



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

**REFERENCES:
505 KAR 1:110
3-JTS-1A-21
1-JDTP-1A-18**

CHAPTER: Program Services

AUTHORITY: KRS 15A.0652

SUBJECT: Youth Council

POLICY NUMBER: DJJ 314

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EFFECTIVE DATE: 4/05/2019

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, COMMISSIONER

I. POLICY

Each Department of Juvenile Justice (DJJ) program shall have a Youth Council which meets monthly with the Superintendent or designee.

II. APPLICABILITY

This policy shall apply to each DJJ group home and youth development center (YDC).

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

- A. The youth council shall include representatives from each unit, cottage, or group who shall present youth concerns.
- B. Each facility's Standard Operating Procedures (SOPs) shall address the criteria for selection of youth representatives and shall establish protocol for youth council meetings.
- C. The youth council shall discuss and offer recommendations to the Superintendent on issues to include the following:
 1. Staff and youth relations;
 2. Programming issues;
 3. Physical plant concerns;
 4. Recreation;
 5. Education;
 6. Health and dietary issues; and
 7. Youth activity fund.

POLICY NUMBER DJJ 314	EFFECTIVE DATE 4/05/2019	PAGE NUMBER 2 of 2
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- D. Written minutes shall be kept of each youth council meeting and shall be held on file for three (3) years by the Superintendent or designee. The Superintendent or designee and all participants shall sign an attendance sheet at the meeting.
- E. Information gathered, from the youth council meetings, shall be used to resolve problems and to improve facility programs and services via immediate, short term actions or long term goals and objectives of the facility.

V. MONITORING MECHANISM

The Superintendent shall ensure that youth council meetings are held monthly.