



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

REFERENCES:

CHAPTER: Revocation Program Processes

AUTHORITY: KRS 15A.065

SUBJECT: Program Services

POLICY NUMBER: DJJ 361

TOTAL PAGES: 3

EFFECTIVE DATE: 4/05/2019

APPROVAL: Carey D. Cockerell, COMMISSIONER

I. POLICY

A revocation program placement shall identify and address causative and contributory circumstances that led to violations of conditions of supervised placement resulting in the supervised placement revocation request, identify existing strengths, and develop a relapse prevention plan that includes providing recommendations to enhance successful re-entry to the community setting. The revocation program shall not exceed thirty (30) days.

II. APPLICABILITY

This policy shall apply to each Department of Juvenile Justice (DJJ) group home and youth development center (YDC) designated as a revocation program.

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

- A. Treatment shall be coordinated by the treatment team and shall utilize the following as sources for defining treatment objectives, if applicable:
1. Information obtained through interviewing the youth, the youth's parent or caregiver, Juvenile Service Worker (JSW), and mental health workers or community counseling providers;
 2. Community violations outlined in the notice of hearing charging letter submitted by the DJJ Office of Legal Counsel, paralegal consultant or designee or in the director's letter submitted by the Division Director of Community and Mental Health Services following the revocation hearing process;

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3. Youth's prior treatment history; and
 4. Out-of-home placement packet.
- B. Treatment Focus
1. The orientation treatment plan shall be developed at intake. Reference DJJPP Chapter 3 (Intake and Orientation).
 2. An individual treatment plan (ITP) shall be developed within ten (10) days of admission.
 - a. The focus of the ITP shall be relapse prevention with areas of focus identified in the notice of hearing charging letter or the director's letter.
 - b. Initial discharge planning shall be completed as part of the ITP conference.
 - c. The ITP shall be reviewed weekly by the treatment team, which shall require the JSW to participate.
- C. Successful Completion of the Revocation Program and Discharge Planning
1. Successful completion of the revocation program shall be outlined as follows:
 - a. Behaviorally compliant as evidenced by following program rules, order, and structure;
 - b. Active participation in counseling services. Reference DJJPP Chapter 3 (Counseling Services);
 - c. Completion of treatment assignments; and
 - d. Revision of the previously developed relapse prevention plan or completion of a relapse prevention plan.
 2. Discharge planning shall be outlined as follows:
 - a. The JSW shall submit a copy of the current or updated home evaluation at the ITP conference;
 - b. JSW shall submit a revised set of conditions of supervised placement to the revocation program for review with the youth and to obtain the youth's signature on the day of discharge; and
 - c. The revocation program shall coordinate for transportation of the youth upon discharge. Reference DJJPP Chapter 3 (Transportation of Youth).
 3. If the youth successfully completes the revocation program, the youth shall return to the community on conditions of supervised placement. The violations contained in the initial supervised placement revocation request resulting in the revocation program placement shall not be used in any future disciplinary revocation proceedings.
- D. Failure to Complete the Revocation Program and Discharge Planning
- If the youth fails to complete the revocation program, the following processes shall occur dependent upon the youth's placement prior to participation in the revocation program.

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1. If the youth was detained on a Commissioner's Warrant prior to waiving the probable cause hearing, the youth shall be returned to his previous detention placement.
 - a. The revocation program shall coordinate with DJJ Transportation for the youth's return to the former detention placement.
 - b. The revocation program shall notify the JSW and DJJ Office of Legal Counsel of the youth's return date to the former detention placement.
 - c. The DJJ Office of Legal Counsel, paralegal consultant shall schedule a supervised placement revocation hearing and notify all parties.
2. If the youth was not detained on a Commissioner's Warrant and was on community supervision prior to the supervised placement revocation hearing, the revocation program shall notify the JSW and the DJJ Office of Legal Counsel paralegal consultant of the program termination, the date of release, and the need for a community based revocation hearing to be scheduled. The youth shall be returned to the district office for a meeting with the JSW and parent or caregiver. Reference DJJPP Chapter 3 (Supervised Placement Revocation).
3. If the youth was placed by Classification after the completion of the supervised placement revocation process, an administrative transfer request (ATR) shall be submitted by the revocation program. Reference DJJPP Chapter 2 (Administrative Transfers) and the (Classification and Placement Manual).

V. MONITORING MECHANISM

The Quality Assurance (QA) Branch shall perform annual facility monitoring visits to ensure compliance with this policy. Monitoring shall be accomplished by the Superintendent, Treatment Director, or Counselor Supervisor.