



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

REFERENCES:

CHAPTER: Revocation Program Admissions

AUTHORITY: KRS 15A.065

SUBJECT: Program Services

POLICY NUMBER: DJJ 360

TOTAL PAGES: 3

EFFECTIVE DATE: 4/05/2019

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, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall provide relapse services not to exceed thirty (30) days to eligible committed youth who have violated their conditions of supervised placement and have either voluntarily waived the supervised placement revocation hearing process after consulting with their attorney or have had their supervised placement revoked as a result of the supervised placement revocation hearing process. These programs shall be known as revocation programs and shall be targeted to address the specific issues and behaviors that led to the violations.

II. APPLICABILITY

This policy shall apply to each DJJ group home and youth development center (YDC) designated a revocation program.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

A. Supervised Placement Request and Eligibility for the Revocation Programs

1. At the time the Juvenile Services Worker (JSW) completes the supervised placement revocation request, the JSW shall consult with the Juvenile Services District Supervisor (JSDS), Juvenile Services Regional Manager, and Director of Community and Mental Health Services to determine if the youth is eligible for the revocation program. Youth shall not be eligible if:
 - a. The youth has a new or pending charge;

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- b. There is an identified treatment issue that cannot be resolved within thirty (30) days;
 - c. The youth has suicidal ideations; or
 - d. There are other individualized issues that cannot be addressed in the program.
2. The JSW shall immediately notify the DJJ Office of Legal Counsel, through the chain of command, when a Commissioner's Warrant has been executed, and forward a copy of the executed document, the prepared supervised placement revocation request, and any subsequent addendums.
 3. The JSW shall notify the DJJ Office of Legal Counsel whether the youth is eligible for the revocation program.
 4. The DJJ Office of Legal Counsel paralegal consultant or designee shall schedule the probable cause hearing if the youth is detained or the supervised placement revocation hearing if the youth remains in the community. The paralegal consultant shall notify the Department of Public Advocacy (DPA) or private attorney and the hearing officer if the youth is eligible for the revocation program.
 5. If the youth is eligible, the paralegal consultant or designee shall consult with the Classification Branch manager to determine bed availability and shall notify the hearing officer and DPA or private attorney of such in the charging letter. If a bed is not immediately available, the letter shall contain an anticipated admission date.
 6. The youth may consult with their attorney regarding the option of going directly to the revocation program instead of engaging in the hearing process. Reference DJJPP Chapter 6 (Supervised Placement Revocation) for revocation processes.
- B. Process for Youth Waiving the Probable Cause Hearing or the Supervised Placement Revocation Hearing and Placement in the Revocation Program**
1. After consulting with their attorney, the youth shall sign a waiver to the supervised placement revocation hearing process and agree to placement in the revocation program.
 2. The youth shall sign the revocation program participation agreement.
 3. The waiver and participation agreement shall be submitted to the DJJ Office of Legal Counsel paralegal consultant.
 4. The paralegal consultant shall forward a copy of the waiver and participation agreement to the Classification Branch.
 5. The Classification Branch shall notify the paralegal consultant of the designated revocation program for the youth.

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6. The paralegal consultant shall email the designated revocation program and Classification Branch a copy of the supervised placement revocation charging letter.
 7. The Classification Branch shall coordinate with DJJ Transportation for the transportation of the youth to the designated revocation program.
- C. Process for Youth Not Waiving the Probable Cause Hearing or the Supervised Placement Revocation Hearing and Placement in the Revocation Program
1. If the youth elects to proceed with the supervised placement revocation hearing process, the hearings shall be scheduled according to the statutory timeframes by the DJJ Office of Legal Counsel, paralegal consultant or designee.
 2. Following the supervised placement revocation hearing process, Reference DJJPP Chapter 6 (Supervised Placement Revocation), the JSW shall complete and submit the revocation referral and placement packet to the Classification Branch.
 3. The Classification Branch shall determine the youth's eligibility to be placed in the revocation program.
 - a. Youth who are ineligible for the revocation program placement shall be processed as outlined in DJJPP Chapter 2 (Classification and Placement Manual).
 - b. For youth who are eligible for the revocation program, the Classification Branch shall designate the revocation program where the youth shall be placed.
 - c. The Classification Branch shall coordinate with DJJ Transportation for the transportation of the youth to the designated placement.

V. MONITORING MECHANISM

The Quality Assurance (QA) Branch shall perform annual facility monitoring visits to ensure compliance with this policy. Monitoring shall be accomplished by the Superintendent, Treatment Director, or Counselor Supervisor.