

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-2B-06, 3A-07, 3A-08
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Bed Capacities and Staffing of Juvenile Detention Centers		
POLICY NUMBER: DJJ 707		
TOTAL PAGES: 2		
EFFECTIVE DATE: January 13, 2023		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

The number of juveniles placed at any DJJ juvenile detention center shall not exceed the facility's recommended maximum bed capacity without notification forwarded to the Division Director. Adequate staff shall be maintained in each detention center to ensure the provision of necessary security, programs, and services.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

A. Facility Capacities

1. The Department of Juvenile Justice shall establish and maintain recommended maximum bed capacities at each of its Juvenile Detention Centers.
2. The Commissioner or designee may waive the capacity maximums if it is determined that a waiver does not seriously affect the security, supervision of juveniles, programs, or the safe, healthful, or efficient operation of the facility.

B. Required Staffing Levels

1. There shall be adequate staff at each DJJ juvenile detention center to provide reasonable security to all juveniles, ensure their wellbeing and to meet their individual and group needs. The Superintendent of the facility shall ensure there are sufficient staff. At no time shall any resident or group of residents be given control or authority over other residents.

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2. At least one same sex staff member of the youth population shall be on duty at all times.
3. The system used to determine staffing shall include:
 - a. Holidays;
 - b. Regular days off;
 - c. Annual training requirements;
 - d. Annual leave;
 - e. Average sick leave; and
 - f. The ability to provide relief to staff for mandated breaks.

V. MONITORING MECHANISM

The Superintendent, Facilities Regional Administrator, Quality Assurance Branch, and the Deputy Commissioner for Operations shall have responsibility for monitoring compliance with this policy.