



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

**REFERENCES:**  
**505 KAR 1:140**  
**3-JDF-1B-08, 10, 19; 4C-**  
**21, 22, 23, 34, 39, 40;**  
**5A-01, 02, 04, 05, 11,**  
**14, 15, 16**

**CHAPTER: Detention Services**

**AUTHORITY: KRS 15A.065**

**SUBJECT: Intake, Reception and Orientation**

**POLICY NUMBER: DJJ 702**

**TOTAL PAGES: 6**

**EFFECTIVE DATE: October 5, 2018**

**APPROVAL: Carey D. Cockerell**

**, COMMISSIONER**

## **I. POLICY**

Juveniles shall undergo screening and assessment at admission and receive a thorough orientation to the facility's procedures, rules, programs and services.

## **II. APPLICABILITY**

This policy shall apply to all state-operated detention centers.

## **III. DEFINITIONS**

Refer to Chapter 700.

## **IV. PROCEDURES**

### **A. INTAKE**

1. Juveniles with serious physical injuries or those who report to be or appear to be under the influence of drugs and/or alcohol shall be denied admission until seen by a medical professional and determined to be medically stable.
2. Juveniles shall be informed of the steps of the reception and orientation process at the time of intake. The juvenile shall submit all personal property and be scanned with a handheld metal detector and searched for weapons and/or contraband in accordance with DJJPP 714. Each juvenile shall be photographed and fingerprinted.
3. Any medications or prescriptions for medication brought with the juvenile shall be immediately turned over to the facility health authority or designee for instructions regarding disposition.
4. A pat down search shall be utilized during admission, upon return from temporary release, and suspicion of possessing contraband. A pat down search may be utilized spontaneously throughout the day.
5. Each detention center shall develop Standard Operating Procedures, which shall be reviewed annually and updated as needed, for the control,

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secure storage, and safeguarding of a juvenile's personal property from the point of admission to the point of discharge. These procedures shall include provisions for the thorough cleaning and, when necessary, disinfecting of a juvenile's personal clothing before storage or before allowing the juvenile to keep and wear personal clothing. Personal property retained at the facility shall be itemized in a written list prepared by staff, which shall be signed and verified by the juvenile's signature. The personal property inventory shall be kept in a permanent case file. The juvenile shall receive a copy of the inventory.

6. An admissions packet shall be completed on all juvenile admissions. When literacy or communication problems exist, a staff member assists the juvenile in understanding the material and each step of the intake process. The admission packet shall include the following, if the documentation is available:
  - a. Summary account of the legal aspects of the case (current charge and next court date and time);
  - b. Summary of criminal history;
  - c. Family history;
  - d. Medical, dental and mental health and substance abuse history;
  - e. Vocational interests, if appropriate;
  - f. Educational status;
  - g. Request for religious accommodations;
  - h. Recreational assessment;
  - i. Psychological evaluation, when available, including intellectual assessment;
  - j. Housing unit staff reports;
  - k. Staff recommendations; and,
  - i. Documentation of a physical or intellectual disability.

The summary admission report is updated as needed upon transfer or recommitment.

## B. SCREENING

1. Staff shall conduct searches and screenings of juveniles in a professional and respectful manner to avoid harassment, indignity embarrassment and unnecessary use of force.
2. Staff shall be provided written procedures for searches. Search procedures shall be reviewed annually. Reference DJJPP Chapter 7 (Searches).
3. Staff shall provide the individual being screened with a verbal overview of the procedure intended to be used.
4. When possible screenings shall be conducted by same gendered staff. Cross-gender screenings of a resident shall only be conducted under exigent circumstances and shall be documented.

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5. General Screening Procedures

- a. All screenings must be conducted in a professional manner, using techniques that avoid unnecessary force or indignity to persons involved in the search, while maintaining the integrity of the search.
- b. All facilities shall provide gloves and other needed equipment for searches that protect staff safety and ensure chain of custody for confiscated items.

6. Initial Health Screening

- a. All juveniles entering a regional juvenile detention center shall be given an Initial Health Screening.
- b. Only health trained staff shall conduct the initial health screening.
- c. If possible, two (2) staff that are the same gender as the youth shall conduct the initial health screening. One (1) staff shall facilitate the process and the second staff person shall observe the process to verify that the correct procedure is followed.
- d. Staff shall direct the youth to the designated private location, outside of the view of other staff and residents.
- e. Staff shall direct youth to remove all personal clothing and items and dress in facility supplied tank tops and boxer shorts, outside the view of all staff and residents;
- f. Staff shall instruct the youth to verbally indicate the location of any scars, bruises, birthmarks, tattoos, or any other marks known;
- g. Conditions of the skin including trauma markings, bruises, lesions, jaundice, rashes and infestations, recent tattoos and needle marks, or other indications of drug use shall be documented.
- h. Medical Staff shall review the body identification section of the Initial Health screening in accordance with DJJPP Chapter 4.

7. Ectoparasite Screening

Staff shall follow procedures in DJJPP Chapter 4. If the delousing procedure is to be conducted:

- a. If possible, two (2) staff that are the same gender as the youth shall conduct the ectoparasite screening. One (1) staff shall facilitate the process. The second staff person shall observe the process to verify that the correct procedures are followed.
- b. Staff shall provide the youth with towel, washcloth, and state issued clothing to put on after the youth showers.

8. Drug and Alcohol Screening

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Drug and alcohol screens may be administered to any juvenile in accordance with DJJPP Chapter 4, with the approval of the Superintendent or designee.

9. Mental Health Screening

Mental health screening shall be completed by staff trained in use of the screening instrument. When a juvenile is determined to have mental health needs as evidenced by the screening instrument, or by the demonstration of behaviors such as listed in DJJPP Chapter 4, the facility health authority shall make the determination of need and make contact as appropriate with the Community Mental Health Center or local contract mental health provider for a mental health assessment.

10. Risk Assessment Screening

After the initial detention hearing all juveniles ordered detained in a state-operated detention facility, except those juveniles meeting conditions for mandatory secure detention pursuant to KRS 610.265(2)(b) 1, shall be screened using the detention risk assessment instrument to determine eligibility for the alternative detention program in accordance with DJJPP Chapter 7.

11. Human Trafficking Screening

- a. Upon initial intake a human trafficking screening shall be conducted for every youth.
- b. If the youth scores a yes for any item on the screening tool, the staff conducting the screening or receiving the report shall:
  - i. Immediately notify the Cabinet for Health and Family Services via the Child Protective Services hotline at 1-877-KYSAFE1 or the Kentucky Online Child/Adult Protective Services Reporting System at <https://prd.chfs.ky.gov/ReportAbuse/home.aspx>;
  - ii. Fax a letter of notification to the Department of Public Advocacy (DPA) or known attorney and the District Court in the county in which the youth was arrested, no later than the next business day or prior to the youth's next court appearance, whichever comes first;
  - iii. Call the National Human Trafficking Hotline at 1-888-373-7888 and notify the DJJ Interstate Compact office if the juvenile is a resident of or has resided in another state or country within the last year; and
  - iv. Up-line to the next line supervisor and DJJ Office of Legal Services.
- c. A copy of the screening shall be maintained in the booking system.

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### C. ORIENTATION

1. All juveniles being admitted into secure detention shall receive orientation in their own language. Material shall either be written or interpreted to ensure understanding of the juvenile's rights and facility's rules and guidelines, including grievance procedures and how to access medical and mental health services.
2. Within 24 hours of admission, facility staff shall provide a handbook of rules and discuss with the juvenile:
  - a. Rules governing conduct;
  - b. Chargeable offenses;
  - c. The range of penalties;
  - d. Disciplinary procedures; and
  - e. Incentives for good behavior.
3. This handbook is provided to juveniles in a written. If the youth handbook is provided electronically, juveniles in isolation are provided the information in a written format so that their access to the information is not impeded by their custody status.
4. Receipt of the handbook is documented by a statement signed and dated by the juvenile and staff. When literacy or communication problems exist, a staff member assists the juvenile. Juveniles receive written orientation materials or translations in their language, if they do not understand English. Interpreters are available, as required, for communicating with the juvenile in a manner the juvenile can understand.
5. Each juvenile shall be provided personal hygiene instruction upon admission. Each juvenile shall be provided a shower and personal hygiene products that may include, soap, toilet paper, toothbrush, toothpaste, comb or hairbrush, special hygiene for females, and shaving equipment supplies as needed.
6. Juveniles in regional juvenile detention centers are provided a complete set of clean clothing daily, including underwear and socks. Clothing shall be properly fitted, clean, laundered, climatically suitable, durable, presentable, and not degrading. Each juvenile shall receive cleaned laundered linens.
7. Juveniles shall be assigned to and given a brief tour of the housing unit.
8. All juveniles shall receive assistance in notifying their families of their admission, registered number, if applicable, and procedures for mail and visiting. Documented basic personal data and information will be used for mail and visiting list.

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**V. MONITORING MECHANISM**

The Superintendent or designee and the Quality Assurance Branch shall monitor compliance with this policy.