

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 1-JDTP-3D-04
CHAPTER: Day Treatment Services		AUTHORITY: KRS 15A.0652
SUBJECT: Instructional Staffing		
POLICY NUMBER: DJJ 1022		
TOTAL PAGES: 2		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department of Juvenile Justice (DJJ) shall ensure that educational and technical staff is in compliance with federal and state laws and regulations. Compliance shall be ensured through written agreements between the Department of Juvenile Justice (DJJ), local school districts, and the Office of Career and Technical Education (OCTE).

II. APPLICABILITY

This policy shall apply to each DJJ operated day treatment program.

III. DEFINITION

Refer to Chapter 1000.

IV. PROCEDURES

- A. DJJ Education Branch staff and the Office of Legal Counsel shall be responsible for reviewing the contents of the written agreements for educational services staff.
- B. The Superintendent shall meet annually with the school administrator, DJJ Education Branch staff, and OCTE to plan for the following school year's teaching staff needs.
- C. The Superintendent or designee and DJJ Education Branch staff shall be represented on the OCTE interview panel for hiring technical instructional staff.
- D. The Superintendent, DJJ Education Branch staff, and OCTE shall provide administrative supervision of the technical instructors.

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E. The Superintendent, DJJ Education Branch staff, and OCTE shall provide program orientation to new educational and technical education personnel prior to those personnel working with the student. The orientation shall include DJJ policies and procedures regarding personal conduct, supervision of students, special incident reporting, and other relevant laws and regulations that apply.

V. MONITORING MECHANISM

The Facilities Regional Administrator (FRA), Superintendent, and Education Branch shall monitor these activities.