	JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Day Treatment Services		AUTHORITY: KRS 15A.0652
SUBJECT: Student's Dress Code and Personal Property		
POLICY NUMBER: DJJ 1005		
TOTAL PAGES: 3		
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APPROVAL: Carey D. Cockerell	, COMMISSIONER	

I. **POLICY**

Programs shall develop, maintain, and orient students on the program's dress code and rules related to personal property. The personal property of the student shall be controlled and safeguarded.

II. **APPLICABILITY**

This policy shall apply to Department of Juvenile Justice (DJJ) operated day treatment programs.

III. **DEFINITIONS**

Refer to Chapter 1000.

IV. **PROCEDURES**

A. At intake the student and the parent or caregiver shall be advised of the program dress code and any personal items permitted at the program.

B. Each DJJ facility standard operating procedures (SOP) manual shall provide a student dress code.

1. Dress code shall be contained in the student orientation handbook and shall be given and explained to each student upon admission.

2. Dress code criteria shall be as follows:

a. Students may wear personal clothing, uniforms, or a combination thereof that is consistent with the requirements of the program;

b. A student's clothing shall be proper in size and shall reflect a neat and well-groomed appearance;

c. Clothing that is identified with gangs, displays profanity or sexual lewdness, or conveys a message contrary to the treatment goals of the student and program shall be prohibited; and

    d. Students may be subject to discipline for failure to abide by the established dress code.

C. Programs may address lack of adherence to the dress code through issuance of consequences, contacting the parent or caregiver to provide appropriate attire, or by providing the required clothing to the student if available based on the individual needs of the student.

D. Each facility's SOP manual shall specify what personal property may remain in a student's possession.

E. Programs may address lack of adherence to the personal property rules to ensure adequate safety of the program through issuance of consequences, confiscation of property, or by requiring the parent or caregiver to come pick up the property.

F. Confiscated property shall be logged and secured in accordance with DJJPP Chapter 3 (Contraband, Seizure, and Chain of Custody).

G. If the personal property of a student poses a safety or security risk to the program law enforcement may be contacted.

H. Students may be reimbursed for damaged or lost personal property on a limited basis upon the discretion of the Superintendent.

I. A request for reimbursement shall be processed as follows:

    1. The theft or loss of a student's personal property shall be submitted by memo through the chain of command to the Regional Division Director onto the Fiscal Branch, along with a copy of the incident report;

    2. In the case of loss by theft of property valued over $300, a copy of the police report shall also be attached; and

    3. The cost of replacement or repair shall be limited to the following:

        a. Clothing:

            i. Blouse or shirt $25.00;

            ii. Skirt or trousers $30.00;

            iii. Sweater $25.00;

            iv. T-shirt $10.00;

            v. Dress $40.00;

            vi. Coat or jacket $75.00;

            vii. Shoes $50.00; and

            viii. Other clothing items shall be evaluated on a per item basis;

        b. Jewelry $75.00;

        c. Electronic devices and accessories $100.00; and

        d. Other items shall be evaluated on a per item basis.

J. Every attempt shall be made to return unclaimed personal belongings to students who have left the program. Unclaimed personal belongings shall be stored and retained at the program for no longer than thirty (30) school days.

V.   **MONITORING MECHANISM**

The Regional Division Director or designee in conjunction with the Division of Program Services shall develop monitoring protocols to be used by the Superintendent that review the expectations set forth in this policy.