAL PAGES: 5

DATE ISSUED: 09/13/10

EFFECTIVE DATE: 09/13/10

APPROVAL: J. Ronald Haws

COMMISSIONER

I. POLICY

A single administrative manager to whom all employees or units of management are responsible shall manage each Department of Juvenile Justice (DJJ) organizational unit. Each administrative manager shall be responsible for implementing the policies and procedures of the Department of Juvenile Justice.

II. APPLICABILITY

This policy shall apply to all administrative managers within the Department of Juvenile Justice.

III. DEFINITION

- A. "Administrative Manager" means an employee within an organizational unit of the Department of Juvenile Justice (DJJ) with supervisory responsibility for carrying out the mission and policies of the Department within that unit. This term shall include Division Director, Assistant Director, Facilities Regional Administrator, Juvenile Services Regional Manager, Branch Manager, Justice Program Supervisor, Superintendent, and Juvenile Services District Supervisor.
- B. "Annual Youth Activity Fund Plan" is a document delineating the general use of community donations, fund-raising activities, and youth activity funds projected distribution. Reference [DJJPP](#).
- C. "Annual Youth Activity Fund Plan Amendment" is a change to the original Annual Youth Activity Fund Plan within the appropriate fiscal year.
- D. "Organizational Unit" means any unit that is listed on the DJJ Organization Chart and that falls under the direct supervision of an administrative manager. Divisions, Branches, Facilities, and Community Offices are all organizational units, but individual staff are not considered organizational units.

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- E. “Subordinate Manager” means any staff that directly reports to another manager that is at a higher level on the agency or facility organizational chart and that also is assigned staff that directly report to them.
- F. “Youth Activity Fund” is comprised of funds collected through work projects, sales of articles produced by residents, private donations, and other non-governmental sources, to be used for the social and recreational pursuits of the resident or participants.
- G. “Non-Governmental Funds” shall include, but are not limited to, donations, profit from work projects, individual youth’s money, meal receipts, vending machine receipts, and interest income.

IV. PROCEDURES

- A. Each facility Superintendent shall develop a statement delineating the mission of their respective program or office within the context of the total system. The mission statement shall also describe the philosophy, goals, and purposes of that organizational unit. The mission statement shall be reviewed at least annually and updated if necessary.
- B. Each Superintendent shall be responsible for the development of an organizational chart for their program or office. The chart shall indicate that the facility and its programs are managed by the administrative manager. The chart shall place staff into related units promoting efficiency and provide a clear chain of command. The organizational chart shall be reviewed at least annually and updated as necessary.
- C. Each administrative manager shall be responsible for fiscal management and control within their respective organizational unit. DJJ Fiscal Branch staff shall conduct annual budget meetings with all administrative managers.
 - 1. Each administrative manager shall participate in preparing the written budget request, including the Annual Youth Activity Fund Plan when applicable, in budget deliberations, and budget revisions.
 - 2. The written budget request shall include at a minimum the following:
 - a. Daily operations;
 - b. Program development;
 - c. Staff training;
 - d. Preventive maintenance; and
 - e. Capital projects.
 - 3. Annual Youth Activity Fund Plan amendments shall be submitted as needed by the facility Superintendent and approved by the Commissioner’s Office. An amendment will be required for an event, activity, or purchase that would exceed \$500 that was not previously listed in the Annual Youth Activity Fund Plan.

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- D. On an annual basis, each facility Superintendent, JSDS, and Mental Health Branch Manager shall, with input from staff, formulate and review goals for their respective facility, district or branch and translate them into measurable objectives. These are made available to staff, volunteers, and the public.
- E. Each facility Superintendent and JSDS shall establish a system of regular inspections and reviews (at least annually) that monitor space requirements, operations, programs and established goals and objectives.
1. Space needs may be evaluated in terms of both security and program considerations. Appropriate requests to address needs shall be made after each review of space requirements.
 2. This process is reviewed at least annually and updated as needed.
- F. At least quarterly, each facility Superintendent shall submit a written report of the facility's activities through their supervisory chain. These reports are to include at a minimum major developments in each department, major incidents, population data, assessment of staff and juvenile morale, and major problems and corrective action plans.
- G. At least monthly, each JSDS and Mental Health Branch Manager shall submit a written report of activities within their district or branch through their supervisory chain. These reports are to be compiled as directed by the Division Director of Community and Mental Health Services.
- H. The role and function of public or private agencies providing a service to the program(s) or office(s) shall be covered by DJJ policy, contract or Memorandum of Agreement that specify their relation to the authority and responsibility of the administrative manager. All contracts and memoranda shall be subject to the approval of the Commissioner and shall be monitored by the respective administrative manager and the Division of Administrative Services. Relevant policies, contracts, and agreements shall be reviewed at least annually and updated as needed.
- I. Administrative managers shall ensure that the Department of Juvenile Justice Policy and Procedure (DJJPP) Manual is explained to all employees, interns, and volunteers within their respective organizational unit as part of their orientation training. Reference [DJJPP](#).
1. All subsequent changes to the manual shall be disseminated and explained by the Administrative Manager.
 2. All staff, interns, and volunteers shall sign a statement acknowledging they have reviewed the manual and all subsequent changes. These acknowledgements are to remain on file at the facility or office on all current employees, interns, and volunteers and for at least three (3) years after an employee, intern, or volunteer has left.

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3. The administrative manager shall be responsible for ensuring the manuals are up to date with the latest changes. Reference [DJJPP](#).
 4. Administrative managers shall ensure appropriate DJJ policies (including revisions) are provided to youth prior to implementation when applicable.
- J. Administrative managers shall ensure that copies of the Executive Branch Code of Ethics and the “Guide to the Executive Branch Code of Ethics” are given to each new employee within their organizational unit at the time of hire. These items are available at the Executive Branch Ethics Commission’s website: <http://ethics.ky.gov>. Each employee shall sign a statement that acknowledges that they have received and read these items. Signed acknowledgements are to be maintained at the facility or office in the employee’s personnel file.
- K. Identification badges shall be issued to the DJJ Commissioner, Deputy Commissioners, Division Directors, Internal Affairs Investigator, JIST Workers, and Transportation Workers for use in the conduct of official business. Administrative managers shall ensure that all other DJJ employees are issued a photo identification card; student interns and volunteers shall be issued an identification card. Badges and identification cards shall be returned to the appropriate supervisor upon separation from the department.
- L. Each Superintendent shall establish, maintain, and make available to employees a Standard Operating Procedures (SOP) Manual as a guideline for the implementation of DJJPP within their specific program function. FRA’s and Regional Directors may establish SOP for their respective regions in order to clarify or standardize operations.
1. Other Division Directors shall establish, maintain, and make available to employees a SOP Manual or direct subordinate managers within their Division to do so.
 2. SOP manuals shall be reviewed in their entirety at least annually and updated as needed (Reference [DJJPP](#)).
 3. Changes to SOP manuals are to be submitted by the Superintendent, JSDS, or Branch Manager through the applicable supervisory chain to the Division Director for approval.
 4. Upon approval by the respective Division Director, the proposed revision shall be forwarded to the Division Director of Program Services for review.
 5. If the SOP manual containing the change is currently filed through an administrative regulation (as defined in [KRS 13A.010 \(2\)](#)), the Division Director of Program Services or designee shall review the change, obtain approval from the Commissioner, and file the change with the Legislative Research Commission.

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6. If the SOP manual containing the change is not currently filed through an administrative regulation, the Division Director of Program Services or designee shall review the change to ensure the change does not meet the definition of an administrative regulation as defined in [KRS 13A.010 \(2\)](#).

M. The Commissioner or designee(s) shall hold at least annual meetings with all administrative managers. Each administrative manager shall conduct regular monthly meetings with the managers under their supervision and make certain that subordinates conduct regular monthly meetings with their staff.

N. Facility Superintendents shall be responsible for the development of a Resident Orientation Handbook which shall include, but not be limited to: Introduction to the Facility and Description of Services and Programs, Resident Rights, Grievance Procedure, Treatment Planning Process and Treatment Team Functioning, Phase System, Rules and Consequences, Dress Code, Visitation, Phone Calls, Mail Procedures, Daily Schedule, and Emergency Procedures. This Handbook shall be reviewed at least annually and updated as needed.

O. Facility Superintendents shall ensure that two-way communication is possible between all levels of staff and youth. Youth shall be encouraged and allowed to communicate with staff within the limits of program rules.

P. Facility Superintendents, with the exception of Detention, shall conduct monthly Youth Council Meetings with representatives from the total youth population to discuss their concerns and requests and to determine expenditure of the Youth Activity Fund. Reference [DJJPP](#).

Q. Each Facility Superintendent and JSDS shall make provisions for communication and cooperation with community agencies and other components of the juvenile justice system.

R. Facility Superintendents shall receive, at a minimum, copies of [shift reports and routine inspections](#) (policy reference for [YDC-GH](#) and [Detention](#)) of [sanitation, fire, and safety conditions](#). Information from these reports shall be reviewed to ensure the optimum quality of life for DJJ youth.

V. MONITORING MECHANISM

Continuous monitoring shall be provided within supervisory lines of review. Regularly scheduled monitoring shall be conducted by the Division of Program Services.



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

REFERENCES:
3-JTS-1A-29; 1C-17, 23, 24
3-JDF-1A-33; 1C- 15, 21, 22
3-JCRF-1A-20, 21; 1C-05, 17
1-JDTP-1A-26; 1C-18, 24, 25
1-JBC-1A-25; 1C-14, 19, 20
4-JCF-6F-01, 6G-06

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Employee Code of Ethics

POLICY NUMBER: DJJ 102

TOTAL PAGES: 3

DATE ISSUED: 11/16/09

EFFECTIVE DATE: 11/16/09

APPROVAL: J. Ronald Haws

COMMISSIONER

I. POLICY

The Department expects of its staff honesty, integrity, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. The Department supports a drug-free workplace.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

- A. Staff shall respect and protect the civil and legal rights of all youth in the care or custody of the Department.
- B. Staff shall serve each youth with appropriate concern for their welfare and with no purpose of personal gain.
- C. Relationships with colleagues shall be of such character to promote mutual respect within the profession and improvement of its quality of service.
- D. Staff shall respect the importance of all elements of the criminal justice system and cultivate professional cooperation with each segment.
- E. Staff shall respect and protect the right of the public to be safeguarded from criminal activity.
- F. Each staff shall maintain the integrity of private information. Staff shall neither seek personal data beyond that needed to perform their responsibilities nor reveal case information to anyone not having professional use for such. Information regarding youth

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or persons seeking treatment shall be kept confidential under the provisions of [KRS 610.320](#), [610.340](#) and [635.120](#). All employees, consultants, contract personnel, and volunteers who work with youth or youth records shall sign a confidentiality form as a condition of employment or service.

- G. Staff shall report any corrupt, unethical behavior, or policy violations which may affect either a youth or the integrity of the organization and any abuse or neglect as required by [KRS 620.030](#).
- H. Staff shall not discriminate against any youth, employee, or prospective employee on the basis of religion, race, sex, age, disability, or national origin.
- I. Staff shall be familiar with and understand the Executive Branch Ethics Code ([Executive Order 2008-454](#)) and follow this code. Further, the “[Guide to the Executive Branch Code of Ethics](#)” published by the Executive Branch Ethics Commission provides additional guidance in this area. DJJ staff are directed to take all available and necessary action to follow these guidelines and avoid even the appearance of unethical conduct.
- J. Staff shall not use their official position to secure privileges for self or others and shall not engage in activities that constitute a conflict of interest.
- K. Staff shall not act in their official capacity in any matter in which they have personal interest that may impair objectivity and create the appearance of conflict of interest.
- L. Staff engaged in outside employment shall obtain from the appropriate Division Director or designee, or the appropriate Deputy Commissioner, written acknowledgement that said employment does not appear to conflict with the employee’s official duties.
- M. Political activities of employees shall be in compliance with [KRS 18A.140](#).
- N. Workplace violence, as defined in [101 KAR 2:095\(9\)](#), shall be prohibited and shall constitute grounds for disciplinary action and referral for criminal prosecution.
- O. All DJJ employees are prohibited from reporting for duty or operating any state vehicle after consuming any amount of an alcoholic beverage. Possession of alcoholic beverages at the work site or the consumption of alcoholic beverages during working hours or prior to operating any state vehicle is strictly prohibited. Any measurable or detectable amount of an alcoholic beverage shall be considered enough to be in violation of this policy. This shall apply to all DJJ employees. The misuse of prescription and non-prescription drugs or use of illegal drugs on state property during working hours or while operating a state vehicle is strictly prohibited. In compliance with the Anti-Drug Abuse Act ([P.L. 100-690](#)), employees shall be notified that the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is strictly prohibited in the

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workplace and any employee found to be in violation shall be subject to disciplinary action for misconduct which may include sanctions up to and including dismissal.

- P. If an employee of DJJ is arrested for or charged with any offense, other than a minor traffic violation (see definition below) they shall notify their immediate supervisor. This report shall be made prior to their next scheduled shift. Being detained does not relieve an employee of the responsibility of providing notice to their supervisor that they will not be reporting to work because of the detention or arrest. If their supervisor is not working, they shall immediately notify the highest level supervisor on duty at their facility or office.
1. The employee shall furnish the supervisor with the name of the charging authority, the city or county where the charges are filed, and the next court date assigned to them. Any supervisor, or acting supervisor, upon notification of an employee being arrested or charged shall notify the Facility Manager, District Supervisor, or Superintendent by email giving all known details of the incident. The supervisor shall, at the same time, also copy the information to their respective Facilities Regional Administrator or Branch Manager and Division Director.
 2. The Division Director shall immediately notify the Deputy Commissioner and the Commissioner by email. If this occurs after office hours and circumstances warrant calling them at home, they shall do that in addition to the email.
 3. Minor traffic violations include things such as a citation for speeding, running a red light, etc. It does not include a charge of Driving Under the Influence. Citations for any criminal offense shall be reported. There is no grace period for complying with this requirement. Failure to comply with this may result in discipline up to and including dismissal.

V. MONITORING MECHANISM

Monitoring shall be done by all supervisory personnel on an ongoing basis.



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

REFERENCES:

3-JTS-1C-01, 02, 08-14, 18, 20-22,
25
3-JDF-1C-01, 02, 06-12, 16, 18-20,
23
3-JCRF-1C-02, 06, 08, 09, 12-16, 18,
19
1-JDTP-1C-01, 02, 09-15, 19, 21-23,
26
1-JBC-1C-01, 02, 08-11, 15, 17, 18,
21
4-JCF-6C-01, 03, 04, 07, 08, 09, 10,
11, 12; 6D-01, 02, 04, 08, 11, 12
1-JPAS-2-7025, 7027, 7028, 7029,
7034, 7035, 7038, 7041, 7042,
7043, 7046, 7047

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Personnel Management

POLICY NUMBER: DJJ 103

TOTAL PAGES: 7

DATE ISSUED: 09/13/10

EFFECTIVE DATE: 09/13/10

APPROVAL: J. Ronald Haws

COMMISSIONER

I. POLICY

Personnel actions for employees in both classified (merit system) and unclassified (non-merit system) service shall be conducted in accordance with applicable state laws and regulations. Professional specialists shall be qualified in their fields and appropriately licensed or credentialed where required.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

- A. "Administrative Manager" means an employee within an organizational unit of the Department of Juvenile Justice (DJJ) with supervisory responsibility for carrying out the mission and policies of the Department within that unit. This term shall include Division Director, Assistant Director, Facilities Regional Administrator, Juvenile Services Regional Manager, Branch Manager, Justice Program Supervisor, Superintendent, and Juvenile Services District Supervisor.
- B. "Employee Handbook" means the publication so named and prepared by the Personnel Cabinet to provide general information about state employment and employee benefits. Federal and State personnel laws and regulations may modify or supersede any or all statements in this handbook.
- C. "Professional Specialist" means a DJJ employee, contracted employee or volunteer who provides specialized services to DJJ youth that require a license, certification, or certificate from a state agency or other professional

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organization. Examples of professional specialists include, but are not limited to, teachers, nurses, physicians, psychologists, and clergy.

IV. PROCEDURES

A. The Personnel Cabinet is charged by [KRS 18A.025](#) with the general responsibility and authority for all personnel matters for all state agencies with a provision allowing authority to other state agencies. The overall responsibility for personnel matters in DJJ has been assigned to the Division of Administrative Services, Personnel Branch.

B. Responsibilities of the Personnel Branch shall include:

1. Enforcement of Kentucky personnel statutes, regulations, and DJJ policies;
2. Acting as the DJJ liaison with the Personnel Cabinet; and
3. Advising and assisting administrative, supervisory, and field staff on personnel matters.

C. All personnel actions for DJJ employees, to include but not be limited to, selection, appointment, probationary periods, promotion, disciplinary actions, performance evaluation, and termination shall be in compliance with [KRS 18A](#); [101 KAR 1:325](#) through [101 KAR 1:345](#) and 101 KAR 1:375 through 101 KAR 1:400 Personnel Board Regulations; [101 KAR 2:020](#) through [101 KAR 2:180](#) Personnel Cabinet, Classified Service Regulations; and [101 KAR 3:015](#) through 101 KAR 101 [3:050](#) Personnel Cabinet, Unclassified Service Regulations.

1. A copy of the above referenced personnel regulations shall be maintained at each DJJ program and office in a location accessible for review and reference by employees.
2. All personnel are selected, retained, and promoted on the basis of merit and specified qualifications from within the agency and from outside sources within the guidelines of personnel regulations. Employment of ex-offenders must be within existing personnel cabinet regulations, but is not categorically excluded.
3. Employees with the required education, experience and background are eligible for consideration for promotional opportunities within the guidelines of personnel regulations.
4. New employees or employees who have been promoted to a new position that are covered by the merit system will serve a probationary period in accordance with [101 KAR 1:325](#), subject to the limitations of [KRS 18A.111](#).
5. As established in personnel regulations, involuntary termination or demotion after a probationary period is permitted only for cause. Such actions can be appealed to the

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Personnel Board and are subject to a formal hearing conducted by an appointed representative of the Personnel Board.

- D. Education and experience qualifications for each position are established by the Personnel Cabinet in Classification Specifications.
1. Classification Specifications for each position utilized by DJJ can be found on the Personnel Cabinet website at <http://personnel.ky.gov>.
 2. Classification Specifications outline experience and education substitutes for position qualifications.
- E. Except in times of hiring freezes mandated by the Executive or Legislative branches of government, the overall vacancy rate among staff positions authorized to work directly with juveniles does not exceed ten (10) percent for any eighteen (18)-month period.
- F. Compensation and benefit levels for all personnel are set by the Personnel Cabinet and are comparable to those for similar occupational groups in the state or region.
- G. Administrative managers shall ensure that each employee under their supervision is provided an [Employee Handbook](#).
1. Each employee shall sign an acknowledgment that they have received the Employee Handbook, have access to a copy of the DJJ Policy and Procedure Manual and all applicable personnel regulations and that the employee is responsible for the knowledge of its contents. This includes work rules, regulations, conditions of employment, and the [Executive Branch Code of Ethics](#). This acknowledgment shall be sent to the DJJ Personnel Branch and a copy maintained on file at the facility or office for as long as the employee remains employed by DJJ.
 2. Information that is provided to employees either through the Employee Handbook or other means shall cover at a minimum the following areas: Organizational chart; Staff development; Available Programs; Recruitment and selection; Promotion; Position qualifications and descriptions; Affirmative action; Classification plan; Equal Employment Opportunity (EEO); Sexual harassment; Grievance and appeal procedures; Orientation; Employee performance evaluation; Personnel records; Employee benefits; Holidays; Leave; Work Schedules; Probationary period; Compensation; Travel; Disciplinary procedures; Termination; Resignation; the

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Kentucky Employee Assistance Program (KEAP); [Executive Branch Code of Ethics](#), Conflict of interest; and Legal assistance.

- H. Administrative Managers are responsible for ensuring that employees under their supervision are oriented to the performance evaluation system no later than thirty (30) days after completion of initial probation per [101 KAR 2:180](#) Section 1(9). The performance evaluation system provides for an annual written performance review of each employee that is based on defined criteria and the results are discussed with the employee on an annual basis.
- I. Assignment of the employee's work station and hours of work shall be in accordance with [101 KAR 2:095](#), [101 KAR 2:076](#), and [101 KAR 1:335](#). Per 101 KAR 2:095 (3), mechanisms exist for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies. Subject to personnel regulations, an employee's work station may be changed or temporarily reassigned to better meet the needs of the agency or to provide relief in an emergency situation.
- J. Employees are required to inform their immediate supervisor of any changes in address or telephone number immediately using the "Home Address Change Request" form located on the [DJJ Portal](#). The employee shall obtain and complete appropriate paperwork to update their address with DJJ Personnel Branch.
- K. A Position Description shall be provided to each employee detailing the duties and responsibilities of the assigned position. The Position Description shall be reviewed and signed by the employee and the supervisor prior to the employee beginning service.
- L. A current, accurate, and confidential personnel record shall be maintained on each employee. Employees may request to review their personnel record.
1. The employee's official personnel file, which is maintained by the Personnel Cabinet, may be inspected and copied after a written request is made under [KRS 18A.020](#).
 2. The agency personnel file, which is maintained by the DJJ Personnel Branch Manager, may be inspected and copied upon arrangement with the Personnel Branch Manager.
 3. Other written information pertaining to the employee may be inspected and copied upon written request to the proper custodian under [KRS 61.884](#).

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4. Upon review of a personnel record an employee may challenge the information contained therein. Challenges to correct or remove information contained within the personnel file may be presented by the employee in accordance with established grievance or, if applicable, Personnel Board appeal procedures.
 5. Information obtained as part of a required medical examination or inquiry regarding the medical condition or history of applicants and employees is collected and maintained on separate forms and in separate medical files and treated as a confidential medical record.
- M. All professional specialists shall be qualified in their respective field. Professional specialists shall, on an ongoing basis, provide a current copy of current licenses and credentials to their immediate supervisor. This shall be done immediately after a renewal of licensure or credentials and the supervisor shall ensure the information is maintained in that individual's personnel file and that a copy is provided to the DJJ Personnel Branch at Central Office. Professional specialists shall also notify their supervisor immediately if their licensure or certification is under investigation, suspended, or revoked.
- N. A grievance may be filed by an employee in the classified service, merit system, who believes he or she has been subjected to unfair or unjust treatment concerning conditions of employment over which DJJ has control and which has occurred, or of which the employee has become aware, through the exercise of due diligence, within thirty (30) days prior to filing.
1. Grievances shall be filed and processed in accordance with [101 KAR 1:375](#).
 2. Grievances shall be submitted on an official Grievance Form, which can be located on the [DJJ Portal](#). Administrative Managers are responsible for maintaining blank copies of grievance forms in an area easily accessible to staff that do not have access to the Portal and for notifying staff of the location of the forms on an annual basis.
 3. The DJJ staff person receiving the grievance is responsible for handling the grievance according to the instructions on the Grievance Form.
 - a. The receiving staff is also responsible for sending a copy of the Grievance Form as they receive it to the DJJ Personnel Branch.
 - b. If the grievance is resolved at a level below the Appointing Authority, it is the responsibility of the manager involved in the resolution to provide a copy of the resolution to the DJJ Personnel Branch.

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- c. Grievance Forms can be mailed to DJJ Personnel Branch, 1025 Capital Center Dr., 3rd Floor, Frankfort, KY, 40601, faxed to 502-573-2031, or GlobalScanned to the Personnel Branch Manager.
 - 4. If a grievance is filed that alleges discrimination on the basis of race, color, religion, national origin, sex, disability, or age forty (40) or over, the receiving supervisor recipient of this grievance shall immediately notify the agency EEO Coordinator in Central Office per [DJJ Policy](#).
 - 5. The Personnel Branch can be contacted for technical assistance regarding filing grievances or grievance appeals at 502-573-3747.
- O. Each employee shall be reimbursed for all approved expenses occurring in the performance of duties in accordance with the provisions of [200 KAR Chapter 2](#). The Fiscal Branch shall have responsibility for the implementation of reimbursement procedures within DJJ.
- P. Pursuant to [101 KAR 2:102](#), employees may be placed on special leave with pay for investigative purposes pending an investigation of an allegation of employee misconduct.
- 1. When an employee is placed on special investigative leave, the Personnel Branch is responsible for preparing a notification letter to the employee informing them of placement on special investigative leave, along with any agency requirements for the employee.
 - 2. Notification letters prepared under this section shall be hand-delivered to the employee by the appropriate Division Director, Assistant Director, Facilities Regional Administrator, or Branch Manager. No other job classification is permitted to deliver these notifications.
 - 3. Another supervisory staff that is at a higher job classification than the employee receiving the letter shall witness the delivery of the letter.
 - 4. It is the responsibility of the supervisory staff delivering the notification letter to verbally explain the contents of the letter to the employee being placed on leave and to answer any questions.
 - 5. It is the responsibility of the supervisory staff delivering the notification letter to have the receiving employee sign a confirmation sheet provided with the letter, and return the signed confirmation sheet to the DJJ Personnel Branch. If the receiving employee refuses to sign, this shall be noted on the

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confirmation sheet, along with the signatures of the delivering supervisory staff and the witness.

Q. All DJJ employees and their dependents are eligible for services through the Kentucky Employee Assistance Program (“KEAP”) in accordance with [101 KAR 2:160](#), Section 3.

1. A supervisor may extend to an employee an offer of assistance through the Kentucky Employee Assistance Program if the employee's job behavior or job performance is unacceptable or deteriorating.
2. There is no charge for information and referral services offered by KEAP.
3. All contact with KEAP shall be voluntary and strictly confidential as permitted by state and federal law.

V. STAFF TRAINING

The Division of Professional Development shall develop and deliver training for supervisory staff on the requirements of this policy.

VI. MONITORING MECHANISM

- A. The Division Director of Administrative Services and the Personnel Branch Manager are responsible for monitoring the actions of the Personnel Branch on a continuous basis.
- B. Administrative Managers are responsible for monitoring the actions of employees within their respective organizational units for adherence to the requirements of this policy on a continuous basis.

	<p align="center">JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 3-JCRF-1C-04 1-JDTP-1C-08 1-JBC-1C-07 3-JTS-1C-07-1 3-JDF-1C-05-1</p>
<p>CHAPTER: Administration</p>	<p>AUTHORITY: KRS 15A.065</p>	
<p>SUBJECT: Sexual Harassment</p>		
<p>POLICY NUMBER: DJJ 103.2</p>		
<p>TOTAL PAGES: 4</p>		
<p>DATE ISSUED: 06/15/09</p>	<p>EFFECTIVE DATE: 06/15/09</p>	
<p>APPROVAL: J. Ronald Haws</p>	<p>, COMMISSIONER</p>	

I. POLICY

It is the policy of the Department of Juvenile Justice (DJJ) that sexual harassment shall not be tolerated. DJJ prohibits threatening, offensive, or unwelcome conduct at work and when an employee is representing DJJ.

II. APPLICABILITY

This policy shall be applicable to all employees, volunteers, interns, consultants, and contract personnel doing business with DJJ.

III. DEFINITIONS

- A. "Obscene" as defined in KRS 531.010(3) means (1) to the average person, applying contemporary standards, the predominant appeal of the matter, taken as a whole, is to prurient interest in sexual conduct; and (2) the matter depicts or describes the sexual conduct in a patently offensive way; and (3) the matter, taken as a whole lacks serious literary, artistic, political, or scientific value.
- B. "Retaliation" means adverse action against an employee who complains about or protests discriminatory or harassing conduct or who participates in an investigation.
- C. "Sexual harassment" as defined in 29 C.F.R. §1604.11 means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- D. "Department Equal Employment Opportunity ("EEO") Coordinator" means the DJJ staff member who has primary responsibility for the agency's affirmative action program in compliance with the State's Affirmative Action Plan. The EEO Coordinator is located within the department's Personnel Branch.
- E. "EEO Counselor" means the DJJ staff member from a facility or DJJ office who reports employee complaints or allegations of harassment or inappropriate

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conduct to the department EEO Coordinator and Human Resource Branch Manager. The counselor is knowledgeable about complaint and grievance procedures and the proper remedial avenues.

IV. PROCEDURES

- A. Upon employment, each DJJ employee shall be assigned the New Staff Training modules regarding Sexual Harassment by the Program Services Division. This training shall be completed within the first thirty (30) days of employment. This training advises employees to avoid offensive or inappropriate conduct or sexually harassing behavior at work.
- B. All questions about offensive or inappropriate behavior shall be referred to the EEO Counselor, Department EEO Coordinator or directly to the Personnel Cabinet's Office of Diversity and Equality at 502-564-8000. Complaints of sexual harassment shall be investigated in a prompt, careful manner. All employees are assured that they will be free from any and all reprisal or retaliation for filing such complaints. Appropriate action shall be taken to ensure that any harassment shall not recur.
- C. In addition to the conduct prohibited by 29 C.F.R. § 1604.11, (see III.C.) other prohibited behavior shall include:
 1. Lewd or sexual comments;
 2. Sexual innuendo, including embarrassing comments or terminology;
 3. Vulgar or indecent gesture, language, or joke;
 4. Bringing or displaying a sexually suggestive object, book, magazine, photograph, cartoon, calendar, or picture in the workplace;
 5. Use of the computer to transmit, solicit, display, or download an obscene message or material; or
 6. Threatening, demeaning or offensive conduct directed toward an individual.
- D. If an employee is believed to have been subjected to sexual harassment or other prohibited behavior, the following steps shall be taken:
 1. The employee shall make it clear to the harasser that the behavior is considered threatening, offensive, or unwelcome. This notification shall be done using one of the following methods:
 - a. Verbally notify the harasser of the offensive behavior. This shall be done in front of another employee, if possible; or
 - b. Provide written notice to the harasser of the offensive behavior; or
 - c. Contact the EEO Counselor within the organizational unit, or the Department EEO Coordinator. The EEO Counselor (or Department EEO Coordinator) will then contact the alleged harasser and provide notification of the offensive behavior.
 2. Following this notification, no further action is required by the employee. However, if after the notification the behavior continues, the employee shall

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report the continued conduct to the EEO Counselor, Department EEO Coordinator, the Human Resource Branch Manager, or the Personnel Cabinet's Office of Diversity and Equality at 502-564-8000.

3. The required notification shall not prohibit an employee from reporting the alleged offensive behavior to their supervisor.
 4. Upon report of the offensive behavior, the employee may be asked to put the complaint in writing. If a written complaint is requested, it shall include:
 - a. A description of the events that occurred, including the date, time, and place of the occurrence; and
 - b. The name of any witness who was present or may have seen or heard the incident.
 5. If another staff member other than the EEO Counselor or Department EEO Coordinator receives a complaint of sexual harassment, the staff member shall immediately contact the EEO Counselor or the Department EEO Coordinator.
 6. Any supervisor receiving a complaint of sexual harassment shall report the complaint to the EEO Coordinator or State EEO Coordinator. Failure to do so shall be grounds for disciplinary action.
- E. The EEO Counselor shall, upon receipt of a complaint or report of alleged sexual harassment or other prohibited behavior, put the specifics of the complaint in writing. The written documentation (including any action taken) shall be provided to the Department EEO Coordinator and the Human Resource Branch Manager within three (3) business days of the receipt of the complaint or report.
- F. Investigation of Complaints
1. Upon receipt of the written documentation, the Department EEO Coordinator shall review all written documentation. The responsibilities of the Department EEO Coordinator are outlined in the Commonwealth of Kentucky Affirmative Action Plan which is promulgated by the Personnel Cabinet. This plan can be found in the "Personnel Items" section of the DJJ Portal or on the EEO page on the Personnel Cabinet website.
 2. The Department EEO Coordinator shall make the determination whether the complaint should be referred for investigation. If it is determined that the complaint should be referred for investigation, the Department EEO Coordinator shall notify the Human Resource Branch Manager, Office of Legal Counsel, and the Deputy Commissioner(s) and provide each with all relevant documentation.
 3. The Human Resource Branch Manager, the Office of Legal Counsel, and the appropriate Deputy Commissioner(s) shall meet to:
 - a. Separate the complainant and the alleged harasser; and
 - b. Determine whether the investigation shall be conducted at the regional or institutional level; or
 - c. Determine whether the investigation shall be referred to the Office of Investigations (OOI).

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4. The complainant, the alleged harasser, and any witness may be interviewed during the course of the investigation; the alleged harasser and any witness may be asked to submit a written statement.
- G. Final Action
1. Appropriate action, which may include disciplinary action, up to and including dismissal, shall be taken based upon the findings of the investigation. If the findings are inconclusive but the investigation reveals potentially problematic conduct, preventative action shall be taken. The alleged harasser shall be reminded of DJJ policy. Further preventative measures may be taken which could include permanent re-assignment or additional training to avoid a future recurrence.
 2. The victim of sexual harassment shall be referred to appropriate resources, if necessary, to receive help in dealing with the effects of the sexual harassment.
- H. The privacy of the complainant and the accused harasser shall be protected to the fullest extent permitted by the circumstances. An individual interviewed in the course of resolving the complaint shall be directed by the interviewer to treat the information as confidential. Breach of this confidentiality may be grounds for disciplinary action.
- I. Retaliation by or against any party involved in a complaint shall be strictly prohibited. Retaliation in, and of itself, may be grounds for disciplinary action.
- J. If a complaint is filed falsely accusing the alleged harasser, or if any person provided false information during the course of the investigation, this may be grounds for disciplinary action.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Deputy Commissioners, the Human Resource Branch Manager, and the DJJ EEO Coordinator. Supervisors shall monitor that sexual harassment training has occurred for all staff members.



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

**REFERENCES:
3-JTS-1B-21
3-JDF-1B-21
3-JCRF-1B-17
1-JDTP-1B-19
1-JBC-1B-19
4-JCF-3D-07**

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Employee Code of Conduct	
POLICY NUMBER: DJJ 104	
TOTAL PAGES: 6	
DATE ISSUED: 09/13/10	EFFECTIVE DATE: 09/13/10
APPROVAL: J. Ronald Haws	COMMISSIONER

I. POLICY

Employees shall conduct themselves in a professional manner. Staff shall be aware that their personal conduct reflects upon the integrity of the agency and its ability to provide services to youth.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice. This policy shall apply to contract facilities and programs.

III. DEFINITIONS

- A. "Contraband" is defined in [KRS 520.010\(1\)](#) and includes, but is not limited to, tobacco, pins, needles, sewing equipment, aerosol cans, toxic cosmetics (such as nail polish remover), modeling glue, cleaning fluids, paints, razors, tools, ropes, chains, extremely toxic house plants, broken articles, drug paraphernalia as defined in [KRS 218A.500](#), any unauthorized written materials, photographs, audio or video recordings, video games, and any other item used to subvert security measures, assist in an escape event, or as indicated by policy and state laws. Any items that are properly authorized for use within a DJJ facility shall be excluded from the above list.
- B. "Dangerous Contraband" is defined in [KRS 520.010\(3\)](#) and means contraband which is capable of use to endanger the safety or security of a detention facility or persons therein, including, but not limited to, dangerous instruments as defined in [KRS 500.080](#), any controlled substance, any quantity of an alcoholic beverage, and any quantity of marijuana, and saws, files, and similar metal cutting instruments. Any items that are properly authorized for use within a DJJ facility shall be excluded from the above list.
- C. "Sexual Contact" is defined in [KRS 510.010\(7\)](#) and means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying the sexual desire of either party.

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IV. PROCEDURES

- A. Employees shall arrive and leave work at scheduled times as determined by their supervisor.
- B. Employees shall perform their work assignments competently and in a professional manner. It is the responsibility of each employee to know and act in accordance with Department policy and standard operating procedures.
- C. Employees are required to obey the lawful order or directive of a supervisor. If the order or directive conflicts with an order or directive previously issued by another supervisor, the employee shall make the supervisor aware of the conflict. If the supervisor does not alter the order or directive, the most recent order shall stand and the responsibility shall be assigned to the supervisor issuing the most recent order.
- D. Employees shall remain in their assigned working areas during working hours. Employees shall not disturb or interrupt other employees at their working areas or prevent other employees from carrying out their duties.
- E. Employees are prohibited from entertaining friends or family on the premises of any DJJ office or program except during appropriate scheduled and approved events.
- F. Loud, abusive, or profane language and boisterous and unprofessional conduct shall not be tolerated. Employees shall refrain from making comments which are critical of colleagues or the agency, particularly while in the presence of youth or representatives of youth.
- G. Employees are prohibited from engaging in unwelcome written, verbal, or physical conduct that either degrades, shows hostility, or aversion towards a person on the basis of race, color, national origin, age, sex, religion, disability, marital status, or pregnancy that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an employee's work performance; or 3) creates conditions that may not be sexually offensive in nature, but may lead to a hostile working environment.
- H. State property and equipment shall not be loaned to employees or others for personal use.
- I. All DJJ employees shall be truthful in correspondence and interactions with other DJJ staff, youth, parents, outside agencies, investigators, and in the completion of any type of work-related written documentation (computer-based, hand-written, or typed).

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- J. DJJ staff who work at secure facilities and park their vehicle in a secure, locked parking area are subject to having their vehicle searched. All DJJ facilities, secure parking areas, and offices shall post signs indicating that all vehicles on the premises are subject to search per [DJJPP](#).
- K. Contraband or dangerous contraband is prohibited in DJJ facilities and offices. No employee shall transport contraband of any kind into a DJJ facility. Also, theft of any state property, including, but not limited to, linens, clothing, supplies, or equipment is prohibited. DJJ staff may be subject to a pat down search of their person if they are suspected of theft or of transporting prohibited or dangerous contraband into a DJJ facility or office. The pat down search of an employee shall be conducted only with approval through the chain of command and only in incidents in which there is reasonable suspicion of contraband per [DJJPP](#). A final decision to search shall be made by the highest ranking supervisor present in the facility or office. The DJJ Office of Legal Counsel shall be consulted if there is any question related to the degree of suspicion. Packages, lockers, desk and work areas are subject to search by a supervisor.
- L. Office telephones may only be used during the employee's break or lunch, prior to or after their work time. Cell phones shall be prohibited in areas occupied by youth. Employees are prohibited from allowing youth to use a personal cell phone in any part of the facility. Cell phones may be used during the employee's break or lunch, prior to or after their work time. When required to remain beyond their normal shift, employees may use the telephone or cell phone to notify their families.
- M. Employees are prohibited from sleeping or napping while on duty. Sleeping, lying down, lounging, laying the head down upon a desk or table, or resting in any other position that would give the appearance that the employee is sleeping, is prohibited. Sleeping shall not be allowed in youth areas even on break time, and if observed, may result in disciplinary action up to, and including dismissal. Employees shall be provided sleeping and leisure areas separate from youth residential areas if they are unable to return to their homes when needed to assist in providing twenty-four (24) hour coverage.
- N. Employees shall not be on the premises except during working hours unless approved by their immediate supervisor.
- O. In accordance with [KRS 237.110\(13\)](#), [KRS 237.110\(14\)](#) and [KRS 237.115\(1\)](#) employees are prohibited from possession of firearms, or any other deadly weapon as defined in [KRS 500.080\(4\)](#), on the premises or grounds of any DJJ office, program, treatment facility, or detention center and in any vehicle transporting DJJ youth per [DJJPP](#).

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- P. Employees shall interact with youth on a consistent basis to address individual youth needs and prevent conflicts from becoming unmanageable. Employees shall protect the individual safety of youth and themselves through the use of approved controlling techniques utilizing no more than the absolute amount of force necessary to diffuse a confrontational situation.
- Q. Employees shall take appropriate precautions in dealing with youth to prevent allegations of inappropriate verbal communication, written communications, sexual contact or abuse of any type per [DJJPP](#).
- R. Abuse and other mistreatment of youth in the care or custody of the Department shall not be tolerated. Reference [DJJPP](#). Persons abusing youth shall be subject to disciplinary action up to and including dismissal under [101 KAR 1:345](#). Employees suspected of abuse are subject to investigation and prosecution under all applicable laws.
- S. As a representative of the Department, employees shall act in a manner that provides youth with a positive role model.
- T. Employees, volunteers, and contract personnel shall be expected to maintain a professional relationship with youth at all times. The following rules help delineate this relationship and prevent complications in treatment for youth. An employee or volunteer is prohibited from the following actions subject to administrative and criminal disciplinary sanctions:
1. Selling or loaning personal belongings to youth or youth's representative;
 2. Entering into a business relationship or financial transaction with youth or the representatives of a youth;
 3. Giving special privileges to a youth, unless privileges are earned by the youth as part of the treatment plan (Reference [DJJPP](#));
 4. Accepting a bribe or payment from a youth or the representatives of a youth for special services rendered to them;
 5. Lending money to a youth or the representatives of a youth;
 6. Entering into a dating or sexual relationship or having sexual contact with an individual who is currently supervised by or committed to DJJ (reference [KRS 510.020\(3\)\(e\)](#) regarding consent);
 7. Entering into a dating or sexual relationship or having sexual contact with a youth who was previously supervised by, or in the custody of, DJJ and who is under the age of eighteen (18); or
 8. Entering into a dating or sexual relationship or having sexual contact with any DJJ youth who is eighteen (18) years or older, who has been supervised by DJJ or committed to DJJ within the past two (2) years (for example, if a youth is seventeen (17) years and six (6) months of age when released, an employee could not date the youth until the youth is

POLICY NUMBER DJJ 104	ISSUE DATE 09/13/10	EFFECTIVE DATE 09/13/10	PAGE NUMBER 5 of 6
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nineteen (19) years and six (6) month of age, or two (2) years after release.)

U. DJJ recognizes that its employees are persons in a position of authority or position of special trust, as defined in [KRS 532.045](#). DJJ prohibits any employee, regardless of his or her age, from subjecting anyone under the agency's care or custody, with whom he or she comes into contact as a result of his or her position, to sexual contact.

V. Donations made to programs, including money, property, or material goods shall not be accepted by individual employees without proper authorization of the superintendent or other competent authority. Only donations which are allowable under the code of ethics may be accepted. Donations of money, property, and material goods shall be properly accounted for in facility records.

W. Employees shall fully cooperate with and not interfere in an investigation conducted by the Office of Investigations (OOI), a DJJ Supervisor, or Ombudsman, subject to Federal and State constitutional protections.

1. Employees shall provide a written or verbal statement in a departmental investigation or when directed by a supervisor. Failure to provide a written statement as requested shall result in a disciplinary action, up to and including dismissal.
2. Employees shall not discuss the investigation with anyone other than OOI staff, a DJJ Ombudsman, or someone within their supervisory chain. Exceptions to this may be made under the direct authorization of the DJJ Commissioner's Office.

X. Employees are prohibited from having sexual or intimate contact while on state property, in a state vehicle, or while on duty.

Y. Employees are prohibited from purchasing products for personal use from the agency's contracted vendors at the reduced agency rate. Employees shall also be prohibited from using the DJJ procurement card to make purchases of any kind for personal use.

V. STAFF TRAINING

The Division of Program Services shall provide New Staff Training ("NST") for all newly hired staff. This training will include a review of the Employee Code of Conduct and other relevant topics.

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VI. MONITORING MECHANISM

- A. The Division of Program Services shall have the responsibility of verifying that all NST training is completed and entered into the WebInService Learning System. Training deficiencies shall be reported monthly to affected agency managers for appropriate follow-up.
- B. Department supervisors shall monitor staff conduct for adherence to this policy on a day-to-day basis.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Management Response to Flagrant/Non-Flagrant Violations		
POLICY NUMBER: DJJ 105		
TOTAL PAGES: 5		
DATE ISSUED: 02/15/04		EFFECTIVE DATE: 04/15/04
APPROVAL: Ronald L. Bishop		, COMMISSIONER

I. POLICY

Specific procedures shall be established to provide immediate and effective response to problems that may develop in employee-management relations.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITIONS

- A. "Flagrant Violation" is defined as a breach of state law, personnel rules, departmental rules, regulations, directives, or policies by an employee which, under the circumstances, constitutes a clear, present or immediately foreseeable threat or danger to the life, safety, health, or welfare of youth, other employees, the subject employee, or general public, the property of the Department, or otherwise seriously disrupts the Department's normal course of business.
- B. "Non-Flagrant Violation" is defined as a breach of state law, personnel rules, departmental rules, regulations or directives, or policies which are of a non-threatening or non-dangerous nature. Such infractions include, but are not limited to, unsatisfactory work performance, poor attendance record, tardiness, insubordination, job abandonment, or misconduct.

IV. PROCEDURES

A. FLAGRANT VIOLATIONS

1. Managerial Action Authorized:

Upon determining that an employee has committed a flagrant violation and that a need to diffuse a presently dangerous/disruptive situation exists,

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Managers are authorized to direct the offending employee to vacate the premises immediately.

2. Guidelines for Managerial Action:

- a. The Manager shall limit instructions to the employee, at the time of the incident, to stating only that the employee is ordered to leave Departmental property and that status notification shall be forthcoming. The Manager shall, with staff witness, collect all items of DJJ property from the employee i.e., keys, radios, etc., prior to departure from Departmental property.
- b. If the employee refuses to leave the premises or poses a threat of harm to himself or others, law enforcement officials shall be notified to remove the employee. If the employee is impaired by alcohol or drugs and cannot or should not drive themselves from the premises, a family member may be contacted to drive the employee home or other arrangements to remove the employee from the premises shall be made.
- c. Upon ordering the employee to vacate, the manager shall, by the most immediate means, contact the appropriate Division Director or Office of the Commissioner, and the Personnel Branch to relate the action taken. Once this information is received by the Appointing Authority, a decision shall be made regarding whether to return the employee to work or if written notice shall be provided to the employee of placement on administrative leave with pay pending an investigation.
- d. The Manager shall conduct an informal investigation or request the Internal Affairs Officer to initiate a formal investigation. All staff have the responsibility of reporting any allegation of abuse/neglect/mistreatment of youth to the Justice Cabinet Internal Investigation Branch immediately in accordance with departmental policy.
- e. The following information shall also be compiled in a report at the earliest opportunity in preparation for the disciplinary action to be taken:
 1. Subject employee's name, social security number, position, work station, description of offense committed;
 2. Time, date, location;
 3. Individuals involved or affected (employees, clients, other members of public);

POLICY NUMBER DJJ 105	ISSUE DATE 02/15/04	EFFECTIVE DATE 04/15/04	PAGE NUMBER 3 of 5
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4. Description of incident;
 5. Names, addresses, telephone numbers of witnesses to the incident, whether for or against the employee;
 6. Other data as circumstances may indicate (weather, road conditions, traffic conditions, etc.);
 7. Whether and when police or fire officials were notified and action taken;
 8. Whether physical evidence was preserved, photographs taken, statements recorded and individuals involved, etc.;
 9. The significance of the conduct and the extent to which it affected or would have affected persons, property or the proper conduct of business.
- f. It is emphasized that the manager shall exercise restraint and discretion in taking the action authorized in cases of flagrant violations and meet the requirements of specificity of detail and timeliness. The manager shall refrain from discussing details of an action with anyone outside the channels outlined herein unless under a legal duty to do so.

B. NON-FLAGRANT VIOLATIONS

1. Managerial Action Authorized:
 - a. After review of the circumstances, a manager may implement minor corrective actions for non-flagrant violations which are appropriate, such as verbal and/or written reprimands.
 - b. In cases involving employees with appeal rights to the Personnel Board charged with non-flagrant violations (except for charges of poor time and attendance or job abandonment) who are recommended for dismissal or suspension, an informal investigation may be conducted. A summary report of the investigation and supportive documentation shall be forwarded to the DJJ Personnel Branch for a determination to be made on requested action.
2. Guidelines for Managerial Action:
 - a. The manager timely initiates a recommendation for a major corrective action by compiling a memorandum to his immediate supervisor recommending that disciplinary action be taken, describing in detail the nature of the problem and attaching supportive

POLICY NUMBER DJJ 105	ISSUE DATE 02/15/04	EFFECTIVE DATE 04/15/04	PAGE NUMBER 4 of 5
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documentation. The manager shall not discuss the action beyond the point of stating that disciplinary action has been requested. The memorandum shall include the following:

- (1) Personal information about the employee, i.e., name, social security number, position, title, status, work location, date of employment, etc.
 - (2) Nature of the problem, including specific facts and statistics, dates, times, places, names of witnesses, etc., as may be necessary to the development of the case.
 - (3) Evidence of a corrective action taken in the past, i.e., previous supervisory conferences regarding this issue, or disciplinary actions taken with respect to this employee.
 - (4) Evidence of a continuation of the problem shall be documented and explained in detail specific enough to describe what was or was not done and what DJJ policies were violated. For example, if this is an accumulative problem such as unsatisfactory work performance or poor attendance record, indicate that the problem has continued since the last corrective action and the manner in which such continuance has taken place.
 - (5) Documentation concerning the case shall be attached, for example: employee performance evaluations, time records, evidence of previous verbal and written reprimands, copy of the rule or policy violated, witnesses' written statements or summaries, etc. Any documentation which supports the employee and is relevant to the case shall also be attached. Include any written statements which the employee may have made and/or a fair summary of any oral statement made regarding the allegations.
- b. Consideration shall be given to the employee's work record and length of service.
 - c. Managers may seek advice relative to all disciplinary matters by contacting their supervisors, Office of General Counsel and/or the Personnel Branch.
 - d. After careful review, the Division Director shall make a recommendation for corrective action through appropriate channels.
 - e. The Appointing Authority shall make the final decision on the request and the Division Director shall be notified accordingly.

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V. MONITORING MECHANISM

Monitoring shall be done by all supervisory personnel and the Personnel Branch Manager on an ongoing basis.



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

REFERENCES:

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Emergency Staff Coverage	
POLICY NUMBER: DJJ 106	
TOTAL PAGES: 2	
DATE ISSUED: 08/01/02	EFFECTIVE DATE: 08/15/02
APPROVAL: Ralph E. Kelly, Ed.D.	, COMMISSIONER

I. POLICY

Emergency situations may necessitate that employees be required to report for, or remain on, duty beyond their normal work hours.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice programs and offices.

III. DEFINITION

“Emergency Situation” means the occurrence, or the imminent threat of occurrence, of the situations listed below:

1. Escape from a facility;
2. Death;
3. Serious Assault or Injury;
4. Major fire or disturbance;
5. Community placement disruptions;
6. Other matters considered to be of a serious nature.

IV. PROCEDURES

- A. On-duty staff may be required to work beyond their normal work hours until an emergency situation is resolved. Off-duty staff may be required to be available or “on-call” to respond to coverage needs during emergency situations.

POLICY NUMBER DJJ 106	ISSUE DATE 08/01/02	EFFECTIVE DATE 08/15/02	PAGE NUMBER 2 of 2
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B. Maintenance On-Call Staff

The maintenance on-call staff shall be contacted for matters considered to be serious in nature and requiring the services of a maintenance employee. The maintenance on-call staff shall, after receiving a description of the incident, decide whether to report to the institution or contact another maintenance employee or vendor to resolve the problem.

C. Mental Health and Nursing On-Call Staff

The mental health and nursing on-call staff shall be contacted on weekends and holidays and any other time not on-site if staff determines a youth's complaint to be serious in nature or consultation is necessary in order to carry out a youth's health care plan. The mental health or nursing on-call staff shall, after receiving a description of the complaint, decide whether to report to the institution or if it shall be necessary to direct the staff to seek treatment for the youth at an emergency care provider.

D. On-call staff may be required to carry a pager if they are away from an area where telephone access is readily available.

E. The staff member shall have no more than 60-minute response time when called.

F. Staff may be granted compensatory time only for the time charged to the handling of the emergency situation for which they are called. Travel time may be counted in the determination of compensatory time earned. Travel time for compensatory purposes does not include those trips that an employee would be normally expected to incur in relation to his regular 7.5 hour shift, 5-day workweek.

G. In situations requiring off-duty staff to report to duty at the program, mileage traveled to and from the employees assigned workstation is not reimbursable. Any other mileage traveled in responding to the emergency situation shall be reimbursed pursuant to Department of Personnel regulations, if a state vehicle is not used.

V. MONITORING MECHANISM

This activity shall be monitored by supervisory personnel on an ongoing basis, by the Superintendent, and by the Regional Facilities Administrator or Regional Manager.



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

REFERENCES:
ACA 3-JTS-1D-14
ACA 3-JCRF-1D-08
ACA 1-JDTP-1D-12
ACA 3-JDF-1D-14
JPAS-2-7058, 7059

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Attendance at Professional Meetings

POLICY NUMBER: DJJ 106.1

TOTAL PAGES: 2

DATE ISSUED: 02/15/04

EFFECTIVE DATE: 04/15/04

APPROVAL: Ronald L. Bishop

, COMMISSIONER

I. POLICY

The Department supports the professional development of employees by encouraging employee attendance at professional job related meetings, workshops and conferences.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

Not Applicable

IV. PROCEDURES

A. Request for Time to Attend Professional Meetings

1. Any employee may request prior approval from their immediate supervisor for time away from their regular duties to attend professional job related meetings, workshops and conferences. The employee may be required to pay any fees and travel expenses.
2. Each request shall be submitted to the immediate supervisor in writing at least 30 days prior to the meeting, if possible, and shall include registration materials and related documents to justify the job related nature of the meeting and the time required.
3. Approved requests shall be recorded as time worked on the employee's timesheet, unless otherwise directed or authorized by the Department.
4. Requests for other paid leave for professional meetings shall be approved in advance by the Appointing Authority.

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B. Requests for Funds to Attend Professional Meetings

1. For purpose of this policy, no distinction shall be made between the sources of funds.
2. Advance approval shall be obtained for payment or reimbursement of fees and travel expenses for participation in meetings and activities of professional organizations. Travel requests shall be initiated as soon as possible and no later than one month before travel is to start. Any exceptions shall be supported by a valid reason acceptable to the supervisor.
3. Requests shall be submitted and follow the approved format to the immediate supervisor. If approved at this level, the request shall be forwarded through the appropriate chain of command.

C. Holding Office in a Professional Organization

1. Employees shall be encouraged to take leadership roles and serve as officers or committee members in recognized national, regional or state professional organizations.
2. Before accepting an office in an organization involving time away from normal working hours, employees shall determine jointly with their supervisor that both Department and organizational duties can be performed without detriment to either.

V. MONITORING MECHANISM

Supervisors shall be responsible for insuring the procedures are followed.



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

REFERENCES:

**3-JTS-1C-15
3-JDF-1C-13
3-JCRF-1C-10
1-JDTP-1C-16
1-JBC-1C-12
1-S.ID-1C-11**

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Criminal History Checks on All Personnel

POLICY NUMBER: DJJ 106.3

TOTAL PAGES: 2

DATE ISSUED: 02/15/04

EFFECTIVE DATE: 04/15/04

APPROVAL: Ronald L. Bishop

, COMMISSIONER

I. POLICY

Criminal record checks shall be conducted on all persons employed by or providing services on behalf of the Department.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice employees, student interns and volunteers.

III. DEFINITION

Not Applicable

IV. PROCEDURES

- A. During initial interviews, prospective employees, student interns and volunteers shall be informed of the criminal records check procedure.
- B. The Director of Administrative Services shall make a request through the Administrative Office of the Courts (AOC) for a statewide criminal records check. The Division of Administrative Services shall complete a criminal records check on each employee, student intern and volunteer prior to the completion of the first thirty (30) days of duty or, in the case of Youth Worker staff, prior to the completion of the Training Academy.
- C. The Division of Administrative Services shall notify the appropriate Director of any convictions identified as the result of the records check. The Director or designee shall make dispositional decision in regards to retention of student interns and volunteers. The Director shall make dispositional recommendation as to retention of employees to the Commissioner, but the Commissioner shall make the final decision.

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V. MONITORING MECHANISM

The Director of Administrative Services shall monitor the background check process.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-1C-20 3-JDF-1C-18 1-JDTP-1C-21
CHAPTER: Administration	AUTHORITY: KRS 15A.065	
SUBJECT: Replacement of Damaged or Destroyed Employee Personal Property		
POLICY NUMBER: DJJ 106.4		
TOTAL PAGES: 3		
DATE ISSUED: 02/15/04	EFFECTIVE DATE: 04/15/04	
APPROVAL: Ronald L. Bishop	, COMMISSIONER	

I. POLICY

Staff in DJJ operated programs shall be compensated for personal property which is damaged or destroyed as a result of youth activity. The Department shall not be liable or responsible for employee's personal property which has been lost or stolen.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

- A. Personal Property includes, but is not limited to, such items as eyeglasses, contact lenses, watches and clothing. Decorative items of clothing and jewelry not required for the performance of duty such as earrings, bracelets, necklaces, pins and broaches shall not be repaired or replaced.
- B. Youth activity includes attacks, fights, taking youth into custody, whether inside or outside of an institution, or other actions wherein the direct and immediate actions of the youth creates the loss or damage.

IV. PROCEDURES

- A. An employee who suffers damage to personal property as a result of youth activity, wherein the employee was involved in attempting to control or assist in controlling improper, illegal or unauthorized youth activity, may be compensated by repair or replacement of the damaged articles.
 - 1. An Incident Report describing the incident shall be completed. The report shall set forth the details of the incident, the items damaged, and the

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degree of damage. The report shall be submitted to the appropriate program supervisor for review and approval.

2. A copy of this report shall be submitted along with a request for approval to repair or replace the damaged or broken articles. This request shall be forwarded to the Superintendent for approval.
- B. Once approval is obtained, items shall be repaired or replaced using the following procedures:
1. The appropriate supervisor shall be responsible for conferring with the employee whose personal property has been damaged to determine what means of reparation shall be made keeping within the limitations of this policy. The replacement or repair of the item shall be arranged by the employee. The appropriate fiscal officer shall be kept advised of these arrangements.
 2. The cost of replacing or repairing damaged items shall be limited to the following:
 - a. Clothing

1. Blouse or Shirt	\$30.00
2. Skirt or Trousers	\$40.00
3. Sweater	\$40.00
4. T-shirt	\$15.00
5. Dress	\$60.00
6. Coat or jacket	\$100.00
7. Other items of clothing shall be evaluated on a per item basis.	
 - b. Jewelry

1. Watch, repair or replace up to	\$75.00
2. Repair; replace watchband up to	\$15.00
 - c. Prescription Eyeglasses / Contact Lens
 1. The maximum allowable payment shall be \$350.00 and shall not include payment for an eye examination.
 2. In case of physical injury to the eyes, a separate claim shall be filed through Workman's Compensation.

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DJJ 106.4	02/15/04	04/15/04	3 of 3

- C. The cost of repair or replacement shall be entered into the Other Expenses section of a Travel Voucher.
- D. Payment for repair or replacement of any damaged or destroyed article shall be made to the employee upon submittal of a completed Travel Voucher, along with the original receipt and a copy of the approved incident report, through supervisory channels to the Fiscal Branch.

V. MONITORING MECHANISM

The Fiscal Branch of the Division of Administrative Services shall monitor this policy.



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

REFERENCES:

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Administrative Duty Officer

POLICY NUMBER: DJJ 106.5

TOTAL PAGES: 3

DATE ISSUED: 02/15/04

EFFECTIVE DATE: 04/15/04

APPROVAL: Ronald L. Bishop

, COMMISSIONER

I. POLICY

Each Program Superintendent and Juvenile Service District Supervisor (JSDS) shall appoint an Administrative Duty Officer (ADO) responsible for operations and management in the absence of the Superintendent/Supervisor.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice programs and community service offices.

III. DEFINITIONS

“Administrative Duty Officer (ADO)” means a staff member appointed to be responsible for facility or office operations and management during weekends, holidays, and periods other than regularly scheduled 8:00 a.m. – 4:30 p.m. workdays; or during periods of absence of the Superintendent or JSDS during regularly scheduled workdays.

IV. PROCEDURES

- A. Each Program Superintendent and JSDS shall appoint a staff member to serve as Administrative Duty Officer (ADO).
- B. The staff member selected for a detention center, youth development center, group home, or day treatment program shall be an Assistant Superintendent, Youth Service Program Supervisor, Treatment Director or Counselor.
 1. If a Counselor is selected as ADO in a youth development center or detention center, the selection shall be with the approval of the Regional Facilities Administrator.

POLICY NUMBER DJJ 106.5	ISSUE DATE 02/15/04	EFFECTIVE DATE 04/15/04	PAGE NUMBER 2 of 3
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2. Upon recommendation of the Superintendent and approval of the Regional Manager, a Youth Worker Supervisor, Social Service Worker II, or Youth Worker III staff may be selected to perform this responsibility in group homes and day treatment centers.
- C. The staff member selected for a community services district shall be a Social Service Specialist or Juvenile Services Clinician.
 - D. For Youth Development and Detention programs only: The ADO shall be required to be on-site until minimally 8:00 p.m. on weekdays.
 - E. When an ADO is on-site, they have ultimate authority.
 - F. The ADO shall be on twenty-four (24) hour call.
 - G. The ADO shall have no more than a 60-minute response time when called.
 - H. The assignment of ADO shall be rotated and a schedule of assignment posted in the program. Community Services ADO rotation and schedule of assignment shall be shared with Court Designated Workers and local law enforcement agencies, as needed.
 - I. The ADO shall be equipped with a radio pager to insure accessibility.
 - J. The ADO shall be contacted in the event or imminent threat of situations listed below:
 1. Escape from the facility;
 2. Death;
 3. Serious assault or injury;
 4. Major fire or disturbance;
 5. Community placement disruption;
 6. Other matters considered to be of a serious nature.
 - K. After receiving a description of the incident, the ADO shall decide whether supervision may be provided by telephone or whether on-site supervision is necessary.
 - L. In situations requiring the ADO to be on-site, the ADO shall provide supervision until the conclusion of the incident or until relieved by higher authority.
 - M. The ADO shall ensure contact is made with the Regional Manager or Regional Facilities Administrator to report all instances as outlined in Section J above.
 - N. The Regional Manager or Regional Facilities Administrator shall follow the Department's chain of command in notifying officials of incidents of a serious

POLICY NUMBER DJJ 106.5	ISSUE DATE 02/15/04	EFFECTIVE DATE 04/15/04	PAGE NUMBER 3 of 3
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or emergency nature. If any official is unavailable, the next highest ranking staff member shall be notified. Uplining **requires actual contact** with an upline representative.

- O. The following expectations are inherent during the period a staff member serves as ADO:
 - 1. No use of alcohol or intoxicants.
 - 2. Provision of an accurate description of the situation when reporting incidents to the Regional Manager or Regional Facilities Administrator.
 - 3. Accessibility by telephone or pager at all times.
- P. The ADO may be granted compensatory time only for the time charged to the handling of a particular situation for which called. Travel time may be counted in the determination of compensatory time earned. Travel time for compensatory purposes does not include those trips that an employee would be normally expected to incur in relation to the regular 7.5 hour shift, 5-day workweek.
- Q. In situations requiring an ADO to report to duty at the program, mileage traveled to and from the regularly assigned workstation is not reimbursable. Any other mileage traveled in responding to the emergency situation shall be reimbursed pursuant to Department of Personnel regulations, if a state vehicle is not used.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Regional Managers and the Regional Facilities Administrators.



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

REFERENCES:
3-JTS-1C-07
3-JDF-1C-05
3-JCRF-1C-03
1-JDTP-1C-07
1-JBC-1C-06
1-SJD-1C-04

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Equal Employment Opportunity

POLICY NUMBER: DJJ 106.6

TOTAL PAGES: 2

DATE ISSUED: May 1, 2005

EFFECTIVE DATE: 05/01/05

APPROVAL: Bridget Skaggs Brown

, COMMISSIONER

I. POLICY

The Department is firmly committed to affirmative action to assure equal employment opportunity for all citizens. This policy is authorized by the Governor's Affirmative Action Plan which requires that each agency adopt an Equal Employment Opportunity (EEO) Complaint Procedure.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

Not Applicable

IV. PROCEDURES

- A. The Governor's Equal Employment Opportunity Policy Statement and the Justice Cabinet Policy Statements on Affirmative Action, Americans With Disabilities Act (ADA) and sexual harassment shall be posted conspicuously at each Department of Juvenile Justice office and program.
- B. Decisions and practices regarding recruitment, hiring, training, promotion, layoff, disciplinary actions, compensation, benefits, program services, and all other employment actions shall be made without regard to race, color, national origin, sex, religion, age or disability.
- C. All available resources shall be utilized which seek to achieve a fully integrated workforce.
- D. The Department shall designate a Coordinator for Equal Employment Opportunity, Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990.

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- E. Each facility and work location shall have a designated EEO Coordinator or Counselor who is knowledgeable about the State Affirmative Action Plan, the various classes protected from discrimination, and the different avenues available for seeking resolution of complaints alleging discrimination. The primary role of the EEO Coordinators shall be to provide information in an impartial manner.
- F. All Department employees shall be advised of the name of their EEO Coordinator/Counselor, and those EEO contact persons or liaisons shall be easily accessible to employees desiring EEO related information.
- G. An employee who suspects that he might have been illegally discriminated against shall be encouraged to consult with the appropriate EEO Coordinator/Counselor for information about pertinent laws and policies, and about the avenues for filing a complaint. An employee who believes they have been subject to an EEO violation shall report the violation to their EEO representative. If an employee is uncomfortable reporting the EEO violation to the local EEO representative, they shall report it directly to the EEO representative in the DJJ Personnel Branch in Frankfort.
- H. The Employee Grievance Procedure, as detailed in 101 KAR 1:375, may be used for the purpose of seeking internal resolution of EEO complaints. Copies of any grievances filed alleging discrimination should be immediately forwarded by the recipient to the DJJ EEO Coordinator for tracking.
- I. Employees have the right to pursue resolution of their EEO complaints with agencies outside of DJJ, irrespective of whether they have made use of internal procedures. Possible outside avenues for addressing EEO complaints include: the Personnel Board, the State Human Rights Commission and the Federal Equal Employment Opportunity Commission.
- J. Employees/Employers shall not retaliate in any manner against any applicant or employee who files an EEO complaint or grievance or assists in an investigation.

V. MONITORING MECHANISM

Supervisors shall insure compliance on an on-going basis.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-1D-14 3-JDF-1D-14 3-JCRF-1D-08 1-JDTP-1D-12 1-SJD-1D-07
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Tuition Assistance Program		
POLICY NUMBER: DJJ 106.7		
TOTAL PAGES: 5		
DATE ISSUED: 02/15/04 Corrected: 04/15/04		EFFECTIVE DATE: 04/15/04 Correction Effective: 05/01/04
APPROVAL: Ronald L. Bishop		COMMISSIONER

I. POLICY

The Department supports continuing education for all employees and shall offer tuition assistance whenever feasible to increase their job skills and provide for individual career development. The Tuition Assistance Program is a benefit provided to eligible employees and is not a right.

II. APPLICABILITY

This policy shall apply to all full-time eligible employees of the Department of Juvenile Justice who apply for funding through the Tuition Assistance Program and who are on active work status.

III. DEFINITIONS

- A. "Active Work Status" means that the employee, at the time of application and approval, is performing their job assignments.
- B. "Eligible Employee" means full-time employees who are in active work status and established an annual increment date and employees in the unclassified services who have completed six (6) months of continuous service.
- C. "Satisfactory Grade" means a "C" in undergraduate studies and a "B" in graduate studies or a professional degree program. A grade of "I" or "incomplete" shall not be a satisfactory grade. A grade of "Pass" is considered a satisfactory grade.
- D. "Tuition Assistance" means the program designed for state employees to take advantage of state paid educational opportunities through accredited colleges, universities, correspondence schools, or educational television for approved job related courses, or courses required of a degree which is job related, that have a clear and direct relationship to the work of the Department and to the improvement of the employee's job effectiveness in their present position or a position in the Department to which they may reasonably aspire.

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It may also be granted to pay for educational testing for credit such as GED (general educational development), CLEP (college level examination program), and DANTES (defense activity non-traditional educational support program)

IV. FUNDING

The Commissioner, upon the recommendation of the Director of Administrative Services, shall determine an amount of funds to be made available each fiscal year to support this program. Funds designated for the Tuition Assistance Program, except those previously committed, may be reduced or eliminated as the needs of DJJ dictate.

A. Source of Funds

The source of funds may be general fund dollars, federal fund dollars, grant funds or any other available funds or combination thereof. Any funds designated for a program area, i.e. residential, community, central office, etc., and not applied for by the cut off date, may, unless otherwise prohibited, be reassigned to another program area for use as needed.

B. Payment of Funds

1. The Tuition Assistance Program provides for the payment of funds, on a first come – first serve basis, directly to the educational institution after the eligible employee has received approval for the course(s). The Department has an approved list of degree programs for which tuition assistance will be offered.
2. Educational assistance for courses in pursuit of a second undergraduate, masters or doctoral degree shall not be granted. Requests for specific courses (not associated with pursuit of a degree) may be granted if the course(s) are DIRECTLY RELATED to the employee's work.
3. Employees who have not obtained a satisfactory grade from a previous course for which tuition assistance was received shall not be eligible for further tuition assistance until the course is satisfactorily completed or the employee has reimbursed the agency for the amount expended on the course.
4. The dollar amount to be paid for undergraduate tuition assistance shall not be greater than the tuition rate charged by the four (4) year state university closest to the employee's county of employment.
5. The dollar amount to be paid for graduate or professional degrees shall not be greater than the tuition rate charged by the state university closest to the employee's county of residence which offers that program.
6. Tuition assistance shall not be granted for out-of-state educational institutions unless the specific course work is not available within the state. The dollar amount of tuition assistance approved and provided for out-of-state instruction shall not exceed the rate of tuition charged by the state university closest to the employee's county of employment. Except for the tuition cap, this provision shall not apply in cases where the out-of-state institution is in the state of the employee's residence.
7. Tuition assistance may be granted to pay for tuition expenses only.

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8. The maximum limits on the number of college hours for which tuition assistance shall be granted are as follows:
 - a. Undergraduate degree (BA or BS) 130 undergraduate hours or its equivalent in quarter hours with a semester limitation of 3 courses and a summer session or intersession limit of 1 course.
 - b. Graduate degree (MA, MS, MPA) 36 graduate hours with a semester limitation of 2 courses and a summer session or intersession limitation of 1 course.
 - c. Doctorate or professional degree 60 graduate hours with a semester limitation of 2 courses and a summer session or intersession limitation of 1 course.

V. PROCEDURES

- A. The eligible employee may obtain a Tuition Assistance Authorization Form from their office, local personnel officer, or the DJJ Personnel Branch.
- B. The eligible employee shall complete the employee's section of the form. The form shall be TYPED and submitted to his/her district, facility or office supervisor no less than forty-five (45) calendar days prior to the start of the institution's school term.
- C. The supervisor shall review, complete the appropriate portion of the form, and approve/deny the request within five (5) calendar days of receipt. If approved, it is to be forwarded to the DJJ Personnel Branch located at central office.
- D. The Personnel Branch Manager and the Fiscal Branch Manager shall determine if the request is in compliance with this policy and, for questionable applications, shall confer with the Commissioner's Office.
- E. Upon approval, the Personnel Branch shall retain the original copy of the Tuition Assistance Authorization Form. An approved copy shall be returned to the employee.
- F. The employee shall be responsible for delivering the approved Tuition Assistance Authorization Form to the educational institution as payment documentation.
- G. Within thirty (30) calendar days after the scheduled completion of the course, the employee shall provide the Personnel Branch with an official grade report for the course(s) for which tuition assistance was provided.
- H. Any eligible employee who is denied tuition assistance shall receive a written explanation of the denial.
- I. The Personnel Branch shall maintain all records and forms associated with this program in the agency personnel file of the employee and shall forward to the receiving agency upon employee transfer.

VI. EMPLOYEE'S OBLIGATIONS

- A. An eligible employee who has approval for, and receives tuition assistance, shall be obligated to complete the course(s) for which assistance has been provided and receive a

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satisfactory grade(s) and continue to work for State Government for six (6) months following the completion of the course(s). (Refer to #8 “Payroll Deduction and Grade Release Authorization” section of the DJJ-P-33, Tuition Assistance Authorization Form.)

- B. If the employee does not receive a satisfactory grade or if the employee drops the course(s), substitutes another course, fails to complete the course, withdraws from school, or otherwise alters the approved application without the prior written approval of the Personnel Branch Manager, then that employee shall immediately reimburse DJJ all funds expended for that course(s).
- C. The employee shall provide proof of a satisfactory grade within thirty (30) calendar days after the scheduled course completion date. If the employee does not submit the grade report within the allotted time frame then the employee shall immediately reimburse DJJ all funds expended for the course(s).
- D. Any employee who leaves state employment for any reason, voluntary or involuntary, prior to the completion of the six month service obligation to State Government shall immediately reimburse DJJ all tuition assistance monies. This provision shall not apply to employees who do not meet the service requirement because of layoffs or reductions in force mandates.

VII. RESTRICTIONS

- A. KENTUCKY STATE UNIVERSITY - All eligible employees who live in or whose workstation is in Franklin County or an adjoining county may only receive tuition assistance for courses at Kentucky State University unless the course or degree program is not available. Correspondence courses for employees who live in or whose workstation is in Franklin County may only be approved when a comparable course of in-class instruction is not available at Kentucky State University. This policy is in keeping with Kentucky’s Higher Education Desegregation Plan in response to the U.S. Office of Civil Rights Letter of January 1982.
- B. Courses taken through the Tuition Assistance Program shall not be applied toward an educational achievement award.
- C. Any employee who has received tuition assistance and who has not complied with this policy shall be ineligible for further tuition assistance until the employee has reimbursed DJJ for all tuition assistance funds expended on their behalf.

VIII. TIME AND TRAVEL

- A. Supervisors are encouraged, to the extent feasible for safe and efficient operations, to be flexible in the work scheduling of employees participating in the Tuition Assistance Program.
- B. Continuing education through the Tuition Assistance Program is voluntary and employees

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shall not be permitted to travel, attend classes, or conduct any school related study or projects in an on-duty status.

- C. Employees shall not be permitted to utilize state equipment or vehicles in pursuit of their continuing education.

IX. EXCEPTIONS

- A. This policy is not intended to govern situations in which an employee, as a result of their assignment, is directed by DJJ to take educational courses in order to obtain or retain certification necessary for the performance of their position, i.e. sexual offender counseling certification.
- B. The Commissioner may, on a case by case basis, approve exceptions to any part of this policy when deemed in the best interest of DJJ or the Commonwealth.

X. EQUAL OPPORTUNITY

The Department of Juvenile Justice shall ensure that race, color, religion, national origin, sex, handicap, or age is not a factor in approving tuition assistance monies for its employees.

XI. MONITORING MECHANISM

The Regional Division Directors and the Director of Administrative Services shall ensure compliance with this policy on an ongoing basis.



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

REFERENCES:

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Compensatory Time

POLICY NUMBER: DJJ 106.9

TOTAL PAGES: 2

DATE ISSUED: 02/15/04

EFFECTIVE DATE: 04/15/04

APPROVAL: Ronald L. Bishop

, COMMISSIONER

I. POLICY

An employee who is directed to, or who requests and is authorized to, work in excess of the prescribed hours of duty shall be granted compensatory leave and paid overtime subject to the provisions of the Fair Labor Standards Act, the Kentucky Revised Statutes and 101 KAR 2:102. It shall be the responsibility of management staff to carefully consider all overtime requests and approve only those which are absolutely essential.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

“Compensatory Time” means award of leave time in lieu of paid overtime.

IV. PROCEDURES

- A. An employee deemed to be “non-exempt” shall have the option to accumulate compensatory leave at the rate of an hour and one-half (1 1/2) for each hour worked in excess of forty (40) per week in lieu of paid overtime. An employee deemed to be "exempt" under the provisions of the FLSA shall accumulate compensatory time on an hour-for-hour basis for hours worked in excess of the regular work schedule.
- B. All requests for compensatory time require the prior approval of the employee’s immediate supervisor and Facility Superintendent/ Office Supervisor, if applicable. Accumulation of compensatory time shall be kept to a minimum.

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- C. At the request of the supervisor and with prior approval of the Division Director or designee, earning compensatory time for work completed at home is permissible. Supervisors are responsible for determining if the overtime request is absolutely essential and justified, verifying what work is to be taken home and the anticipated timeframe to perform the work. Approval of such requests shall be treated as the exception and not the rule.
- D. Supervisors may require an employee to use compensatory leave before annual leave if the employee has a balance of 100 hours of compensatory leave and the employee's annual leave balance does not exceed the maximum number of hours that may be carried forward in accordance with 101 KAR 2:102 Classified Leave Regulations.
- E. Supervisors may require an employee who has accrued in excess of 200 hours of compensatory leave to take off work using compensatory leave in an amount sufficient to reduce the compensatory leave balance below 200 hours in accordance with 101 KAR 2:102 Classified Leave Regulations.
- F. All employees shall receive fair and equitable treatment in regards to compensatory time.

V. MONITORING MECHANISM

Monitoring shall be done on an ongoing basis by supervisory personnel.

	<p align="center">JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES:</p>
<p>CHAPTER: Administration</p>		<p>AUTHORITY: KRS 15A.065</p>
<p>SUBJECT: Out-Of-State Travel</p>		
<p>POLICY NUMBER: DJJ 106.10</p>		
<p>TOTAL PAGES: 2</p>		
<p>DATE ISSUED: 02/15/04</p>		<p>EFFECTIVE DATE: 04/15/04</p>
<p>APPROVAL: Ronald L. Bishop</p>		<p>, COMMISSIONER</p>

I. POLICY

All out-of-state travel shall be approved in advance by the Secretary of the Justice Cabinet.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITIONS

Not Applicable

IV. PROCEDURES

A. A written request shall be submitted to the Commissioner at least 30 days prior to the requested trip. The request shall have been recommended by the appropriate Deputy Commissioner, Division Director and Regional or Branch Manager. If the Commissioner approves the trip, the request shall be forwarded to the Secretary of the Justice Cabinet.

1. The request shall include a description of the trip, the benefit for this agency, and an estimate of the costs associated with the out-of-state travel to include registration fee, airfare, per diem, rental car, ground transportation, lodging, parking/tolls and miscellaneous, as well as the source of funds (general vs. federal). Estimates shall include a contingency amount of \$100 for any unanticipated costs.
2. Requests for out-of-state travel shall be made at the earliest possible date prior to the trip. If the form is not received at least one month prior to the departure date, there shall be no assurance that the approval process will be completed in time for staff to attend.

B. When registration for conferences/training is necessary:

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1. A DJJ-40 Outside Training Request Form shall be submitted to the Personnel Branch concurrently with the written request. The original and one copy marked "Payment" shall be submitted if advance payment is required.
 2. If the DJJ-40 is not received at least 30 days prior to the conference, the Fiscal Branch shall not guarantee that the Finance Cabinet can process a check for the registration. In those instances, staff may be required to pay for the registration personally, and obtain reimbursement through the travel voucher process.
- C. When airfare is required, all reservations shall be made through the state-approved travel agency per direction of the DJJ Fiscal Branch.
1. Non-refundable reservations shall not be made prior to receipt of the written request with the Secretary's signature indicating approval.
 2. The airfare may be charged to the Department's Business Travel Account (BTA), or if an employee chooses to pay the airfare, an original invoice shall be submitted with their out-of-state travel voucher for reimbursement.
- D. Travel vouchers submitted for reimbursement for out-of-state travel shall not include any in-state travel that is not associated with the trip.
- E. If a rental car is required while out-of-state, a request shall be submitted in advance to the Commissioner. The justification shall include the reasons that public transportation will not suffice, along with the dates required and the cost. The approved request shall be attached to the travel voucher when submitted for reimbursement.

V. MONITORING MECHANISM

Monitoring shall be done by Division Directors.

	<p align="center">JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 3-JTS-1D-14 3-JDF-1D-14 3-JCRF-1D-08 1-JDTP-1D-12 1-SJD-1D-07</p>
<p>CHAPTER: Administration</p>		<p>AUTHORITY: KRS 15A.065</p>
<p>SUBJECT: DJJ Sponsored Training with University Credit</p>		
<p>POLICY NUMBER: DJJ 106.12</p>		
<p>TOTAL PAGES: 4</p>		
<p>DATE ISSUED: 02/15/04</p>		<p>EFFECTIVE DATE: 04/15/04</p>
<p>APPROVAL: Ronald L. Bishop</p>		<p>COMMISSIONER</p>

I. POLICY

The Department supports continuing training for all permanent employees and shall offer training opportunities that may provide post secondary credits toward under-graduate, master's or post master's programs. These trainings shall be offered through other accredited providers whenever feasible to increase their job skills and provide for individual career development. Training opportunities offered by the Department are a benefit provided to eligible employees and are not a right.

II. APPLICABILITY

This policy shall apply to all permanent full-time employees of the Department of Juvenile Justice who request Department sponsored training.

III. DEFINITIONS

- A. "Active Work Status" means that the employee, at the time of application and approval, is performing their job assignments.
- B. "DJJ Sponsored Training Programs or Other Approved Programs" means trainings or training tracks developed for Department employees to increase job skills and provide for individual career development.
- C. "Eligible Employee" means permanent full-time employee in active work status at the time of application and approval.
- D. "Satisfactory Grade" means a "C" in undergraduate studies, a "B" in graduate studies or a professional degree program, or "Pass" for courses designated as pass or fail. A grade of "I" or "incomplete" shall not be a satisfactory grade.
- E. "Training Advisory Committee" (TAC) means a group, appointed by the Commissioner, to review requests for tuition for any DJJ sponsored training programs or other approved programs. The Committee shall include, but not be limited to, the Personnel Branch Manager, all Division Directors, Training Branch Manager(s), or their designee.

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IV. FUNDING

The Commissioner, upon the recommendation of the Director of Administrative Services and Staff Development Branches, shall determine an amount of funds to be made available each fiscal year to support the DJJ sponsored training programs or other approved programs and provide for a fair distribution of these funds within DJJ. Funds designated for the DJJ sponsored training programs or other approved programs, except those previously committed, may be reduced or eliminated as the needs of DJJ dictate.

A. Source of Funds

The source of funds may be general fund dollars, federal fund dollars, grant funds or any other available funds or combination thereof. Any funds designated for a program area, i.e. residential, community, central office, etc., and not applied for by the cut off date, may, unless otherwise prohibited, may be reassigned to another program area for use as needed.

B. Payment of Funds

1. Payment of funds shall be made directly to the provider after the employee has met all the requirements for the DJJ sponsored training or other approved programs and has received approval for the program(s).
2. If the employee does not receive a satisfactory grade or if the employee drops the course(s), fails to complete the course(s), withdraws from the program, or otherwise alters the approved application without the prior written approval of the Personnel Branch Manager, then that employee shall immediately reimburse DJJ all funds expended for that course(s).

V. PROCEDURES

- A. Employees shall be notified of the offering of DJJ sponsored training programs or other approved programs and registration requirements through the Pre-Service or In-Service Training Branches.
- B. Each DJJ sponsored training program or other approved programs shall require applicants to acknowledge that unsatisfactory completion will result in employees being responsible for reimbursing the Department for the full cost of the program.
- C. The employee shall complete all requirements for training registration and enrollment in the designated program. No employee shall be allowed to enroll in training for which funding is available if they have not completed all the requirements for enrollment.
- D. The supervisor shall review and approve the application for registration in the DJJ sponsored training program or other approved programs within five (5) calendar days of receipt and then shall forward the application packet to Program Services Director located at central office.
- E. The Program Services Director shall determine if the application is in compliance with this policy and refer to the TAC. The Director shall convene

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a meeting of the Committee which shall review and make recommendations regarding appropriateness of the staff to participate in these programs or other approved programs.

- F. Any employee who is denied DJJ sponsored training program or other approved programs shall receive a written explanation of the denial.

VI. EMPLOYEE'S OBLIGATION

- A. An employee who has approval for, and receives funding for a DJJ sponsored training program or training, shall be obligated to complete the course(s) for which assistance has been provided and receive a satisfactory grade(s).
- B. If the employee does not receive a satisfactory grade or if the employee drops the course(s), fails to complete the course, withdraws from the program or otherwise alters the approved application without the prior written approval of the Personnel Branch Manager, then that employee shall immediately reimburse DJJ all funds expended for that course(s).
- C. The employee shall provide proof of a satisfactory grade and performance and an evaluation of the program within thirty (30) calendar days after the scheduled course completion date. If the employee does not submit the required documentation within the allotted time frame then the employee shall immediately reimburse DJJ all funds expended for the course(s).
- D. Employees who failed to satisfactorily complete a program course for which funding was provided shall not be eligible for further assistance until the course is completed, unless the employee has reimbursed the Department for the amount of the expended program.
- E. An employee who has received financial assistance shall continue to work for the Commonwealth of Kentucky for a period of time as described in the individual employment contract following completion of the course for which financial assistance has been provided. Any employee who leaves state employment for any reason, voluntary or involuntary, prior to the completion of the contractual work agreement shall immediately reimburse DJJ a pro rata portion, to be determined by the Fiscal Branch, of the funds expended by DJJ. This provision shall not apply to employees who do not meet the service requirement because of layoffs or reductions in force mandates.

VII. TIME AND TRAVEL

- A. Supervisors shall be encouraged, to the extent feasible for safe and efficient operations, to be flexible in the work scheduling of employees participating in the DJJ sponsored training program or other approved programs.
- B. Continuing training is voluntary and employees shall not be permitted to travel, attend classes, or conduct any school related study or projects in an on-duty status unless otherwise specified in the training program requirements.

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C. Employees shall not be permitted to utilize state equipment or vehicles in pursuit of their continuing education.

VIII. EQUAL OPPORTUNITY

The Department of Juvenile Justice shall ensure that race, color, religion, national origin, sex, handicap, or age is not a factor in approving training assistance monies for its employees.

IX. MONITORING MECHANISM

The Regional Division Directors and the Director of Administrative Services shall ensure compliance with this policy on an ongoing basis.



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

REFERENCES:
3-JTS-1B-01, 03 THROUGH 08, 13, 15,
17, 19
3-JDF-1B-01, 03, 05 THROUGH 09, 12,
16, 18, 19
3-JCRF-1B-01 THROUGH 06, 11, 13, 14
1-JDTP-1B-01, 03 THROUGH 08, 11,
13, 15
1-JBC-01, 03, 04, 05, 06, 10, 13, 14, 16
1-SJD-1B-01, 02, 04 THROUGH 07, 11,
14, 15

CHAPTER: Administration	AUTHORITY: KRS15A.065
SUBJECT: Fiscal Management	
POLICY NUMBER: DJJ 107	
TOTAL PAGES: 3	
DATE ISSUED: 09/13/10	EFFECTIVE DATE: 09/13/10
APPROVAL: J. Ronald Haws	COMMISSIONER

I. POLICY

The Department shall comply with budget and accounting regulations as outlined in Kentucky Revised Statutes and Administrative Regulations. Services may be purchased through contracts, approved by the Finance and Administration Cabinet.

II. APPLICABILITY

This policy shall apply to all DJJ offices and programs.

III. DEFINITION

“Administrative Manager” means an employee within an organizational unit of the Department of Juvenile Justice (DJJ) with supervisory responsibility for carrying out the mission and policies of the Department within that unit. This term shall include Division Director, Facilities Regional Administrator, Juvenile Services Regional Manager, Branch Manager, Justice Program Supervisor, Superintendent and Juvenile Services District Supervisor.

IV. PROCEDURES

- A. The overall authority and responsibility for fiscal matters in DJJ has been assigned to the Division of Administrative Services.
- B. The Division of Administrative Services shall oversee the distribution of revenue, position allocations, and budget authorization and shall establish standard operating procedures in accordance with applicable state laws, regulations and Finance and Administration Cabinet policies and procedures to address:
 1. Expenditure and audit reports;

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2. Internal controls of monies;
 3. Accounting practices for canteen funds, Youth Activity Funds and interest-bearing accounts;
 4. Purchasing;
 5. Inventory and replacement of equipment;
 6. Property insurance; and
 7. Payroll and employee expense voucher reimbursement.
- C. The Division of Administrative Services shall verify that all payroll positions are authorized in the budget, that all persons on the payroll are legally employed, that timekeeping records support the payroll, and that needed funds are available. Information on the number and type of positions filled and vacant shall be available at all times.
- D. Administrative Managers shall be involved in budget planning and shall communicate with their Supervisor all fiscal concerns and suggested revisions. This planning may include staffing requirements, capital construction, equipment needs, budget shortfalls, or contract service revisions or requests. All planning and budget requests shall be interrelated to funding resources and program functions. Staffing requirements for all categories of personnel shall be determined to ensure adequate access to staff, programs and services. All requests and revisions shall be linked to program objectives.
- E. Administrative Managers shall implement fiscal management procedures consistent with sound accounting procedures and Departmental policies.
- F. Administrative Manager's shall be responsible for inventory control within their respective programs or offices from the time an asset is received until the final disposal of the asset. The Administrative Manager may appoint an Inventory Control Officer (ICO) to facilitate the implementation of the inventory control system. Transfer of an asset to a different location shall be approved by the appropriate Division Director or designee and shall be documented. When an asset is no longer rendering useful function, disposal shall be approved by the appropriate Division Director or designee and shall be documented.
- G. When services must be contracted, a contract or memorandum of agreement shall be prepared by the Division of Administrative Services, reviewed and approved by General Counsel and subject to approval of the Commissioner.

V. MONITORING MECHANISM

Fiscal and procedural monitoring of contracts is a function of the Division of Administrative Services. Monitoring of programmatic issues of contracts is a

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function of the Branch Managers and Program Managers assigned by the Deputy Commissioner.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-1B-14 3-JDF-1B-15 3-JCRF-1B-12 1-JDTP-1B-14 1-JBC-1B-12 4-JCF-6B-09
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Procurement		
POLICY NUMBER: DJJ 107.1		
TOTAL PAGES: 4		
DATE ISSUED: 11/16/09		EFFECTIVE DATE: 11/16/09
APPROVAL: J. Ronald Haws		COMMISSIONER

I. POLICY

The Finance and Administration Cabinet, Division of Purchases is charged by [KRS 45A.045](#) with the general responsibility and authority for procurement of items for all state agencies with a provision allowing for the delegation of purchasing authority to other state agencies. The overall authority and responsibility for the procurement function in DJJ shall be assigned to the Division of Administrative Services, Fiscal Branch.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

Not Applicable

IV. PROCEDURES

A. An objective of the Division of Administrative Services, Fiscal Branch shall be to procure and supply goods and services to the Department of Juvenile Justice (DJJ) from vendors offering the best value to the Commonwealth. This objective shall include the following components:

1. To oversee prompt delivery of commodities;
2. To enforce contractual obligations of persons or agencies having contracts with DJJ;
3. To interpret procurement policies and procedures; and
4. To review and process purchase requests submitted by DJJ employees.

B. Responsibilities of the Fiscal Branch shall include:

1. To enforce purchasing regulations;
2. To act as liaison with the Finance and Administration Cabinet; and
3. To advise and assist DJJ employees in matters of procurement.

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- C. The statutes governing purchasing in the Commonwealth of Kentucky shall be followed. All statutes are available for viewing at: <http://lrc.ky.gov>.
- D. No purchase request shall be submitted to the Fiscal Branch until the originator of the request has reviewed and confirmed availability of funds in the budget. The Fiscal Branch may determine that due to Departmental budgetary restraints, only expenditures essential for the operation of the facilities and programs shall be processed at that time. If this situation occurs, purchase requests shall be kept on file until funds become available.
- E. Any unauthorized or irregular transaction with a vendor shall not be valid or binding upon the state. Any DJJ employee making such a transaction shall be held personally liable for the amount of the purchase. A superintendent shall be held accountable for all delegated purchases and expenditures for the program. No purchase shall be split or parceled out over a period of time to evade procurement regulations. Any employee making a split transaction is personally liable for the amount expended in excess of the authorized amount.
- F. Adequate records explaining purchasing transactions shall be maintained in each facility or office. These files shall contain, at a minimum, the following documentation:
1. Copies of purchase requests and expenditures with required documentation;
 2. Copies of receiving reports and invoices; and
 3. Copies of reports, price quotes and bids and any correspondence relating to the purchasing transaction, including vendor complaints relating to the performance or quality of goods.
- G. A filing system shall provide easy reference to all purchasing documents and shall be readily accessible and available for audit purposes. The Fiscal Branch shall notify programs and offices of the date records may be destroyed.
- H. Prior to any purchase, it shall be determined if the merchandise or service is available from a current Catalog Master Agreement. Catalog Master Agreements are established for all state agencies or a specific agency for the purpose of extending a definite price and delivery schedule for a specified time period.
- I. Small purchases are defined as purchases not exceeding the aggregate limit of \$1,000 for commodities or \$10,000 for

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- construction services and repairs. One written price quote is required for purchase requests up to \$5,000. Additional price quotes may be required by the Fiscal Branch upon review of the justification and initial price quote. Three written price quotes are required for purchase requests in excess of \$5,000. All small purchase bids requested and received shall be filed at each agency per [200 KAR 5:307](#).
- J. Exceptions to the \$1,000 small purchase limit are computer hardware or software, printing services, and copying or duplicating equipment. Any purchase of computer hardware or software, printing services and copying or duplicating equipment shall be procured only with prior written approval from the Fiscal Branch regardless of the amount.
- K. The primary objective of the procurement card program is to support an efficient method for making small purchases and processing timely payments. The DJJ procurement cardholders may utilize the card for purchases in the amount below the users authorized small purchase limit; however, certain purchasing restrictions may apply.
1. Prior to being assigned a procurement card, each employee shall be provided with the “Procard User Manual” and the “DJJ Cardholder Requirements” by the Fiscal Branch. Further, each employee, prior to being assigned a procurement card, shall sign the “PNC Purchasing Agreement” and the signed agreement shall be maintained on file with the Fiscal Branch.
 2. Employees are prohibited from using the DJJ procurement card to make purchases of any items for personal use.
- L. Emergency purchases are defined in [KRS 45A.095\(3\)](#). Emergency purchase procedures shall be utilized only if the purchase exceeds the \$1,000 small purchase limit. All DJJ personnel who are involved in the emergency procurement process shall notify Administrative Services for guidance prior to making an emergency purchase.
- M. The DJJ Construction and Real Properties Branch shall be contacted for all maintenance and repair services costing over \$2,000. These services include maintenance or repair of heating, air conditioning, electrical systems, plumbing, and miscellaneous repairs.
- N. Facilities or offices shall report any discrepancies in a vendor’s services or goods. This report is the “Vendor Criteria Maintenance

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Report” per [BO-111-42-00](#). This report shall be submitted to the Fiscal Branch after it has been completed.

- O. A record shall be maintained at the facility or office of all equipment guarantees or warranties including the expiration dates. This is to avoid the expense of repairs or adjustments during the coverage of the guarantee or warranty period. The using agency shall notify the Fiscal Branch of any unsatisfactory service under the guarantee or warranty.
- P. The responsibility for administering maintenance agreements shall be with the facility or office where the equipment is located. The equipment maintenance agreement shall be kept on site.
- Q. DJJ is exempt from state sales tax and federal excise tax. The exemption numbers and the Federal Tax Identification Number are available from the Fiscal Branch.

V. MONITORING MECHANISM

The Director of Administrative Services and Fiscal Branch Manager shall monitor these activities.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Professional Fees and Dues		
POLICY NUMBER: DJJ 108		
TOTAL PAGES: 2		
DATE ISSUED: 02/15/04		EFFECTIVE DATE: 04/15/04
APPROVAL: Ronald L. Bishop		, COMMISSIONER

I. POLICY

Employees shall be reimbursed for the cost of professional license, certifications, professional insurance and organizational affiliations required as a condition of employment.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice. Contract programs shall adhere to their parent agency's policy governing employee reimbursement for professional fees and dues.

III. DEFINITION

"Professional Organization" means an association or society engaged in furthering the knowledge, technical or ethical standards among members of a particular profession.

IV. PROCEDURES

- A. Permanent full-time employees in the classified and unclassified service who have completed their initial probationary period are eligible to apply for reimbursement of professional license and certification fees, professional insurance premiums and dues for memberships in professional organizations.
- B. Employees shall submit written request for reimbursement through their administrative chain to the Division of Administrative Services.
- C. Reimbursement shall not be granted for late fees.
- D. An employee who has received reimbursement of professional license, certification, professional insurance or organizational membership shall be obligated to continue work for DJJ for the number of months covered by the license, certification, insurance or organizational membership.

POLICY NUMBER	ISSUE DATE	EFFECTIVE DATE	PAGE NUMBER
DJJ 108	02/15/04	04/15/04	2 of 2

- E. An employee applying for reimbursement of license, certifications, insurance or organizational membership shall sign an individual contract acknowledging all obligations and authorizing the Department to recover all of the cost of dues and fees paid if:
 - 1. The employee receives duplicate reimbursement for the dues or fees from some other source;
 - 2. The employee is dismissed or voluntarily terminated prior to the time limit specified in the individual employee contract with the Department.
- F. The requirements of this section shall not apply to employees who do not meet the service requirement because of layoffs, reduction of work force, or actions resulting from internal mobility programs or transfer to another state agency.
- G. The cost expended by the Department shall be deducted from the employee's payroll check until the amount of indebtedness is refunded.
- H. The Commissioner may, on a case-by-case basis, approve exceptions to this policy when specific justification exists if it is in the best interest of the Department and state government.
- I. The Commissioner may, on a case-by-case basis, approve the reimbursement of professional license, certifications, professional insurance and organizational affiliations when not required as condition of employment. These requests shall include justification outlining a clear and direct relationship to the work of the agency and to the employee's job effectiveness in their present position. All other requirements of this policy shall apply to these reimbursements.
- J. Offices and facilities of the Department shall ensure that race, color, religion, national origin, sex, handicap, or age shall not be factors in approval of reimbursement of professional dues and fees to its employees.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Division of Administrative Services.

 <p>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	REFERENCES:
CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Employee Exit Interview	
POLICY NUMBER: DJJ 109	
TOTAL PAGES: 2	
DATE ISSUED: 02/15/04	EFFECTIVE DATE: 04/15/04
APPROVAL: Ronald L. Bishop	, COMMISSIONER

I. POLICY

Employee exit interviews shall be conducted prior to the employee leaving the agency.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice. This policy shall apply to employees leaving the department for any reason (i.e., resignation, retirement, transfer out of DJJ, dismissal, separation, etc.) and shall also apply to transfer within DJJ (i.e., from one facility/office to another, both within DJJ).

III. DEFINITION

Not Applicable

IV. PROCEDURES

A. The Employee Exit Interview is a three part process to be conducted and documented as follows:

1. Supervisor's Exit Interview Report

This one page document shall be completed by the employee's immediate supervisor to provide documentation regarding:

- a. Reason the employee is leaving;
- b. Description of employee's work performance;
- c. Recommendation regarding re-employment; and
- d. Return of Commonwealth property entrusted to the employee.

POLICY NUMBER DJJ 109	ISSUE DATE 02/15/04	EFFECTIVE DATE 04/15/04	PAGE NUMBER 2 of 2
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2. Personal Information Sheet

This one page document shall be completed by the employee and returned to the immediate supervisor for forwarding to the Personnel Branch to provide the correct mailing address for the final paycheck(s) and W-2 statement. The immediate supervisor shall provide a copy to their personnel liaison for processing address changes, if applicable.

3. Exit Interview

- a. This multi-page document shall be given to the employee for completion. Supervisors are encouraged to stress that the employee's input can assist the management staff of the Department of Juvenile Justice to improve its operations. This document shall not become a part of the employee's official personnel file or be used to affect employment or benefits elsewhere.
- b. The employee may return the completed Exit Interview form to the supervisor for forwarding to the Personnel Branch.
- c. Some employees may not wish to share all comments with their supervisor; therefore, an additional comment sheet is attached to the Exit Interview packet to allow an employee to make comments and forward them directly to the Personnel Branch.
- d. If an employee refuses to accept the Exit Interview document for completion, the Supervisor shall document the refusal.

B. Supervisors shall ensure every effort is made to complete the exit interview process and the return of all property of the Commonwealth entrusted to the employee before the departing employee actually leaves.

C. Upon completion, all Exit Interview Reports and the Personal Information Sheet shall be forwarded through channels to the Department's Personnel Branch Office along with the personnel paperwork concerning the employee's departure.

D. These documents shall be maintained in a separate file located in the Personnel Branch.

E. The Personnel Branch Manager or designee shall provide appropriate information to the Division Directors of information gained from the Employee Exit Interview Forms for the purpose of enhancing recruitment and retention efforts.

V. MONITORING MECHANISM

Monitoring shall be done by all supervisory personnel on an ongoing basis.



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

REFERENCES:
3-JTS-1A-30; 3A-01, 02, 04, 05, 06, 08,
10, 11, 13, 22, 30
3-JDF-1A-34; 3A-01, 02, 04, 05, 06, 08,
10, 11, 13, 14, 22, 29
3-JCRF-2G-01, 3A-01, 04, 05, 07, 09, 13
1-JDTP-1A-27; 3E-12, 13
1-SJD-1A-26; 3A-01, 02, 04, 05, 06, 08,
10, 11, 12, 19, 26
1-JBC-3A-01, 02, 03, 04, 05, 08, 11, 12,
15, 25, 29

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: General Security Guidelines	
POLICY NUMBER: DJJ 110	
TOTAL PAGES: 3	
DATE ISSUED: May 1, 2005	EFFECTIVE DATE: 05/01/05
APPROVAL: Bridget Skaggs Brown	, COMMISSIONER

I. POLICY

Adequate staff supervision and security measures shall be provided at all times to ensure a secure and safe environment for youth and staff.

II. APPLICABILITY

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

III. DEFINITION

“Service Personnel” means any non-DJJ person working under contract to provide a service to the program. Examples of these kinds of providers are for the security alarm system or for glass replacement.

IV. PROCEDURES

A. Each program or facility shall have a manual containing all procedures for security and control, with detailed instructions for implementing these procedures. This manual shall be available to all staff and shall be reviewed at least annually and updated if necessary and shall include, at minimum:

1. A system for communication between the control center and youth activity and living areas.
2. A key inventory system that accounts for vehicle and facility keys at all times, requires that keys permanently assigned to individual staff shall be signed for and kept secure at all times, and prohibits youth access to keys.

POLICY NUMBER DJJ 110	ISSUE DATE 05/01/05	EFFECTIVE DATE 05/01/05	PAGE NUMBER 2 of 3
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3. A system for in the log youth head counts at least during the following times: shift change, after visitation, before and after activities conducted outside the facility area, before and after evacuations, i.e., fire, severe weather, bomb threats, etc.
4. An activity and movement schedule indicating the areas to which youth may have access per 24-hour period specifying how youth proceed from one area of the facility to another during daylight and darkness.
5. Means of reporting to the Superintendent any increase or decrease in the population on a shift-by-shift basis.
6. Duty assignments for the disbursement of staff in direct youth supervision in order to visually monitor and account for the whereabouts of youth at all times.

NOTE: At least one (1) staff shall have visual contact with each resident at all times in Level V Youth Development Centers and Detention Centers. Youth shall never be left unattended in any area inside or outside these facilities. at least one (1) staff shall have visual contact with each resident at all times.

7. Bed checks in residential programs at least in fifteen (15) minute intervals during sleep hours including, at least hourly, a more thorough check to ensure that youth are breathing normally and are in no apparent medical distress.
8. Security checks of all areas occupied by youth at the beginning and end of each shift (unoccupied areas shall be inspected weekly) including the reporting and follow-up of any necessary corrective action.
9. At least weekly visit to the facility's living and activity areas by the Superintendent or designee and designated department heads.
10. Securing of staff's personal belonging and keys; staff and facility vehicles; and program buildings and appropriate internal areas when not in use or when vacant due to off-ground or on-ground activities.
11. Restrictions on youth in residential programs driving motor vehicles.
12. Monitoring of the facility perimeter so as to restrict youth within that perimeter as well as to prevent access by the general public without authorization.
13. Restrictions on service personnel and whatever materials, tools, etc. they bring into the facility in youth access areas.

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14. Restrictions on possession of firearms, including by law enforcement personnel except as permitted by law, within the confines of a DJJ group home, youth development center, or detention center.
 15. Facilities equipped with audio/video taping devices for security purposes shall develop operational procedures to include:
 - a. Appropriate use of audio/video taping equipment;
 - b. Staff training in regards to utilization and maintenance of the equipment;
 - c. Proper disposition and security of audio/video tapes;
 - d. Chain of custody of audio/video tapes that may be introduced as evidence in court.
- B. Group homes, youth development centers and detention centers shall have written shift assignment descriptions (post orders) that specifically state the duties and responsibilities for each shift in relation to Youth Worker Supervisor and Youth Worker positions assigned to the facility. These shift assignment descriptions shall be reviewed at least annually and updated if needed. The staff member shall read, sign and date the appropriate shift assignment description each time a new position is assumed. Shift assignment descriptions shall be located in an assessable location for the benefit of new staff, staff not working their usual shift, or emergency staff who have been called in to ensure adequate coverage.

V. MONITORING MECHANISM

These activities shall be supervised by the Program Superintendent and monitored by the Facility Residential Administrator. The Division of Program Services shall conduct, at minimum, annual program audits.



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

REFERENCES:
3-JTS-3A-24, 25
3-JDF-3A-24, 25
3-JCRF-3B-11; 4C-14
1-JDTP-2C-09, 10, 11
1-SJD-3A-21, 22
1-JBC-3A-30, 31
NCCHC Y- 43

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Use of Vehicles	
POLICY NUMBER: DJJ 111	
TOTAL PAGES: 3	
DATE ISSUED: May 1, 2005	EFFECTIVE DATE: 05/01/05
APPROVAL: Bridget Skaggs Brown	, COMMISSIONER

I. POLICY

Employees who operate motor vehicles during the course of their employment shall operate the vehicle in a safe and lawful manner. State vehicles shall be maintained according to Departmental procedures.

II. APPLICABILITY

This policy shall apply to all employees of the Department of Juvenile Justice.

III. DEFINITION

“Mass-transport vehicle” means any vehicle with capacity for fifteen (15) or more passengers.

IV. PROCEDURES

- A. Any vehicle used in transporting youth shall be properly licensed and inspected according to state law. Documentation of immediate completion of safety repairs shall be maintained on file.
- B. Drivers of vehicles used in transporting youth or those operating a vehicle in the course of their employment shall be properly licensed. Documentation of appropriate licensure shall be maintained in the employee’s personnel file. Employees shall be obligated to report to the immediate supervisor any conviction received as a result of a moving vehicle violation resulting in suspension or loss of driving privileges within five (5) days of such conviction. Failure to report a conviction may result in disciplinary action.

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- C. Only persons on official business shall occupy the vehicle. The trip shall be authorized by the Superintendent or Office Supervisor or designee.
- D. A “Trip-Log” shall be maintained on each state-owned vehicle. The information shall be recorded and signed for as indicated on the “Trip Log”.
- E. Superintendent/Branch Managers shall assure a service log is maintained on each vehicle (Kentucky Transportation Cabinet [KYTC] leased or agency owned) assigned to their program. A service log shall be maintained on each vehicle. The service log shall include oil changes, filter changes, and other routine or minor maintenance on a timely basis according to the vehicle operation manual. Documentation of weekly safety inspections of the vehicle(s) and corrective actions taken by a qualified staff member shall also be documented on the service log.
- F. All vehicle maintenance on KYTC leased vehicles shall be coordinated with KYTC. An authorization number shall be received from KYTC by calling (800) 928-4649 prior to maintenance being performed. The authorization number shall be included on the invoice submitted by the vendor to KYTC.
- G. All accidents shall be reported to KYTC by calling (800) 928-4649. This action shall be completed as soon as possible.
- H. Monthly mileage reports are to be completed on all KYTC vehicles by the 15th day of each month and submitted to the Division of Administration no later than three business days after the 15th.
- I. All credit cards shall be controlled by the Superintendent/Branch Manager or designee. It shall be the Superintendent/Branch Manager’s responsibility to protect the Department against misuse or fraud.
- J. Staff shall comply with applicable policies and procedures regarding the transportation of youth (Reference DJJPP 320, 606, or 711).
- K. Under no circumstances shall a resident of a residential program or detention facility be permitted to operate a facility or privately owned vehicle. A youth in Day Treatment Programs having a valid driver’s license may be permitted to drive a personal vehicle, but shall not be permitted to drive a facility or privately owned staff vehicle.
- L. Residents shall not be left unattended with facility or privately owned vehicle keys.
- M. Youth under proper supervision of an authorized staff member may be permitted to clean the interior and exterior of state owned vehicles, and wax the exterior.

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- N. Employees may submit for reimbursement for the use of personally owned vehicles in the course of duty. All employees authorized to receive reimbursement for travel and other expenses shall abide by the state travel regulations. Reference 200 KAR 2:006.
- O. Employees, while on duty and operating a state or privately owned vehicle, shall operate that vehicle in a safe and lawful manner and shall comply with all posted speed limits and all traffic control signs and signals.
- P. Employees shall use the seat belts in vehicles so equipped in performance of their official duties. Further, youth shall be required to use the seat belts of vehicles so equipped when riding in any vehicle whether state or privately owned.
- Q. Employees to whom the state owned vehicles are assigned for the conduct of official business are responsible for maintaining the safety equipment and safety system, including seat belts, brakes and steering in good operating condition. An annual inspection by a qualified individual shall be documented in each vehicle's service log.
- R. At least one state vehicle shall be kept on grounds at all times at 24-hour facilities located in areas where ambulance service is not readily available for the transfer of a youth for medical care. Reference DJJPP 404.6.

V. MONITORING MECHANISM

The supervisors are to monitor these procedures on an ongoing basis.



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

**REFERENCES:
3-JTS-1G-01—09
3-JDF-1G-01—09
3-JCRF-1G-01—09
1-JDTP-1G-01—09
1-JBC-1G-01—09
1-SJD-1G-01—09**

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Volunteers

POLICY NUMBER: DJJ 112

TOTAL PAGES: 3

DATE ISSUED: January 18, 2006

EFFECTIVE DATE: 01/18/06

APPROVAL: Bridget Skaggs Brown

, COMMISSIONER

I. POLICY

It shall be the policy to utilize volunteers where feasible to enhance and expand the services and programs offered to DJJ youth. Volunteers shall not replace paid workers.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice programs and offices.

III. DEFINITIONS

- A. "Occasional Volunteer" means any volunteer who provides a one-time, on-call or single task service, to include participants of Citizen Advisory Committee(s).
- B. "Professional Volunteer" means a licensed or certified person rendering professional services on a volunteer basis.
- C. "Regular Volunteer" means any volunteer providing a service that involves routine and ongoing contact or interaction between youth in Department facilities and any citizen, at least twenty-one (21) years of age, who does not receive a salary for performing such service. Regular visits at the facility during visiting hours by family and personal friends shall not be considered volunteer services. Functions performed by college practicum students who receive college credit for their work are excluded.
- D. "Volunteer" means any person who, of his own free will, provides goods or services to the facility with no monetary or material gain. The term volunteer includes regular, occasional and stipend volunteers, material donors and

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advisory councils. Volunteers are recruited to supplement and enrich, but not to substitute, activities and functions of staff.

- E. "Volunteer Coordinator" means the staff member(s) charged with recruitment, screening, training and assignment of volunteers.

IV. PROCEDURES

- A. The volunteer program shall include provisions for the selection, training, term of service and the termination of service for volunteers. A definition of tasks, responsibilities and authority for volunteers shall be provided.

B. Recruitment and Screening:

1. Recruiting of volunteers is a staff responsibility under the supervision of the Volunteer Coordinator. Recruiting efforts shall include civic organizations, appropriate education institutions and individuals.
2. Recruitment efforts, including members of advisory committees where such exist, shall focus on all cultural and socio-economic segments of the community.

C. Eligibility:

1. Any person of good character, at least twenty-one (21) years of age and sufficiently mature to handle the responsibilities involved, is eligible to become a volunteer.
 - a. Relatives of a youth may not serve as a volunteer with the youth to whom they are related or in the facility where that youth is housed unless approval is granted from the Facilities Regional Administrator or Branch Manager.
 - b. Volunteers shall be informed that criminal history checks shall be completed. The Volunteer Coordinator shall be responsible for checking references and initiating a criminal history check.
2. Individuals recruited or requesting to act in **occasional volunteer status**, including advisory committee membership, shall not be required to complete the full application process but shall have identifying data on file with the Volunteer Coordinator.
3. Volunteers shall provide professional services only when certified or licensed to do so and only after appropriate proof of licensing or certification has been submitted.

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D. Orientation and Training:

1. Orientation content shall be determined by need and applicable standards of program accreditation.
2. The training plan for volunteers shall be appropriate to their assigned responsibilities and approved by the Superintendent. (Reference DJJPP 501.)
3. Periodic meetings of volunteers with the Volunteer Coordinator shall be encouraged. These meetings shall be conducted to identify and resolve any ongoing operational concerns.

E. Volunteer Identification and Control:

1. Volunteers shall be issued identification cards. The Superintendent or designee shall make arrangements for return of the identification card upon resignation or termination of services.
2. Volunteers shall follow facility registration procedures upon arrival and departure.
3. Volunteers shall observe facility code of conduct. Sexual conduct is prohibited between volunteers and juvenile residents.

F. Termination of Volunteer Services:

Each Superintendent may limit, postpone or terminate the services of a volunteer or organization when substantial reasons for doing so exist.

V. MONITORING MECHANISM

Superintendents shall be responsible for monitoring this procedure.

DEPARTMENT OF JUVENILE JUSTICE
VOLUNTEER RELEASE OF ALL CLAIMS
AND
CONFIDENTIALITY AGREEMENT

I, _____, am an adult over the age of twenty-one (21). By my signature on this document, I certify that I have read and understand the rules for volunteers and I agree to abide by them. Further, I agree that I enter the premises of the _____ voluntarily and I am fully aware of the potential risks involved in that entry, and I absolve the Justice Cabinet and the Commonwealth of Kentucky from any injury or damage I may suffer whether accidentally or willfully caused by the actions of any person in or on these premises.

Signature

Witness

Date

I understand that I may be allowed access to confidential information and/or records in order that I may perform my assigned duties as a volunteer. I understand and agree that I am not to access nor disclose, or cause the access or disclosure of, confidential information and/or records on myself, other individuals, clients, relatives, etc., outside the scope of my assigned volunteer duties without prior consent of the appropriate authority(s) in the Department of Juvenile Justice. I further agree that it is my responsibility to ensure the confidentiality of all information which has been issued to me in confidence even after my service as a volunteer has ended.

Signature

Witness

Date

DEPARTMENT OF JUVENILE JUSTICE
VOLUNTEER APPLICATION

Name: _____ Date of Birth: _____

Address: _____ Phone: _____

City: _____ County: _____ State: _____ Zip: _____

Social Security Number: _____ Marital Status: _____

Employer: _____ Occupation _____

Address: _____ Phone: _____

Church: _____ Pastor: _____

Address: _____ Phone: _____

Civil Fraternal Organization Memberships: _____

Number of years as resident in this community: _____

Previous Address: _____

Please describe your special hobbies, special talents or skills; _____

Please describe your prior volunteer experience: _____

Number of volunteer hours you can provide weekly: _____

Are you willing to commit yourself to weekly volunteer assistance? _____

If yes, how long are you willing to make this commitment? _____

If a student, will your volunteer services be available during summer months? _____

Please provide a short statement as to your areas of interest as a volunteer, and your purpose in offering your volunteer services: _____

Please list those areas in which you are interested in providing service: _____

Character References:

Name Address Phone

Name Address Phone

How did you learn about the opportunity to volunteer with the Department of Juvenile Justice?

Date: _____ Applicant: _____

Date: _____ Interviewer: _____

OFFICIAL USE ONLY

Received: _____ Reviewed by: _____

Reference Check: (1) _____ (2) _____ Training: DJJ _____

Assignment: _____

Staff Supervisor: _____

Additional Comments: _____

Approved: _____

Superintendent

Date

	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JTS-1A-10 3-JDF-1A-12 3-JCRF-1A-11 1-JDTP-1A-09 1-JBC-1A-17 4-JCF-6G-01
CHAPTER: Administration		AUTHORITY: KRS 15A.065
SUBJECT: Citizen Advisory Committees		
POLICY NUMBER: DJJ 113		
TOTAL PAGES: 3		
DATE ISSUED: 11/16/09		EFFECTIVE DATE: 11/16/09
APPROVAL: J. Ronald Haws		COMMISSIONER

I. POLICY

A Citizen Advisory Committee (CAC) shall be established to serve as a link between the program and the community. The makeup of the committee shall be representative of a cross-section of the community.

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. Members of advisory committees shall be recruited from all cultural and socioeconomic segments of the community.
- B. Individuals recruited or requesting to act in the capacity of advisory committee membership, shall not be required to complete the full volunteer application process but shall have identifying data on file with the Volunteer Coordinator. Reference [DJJPP](#).
- C. Potential members shall be informed that criminal history checks shall be completed. The Volunteer Coordinator shall be responsible for initiating a criminal history check.
- D. Potential members shall be interviewed by the Superintendent. Following the interview, appropriate notes and recommendations shall be made and forwarded to the Regional Facilities Administrator/Regional Manager.
- E. Final screening shall be completed by the Superintendent. If rejected, an applicant shall be informed of the reason.
- F. Members shall be issued identification cards. The Superintendent or designee shall make arrangements for return of the identification card upon resignation or termination of services. Members shall follow sign-in and sign-out procedures when on facility grounds.

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G. The Superintendent or designee shall provide an orientation for members. Members shall agree in writing to abide by facility policies relating to confidentiality of information.

H. The Citizens Advisory Committee shall:

1. Meet at least annually;
2. Establish bylaws for operations that are approved by the Superintendent and the respective Regional Facilities Administrator or Regional Manager. The by-laws of the Citizens Advisory Committee shall include provisions for the selection, training, term of service, and the termination of service for members. A definition of tasks, responsibilities, and authority for members shall be provided.
3. Not be charged for meals served during committee meetings;
4. Have the Superintendent or designee in attendance at each meeting to answer questions and provide technical assistance.
5. Encourage communication between residents, staff, and committee members.
6. Elect a chairman and other officers in accordance with the established bylaws; however, officers serving on the committee may not be employees of the DJJ.
7. Submit minutes for each meeting with a copy to the appropriate Branch Manager and a copy kept on file at the program. The Superintendent shall maintain documentation of responses, actions, or lack thereof, to the committee's recommendations.
8. Insure that any monies under the responsibility of the CAC be controlled in accordance with [DJJPP](#). When all funds are kept in one (1) Youth Activity Fund bank account, the facility shall maintain separate ledgers to document records of receipts, disbursements, and balances to each fund. Funds shall be expended in the manner outlined in the Youth Activity Fund account charter. If the facility maintains a CAC Fund account separate from the Youth Activity Fund, a written charter shall be established that outlines the following:
 - a. Definition and purpose of the fund.
 - b. Goals and objectives of the fund.
 - c. Specific accounting procedures, including the approval levels for contributions and disbursements to the fund, record keeping procedures and periodic internal and external auditing of accounts.
 - d. Checks written from accounts shall require double endorsements from the trustees.
 - e. The Superintendent and Regional Facilities Administrator or Regional Manager shall approve the written charter. The charter shall remain in effect until it is amended, in which case, a new charter shall be issued.

POLICY NUMBER DJJ 113	ISSUE DATE 11/16/09	EFFECTIVE DATE 11/16/09	PAGE NUMBER 3 of 3
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- f. Residents shall not engage in any fund raising activity without approval from the Superintendent and Regional Facilities Administrator or Regional Manager.
- g. If for any reason the facility discontinues operation or discontinues a fund, the assets of the fund shall be frozen with no new activity obligations. The Superintendent or secondary trustee of the fund shall notify the bank and ask for an ending statement within 45 days of the closure date. All records concerning the fund shall be forwarded to the Director of Administrative Services. Upon receipt of this material, the Director of Administrative Services shall issue specific instructions for the disposition of all cash and properties belonging to the fund.
9. Reporting of CAC funds shall be included within the Quarterly Report entitled "Youth Activity Fund Account" in accordance with the requirements of [DJJ Policy](#).

I. Termination of Committee Membership or Services

1. Each Superintendent may limit, postpone, or terminate the services of a committee member when substantial reasons for doing so exist. Any of the following reasons may warrant this action:
 - a. Breach of confidentiality;
 - b. Unlawful conduct or breach of program rules and regulations;
 - c. Physical or emotional illness;
 - d. Inability to cooperate with the staff;
 - e. Activities which threaten the order or security of the program or the safety of the volunteer;
 - f. Erratic, unreliable attendance;
 - g. Unsatisfactory service; or
 - h. Need for service or service is no longer warranted.
2. Reasons for curtailment of individual services and termination of services shall be explained and documented.

V. MONITORING MECHANISM

Superintendents, Regional Facilities Administrators, or Regional Managers shall be responsible for monitoring this procedure. The Division of Program Services shall monitor annually.