

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5A-07, 08, 09, 5H-03, 06, 07
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Detention Risk Assessment		
POLICY NUMBER: DJJ 703		
TOTAL PAGES: 3		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

The Department shall use a detention screening instrument to enhance decision making regarding the appropriate placement of a juvenile in the continuum of detention programs/services pending disposition.

II. APPLICABILITY

This policy shall apply to all Detention Alternative Coordinators (DAC).

III. DEFINITIONS

Refer to Chapter 700.

IV. PROCEDURES

A. General

1. Juveniles ordered to be detained shall be assessed, by the DAC, upon returning from an initial detention hearing or ordered to serve a number of days post-adjudication. The exception shall be for juveniles meeting conditions for mandatory secure detention pursuant to KRS 610.265(2)(b)1 and juveniles ordered to serve only weekends post-adjudication. A report shall be sent to the courts regarding placement options for all those meeting assessed youth meeting criteria for Alternative to Detention placement.
2. Juveniles in pre-adjudication status that the DAC is considering asking for an alternative to secure detention shall be assessed using the detention risk assessment instrument.

B. Human Trafficking Screening

1. The DAC shall complete a human trafficking screening for every juvenile ordered to be detained during the alternative to detention assessment.
2. If the juvenile scores a yes for any item on the screening tool, or self-reports anytime thereafter, the DAC conducting the screening or receiving the report shall:

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- a. Immediately notify the Cabinet for Health and Family Services via the Child Protective Services hotline at 1-877-KYSAFE1 or the Kentucky Online Child/Adult Protective Services Reporting System at <https://prd.chfs.ky.gov/ReportAbuse/home.aspx>;
 - b. Fax a letter of notification to the Department of Public Advocacy (DPA) or known attorney and the District Court in the county in which the juvenile was arrested, no later than the next business day or prior to the juvenile's next court appearance, whichever comes first;
 - c. If the juvenile is a resident of or has resided in another state or country within the last year, call the National Human Trafficking Hotline at 1-888-373-7888 and notify the DJJ Interstate Compact Office;
 - d. If the youth is a foreign national, contact the Catholic Charities of Louisville at 502-974-4947 to request assistance with an eligibility letter and coordinating support services; and
 - e. Up-line to the next line supervisor and DJJ Office of Legal Services.
3. The screening shall be uploaded and maintained in the ATD Tracking program.

C. Alternative to Secure Detention Programs

Juveniles who receive a score on the detention risk assessment instrument indicating eligibility for the alternative detention program shall be further evaluated through use of the risk/needs assessment instrument, and other information obtained deemed appropriate.

D. Administrative Override

1. The administrative override shall be utilized by the DAC when relevant issues relating to a juvenile are not reflected in the results of the detention risk assessment instrument or the risk/needs assessment instrument. The DAC shall determine when consideration of additional information requires that the juvenile be confined in a manner other than that indicated by the screening instruments. The DAC shall consider all aggravating and mitigating circumstances at the time the screening tools are administered.
 2. The DAC shall exercise the administrative override by completing the administrative override section of the detention risk assessment instrument, stating the reason for the override and by signing and dating the override authorization. All overrides shall be approved by the Alternative Services Branch Manager or designee.
- E. All completed Risk Assessments shall be documented in the Alternative to Detention tracking program.
- F. Alternative placements shall be documented in the juvenile's Alternative to Detention tracking program and in detention records and reports. Such documentation shall include:

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1. Name of the juvenile;
 2. Beginning date/time of alternative placement;
 3. Date/time alternative placement ended;
 4. Reason the alternative placement ended;
 5. Type of placement;
 6. Where juvenile went upon release; and
 7. Other pertinent information.
- G. Detention daily population reports shall identify juveniles placed in alternative programs including date entered and released.
- H. Juveniles in secure detention or in an alternative to secure detention placement shall remain in the custody of DJJ until officially discharged per court order or DJJ action.

V. MONITORING MECHANISM

The Divisions of Placement Services and Quality Assurance Branch shall monitor compliance with this policy.