

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 KRS 15A.210-240
CHAPTER: DETENTION SERVICES		AUTHORITY: KRS 15A.065
SUBJECT: INSPECTIONS OF SECURE JUVENILE DETENTION FACILITIES		
POLICY NUMBER: DJJ 730		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Regional juvenile detention centers and registered detention facilities shall be inspected and compliant with KRS Chapter 15A.210-240.

II. APPLICABILITY

This policy applies to all regional juvenile detention centers and Department of Juvenile Justice (DJJ) registered detention facilities.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. Annual Inspections

1. The Department of Juvenile Justice shall conduct annual inspections of each regional juvenile detention center and DJJ registered facilities.
2. DJJ shall develop a standard inspection form, which shall serve as the basis for all inspections. The inspection forms shall be reviewed, revised, and approved by the Quality Assurance Branch Manager.
3. DJJ shall maintain records for each facility inspected, which shall include all reports, correspondence, and other documentation relating to that facility inspection.

B. Annual Inspection Process

1. DJJ shall contact the facility prior to the annual inspection to arrange a suitable date.

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2. Designated DJJ staff shall tour and inspect all areas of the facility where juveniles are detained and all areas of the facility providing services to detained juveniles to include:
 - a. Kitchen;
 - b. Laundry; and,
 - c. Medical facilities.
3. Designated DJJ staff shall submit the inspection report to the Quality Assurance Branch Manager.
4. If the designated DJJ staff discovers an area of noncompliance that constitutes a significant health or safety risk for juveniles or facility staff, the designated DJJ staff shall immediately notify the facility administrator and the Quality Assurance Branch Manager of the problem(s). The designated DJJ staff shall record the issues discussed with the facility in the inspection report.
5. The Quality Assurance Branch Manager or designee shall maintain a master list of all facility inspections detailing the relevant timeframes for each facility, including the date of the annual inspection. Upon receipt of the inspection report, the Quality Assurance Branch Manager shall review the report. A copy of the completed report and attachments shall be forwarded to the facility.

V. MONITORING MECHANISM

This activity shall be monitored by the Quality Assurance Branch.