



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

**REFERENCES:  
505 KAR 1:110  
505 KAR 1:080  
3-JTS-5D-12  
1-JBC-5D-10  
4-JCF-5D-08  
1-JDTP-3D-04**

**CHAPTER: Program Services**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Youth Development Center  
Instructional Staffing**

**POLICY NUMBER: DJJ 339**

**TOTAL PAGES: 2**

**EFFECTIVE DATE: 4/05/2019**

**APPROVAL: Carey D. Cockerell**

**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice (DJJ) shall ensure that educational and technical staffing is in compliance with federal and state laws and regulations through written agreements with local school districts or private or public providers and the Office of Career and Technical Education (OCTE).

**II. APPLICABILITY**

This policy shall apply to each DJJ youth development center (YDC).

**III. DEFINITION**

Refer to Chapter 300.

**IV. PROCEDURES**

- A. DJJ Education Branch staff shall be responsible for reviewing the contents of the written agreements for educational services staff.
- B. The Superintendent shall meet annually with the school administrator, DJJ Education Branch staff, and OCTE to plan for the next school year's teaching staff needs.
- C. The Superintendent or designee and DJJ Education Branch staff shall be represented on the OCTE interview panel for hiring technical instructional staff. This is in compliance with the written agreement between DJJ and OCTE.
- D. The Superintendent or designee shall provide administrative supervision of the technical instructors in compliance with the written agreement between DJJ and OCTE.

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E. The Superintendent or designee shall provide program orientation to new educational and technical education personnel prior to those personnel working with the youth. The orientation shall include DJJ policies and procedures regarding personal conduct, supervision of youth, special incident reporting, and other relevant laws and regulations that apply.

**V. MONITORING MECHANISM**

The Facilities Regional Administrator (FRA), Superintendent, and Education Branch shall monitor these activities.