



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

REFERENCES:
3-JDF-1A-33; 1C- 15, 21, 22
3-JCRF-1A-20, 21; 1C-05, 17
1-JDTP-1A-26; 1C-18, 24, 25
4-JCF-6F-01, 6G-06
1-CO-1A-29; 1C-04, 20, 24

SERIES: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Code of Ethics

POLICY NUMBER: DJJPP 102

TOTAL PAGES: 4

EFFECTIVE DATE: 5/5/2026

APPROVAL: Randy White, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall expect honesty, integrity, and a commitment to professional and compassionate service from staff. The department shall require a drug-free workplace.

II. APPLICABILITY

This policy shall be applicable to all DJJ staff.

III. DEFINITIONS

Refer to DJJPP Series 100.

IV. PROCEDURES

- A. Each employee shall adhere to the requirements of KRS 11A.020 (Prohibited conduct for public servants). To meet the ethical standards prescribed by this policy, an employee shall adhere to the KRS 11A.005 through 11A.045 (Executive Branch Code of Ethics) and the standards of conduct set forth.
- B. Staff shall respect and protect the civil and legal rights of juveniles under the care, custody, and control of the department.
- C. Staff shall serve each juvenile with appropriate concern for their welfare and with no purpose of personal gain.
- D. Relationships with colleagues shall be of such character as to promote mutual respect within the profession and improvement of its quality of service.
- E. Staff shall not influence other staff to violate the standards of ethical conduct.
- F. Confidential Information
 1. Per KRS 11A.040(1), an employee shall sign the Employee Confidentiality and Security Agreement prior to beginning employment or prior to accessing any confidential information. The original agreement shall be kept in the employee's electronic department personnel file.

POLICY NUMBER DJJPP 102	EFFECTIVE DATE 5/5/2026	PAGE NUMBER 2 of 4
--	--	-------------------------------------

2. Any release of confidential information shall require the prior consent of the appropriate authority within the department. Failure to obtain prior approval may be grounds for disciplinary or other appropriate action.
 3. If it is determined that an employee released confidential information to anyone not authorized to receive the information, the employee may be prosecuted in accordance with department policy, state or federal law, including KRS 11A.990.
 4. Staff shall maintain the confidentiality of juvenile records and information per KRS 610.320 and 610.340.
- G. Staff shall respect and protect the right of the public to be safeguarded from criminal activity.
- H. Staff shall report any corrupt, unethical behavior, or policy violations which may affect either a juvenile or the integrity of the organization, as well as any abuse or neglect as required by KRS 620.030 and 620.040.
- I. Staff shall not discriminate against any juvenile, other staff, or prospective staff on the basis of religion, race, sex, age, disability, national origin, color, sexual orientation, gender identity, genetic information, political affiliation, or veteran's status per KRS Chapter 334 and any other applicable law.
- J. Each employee shall follow the Executive Branch Ethics Code. Further, the "Guide to the Executive Branch Code of Ethics" published by the Executive Branch Ethics Commission shall provide employees additional guidance. DJJ employees shall be directed to take available and necessary action to follow these guidelines and avoid even the appearance of unethical conduct.
- K. Employees shall not use their official position to secure privileges for themselves or others and shall not engage in activities that constitute a conflict of interest.
- L. Employees shall not act in their official capacity in any matter in which they have personal interest that may impair objectivity and create the appearance of conflict of interest.
- M. Political activities of employees shall be in compliance with KRS 18A.140.
- N. Workplace violence shall be prohibited and constitute grounds for disciplinary action and referral for criminal prosecution.
- O. DJJ staff shall comply with the Commonwealth of Kentucky's Drug-Free Workplace requirements as enacted by the Anti-Drug Abuse Act (P.L. 100-690).
1. Staff shall not be under the influence of alcohol or other drugs. The department has a zero-tolerance policy for the use of or being under the influence of drugs or alcohol. If a reasonable suspicion exists to believe a staff member may have alcohol or drugs in their system, which may adversely affect the staff member's job performance, the staff member may be requested to submit to a breathalyzer or other analysis, whether or not the staff member is on-site, off-site, or on leave of any type.
 2. Staff shall not work or be on the grounds of a department facility, office, or

POLICY NUMBER DJJPP 102	EFFECTIVE DATE 5/5/2026	PAGE NUMBER 3 of 4
--	--	-------------------------------------

operate a state vehicle with more than 0.00 percent by weight of alcohol in their blood. Registering any level of intoxication in an employee's system by itself may be sufficient for disciplinary action but shall be considered with all other aspects of behavior in determining the impact on job performance.

3. Refusal to submit to a breathalyzer test or other analysis may be grounds for disciplinary action. Staff who refuse to submit to these tests shall be in violation of the department's zero-tolerance policy and may be disciplined up to and including termination for violating DJJPP 104's mandate for all staff to obey lawful orders. Staff who refuse to submit to these tests shall be instructed to leave the department facility or office and may be prohibited from returning.
 4. If a staff member must use medication which may adversely affect job performance, the staff member shall notify their immediate supervisor.
 5. Staff found to be in violation shall be subject to discipline up to and including dismissal.
- P. If a staff member is arrested for or charged with any offense, other than a minor traffic violation, or have actual knowledge that there is an outstanding warrant for their arrest, they shall notify their immediate supervisor, if available, or the highest-level supervisor on duty. This shall include being served with a domestic violence order or an emergency protective order where the staff member is a respondent. This report shall be made prior to their next scheduled shift. Staff shall not be relieved of the responsibility of providing notice or reporting to work as a result of being detained.
1. Staff shall furnish their supervisor with the name of the charging authority, the city or county where the charges are filed, and the next court date assigned to them.
 2. The supervisor, upon notification of the staff arrest or charge, shall communicate by e-mail through the chain of command, to the Division Director, the details of the incident.
 3. The Division Director shall immediately notify the Executive Director, Department of Juvenile Justice Human Resources (DJJ HR) Branch Manager, and the Commissioner by e-mail.
 4. Staff shall be subject to discipline up to and including dismissal for failure to comply.
- Q. If a staff member becomes aware that they are the subject of an investigation of child abuse, neglect, or dependency, they shall notify their immediate supervisor, if available, or the highest-level supervisor on-duty. This report shall be made prior to their next scheduled shift.
1. Staff shall furnish the supervisor with documentation detailing the circumstances of the investigation.
 2. The supervisor, upon notification of the investigation shall communicate by e-

POLICY NUMBER DJJPP 102	EFFECTIVE DATE 5/5/2026	PAGE NUMBER 4 of 4
--	--	-------------------------------------

mail through the chain of command to the Division Director, the details of the incident.

3. The Division Director shall immediately notify the Executive Director, the DJJ HR Branch Manager, the Justice and Public Safety Cabinet Office of Legal Services (OLS) Executive Director, and the Commissioner by e-mail.
 4. Staff shall be subject to discipline up to and including dismissal for failure to comply.
- R. If a licensed employee has actual knowledge that their licensure or certification is under investigation, suspension, or revocation, they shall notify their immediate supervisor, if available, or the highest-level supervisor on duty. This report shall be made prior to their next scheduled shift.
1. Staff shall furnish the supervisor with documentation detailing the circumstances of the investigation, suspension, or revocation.
 2. The supervisor, upon notification of the investigation, suspension, or revocation, shall communicate details of the incident via e-mail through the chain of command to their Division Director.
 3. The Division Director shall immediately notify the Executive Director, the DJJ HR Branch Manager, OLS Executive Director and the Commissioner by e-mail.
 4. Staff shall not perform any work requiring licensure or certification if their licensure or certification has been suspended.
 5. Staff shall be subject to discipline up to and including dismissal for failure to comply.

V. MONITORING MECHANISM

Monitoring shall be done by all supervisors on an ongoing basis.