



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

**505 KAR 1:100  
REFERENCES:  
3-JTS-3D-06  
3-JDF-3D-06  
3-JCRF-3D-05  
1-JDTP-3E-03  
1-JBC-3D-07  
1-SJD-3D-06**

**CHAPTER: Admissions**

**AUTHORITY: KRS  
15A.069**

**SUBJECT: Youth Access to Outside  
Investigative Agencies**

**POLICY NUMBER: DJJ 209**

**TOTAL PAGES: 2**

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

**APPROVAL: Bob D. Hayter**

**, COMMISSIONER**

## **I. POLICY**

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

## **II. APPLICABILITY**

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

## **III. DEFINITIONS**

Refer to Chapter 200.

## **IV. PROCEDURES**

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

B. Accessing the IIB:

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

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

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

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

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