



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

REFERENCES:

CHAPTER: Admissions

AUTHORITY: KRS 15A.069

SUBJECT: Definitions

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APPROVAL: Carey D. Cockerell, COMMISSIONER

I. POLICY

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual Chapters 201 through 207.

II. APPLICABILITY

This policy shall apply to all DJJ staff.

III. DEFINITIONS

- A. "Absent With Out Leave (AWOL)" for the purpose of Interstate supervision means a youth that leaves an approved placement without advanced approval from the supervising authority.
- B. "Administrative Transfer Request (ATR)" means a request for consideration of change of extension or placement for any youth in the placement continuum.
- C. "Classification Placement" means the out-of-home placement of a committed youth as determined by Placement Services, Classification Branch which is initiated through a referral packet submitted by community staff or an ATR packet submitted by either community or facility staff.
- D. "Day Treatment" means a non-residential program providing intensive services to youth who live at home, or in a foster or group home, and report to the program as required by the program schedule.
- E. "Discrimination" means an abridgement of rights based upon a person's race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, genetic information, or veteran's status.

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- F. “Emergency ATR (E-ATR)” means an electronic request for transfer that is executed through supervisory channels, without committee review, and subsequently supported with written documentation.
- G. “Facility” means a place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals as established in 28 C.F.R. § 115.5.
- H. “Grievance” means a circumstance or action considered to be unjust and grounds for complaint under the internal grievance system.
- I. “Group Home” means a residential program emphasizing family-style living in a homelike environment that generally houses eight (8) to ten (10) youth.
- J. “Home Evaluation” means an evaluation and subsequent report of findings to determine if supervision in a proposed residence is in the best interest of the youth and the community.
- K. “Internal Investigations Branch (“IIB”)” means Office of Investigations, Office of the Secretary, Justice and Public Safety Cabinet (500 KAR 13:020).
- L. “Lateral Transfer” means the transfer of a youth from one placement to another within the same placement level.
- M. “Least restrictive alternative” is defined in KRS 600.020(38).
- N. “Maximum Secure Facility” means a juvenile residential facility that is physically secure.
- O. “Needs Assessment” means identifying dynamic or changeable risk factors, called criminogenic needs, that contribute to the youth’s likelihood of reoffending which are to be utilized in case planning allowing for the targeting of treatment interventions for the youth and family or caregiver in order to reduce recidivism.
- P. “Out-of-home placement” is defined by KRS 600.020(45).
- Q. “Physically Secure” is defined by KRS 600.020(50).
- R. “Risk Assessment” means a standardized method of data collection that estimates the likelihood that continued delinquent behaviors will occur without intervention and guides intervention planning.
- S. “Special Incident” means an act in which the health or welfare of a resident is harmed or threatened with harm by an offender, including if an offender:
 - 1. Uses inappropriate or excessive force that results in injury;
 - 2. Uses inappropriate or excessive force that could result in an injury;

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3. Engages in any sexual activity to include any contact or interaction, which uses or allows, permits or encourages the use of a resident for the sexual gratification of the offender or another person;
 4. Uses inappropriate consequences as punishment such as exercise, harsh physical labor, or other physical consequences outside accepted practices.
- T. “Specialized Programming” means DJJ-operated or, if reasonably available, private child care programs that provide specialized treatment services to identified populations served by the Department. This may include sexual offender treatment programs or programs for youth with identified mental health needs such as youth with severe emotional disability.
- U. “Staff Secure” is defined by KRS 600.020(64).
- V. “Step Down” means the transfer of a youth from a higher level placement to a lower level placement.
- W. “Step Up” means the transfer of a youth from a lower level placement to a higher level placement.
- X. “Treatment Team” means the professionals, youth, family members, and other supporters who work in conjunction to assist and support youth in achieving goals.