



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

**REFERENCES:**  
**1-CO-08**  
**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**

<b>CHAPTER: Administration</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Administrative Responsibility of Managers</b>	
<b>POLICY NUMBER: DJJ 101</b>	
<b>TOTAL PAGES: 6</b>	
<b>EFFECTIVE DATE: November 30, 2018</b>	
<b>APPROVAL: Carey D. Cockerell</b>	<b>, COMMISSIONER</b>

**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 DJJ Policy and Procedures (DJJPP's).

**II. APPLICABILITY**

This policy shall apply to administrative managers within DJJ.

**III. DEFINITION**

Refer to Chapter 100.

**IV. PROCEDURES**

**A. Administrative Managers within Facilities**

1. Each Superintendent shall develop a statement delineating the mission of their respective facility within the context of the total system. The mission statement shall also describe the philosophy, goals, and purpose of that organizational unit. The mission statement shall be reviewed at least annually and updated if necessary.
2. Each Superintendent shall be responsible for the development of an organizational chart for their facility. The chart shall indicate that the facility and its programs are managed by the Superintendent. The chart shall place staff into related units promoting efficiency and

<b>POLICY NUMBER</b> <b>DJJ 101</b>	<b>EFFECTIVE DATE</b> <b>11/30/2018</b>	<b>PAGE NUMBER</b> <b>2 of 6</b>
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provide a clear chain of command. The organizational chart shall be reviewed at least annually and updated as necessary.

3. Each Superintendent shall be responsible for fiscal management and control within their respective organizational unit. DJJ Fiscal Branch shall conduct annual budget meetings with all administrative managers.
  - a. Each administrative manager shall participate in preparing the written budget request, including the Annual Youth Activity Fund Plan when applicable, budget deliberations, and budget revisions.
  - b. The written budget request shall include at a minimum the following:
    - i. Daily operations;
    - ii. Program development;
    - iii. Staffing requirements and training;
    - iv. Equipment needs and preventive maintenance; and
    - v. Capital projects.
  - c. Annual Youth Activity Fund Plan amendments shall be submitted as needed by the 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.
4. The Superintendent, with input from staff, shall annually formulate and review goals for the facility and shall translate them into measurable objectives. These shall be made available to staff, volunteers, and the public.
5. At least quarterly, each Superintendent shall submit a written report of the facility's activities through their chain of command. 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.
6. Each Superintendent shall establish, maintain, and make available to staff Standard Operating Procedures (SOP's) as a guideline for the implementation of DJJPP's within their specific program function.
  - a. SOP's shall be reviewed in their entirety at least annually and updated as needed.
  - b. Changes to SOP's are to be submitted through the applicable chain of command to the Division Director for approval.
  - c. If the SOP's containing the change are not currently filed through an administrative regulation, the Office of Legal Counsel shall review the change to ensure the change does not meet the definition of an administrative regulation as defined in KRS 13A.010 (2).

<b>POLICY NUMBER</b> <b>DJJ 101</b>	<b>EFFECTIVE DATE</b> <b>11/30/2018</b>	<b>PAGE NUMBER</b> <b>3 of 6</b>
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7. Superintendents shall be responsible for the development of a resident orientation handbook which shall include:
    - a. Introduction to the facility and description of services and programs;
    - b. Resident rights;
    - c. Grievance procedure;
    - d. Treatment planning process;
    - e. Treatment team functioning;
    - f. Phase system;
    - g. Rules and consequences;
    - h. Dress Code;
    - i. Visitation;
    - j. Phone calls and mail procedures;
    - k. Daily schedule;
    - l. Emergency procedures; and
    - m. Other information determined by the facility or program to be needed.
    - n. This handbook shall be reviewed at least annually and updated as needed.
  8. 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.
  9. Superintendents, with the exception of detention, shall conduct monthly Youth Council meetings with representatives from the youth population to discuss their concerns, requests, and to determine expenditure of the Youth Activity Fund.
  10. Superintendents shall receive, at a minimum, copies of shift reports and routine inspections of sanitation, fire, and safety conditions. Information from these reports shall be reviewed to ensure the optimum quality of life for DJJ youth.
- B. Administrative Managers within the Community and Mental Health Branch**
1. Each Juvenile Service District Supervisor (JSDS) shall be responsible for the development of an organizational chart for their unit. 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.
  2. Each Juvenile Service Regional Manager, JSDS, and Mental Health Branch Manager shall be responsible for fiscal management and control within their respective organizational unit. DJJ Fiscal Branch shall conduct annual budget meetings with the Division Director,

<b>POLICY NUMBER</b> <b>DJJ 101</b>	<b>EFFECTIVE DATE</b> <b>11/30/2018</b>	<b>PAGE NUMBER</b> <b>4 of 6</b>
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Juvenile Service Regional Managers, JSDS's, and Mental Health Branch Manager.

3. The written budget request shall include at a minimum the following:
  - a. Daily operations;
  - b. Program development;
  - c. Staffing requirements and training;
  - d. Equipment needs and preventive maintenance; and
  - e. Capital projects.
4. At least monthly, each JSDS and Mental Health Branch Manager shall submit a written report of activities within their district or branch through their chain of command. These reports shall be compiled as directed by the Division Director of Community and Mental Health Services and submitted to the Deputy Commissioner of Community and Mental Health Services.

C. All Administrative Managers

1. Administrative managers shall ensure that DJJPP's are reviewed and discussed with staff, interns, and volunteers within their respective organizational unit as part of their orientation training.
2. Administrative managers shall ensure that staff complete orientation of the performance evaluation system prior to January 1 of the staff person's initial evaluation period. Refer to 101 KAR 2:180.
  - a. The performance evaluation system shall provide an annual written performance review of eligible staff that is based on defined criteria. The evaluation results shall be discussed with the staff on an annual basis.
  - b. Position descriptions for all staff shall be reviewed annually.
3. Administrative managers shall ensure that new or revised policies and procedures are disseminated to staff, interns, volunteers, and when appropriate to juveniles and parents or guardians prior to implementation when possible.
4. Administrative managers shall ensure that staff, interns, and volunteers sign a statement acknowledging they have reviewed DJJPP's and all subsequent changes. These acknowledgements shall remain on file at the facility or office consistent with the records retention schedule.
5. Administrative managers shall be responsible for ensuring all manuals are up to date.
6. 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 staff 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

<b>POLICY NUMBER</b> <b>DJJ 101</b>	<b>EFFECTIVE DATE</b> <b>11/30/2018</b>	<b>PAGE NUMBER</b> <b>5 of 6</b>
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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 and the employee's personnel file at Central Office.

7. Administrative managers shall ensure that DJJ staff, interns, and volunteers are issued an identification card (ID). ID cards shall be returned to the appropriate administrative manager upon separation from the department. When a staff person changes position, the current ID card shall be returned and a new ID card issued.
8. Supervisors shall ensure the return of all property of the Commonwealth entrusted to the staff prior to separation from the department.
9. Each administrative manager shall establish a system of regular inspections and reviews that monitor space requirements, operations, programs, and established goals and objectives.
  - a. Space needs may be evaluated in terms of both security and program considerations. Requests to address needs may be made after each review of space requirements.
  - b. This process is reviewed at least annually and updated as needed.
- 10 Administrative Managers 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. The Division Director or designee shall approve the transfer of an asset to a different location and it shall be documented.
11. The Commissioner shall hold at least annual meetings with all administrative managers to facilitate communication, establish policy, and to ensure conformity to legal and fiscal requirements. 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.
12. 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.
13. Each administrative manager shall make provisions for communication and cooperation with community agencies and other components of the juvenile justice system.

<b>POLICY NUMBER</b> <b>DJJ 101</b>	<b>EFFECTIVE DATE</b> <b>11/30/2018</b>	<b>PAGE NUMBER</b> <b>6 of 6</b>
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**V. MONITORING MECHANISM**

Continuous monitoring and review shall be provided through the chain of command. Regularly scheduled monitoring shall be conducted by the Division of Program Services.