

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

I. POLICY

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

II. APPLICABILITY

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

III. DEFINITION

Refer to Chapter 200.

IV. PROCEDURES

A. Travel for Vacation or Visit Only:

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

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

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

B. Travel for Return of AWOL's:

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

C. Emergency Travel

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

D. Travel Outside the United States

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

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V. MONITORING MECHANISM

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