



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

**REFERENCES:
1-JDTP-1C-04;
1-JDTP-3E-09**

CHAPTER: Day Treatment Services

**AUTHORITY: KRS
15A.0652**

**SUBJECT: Staff Requirements for the
Supervision of Students**

POLICY NUMBER: DJJ 1021

TOTAL PAGES: 2

EFFECTIVE DATE: 4/05/2019

APPROVAL: Carey D. Cockerell

, COMMISSIONER

I. POLICY

Staffing for the supervision of students shall be sufficient to ensure the safety of students and staff, to maintain the security of the program, and to facilitate student access to staff, programs, and services.

II. APPLICABILITY

This policy shall apply to Department of Juvenile Justice (DJJ) operated day treatment programs.

III. DEFINITION

Refer to Chapter 1000.

IV. PROCEDURES

- A. Staff shall be responsible for providing adequate supervision of students, including monitoring movement of students into and out of the facility.
- B. Minimum staffing ratio shall be one (1) Youth Worker (YW) on duty for every twelve (12) students in the program.
 - 1 Each program shall have a YW supervisor or higher level supervisor within that chain of command on duty. A YW III may serve as back-up supervisor once approved by the Superintendent.
 2. In an emergency situation a Superintendent may utilize other approved physical management certified DJJ staff to fulfill required YW staff coverage on a shift-by-shift basis.

POLICY NUMBER DJJ 1021	EFFECTIVE DATE 4/05/2019	PAGE NUMBER 2 of 2
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D. Gender Requirement

1. A facility with both male and female students shall have at least one (1) staff member of each gender on duty at all times.
 2. A facility with a single gender of students shall have a staff member of the same gender on duty at all times.
- E. Each staff supervising students shall be trained in the facility emergency preparedness plans and certified in emergency first aid procedures, including cardiopulmonary resuscitation (CPR) and approved physical management techniques.
- F. When both males and females are in attendance at 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 in the shift report and program log book.
- G. In order to determine the staffing and scheduling needs of a facility, the following shall be taken into consideration:
1. Holidays;
 2. Regular days off;
 3. Annual training requirements;
 4. Annual leave;
 5. Average sick leave; and
 6. Ability to provide relief to staff for mandated breaks.

V. MONITORING MECHANISM

- A. The Superintendent shall ensure that staff scheduling meets the requirements of this policy.
- B. The Quality Assurance (QA) Branch shall review for compliance during yearly monitoring.