

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:110
CHAPTER: Program Services		AUTHORITY: KRS Chapter 439: KRS 15A.0652, 640.120.
SUBJECT: Youthful Offender Parole		
POLICY NUMBER: DJJ 351		
TOTAL PAGES: 3		
EFFECTIVE DATE: 4/05/2019		
APPROVAL: Carey D. Cockerell		, COMMISSIONER

I. POLICY

Pursuant to Kentucky Revised (KRS) 640.080(1), youthful offenders (YOs) shall be subject to the jurisdiction of the Kentucky Parole Board and may be placed on parole to the Department of Corrections (DOC).

II. APPLICABILITY

This policy shall apply to YOs in Department of Juvenile Justice (DJJ) residential placement.

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

- A. The parole board shall be notified as soon as possible or at a minimum of sixty-five (65) days prior to the parole eligibility date, the Superintendent or designee shall forward one (1) copy of the youth's Pre-Parole Progress Report, most recent psychological evaluation and disciplinary incident reports to the Offender Information Administrator for inclusion in the classification file.
- B. The Offender Information Administrator shall submit the classification file to the Kentucky Parole Board when a YO is eligible for parole consideration thirty (30) days prior to the parole eligibility month. The Parole Board shall notify the facility of the parole hearing date and time.
- C. The parole hearing may take place via teleconferencing or videoconferencing. If this is not possible at the placed facility, arrangements shall be made by facility staff with an alternate facility.

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- D. Facility staff shall maintain custody and control of the youth during the hearing. Staff shall have the facility file present at the hearing.
- E. When the Kentucky Parole Board recommends parole, the Division of Probation and Parole shall have responsibility to investigate the youth's parole planning investigation request and report the findings to the Kentucky Parole Board.
- F. When the parent or caregiver or placement resource is out-of-state, it shall be the responsibility of the Division of Probation and Parole to initiate a request for out-of-state placement through Interstate Compact.
- G. When the parole planning investigation request is approved, the Kentucky Parole Board shall issue a parole certificate. The youth shall not be discharged without a parole certificate.
- H. DOC shall notify DJJ Offender Information Administrator or designee that a Parole Certificate is ready. The DJJ Offender Information Administrator or designee shall then notify the facility counselor and superintendent that the Parole Certificate is ready.
- I. The facility counselor shall arrange transportation to the office of the youth's DOC Parole Officer. This coordination shall involve the DJJ Transportation Branch Manager or designee, the youth's DOC Parole Officer, and the youth's DJJ Juvenile Service Worker (JSW). The youth's parent or caregiver shall not transport the youth.
- J. Upon arrival at the DOC Parole Office, the youth shall sign the parole certificate terms.
- K. The JSW shall meet the youth and DJJ Transportation representative at the Parole Office and sign the transportation release.
- L. When the youth arrives at the office of the DOC Parole Officer and signs the parole certificate terms the youth shall be considered released from DJJ supervision.
- M. The JSW shall notify the DJJ Offender Information Administrator and facility counselor when the youth has signed the parole certificate terms.
- N. The JSW and the facility counselor shall document the transfer of supervision to the Division of Probation and Parole and shall process the youth's DJJ file for closure.
- O. The facility Notice of Discharge shall be forwarded by the Superintendent or designee to the following individuals:
 - 1. The judge of the circuit court in the jurisdiction of commitment and to which the youth shall be released or if the name of the judge is not known, notice shall be forwarded to the circuit court;

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2. The commonwealth attorney in the jurisdiction to which the youth shall be released;
 3. The county attorney in the jurisdiction to which the youth shall be released;
 4. The sheriff of the county to which the youth shall be released (faxed copy). Written copy shall be forwarded within twenty-four (24) hours;
 5. The chief of police in the city or county to which youth shall be released (faxed copy). Written copy shall be forwarded within twenty-four (24) hours;
 6. The state police in the district to which the youth shall be released (faxed copy). Written copy shall be forwarded within twenty-four (24) hours;
 7. The probation and parole office in the jurisdictions of commitment and to which the youth shall be released.
 8. The youth's attorney; and
 9. The JSW.
- P. Upon placement in a juvenile detention center the youth shall continue through the DOC revocation process.
- Q. If a youth is revoked and is sentenced to more than three (3) months the Offender Information Administrator shall notify the Director of Community and Mental Health, the Juvenile Services District Supervisor (JSDS), and the Regional Manager for completion of a placement packet.

V. MONITORING MECHANISM

- A. The Facilities Regional Administrator (FRA) or Regional Division Director and the Classification Branch Manager shall monitor this activity.
- B. The Offender Information Administrator shall monitor changes in parole procedure from DOC and shall notify the FRA of needed updates to training.