

# **Standard Operating Procedures Manual for the Treatment of Juvenile Sexual Offenders**

**May 31, 2013**

**Kentucky Department of Juvenile Justice**

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## **Applicability Statement**

This Standard Operating Procedures Manual shall apply only to those youth who are declared Juvenile Sexual Offenders per KRS 635.510 except as provided in Section II regarding post adjudication assessments.

## **Section I - Confidentiality**

Communications with juvenile sexual offenders shall be confidential as set forth in KRS 635.527. The Juvenile Service Worker (“JSW”) or treatment providers shall notify the youth in writing of their rights regarding confidentiality pursuant to KRS 635.527. DJJ shall afford the youth the opportunity to speak with their attorney prior to signing any waiver of confidentiality as provided by KRS 635.527. A waiver shall not be accepted unless the waiver is signed by both the youth and their attorney.

## **Section II – Sex Offender Specific Assessment**

- A. All youth eligible to be declared a juvenile sexual offender under KRS 635.505(2)(a)–(g) shall be referred for a juvenile sexual offender assessment by the JSW to the Mental Health Regional Psychologist.
- B. At the time of adjudication on an offense under KRS 635.505(2), the JSW shall request a separate disposition and a court order for the completion of a juvenile sexual offender assessment. The JSW shall make the referral for assessment to the Regional Psychologist within three (3) working days following adjudication.
- C. To facilitate the completion of the sex offender specific assessment, the Mental Health assessor shall be provided the following by the JSW, or through means of release of information, as available:
  - 1. Police interview transcripts or tapes;
  - 2. Victim impact statement;
  - 3. Legal history including other charges and dispositions;
  - 4. Current petition and all other related court calendars;
  - 5. Educational information including attendance, special education identification, and copy of last psychological or psycho-educational evaluation, as applicable;
  - 6. Previous outpatient counseling and evaluations, as applicable;
  - 7. Previous psychiatric hospitalizations and evaluations, as applicable; and
  - 8. Child protective services history, as applicable.
- D. The sex offender specific assessment shall be completed by the Mental Health Branch with the participation of the youth and the family or caregiver.
- E. The sex offender specific assessment shall identify the source of all outside information. The assessment shall take into account all available information and not rely solely on one (1) source. The assessment shall contain all the components outlined in KRS 635.505(3) with required content to include:
  - 1. Identifying information:
    - a. Name;
    - b. Age; and
    - c. Date of Birth;
  - 2. Dates of evaluation;
  - 3. Date of report;
  - 4. Reason for referral;
  - 5. Data sources from Section II. C. which were relied upon;
  - 6. Social Development and History;
  - 7. Medical History;

8. Educational History, including an estimate of intellectual functioning, if available. If the Educational History indicates that the youth has an Intelligence Quotient (“IQ”) of seventy (70) or below this shall be noted in the assessment (KRS 635.505 and 635.510);
  9. Legal History:
    - a. Current and past offenses; and
    - b. Victim(s), age(s), and relationships to offender;
  10. Family History;
  11. Sexual History, including the following information, if applicable:
    - a. Sexual knowledge;
    - b. Sexual abuse victimization;
    - c. History of sexually abusive behavior or sexually inappropriate behaviors;
    - d. Dating and sexual relationships abuse issues;
    - e. History of masturbation;
    - f. History of deviant sexual interest, fantasy, arousal, or pornography; and
    - g. History of sexual interest, fantasy, arousal, or sexual activity with animals;
  12. The current functioning and behavior of the youth for the past six (6) months including the observations of the parent or caregiver and the self report of the youth;
  13. Other mental health assessments or treatment information which may have been provided to the assessor;
  14. Information regarding the risk for re-offending utilizing available risk assessment tools as well as clinical judgment by the Mental Health assessor, including a specific statement for each assessment tool used related to validity, reliability, and limitations of the instrument;
  15. Summary section, which shall summarize all information included in the report (Section II. E. 1-14), including information regarding the youth’s risk of reoffending; and
  16. Recommendations section which shall:
    - a. Focus on:
      - i. The individual treatment needs of the youth to address the identified sexual behavior problem(s), if any;
      - ii. A recommendation of whether or not the youth should be declared a juvenile sex offender;
      - iii. A recommendation for the most appropriate treatment modality;
      - iv. The least restrictive environment in which that treatment can be provided to the youth; and
    - b. Not address the risk of reoffending.
- F. The youth and family shall be given written information regarding the Health Information Portability and Accountability Act of 1996 (“HIPAA”), by the JSW and the Mental Health Branch which shall be acknowledged in writing by the youth and parent.

- G. The youth shall not be required to describe or discuss his committing offense and the assessor shall not use the youth's refusal as an indicator of risk.
- H. The completed sex offender specific assessment shall be forwarded by the Mental Health assessor to the Mental Health Branch Manager for review and approval within seven (7) working days prior to the disposition date.
- I. The sex offender specific assessment shall be completed, reviewed, and approved by the Mental Health Branch Manager at least five (5) days prior to the disposition date. The sex offender specific assessment shall be provided to the JSW at least four (4) days prior to the disposition date. The JSW shall submit this report along with the Predisposition Investigation ("PDI") to the youth's attorney, the prosecutor, and the court at least three (3) days prior to disposition per KRS 610.100.
- J. For youth who are in Circuit Court and a Presentence Investigation ("PSI") report is ordered, the sex offender specific assessment shall be completed, reviewed, and approved by the Mental Health Branch Manager no later than ten (10) days prior to the sentencing date. The sex offender specific assessment shall be provided to the JSW at least seven (7) days prior to the sentencing date. The JSW shall submit this report along with the PSI to the youth's attorney, the prosecutor, and the court at least five (5) days prior to sentencing.
- K. If requested by the parent or caregiver, a meeting shall be held by the Mental Health assessor to discuss a summary of the results and the recommendations, based on the evaluation, with the youth and family. A copy of the summary and the recommendations may be provided to the youth or caregiver instead of meeting if requested by the parent or caregiver.

### **Section III - Juvenile Sexual Offender Specific Treatment Components**

- A. The Sexual Offender Treatment Program is a continuum of treatment which may include services provided in the community, in a residential setting, or in a combination thereof.
- B. Unless otherwise ordered by the court, sex offender treatment shall be continuously provided while a case is on appeal with the exception of describing or admitting to the committing offense.
- C. The Juvenile Sexual Offender Treatment Components shall address:
  - 1. Acceptance of Responsibility;
    - a. Criminal History;
    - b. Sexual Behavior Problems;
    - c. Victim Empathy;
    - d. Cycles of Behavior; and
    - e. Relapse Prevention Plan;
  - 2. Family Involvement;
  - 3. Victim reparation, contact or reunification;
  - 4. Family Reunification; and
  - 5. Aftercare Services.
- D. Juvenile Sexual Offender Treatment Components may address:
  - 1. Human Sexuality Education;
  - 2. Community Law Education;
  - 3. Social Skills Training;
  - 4. Adolescent Development;
  - 5. School Behavior Issues;
  - 6. Offender Victim Issues;
  - 7. General Mental Health Issues;
  - 8. Substance Abuse Treatment;
  - 9. Systemic Issues and Environmental Issues.
- E. A youth declared a juvenile sexual offender shall be committed to the custody of the DJJ pursuant to KRS 635.515 and shall receive sexual offender treatment for up to three (3) years, except that this period of sexual offender treatment may be extended for one (1) additional year by the sentencing court upon motion of DJJ, and the juvenile sexual offender shall not remain in the care of the DJJ after the age of twenty-one (21) years.
- F. Declared Juvenile Sexual Offender Tracking
  - 1. KRS 635.525 requires DJJ to maintain complete and comprehensive data on each youth participating in the sexual offender treatment program. Accordingly, DJJ maintains a Juvenile Sexual Offender Tracking System (“JSOTS”).
  - 2. To be entered on JSOTS, the JSW shall complete a Part I Initial Tracking form and submit the form to the JSOTS Administrator (in Central Office) within thirty (30) calendar days of disposition.
  - 3. The JSOTS Administrator shall:
    - a. Enter the data from the Part I form into the tracking database;
    - b. Generate the Part II tracking form; and

- c. Send the Part II tracking form to the community worker.
4. The JSW shall complete the Part II form and return it to the JSOTS Administrator within ten (10) working days.
5. Per KRS 635.515(5), DJJ is required to send the committing Judge a written report every sixty (60) days from the date of disposition. The JSW shall complete the sixty (60) day report to the court as described in Sections III G and III H.
6. The JSW shall provide the JSOTS Administrator with copies of each sixty (60) day report that is sent to the court.
7. The JSOTS Administrator shall send a monthly report showing DJJ's compliance with KRS 635.515 to each Community Regional Manager, Juvenile Services District Supervisor ("JSDS"), Facilities Regional Administrator ("FRA"), and Superintendent on the tenth (10<sup>th</sup>) of each month.
8. A youth shall be removed from JSOTS under one (1) of the following conditions for which the JSW shall provide supporting documentation to the JSOTS Administrator:
  - a. The youth has received the maximum years of treatment per KRS 635.515(1);
  - b. The youth was sentenced as a Youthful Offender ("YO") and has been transferred to the Department of Corrections ("DOC");
  - c. The youth has reached age twenty-one (21);
  - d. The youth has completed the treatment program prior to the statutory maximum and was released from commitment upon recommendation by DJJ; or
  - e. The youth's commitment has been terminated or suspended by the court.

**G. Treatment of Declared Juvenile Sexual Offenders with Community Placement**

1. If a youth is in a community placement, the JSW assigned the case management responsibilities shall request treatment from the Mental Health Branch Manager or designee within two (2) working days of disposition or upon return from an out-of-home placement. This request is not required when the youth is seeing a private provider prior to disposition and the family wants the youth to continue seeing the private provider. Reference DJJ 806.
2. For youth whose treatment is provided by a private professional, the JSW shall provide the private professional with the DJJ Sex Offender treatment components, ensure the private professional agrees to address the mandatory components within the youth's treatment, and inform the private professional of their responsibility to provide a treatment agreement to DJJ youth per KRS 635.515 (3). Reference DJJ 806.
3. Youth placed in foster care shall be provided sex offender treatment by DJJ Mental Health Branch staff or by a private provider, as available. The JSW assigned the case management responsibilities shall initiate the referral for treatment to the Mental Health Branch Manager or private provider, as available.
4. The Mental Health Branch Manager, or designee, shall assign the treatment provider within two (2) working days of receipt of the request.



5. The family shall be provided orientation to treatment by the Mental Health Branch staff at the first meeting. The Mental Health Branch staff shall explain treatment expectations for the youth and family.
6. The provider of the sexual offender specific treatment shall develop a treatment plan with the youth, family, and JSW to outline the expectations and provision of the sexual offender treatment.
7. The Mental Health Branch staff shall complete a treatment agreement on all youth who are on conditions of supervised placement that details the responsibilities of the juvenile sexual offender, the family, and the program to include, but not be limited to, attendance, participation in education, participation in planning and completion of treatment goals, curfew, visit of appropriate staff to the home, participation in parenting groups and family counseling, continued contact with the program, schools, and court, insurance of legal rights, and discharge criteria as required in KRS 635.515(3).
8. The Mental Health Branch staff shall review the acknowledgement of Health Information Portability and Accountability Act (“HIPAA”) privacy practices and obtain all necessary signatures.
9. The Mental Health Branch staff shall inform the youth and family in writing of the confidentiality rights as established in KRS 635.527 and shall inform the youth and family of the role of the treatment team.
10. Releases of information shall be obtained, as needed, from the youth and family to share appropriate information with collateral agencies, to include school systems and other individuals or agencies providing services.
11. Treatment shall be provided to address the needs and risks of the juvenile.
12. The JSW shall address the sexual offending behavior in the Individual Treatment Plan. All treatment plans shall be completed in accordance with DJJ Policy.
13. The youth and family shall be required to cooperate with the sexual offender treatment provider pursuant to KRS 610.160.
14. Reviews of the youth’s progress shall be conducted every sixty (60) days regardless of the youth’s placement as required by KRS 635.515. This sixty (60) day court report shall include information about treatment received by the juvenile sex offender and family, assessment of the offender’s current condition, and recommendations of the staff. The JSW shall prepare the report for the court incorporating the evaluation of how the youth and family are responding to treatment.
15. The treatment provider shall provide a summary of treatment and progress every sixty (60) days from the date of initiation of treatment to the JSW. Coordination shall occur between the treatment provider and the JSW to ensure that the summary of treatment and progress is received by the JSW prior to submission of the sixty (60) day court report.
16. The review of the youth and family’s progress shall be documented by both the JSW and the treatment provider.

#### **H. Treatment of Declared Juvenile Sexual Offenders in Out of Home Placement**

1. If a youth is in an out-of-home placement, the treatment team shall address the sexual offending behavior in the Individual Treatment Plan. All treatment plans shall be completed in accordance with DJJ Policy.
  2. The youth and family shall cooperate with the sexual offender treatment provider pursuant to KRS 610.160.
  3. Releases of information shall be obtained, as needed, from the youth and family to share appropriate information with collateral agencies, to include school systems and other individuals or agencies providing services.
  4. The treatment provider shall review the acknowledgement of Health Information Portability and Accountability Act ("HIPAA") privacy practices and obtain all necessary signatures.
  5. The treatment provider shall inform the youth and family in writing of the confidentiality rights as established in KRS 635.527 and shall inform the youth and family of the role of the treatment team.
  6. Treatment shall be provided to address the needs and risks of the juvenile.
  7. Reviews of the youth's progress shall be conducted every sixty (60) days regardless of the youth's placement as required by KRS 635.515. This sixty (60) day court report shall include information about treatment received by the juvenile sex offender and family, assessment of the offender's current condition, and recommendations of the staff. The JSW shall prepare the report for the court incorporating the evaluation of how the youth and family are responding to treatment.
  8. The treatment provider shall provide a summary of treatment and progress every sixty (60) days from the date of initiation of treatment to the JSW. Coordination shall occur between the treatment provider and the JSW to ensure that the summary of treatment and progress is received by the JSW prior to submission of the sixty (60) day court report.
  9. The review of the youth and family's progress shall be documented by both the JSW and the treatment provider.
  10. For youth in out-of-home placement receiving treatment from a private treatment provider, the JSW shall schedule and document the review as outlined in policy.
- I. Each Regional Psychologist shall send a monthly chart audit of declared sex offender cases to the Chief of Mental Health Services. The Chief of Mental Health Services shall review, monitor, and make recommendations for the delivery of treatment to ensure fidelity, compliance, and quality.
1. The Treatment Director, Superintendent, or Counselor Supervisor shall audit one declared sexual offender case when such a youth is housed in the facility. The results of this audit shall be forwarded each month to the respective Regional Psychologist for review.
  2. The Regional Psychologist shall audit one declared sexual offender case each month from each Mental Health Clinician's caseload within the psychologist's district.
  3. Each Regional Psychologist shall review each audit report for anomalies and direct corrective action when necessary. Each Regional Psychologist shall forward each audit

report along with the summary of any corrective action taken to the Chief of Mental Health Services.

#### **Section IV – Victim in the Home**

- A. Victim safety shall be the primary consideration in any plan for contact or reunification. All contact shall be victim centered and based on victim need. Family reunification shall not indicate completion of treatment.
- B. Victim reunification shall be addressed in aftercare planning and shall be revised as appropriate through the course of treatment.
- C. The treatment team shall:
  - 1. Collaborate with the victim’s therapist or advocate, guardian, custodial parent, foster parent, or guardian ad litem, in making decisions regarding communication, visits, and reunification counseling sessions;
  - 2. Support the victim’s wishes regarding contact with the youth to the extent that it is consistent with the victim’s safety and well-being; and
  - 3. Complete the relapse prevention plan prior to the youth’s return home.
- D. If the treatment team recommends that the youth should have contact with the victim and there is an existing court order to have no contact with the victim, the JSW, after collaborating with the treatment team, shall schedule a court review to present a progress update on youth’s treatment to request that the court order be modified or rescinded to allow contact.

## **Section V –Procedures for Reassessment and Criteria for Termination of Sex Offender Treatment**

- A. Release from sex offender treatment shall not equate to release from commitment. All youth shall be subject to department policy and procedure regarding release from commitment.
- B. The criterion for termination of sex offender treatment shall be directly related to the completion of all of the sex offender specific treatment goals on the youth's Individual Treatment Plan.
- C. In circumstances where the youth is receiving sex offender treatment in a residential facility, completion of the residential component may not equate to completion of the sex offender treatment program.
- D. Procedures for Reassessment:
  - 1. The treatment team shall meet and recommend termination of treatment for youth who have successfully completed sex offender treatment. In making this determination, the treatment team shall:
    - a. Consider all sources of collateral information; and
    - b. Assess and document evidence that the goals of the treatment plan have been met.
  - 2. For youth who are receiving sex offender treatment in the community and are nearing completion of sex offender treatment, a juvenile sexual offender reassessment shall be completed. If the sex offender treatment is being provided by a DJJ Mental Health Clinician, the reassessment shall be completed by the Mental Health Clinician and approved by the DJJ Regional Psychologist. If sex offender treatment is provided by a private provider, the private provider shall complete a juvenile sexual offender reassessment or an equivalent treatment summary noting the youth's progress in treatment, reasons for discharge, and current risk level to reoffend.
  - 3. Youth who are receiving sex offender treatment in a youth development center and are nearing discharge from the facility to return to the community on conditions of supervised placement for continued sex offender treatment, who have completed sex offender treatment, or who are being placed on a thirty (30) day or longer pre-release furlough shall have a juvenile sexual offender reassessment completed by the program counselor or treatment director. If the juvenile sexual offender reassessment is completed by the counselor, the treatment director shall review and approve. A reassessment is not required prior to furloughs of less than thirty (30) days where the youth is expected to return to the facility after the furlough.
  - 4. Youth who are receiving sex offender treatment in a group home setting and are nearing discharge from the facility to return to the community on conditions of supervised placement for continued sex offender treatment, who have completed sex offender treatment, or who are being placed on a thirty (30) day or longer pre-release furlough shall have a juvenile sexual offender reassessment completed by either the program counselor or DJJ Mental Health Clinician. In either case the

reassessment shall be reviewed and approved by the Regional Psychologist. A reassessment is not required prior to furloughs of less than thirty (30) days where the youth is expected to return to the facility after the furlough.

5. Youth who are receiving sex offender treatment in private child care, therapeutic foster care, or a hospital setting and are nearing discharge from the program to return to the community on conditions of supervised placement for continued sex offender treatment, or who have completed sex offender treatment, or who are being placed on a thirty (30) day or longer pre-release furlough shall have a juvenile sexual offender reassessment completed by an assessor who is approved by DJJ through the process outlined in DJJ 806. If there is no approved assessor on staff at the private child care, therapeutic foster care, or hospital setting, the JSW shall arrange for the reassessment to be completed by a DJJ Mental Health Clinician or other approved assessor.
  6. Reassessments for Youthful Offenders who are declared sex offenders are not required prior to the youth's final sentencing hearing unless requested by the court.
- E. The reassessment shall not be the sole or deciding factor on whether or not a youth is returned to the community or recommended for release from commitment. These decisions shall be made on a case-by-case basis using all available information.
- F. All juvenile sexual offender reassessments shall be sent to the youth's JSW.
- G. Process for Termination of Sexual Offender Treatment:
1. The JSW shall complete the Request to Release from Sex Offender Treatment on all declared juvenile sexual offenders, regardless of placement, and submit through supervisory channels. A copy of the juvenile sexual offender reassessment shall be attached.
  2. Final approval to release a declared juvenile sexual offender from sex offender treatment, regardless of placement, shall be made by the Division Director of Community and Mental Health Services.
  3. Upon receiving final approval, the JSW shall request the committing court to re-docket the youth's case for review per KRS 635.515(7). The court review shall be requested sixty (60) days prior to the recommended date of release from treatment.
  4. Release from sex offender treatment shall not equate to release from commitment. All youth shall be subject to department policy and procedure regarding release from commitment.
  5. Termination without completion of the sex offender treatment shall not be determined by the treatment team. When the treatment team has determined that a youth is not making progress and will not benefit from continued sex offender treatment, a report shall be forwarded through the appropriate management chain, to include the Division Director of Community and Mental Health Services, regarding the circumstances. In these situations, the Division Director of Community and Mental Health Services shall direct an appropriate course of action for each request.

## **Section VI - Criteria for Requesting Fourth Year of Treatment**

- A. For youth in out-of-home placement, the treatment team, including the JSW, shall determine if the youth is in need of a fourth year of Sex Offender Treatment.
- B. For youth residing in the community, the JSW shall initiate the request for a fourth year of Sex Offender Treatment after consultation with appropriate treatment providers.
- C. A written request for a fourth year of treatment shall not be made unless one or more of the following factors are present:
  - 1. Persistent and recent refusal to comply with treatment requirements;
  - 2. Recent commission of a new sex offense or recent verbalization of intent to reoffend;
  - 3. Recent AWOL from out-of-home placement; or
  - 4. Youth recently exhibiting sexually acting out behavior while in treatment.
- D. The following process shall be utilized when requesting a fourth year of sex offender treatment for youth in out-of-home placement:
  - 1. The youth's assigned residential counselor shall complete a written request and forward it through the supervisory chain to the Deputy Commissioner of Program Operations, or designee, for consideration. The request shall specify the basis for the need for a fourth year of sex offender treatment consistent with the requirements set forth in DJJ Policy 800 and the youth's treatment needs.
  - 2. If the request is approved at the Deputy Commissioner level, the residential counselor shall notify DJJ Office of Legal Counsel and request a motion to be filed in the committing or sentencing court requesting the fourth year of sex offender treatment. The JSW shall assist in presenting the request to the committing judge for consideration. The youth's attorney shall also be provided notice of the motion in accordance with court rules.
- E. The following process shall be utilized when requesting a fourth year of sex offender treatment for youth residing in the community:
  - 1. The JSW (after consultation with the Juvenile Services District Supervisor ("JSDS")) shall determine if the youth is in need of a fourth year of Sex Offender Treatment.
  - 2. The JSW shall complete a written request for a fourth year of sex offender treatment and forward it through the supervisory chain to the Deputy Commissioner of Community and Mental Health Services or designee for consideration. The request shall specify the basis for the need for a fourth year of sex offender treatment consistent with the requirements set forth in DJJ Policy 800 and the youth's treatment needs.
  - 3. If the request is approved at the Deputy Commissioner level, the JSW shall notify the DJJ Office of Legal Counsel requesting a motion to be filed in the committing or sentencing court requesting the fourth year of sex offender treatment. The youth's attorney shall also be provided notice of the motion in accordance with court rules.

## **Section VII - Utilization of Polygraph Examinations**

Polygraph examinations, if used, shall be performed in accordance with DJJ PP 803.



## **Section VIII – Youthful Offender Sexual Offender Registry**

- A. The JSW shall complete the Sex Offender Duty to Register Notification Form as required by 502 KAR 31:020 on any Youthful Offender who pleads guilty or is convicted of a “Sex Crime” as defined in KRS 17.500(8); a “criminal offense against a victim who is a minor” as defined in KRS 17.500(3)(a), or is required to register pursuant to KRS 17.510. The JSW shall ensure that the offender signs the form.
- B. The Sex Offender Duty to Register Notification Form shall be forwarded to the sentencing court with the Presentence Investigation Report. See KRS 17.510(3).
- C. Information on the Sex Offender Duty to Register Notification Form shall be verified by the Presentence Investigation Report, if available. When completing the form on a Youthful Offender Sex Offender convicted of a felony attempt, the word “attempt” shall be written in under the Sex Offender Felony (“SOF”) Code.
- D. Prior to release from residential placement, the Sex Offender Registration System (“SORS”) forms shall be completed as outlined in 502 KAR 31:020, Section 3. Prior to release, completed forms shall be provided to the probation and parole office in the area where the registrant will be residing upon release (KRS 17.510(4)). Per KRS 17.510(5)(a), the local probation and parole office shall forward the SORS forms, fingerprints, DNA sample, and photograph to the Kentucky State Police.
- E. The Superintendent or designee of the DJJ program in which the youth is housed shall inform any Youthful Offender convicted of offenses outlined in KRS 17.500(3)(a) or KRS 17.500(8) or required to register pursuant to KRS 17.510 of the duty to register and shall require the youth to read and sign the form provided for that purpose, prior to his release, pursuant to KRS 17.510(3). A copy of the form shall be maintained in the youth’s file and the original shall be sent to the Department of Juvenile Justice Administrator of the Sex Offender Tracking System for forwarding to the State Police.
- F. On or before the date of the offender’s release by the court, the parole board, the cabinet, or any detention or residential facility, the registrant shall register with the appropriate local probation and parole office in the county in which he or she intends to reside as required by KRS 17.510 (2).
- G. If the JSW determines that the offender did not comply with the registration requirements, the worker shall notify the appropriate authorities as required by KRS 17.510(13)(a) and (b). Documentation of noncompliance shall be maintained in the youth’s file and shall be sent to the Department of Juvenile Justice Administrator of the Sex Offender Tracking System for forwarding to the State Police.
- H. When there is a change in the Sex Offender’s residence, the JSW shall complete the Sex Offender Registry Modification Form and forward the form to the Department of Kentucky State Police, Information Services Center, Frankfort, KY 40601.
  - 1. If the residence address of a registrant changes, but the registrant remains in the same county, the registrant shall register, on or before the date of the change of address, with the appropriate local probation and parole office for the county in which he or she resides. (KRS 17.510(10)(a)).
  - 2. If the registrant changes his or her residence to a new county, the registrant shall notify his or her current local probation and parole office of the new residence

address on or before the date of the change of address. The registrant shall also register with the appropriate local probation and parole office for the county of his or her new residence no later than five (5) working days after the date of the change of address. (KRS 17.510(10)(b)).

- I. If the electronic mail address or any instant messaging, chat, or other Internet communication name identities of any registrant changes, or if the registrant creates or uses any new Internet communication name identities, the registrant shall register the change or new identity, on or before the date of the change or use or creation of the new identity with the appropriate local probation and parole office for the county in which he or she resides. (KRS 17.510(10)(c)).
- J. If the JSW determines that a person has moved or has created or changed any electronic mail address or any instant messaging, chat, or other Internet communication name identities used by the person without providing his or her new address, electronic mail address, or instant messaging, chat, or other Internet communication name identity to the appropriate local probation and parole office or offices as required under KRS 17.510(10)(a), (b) and (c), the JSW shall notify the appropriate local probation and parole office of the new address or electronic mail address or any instant messaging, chat or other Internet communication name identities used by the person. The JSW shall also notify the appropriate court, Parole Board, and appropriate Commonwealth's attorney, sheriff's office, probation and parole office, corrections agency, and law enforcement agency responsible for the investigation of the report of noncompliance.