



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

**REFERENCES:**  
3-JDF-1A-13, 21, 22  
3-JCRF-1A-03, 12, 13; 1C-01;  
3A-01  
1-JDTP-1A-10, 16  
2-CO-1A-05, 09, 25  
1-CTA-1A-03, 12

**SERIES: Administration**

**AUTHORITY: KRS 15A.065**

**SUBJECT: Promulgation and Revision of  
Department Policy**

**POLICY NUMBER: DJJPP 100.1**

**TOTAL PAGES: 4**

**EFFECTIVE DATE: 5/4/2026**

**APPROVAL: Randy White, COMMISSIONER**

## **I. POLICY**

A manual of uniform policies and procedures expressing Department of Juvenile Justice (DJJ) philosophy, goals, and operational procedures shall be developed and maintained. The manual of policies and procedures for the department shall be accessible to all employees and to the public. The manual shall be reviewed at least annually and updated as needed.

## **II. APPLICABILITY**

This policy shall apply to DJJ employees.

## **III. DEFINITIONS**

Refer to DJJPP Series 100.

## **IV. PROCEDURES**

- A. The Division Director of Compliance and the Policy Development Branch shall provide oversight and coordination of the development, review, revision, and distribution of the Department of Juvenile Justice and Procedures (DJJPP) manual. The agency shall establish policies and procedures for the achievement of the department's administrative and functional goals.
- B. The responsibility for the DJJPP manual is assigned to the Division of Compliance, Policy Development Branch. The Division Director of Compliance, or designee shall assign policy staff to maintain a database of all policy revisions and facilitate the policy review process.
- C. Each DJJPP manual series shall include the following sections:
  1. Section I: Policy Statement. This section shall set forth the general purpose of the policy and outline the department's general expectations and goals.

<b>POLICY NUMBER</b> DJJPP 100.1	<b>EFFECTIVE DATE</b> 5/4/2026	<b>PAGE NUMBER</b> 2 of 4
-------------------------------------	-----------------------------------	------------------------------

2. Section II: Applicability. This section shall outline all applicable persons or programs.
  3. Section III: Definitions. This section shall refer staff to the definitions chapter that defines terms that may not be generally understood by the reader of the policy.
  4. Section IV: Procedures. This section shall outline general procedures that are to be followed by DJJ staff, volunteers, and contractors in implementing the policy and any requirements that apply to DJJ juveniles.
  5. Section V: Monitoring Mechanism. This section shall outline the organizational units responsible for monitoring activities related to and any time frames required by the policy to ensure that the policy is implemented.
  6. The header of each policy shall identify the Kentucky Revised Statute (KRS) which authorizes the promulgation of the policy, any applicable Kentucky Administrative Regulation (KAR) governing the same area of the policy, any federal law governing the content of the policy, the American Correctional Association (ACA) accreditation standards relating to the policy, the policy series, the subject, the policy number, the name of the Commissioner under which the policy was promulgated, and the effective date.
- D. Once promulgated, policy shall remain in effect until revised or deleted by action of the Commissioner or by action of the Legislative Research Commission (LRC).
- E. DJJ policy shall comply with applicable federal and state laws.
- F. Standard Policy Review and New Policy Proposal Process
1. The DJJPP manual shall be reviewed annually by series to ensure it remains accurate, appropriate, and contributes to the effective operation of the department.
  2. The Division Director of Compliance or designee shall forward electronically, the notice of the schedule for the annual review of each set of series to all DJJ staff. This notice shall include a closing date for comments.
  3. Staff shall be encouraged to participate actively in the development and review of policy and procedure and agency forms.
  4. DJJ staff may submit a recommendation for new policy or proposed revision of existing policy, with justification, through the chain of command to the respective Executive Director.
  5. Upon approval, the respective director shall forward the recommendations to the Division Director of Compliance or designee.
  6. All comments shall be submitted by the review closing date.

<b>POLICY NUMBER</b> <b>DJJPP 100.1</b>	<b>EFFECTIVE DATE</b> <b>5/4/2026</b>	<b>PAGE NUMBER</b> <b>3 of 4</b>
--	--	-------------------------------------

7. Policy staff shall convene a workgroup consisting of representatives designated by the affected director, to review the respective series and submitted recommendations.
8. The Division Director of Compliance or designee shall forward the proposed policy revisions completed by the workgroup to executive staff for review. Recommended changes shall be submitted to the Division Director of Compliance, or designee.
9. The Division Director of Compliance or designee shall submit proposed draft revisions to the Executive Directors for review and approval. Policy staff shall make any modifications requested by the Executive Directors.
10. The Division Director of Compliance and the Mental Health Authority shall have final approval authority within the workgroup review for recommendations relating to medical and mental health issues.
11. If the policy changes do not infringe upon regulations, in the opinion of an attorney from the Justice and Public Safety Cabinet Office of Legal Services (OLS), the Division Director of Compliance may proceed to IV.F.12. If the policy could impact regulatory issues per KRS Chapter 13A, the Division Director or designee shall submit the approved draft revisions to OLS for approval. Any changes shall be reconciled between OLS, the Executive Director of the applicable division, and the Commissioner, with the Commissioner having final authority on all reconciliations.
12. The Division Director of Compliance or designee shall compile a final version of the policy and submit it to the Commissioner for final review and approval.

**G. Responsive Policy Process**

1. The Commissioner may direct the Division of Compliance to schedule a work group to address an individual policy, or small group of policies.
2. If the Commissioner directs changes to be made, the Policy Development Branch shall schedule a work group to occur within two (2) weeks, and the work group shall be composed of subject matter experts and affected departments.
3. This work group shall meet at least every two (2) weeks until a policy is sent to the Division Director of Compliance, whereupon the policy will proceed through the approval chain described in IV.H. 8-12.

**H. Policy and Procedure Approval**

1. The Commissioner shall have sole authority to approve DJJ Policy and Procedure. The Commissioner may approve, disapprove, or defer action on any proposal for new policy, revision, or deletion of a policy.
2. Upon completion of the department administrative review and revision process, proposed policy not requiring Justice and Public Safety Cabinet approval or Legislative Research Commission (LRC) filing, shall be approved by the Commissioner and become effective immediately.

<b>POLICY NUMBER</b> <b>DJJPP 100.1</b>	<b>EFFECTIVE DATE</b> <b>5/4/2026</b>	<b>PAGE NUMBER</b> <b>4 of 4</b>
--	--	-------------------------------------

3. The Division Director of Compliance or designee shall forward all the approved revised policies to the designated policy staff within the Justice and Public Safety Cabinet (Cabinet) for review and approval.
4. Upon approval by the Cabinet, policies shall be forwarded to the Division Director of Compliance or designee for filing with LRC.
5. The policy staff shall work collaboratively with the Justice and Public Safety Cabinet, Office of Legal Services, for the filing of new or revised policy with the LRC.

**I. Policy Distribution**

1. The Division of Compliance shall disseminate new or revised policies to all staff on the effective date. The Administrative Branch Manager for Policy Development or designee shall ensure policies are posted for public access.
2. The Division of Compliance and Division Directors shall collaborate to ensure training for appropriate staff on the new or revised policy occurs.
3. Administrative Managers shall be responsible for distribution of newly effective policy to all staff without e-mail access.
4. Administrative Managers shall be responsible for ensuring that hard copies of the DJJPP Manual are strategically located and available to staff, contracted staff, and volunteers.
5. The DJJPP Manual shall be available to the public through department's government website (<http://djj.ky.gov>).

**V. MONITORING MECHANISM**

Monitoring shall be the responsibility of the Division Director of Compliance and the Commissioner's Office.