



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

**REFERENCES:  
505 KAR 1:110  
3-JTS-1E-07; 5D-15-2  
1-JBC-1E-08  
4-JCF-5D-11**

**CHAPTER: Program Services**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Youth Development Center  
Educational and Vocational Records**

**POLICY NUMBER: DJJ 335**

**TOTAL PAGES: 2**

**EFFECTIVE DATE: 4/05/2019**

**APPROVAL: Carey D. Cockerell**

**, COMMISSIONER**

**I. POLICY**

Federal and state laws and regulations shall govern the confidentiality, maintenance, handling, and access of educational records, including academic, technical, and vocational.

**II. APPLICABILITY**

This policy shall apply to each Department of Juvenile Justice (DJJ) youth development center (YDC).

**III. DEFINITIONS**

Refer to Chapter 300.

**IV. PROCEDURES**

- A. DJJ staff may assist education and vocational staff in obtaining records, when feasible.
- B. Individual client records (ICR's) may include academic, technical, and vocational information, when applicable.
- C. No person, including education personnel, authorized to obtain records pursuant to Kentucky Revised Statute (KRS) Chapter 600 to 645, shall obtain or attempt to obtain records to which they are not entitled or for purposes for which they are not permitted to obtain them.
- D. No person, including education personnel, not authorized to obtain records pursuant to KRS Chapter 600 to 645, shall obtain or attempt to obtain records which are made confidential pursuant to KRS Chapter 600 to 645, except upon proper motion to a court of competent jurisdiction.

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E. No person shall destroy or attempt to destroy any record that is required to be kept unless the destruction is permitted by state law and is authorized by the court upon proper motion and good cause for the destruction being shown.

F. In a YDC program the following shall apply:

1. DJJ rehabilitation instructors shall be responsible for sending lesson plans, curriculum, assessment tools, and task sheets to the DJJ Education Branch designee.
2. Vocational records, for youth transferred to another facility shall be sent to the receiving programs rehabilitation instructor within fourteen (14) days. The vocational records shall include:
  - a. Initial vocational interview, indicating barriers to employment;
  - b. Vocational Assessment results;
  - c. Learning and Working Styles Assessment results;
  - d. Career options task sheet indicating hours and tasks completed;
  - e. Financial literacy task sheet indicating hours and tasks completed;
  - f. Workforce development curriculum task sheet indicating hours and tasks completed;
  - g. Career pathway indicating career cluster and activities, training, or experience obtained or completed within the cluster; and
  - h. Transition efforts initiated toward post-secondary education or training, for example financial aid or enrollment applications.

## **V. MONITORING MECHANISM**

- A. The Facilities Regional Administrator (FRA), Superintendent, and DJJ Education Branch shall monitor these activities.
- B. The DJJ Education Branch shall review documentation annually and an on-site visit shall be conducted bi-annually.