


CHAPTER 7. DETENTION SERVICES			
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	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Definitions		
POLICY NUMBER: DJJ 700		
TOTAL PAGES: 5		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual Chapters 701 through 731.

II. DEFINITIONS

- A. “Absent Without Leave (AWOL)” means a juvenile who is absent without permission from an alternative to detention placement or a DJJ probated or committed public offender or youthful offender is absent without permission while on conditions of probation, conditions awaiting placement, or who violates the terms or conditions of supervised placement.
- B. “Alternative to Secure Detention Program (ATD)” means any resource which provides a less restrictive environment than Secure Detention: e.g. emergency shelter care, court resource home, day reporting center, or home detention.
- C. “Cavity Search” means a manual or instrument inspection of a person’s anal, vaginal or other body cavity by trained medical personnel.
- D. “Chemical Agent” means an active substance, such as tear gas, used to deter activities that might cause personal injury or property damage.
- E. “Chemical Restraint” means the use of pharmaceuticals to deter activities that might cause personal injury or property damage. This will also include the use of pepper spray or mace.
- F. “Classification” means a process to determine the risks, needs, and requirements of youth.
- G. “Contraband” is defined by KRS 520.010 (1) and includes tobacco, lighters, matches, pins, needles, sewing equipment, aerosol cans, toxic cosmetics (such as nail polish remover), modeling glue, cleaning fluids, paints, razors, tools, ropes, chains, extremely toxic house plants, broken articles, drug

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paraphernalia, as defined in KRS 218A.500, and any other item used to subvert security measures, assist in an escape event, or as indicated by the facility Standard Operating Procedures.

- H. “Court Resource Home” means 24 hour custodial care in a home setting.
- I. “Dangerous Instrument” – see KRS 500.080(3).
- J. “Dangerous Contraband” is defined by KRS 520.010 (3) and means contraband which is capable of endangering the safety or security of a facility or persons therein, including dangerous instruments or deadly weapons as defined in KRS 500.080, saws, files, and similar metal cutting instruments, any controlled substance, any quantity of an alcoholic beverage, and any quantity of marijuana.
- K. “Deadly Weapon” – see KRS 500.080(4).
- L. “Detention Alternative Coordinator (DAC)” means a person employed by the Department of Juvenile Justice that is responsible for the development of alternatives to secure detention programs, screening of youth to determine who is appropriate for non-secure detention, and oversight of the youth placed in these programs.
- M. “Detention Risk Assessment Instrument” means the scoring instrument used by the Department of Juvenile Justice to determine whether a youth should be placed in secure, non-secure, or home detention care.
- N. “Disciplinary Review” means a non-judicial administrative procedure to determine if grounds exist to substantiate activity or privilege restriction or Room Confinement.
- O. “Disciplinary Review Committee” means staff empowered to conduct a Disciplinary Review.
- P. “Electronic Monitoring” means a supervision tool that provides electronic information about the youth’s presence at, or absence from, his or her residence or other location.
- Q. “Escape” is defined by KRS 520.010(5).
- R. “Escorted Day Leave” means the authorized absence of a youth from the detention facility into the community for a period of less than 24-hours under direct escort and supervision of the detention center staff. May be referred to as furlough by the courts.
- S. “Fixed Restraint” means the restraining of an individual to a bed or any stationary object. This technique is commonly referred to as “four/five-point restraint”.
- T. “Grievance” means an actual or supposed circumstance regarded as just cause for complaint. A written statement in which a complaint or dissatisfaction is documented.

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- U. “Home Detention” means ordered supervision of youth in his or her own home with or without electronic monitoring.
- V. “Incident” means unusual event or occurrence in which youth behaviors compromise the health, safety, or security of youth or staff including:
 1. Use of Isolation;
 2. AWOL or escape;
 3. Assault by youth on youth;
 4. Assault by youth on staff;
 5. Major property destruction;
 6. Possession of contraband;
 7. Death of resident;
 8. Major injury;
 9. Suicide Attempt;
 10. Use of restraint;
 11. The taking of hostages;
 12. Medication error; or,
 13. Other.
- W. “Isolation” means the removal of a resident from the general population.
- X. “Jail” means county jails and correctional or detention facilities, including correctional facilities defined in KRS 600.020 operated by and under the supervision of any political subdivision.
- Y. “Juvenile” means:
 1. Any person probated, committed, or under the supervision of the Department of Juvenile Justice under KRS Chapter 600 who is subject to the jurisdiction of the juvenile court;
 2. Any youthful offender in the custody of the Department of Juvenile Justice prior to final sentencing; and
 3. Any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail as established in 28 C.F.R. § 115.5.
- Z. “Juvenile Holding Facility” means a physically secure setting which is an entirely separate facility or portion or wing of a building containing an adult jail, which provides total separation between juvenile and adult facility spatial areas and which is staffed by sufficient certified staff to provide twenty-four (24) hour per day supervision.
- AA. “Major Rule Violation” means a rule infraction that includes escape, Absent Without Leave, physical or sexual assault or threat of physical or sexual assault, major property destruction, possession of contraband, and chronic program disruption requiring due process.
- BB. “Mechanical Restraint” means a device (handcuff, anklet, and waist chains) used by DJJ staff to restrict the free movement of a juvenile.

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- CC. “Minor Rule Violation” means a violation of the facility’s rules of conduct that does not require due process.
- DD. “One-to-One Supervision” means when an individual staff member is assigned to directly supervise no more than one (1) youth. The staff shall stay within very close proximity to ensure constant supervision and immediate intervention if needed for safety reasons.
- EE. “Pat-down Search” means a running of the hands over the clothed body of an inmate, detainee, or resident by an employee to determine whether the individual possesses contraband.
- FF. “Reasonable Suspicion” means a less stringent standard than probable cause requiring the authority acting to be able to point to specific and articulable facts that, taken together with rational inferences from those facts, reasonably warrant a belief that an individual may be in possession of contraband.
- GG. “Room Restriction” means a temporary removal of a youth from general population to a specified location for behavior management purposes for a maximum of 24 hours.
- HH. “Runaway” means any child under the juvenile jurisdictional age limit established by their home state who has run away from their residence without consent of the parent, legal guardian, person, or custodial agency entitled to their legal custody.
- II. “Secure Juvenile Detention Facility” is defined by KRS 15A.200(4).
- JJ. “Security Staff” means employees primarily responsible for the supervision and control of inmates, detainees, or residents in housing units, recreational areas, dining areas, and other program areas of the facility as established in 28 C.F.R. § 115.5.
- KK. “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;
 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.
- LL. “Staff-Secure Shelter” means 24-hour custodial care for youth in a Non Department of Juvenile Justice staff secure setting.
- MM. “Status Offender” means a youth who is accused of committing acts, which if committed by an adult, would not be a crime.

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- NN. "Strip Search" means a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.
- OO. "Time Out" means the temporary removal of a youth from general programming in order for the youth to be given a chance to regain control of his/her behavior.
- PP. "Unescorted Day Leave" means the authorized absence from the detention center into the community for a period of less than 24-hours without escort or supervision, or under escort and supervision of anyone other than the detention center staff. May be referred to as furlough by the court system.
- QQ. "Work Detail" means daily work and chore assignments related to housekeeping, maintenance of the facility or its grounds, or personal hygiene needs.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1A-20, 1A-25; 1B-03
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Detention Services Delivery System		
POLICY NUMBER: DJJ 700.1		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice shall implement and enforce the provisions of KRS Chapter 15A for operation of Juvenile Detention Facilities and Alternative Detention Programs. In order to effectively carry out this mission, DJJ shall operate:

- A. Regional secure juvenile detention centers which provide confinement of juveniles determined to be violent and/or chronic offenders in highly structured environments. These facilities shall provide programs with a wide range of services including, education, counseling, acute medical and mental health care, behavior management, observation and assessment, as well as continuous supervision these facilities are located as to encourage the use of community-based services and continued contact between juveniles and family members, and to ensure timely response by emergency responders; and,
- B. A comprehensive array of temporary community based alternative programs to secure detention for those juveniles charged with less serious offenses. For those juveniles determined eligible, placement shall be in the least restrictive and most appropriate setting available which ensures the safety of the juvenile and the general public and that the juvenile shall remain crime free and appear as ordered in court.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers and community based alternative to detention programs.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Detention facilities providing services on a regional basis shall charge all contract users an equal per diem rate. The per diem rate charged shall include


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costs associated with temporary custody, care, supervision, program services, building maintenance, administrative overhead, and construction.

- B. Alternative programs and services shall be developed in each region based upon the unique needs of that region. To the extent that available resources allow, the continuum of services available in each region shall include both home-based and residential options.
- C. The Detention Alternatives Coordinator shall develop and maintain an ongoing relationship with the judges, Court Designated Workers, public defenders, prosecutors, youth workers and private childcare providers in the region.
- D. The Department shall provide, at least annually, to the court, the court designated worker program, public defenders, prosecutors, department workers, and other interested individuals a written program description guide listing all alternative programs available in each detention region. The Detention Alternatives Coordinator, in collaboration with DJJ Central Office personnel, shall be responsible for the development and dissemination of the Annual Detention Alternatives Program Guide.
- E. The Department of Juvenile Justice shall inspect, at least annually, each registered secure juvenile detention facility to assure its compliance with administrative regulations.
- F. The Department of Juvenile Justice shall classify and investigate complaints lodged against any facility under the jurisdiction of the Department.
- G. The Department shall require all detention programs and services to be reviewed for efficiency and effectiveness on an annual basis corresponding to the state fiscal year.

V. MONITORING MECHANISM

The Facilities Regional Administrator, the Division of Placement Services and the Quality Assurance Branch shall be responsible for monitoring of this policy.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1A-08, 5A-03, 06, 10, 11, 14, 15, 16
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Criteria for Admissions		
POLICY NUMBER: DJJ 701		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The use of detention shall be limited to juveniles alleged to have committed a violation of law who are: involved in being a threat to the community or a threat to themselves; being held to ensure their presence at court hearings; carrying out court ordered sanctions; being held on a DJJ Commissioner's Warrant; committed to DJJ and awaiting placement; and/or being held until transferred to other jurisdictions.

A juvenile who becomes eighteen (18) years of age while in detention, and who either is committed to DJJ or has a pending case in court, may remain in detention until final disposition and transfer to a facility.

A juvenile age ten (10) and younger shall not be placed in secure detention unless charged with a Capital, Class A, or Class B felony and then only if there is no appropriate alternative to detention program available.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers and alternative to secure detention programs.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. Documentation for Admission:

1. The agency or individual presenting a juvenile at a secure detention facility shall provide one of the following documents authorizing detention at the time of admission or the juvenile shall not be accepted for admission:
 - a. A bench warrant that indicates the reason for the issuance of the warrant;
 - b. A Commissioner's Warrant;

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- c. A court order;
 - d. A Pre-Adjudicative Detention Criteria Form (AOC JW-39);
 - e. A police citation for traffic violation for a juvenile age sixteen (16) or older; or
 - f. An Interstate Compact agreement.
2. If the alleged violation is contempt of court or a probation or parole violation, the documentation shall include the underlying charge that resulted in the contempt, probation or parole violation. Lack of information relating to the underlying charge shall not be grounds to refuse admission; however, the agency or individual presenting the juvenile at a secure detention facility shall be instructed to forward such information to the detention facility within forty-eight (48) hours of admission for inclusion in the juvenile's file.
- B. Admissions determination shall be made according to the following guidelines:
- 1. Public Offenders (Predisposition)
 - a. Pursuant to KRS 610.265(1) accused public offenders picked up on a bench warrant may be accepted by Detention pending a court hearing. Juveniles so detained shall be brought before the juvenile court within forty-eight (48) hours of admission (exclusive of weekends and holidays) to review the necessity for continued detention.
 - b. Pursuant to KRS 610.265(2)(b)5 and 6, accused public offenders accompanied by a court order may be accepted by Detention and may be securely detained or admitted to a non-secure Alternative to Detention program for any length of time during the probable cause, adjudication, and disposition phases of the process, subject to limitations as determined by the court and reflected in the court order.
 - c. In accordance with KRS 610.265(2)(b)1, juveniles alleged to have committed a Capital Offense, a Class A or Class B felony shall not be eligible for placement into a non-secure Alternative to Detention program without court authorization and approval by Detention Alternative Branch Manager.
 - d. Pursuant to KRS 635.100, a juvenile picked up on a Commissioner's Warrant may be accepted by Detention and securely detained for up to five (5) days, exclusive of weekends and holidays, pending a probable cause hearing. If probable cause is found, the juvenile may be held for an additional ten (10) days, exclusive of weekends and holidays, pending a revocation hearing, unless a continuance is requested by the juvenile or his attorney. A juvenile who has remained in custody during the revocation process shall be placed, to

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the extent possible, within ten (10) days, exclusive of weekends and holidays , following the decision to revoke.

2. Public Offender (Post-disposition):
 - a. Pursuant to KRS 635.060 (4)-(5), post-dispositional public offenders may be accepted for admission and securely detained in accordance with a court order specifically requiring detention.
 - b. Pursuant to KRS 635.060 (3), a juvenile committed to the Department of Juvenile Justice pending placement, not specifically sentenced to detention, may be securely detained or placed in a non-secure alternative program for up to thirty-five (35) days after disposition.
3. Status Offenders
 - a. Pursuant to KRS 630.070, status offenders shall not be placed in secure detention as a means or form of punishment except following a finding that the juvenile has violated a valid court order.
 - b. Non-Secure Detention – A juvenile accused of being in contempt of court on an underlying status offense may be detained in a non-secure alternative program. The juvenile may not be securely detained except as provided below.
 - c. Secure-Detention – A juvenile accused of contempt on an underlying status offense may be securely detained if so ordered by the court for a total of 72 hours exclusive of weekends and holidays while the court is having a report prepared in accordance with KRS 610.265(2)(b)4.c and KRS 630.080.
 - d. If the juvenile is found to be in contempt, the juvenile may be securely detained for the amount of time ordered by the court.
4. Federal Wards and Runaways:

Pursuant to KRS Chapter 615, federal wards and runaways may be admitted to and securely detained in Detention up to 48 hours pending a detention hearing, exclusive of weekends and holidays, with a court order.
5. Each detention facility Superintendent shall adopt written plans which govern space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the facility. These plans shall be reviewed annually and updated if necessary.

V. MONITORING MECHANISM

The Facility Superintendent, Regional Facilities Administrator and the Divisions of Placement Services and Quality Assurance Branch shall monitor these activities.



**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.



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

**REFERENCES:
505 KAR 1:140
3-JDF-5A-07, 08, 09,
5H-03, 06, 07**

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Detention Risk Assessment	
POLICY NUMBER: DJJ 703	
TOTAL PAGES: 3	
EFFECTIVE DATE: October 5, 2018	
APPROVAL: Carey D. Cockerell, COMMISSIONER	

I. POLICY

The Department shall use a detention screening instrument to enhance decision making regarding the appropriate placement of a juvenile in the continuum of detention programs/services pending disposition.

II. APPLICABILITY

This policy shall apply to all Detention Alternative Coordinators (DAC).

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. General

1. Juveniles ordered to be detained shall be assessed, by the DAC, upon returning from an initial detention hearing or ordered to serve a number of days post-adjudication. The exception shall be for juveniles meeting conditions for mandatory secure detention pursuant to KRS 610.265(2)(b)1 and juveniles ordered to serve only weekends post-adjudication. A report shall be sent to the courts regarding placement options for all those meeting assessed youth meeting criteria for Alternative to Detention placement.
2. Juveniles in pre-adjudication status that the DAC is considering asking for an alternative to secure detention shall be assessed using the detention risk assessment instrument.

B. Human Trafficking Screening

1. The DAC shall complete a human trafficking screening for every juvenile ordered to be detained during the alternative to detention assessment.
2. If the juvenile scores a yes for any item on the screening tool, or self-reports anytime thereafter, the DAC conducting the screening or receiving the report shall:

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- a. 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>;
 - b. 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 juvenile was arrested, no later than the next business day or prior to the juvenile's next court appearance, whichever comes first;
 - c. If the juvenile is a resident of or has resided in another state or country within the last year, call the National Human Trafficking Hotline at 1-888-373-7888 and notify the DJJ Interstate Compact Office;
 - d. If the youth is a foreign national, contact the Catholic Charities of Louisville at 502-974-4947 to request assistance with an eligibility letter and coordinating support services; and
 - e. Up-line to the next line supervisor and DJJ Office of Legal Services.
3. The screening shall be uploaded and maintained in the ATD Tracking program.

C. Alternative to Secure Detention Programs

Juveniles who receive a score on the detention risk assessment instrument indicating eligibility for the alternative detention program shall be further evaluated through use of the risk/needs assessment instrument, and other information obtained deemed appropriate.

D. Administrative Override

1. The administrative override shall be utilized by the DAC when relevant issues relating to a juvenile are not reflected in the results of the detention risk assessment instrument or the risk/needs assessment instrument. The DAC shall determine when consideration of additional information requires that the juvenile be confined in a manner other than that indicated by the screening instruments. The DAC shall consider all aggravating and mitigating circumstances at the time the screening tools are administered.
2. The DAC shall exercise the administrative override by completing the administrative override section of the detention risk assessment instrument, stating the reason for the override and by signing and dating the override authorization. All overrides shall be approved by the Alternative Services Branch Manager or designee.

E. All completed Risk Assessments shall be documented in the Alternative to Detention tracking program.


F. Alternative placements shall be documented in the juvenile's Alternative to Detention tracking program and in detention records and reports. Such documentation shall include:

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1. Name of the juvenile;
 2. Beginning date/time of alternative placement;
 3. Date/time alternative placement ended;
 4. Reason the alternative placement ended;
 5. Type of placement;
 6. Where juvenile went upon release; and
 7. Other pertinent information.
- G. Detention daily population reports shall identify juveniles placed in alternative programs including date entered and released.
- H. Juveniles in secure detention or in an alternative to secure detention placement shall remain in the custody of DJJ until officially discharged per court order or DJJ action.

V. MONITORING MECHANISM

The Divisions of Placement Services and Quality Assurance Branch shall monitor compliance with this policy.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1A-09, 5A-07, 09
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Alternatives to Secure Detention		
POLICY NUMBER: DJJ 704		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

Alternatives to Secure Detention Programs shall be established for the purpose of providing a comprehensive continuum of community based programs, services and facilities for juveniles who require varying levels of custody and supervision on a temporary basis pending further legal action. Juveniles shall be placed in the least restrictive and most appropriate setting available to foster the safety of the juvenile, the safety of the public and to ensure that the juvenile will appear as ordered in court.

II. APPLICABILITY

This policy shall apply to all Detention Alternative Coordinators.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. The Detention Alternatives Coordinator (DAC) shall be responsible for the supervision and coordination of the Alternative Programs to Secure Detention operated by DJJ.
- B. All juveniles shall be provided, in writing or in a language the juvenile understands, information that specifies the rights, responsibilities, behavior expectations, rules, and consequences for rule violations within the Alternative to Detention Program. The information shall clearly explain the grievance procedure for juveniles to follow in the alternative program. Each juvenile shall sign a form verifying that they have received a copy of the information and understand its contents.
- C. The following continuum, listed from least to most restrictive, shall be developed in each catchment area to the extent feasible:
 1. Home Detention

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2. Court Resource Homes
3. Staff-Secure Shelters

D. Electronic Monitoring


1. The DAC or designated contracted agency shall be trained in, and have responsibility for procurement, accountability and maintenance related to, the use of electronic monitoring equipment.
2. In the event of lost or stolen equipment the DAC shall up line an incident report.

E. Parent/Legal Custodian Rights Responsibilities

1. The juvenile and the parent, legal custodian, or adult caregiver responsible for the juvenile shall sign a statement agreeing to the terms and conditions of such program before the juvenile shall be permitted home detention.
2. The juvenile and parent shall be informed that the removal, purposeful damage, destruction or “loss” of electronic monitoring equipment by the juvenile may result in charges of Criminal Mischief II and/or Theft By Unlawful Taking and restitution may be ordered.
3. The parent or legal custodian of a juvenile placed in a court resource home or staff-secure shelter shall be permitted supervised visitation with the juvenile at either the residence or an established alternate site unless the court prohibits such contact, the juvenile refuses such visitation, or it is determined by the DAC that such a visitation is detrimental to the juvenile’s safety or wellbeing.

V. MONITORING MECHANISM

Monitoring of this policy shall be provided by the Division of Placement Services and the Quality Assurance Branch.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Supervision of Juveniles in Alternative to Secure Detention Programs		
POLICY NUMBER: DJJ 704.1		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

Juveniles who are placed from a secure Regional Juvenile Detention Center into the Alternative to Secure Detention Program shall remain under supervision of the Detention Alternative Coordinator (DAC) until the court discharges custody, the juvenile completes a sentence, or the juvenile is returned to secure detention.

II. APPLICABILITY

This policy shall apply to all Detention Alternative Coordinators.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Standard Operating Procedures shall be developed, approved by the Director of the Division of Placement Services, and implemented to detail supervision and documentation procedures. These Standard Operating Procedures shall include:


1. Weekly monitoring of juveniles placed in an out of home alternative to secure detention as well as a juvenile placed on home detention. Contracted community based tracker services may be used in meeting these contact requirements.
2. Documentation of all monitoring contacts in the juvenile’s Alternative to Secure Detention (ATD) tracking program.
3. Preparation of a final report shall be submitted at the time the juvenile exits the program detailing the juvenile’s placements and progress in the program. This report shall be placed in the juvenile’s ATD tracking file or entered into the running record section of the electronic case file.

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B. The DAC shall prepare a monthly report. The report shall be provided to the Director of the Division of Placement Services or designee by the 5th day of the following month.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Alternative Services Branch Manager or designee and the Quality Assurance Branch.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5A-13
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Revocation of Juveniles in Alternative to Secure Detention Programs		
POLICY NUMBER: DJJ 704.2		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

A juvenile participating in the Alternative to Secure Detention Program shall comply with the written terms and conditions agreed to as a condition of participation. Failure to comply with written terms and conditions may result in a step up to a more restrictive alternative program or secure detention.

II. APPLICABILITY

This policy shall apply to all Detention Alternative Coordinators.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. The Office of the Commissioner shall, through the Director of the Placement Services Division, establish Standard Operating Procedures to provide for graduated sanctions based on the evaluation of the juvenile’s compliance with the terms of the alternative to secure detention placement. These procedures shall include, but not be limited to:

1. A code of sanctions for minor violations through means such as stepping up the required contacts, further house restrictions, written reprimand placed in the Alternative to Detention tracking program , etc.
2. Procedures for staff response to a juvenile in alternative to secure detention placement who is absent without leave shall include:
 - a. Requesting a bench warrant from the court;
 - b. Contacting appropriate law enforcement;
 - c. Filing a written report with court regarding the incident; and
 - d. Completing an incident report.

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3. Requirement for the immediate return to secure custody of a juvenile who has committed a major violation unless the juvenile is a status offender in predisposition status, a juvenile under age eleven (11), or there are other exceptional circumstances.
 4. Procedures for stepping a juvenile up to a more restrictive program, including return to secure detention. Juveniles AWOL from an Alternative to Secure Detention Program who turn themselves into the Regional Juvenile Detention Center shall be held in secure detention. A return to secure detention may result in the juvenile remaining in secure detention until the next scheduled court appearance.
 5. Allowance for a juvenile returned to secure detention to be considered for placement in another custody option if there are special circumstances that would support this decision. Such circumstances shall be documented in writing and placed in the juvenile's file.
 6. Documentation of all sanctions, actions, and charges in the juvenile's ATD tracking file.
- B. If a juvenile is returned to the secure detention facility due to a violation of the conditions of alternative placement and believes the return is unjustified, a grievance may be filed in accordance with DJJPP Chapter 7.

V. MONITORING MECHANISM

The Division of Placement Services and Quality Assurance Branch shall monitor compliance with this policy.



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

**REFERENCES:
KRS 15A.150**

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Juvenile Justice and Delinquency Prevention Act	
POLICY NUMBER: 704.3	
TOTAL PAGES: 2	
EFFECTIVE DATE: October 5, 2018	
APPROVAL: Carey D. Cockerell , COMMISSIONER	

I. POLICY

The Department of Juvenile Justice (DJJ) shall be the designated state agency for Title II, Part B formula grants for the Juvenile Justice and Delinquency Prevention Act of 2002 (JJDP), as amended, and provide for an adequate system of monitoring for compliance. The department shall report annually the results to the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP).

II. APPLICABILITY

This policy shall be applicable to all Department of Juvenile Justice staff.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. DJJ shall monitor any facility that has the capability to securely detain a juvenile for the following four core requirements of the JJDP:

1. Deinstitutionalization of Status Offenders (DSO);
2. Separation of juveniles from adult offenders (Separation);
3. Removal of juveniles from adult jails and lockups (Jail Removal); and,
4. Reduction of disproportionate minority contact (DMC).

B. Program services shall provide standard operating procedures for monitoring of the four core requirements. DJJ shall designate a JJDP Compliance Monitor and a Disproportionate Minority Contact Specialist.


C. The JJDP Compliance Monitor shall monitor for compliance with DSO, Separation, and Jail Removal requirements and report annually to OJJDP.

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1. The Detention Alternative Branch shall monitor for compliance in regional juvenile detention centers and registered juvenile detention centers. The Detention Alternative Counselor shall generate a report twice a year or per request for the JJDP A Compliance Monitor.
 2. The JJDP A Compliance Monitor shall monitor all other applicable facilities.
- D. The Disproportionate Minority Contact Specialist shall monitor for compliance for DMC and report annually to the OJJDP.

V. MONITORING MECHANISM

The Division of Program Services shall monitor the program for the department.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1E-01, 02, 04, 05, 06, 07, 08; 4C-46, 47, 48; 5H-04
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Individual Client Records		
POLICY NUMBER: DJJ 705		
TOTAL PAGES: 4		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Department staff shall maintain appropriate, accurate documentation regarding all aspects of each juvenile's case record. Resident case records management shall include, at minimum, the establishment, use and content of the juvenile's records, right to privacy, secure placement of records and a schedule for retention and destroying inactive records.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers and community based alternative to detention programs.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. All juvenile records shall be maintained electronically. Staff shall be responsible for the establishment and maintenance of the juvenile's record within the Detention Booking System. Any records maintained outside of the booking system shall be scanned into the electronic records periodically, no later than the release or transfer of the juvenile. The Detention Booking System shall maintain the following records:

1. Court Documents, Authority to Accept/Release or Discharge;
2. Initial Intake Information;
3. Birth Record;
4. Social Security Card;
5. DSS-115, Report of Suspected Child Abuse or Neglect or Dependency;
6. Resident Personal Property Inventory;
7. Release of Information Forms;
8. Signed Statement of Understanding of Rights and Rules;
9. Grievances;
10. Assessment Data, including case history/social history, if available;

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11. Alternative to Secure Detention Program data, if applicable;
 12. Incident Reports;
 13. Staff Alert Forms;
 14. Behavior Contracts;
 15. Special Watch Forms;
 16. Resident Progress Notes;
 17. Release Summary;
 18. Resident Phone Log;
 19. Miscellaneous Correspondence, to include referrals to other agencies;
 20. Records of Previous Detainment(s); and,
 21. Other facility records, if applicable.
- B. Any juvenile case record maintained outside the Detention Booking System shall be maintained as follows:
1. All juvenile records shall be clearly marked “Confidential”.
 2. All juvenile records shall be kept in locked file cabinets which are marked “Confidential”. All file cabinets and offices containing juvenile records shall be locked at the end of each working day and when the office is left unattended. When staff remove juvenile records from the locked location it shall be documented on the sign-in/sign-out sheet.
 3. When juvenile records are in staff offices, they shall be either under the direct control of the assigned staff or placed out of sight of juvenile or public who may be in the office.
 4. Documentation in case records shall be legible; written in ink, typewritten, or computer processed; identified by heading and dated and signed by the individual making the entry. Delayed entries shall be clearly marked as such.
 5. Documents entered into case records shall be filed in chronological order, identified as to the source, verification and confidentiality of each entry.
 6. Care shall be taken to avoid errors on documentation to be entered into the case record. If errors are made, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. No whiteout or other means shall be used to fully obscure the error.
 7. Staff shall not take juvenile case records off the premises except when subpoenaed or required in court cases.
- C. Access to records and files shall be restricted to:
1. The juvenile’s attorney;
 2. Judges, prosecutors, and law enforcement officers, with departmental approval, when essential for official business;
 3. Direct Care Staff, Counselors, Supervisors, Administrative Secretary, and Administrators in the Detention Facility;


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4. Detention Alternative Coordinator;
 5. Child Abuse Investigators or investigators from the Internal Investigation Branch.;
 6. Agency or contracted medical personnel;
 7. Individuals and agencies for the express purpose of conducting approved research, evaluative, or statistical studies as outlined in DJJPP Section 1 (Research Projects);
 8. Attorneys with the Justice Cabinet; and,
 9. Division of Program Services Quality Assurance Branch.
- D. The Victim Information and Notification Everyday (VINE) automated services uses the computer to send information about serious offenders to notify victims of their location. Information maintained in the computer shall be “password protected”; only designated staff shall have authority for access. The designated departmental staff shall be responsible for entering and ensuring the confidentiality and safekeeping of such information. Reference DJJ Chapter 3 (Youthful Offender) for more information on the VINE system.
- E. If another juvenile must be identified in a juvenile’s case record for any reason, the juvenile’s name shall be identified by first name and initial of the last name only.
- F. Others who wish access to records, including the juvenile or their families, shall make a written request as outlined in DJJPP Section 1 (Records Request). Contract agencies shall develop a procedure pertaining to their agency.
- G. In preparing for the release of a juvenile:
1. All records maintained in the living areas or supervisor’s office shall be scanned in the Detention Booking System juvenile’s record.
 2. Staff shall ensure facilities have access to the juvenile’s records when releasing a juvenile to a DJJ operated residential program.
 3. Juveniles released from a detention into a DJJ operated residential program shall have a copy of their Medical Record transferred to the receiving facility at the time of placement. The Medical Record shall be sealed in separate envelope from the detention facility records and shall be marked confidential.
 4. The Offender Information Administrator shall enter any custody status change of a youth offender in the VINE system. Reference DJJ Chapter 3 (Youthful Offenders).
- H. Schedule for Retention and Destroying Inactive Records: All records shall be managed according to the Record Retention and Disposal Manual of the State Archives and Record Commission, Public Records Division.

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V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Superintendent or designee.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Progress Notes		
POLICY NUMBER: DJJ 705.2		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

Recordings shall be entered into each juvenile's case record on a consistent basis by the Counselors, Youth Workers, Youth Worker Supervisors and other personnel as appropriate to document routine information, emergency situations, and unusual incidents.

II. APPLICABILITY

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

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Progress Notes

1. The purpose of progress notes is to provide a running record of significant events during the juvenile's placement in secure detention.
 2. A progress note entry shall be made on the date of service in the booking system. The entry shall be in Data, Assessment, and Planning (DAP) format. Progress notes shall be entered in the juvenile's record at the end of shift by the appropriate staff.
- B.** Hand written, computer processed, or Detention Booking System progress notes shall include a heading, date, signature (digitally for Detention Booking System), and title of the author.
- C.** Care shall be taken to avoid errors in recording. If errors are made, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. No white-out or other means shall be used to fully obscure the error.
- D.** Errors within the Detention Booking System progress notes shall be corrected in a separate progress note entry. The corrective progress note shall identify the error by description, date, and author. A correction shall be


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made by the original author or an individual within the author's chain of command.

- E. Progress notations shall be in chronological order. Delayed entries shall be clearly marked as such.
- F. Extraneous comments shall be avoided within progress notes.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the Facility Superintendent or designee.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3D-08
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Grievance Procedure		
POLICY NUMBER: DJJ 706		
TOTAL PAGES: 4		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Juveniles shall be provided an internal grievance mechanism for complaints arising from institutional matters.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) operated detention centers.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. DJJ staff shall explain the grievance process to the juvenile upon intake and post the process in living and program areas. The resident handbook shall include instructions for the grievance process.
- B. A minimum of two (2) grievance officers shall be designated for each DJJ program. The facility Superintendent shall not be a designated grievance officer.
- C. Juveniles shall have the right to file a grievance without fear of retaliation.
- D. Prior to filing a grievance, an effort shall be made to resolve the issue informally, without staff retaliation. A special incident shall not be handled informally or through the grievance process and shall be reported immediately to the facility Superintendent and Internal Investigation Branch (IIB).
- E. The juvenile shall discuss the matter with the grievance officer. The grievance officer shall take into consideration the juvenile and staff person's ability to informally resolve the grievance issue.
- F. A juvenile may file a grievance if they believe that there has been a violation of:
 1. Federal or Kentucky civil rights provisions;

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2. Federal or Kentucky civil or criminal law;
 3. Department or program standard operating procedures (SOP's);
 4. To resolve a condition within the program that creates unsafe or unsanitary living conditions; or
 5. To express concerns regarding an inadequate level care.
- G. Non-grievable issues shall include court decisions, policies from agencies outside the program, disciplinary hearing decisions, and legislative action affecting the facility.
- H. Each facility shall make available grievance documentation located in an area that is easily accessible to juveniles. Each facility shall provide one or more clearly marked lockboxes for the submission of a grievance. The lockbox shall be in an open area accessible to all juveniles. The grievance officers shall be responsible for the management of the lockbox.
- I. If a juvenile is unable to adequately express the grievance in written form, the juvenile shall be allowed to present the grievance to the designated grievance officer verbally.
- J. Only one grievance per juvenile may be filed at any one time on a single incident or issue of concern. A juvenile may withdraw a current or previously filed grievance at any time. Juveniles shall acknowledge all grievance findings, to include withdrawals, with their signature. The grievance officer shall document any refusals to acknowledge the grievance findings.
- K. An inappropriately filed grievance, or one that concerns a non-grievable issue, shall be returned to the juvenile with an appropriate explanation.
- L. If the designated grievance officer or facility Superintendent is directly involved in the grievance, the grievance shall be forwarded the next line supervisor for resolution.
- M. The facility Superintendent or designee shall maintain a tracking log specifying the date, name of the juvenile, and determination of the grievance.
- N. A summary of all grievances shall be included in the Quarterly and Annual Reports submitted by the Superintendent to the FRA and the Ombudsman. The original record, including all information regarding the grievance, shall be kept on file in the office of the designated grievance officer. A copy of the grievance shall be placed in the juvenile's record and a copy shall be given to the juvenile.
- O. The grievance process shall be evaluated at least annually to determine its efficiency and effectiveness.
- P. Grievance Process:
1. A grievance shall be submitted by the juvenile within fourteen (14) days of the grieving incident occurrence. The exception to this shall be if the incident falls under the classification of a Prison Rape Elimination Act (PREA) occurrence, such an incident shall not have a time limit applied. All

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PREA incidents shall be reported through the Hotline pursuant to Chapter 9 of the DJJ Policy and Procedures.

2. The grievance shall contain:
 - a. All the information concerning the issue being grieved;
 - b. All the information concerning the effort to informally resolve the issue; and the desired resolution.
3. A grievance or notification of intent to present a verbal grievance shall be deposited, by the juvenile, into a secure locked box with staff key control.
4. Grievances shall be retrieved from the locked box within twenty-four (24) hours. A designated grievance officer shall be assigned to the grievance upon retrieval from the lockbox. The designated grievance officer shall conduct resident and staff interviews within three (3) business days of receiving the grievance. This includes obtaining all relevant documentation and progress notes.
5. If a grievance is a medical issue, a facility nurse shall be involved in the resolution process at the facility level.
6. Upon conclusion of the interviews, the designated grievance officer shall present a written response to the juvenile within three (3) business days.
7. The findings shall be one of the following: “substantiated, “not substantiated”, “withdrawn”, or “other”. “Other” may include the grievance issue being referred to the Internal Investigation Branch (IIB) or the Office of the Ombudsman. The grievance officer shall consult with the Office of the Ombudsman, as needed.

Q. Grievance Appeal Process:

1. If dissatisfied with the resolution presented by the designated grievance officer, the juvenile may appeal the grievance to the facility Superintendent within forty-eight (48) hours. The juvenile shall present all previous information submitted. The appealed grievance shall be deposited in the grievance box or presented to the designated grievance officer and be provided to the facility Superintendent by the designated grievance officer.
2. Within three (3) business days of receiving the appealed grievance resolution, the facility Superintendent shall meet with:
 - a. The designated grievance officer;
 - b. The juvenile; and,
 - c. Staff involved and witnesses, at the discretion of the facility Superintendent.
3. The facility Superintendent shall have up to five (5) business days to present a written final response to the juvenile.

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4. A copy of the facility Superintendent's final resolution of the appeal, the grievance, and all appropriate attachments shall be forwarded to the Facilities Regional Administrator (FRA) and Office of the Ombudsman.

R. Grievance Process Time Frames:

1. If the time frames are not met by the juvenile, the grievance is automatically terminated unless a legitimate reason for the delay is presented to and approved by the facility Superintendent.
2. If the time frames are not met by the designated grievance officer, the grievance shall automatically be referred to the facility Superintendent by the designated grievance officer. The facility Superintendent shall follow the grievance appeal process timeframes.
3. Due to the unavailability of an essential party, the time frames may be extended. The reason for the extension shall be noted on the grievance documentation.

V. MONITORING MECHANISM

The Office of the Ombudsman, the Quality Assurance Branch, and the Superintendent shall monitor the program within the facility.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-2B-06, 3A-07, 3A-08
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Bed Capacities and Staffing of Juvenile Detention Centers		
POLICY NUMBER: DJJ 707		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

The number of juveniles placed at any DJJ regional juvenile detention center shall not exceed the facility’s recommended maximum bed capacity without notification forwarded to the Division Director. Adequate staff shall be maintained in each detention center to ensure the provision of necessary security, programs, and services.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Facility Capacities

1. The Department for Juvenile Justice shall establish and maintain recommended maximum bed capacities at each of its Juvenile Detention Centers.
2. The Commissioner or designee may waive the capacity maximums if it is determined that a waiver does not seriously affect the security, supervision of juveniles, programs, or the safe, healthful, or efficient operation of the facility.

B. Required Staffing Levels


1. There shall be adequate staff at each DJJ regional juvenile detention center to provide reasonable security to all juveniles, ensure their wellbeing and to meet their individual and group needs. The Superintendent of the facility shall ensure there are sufficient staff, both male and female. At no time shall any resident or group of residents be given control or authority over other residents.

POLICY NUMBER DJJ 707	EFFECTIVE DATE 10/05/2018	PAGE NUMBER 2 of 2
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2. When both male and females are housed in the facility at least one male and one female staff member shall be on duty at all times, unless exigent circumstances prevent this staffing. Exigent circumstances shall be documented.
3. The system used to determine staffing shall include;
 - a. Holidays;
 - b. Regular days off;
 - c. Annual training requirements;
 - d. Annual leave;
 - e. Average sick leave; and
 - f. The ability to provide relief to staff for mandated breaks.

V. MONITORING MECHANISM

The Superintendent, Facilities Regional Administrator, Quality Assurance Branch, and the Deputy Commissioner for Operations shall have responsibility for monitoring compliance with this policy.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Classification of Juveniles for Housing and Program Assignment		
POLICY NUMBER: DJJ 708		
TOTAL PAGES: 1		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Juveniles shall be divided into housing units in accordance with a classification plan.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION


Refer to Chapter 700.

IV. PROCEDURES

- A. Each regional juvenile detention center shall develop Standard Operating Procedures for the classification and assignment of juveniles to housing units and programs.
- B. The classification plan shall be used to divide juveniles so as to reduce known risk factors, (i.e. suicide, assaultive and disruptive behavior) and meet identified developmental as well as individual needs with available resources.
- C. The classification plan shall allow provisions for a juvenile placed in multiple occupancy sleeping rooms who demonstrate problems or incompatibility to be placed back into single occupancy sleeping rooms.
- D. At no time shall male and female residents occupy the same sleeping room.

V. MONITORING MECHANISM

The Facility Superintendent and Facilities Regional Administrator shall have responsibility for monitoring compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-01, 3A-02, 3A-03, 3A-04
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Security and Control		
POLICY NUMBER: DJJ 709		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

A manual containing all procedures for facility security and control, with detailed instruction regarding implementation, shall be available to all staff, reviewed annually and updated as necessary.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES


- A. Each regional juvenile detention center Superintendent shall develop a manual containing all procedures for security and control. The manual shall be updated annually and accessible to staff. The manual shall include the Emergency plans and procedures and the documentation protocol for incidents.
- B. The Master Control Center shall:
 1. Provide 24-hour monitoring of the facility's security, safety, and communication systems. The control center shall be staffed 24 hours a day, 7 days a week, without exception. Persons assigned to this post shall never leave without proper relief.
 2. Control access to the building and movement within the building. All resident movements shall be regulated and residents shall be accounted for at all times in any area inside or outside of the facility. Radios shall be used to communicate the whereabouts of staff and residents.
 3. Maintain a daily log on juvenile population movements and be responsible for notifying appropriate staff of increases and decreases in the population on a shift-by-shift basis.
 4. Provide staff access to a washbasin and toilet.

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- C. Youth Workers shall be positioned in or immediately adjacent to the juveniles living areas to permit workers to hear and respond promptly to programming needs and emergency situations.
- D. The facility perimeter shall be secured by building design. Staff shall ensure that juveniles remain within the secure perimeter and that access by the public is denied without proper authorization.

V. MONITORING MECHANISM

The Superintendent and Facilities Regional Administrator shall monitor compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-09
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Shift and Log Reports		
POLICY NUMBER: DJJ 710		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Staff in regional juvenile detention centers shall maintain a permanent log and prepare shift reports that record routine and emergency situations.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES


- A. Program daily logs and shift reports shall be recordings for the purpose of communicating daily activities and events, behaviors of the juveniles, shift changes, and situations warranting staff attention. Examples of entries include incidents, behavioral observations, head counts, discipline and sanctions, medical notes, recreation and juvenile movement, including any substantial movement by an individual or group on site or any movement by an individual or group off site.
- B. Daily logs and shift reporting procedures shall be established by the Superintendent in accordance with current DJJ policy.
- C. Program daily logs and shift reports shall be made available to appropriate personnel. Staff shall read all log entries made since they were last on duty.
- D. The Superintendent shall determine the location of logs within the facility.
- E. Supervisors shall ensure logs are up-to-date and shift reports are completed.
- F. Logs shall be subject to the following standards:
 - 1. Clearly marked “Confidential”.
 - 2. Under the direct control of the assigned staff or secured out of sight of the juveniles or public.

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3. Staff shall not take logs off the premises without direct authorization of the Superintendent.
 4. Entries on the log shall be legible and written in ink, typewritten, or computer processed.
 5. Each entry shall be written in narrative style and include the time of entry.
 6. The first entry made by a staff member shall include the date, time, signature, and title of the staff, with their subsequent entries on that page requiring only the staff's initials.
 7. If errors are made in the log, a line shall be drawn through the incorrect information and the staff making the change shall put their initials beside the change. Whiteout, reprinting of a document, or other means shall not be used to fully obscure the error.
 8. Entries shall be in chronological order. Entries shall be completed by the end of each daily shift. If a delayed entry must be made, it shall be clearly marked as such.
 9. Staff shall not make extraneous comments and statements of opinion.
- G. Medical personnel shall prepare medical notes for the shift report to brief each oncoming shift.
- H. Nurses shall give oral and written shift reports to on-coming nursing staff.
- I. Regional juvenile detention centers shall record the occurrence of group counseling sessions on the log. Information regarding group sessions shall be reported on the log if that information would impact the security or orderly operation of the facility and shall be reported through the administrative chain of command.

V. MONITORING MECHANISM

The Superintendent shall make random review of logs weekly. The Superintendent is responsible for the accuracy and timely reporting in the log. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-15
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Transportation of Juvenile		
POLICY NUMBER: DJJ 711		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

In accordance with KRS 605.080, following a court proceeding and pursuant to the order of the court, the sheriff, jailer or designee, or other contracted agency shall provide transportation of juveniles between the courts and detention. The Transportation Branch is responsible for transporting or making arrangements for transportation of committed juveniles from detention to a DJJ placement, between DJJ treatment programs and facilities, and home upon discharge. All travel arrangements for the juveniles that are under the supervision of the Department shall be commensurate with the security level required to ensure both the juvenile's and public safety.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Detention center staff shall be responsible for providing, securing, or assisting in the transportation of juveniles who are residing in the detention center and require medical, dental, mental health, or other specialized services
- B. The Superintendent or designee shall be responsible to see that all pertinent paperwork and information is available to the service provider or receiving facility before the trip is completed.
- C. Juveniles being transported from detention centers to a youth development centers shall be transported in mechanical restraints, unless the Director of the Division of Placement Services approves an exception. Juveniles being transported to an Alternative to Secure Detention placement shall not require the use of mechanical restraints.

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- D. Standard restraints, such as metal handcuffs, waist chains and leg irons, shall be used as authorized by the Superintendent, Transportation Branch Manager, or designees to transport juveniles who demonstrate high risk factors at or about the time of the transport or have a history of violence, AWOL incidents, or other related crimes.
- E. Mechanical restraints shall be used in accordance with DJJPP Chapter 7(Restraints).
- F. Every effort shall be made to use vehicles with security screens when transporting juveniles. Personal vehicles shall not be used in the transporting of a juvenile by facility staff except as authorized by the Superintendent.
- G. DJJ staff transporting a juvenile shall observe the same gender requirements of KRS 605.080.
- H. Staff transporting a juvenile shall not carry or use a deadly weapon or dangerous instrument.
- I. Staff shall follow the usual or designated route at all times unless extraordinary or emergency conditions arise.
- J. Staff shall contact their supervisor when there is a thirty (30) minute or more delay or significant route change.
- K. If a juvenile transport becomes overdue by one (1) hour or more, without any contact from the transporter, the following shall occur:
 - 1. When the Transportation Branch is transporting a juvenile, the receiving facility Superintendent or designee shall contact the Transportation Branch manager to determine the location of and provision of assistance to the transporting unit; or
 - 2. When facility staff are transporting a juvenile, the facility Superintendent or designee shall coordinate efforts to determine the location of and provision of assistance to the transporting unit.
- L. Emergency contact phone numbers shall be kept in each vehicle to use in situations such as accidents, breakdowns, youth escapes, or other situations where the transporter may need assistance.
- M. Facility staff shall coordinate with the Transportation Branch for the transportation of committed juvenile released from detention to a community office. In the event the Transportation Branch cannot provide the transportation, the JSW shall assist with transporting the juvenile in a state vehicle from detention to the community placement. Except when the parent or guardian provides the transportation, the Department shall be responsible for the cost incurred.

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V. MONITORING MECHANISM

Monitoring of transportation shall be done by the Superintendent or designee, the Facilities Regional Administrator and the Quality Assurance Branch.



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

**REFERENCES:
505 KAR 1:140
3-JDF-3B-13**

CHAPTER: Detention Services

AUTHORITY: KRS 15A.065

SUBJECT: Escape/AWOL

POLICY NUMBER: DJJ 712

TOTAL PAGES: 5

EFFECTIVE DATE: October 5, 2018

APPROVAL: Carey D. Cockerell, COMMISSIONER

I. POLICY

When a juvenile is missing from his assigned area or placement, immediate appropriate procedures shall be followed to locate and return the juvenile.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers and alternative to secure detention programs.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

A. General

1. Staff shall be alert to the possibility that any juvenile might escape or be absent without leave (AWOL). Staff shall take appropriate and well defined measures to prevent, when possible, a resident from being AWOL or escaping. All preventive measures shall ensure that juvenile's civil rights are not violated or compromised.
2. Staff responding to an escape or AWOL situation shall not:
 - a. Go onto or enter private property without the express permission of the owner or legal occupier except for the sole purpose of obtaining such permission;
 - b. Carry or use a deadly weapon or dangerous instrument;
 - c. Use unnecessary force. Any use of restraint necessary in the course of return to custody shall be applied in accordance with DJJPP Chapter 7, Restraints;
 - d. Engage in any activity that creates a hazardous or physically offensive condition;
 - e. Violate any law or ordinance; or,

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f. Give permission to or use another juvenile in the search for, taking into custody, or the returning of a missing juvenile.

3. Each DJJ regional juvenile detention center shall establish Standard Operating Procedures for responding to an escape or AWOL situation. These procedures shall include coordination with local and state law enforcement agencies. These procedures shall be reviewed annually and updated as necessary. All staff shall undergo training in their respective programs regarding their escape or AWOL procedures.

B. ESCAPE FROM SECURE DETENTION

1. Any staff who becomes aware of a missing juvenile shall immediately notify the supervisor and staff on duty. The supervisor shall immediately notify the Superintendent on the current situation and what actions have been taken to that point. A designated staff member shall immediately place a call from the facility to the 911 emergency operator (or directly to law enforcement in areas not having 911 service), followed by calls to the Kentucky State Police, and the law enforcement unit in the home locale of the missing juvenile(s).
2. After accounting for all other juveniles and ensuring their safety, the Superintendent may select available staff to conduct a search in the immediate vicinity of the facility or grounds from which the juvenile became missing.
3. In instances where the missing juvenile is suspected to possess a deadly weapon or dangerous instrument, staff shall not proceed or do anything that may escalate the situation.
4. Law enforcement assumes primary responsibility in the search and apprehension of the juvenile(s). Facility staff shall provide full cooperation to law enforcement. The Superintendent or designee shall meet with law enforcement officials upon their arrival and fully brief them of the situation. A photograph of the missing juvenile(s) shall be provided to law enforcement.
5. The Superintendent shall institute a formal record keeping process, other than the program log, to accurately document the events of the incident. This record shall be entered into the juvenile's record as an attachment to the incident report when completed. The progress notes may be utilized for this purpose. Particular attention shall be given to recording who was notified, when they were notified, and what actions were taken by the program site staff and others involved with the situation.
6. The Superintendent or designee shall immediately notify the Facility Regional Administrator (FRA). The FRA shall immediately contact Regional Director. The Regional Director or designee shall immediately notify the Commissioner or designee. Written escape reports shall be

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transmitted to the Regional Director and Commissioner's office as soon as possible.

7. The Office of the Commissioner shall notify the DJJ Office of Communications. The Office of Communications shall conduct or coordinate response to all media contacts and inquiries.
8. Within 2 hours of the escape the juvenile's family or surrogates, the Court Designated Worker, and appropriate DJJ Juvenile Services personnel shall be notified. When notifying the juvenile's family, it shall be made clear that their assistance is requested in notifying the appropriate law enforcement agencies and DJJ agencies if the juvenile's location becomes known to them.
9. Notice shall be provided to the court within two hours of the incident for juveniles that are in detention who are not committed to the Department; or, within two hours of the start of the court's next business day if the incident occurred after hours, on a weekend or holiday.
10. The escape report shall be completed and transmitted to the Regional and Central Offices within 2 hours of an escape from secure detention.
11. Report of the incident shall be fully documented in compliance with DJJPP Chapter 7 (Incident Reports).
12. If the juvenile has an active order of commitment to DJJ, the assigned Juvenile Service Worker, with local or State Police assistance, shall make phone contact with juvenile's caregiver within 24 hours and maintain weekly contact for the duration of the AWOL.
13. The Superintendent or designee shall file escape charges with the local prosecutor as soon as possible.
14. The Court Designated Worker, appropriate DJJ Juvenile Service personnel, and the family shall be notified once the juvenile is returned to the program site or taken into custody by law enforcement.

C. ESCAPE DURING COMMUNITY VISIT/HOSPITALIZATION

If a juvenile becomes missing while on a community visit (i.e. medical visits, escorted community visit, etc.) or while hospitalized away from the secure detention facility for in-patient medical or psychiatric care the following procedures shall apply:

1. After ensuring the safety and security of other residents who might be present, staff shall immediately place a call to the 911 emergency operator (or directly to law enforcement in areas not having 911 service). Law enforcement assumes primary responsibility in the search and apprehension of the juvenile (s).

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2. After notifying law enforcement, staff shall act to insure immediate notification of the Superintendent as to the current situation and what actions have been taken to that point.
3. A designated staff member at the facility shall place calls to the Kentucky State Police, and the law enforcement unit in the home locale of the escapee(s).
4. All procedures outlined in Sections B. 3.-B. 13. of this policy shall be followed.

D. INVESTIGATION OF ESCAPE FROM SECURE DETENTION

1. The Superintendent or designee shall up-line the information to the Office of the Commissioner or designee as soon as possible about the escape.
2. The Internal Investigations Branch (IIB) shall be notified as soon as practical about the incident and ensure all investigative reports from the Superintendent or Regional Director are forwarded to IIB. Notice shall also be provided to the DJJ Construction Superintendent if immediate attention is required for correction of contributing major physical plant issues.
3. Copies of any investigative report shall be forwarded to the Facility Superintendent, and the Regional Director or designee by the Office of the Commissioner.
4. An action plan of correction or prevention shall be submitted by the Superintendent of the facility from which the escape occurred within fifteen (15) days following the receipt of an IIB investigation report or notification that IIB is declining to investigate. This plan shall be submitted through the Facilities Regional Administrator for up-lining to the Office of the Commissioner. These action plans require implementation dates and documented completions of outlined action steps.
4. After approval, copy of the plan shall be forwarded to the Office of the Commissioner or designee. Follow-up to determine if the plans of correction have been implemented shall be conducted by the Regional Director.

E. AWOL FROM ALTERNATIVE DETENTION PROGRAM


1. The Detention Alternative Coordinator or designee who becomes aware of a juvenile missing from his assigned Alternative Detention Placement shall immediately place a call to local law enforcement, the Kentucky State Police, and the law enforcement unit in the home locale of the escapee. Law enforcement assumes primary responsibility in the search and apprehension of the juvenile.

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2. Within 2 hours of the escape the juvenile’s family or surrogates, the Court Designated Worker, and appropriate DJJ Juvenile Services personnel shall be notified. When notifying the juvenile’s family, it shall be made clear that their assistance is requested in notifying the appropriate law enforcement agencies and DJJ agencies if the juvenile’s location becomes known to them.
 3. The Detention Alternative Coordinator shall notify the Superintendent as to the current situation and what actions have been taken to that point.
 4. Report of the incident shall be fully documented in an incident report in compliance with DJJPP Chapter 7, Incident Reports.
 5. Upon apprehension, the juvenile shall be returned to the regional juvenile detention center.
 6. The Court Designated Worker, appropriate DJJ Juvenile Service personnel, and the family shall be notified once the juvenile is returned to the program site or taken into custody by law enforcement.
- F. Investigations of AWOLs from alternative to detention may be initiated in accordance with the protocol for investigation of escape from secure detention at the discretion of the Office of the Commissioner.
- G. The Superintendent shall include in their quarterly and annual reports a summary of all incidents of escape or AWOL which occurred during that report time period.

V. MONITORING MECHANISM

The Facility Superintendent, Facilities Regional Administrator and the Quality Assurance Branch shall monitor compliance with this policy. Records maintained on incidents shall be reviewed by the Office of the Commissioner.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-16, 3A-17, 3A-18, 3A-26, 3A-27, 3A-28, 3A-30
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Restraints		
POLICY NUMBER: DJJ 713		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

DJJ staff shall be permitted to use approved methods of defense-oriented physical and mechanical restraints on juveniles that become aggressive toward self, staff, or peers. Use of mechanical restraints shall be permitted only to ensure the safety of the juvenile or others when the juvenile presents an imminent risk of serious injury to self, staff, or other juveniles .

The use of fixed restraints is prohibited. The use of chemical agents is prohibited. The use of chemical restraints is prohibited.

II. APPLICABILITY

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

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. Level I Use of Force: Physical Restraint

1. In the management of an aggressive juvenile, who presents an imminent risk of physical harm to self or others, only those skills that are non-punitive in nature and are approved by DJJ shall be used. DJJ shall be responsible for delivering ongoing training to program staff to ensure staff has the skills necessary to de-escalate situations and to reduce the need for physical intervention.
2. Facility staff, as designated by the Superintendent, who are required to use physical restraint shall hold current DJJ certification in approved methods of restraint before being allowed to restrain a juvenile without assistance of another certified staff.
3. Physical restraint shall not be used as punishment and shall be applied with the least amount of force possible.

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4. The incident report documenting the use of physical management shall be completed within the timeframes specified in DJJPP Chapter 7 (Incident Report) and filed in the juvenile's record. The specific physical restraint technique(s) used shall be noted in the incident report.
5. If an injury occurs in the course of a restraint, prompt medical attention to all injured parties shall be required. Injuries shall be documented in the incident report or First Report of Injury (WC1A-1) Form. The Superintendent shall conduct a thorough review of all incidents involving injury during restraint to determine if such incidents may be avoided in the future.
6. Health trained or medical staff shall assess the juvenile for injuries after a restraint and complete the required documentation.

B. Level II Use of Force: Mechanical Restraints

1. Mechanical restraint equipment is intended to be used only as a control measure and only when all other actions appropriate to the situation have been exhausted. Mechanical Restraints shall not be used as a means of discipline or punishment, to retaliate, or for the convenience of staff. The mechanical restraint shall end as soon as the juvenile's behavior no longer poses an imminent danger or physical harm to self or others or a medical condition occurs putting the juvenile at risk of harm .
2. Use of mechanical restraints shall be restricted to:
 - a. Gaining control of out-of-control juveniles as a prevention against serious self-injury, injury to others, or property damage.
 - b. As a precaution against escape or assault during transport.
3. Minimum force shall be used in their application to reduce the possibility of injury to the juvenile and staff. Cuffs and leg shackles shall be double locked. The use of any type of restraint system other than mechanical restraints shall require the prior approval of the Office of the Commissioner.
4. A DJJ certification from the Division of Professional Development shall be required prior to applying mechanical restraints on a juvenile without assistance of another certified staff.
5. DJJ shall not use any type of restraint on female youth during active labor and the delivery of a child. Any exception requires approval by, and guidance on, methodology from the Director of Medical Services and shall be based on documented serious security risks. The Director of Medical Services shall provide guidance on the use of restraints on pregnant youth prior to active labor and delivery.
6. The availability, control, and use of mechanical restraints shall be the responsibility of the Superintendent or designee.

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7. The Superintendent or designee may grant authorization for the use of mechanical restraints for the purpose of regaining control. Designated staff shall notify the Superintendent on the use of mechanical restraints for regaining control. Staff applying the restraints shall justify that action in a detailed incident report.
8. Mechanical Restraint Inventory Documentation
 - a. Mechanical restraints shall be maintained in a secure location accessible only by supervisory staff. Documentation shall be maintained for accountability of current location and use of mechanical restraints.
 - b. An inventory of restraint equipment shall be maintained which notes:
 - 1) Number and type of handcuff, leg shackles, restraining belts;
 - 2) Location of handcuffs, leg shackles, restraining belts.
 - c. The Superintendent or designee shall review the mechanical restraint inventory records monthly, ensure listed equipment is secured and in proper working condition.
 - d. A mechanical restraint use log is to be maintained which notes:
 - 1) Name of the staff authorizing the use of the restraint;
 - 2) Number and type(s) of restraint equipment issued;
 - 3) Date and time restraint equipment issued;
 - 4) Name of the staff applying restraint; and,
 - 5) Date and time restraint equipment was returned.
 - e. The Superintendent or designee shall review the mechanical restraint use log and corresponding reports monthly.
 - f. Reusable restraint equipment shall not be used on another person until it is properly cleaned and disinfected. Commercial products shall be available for disinfecting.

V. MONITORING MECHANISM

The Superintendent, Regional Facilities Administrator and the Ombudsman shall monitor compliance with this policy.



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

**REFERENCES:
505 KAR 1:140
3-JDF-3A-19, 20, 21**

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Searches	
POLICY NUMBER: DJJ 714	
TOTAL PAGES: 4	
EFFECTIVE DATE: October 5, 2018	
APPROVAL: Carey D. Cockerell, COMMISSIONER	

I. POLICY

The Department shall ensure the safety of the juvenile and the environment within a program by utilizing searches of juveniles and the facility. Whenever there is reason to believe that the security of the facility may be endangered or that contraband may be present in or introduced into the facility, the search of a juvenile and their possessions shall occur.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. The search of a juvenile requires professional expertise and a humane and dignified demeanor on the part of the staff.
- B. Staff shall conduct searches of juveniles in a professional and respectful manner to avoid harassment, indignity, embarrassment, and unnecessary use of force.
- C. Staff shall be provided written search procedures and shall be reviewed annually.
- D. Staff shall provide the individual being searched with a verbal overview of the procedure intended to be used.
- E. When possible searches shall be conducted by same gendered staff. Cross-gender searches shall only be conducted under exigent circumstances and shall be documented.
- F. This policy shall be made available to staff and juveniles. This policy shall be reviewed annually and updated as necessary.

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G. All juveniles shall be scanned with a metal detector upon entering or re-entering a detention center. In addition, a metal detector may be used when a juvenile returns from an out of the building status, and spontaneously throughout the day.

H. General Procedures for Searches

1. All searches 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.
2. Staff shall be trained in search techniques designed to protect persons involved and preserve evidence.
3. All facilities shall provide gloves and other needed equipment for searches that protect staff safety and ensure chain of custody for confiscated items.

I. Pat down search

1. If possible, two (2) staff that are the same gender as the youth shall conduct a pat down search. One (1) staff shall conduct the process and the second staff person shall observe the process to verify that the correct procedures are followed.
2. Staff shall have the juvenile remove their shoes, jackets, sweaters, gloves, and hats. Staff shall inspect all items.
3. A pat down search shall be conducted over a single layer of clothing to include under garments and the contents of all pockets shall be inspected.
4. Staff shall visually check the juvenile's hair, ears, nose, mouth, and under tongue.
5. Staff may use a handheld metal detector as part of the pat down search.

J. Strip search

1. Strip searches may be performed only with probable cause and authorization from the Superintendent or designee. An incident report shall be completed, documenting the probable cause.
2. A strip search shall always be performed by a staff of the same gender.
3. A strip search shall be performed in an area that ensures the privacy and dignity of the juvenile.
4. Strip searches shall be performed to visually inspect the juvenile's body and physically search the juvenile's clothing.
5. If the intent is to view the total surface area of the body, the following shall be searched by having the juvenile lift each respective area:
 - a. Breasts;
 - b. Genitalia; and

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c. Body Folds.

6. Strip search procedures shall be reviewed by the Director of Medical Services and the Superintendent.

K. Body Cavity Search

1. Outside medical providers shall be the only individuals authorized to conduct a body cavity search. Probable cause that a youth may be concealing contraband in a body cavity shall exist prior to the authorization of a body cavity search.
2. Authorization shall be required by the Superintendent and Director of Medical Services prior to a body cavity search.
3. Body cavity search procedures shall be reviewed and authorized by the Director of Medical Services and the Superintendent.

L. All searches shall be documented in the facility log.

M. An incident report shall be filed in compliance with DJJPP Chapter 7, Incidents Reports, for all body cavity and strip searches. An incident report shall be required on pat down searches where contraband is recovered. Documentation shall include:

1. The full name of the juvenile;
2. Detailed and specific information regarding reasonable suspicion;
3. Date/time, of the Superintendent's approval for conduct of the search;
4. Date, time, and place of the search including the year and a.m./p.m.;
5. The disposition of contraband if recovered;
6. The names, current positions, and signature of the staff conducting the search; and
7. Results of the search.

N. Copy of incident reports documenting body cavity and strip search shall be forwarded to the Regional Facilities Administrator by the next working day following occurrence.

O. Visitors of Youth

1. All visitors shall be required to be scanned with a metal detector.
2. If probable cause exists that a visitor is in possession of weapons or contraband, they shall be asked to submit to a pat down search or be denied entry.
3. If a pat down search is used on a visitor, or if a visitor is denied entry due to refusing a pat down search, it shall be documented on the shift report. The notation will include the name of the visitor and a brief summary of the incident. The supervisor is also responsible for notifying the Superintendent of the incident and explanation of the incident. Reference DJJPP Chapter 7, Family and Community Contact.

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4. Visitors who leave the visitation area shall be subject to search upon reentry.

V. MONITORING MECHANISM

The Superintendent and Regional Facilities Administrator shall monitor compliance with this policy. The Division of Program Services shall conduct, at minimum, annual program audits.



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

**REFERENCES:
505 KAR 1:140
3-JDF-3A-18, 3A-27
DJJPP 702**

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Incident Reports	
POLICY NUMBER: DJJ 715	
TOTAL PAGES: 4	
EFFECTIVE DATE: October 5, 2018	
APPROVAL: Carey D. Cockerell, COMMISSIONER	

I. POLICY

DJJ regional juvenile detention centers shall have a system for reporting incidents. Prompt reporting shall take place according to established procedures. The primary staff member directly involved in or witnessing an incident shall write an incident report. Supporting documentation shall be submitted by any staff involved in or witnessing an incident.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Any staff witnessing or discovering an incident shall immediately intervene to prevent further escalation if possible or lessen potential severity.
- B. The Superintendent, Assistant Superintendent, or Administrative Duty Officer shall be notified immediately, or as soon as reasonably possible, upon observation or discovery of an incident involving:
 - a. AWOL/Escapes;
 - b. Death;
 - c. Serious injury or illness requiring more than first aid, including emergency medical care or transport;
 - d. Assault on Youth;
 - e. Assault on Staff;
 - f. Possession of dangerous contraband;
 - g. Physical restraint;
 - h. Sexual assault;
 - i. Suicide attempt; or
 - j. Medication Error.
- C. Internal Investigation Branch (IIB) shall be notified immediately whenever a sexual assault is alleged, threatened, or occurs.

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- D. An incident report shall be written to provide detailed and specific information regarding:
1. The violation or behavior;
 2. Events leading up to the incident;
 3. The manner in which the incident was dealt with and any consequences issued as a result;
 4. Staff witnesses;
 5. Physical evidence;
 6. Use of force;
 7. The full name of the juvenile;
 8. Date, time, and place; and
 9. The reporting staff's name, signature, and current position.
- E. The primary staff member directly involved in or witnessing an incident shall write an incident report. Supporting documentation shall be submitted by any staff in or witnessing an incident. The Superintendent or designee may require a brief narrative of the incident to also be entered into the progress notes for major rule violations, use of physical or mechanical restraints in response to major rule violations, use of isolation, or major injury/illness.
- F. Supporting documentation shall provide additional information regarding an incident. The following supporting documentation shall be required as part of the final incident report:
1. Medical assessment documentation, when the juvenile who is the subject of the incident has sustained an injury not caused by a restraint;
 2. Post-restraint assessment documentation completed by health trained or medical staff when a juvenile has been restrained;
 3. Photographs in the following situations:
 - a. Post-restraint or injury photographs of the juvenile, shall be retained with a copy of the juvenile's post-restraint assessment documentation in the juvenile's medical record. A notation on the incident report shall state the location of the photographs;
 - b. Staff injury photographs shall be retained with a copy of the incident report in the staff's medical record. A notation on the incident report shall state the location of the photographs; and
 - c. Damaged property photographs, dangerous contraband photographs, and all other photographs shall be attached to the incident report and retained in the juvenile's record.
- G. The incident report and any supporting documentation shall be completed and submitted to the staff's supervisor(s) prior to the end of the reporting staff's shift on the date of the incident. The supervisor shall be responsible for a review of the report to ensure thoroughness, accuracy, and submit to the Superintendent within twenty-four (24) hours of the incident.

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- H. Superintendents or designee shall archive videos of some incidents that involve physical restraint, property damage, staff misconduct, or any other incidents deemed necessary for future reviews. The archived videos shall be placed on the appropriate electronic site provided by the IS Branch. Archived videos shall not be stored on individual computer equipment. In addition, at the request of IIB, the Ombudsman, or the Office of Commissioner, video of an incident shall be archived.
- I. The parent or caregiver and the Juvenile Service Worker (JSW) shall be notified by the youth's counselor, ADO, facility nurse, or designee as soon as practicable, but no later than twenty-four (24) hours from the occurrence of any incident listed below:
 - a. AWOL;
 - b. Death;
 - c. Serious injury or illness requiring more than first aid, including emergency medical care or transport;
 - d. Sexual assault; or
 - e. Suicide attempt.
- J. The Superintendent shall take immediate steps necessary to protect the safety and welfare of the juvenile and staff.
- K. A debriefing shall be conducted after each incident. The debriefing process includes coordination and feedback about the incident with the Superintendent or designee as soon as possible after the incident. A debriefing shall include:
 - 1. A review of staff and juvenile actions during the incident;
 - 2. A review of the incident's impact on staff and juveniles;
 - 3. A review of corrective actions taken and still needed; and,
 - 4. Plans for improvement to avoid another incident.
- L. Staff shall obtain a statement from the juvenile regarding the incident. The juvenile shall be given the opportunity to discuss the incident and sign off on the incident report. The copy of the incident report shall be filed in the juvenile's record.
- M. The Superintendent or designee shall immediately up-line notice of all incidents that present an eminent threat to the safety or security of the program. Up-lining requires actual contact with a superior in the chain of command. Written reports transmitted to regional staff and to central office do not substitute for the up-line telephone call and actual contact made with a superior in the chain of command. All incidents involving absent without leave (AWOL), escape, death, or serious injury to staff or a juvenile shall be communicated through the chain of command to the Office of the Commissioner.
- N. In accordance with approved protocol, the Superintendent shall forward copies of incident reports, including all supporting documentation, to the Regional Director or Facilities Regional Administrator and the Ombudsman, if applicable, for any of the following:

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- a. AWOL/Escape;
 - b. Death;
 - c. Serious injury or illness requiring more than first aid, including emergency medical care or transport;
 - d. Assault on Youth;
 - e. Assault on Staff;
 - f. Possession of dangerous contraband;
 - g. Physical restraint;
 - h. Sexual assault;
 - i. Suicide attempt; or
 - j. Medication Error.
- O. If appropriate, filing of public offenses shall be done after consultation with the Regional Director or Facilities Regional Administrator.

V. MONITORING MECHANISM

The Superintendent, the Facilities Regional Administrator, and the Ombudsman, as appropriate, shall have responsibility for monitoring compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.



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

**REFERENCES:
505 KAR 1:140
3-JDF-3C-01**

CHAPTER: Detention Services

AUTHORITY: KRS 15A.065

SUBJECT: Behavior Management

POLICY NUMBER: DJJ 716

TOTAL PAGES: 1

EFFECTIVE DATE: October 5, 2018

APPROVAL: Carey D. Cockerell, COMMISSIONER

I. POLICY

Programs shall provide a mechanism for rewarding juveniles who behave in a responsible way. Rewards shall correspond to the degree of effort put forth.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES


A. Juveniles who demonstrate compliance with program rules and guidelines shall earn appropriate and available privileges.

B. Potential privileges include:

1. Extra recreation time;
2. Special events participation;
3. Later bedtime;
4. Extra movie;
5. Additional television time;
6. Additional group recreation;
7. Additional telephone time;
8. Additional computer time;
9. Special visits with siblings and significant others; and
10. Special snacks.

V. MONITORING MECHANISM

The Superintendent or designee shall monitor compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3C-02, 03, 04, 05, 06, 07, 08, 09, 11; 3E-01, 02, 03, 04, 05
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Discipline and Special Behavior Management		
POLICY NUMBER: DJJ 717		
TOTAL PAGES: 8		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Discipline shall be administered to create a learning experience for the juvenile and shall not be administered to degrade or humiliate a juvenile. Alternatives shall be provided for out-of-control juveniles who require special behavior management. Special behavior management programs shall be individualized. Corporal punishment, the use of mechanical restraints, abuse, assault, personal property damage, harassment, the denial of meals or snacks, and the interference with daily functions of living, such as eating, or sleeping shall be prohibited as punitive consequences.

II. APPLICIBILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. Each regional juvenile detention center shall develop a written set of disciplinary rules within the facilities Standard Operating Procedures. The rules shall govern juvenile major and minor rule violations and provide consequences commensurate with the seriousness of the misbehavior. The facilities Standard Operating Procedure shall be approved by the Facilities Regional Administrator and reviewed annually. Juveniles shall be informed upon admission of the facility rules and possible consequences. The rules and possible consequences shall be included in the resident handbook for staff and juveniles to review and posted in an area of public access. Juveniles shall be required to sign an acknowledgement verifying receipt of the resident handbook.
- B. The Superintendent shall be responsible for ensuring that all personnel who work with juveniles receive sufficient training regarding rules of conduct, the rationale for the rules, and the consequences available.

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- C. Restraints or isolation shall not be used as a consequence; however, it may be necessary to impose additional consequences to a juvenile for the behavior requiring isolation or restraint.
- D. An individual program plan shall be developed for juveniles with serious behavior problems. The Superintendent or designee can order immediate placement in a special program when it is necessary to protect the juvenile or others from harm. This action is reviewed within 72 hours by the Superintendent or designee.
- E. The following are examples of acceptable disciplinary interventions or consequences:
1. Redirect:

Verbally redirecting the juvenile toward a more positive alternative behavior and reinforcing positive expectations for the juvenile.
 2. Informal Reprimand:

A verbal reprimand may be used in response to minor rule infractions without further disciplinary action. The reprimand shall communicate what the offense was and the expectation, with the understanding that, if repeated, disciplinary action may be initiated.
 3. Forfeit of Privilege or Privilege Suspension:

The forfeiture of privileges or privilege suspension may occur as a result of a minor rule infraction for misuse or mistreatment of these privileges, or as a disciplinary action in response to a major rule infraction.
 4. Activity Suspension:

Staff may exclude a juvenile from participating in an activity or activities for a period of time depending upon circumstances.
 5. Time Out

Timeout period may be used for minor misbehavior for a specified time not to exceed one hour. Prior to going into timeout, the reason shall be explained to the juvenile and an opportunity provided for the juvenile to explain the behavior. Staff shall make contact with the juvenile at least every 15 minutes. These contacts shall be documented. The juvenile shall participate in determining the end of the time out.
 6. Room Restriction:

Room Restriction may be used for juveniles who require removal from the regular program because of excessive program disruption, physical disruption, or rule infractions. Prior to going into room restriction the reason shall be explained to the juvenile and an opportunity provided for the juvenile to explain the behavior. Staff shall make contact with

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the juvenile at least every 15 minutes. These contacts shall be documented. An observation sheet shall be posted on the juvenile's door. Room restriction shall not exceed twenty-four (24) hours.

7. Unit Lockdown:

A unit may be on lockdown status for the safety and orderly maintenance of the facility. All juveniles on a living unit may be placed on Room Restriction status.

8. Facility Lockdown:

The facility may be on a lockdown status for the safety and orderly maintenance of the facility. Juveniles in all living units in the detention center may be placed on Room Restriction Status.

9. Isolation:

a. The following situations may constitute a threat to safety or security of the facility, staff, or youth and may result in an isolation placement:

- i. Assault or attempted assault;
- ii. Sexual Assault or attempted sexual assault;
- iii. Attempted escape or attempted absent without leave (AWOL);
- iv. Escape;
- v. AWOL;
- vi. Riot;
- vii. Plotting a Riot;
- viii. Dangerous contraband;
- ix. Extensive property damage; or
- x. Chronic program disruption.

b. Authorization shall be obtained from the Superintendent, Youth Services Program Supervisor (YSPS), Administrative Duty Officer (ADO), or shift supervisor prior to placing a youth into isolation. If prior authorization cannot be obtained without jeopardizing safety and security, authorization shall be obtained immediately following the safe securing of the youth. An isolation placement shall not exceed four (4) hours.

c. The Superintendent may authorize a youth to remain in isolation beyond an initial four (4) hour period, not exceed twenty-four (24) hours.

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- d. An extension of an isolation placement beyond twenty-four (24) hours and up to thirty-six (36) hours shall require the approval of the Facilities Regional Administrator (FRA).
- e. An extension of an isolation placement beyond thirty-six (36) and up to a maximum time for an isolation placement shall not exceed (48) hours with the approval of the respective Division Director and the Chief of Mental Health Services.
- f. The purpose for any extension beyond (4) hours shall be documented in the youth's Individual Client Record (ICR).
- g. The nurse shift program supervisor or on-call nurse designee shall be notified as soon as feasible to determine if there are contra-indications for the youth being placed in isolation.
 - i. The facility nurse or health trained staff shall as soon as feasible conduct an assessment of youth placed in isolation or as soon as it is safe to do so, as dictated by the Director of Medical Services.
 - ii. Injuries, bruises, or scratches, and observations shall be noted by a minimum of two (2) staff. The nurse or designee shall document the date, time, and results of the assessment.
- h. Isolation may be utilized if requested by a juvenile and staff concur that the placement is in the best interest of the juvenile.

10. Formal Charges:

The Superintendent may refer juveniles committing acts of a criminal nature for prosecution.

F. Protocol for Isolation

- 1. A Superintendent, YSPS, or YWS, when on duty at the facility, shall visit each youth in isolation each day. The visit shall be documented in the observation log.
- 2. The Regional Psychologist or designee shall conduct interviews and assessment for disturbances in mental status for example, depression; suicidal ideation; impaired thought processes, cognition or memory; agitation; paranoia; self-injurious behavior; evidence of bruises or other signs of trauma, when the juvenile's behavior has escalated beyond the staff's ability to control the juvenile by counseling or disciplinary measures.
- 3. If a juvenile exhibits deterioration in mental status while in isolation, the Regional Psychologist shall be contacted to determine the most appropriate action based on the treatment needs of the youth.
- 4. The juvenile shall receive a daily visit from the facility nurse or health trained staff, unless medical attention is needed more frequently.

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5. If a juvenile's problem behavior lasts twenty-four (24) hours and there appears to be a need for continued intervention, qualified health personnel shall assess the youth daily. Any treatment provided shall be documented in the youth's Medical Record.
6. Isolation shall not be used for protective custody. When protective custody is required, youth shall be moved to a safe location within the facility or the Department.
7. The Juvenile in isolation shall be afforded living conditions and privileges approximating those available to the general population including modified access to recreation, educational, and treatment services taking into consideration the juvenile's safety needs.
8. The Juvenile shall be responsible for the daily cleaning of their living area while in isolation.
9. Staff shall monitor the juvenile in intervals, not to exceed fifteen (15) minutes, for the juvenile's compliance with the plan for release criteria. These checks shall involve direct visual contact with the juvenile and the time between checks shall be random. These checks shall be documented in the observation log.
10. Behavioral observation and problems with the juvenile shall be noted in the observation log and the supervisor shall be notified of any medical or behavioral health issues that would warrant immediate attention for follow up. The observations shall include comments regarding the juvenile's attitude and outlook.
11. Staff interactions with the juvenile shall be documented on a log. Staff shall record the name and title of the individual who authorized the confinement, name and title for persons visiting the juvenile, record of time checks, the person authorizing release from confinement, and the time of release.
12. Release from Isolation may occur based upon the juvenile's behavior and state of mind. An administrative review shall be conducted by a Superintendent, Youth Services Program Supervisor, Youth Counselor, or Youth Worker Supervisor, within 4 hours of placement in isolation and reassessed at each shift change, or a minimum of eight (8) hours, thereafter to continually reassess the juvenile's readiness for release. One of the reviews shall be completed by a staff member not involved in the incident every twenty-four (24) hours. When a juvenile is isolated for more than 24 hours, authorization shall be obtained from the Facility Superintendent or YSPS. The time periods in which action is necessitated by this Policy are tolled during the times that youth are scheduled to sleep at the detention center.
13. Special instances may occur where highly assaultive juveniles may require isolation for more than forty-eight (48) hours. The respective

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Division Director shall be the authority for extending isolation beyond forty-eight (48) hours. The Superintendent, the Assistant Superintendent, or Youth Service Program Supervisor (YSPS) shall contact the Director for approval of an extension. The Director shall consult with the Chief of Mental Health Services about an extension past forty-eight (48) hours.

14. Juveniles in Isolation shall be visited at least once a day by personnel from clinical, administrative, social work, religious, or medical units. All interactions with the juvenile during placement on Isolation shall be documented.
15. When a youth is placed in isolation documentation of the isolation event shall be completed as follows:
 - a. The documentation shall include:
 - i. The reason for the isolation;
 - ii. The duration of the isolation;
 - iii. The reason for the duration of the isolation;
 - iv. The name and title of the staff person authorizing isolation and the time the approval was received; and
 - v. The staff authorizing release and the time of release.
 - b. The isolation packet shall include:
 - i. The incident report;
 - ii. The isolation room checklist;
 - iii. The medical checklist;
 - iv. The observation log and addendum;
 - v. The plan for release; and
 - vi. The professional/administrative reviews.
 - c. The isolation packet shall be reviewed by the Superintendent or designee;
 - d. The isolation packet shall be placed in the youth's hard case file. A notation of the incident shall be made in the electronic record, including the date and time of release; and
 - e. A copy of the isolation packet shall be sent, via electronic transfer, to the FRA and the Regional Division Director, upon request.
16. In the absence of the Regional Psychologist, a designated QMHP shall be responsible for fulfilling isolation protocol.

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17. Each facility shall track the number of isolations, length of isolation, and reason for each isolation and be included on the Regional Directors monthly report.

H. Protocol for Suicidal Youth and Isolation


1. Isolation shall not be used as a suicide precaution.
2. If a youth is suicidal a QMHP shall conduct a mental health evaluation pursuant to DJJ Chapter 4.
3. A youth who is suicidal may only be placed in isolation if they present an immediate assault risk to staff or other youth as evidenced by physical actions and other less restrictive interventions have failed or are not appropriate.
 - a. One-to-one supervision shall be required until a Qualified Mental Health Professional (QMHP) has conducted a mental health evaluation. The QMHP shall determine if a juvenile may be observed via the use of video cameras. Staff shall follow protocol for dealing with mental health emergencies and suicide intervention and prevention for youth who have been placed in isolation and expresses suicidal ideation.
 - b. Authorization for continued confinement shall be obtained from the Superintendent, Regional Psychologist, or the Facilities Regional Administrator (FRA) immediately following the safe securing of the youth.
 - c. The Superintendent, YSPS, or ADO shall consult with the Regional Psychologist to determine the most appropriate action; this action shall be based on needs and the goal of terminating the isolation placement as of the youth.
4. For a youth who has already been placed in isolation, who threatens suicide or engages in suicidal behaviors, staff shall follow the protocol for dealing with mental health emergencies and suicide intervention and prevention. Reference Chapter 4 Suicide Prevention/Intervention.
 - a. If a youth presents an immediate assault risk to staff or other youth, continued placement in isolation may be authorized.
 - b. Authorization shall be obtained from the YSPS, Superintendent, Treatment Director or QMHP, or the FRA to allow the youth to remain in isolation.
 - c. Subsequent to the isolation, the Superintendent, Treatment Director, or QMHP shall consult with the Regional Psychologist to determine the most appropriate action based on the treatment needs of the youth.

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- d. A QMHP re-evaluation of the youth's mental status shall be required when a youth in isolation exhibits new suicidal, assaultive, or homicidal behavior.
- I. Juveniles requiring protection from others may be placed in protective custody until alternative permanent housing is found within the facility or as a result of a transfer. The facility develops a protective custody plan to assure safety and continuous services and programming. Continued placement on protective custody status after 72 hours is approved by the FRA.
- J. Forfeit of privilege or privilege suspension, activity suspension, group restriction, room restriction, and isolation shall be documented for inclusion in the juvenile's record.

V. MONITORING MECHANISM

The Superintendent and Facilities Regional Administrator shall be responsible for monitoring these activities. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3C-10, 3C-12, 3C-13
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Disciplinary Review		
POLICY NUMBER: DJJ 718		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Due process rights shall be protected when there exists evidence or allegations that a juvenile has committed a major rule violation.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. A juvenile charged with a major rule violation shall have the right to a disciplinary review.
- B. The shift supervisor or Administrative Duty Officer (ADO) shall initiate an investigation within twenty-four (24) hours of the occurrence or an alleged major rules violation. The investigation shall be completed without unreasonable delay and shall include consideration of the juvenile’s disability and its impact, unless there are exceptional circumstances for delaying the investigation.
- C. The juvenile shall be given copy of the disciplinary review notification and incident report within 24 hours of the infraction. A disciplinary review shall be scheduled except in a case were the juvenile has waived their right to review. The juvenile shall receive written notice of the review date and time at least 24 hours in advance of the review.
- D. If the juvenile has waived their right to a disciplinary review, the sanctions imposed shall be upheld with no further action.
- E. The Disciplinary Review Committee shall consist of a least three (3) DJJ staff. The Assistant Superintendent or designee shall identify committee participants.

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- F. The Assistant Superintendent or designee shall chair the disciplinary review. The person conducting the disciplinary review shall be an impartial staff and not involved in the alleged violation.
- G. Staff directly involved in the original incident shall not serve on the Disciplinary Review Committee.
- H. The disciplinary review may be held within 24 hours of the infraction with the juvenile's consent, but shall be held no later than 72 hours, excluding weekends and holidays, of the alleged violation. Reviews shall not be delayed except for exigent circumstances and any such delays shall be documented.
- I. Juveniles shall have the right to be present at their review. Juveniles may waive this right in writing or through their behavior. The juvenile may be excluded during testimony given in confidence. The reason for any absence or exclusion of the juvenile shall be documented.
- J. Juveniles shall have the opportunity to make statements, present documentation, and call witnesses in defense of the allegations made against them, except when doing so may jeopardize the life and safety of persons or the security and order of the facility. The reason for any such denial shall be documented.
- K. Juveniles shall have the right to have an on-duty staff member represent them at the disciplinary review. Staff representatives shall be appointed when it is apparent that juveniles are not capable of effectively collecting and presenting evidence on their own behalf.
- L. The disciplinary hearing decision shall be based solely on information obtained in the hearing process, including staff reports, investigation findings, the statements of the juvenile charged, and evidence derived from witnesses and documents, and impact that a disability may have on the juvenile's behavior. The disciplinary team may refer a juvenile to a Qualified Mental Health Professional to address any negative behaviors that the juvenile exhibits.
- M. The Disciplinary Review Committee may take any of the following actions based upon the evidence:
 - 1. Find that the juvenile did not commit the offense in which case the committee shall order that the incident or disciplinary report be removed from the juvenile's record.
 - 2. Find that the juvenile did commit the offense in which case the committee can uphold the initial sanction(s) placed upon the juvenile or order sanctions which fall into the scope of the facility policies on rule infractions and penalties.
- N. The Superintendent or designee shall review and approve by signature all disciplinary review actions to assure conformity with policy and regulations.


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The originals of the incident or disciplinary report and the disciplinary review documentation shall be placed in the juvenile's record and a copy given to the juvenile. If personal safety or security is jeopardized by certain references on the disciplinary review record, the information shall be redacted from the juvenile's copy.

- O. Juveniles shall have the right to appeal the decision of the disciplinary review to the Superintendent. The juvenile shall be informed of their right to have ten (10) days to appeal the decision of the Disciplinary Review Committee.
- P. Procedures for appeal of the Disciplinary Review Committee decision:
 - 1. Juveniles shall have up to ten (10) days after receipt of the decision to submit an appeal.
 - 2. The Superintendent shall affirm or reverse the decision of the Disciplinary Review Committee and notify the juvenile within ten (10) days after receipt of the appeal by completing an appeal form. The juvenile shall receive a copy of the appeal documentation.
 - 3. If, upon appeal, the Superintendent reverses the Disciplinary Review Committee's decision and finds that the juvenile is not responsible for any or all of the alleged rule infraction(s), consequences shall be ordered lifted or adjusted accordingly. The incident or disciplinary report shall be removed from the juvenile's.
- Q. If it is determined that an offense petition shall be filed, the disciplinary review process shall be suspended until the criminal prosecution is complete.
- R. If the Disciplinary Review Committee fails to conduct the review within the designated timeframe, then the infraction shall be deemed unfounded.
- S. If the juvenile is released from the facility prior to the scheduled review, then the Disciplinary Review Committee shall note in the documentation that the review was not held due to the juvenile being released.
- T. The disciplinary hearing record of the proceedings is maintained in the disciplinary committee's records.

V. MONITORING MECHANISM

The Superintendent or designee shall be responsible to monitor these activities. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5B-01, 5B-02
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Programs and Services		
POLICY NUMBER: DJJ 720		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

The regional juvenile detention centers shall provide a range of structured programs and services which meet the individual needs of each juvenile. These programs and services shall be provided while maintaining the necessary protection to the individual juvenile, agency personnel and the community at large.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Program and service components shall address the following areas:


1. Program orientation;
2. Initial custody screening and classification;
3. Observation and assessment to identify strengths, assets, and developmental needs which a juvenile can build upon;
4. Suicide risk screening;
5. Substance abuse screening, education, and counseling;
6. Medical, dental, and general health education;
7. Mental health;
8. Nutrition;
9. Shelter, to include adequate program space, equipment and supplies, sanitation, and basic housekeeping;
10. Clothing and personal hygiene;

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11. Social services and counseling (individual, group, and family; life and social skills; decision making skills; anger management; money management; etc.);
 12. Gender specific programming;
 13. Academic education;
 14. Library services;
 15. Recreation and leisure time activities;
 16. Religious services and counseling;
 17. Behavior management and control, to include rules, discipline and grievance;
 18. Security and control, to include adequate staffing, ongoing staff training and professional development, supervision of juveniles ; and staff interaction with juveniles ;
 19. Emergency plans (fire, tornado, riot, bomb threat, etc.);
 20. Juvenile rights and privileges, to include access to attorneys, courts, legal material and news media;
 21. Communication: mail, telephone and visitation;
 22. Community involvement; volunteer and student internship services; and,
 23. Release preparation.
- B. The Superintendent or designee shall conduct an annual collective needs survey which may include polling staff, interviewing counselors and medical staff, gathering input from parents of the juveniles , DJJ personnel, community-based programs/agencies, judges, law enforcement, school systems, and others as deemed appropriate. Regional juvenile detention centers shall also seek input from local, state, and national resources. The Superintendent, in collaboration with Central Office, shall use the information from the survey to assist in program development and improvement.

V. MONITORING MECHANISM

The Superintendent shall have responsibility for monitoring compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5D-01, 02, 03
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Library Services		
POLICY NUMBER: DJJ 720.1		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Library services shall be provided and made available to juveniles in DJJ regional juvenile detention centers.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES


- A. DJJ shall be responsible for the acquisition of furnishings and materials for the establishment and maintenance of on-site library services. Available space with appropriate lighting shall be set up to contain bookshelves and tables and chairs.
- B. The on-site school Administrator shall designate a qualified person to coordinate regularly scheduled library services for each regional juvenile detention center. The designee shall have primary responsibility for the oversight and coordination of library services. Local libraries or bookmobile services may be accessed as appropriate.
- C. The on-site library materials shall be selected to meet the educational, informational, and recreational needs of youth. The following guidelines shall assist in defining the principals, purposes, and criteria used in the selection and maintenance of library materials:
 - 1. Materials shall support and be consistent with the goals and objectives of the regional juvenile detention center;
 - 2. Materials shall meet high standards of quality in content and presentation;
 - 3. Materials shall foster respect for all people; and,

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- 4. Materials concerned with racial, religious, sexual or ethnic differences shall be free from stereotypes, caricature, and other characteristics likely to misrepresent, offend, or defame particular segments of the population.
- D. The library collection shall remain current and juveniles shall have designated times to choose books to read. Library hours shall be coordinated with the program activities schedule.
- E. Juveniles shall have access to reading materials in their assigned rooms; exceptions shall be made if safety and security concerns exists. Justification for removing or prohibiting reading materials shall be documented within the juvenile's ICR.
- F. Reading materials shall be kept in leisure-time areas, such as dayrooms, to encourage and provide juveniles the opportunity to read. These materials shall augment, but not supplant, library services.
- G. Surveys of the juvenile population shall be conducted at least annually by the Superintendent or designee to determine the needs and selection of books, materials, and programs.
- H. An annual review of the library program shall be conducted by the Superintendent or designee to determine what modifications may be desired to improve the program.

V. MONITORING MECHANISM

The on-site school Administrator in collaboration with the Superintendent monitor this activity. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5G -01, 02, 03, 04
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Recreation and Structured Activities		
POLICY NUMBER: DJJ 720.2		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Each regional juvenile detention center shall provide recreation and structured leisure time activities in its program schedule. At least two hours of recreation shall be provided per day, of which one hour shall be active recreation. Modification to scheduled recreation may be made if a juvenile is to be separated from the group.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Each Superintendent shall ensure the juveniles are offered a varied comprehensive recreation and leisure time program. The recreation program shall be conducted in cooperation with other departments including security, education, social service, religious service, and medical. The recreation program includes the following:
 1. A wide variety of physical activities
 2. Physical skill building to help maintain lifetime health and fitness
 3. Encouragement for juveniles to self-monitor and set personal fitness goals
 4. A means to individualize the intensity of activities and measure individual improvement.
- B. Recreation shall be organized, structured, and supervised by a staff member. The superintendent shall ensure staffing is adequate for proper recreation and security supervision of juveniles during activities. A facility of 50 or more juveniles shall have a full-time, qualified recreation director who creates the recreation schedule, plans for constructive leisure time and activities, and supervises juveniles during recreation programs. Facilities of less than 50

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- juveniles shall have a staff member trained in recreation supervising the program.
- C. The facility shall provide juveniles a well-designed and comprehensive recreation program that utilizes both indoor and outdoor activities which emphasize participation versus competitiveness. The recreation program shall consist of one (1) hour of large muscle exercise and one (1) hour of planned exercise or constructive leisure time activity during school days with an additional one (1) hour on weekends and holidays.
 - D. Weekly recreation schedules shall be posted where juveniles can see the plan. Staff shall ensure that the recreation schedule is followed unless approval is given by a supervisor to alter the schedule.
 - E. Juveniles who are restricted by medical personnel shall not be able to participate in any activity until a medical release is written. If a juvenile is unable to participate in the planned recreational activity, another activity shall be arranged for that juvenile.
 - F. Recreation schedules and a plan for constructive leisure-time activities are prepared by the recreation staff. The recreation plan and schedule includes a wide variety of activities to improve juvenile exposure to different opportunities, as well as reflect the expressed interests of juveniles. A portion of leisure time activities may be unstructured, but shall be supervised by staff.
 - G. A variety of fixed and movable equipment for indoor and outdoor recreation shall be provided and may include the following; bats, balls, pool sticks, and horseshoes. The equipment shall be inventoried and secured after each use for safety concerns. Free weights shall be prohibited.
 - H. Recreational activities shall be co-educational whenever possible. Juveniles shall be actively encouraged to take part in activities; however, no juvenile shall be forced to participate.
 - I. Safety of the juvenile shall be the primary concern during recreational activities. Proper dress and behavior is expected at all times. Staff supervising the activity shall monitor and eliminate safety hazards.
 - 1. Staff supervising recreational activities shall monitor and eliminate safety hazards.
 - 2. Proper dress and behavior shall be maintained during recreational activities.
 - 3. Staff shall not participate in any sport in which physical contact between players is an accepted part of play.
 - 4. Staff shall demonstrate high levels of guidance, coaching, and sportsmanship when participating in recreational activities.
 - J. Special efforts shall be made to provide daily physical exercise for those juveniles in special management. If a juvenile is placed in confinement during a scheduled recreation time, an alternative recreation activity that provides one (1)

POLICY NUMBER DJJ 720.2	EFFECTIVE DATE 10/05/2018	PAGE NUMBER 3 of 3
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hour of large muscle activity shall be offered and documented. The alternative recreation activity may be conducted in the confinement area.

V. MONITORING MECHANISM

The Superintendent or designee shall be responsible to monitor these activities. The Quality Assurance Branch shall conduct annual program audits.

	<p align="center">JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</p>	<p>REFERENCES: 505 KAR 1:140 3-JDF-5F-01, 02, 03</p>
<p>CHAPTER: Detention Services</p>		<p>AUTHORITY: KRS 15A.065</p>
<p>SUBJECT: Religious Programs</p>		
<p>POLICY NUMBER: DJJ 720.3</p>		
<p>TOTAL PAGES: 5</p>		
<p>EFFECTIVE DATE: October 5, 2018</p>		
<p>APPROVAL: Carey D. Cockerell , COMMISSIONER</p>		

I. POLICY

Each regional juvenile detention center shall designate space and time frames for youth to participate in religious services. DJJ reserves the right to restrict religious actions, rituals, material, or publications that pose a risk of harm to staff or other juveniles and that interfere with the orderly operational management of a facility. All participation in religious services and activities shall be voluntary on the part of the youth.

II. APPLICABILITY

This policy shall apply to each regional juvenile detention center..

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

- A. Each DJJ facility shall ensure the opportunity for religious belief and practice is afforded to juveniles without fear of discrimination, penalty, coercion, harassment, ridicule, or intimidation.
- B. DJJ shall designate an Agency Religious Program Coordinator who will assist in the coordination of religious protocol, practices, and processes for the Department. The responsibilities of the Agency Religious Program Coordinator are as follows:
 - 1. Establish the processes and procedures for the religious program;
 - 2. Establish a process for juveniles to identify religious preferences and religious accommodations needs upon entering a DJJ facility;
 - 3. Establish a process for juveniles to change religious preferences or accommodations;

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4. Monitor facilities and programs to verify that juveniles are not subjected to discrimination, coercion, harassment, or ridicule due to religious affiliations in DJJ facilities;
 5. Verify that facility staff are trained regarding DJJ policy juveniles and their religious preferences;
 6. Educate each visiting religious leader regarding DJJ religious policy and guidelines;
 7. Maintain a database tracking all religious accommodation requests;
 8. Maintain all religious accommodation documentation; and
 9. Designate a staff person to act on his or her behalf in the absence of the religious coordinator.
- C. Each DJJ detention facility shall designate a qualified staff, based on experience, education, licensure/credentials, and training, as the Facility Religious Coordinator. The Facility Religious Coordinator shall plan, direct, and coordinate all aspects of religious programming within the facility as follows:
1. Collaborating with program administrators and staff to plan, direct, and coordinate all aspects of the religious program;
 2. Developing and maintaining close relationships with religious resources in the community;
 3. Providing religious materials and publications to each facility so that juveniles are able to access this information;
 4. Reviewing request for religious accommodations forms;
 5. Reviewing and processing accommodation requests, by conducting the initial assessment of all accommodation requests submitted by a juvenile, then forwarding to the Agency Religious Program Coordinator for final approval; and
 6. Educating facility staff regarding this policy.
- D. DJJ staff shall allow a juvenile to designate any or no religious affiliation as a preference and indicate any religious accommodations needed upon intake to a facility or any time while in custody.
1. Religious declaration documentation and a request for accommodations shall be in writing, signed and dated by the juvenile, and DJJ staff receiving the accommodation request.
 2. DJJ staff shall forward religious declaration documentation and each request for an accommodation to the Facility Religious Coordinator.
 3. The religious accommodation request review process is as follows:

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- a. The signed accommodation request shall be reviewed by the Facility Religious Coordinator and the facility Superintendent;
 - b. The facility Superintendent or the Facility Religious Coordinator shall forward the accommodation request documentation to the Agency Religious Program Coordinator and copy the Regional Director and the Facilities Regional Administrator (FRA);
 - c. The Agency Religious Program Coordinator or designee shall:
 - i. Review the religious accommodation request;
 - ii. Consult with the Office of Legal Services regarding the accommodation request and make the determination of whether to accept or deny the religious accommodation request; and
 - iii. Notify the facility Superintendent and Facility Religious Coordinator of the accommodation request determination.
 - d. The religious accommodation request determination shall be forwarded to the juvenile.
4. A religious dietary accommodation request shall be implemented by DJJ staff upon receipt of the request to the extent possible. The Facility Religious Coordinator shall forward the request to the Agency Religious Program Coordinator for review and determination. The Agency Religious Program Coordinator shall forward the determination to the Regional Director, FRA, facility Superintendent, and the Facility Religious Coordinator.
 5. A juvenile shall have the right to appeal an accommodation request that is denied by the Agency Religious Program Coordinator. Upon request of a juvenile to appeal an accommodation request that is denied the Facility Religious Coordinator or facility Superintendent shall submit the appeal request to the Commissioner for review and disposition and send a copy to the Agency Religious Program Coordinator. The appeal shall be submitted to the Commissioner not later than five (5) days after the receipt of the request of a juvenile to appeal the denial.
- E. A juvenile shall have the following religious rights and responsibilities:
1. A juvenile shall submit a request to change religious designation in writing. If accommodations are requested for this new religious designation, the accommodation process shall be followed;
 2. A juvenile shall be permitted to possess items essential to the practice of the particular religious faith, provided such items do not pose a risk of harm to staff or other juvenile or interfere with the orderly operational management of a facility;
 3. A juvenile shall have access to approved religious publications;

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4. Each religious item and material is subject to review before entering the facility; and
5. Approval or denial of a religious item shall be determined through the accommodation process.
 - a. When an item has been approved, the Facility Religious Coordinator shall consult with the juvenile's family for assistance in obtaining the approved item; and
 - b. The Agency Religious Program Coordinator shall consult community religious resources regarding each request for religious items for juveniles.
- F. Visitation from a personal minister, pastor, or religious counselor, for a juvenile, who meets the requirements of a volunteer shall be permitted at scheduled times and other times as approved by the facility Superintendent or designee;
 1. If a juvenile requests assistance in obtaining a religious leader, the Agency Religious Program Coordinator or the Facility Religious Coordinator shall provide assistance to the juvenile in finding a religious leader; and
 2. A juvenile may decline a visit with personal minister, pastor, or religious counselor.
- G. The Facility Religious Coordinator shall coordinate each religious program with the facility schedule. The juvenile shall be notified of such programming. DJJ staff shall document juvenile participation in the programming.
 1. Juvenile's participation in a religious service and counseling shall be voluntary;
 2. DJJ staff shall supervise all religious programs and supervision shall be provided in a manner that reflects awareness of and sensitivity to individual religious beliefs;
 3. Space and equipment shall be available for religious services commensurate with the faith group's representation within the population;
 4. DJJ shall take into consideration work restrictions related to religious observance practices and special religious ceremonies;
 5. Juveniles shall not be penalized for not participating in religious activities; and
 6. DJJ staff shall not conduct religious programming or activities at a DJJ facility.

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- H. DJJ staff shall not harass or ridicule juveniles because of a religious designation.
- I. DJJ shall not coerce or attempt to convert a juvenile toward a religious designation.
- J. A volunteer minister, pastor, or religious counselor, approved by the Facility Religious Coordinator and DJJ, shall have access to each area of the facility identified for religious programming.
- K. Any volunteer minister, pastor, or religious counselor, approved by the Facility Religious Coordinator and DJJ, shall comply with the DJJ policy regarding the confidentiality of the juvenile's information.
- L. The Agency Religious Program Coordinator, Facility Religious Coordinator, and facility Superintendent or designee shall approve the donations of religious equipment or material.

V. MONITORING MECHANISM

Monitoring shall be the responsibility of the facility Superintendent, the Agency Religious Program Coordinator, the Facility Religious Coordinator, and the Quality Assurance Branch.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1B-21; 5C-05, 06
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Juvenile Work Details		
POLICY NUMBER: DJJ 720.4		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

Work detail shall be considered a part of normal daily living activities and shall help juveniles learn that such routines are necessary as part of everyday life. Juveniles shall have the right not to participate in uncompensated work assignments unless the work is related to housekeeping or personal hygienic needs.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. Standard Operating Procedures shall be developed at each facility to address juvenile work details. Funds required for the operation of the Work Detail Program shall be approved by the Facilities Regional Administrator and shall be paid from the program's annual operating budget.
- B. Work details shall not conflict with school attendance.
- C. Work details shall not occur outside the facility or grounds unless ordered by the court.
- D. Juveniles shall not be permitted to perform any work prohibited by state and federal child labor laws. The Kentucky Child Labor Law poster regarding minor juveniles 14, but not yet 18, years of age shall be posted in a conspicuous place at the facility.
- E. There shall be medical documentation for every juvenile who has been determined incapable of performing work details.

POLICY NUMBER DJJ 720.4	EFFECTIVE DATE 10/05/2018	PAGE NUMBER 2 of 2
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F. Employees of the Department of Juvenile Justice shall be prohibited from entering into a work agreement with any juvenile under the care and custody of the Department. Reference DJJPP Chapter 1(Employee Code of Conduct).

V. MONITORING MECHANISM

This activity shall be monitored by the Superintendent. The Quality Assurance Branch shall conduct annual program audits.



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

**REFERENCES:
505 KAR 1:140
3-JDF-5A-12, 5B-01 thru 07**

CHAPTER: Detention Services

**AUTHORITY: KRS
15A.065**

SUBJECT: Social Services

POLICY NUMBER: DJJ 720.5

TOTAL PAGES: 2

EFFECTIVE DATE: October 5, 2018

APPROVAL: Carey D. Cockerell , COMMISSIONER

I. POLICY

Each DJJ Juvenile Detention Center shall provide a social services program that makes available a range of resources to meet the needs of juveniles. The social service program shall be based on assessed risk and need, special programs provided to meet the needs of juveniles with specific types of problems, and facility staff identifying the collective service needs of the juvenile population at least annually.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

- A. The Social Service Program shall be administered and supervised by a qualified and trained person.
- B. The goal of the social services program shall be to identify and build upon each individual juvenile's unique positive attributes and strengths in addition to identifying needs, risks and problems.
- C. The objectives of the Social Service Program shall be provision of social services during the juvenile's placement in detention.
- D. Each juvenile shall be assigned a Youth Counselor at intake. The Youth Counselor shall work under the supervision of the Superintendent or qualified designee in coordinating the social service component of the program. The Youth Counselor:
 - 1. Shall provide or coordinate the provision of group, individual, and family counseling as appropriate which includes a minimum of three (3) contacts per week with the juvenile;
 - 2. Shall provide and arrange for mental health counseling and crisis intervention services in accordance with identified needs;

POLICY NUMBER DJJ 720.5	EFFECTIVE DATE 10/05/2018	PAGE NUMBER 2 of 2
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3. Shall prepare summary reports for courts;
 4. Shall prepare resident release summaries if required;
 5. May make referrals to other social service and treatment programs;
 6. May coordinate or assist in the coordination of volunteer services and projects; and,
 7. Shall assist in the development and provision of recreational and special event programs/activities.
- E. The Youth Counselor shall assess the juvenile's ability to appropriately demonstrate acceptable behavior and verbally communicate and convey feelings as well as the juvenile's basic developmental needs. The Youth Counselor shall share relevant information with facility staff relating to the strengths and needs of the juveniles.
- F. Youth Counselors shall be available to counsel with juveniles as requested by a juvenile or other detention staff.
- G. The Youth Counselor may work with the juvenile and family to ensure that appropriate community services are acquired to meet the specific needs of each juvenile. Referrals for such services shall be understood to be voluntary, and shall be agreed to by both the juvenile and parents, shall be in writing, and shall be capable of completion within a specific period of time.
- H. The Youth Counselor shall document all social service activities, counseling services and referrals in the juvenile's record.

V. MONITORING MECHANISM

This activity shall be monitored by the Superintendent. The Quality Assurance Branch shall conduct annual program audits.



**JUSTICE CABINET
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POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:140
3-JDF-5G-13, 14, 15**

CHAPTER: Detention Services

**AUTHORITY: KRS
15A.065**

SUBJECT: Family and Community Contact

POLICY NUMBER: DJJ 720.6

TOTAL PAGES: 4

EFFECTIVE DATE: October 5, 2018

APPROVAL: Carey D. Cockerell, COMMISSIONER

I. POLICY

Juveniles shall have the right to receive visits, subject only to the limitations necessary to maintain the order and security of the detention center. Juveniles shall have the right to send mail, except commercial enterprise ventures, and shall be provided postage for two letters per week. Juveniles shall be provided access to the telephone within the limits of the orderly operation of the facility, in order to maintain community and family ties. Contact with attorneys shall be facilitated through unlimited legal correspondence, reasonable postage provided by the facility, and placing or receiving calls.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. General

The facility administration shall encourage the juveniles to maintain ties with families through regular visits, including opportunity for physical contact, and informal communication.

B. Visitation

1. Procedures regarding visitation shall be included in each facility's standard operating procedures and the resident handbook and made available to staff and juveniles. Facilities shall develop standard operating procedures that are consistent with this policy and include:
 - a. Detailed visitation hours;
 - b. Location and directions to the facility;
 - c. Facility phone numbers;

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- d. Information about local public transportation;
 - e. Approved dress code;
 - f. Items authorized in visitation rooms;
 - g. Special rules for children
 - h. Authorized items that visitors may bring to the juvenile;
 - i. How special visits outside normal hours are approved;
 - j. Documentation of visits;
 - k. Rules for supervised visitation;
 - l. Circumstance under which visits are supervised;
 - m. Visitor sign-in and sign-out; and,
 - n. Distribution of facility rules and regulations.
2. Programs may retain identification of visitors at sign in until the completion of visitation.
 3. Visitors shall be required to be scanned with a metal detector. If probable cause exists that a visitor is in possession of weapons or contraband, the person may be asked to submit to a pat-down or frisk search, or be denied entry.
 4. While visitation shall be encouraged, any visitor may be excluded from contact with a juvenile and the program under the following:
 - a. It is established that the visitor was involved in the juvenile's offense;
 - b. A visitor refusing to follow facility rules or procedures;
 - c. Posing a threat to the safety of the youth or the security of the facility;
 - d. Any visitor who refuses a request to be searched by facility staff;
 - e. Appears to be under the influence of drugs or alcohol; or,
 - f. Has been a disruption to the program.
 5. Programs shall develop security and documentation procedures for exclusion of visitors.
 6. Visitation may also be denied by the Superintendent if the juvenile is in room confinement or if behavior presents a threat to others.
 7. Any group wishing to visit the program or a specific juvenile shall be required to have the advance approval of the Superintendent.

C. Mail

Procedures governing correspondence of juveniles shall be included in each program's standard operating procedures and resident handbook and made available to staff and juveniles. Facility regulations pertaining to mail shall be available to parents and caregiver upon request. These procedures shall be reviewed annually and updated as needed and shall include the following:

1. A mail log shall be maintained as documentation of receipt and delivery of mail and packages.

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2. Except as provided by this policy and a substantial reason, if the juvenile bears the mailing cost, there shall be no limit on the volume of mail a juvenile may send or receive. A substantial reason restriction shall be based upon safety and security, shall be approved by the Superintendent, and shall be recorded in the juvenile's record.
3. Resident mail with gang writing on the outside or sent from incarcerated individuals may be delivered, returned, or placed in the juvenile's secured possessions at the discretion of the Superintendent.
4. A juvenile's mail, both incoming and outgoing, shall not be read by staff except for substantial reason. A substantial reason restriction shall be based upon safety and security, be approved by superintendent, and be recorded in the juvenile's record. If mail is to be read by staff, the juvenile shall be informed in advance and be present when the mail is opened. No juvenile shall be forced to read his mail aloud.
5. Juveniles may send and receive sealed letters to and from court, counsel, and officials of the Department of Juvenile Justice or Justice Cabinet. Staff, in the presence of the juvenile, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to a juvenile from this specific class of persons and organizations may be opened only to inspect for contraband and only in the presence of the juvenile, unless waived in writing, or in circumstances which may indicate contamination. All other incoming mail and packages shall be opened in the presence of staff to guard against contraband. Cash, checks, or money orders removed from incoming mail shall be secured and returned to the juvenile upon discharge. These items may also be returned to the sender with the approval of the Superintendent or designee, notification to the juvenile, and appropriate documentation in the juvenile's case record.
6. There shall be restrictions as to which publications shall be allowed to be delivered to juveniles in the facility and such restrictions shall be directly related to the maintenance of facility order and security. Each facility's Superintendent, in conjunction with the Facility Regional Administrator, shall determine the publication restrictions of their facility.
7. Mail shall not be held more than 24 hours and packages not more than 48 hours, excluding weekends and holidays. In emergency situations in which the normal facility procedures, policy, or activity is disrupted by riot, escape, fire, natural disaster, employee action, or other serious incident, mail shall be delivered according to schedule when normal procedures and activities are restored. All first class letters and packages received for juveniles who have been transferred or released shall be forwarded to the address designated by the resident.

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D. Telephone


1. Procedures governing telephone use of a juvenile shall be included in each program's Standard Operating Procedures Manual and Resident Handbook and made available to staff and juveniles. These procedures shall be reviewed annually and updated as needed.
2. Juvenile shall have access to reasonably priced telephone services and shall be assured that all contracts involving telephone services comply with all applicable state and federal regulations. All rates and charges shall be commensurate with those charged to the general public for like services, and any deviations from ordinary consumer rates reflects actual costs associated with the provision of services within the correctional setting. Contracts for juvenile telephone services shall provide the broadest range of calling options determined by the agency to be consistent with the requirements of sound correctional management.
3. Telephones with volume control shall be made available to juveniles with hearing impairments.
4. Juvenile with hearing and/or speech disabilities, shall be afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment.
5. A log of telephone calls made and received shall be maintained for each juvenile. The log will be retained within the juvenile's record.
6. Facilities shall provide for transmitting urgent messages directly to juveniles. Messages of a non-urgent matter may be directed to the juveniles Youth Counselor to be disbursed.

E. Notification of Death or Critical Illness of Immediate Family Member

All juveniles shall be informed in a timely manner of the verifiable death or critical illness of an immediate family member. In case of the critical illness of an immediate family member, the juvenile shall be allowed, whenever statutes, court orders, or circumstances allow, to go to the bedside under escort or alone.

V. MONITORING MECHANISM

This activity shall be monitored by the Superintendent. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140, 707 KAR 1:190, 707 KAR 1:180 3-JDF-5C-01, 01-1, 02, 03, 04, 04-2, 04-3, 04-6, 04-7, 04-8, 04-9, 07
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Educational Programming & Assessment		
POLICY NUMBER: DJJ 725		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

The Department of Juvenile Justice (DJJ) shall provide educational services consistent with the needs of the population and compliant with federal and state laws and regulations to juveniles in regional juvenile detention centers through written agreement with local school districts or private or public providers.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES


- A. The DJJ Education Branch staff shall be responsible for reviewing the contents of the written agreements between the local school district and the department. The agreement shall be provided to the regional juvenile detention center.
- B. Educational services shall be made available to juveniles upon admission during instructional days, except if there is substantial evidence to justify otherwise.
- C. Educational services, necessary specialized equipment, and appropriate educational materials shall be provided at no cost to the juveniles, up to the completion of high school or the General Education Development (GED®) program.
- D. Educational services shall be individualized to meet the assessment, educational, and developmental instruction needs of the juvenile, constructed on an open entry—open exit basis, and scheduled so that educational services do not compete with other facility programming. Provisions are made for academic counseling.

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- E. Business, industry, and community resources shall be used to the extent feasible in developing academic and vocational education programs and to supplement the facility's programs for selected juveniles. Provisions are made for vocational counseling.
- F. Educational and vocational needs assessments shall be completed within five (5) instructional days of the juvenile's admission. Previous results may be used if completed within the last 180 days.
- G. Any staff who suspects that a youth may have an educational disability shall communicate that concern in writing to the Youth Services Program Supervisor (YSPS) or the Administrative Duty Officer (ADO). The Youth Services Program Supervisor (YSPS) or the Administrative Duty Officer (ADO) shall forward the documentation to the Facility Superintendent and the on-site School Principal or head teacher. The facility supervision shall recommend that the on-site School Principal should notify the local education agency's Director of Special Education.
- H. Available social history information and the results of medical and mental health screening conducted by DJJ staff shall be shared with the school administrator or designee to the extent possible by law.
- I. The behavior management program developed in compliance with DJJPP Chapter 7, Behavior Management, shall include incentives for educational participation and formal recognition of educational accomplishments.
- J. The disciplinary code developed in compliance with DJJPP Chapter 7, Discipline, shall include disciplinary measures for inappropriate behaviors occurring within the education environment.
- K. Juveniles, who demonstrate behavior so disruptive that they must be removed from the classroom, shall not be readmitted until they demonstrate improved behavior.

V. MONITORING MECHANISM

The Education Branch Manager or designee, the Quality Assurance Branch, the Facilities Regional Administrator, the superintendent of the regional juvenile detention center, and the school administrator shall monitor these activities. Monitoring shall be conducted at annually to ensure the effectiveness of the education program against stated objectives.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 505 KAR 1:080, 707 KAR 1:140 and 707 KAR 1:230 3-JDF-5C-04-5
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Instructional Staffing		
POLICY NUMBER: DJJ 725.1		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

The Department of Juvenile Justice (DJJ) shall ensure that education staffing for regional juvenile detention centers is compliant with federal and state laws and regulations through written agreement with local school districts or private or public providers.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.


IV. PROCEDURES

- A. The DJJ Education Branch staff shall be responsible for reviewing the contents of the written agreements between the local school district and the department. The agreement shall be provided to the regional juvenile detention center.
- B. The Superintendent of the regional juvenile detention center shall meet annually with the school administrator for the purpose of determining education staffing needs for the next year.
- C. The Superintendent of the regional juvenile detention center may participate in the local school district interview process for the hiring of any education staff for the regional juvenile detention center.
- D. The Superintendent of a regional juvenile detention center or designee shall provide program orientation to all new education personnel prior to working with the youth. The orientation shall include DJJ policies and procedures.

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V. MONITORING MECHANISM

The Education Branch Manager or designee, the Quality Assurance Branch, the Facilities Regional Administrator, the Superintendent, and the school administrator shall monitor these activities. Monitoring shall be conducted at annually.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1E-01, 5C-04-1
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Education Records		
POLICY NUMBER: DJJ 725.2		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

Federal and state laws and regulations govern the confidentiality, maintenance, handling and access of education records.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITIONS

Refer to Chapter 700.


IV. PROCEDURES

- A. No person, including education personnel, authorized to obtain records pursuant to 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.
- B. Persons, including education personnel, not authorized to obtain records pursuant to KRS Chapter 600 to 645 shall not obtain nor attempt to obtain records that are made confidential pursuant to KRS Chapter 600 to 645, except upon proper motion and authorization from a court of competent jurisdiction.
- C. 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.
- D. Release of the juvenile’s record, including behavior management, medical, dental, mental, or psychological reports is prohibited unless presented as evidence in court pursuant to an authorization or otherwise in accordance with law. No person, including school personnel, shall disclose any report or information contained therein except as permitted by specific order of the court authorization or law.

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V. MONITORING MECHANISM

The Education Branch Manager or designee, the Quality Assurance Branch, the Facilities Regional Administrator, the Superintendent, and the school administrator shall monitor these activities. Monitoring shall be conducted annually.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5H-07
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Leaves		
POLICY NUMBER: DJJ 726		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell, COMMISSIONER		

I. POLICY

Juveniles shall be granted leave from the regional juvenile detention center for necessary medical, dental care, or mental health care which cannot be provided at the facility. Juveniles may be granted leave to visit seriously ill family members, attend funerals, or to participate in educational, work release or community service projects per order of the court.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES


- A. Each regional juvenile detention center shall have standard operating procedures which govern staff escorted and unescorted leaves. Program procedures shall address written rules of conduct and a system of supervision.
- B. Escorted leaves for the purpose of obtaining necessary medical, dental, or mental health care shall be authorized by the Superintendent and shall not require an order of the court. All other escorted leaves shall require a written court order.
- C. Transport during an escorted leave shall be conducted in accordance with departmental policy. Any exception shall be authorized by the Superintendent.
- D. Unescorted leave for any purpose shall occur only upon written order of the court.
- E. The Superintendent shall contact the court to obtain any clarification in regards to an order, or to share concerns about the implementation of an order, prior to authorizing court-ordered leave. Documentation of such contact shall be maintained in the juvenile's record.

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F. If the juvenile is probated or committed, the Superintendent shall notify Juvenile Service Worker of any emergency or unescorted leave.

V. MONITORING MECHANISM

The Superintendent shall be responsible for monitoring this activity.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5A-16, 5H-01, 02
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Release from Detention		
POLICY NUMBER: DJJ 729		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

Juveniles shall be released from detention under proper legal conditions using procedures that ensure the security of the facility and the welfare of the resident.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers and community based alternative to detention programs.

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Each regional juvenile detention center shall develop standard operating procedures governing the release of juveniles and made available to staff. Written procedure for releasing juveniles include the following:

1. Verification of identity;
2. Verification of release papers;
3. Completion of release arrangements, including the person or agency to whom the juvenile is to be released;
4. Return of personal effects;
5. Completion of any pending action, such as grievances or claims for damaged or lost possessions;
6. Transportation arrangements; and,
7. Forwarding of mail.

B. Youth released on medication shall be provided a minimum of three (3) days medication supply.

C. Release from Alternative to Secure Detention Programs:

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Upon receipt of a court order authorizing the release of a juvenile from an Alternative Detention Program, it shall be the responsibility of the Detention Alternatives Coordinator or designee to prepare a summary release report. The juvenile shall not be required to be physically returned to the detention center to be processed for release.

D. Release From Secure Detention

Upon receipt of a court order authorizing the release of a youth from secure detention, staff shall insure that all release procedures are completed.

V. MONITORING MECHANISM

The Superintendent or designee shall be responsible to monitor these activities. The Quality Assurance Branch shall conduct annual program audits.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 KRS 15A.210-240
CHAPTER: DETENTION SERVICES		AUTHORITY: KRS 15A.065
SUBJECT: INSPECTIONS OF SECURE JUVENILE DETENTION FACILITIES		
POLICY NUMBER: DJJ 730		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

Regional juvenile detention centers and registered detention facilities shall be inspected and compliant with KRS Chapter 15A.210-240.

II. APPLICABILITY

This policy applies to all regional juvenile detention centers and Department of Juvenile Justice (DJJ) registered detention facilities.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. Annual Inspections

1. The Department of Juvenile Justice shall conduct annual inspections of each regional juvenile detention center and DJJ registered facilities.
2. DJJ shall develop a standard inspection form, which shall serve as the basis for all inspections. The inspection forms shall be reviewed, revised, and approved by the Quality Assurance Branch Manager.
3. DJJ shall maintain records for each facility inspected, which shall include all reports, correspondence, and other documentation relating to that facility inspection.

B. Annual Inspection Process


1. DJJ shall contact the facility prior to the annual inspection to arrange a suitable date.

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2. Designated DJJ staff shall tour and inspect all areas of the facility where juveniles are detained and all areas of the facility providing services to detained juveniles to include:
 - a. Kitchen;
 - b. Laundry; and,
 - c. Medical facilities.
3. Designated DJJ staff shall submit the inspection report to the Quality Assurance Branch Manager.
4. If the designated DJJ staff discovers an area of noncompliance that constitutes a significant health or safety risk for juveniles or facility staff, the designated DJJ staff shall immediately notify the facility administrator and the Quality Assurance Branch Manager of the problem(s). The designated DJJ staff shall record the issues discussed with the facility in the inspection report.
5. The Quality Assurance Branch Manager or designee shall maintain a master list of all facility inspections detailing the relevant timeframes for each facility, including the date of the annual inspection. Upon receipt of the inspection report, the Quality Assurance Branch Manager shall review the report. A copy of the completed report and attachments shall be forwarded to the facility.

V. MONITORING MECHANISM

This activity shall be monitored by the Quality Assurance Branch.

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Complaint Investigations of Secure Juvenile Detention Centers and Juvenile Holding Facilities		
POLICY NUMBER: DJJ 731		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice shall classify and investigate complaints lodged against regional juvenile detention centers under the jurisdiction of the Department of Juvenile Justice as well as those entities which operate juvenile facilities governed by the provisions of KRS Chapter 15A.

II. APPLICABILITY

This policy is applicable to all Department of Juvenile Justice staff who administer and enforce the provisions of KRS Chapter 15A.

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

- A. Department of Juvenile Justice staff shall notify the Superintendent and forwarded to Ombudsman any complaints received. Special incidents shall be referred to the Internal Investigation Branch (IIB).
- B. The Ombudsman shall upon notification of a complaint investigate the complaint as follows:
 - 1. Investigate the complaints by the procedure required for the most serious allegation.
 - 2. Maintain a record of all complaints received and their outcomes.
 - 3. Investigate the complaint for violations of applicable laws, standards, and policies. The investigation may be conducted indirectly through conferencing only if the complaint can be thoroughly investigated and all pertinent information obtained. Direct investigation may be conducted by

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visiting the juvenile detention or juvenile holding facility and interviewing the juveniles, if available, the administrator, and other appropriate staff.

4. The Ombudsman may refer complaints to the Superintendent or designee for information gathering or investigation.
 5. The Ombudsman shall review facility records to obtain written documentation available that pertains to the complaint.
- C. Abuse complaints (Special Incident) at DJJ operated facilities shall be forwarded to the IIB.
- D. Complaints which appear to be violations of law shall be forwarded to the IIB.
- E. Completed investigations by the Ombudsman shall be put in written form and forwarded to the Deputy Commissioner of Operations and the Division Director. The final investigation report shall contain the following information:
1. Date, time complaint(s) is received;
 2. Name of person initiating the complaint(s);
 3. Nature of complaint(s);
 4. Narrative explanation of the investigative process:
 - a. Listing of each complaint;
 - b. How each complaint was investigated (facility visit, interviews, record review, etc.).
 5. Any related KRS or DJJ policy;
 6. Conclusion: if complaint was substantiated and why or if complaint was not substantiated;
 7. Recommended course of action on each substantiated complaint;
 8. Supporting documentation:
 - a. Interviews;
 - b. Facility inspection observations, including pictures if appropriate;
 - c. Facility Policies/Procedures;
 - d. Other relevant information as deemed appropriate;
 9. Date investigation completed;
 10. Name of person completing investigative report.
- F. The individual initiating the complaint shall be notified in writing of the investigations findings by the Quality Assurance Branch Manager.

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V. MONITORING MECHANISM

This activity shall be monitored by the Ombudsman and the Office of Commissioner or designee.