	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-15-2 3-JDF-3A-26, 27 3-JDF-3B-04
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Definitions		
POLICY NUMBER: DJJ 700		
TOTAL PAGES: 5		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

The following definitions shall apply in the Department of Juvenile Justice Policy and Procedures Manual (DJJPP) 701 through 731.

II. DEFINITIONS

- A. "Absent without leave" or "AWOL" means a juvenile who is absent without permission from an alternative to detention placement or a DJJ probated or committed public offender or youthful offender is absent without permission while on conditions of probation, conditions awaiting placement, or who violates the terms or conditions of supervised placement.
- B. "Alternative to Secure Detention Program (ATD)" means any resource which provides a less restrictive environment than Secure Detention: e.g. emergency shelter care, court resource home, day reporting center, or home detention.
- C. "Cavity search" means a manual or instrument inspection of a person's anal, vaginal, or other body cavity by trained medical personnel.
- D. "Chemical agent" means non-lethal gases including Chlorobenzalmalononitrile (CS) gas and Oleoresin Capsicum (OC) gas, spray, and pepper ball delivery methods; and hexachloroethane (HC) smoke and similar chemicals used to control individuals or crowds. This does not include chloroacetophenone or hydrogen cyanide (CN) (chemical mace), which is not authorized for use within DJJ or for training.
- E. "Classification" means a process to determine the risks, needs, and requirements of youth.
- F. "Conductive energy device" means a device that functions by applying electrical impulses to the receiver, causing involuntary muscle contractions and temporary immobilization.
- G. "Contraband" is defined by KRS 520.010 (1) and includes tobacco, lighters, matches, pins, needles, sewing equipment, aerosol cans, toxic cosmetics (such as nail polish remover), modeling glue, cleaning fluids, paints, razors, tools, ropes, chains, extremely toxic house plants, broken articles, drug paraphernalia, as defined by KRS 218A.500, and any other item used to


subvert security measures, assist in an escape event, or as indicated by the facility Standard Operating Procedures.

- H. "Court resource home" means 24 hour custodial care in a home setting.
- I. "Dangerous contraband" is defined by KRS 520.010 (3) and means contraband which is capable of endangering the safety or security of a facility or persons therein, including dangerous instruments or deadly weapons as defined in KRS 500.080, saws, files, and similar metal cutting instruments, any controlled substance, any quantity of an alcoholic beverage, and any quantity of marijuana.
- J. "Deadly weapon" – see KRS 500.080(4).
- K. "Detention Alternative Coordinator (DAC)" means a person employed by the Department of Juvenile Justice that is responsible for the development of alternatives to secure detention programs, screening of youth to determine who is appropriate for non-secure detention, and oversight of the youth placed in these programs.
- L. "Detention Risk Assessment Instrument" means the scoring instrument used by the Department of Juvenile Justice to determine whether a youth should be placed in secure, non-secure, or home detention care.
- M. "Disciplinary review" means a non-judicial administrative procedure to determine if grounds exist to substantiate activity or privilege restriction or Room Confinement.
- N. "Disciplinary Review Committee" means staff empowered to conduct a Disciplinary Review.
- O. "DJJ" means Department of Juvenile Justice.
- P. "Electronic monitoring" means a supervision tool that provides electronic information about the youth's presence at, or absence from, his or her residence or other location.
- Q. "Escape" is defined by KRS 520.010(5).
- R. "Escorted day leave" means the authorized absence of a youth from the detention facility into the community for a period of less than 24-hours under direct escort and supervision of the detention center staff. May be referred to as furlough by the courts.
- S. "Fixed restraint" means the restraining of an individual to a bed or any stationary object. This technique is commonly referred to as "four/five-point restraint".
- T. "Grievance" means an actual or supposed circumstance regarded as just cause for complaint. A written statement in which a complaint or dissatisfaction is documented.
- U. "Home detention" means ordered supervision of youth in his or her own home with or without electronic monitoring.

- V. "ICR" means Individual Client Record.
- W. "Incident" means unusual event or occurrence in which youth behaviors compromise the health, safety, or security of youth or staff including:
1. Use of isolation;
 2. AWOL or escape;
 3. Assault by youth on youth;
 4. Assault by youth on staff;
 5. Major property destruction;
 6. Possession of contraband;
 7. Death of resident;
 8. Major injury;
 9. Suicide Attempt;
 10. Use of restraint;
 11. The taking of hostages;
 12. Medication error; or,
 13. Other.
- X. "Isolation" means the removal of a resident from the general population.
- Y. "Jail" means county jails and correctional or detention facilities, including correctional facilities defined in KRS 600.020 operated by and under the supervision of any political subdivision.
- Z. "JSW" means Juvenile Service Worker.
- AA. "Juvenile" means:
1. Any person probated, committed, or under the supervision of the Department of Juvenile Justice under KRS Chapter 600 who is subject to the jurisdiction of the juvenile court;
 2. Any youthful offender in the custody of the Department of Juvenile Justice prior to final sentencing; and
 3. Any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail as established in 28 C.F.R. § 115.5.
- BB. "Juvenile holding facility" means a physically secure setting which is an entirely separate facility or portion or wing of a building containing an adult jail, which provides total separation between juvenile and adult facility spatial areas and which is staffed by sufficient certified staff to provide twenty-four (24) hour per day supervision.
- CC. "Major rule violation" means a rule infraction that includes escape, Absent Without Leave, physical or sexual assault or threat of physical or sexual assault, major property destruction, possession of contraband, and chronic program disruption requiring due process.
- DD. "Mechanical restraint" means a device (handcuff, anklet, and waist chains) used by DJJ staff to restrict the free movement of a juvenile.

- EE. "Minor rule violation" means a violation of the facility's rules of conduct that does not require due process.
- FF. "One-to-one supervision" means when an individual staff member is assigned to directly supervise no more than one (1) youth. The staff shall stay within very close proximity to ensure constant supervision and immediate intervention if needed for safety reasons.
- GG. "Pat-down search" means a running of the hands over the clothed body of an inmate, detainee, or resident by an employee to determine whether the individual possesses contraband.
- HH. "Qualified mental health professional" or "QMHP" is defined by KRS 202A.011.
- II. "Reasonable suspicion" means a less stringent standard than probable cause requiring the authority acting to be able to point to specific and articulable facts that, taken together with rational inferences from those facts, reasonably warrant a belief that an individual may be in possession of contraband.
- JJ. "Room restriction" means a temporary removal of a youth from general population to a specified location for behavior management purposes for a maximum of 24 hours.
- KK. "Runaway" means any child under the juvenile jurisdictional age limit established by their home state who has run away from their residence without consent of the parent, legal guardian, person, or custodial agency entitled to their legal custody.
- LL. "Secure juvenile detention facility" is defined by KRS 15A.200(4).
- MM. "Security staff" means employees primarily responsible for the supervision and control of inmates, detainees, or residents in housing units, recreational areas, dining areas, and other program areas of the facility as established in 28 C.F.R. § 115.5.
- NN. "Special incident" means an act in which the health or welfare of a resident is harmed or threatened with harm by an offender, including if an offender:
1. Uses inappropriate or excessive force that results in injury;
 2. Uses inappropriate or excessive force that could result in an injury;
 3. Engages in any sexual activity to include any contact or interaction, which uses or allows, permits or encourages the use of a resident for the sexual gratification of the offender or another person;
 4. Uses inappropriate consequences as punishment such as exercise, harsh physical labor, or other physical consequences outside accepted practices.
- OO. "Staff-secure shelter" means 24-hour custodial care for youth in a non Department of Juvenile Justice staff secure setting.
- PP. "Status offender" means a youth who is accused of committing acts, which if committed by an adult, would not be a crime.

- QQ. "Strip search" means a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.
- RR. "Time-out" means the temporary removal of a youth from general programming for the youth to be given a chance to regain control of his or her behavior.
- SS. "Unescorted day leave" means the authorized absence from the detention center into the community for a period of less than 24-hours without escort or supervision, or under escort and supervision of anyone other than the detention center staff. May be referred to as furlough by the court system.
- TT. "Work detail" means daily work and chore assignments related to housekeeping, maintenance of the facility or its grounds, or personal hygiene needs.
- UU. "YWS" means Youth Worker Supervisor.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1A-20, 1A-25; 1B-03
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Detention Services Delivery System		
POLICY NUMBER: DJJ 700.1		
TOTAL PAGES: 3		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

The Department of Juvenile Justice shall implement and enforce the provisions of KRS Chapter 15A for operation of Juvenile Detention Facilities and Alternative Detention Programs. To effectively carry out this mission, DJJ shall operate:

- A. Secure juvenile detention centers, which provide confinement of juveniles determined to be violent or chronic offenders in highly structured environments. These facilities shall provide programs with a wide range of services including, education, counseling, acute medical and mental health care, behavior management, observation and assessment, as well as continuous supervision; and
- B. A comprehensive array of temporary community based alternative programs to secure detention for those juveniles charged with less serious offenses. For those juveniles determined eligible, placement shall be in the least restrictive and most appropriate setting available, which ensures the safety of the juvenile and the general public and that the juvenile shall remain crime free and appear as ordered in court.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers and community based alternative to detention programs.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

- A. Detention facilities providing services shall charge all contract users an equal per diem rate. The per diem rate charged shall include costs associated with temporary custody, care, supervision, program services, building maintenance, administrative overhead, and construction.
- B. Alternative programs and services shall be developed and to the extent that available resources allow, the continuum of services available shall include both home-based and residential options.


- C. The Detention Alternatives Coordinator shall develop and maintain an ongoing relationship with the judges, Court Designated Workers, public defenders, prosecutors, youth workers, and private childcare providers.
- D. DJJ shall provide, at least annually, to the court, the court designated worker program, public defenders, prosecutors, department workers, and other interested individuals a written program description guide listing all alternative programs available. The Detention Alternatives Coordinator, in collaboration with DJJ Central Office personnel, shall be responsible for the development and dissemination of the Annual Detention Alternatives Program Guide.
- E. DJJ shall inspect, at least annually, each registered secure juvenile detention facility to assure its compliance with administrative regulations.
- F. DJJ shall classify and investigate complaints lodged against any facility under the jurisdiction of DJJ.
- G. DJJ shall require all detention programs and services to be reviewed for efficiency and effectiveness on an annual basis corresponding to the state fiscal year.
- H. DJJ shall operate at least one female only facility.
- I. For male youth, DJJ shall operate both high-security detention facilities and low-security detention facilities.
 - 1. The “high-security” detention centers shall house male youth fourteen (14) years of age or older that are accused of having committed a Class C felony or above.
 - 2. The “low-security” detention centers shall house male youth thirteen (13) years of age or younger that are accused of having committed a Class C felony or above and all male youth that are accused of having committed a Class D felony or below.
- J. DJJ may determine and designate the detention center where a youth will be detained based on multiple factors such as safety, security, staffing needs, and the fluctuating number of youth at different locations. The sheriff or the jailer of a youth’s county shall transport the youth to the detention center designated by DJJ, unless DJJ agrees to conduct the transport.
- K. DJJ may transfer a youth initially placed at a low-security detention center to a high-security detention center if the youth has:

POLICY NUMBER DJJ 700.1	EFFECTIVE DATE	PAGE NUMBER 3 of 3
-----------------------------------	-----------------------	------------------------------

1. Injured, threatened, or endangered the life or health of self, another youth, or staff at the detention center;
2. Caused a significant disruption in a detention center through a documented pattern of misbehavior; or
3. Smuggled contraband into a detention center.

V. MONITORING MECHANISM

The Facilities Regional Administrator, the Division of Placement Services, and the Quality Assurance Branch shall be responsible for monitoring of this policy.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-1A-09, 5A-08
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Alternatives to Secure Detention		
POLICY NUMBER: DJJ 704		
TOTAL PAGES: 2		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

Alternatives to Secure Detention Programs shall be established for the purpose of providing a comprehensive continuum of community based programs, services and facilities for juveniles who require varying levels of custody and supervision on a temporary basis pending further legal action. Juveniles shall be placed in the least restrictive and most appropriate setting available to foster the safety of the juvenile, the safety of the public and to ensure that the juvenile will appear as ordered in court.

II. APPLICABILITY

This policy shall apply to all Detention Alternative Coordinators.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

- A. The Detention Alternatives Coordinator (DAC) shall be responsible for the supervision and coordination of the Alternative Programs to Secure Detention operated by DJJ.
- B. All juveniles shall be provided, in writing or in a language the juvenile understands, information that specifies the rights, responsibilities, behavior expectations, rules, and consequences for rule violations within the Alternative to Detention Program. The information shall clearly explain the grievance procedure for juveniles to follow in the alternative program. Each juvenile shall sign a form verifying that they have received a copy of the information and understand its contents.
- C. The following continuum, listed from least to most restrictive, shall be developed to the extent feasible:
 - 1. Home Detention

POLICY NUMBER DJJ 704	EFFECTIVE DATE	PAGE NUMBER 2 of 2
---------------------------------	-----------------------	------------------------------

2. Court Resource Homes
3. Staff-Secure Shelters

D. Electronic Monitoring


1. The DAC or designated contracted agency shall be trained in, and have responsibility for procurement, accountability and maintenance related to, the use of electronic monitoring equipment.
2. In the event of lost or stolen equipment the DAC shall up line an incident report.

E. Parent/Legal Custodian Rights Responsibilities

1. The juvenile and the parent, legal custodian, or adult caregiver responsible for the juvenile shall sign a statement agreeing to the terms and conditions of such program before the juvenile shall be permitted home detention.
2. The juvenile and parent shall be informed that the removal, purposeful damage, destruction or "loss" of electronic monitoring equipment by the juvenile may result in charges of Criminal Mischief II or Theft by Unlawful Taking and restitution may be ordered.
3. The parent or legal custodian of a juvenile placed in a court resource home or staff-secure shelter shall be permitted supervised visitation with the juvenile at either the residence or an established alternate site unless the court prohibits such contact, the juvenile refuses such visitation, or it is determined by the DAC that such a visitation is detrimental to the juvenile's safety or wellbeing.

V. MONITORING MECHANISM

Monitoring of this policy shall be provided by the Division of Placement Services and the Quality Assurance Branch.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Classification of Juveniles for Housing and Program Assignment		
POLICY NUMBER: DJJ 708		
TOTAL PAGES: 1		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

Juveniles shall be divided into housing units in accordance with a classification plan.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION


Refer to DJJPP 700.

IV. PROCEDURES

- A. Each juvenile detention center shall develop Standard Operating Procedures for the classification and assignment of juveniles to housing units and programs.
- B. The classification plan shall be used to divide juveniles so as to reduce known risk factors, (i.e. suicide, assaultive and disruptive behavior) and meet identified developmental as well as individual needs with available resources.
- C. The classification plan shall allow provisions for a juvenile placed in multiple occupancy sleeping rooms who demonstrate problems or incompatibility to be placed back into single occupancy sleeping rooms.

V. MONITORING MECHANISM

The Facility Superintendent and Facilities Regional Administrator shall have responsibility for monitoring compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-2B-06, 3A-07, 3A-08
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Bed Capacities and Staffing of Juvenile Detention Centers		
POLICY NUMBER: DJJ 707		
TOTAL PAGES: 2		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

The number of juveniles placed at any DJJ juvenile detention center shall not exceed the facility's recommended maximum bed capacity without notification forwarded to the Division Director. Adequate staff shall be maintained in each detention center to ensure the provision of necessary security, programs, and services.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

A. Facility Capacities

1. The Department of Juvenile Justice shall establish and maintain recommended maximum bed capacities at each of its Juvenile Detention Centers.
2. The Commissioner or designee may waive the capacity maximums if it is determined that a waiver does not seriously affect the security, supervision of juveniles, programs, or the safe, healthful, or efficient operation of the facility.


B. Required Staffing Levels

1. There shall be adequate staff at each DJJ juvenile detention center to provide reasonable security to all juveniles, ensure their wellbeing and to meet their individual and group needs. The Superintendent of the facility shall ensure there are sufficient staff. At no time shall any resident or group of residents be given control or authority over other residents.

2. At least one same sex staff member of the youth population shall be on duty at all times.
3. The system used to determine staffing shall include:
 - a. Holidays;
 - b. Regular days off;
 - c. Annual training requirements;
 - d. Annual leave;
 - e. Average sick leave; and
 - f. The ability to provide relief to staff for mandated breaks.

V. MONITORING MECHANISM

The Superintendent, Facilities Regional Administrator, Quality Assurance Branch, and the Deputy Commissioner for Operations shall have responsibility for monitoring compliance with this policy.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140
CHAPTER: Detention Services		AUTHORITY: KRS 15A.065
SUBJECT: Classification of Juveniles for Housing and Program Assignment		
POLICY NUMBER: DJJ 708		
TOTAL PAGES: 1		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

Juveniles shall be divided into housing units in accordance with a classification plan.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

- A. Each juvenile detention center shall develop Standard Operating Procedures for the classification and assignment of juveniles to housing units and programs.
- B. The classification plan shall be used to divide juveniles so as to reduce known risk factors, (i.e. suicide, assaultive and disruptive behavior) and meet identified developmental as well as individual needs with available resources.
- C. The classification plan shall allow provisions for a juvenile placed in multiple occupancy sleeping rooms who demonstrate problems or incompatibility to be placed back into single occupancy sleeping rooms.

V. MONITORING MECHANISM

The Facility Superintendent and Facilities Regional Administrator shall have responsibility for monitoring compliance with this policy. The Quality Assurance Branch shall conduct annual program audits.



**DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:140
3-JDF-3A-15
3-JDF-3A-26, 27**

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Transportation of Juvenile	
POLICY NUMBER: DJJ 711	
TOTAL PAGES: 2	
EFFECTIVE DATE:	
APPROVAL: Vicki Reed, COMMISSIONER	

I. POLICY

In accordance with KRS 605.080, following a court proceeding and pursuant to the order of the court, the sheriff, jailer or designee, or other contracted agency shall provide transportation of juveniles between the courts and detention. The Transportation Branch shall be responsible for transporting or making arrangements for transportation of committed juveniles from detention to a DJJ placement, between DJJ treatment programs and facilities, and home upon discharge. All travel arrangements for the juveniles that are under the supervision of the Department shall be commensurate with the security level required to ensure both the juvenile's and public safety.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

- A. Detention center staff shall be responsible for providing, securing, or assisting in the transportation of juveniles who are residing in the detention center and require medical, dental, mental health, or other specialized services.
- B. The Superintendent or designee shall be responsible to see that all pertinent paperwork and information is available to the service provider or receiving facility before the trip is completed.
- C. A juvenile being transported shall be transported in mechanical restraints suitable to the juvenile's custody level and as authorized for the high risk factors listed in section D.
- D. Chemical agents and conductive energy devices may be used as authorized by the Superintendent, Transportation Branch Manager, or designees to

transport juveniles who demonstrate high risk factors at or about the time of the transport or have a history of violence, AWOL incidents, or other related crimes.

- E. Mechanical restraints, chemical agents, and conductive energy devices shall be used in accordance with DJJPP 713 (Restraints).
- F. A juvenile being transported to or from a detention center shall be transported in a vehicle with a security screen. Personal vehicles shall not be used in the transporting of a juvenile by facility staff except as authorized by the Superintendent.
- G. DJJ staff transporting a juvenile shall observe the same gender requirements of KRS 605.080.
- H. Staff transporting a juvenile shall not carry or use a deadly weapon.
- I. Staff shall follow the usual or designated route at all times unless extraordinary or emergency conditions arise.
- J. Staff shall contact their supervisor if there is a thirty (30) minute or more delay or significant route change.
- K. If a juvenile transport becomes overdue by one (1) hour or more, without any contact from the transporter, the following shall occur:
 - 1. If the Transportation Branch is transporting a juvenile, the receiving facility Superintendent or designee shall contact the Transportation Branch manager to determine the location of and provision of assistance to the transporting unit; or
 - 2. If facility staff are transporting a juvenile, the facility Superintendent or designee shall coordinate efforts to determine the location of and provision of assistance to the transporting unit.
- L. Emergency contact phone numbers shall be kept in each vehicle to use in situations such as accidents, breakdowns, youth escapes, or other situations where the transporter may need assistance.
- M. Facility staff shall coordinate with the Transportation Branch for the transportation of committed juvenile released from detention to a community office. If the Transportation Branch cannot provide the transportation, the JSW shall assist with transporting the juvenile in a state vehicle from detention to the community placement. Except when the parent or guardian provides the transportation, the Department shall be responsible for the cost incurred.

V. MONITORING MECHANISM

Monitoring of transportation shall be done by the Superintendent or designee, the Facilities Regional Administrator and the Quality Assurance Branch.



**DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:140
3-JDF-3B-13**

CHAPTER: Detention Services

AUTHORITY: KRS 15A.065

SUBJECT: Escape/AWOL

POLICY NUMBER: DJJ 712

TOTAL PAGES: 5

EFFECTIVE DATE:

APPROVAL: Vicki Reed, COMMISSIONER

I. POLICY

When a juvenile is missing from his assigned area or placement, immediate appropriate procedures shall be followed to locate and return the juvenile.

II. APPLICABILITY

This policy shall apply to all regional juvenile detention centers and alternative to secure detention programs.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

A. General

1. Staff shall be alert to the possibility that any juvenile might escape or be absent without leave (AWOL). Staff shall take appropriate and well defined measures to prevent, when possible, a resident from being AWOL or escaping. All preventive measures shall ensure that the juvenile's civil rights are not violated or compromised.
2. Staff responding to an escape or AWOL situation shall not:
 - a. Go onto or enter private property without the express permission of the owner or legal occupier except for the sole purpose of obtaining such permission;
 - b. Carry or use a deadly weapon;
 - c. Use unnecessary force. Any use of restraint necessary in the course of return to custody shall be applied in accordance with DJJPP 713 (Restraints);
 - d. Engage in any activity that creates a hazardous or physically offensive condition;
 - e. Violate any law or ordinance; or,

f. Give permission to or use another juvenile in the search for, taking into custody, or the returning of a missing juvenile.

3. Each DJJ juvenile detention center shall establish Standard Operating Procedures for responding to an escape or AWOL situation. These procedures shall include coordination with local and state law enforcement agencies. These procedures shall be reviewed annually and updated as necessary. All staff shall undergo training in their respective programs regarding their escape or AWOL procedures.

B. ESCAPE FROM SECURE DETENION

1. Any staff who becomes aware of a missing juvenile shall immediately notify the supervisor and staff on duty. The supervisor shall immediately notify the Superintendent about the current situation and what actions have been taken to that point. A designated staff member shall immediately place a call from the facility to the 911 emergency operator (or directly to law enforcement in areas not having 911 service), followed by calls to the Kentucky State Police, and the law enforcement unit in the home locale of the missing juvenile.
2. After accounting for all other juveniles and ensuring their safety, the Superintendent may select available staff to conduct a search in the immediate vicinity of the facility or grounds from which the juvenile became missing.
3. If the missing juvenile is suspected to possess a deadly weapon or dangerous instrument, staff shall not proceed or do anything that may escalate the situation.
4. Law enforcement assumes primary responsibility in the search and apprehension of the juvenile. Facility staff shall provide full cooperation to law enforcement. The Superintendent or designee shall meet with law enforcement officials upon their arrival and fully brief them on the situation. A photograph of the missing juvenile shall be provided to law enforcement.
5. The Superintendent shall institute a formal record keeping process, other than the program log, to accurately document the events of the incident. This record shall be entered into the juvenile's record as an attachment to the incident report when completed. The progress notes may be utilized for this purpose. Particular attention shall be given to recording who was notified, when they were notified, and what actions were taken by the program site staff and others involved with the situation.
6. The Superintendent or designee shall immediately notify the Facility Regional Administrator (FRA). The FRA shall immediately contact the Regional Director. The Regional Director or designee shall immediately notify the Commissioner or designee. Written escape reports shall be

transmitted to the Regional Director and Commissioner's office as soon as possible.

7. The Office of the Commissioner shall notify the DJJ Office of Communications. The Office of Communications shall conduct or coordinate response to all media contacts and inquiries.
8. Within 2 hours of the escape, the juvenile's family or surrogates, the Court Designated Worker, and appropriate DJJ Juvenile Services personnel shall be notified. When notifying the juvenile's family, it shall be made clear that their assistance is requested in notifying the appropriate law enforcement agencies and DJJ agencies if the juvenile's location becomes known to them.
9. Notice shall be provided to the court within two hours of the incident for juveniles that are in detention who are not committed to the Department; or, within two hours of the start of the court's next business day if the incident occurred after hours or on a weekend or holiday.
10. The escape report shall be completed and transmitted to the Regional and Central Offices within 2 hours of an escape from secure detention.
11. Report of the incident shall be fully documented in compliance with DJJPP 715 (Incident Reports).
12. If the juvenile has an active order of commitment to DJJ, the assigned Juvenile Service Worker, with local or Kentucky State Police assistance, shall make phone contact with the juvenile's caregiver within 24 hours and maintain weekly contact for the duration of the AWOL.
13. The Superintendent or designee shall file escape charges with the local prosecutor as soon as possible.
14. The Court Designated Worker, appropriate DJJ Juvenile Service personnel, and the family shall be notified once the juvenile is returned to the program site or taken into custody by law enforcement.

C. ESCAPE DURING COMMUNITY VISIT/HOSPITALIZATION

If a juvenile becomes missing while on a community visit (i.e. medical visits, escorted community visit, etc.) or while hospitalized away from the secure detention facility for in-patient medical or psychiatric care, the following procedures shall apply:

1. After ensuring the safety and security of other residents who might be present, staff shall immediately place a call to the 911 emergency operator (or directly to law enforcement in areas not having 911 service). Law enforcement assumes primary responsibility in the search and apprehension of the juvenile.

POLICY NUMBER DJJ 712	EFFECTIVE DATE	PAGE NUMBER 4 of 5
--	-----------------------	-------------------------------------

2. After notifying law enforcement, staff shall act to insure immediate notification of the Superintendent as to the current situation and what actions have been taken to that point.
3. A designated staff member at the facility shall place calls to the Kentucky State Police, and the law enforcement unit in the home locale of the escapee.
4. All procedures outlined in Sections B. 3.-B. 13. of this policy shall be followed.

D. INVESTIGATION OF ESCAPE FROM SECURE DETENTION

1. The Superintendent or designee shall up-line the information to the Office of the Commissioner or designee as soon as possible about the escape.
2. The Internal Investigations Branch (IIB) shall be notified as soon as practical about the incident and ensure all investigative reports from the Superintendent or Regional Director are forwarded to IIB. Notice shall also be provided to the DJJ Construction Superintendent if immediate attention is required for correction of contributing major physical plant issues.
3. Copies of any investigative report shall be forwarded to the Facility Superintendent, and the Regional Director or designee by the Office of the Commissioner.
4. An action plan of correction or prevention shall be submitted by the Superintendent of the facility from which the escape occurred within fifteen (15) days following the receipt of an IIB investigation report or notification that IIB is declining to investigate. This plan shall be submitted through the Facilities Regional Administrator for up-lining to the Office of the Commissioner. These action plans shall require implementation dates and documented completions of outlined action steps.
4. After approval, copy of the plan shall be forwarded to the Office of the Commissioner or designee. Follow-up to determine if the plans of correction have been implemented shall be conducted by the Regional Director.


E. AWOL FROM ALTERNATIVE DETENTION PROGRAM

1. The Detention Alternative Coordinator or designee who becomes aware of a juvenile missing from his assigned Alternative Detention Placement shall immediately place a call to local law enforcement, the Kentucky State Police, and the law enforcement unit in the home locale of the escapee. Law enforcement assumes primary responsibility in the search and apprehension of the juvenile.

2. Within 2 hours of the escape, the juvenile's family or surrogates, the Court Designated Worker, and appropriate DJJ Juvenile Services personnel shall be notified. When notifying the juvenile's family, it shall be made clear that their assistance is requested in notifying the appropriate law enforcement agencies and DJJ agencies if the juvenile's location becomes known to them.
 3. The Detention Alternative Coordinator shall notify the Superintendent as to the current situation and what actions have been taken to that point.
 4. Report of the incident shall be fully documented in an incident report in compliance with DJJPP 715 (Incident Reports).
 5. Upon apprehension, the juvenile shall be returned to the juvenile detention center.
 6. The Court Designated Worker, appropriate DJJ Juvenile Service personnel, and the family shall be notified once the juvenile is returned to the program site or taken into custody by law enforcement.
- F. Investigations of AWOLs from alternative to detention may be initiated in accordance with the protocol for investigation of escape from secure detention at the discretion of the Office of the Commissioner.
- G. The Superintendent shall include in their quarterly and annual reports a summary of all incidents of escape or AWOL which occurred during that report time period.

V. MONITORING MECHANISM

The Facility Superintendent, Facilities Regional Administrator and the Quality Assurance Branch shall monitor compliance with this policy. Records maintained on incidents shall be reviewed by the Office of the Commissioner.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-3A-16, 3A-17, 3A-18, 3A-26, 3A-27, 3A-28, 3A-30
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Restraints		
POLICY NUMBER: DJJ 713		
TOTAL PAGES: 7		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

DJJ staff may use approved methods of defense-oriented physical restraints on juveniles as necessary for the protection of the juvenile, other juveniles, or staff as stated in this policy. DJJ staff may use mechanical restraints, chemical agents, and conductive energy devices as necessary for the protection of the juvenile, other juveniles, or staff as stated in this policy.

II. APPLICABILITY

This policy shall apply to all state-operated detention centers.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

A. Level One Use of Force: Physical Restraint

1. In the management of an aggressive juvenile, who presents an imminent risk of physical harm to self, staff, or peers, or significant damage to state property, only those skills that are non-punitive in nature and are approved by DJJ shall be used. DJJ shall be responsible for delivering ongoing training to program staff to ensure staff has the skills necessary to de-escalate situations and to reduce the need for physical intervention.
2. Facility staff, as designated by the Superintendent, who are required to use physical restraint shall hold current DJJ certification in approved methods of restraint before being allowed to restrain a juvenile without assistance of another certified staff.
3. Physical restraint shall not be used as punishment and shall be applied with the least amount of force possible.
4. The incident report documenting the use of physical management shall be completed within the timeframes specified in DJJPP 715 (Incident Report) and filed in the juvenile's record. The specific physical restraint technique(s) used shall be noted in the incident report.

POLICY NUMBER DJJ 713	EFFECTIVE DATE	PAGE NUMBER 2 of 7
---------------------------------	-----------------------	------------------------------

5. If an injury occurs in the course of a restraint, prompt medical attention to all injured parties shall be required. Injuries shall be documented in the incident report or First Report of Injury (WC1A-1) Form. The Superintendent shall conduct a thorough review of all incidents involving injury during restraint to determine if such incidents may be avoided in the future.
6. Health trained or medical staff shall assess the juvenile for injuries after a restraint and complete the required documentation.

B. Level Two Use of Force: Mechanical Restraints

1. Mechanical restraint equipment is intended to be used only as a control measure. Mechanical restraints shall not be used as a means of discipline or punishment, to retaliate, or for the convenience of staff. The mechanical restraint shall end as soon as the juvenile no longer poses a danger to self or others or a medical condition occurs putting the juvenile at risk of harm.
2. Mechanical restraints shall only be used:
 - a. As necessary for the protection of the juvenile, other juveniles, or staff, or to prevent property damage.
 - b. As a precaution against escape or assault during transport.
3. Minimum force shall be used in mechanical restraint application to reduce the possibility of injury to the juvenile and staff. Cuffs and leg shackles shall be double locked. The use of any type of restraint system other than mechanical restraints shall require the prior approval of the Office of the Commissioner.
4. A DJJ certification from the Division of Professional Development shall be required prior to applying mechanical restraints on a juvenile without assistance of another certified staff.
5. DJJ shall not use any type of restraint on female youth during active labor and the delivery of a child. Any exception shall require approval by, and guidance on, methodology from the Director of Medical Services and shall be based on documented serious security risks. The Director of Medical Services shall provide guidance on the use of restraints on pregnant youth prior to active labor and delivery.
6. The availability, control, and use of mechanical restraints shall be the responsibility of the Superintendent or designee.
7. The Superintendent or designee may grant authorization for the use of mechanical restraints for the purpose of regaining control. Designated staff shall notify the Superintendent on the use of mechanical restraints for regaining control. Staff applying the restraints shall justify that action in a detailed incident report.

8. Mechanical Restraint Inventory Documentation

- a. Mechanical restraints shall be maintained in a secure location accessible only by supervisory staff. Documentation shall be maintained for accountability of current location and use of mechanical restraints.
- b. An inventory of restraint equipment shall be maintained which notes:
 - 1) Number and type of handcuffs, leg shackles, restraining belts;
 - 2) Location of handcuffs, leg shackles, restraining belts.
- c. The Superintendent or designee shall review the mechanical restraint inventory records monthly, ensure listed equipment is secured and in proper working condition.
- d. A mechanical restraint use log shall be maintained which notes:
 - 1) Name of the staff authorizing the use of the restraint;
 - 2) Number and type(s) of restraint equipment issued;
 - 3) Date and time restraint equipment issued;
 - 4) Name of the staff applying restraint; and,
 - 5) Date and time restraint equipment was returned.
- e. The Superintendent or designee shall review the mechanical restraint use log and corresponding reports monthly.
- f. Reusable restraint equipment shall not be used on another person until it is properly cleaned and disinfected. Commercial products shall be available for disinfecting.

C. Level Three Force: Use of Fixed Restraint

1. Four or five point restraints that secure a juvenile to the bed, shall only be used if the juvenile is in danger of hurting himself or has assaulted others and lesser levels of restraint have not been effective in controlling the physical threat or potential for continued assault that the juvenile poses to himself or others and as set forth in policy.
2. Fixed restraint shall only be used after an order from the Treatment Director, Regional Psychologist, Director of Medical Services, or Chief of Mental Health Services.
3. The order shall indicate the reason for restraint, date and time of the order, maximum duration of the order, and criteria for release.
4. The Superintendent and Facilities Regional Administrator shall be notified within fifteen (15) minutes of any use of fixed restraint.
5. Minimum force shall be used in the application of fixed restraint to reduce the possibility of injury to the youth and to the staff.

6. The youth shall be searched before restraints are applied, except when circumstances prevent a search, in which case, the search shall take place as soon as possible after the restraints are applied.
7. A youth shall not be restrained in an unusual position, for example, hog tie.
8. A youth placed in fixed restraint shall be removed from the general population and public view to prevent embarrassment or ridicule.
9. A facility nurse or health-trained staff shall conduct an assessment of each youth every fifteen (15) minutes during the fixed restraint episode to check vital signs, circulation, nerve damage, airway obstruction, and psychological trauma. Documentation shall be made on the observation logs.
10. Hydration shall be offered to the youth at a minimum of every thirty (30) minutes or upon reasonable request and documented on the observation log.
11. Bathroom privileges shall be permitted at a minimum of every hour or upon reasonable request and documented on the observation log.
12. Proper nutrition shall be offered at each designated meal or snack time and documented on the observation log. The nutrition shall be offered in a manner easily consumed by the youth to reduce the risk of choking or other medical problems.
13. If no change in the youth's behavior occurs within the first thirty (30) minutes, the QMHP or Regional Psychologist shall begin the evaluation of the youth for possible referral to appropriate resources.
14. Continued use of the fixed restraint beyond one (1) hour shall require approval from the DJJ Director of Medical Services or Chief of Mental Health Services.
15. Re-evaluation of the need for fixed restraint shall occur in person at least every hour by the QMHP, Regional Psychologist, Director of Medical Services, or Chief of Mental Health Services.
16. Maximum duration for the use of fixed restraint shall not be more than two (2) hours.
17. At the discretion of the ordering clinician, the youth shall be released from the fixed restraint if the youth remains calm.
18. The youth shall be evaluated by a QMHP for continuing care after the removal of the fixed restraint.
19. The event shall be documented in an incident report. The incident report shall include the reason for the use of fixed restraint; all interventions attempted prior to the authorization of the fixed restraint; the duration of the fixed restraint; the person authorizing the fixed restraint; and the time the approval was received. The report shall be reviewed through the program channels to the Superintendent for compliance with policy and procedure.

20. The Division Director shall also review the documentation for compliance with policy and procedure with a copy of the results sent to the Deputy Commissioner of Operations.
21. If an injury occurs in the course of use of fixed restraint, it shall be fully documented. Prompt medical attention shall be required if injuries are serious enough to warrant anything other than first aid. The Superintendent shall conduct a thorough review of each incident involving injury during fixed restraint to determine if such incident may be avoided in the future.
22. A staff member shall be trained in the use of a fixed restraint before the staff member may use a fixed restraint.

D. Level Three Force: Planned Use of Chemical Agents

1. These means shall be initiated only by one of the following:
 - a. Superintendent;
 - b. Assistant Superintendent; and
 - c. Shift Supervisor in situations that necessitate immediate actions.
2. Chemical agents shall not be used on a juvenile except to:
 - a. Prevent injury to himself or others;
 - b. Prevent significant property damage;
 - c. Prevent loss of life; or
 - d. Control a riot or regain control of a facility.
3. Before chemical agents are used on a juvenile and if time and circumstances permit (for example, a juvenile is locked in a cell and does not present an immediate danger to himself or others), the juvenile's facility and medical files, if available, shall be examined by appropriate staff to determine whether:
 - a. The juvenile has a significant medical problem that may be adversely affected by the chemical agent; and
 - b. The juvenile has a significant history of psychotic behavior and whether the individual may react significantly different than anticipated to chemical agents.
4. Chemical agents shall be used if deemed appropriate as minimum force necessary to control a disturbance.
 - a. If chemical agents are used to quell a disturbance, they shall be dispensed only in amounts sufficient to achieve their intended purpose.
 - b. If possible, care shall be taken to see that those not involved in the disturbance are not subjected to the agent.

- c. If possible, consideration shall be given to such environmental factors as wind direction and velocity, building size and design including HVAC systems when used indoors, and other factors that would enhance or detract from the use of the agent in order to optimize its effects upon the disturbance and minimize its effects upon those not involved.
 - d. Manufacturer's recommended decontamination procedures for individuals and affected areas shall be followed as soon as the situation allows.
 5. A medical examination shall be administered after the use or decontamination of a chemical agent.
 6. Conductive energy devices shall be used only after all lesser degrees of force have been tried or given due deliberate consideration. If used, care shall be taken to avoid hitting the juvenile above the neck.
 7. **Chemical Agents and Conductive Energy Devices Inventory Documentation**
 - a. Chemical agents and conductive energy devices shall be stored in a locked vault or box and shall be issued only with authorization of the initiating authority. Documentation shall be maintained for accountability of current location and use of chemical agents.
 - b. An inventory of chemical agents and conductive energy devices shall be maintained that notes:
 - 1) Number and type of chemical agents and conductive energy devices; and
 - 2) Location of chemical agents and conductive energy devices.
 - c. The Superintendent or designee shall review the chemical agents and conductive energy devices inventory records monthly, and ensure listed equipment is secured and in proper working condition.
 - d. A chemical agent and conductive energy device use log shall be maintained that notes:
 - 1) Name of the staff authorizing the use of the chemical agent or conductive energy device;
 - 2) Number and type of chemical agent equipment or conductive energy device issued;
 - 3) Date and time chemical agent equipment or conductive energy device issued;
 - 4) Name of the staff using chemical agent equipment or conductive energy device; and,
 - 5) Date and time chemical agent equipment or conductive energy device were returned.

POLICY NUMBER DJJ 713	EFFECTIVE DATE	PAGE NUMBER 7 of 7
---------------------------------	-----------------------	------------------------------

- e. The Superintendent or designee shall review the chemical agent and conductive energy device use log and corresponding reports monthly.
8. A staff member shall be trained in the use of chemical agents before the staff member may use a chemical agent.
9. A staff member shall be trained in the use of a conductive energy device before the staff member may use a conductive energy device.

V. MONITORING MECHANISM

The Superintendent, Regional Facilities Administrator, and the Ombudsman shall monitor compliance with this policy.



**DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:140
3-JDF-3C-02, 03, 04, 05, 06, 07,
08, 09, 11; 3E-01, 02, 03, 04, 05

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Discipline and Special Behavior Management	
POLICY NUMBER: DJJ 717	
TOTAL PAGES: 8	
EFFECTIVE DATE:	
APPROVAL: Vicki Reed, COMMISSIONER	

I. POLICY

Discipline shall be administered to create a learning experience for the juvenile and shall not be administered to degrade or humiliate a juvenile. Alternatives shall be provided for out-of-control juveniles who require special behavior management. Special behavior management programs shall be individualized. Corporal punishment, the use of mechanical restraints, abuse, assault, personal property damage, harassment, the denial of meals or snacks, and the interference with daily functions of living, such as eating, or sleeping shall be prohibited as punitive consequences.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

- A. Each juvenile detention center shall develop a written set of disciplinary rules within the center's Standard Operating Procedures. The rules shall govern juvenile major and minor rule violations and provide consequences commensurate with the seriousness of the misbehavior. The center's Standard Operating Procedure shall be approved by the Facilities Regional Administrator and reviewed annually. Juveniles shall be informed upon admission to the facility of the rules and possible consequences. The rules and possible consequences shall be included in the resident handbook for staff and juveniles to review and posted in an area of public access. Juveniles shall be required to sign an acknowledgement verifying receipt of the resident handbook.
- B. The Superintendent shall be responsible for ensuring that all personnel who work with juveniles receive sufficient training regarding rules of conduct, the rationale for the rules, and the consequences available.

- C. Restraints shall not be used as a punitive consequence.
- D. An individual program plan shall be developed for a juvenile with serious behavior problems. The Superintendent or designee may order immediate placement in a special program if it is necessary to protect the juvenile or others from harm. This action shall be reviewed within 72 hours by the Superintendent or designee.
- E. The following are examples of acceptable disciplinary interventions or consequences:
 - 1. Redirect:

Verbally redirecting the juvenile toward a more positive alternative behavior and reinforcing positive expectations for the juvenile.
 - 2. Informal Reprimand:

A verbal reprimand may be used in response to minor rule infractions without further disciplinary action. The reprimand shall communicate what the offense was and the expectation, with the understanding that, if repeated, disciplinary action may be initiated.
 - 3. Forfeit of Privilege or Privilege Suspension:

The forfeiture of privileges or privilege suspension may occur as a result of a minor rule infraction for misuse or mistreatment of these privileges, or as a disciplinary action in response to a major rule infraction.
 - 4. Activity Suspension:

Staff may exclude a juvenile from participating in an activity or activities for a period of time depending upon circumstances.
 - 5. Time-Out:

A time-out period may be used for minor misbehavior for a specified time not to exceed one hour. Prior to going into time-out, the reason shall be explained to the juvenile and an opportunity provided for the juvenile to explain the behavior. Staff shall make contact with the juvenile at least every 15 minutes. These contacts shall be documented. The juvenile shall participate in determining the end of the time-out.
 - 6. Room Restriction:

Room restriction may be used for juveniles who require removal from the regular program because of excessive program disruption, physical disruption, or rule infractions. Prior to going into room restriction the reason shall be explained to the juvenile and an opportunity provided for the juvenile to explain the behavior. Staff shall make contact with the juvenile at least every 15 minutes. These contacts shall be

documented. An observation sheet shall be posted on the juvenile's door. Room restriction shall not exceed twenty-four (24) hours.

7. Unit Lockdown:

A unit may be on lockdown status for the safety and orderly maintenance of the facility. All juveniles on a living unit may be placed on room restriction status.

8. Facility Lockdown:

The facility may be on a lockdown status for the safety and orderly maintenance of the facility. Juveniles in all living units in the detention center may be placed on room restriction status.

9. Isolation:

a. The following situations may constitute a threat to safety or security of the facility, staff, or youth and may result in an isolation placement for de-escalation:

- i. Assault or attempted assault;
- ii. Sexual assault or attempted sexual assault;
- iii. Attempted escape or attempted absent without leave (AWOL);
- iv. Escape;
- v. AWOL;
- vi. Riot;
- vii. Plotting a riot;
- viii. Dangerous contraband;
- ix. Extensive property damage; or
- x. Chronic program disruption.

b. Authorization shall be obtained from the Superintendent, Youth Services Program Supervisor (YSPS), Administrative Duty Officer (ADO), or shift supervisor prior to placing a youth into isolation. If prior authorization cannot be obtained without jeopardizing safety and security, authorization shall be obtained immediately following the safe securing of the youth. An isolation placement shall not exceed four (4) hours.

c. The Superintendent may authorize a youth to remain in isolation beyond an initial four (4) hour period, not exceed twenty-four (24) hours.

d. An extension of an isolation placement beyond twenty-four (24) hours and up to thirty-six (36) hours shall require the approval of the Facilities Regional Administrator (FRA).

- e. An extension of an isolation placement beyond thirty-six (36) and up to a maximum time for an isolation placement shall not exceed (48) hours with the approval of the respective Division Director and the Chief of Mental Health Services.
- f. Special instances may occur where highly assaultive juveniles may require isolation for more than forty-eight (48) hours. The respective Division Director shall be the authority for extending isolation beyond forty-eight (48) hours. The Superintendent, the Assistant Superintendent, or Youth Service Program Supervisor (YSPS) shall contact the Director for approval of an extension. The Director shall consult with the Chief of Mental Health Services about an extension past forty-eight (48) hours.
- g. The purpose for any extension beyond four (4) hours shall be documented in the youth's Individual Client Record (ICR).
- h. The nurse shift program supervisor or on call nurse designee shall be notified as soon as feasible to determine if there are contra-indications for the youth being placed in isolation.
 - i. The facility nurse or health trained staff shall as soon as feasible conduct an assessment of a youth placed in isolation or as soon as it is safe to do so, as dictated by the Director of Medical Services.
 - ii. Injuries, bruises, or scratches, and observations shall be noted by a minimum of two (2) staff. The nurse or designee shall document the date, time, and results of the assessment.
- i. Isolation may be utilized if requested by a juvenile and staff concur that the placement is in the best interest of the juvenile.
- j. The time periods in which action is necessitated by this policy shall be tolled during the times that youth are scheduled to sleep at the detention center.

F. Protocol for Isolation

- 1. A Superintendent, YSPS, or YWS, when on duty at the facility, shall visit each youth in isolation each day. The visit shall be documented in the observation log.
- 2. The Regional Psychologist or designee shall conduct interviews and assessment for disturbances in mental status for example, depression; suicidal ideation; impaired thought processes, cognition or memory; agitation; paranoia; self-injurious behavior; evidence of bruises or other signs of trauma, when the juvenile's behavior has escalated beyond the staff's ability to control the juvenile by counseling or disciplinary measures.

3. If a juvenile exhibits deterioration in mental status while in isolation, the Regional Psychologist shall be contacted to determine the most appropriate action based on the treatment needs of the youth.
4. The juvenile shall receive a daily visit from the facility nurse or health trained staff, unless medical attention is needed more frequently.
5. If a juvenile's problem behavior lasts twenty-four (24) hours and there appears to be a need for continued intervention, qualified health personnel shall assess the youth daily. Any treatment provided shall be documented in the youth's Medical Record.
6. Isolation shall not be used for protective custody. If protective custody is required, youth shall be moved to a safe location within the facility or DJJ.
7. The juvenile in isolation shall be afforded living conditions and privileges approximating those available to the general population including modified access to recreation, educational, and treatment services taking into consideration the juvenile's safety needs.
8. The juvenile shall be responsible for the daily cleaning of their living area while in isolation.
9. Staff shall monitor the juvenile in intervals, not to exceed fifteen (15) minutes, for the juvenile's compliance with the plan for release criteria. These checks shall involve direct visual contact with the juvenile and the time between checks shall be random. These checks shall be documented in the observation log.
10. Behavioral observation and problems with the juvenile shall be noted in the observation log and the supervisor shall be notified of any medical or behavioral health issues that would warrant immediate attention for follow up. The observations shall include comments regarding the juvenile's attitude and outlook.
11. Staff interactions with the juvenile shall be documented on a log. Staff shall record the name and title of the individual who authorized the confinement, name and title for persons visiting the juvenile, record of time checks, the person authorizing release from confinement, and the time of release.
12. Release from Isolation may occur based upon the juvenile's behavior and state of mind.
13. Juveniles in isolation shall be visited at least once a day by personnel from clinical, administrative, social work, religious, or medical units. All interactions with the juvenile during placement on isolation shall be documented.

14. When a youth is placed in isolation, documentation of the isolation event shall be completed as follows:
 - a. The documentation shall include:
 - i. The reason for the isolation;
 - ii. The duration of the isolation;
 - iii. The reason for the duration of the isolation;
 - iv. The name and title of the staff person authorizing isolation and the time the approval was received; and
 - v. The staff authorizing release and the time of release.
 - b. The isolation packet shall include:
 - i. The incident report;
 - ii. The isolation room checklist;
 - iii. The medical checklist;
 - iv. The observation log and addendum;
 - v. The plan for release; and
 - vi. The professional/administrative reviews.
 - c. The isolation packet shall be reviewed by the Superintendent or designee;
 - d. The isolation packet shall be placed in the youth's hard case file. A notation of the incident shall be made in the electronic record, including the date and time of release; and
 - e. A copy of the isolation packet shall be sent, via electronic transfer, to the FRA and the Regional Division Director, upon request.
16. In the absence of the Regional Psychologist, a designated QMHP shall be responsible for fulfilling isolation protocol.
17. Each facility shall track the number of isolations, length of isolation, and reason for each isolation and be included on the Regional Directors monthly report.

G. Protocol for Suicidal Youth and Isolation

1. Isolation shall not be used as a suicide precaution.
2. If a youth is suicidal, a QMHP shall conduct a mental health evaluation pursuant to DJJ Chapter 4.
3. A youth who is suicidal may only be placed in isolation if the youth presents an immediate assault risk to staff or other youth as evidenced by physical actions and other less restrictive interventions have failed or are not appropriate.

- a. One-to-one supervision shall be required until a QMHP has conducted a mental health evaluation. The QMHP shall determine if a juvenile may be observed via the use of video cameras. Staff shall follow protocol for dealing with mental health emergencies and suicide intervention and prevention for youth who have been placed in isolation and expresses suicidal ideation.
 - b. Authorization for continued confinement shall be obtained from the Superintendent, Regional Psychologist, or the Facilities Regional Administrator (FRA) immediately following the safe securing of the youth.
 - c. The Superintendent, YSPS, or ADO shall consult with the Regional Psychologist to determine the most appropriate action; this action shall be based on needs and the goal of terminating the isolation placement of the youth.
4. For a youth who has already been placed in isolation, who threatens suicide or engages in suicidal behaviors, staff shall follow the protocol for dealing with mental health emergencies and suicide intervention and prevention. Reference Chapter 4 Suicide Prevention/Intervention.
- a. If a youth presents an immediate assault risk to staff or other youth, continued placement in isolation may be authorized.
 - b. Authorization shall be obtained from the YSPS, Superintendent, Treatment Director or QMHP, or the FRA to allow the youth to remain in isolation.
 - c. Subsequent to the isolation, the Superintendent, Treatment Director, or QMHP shall consult with the Regional Psychologist to determine the most appropriate action based on the treatment needs of the youth.
 - d. A QMHP re-evaluation of the youth's mental status shall be required if a youth in isolation exhibits new suicidal, assaultive, or homicidal behavior.
- H. Juveniles requiring protection from others may be placed in protective custody until alternative permanent housing is found within the facility or as a result of a transfer. The facility shall develop a protective custody plan to assure safety and continuous services and programming. Continued placement on protective custody status after 72 hours shall require approval from the FRA.
- I. Transfer to a High-Security Detention Center
- A youth originally placed in a low-security detention center may be transferred to a high-security detention center based on the youth's behavior as indicated in KRS 605.095.

J. Formal Charges

The Superintendent may refer juveniles committing acts of a criminal nature for prosecution.

- K. Forfeit of privilege or privilege suspension, activity suspension, group restriction, room restriction, isolation, or confinement shall be documented for inclusion in the juvenile's record.**

V. MONITORING MECHANISM

The Superintendent and Facilities Regional Administrator shall be responsible for monitoring these activities. The Quality Assurance Branch shall conduct annual program audits.



**DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:140
3-JDF-5D-01, 02, 03**

CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
SUBJECT: Library Services	
POLICY NUMBER: DJJ 720.1	
TOTAL PAGES: 2	
EFFECTIVE DATE:	
APPROVAL: Vicki Reed, COMMISSIONER	

I. POLICY

Library services shall be provided and made available to juveniles in DJJ juvenile detention centers.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

- A. DJJ shall be responsible for the acquisition of furnishings and materials for on-site library services. Available space with appropriate lighting shall be set up to contain bookshelves and tables and chairs.
- B. The on-site school Administrator shall designate a qualified person to coordinate regularly scheduled library services for each juvenile detention center. The designee shall have primary responsibility for the oversight and coordination of library services. Local libraries or bookmobile services may be accessed as appropriate.
- C. The on-site library materials shall be selected to meet the educational, informational, and recreational needs of youth. The following guidelines shall assist in defining the principals, purposes, and criteria used in the selection and maintenance of library materials:
 1. Materials shall support and be consistent with the goals and objectives of the juvenile detention center;
 2. Materials shall meet high standards of quality in content and presentation;
 3. Materials shall foster respect for all people; and,

POLICY NUMBER DJJ 720.1	EFFECTIVE DATE	PAGE NUMBER 2 of 2
-----------------------------------	-----------------------	------------------------------

- 4. Materials concerned with racial, religious, sexual, or ethnic differences shall be free from stereotypes, caricature, and other characteristics likely to misrepresent, offend, or defame particular segments of the population.
- D. The library collection shall remain current and juveniles shall have designated times to choose books to read. Library hours shall be coordinated with the program activities schedule.
- E. Juveniles shall have access to reading materials in their assigned rooms; exceptions shall be made if safety and security concerns exist. Justification for removing or prohibiting reading materials shall be documented within the juvenile's ICR.
- F. Reading materials shall be kept in leisure-time areas, such as dayrooms, to encourage and provide juveniles the opportunity to read. These materials shall augment, but not supplant, library services.
- G. Surveys of the juvenile population shall be conducted at least annually by the Superintendent or designee to determine the needs and selection of books, materials, and programs.
- H. An annual review of the library program shall be conducted by the Superintendent or designee to determine what modifications may be desired to improve the program.

V. MONITORING MECHANISM

The on-site school Administrator in collaboration with the Superintendent monitor this activity. The Quality Assurance Branch shall conduct annual program audits.



**DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

**REFERENCES:
505 KAR 1:140
3-JDF-5E-01, 02, 03, 04**

CHAPTER: Detention Services

**AUTHORITY: KRS
15A.065**

SUBJECT: Recreation and Structured Activities

POLICY NUMBER: DJJ 720.2

TOTAL PAGES: 3

EFFECTIVE DATE:

APPROVAL: Vicki Reed, COMMISSIONER

I. POLICY

Each juvenile detention center shall provide recreation and structured leisure time activities in its program schedule. At least two hours of recreation shall be provided per day, of which one hour shall be active recreation. Modification to scheduled recreation may be made if a juvenile is to be separated from the group.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

- A. Each Superintendent shall ensure the juveniles are offered a varied comprehensive recreation and leisure time program. The recreation program shall be conducted in cooperation with other departments including security, education, social service, religious service, and medical. The recreation program shall include the following:
1. A wide variety of physical activities;
 2. Physical skill building to help maintain lifetime health and fitness;
 3. Encouragement for juveniles to self-monitor and set personal fitness goals; and
 4. A means to individualize the intensity of activities and measure individual improvement.
- B. Recreation shall be organized, structured, and supervised by a staff member. The superintendent shall ensure staffing is adequate for proper recreation and security supervision of juveniles during activities. A facility of 50 or more juveniles shall have a full-time, qualified recreation director who creates the recreation schedule, plans

POLICY NUMBER DJJ 720.2	EFFECTIVE DATE	PAGE NUMBER 2 of 3
-----------------------------------	-----------------------	------------------------------

for constructive leisure time and activities, and supervises juveniles during recreation programs. Facilities of less than 50 juveniles shall have a staff member trained in recreation supervising the program.


- C. The facility shall provide juveniles a well-designed and comprehensive recreation program that utilizes both indoor and outdoor activities, which emphasize participation versus competitiveness. The recreation program shall consist of one (1) hour of large muscle exercise and one (1) hour of planned exercise or constructive leisure time activity during school days with an additional one (1) hour on weekends and holidays.
- D. Weekly recreation schedules shall be posted where juveniles can see the plan. Staff shall ensure that the recreation schedule is followed unless approval is given by a supervisor to alter the schedule.
- E. Juveniles who are restricted by medical personnel shall not be able to participate in any activity until a medical release is written. If a juvenile is unable to participate in the planned recreational activity, another activity shall be arranged for that juvenile.
- F. Recreation schedules and a plan for constructive leisure-time activities are prepared by the recreation staff. The recreation plan and schedule shall include a wide variety of activities to improve juvenile exposure to different opportunities, as well as reflect the expressed interests of juveniles. A portion of leisure time activities may be unstructured, but shall be supervised by staff.
- G. A variety of fixed and movable equipment for indoor and outdoor recreation shall be provided and may include the following; bats, balls, pool sticks, and horseshoes. The equipment shall be inventoried and secured after each use for safety concerns. Free weights shall be prohibited.
- H. Recreational activities shall be co-educational whenever possible. Juveniles shall be actively encouraged to take part in activities; however, no juvenile shall be forced to participate.
- I. Safety of the juvenile shall be the primary concern during recreational activities.
 - 1. Staff supervising recreational activities shall monitor and eliminate safety hazards.
 - 2. Proper dress and behavior shall be maintained during recreational activities.
 - 3. Staff shall not participate in any sport in which physical contact between players is an accepted part of play.
 - 4. Staff shall demonstrate high levels of guidance, coaching, and sportsmanship when participating in recreational activities.

POLICY NUMBER DJJ 720.2	EFFECTIVE DATE	PAGE NUMBER 3 of 3
-----------------------------------	-----------------------	------------------------------

- J. Special efforts shall be made to provide daily physical exercise for those juveniles in special management. If a juvenile is placed in confinement during a scheduled recreation time, an alternative recreation activity that provides one (1) hour of large muscle activity shall be offered and documented. The alternative recreation activity may be conducted in the confinement area.

V. MONITORING MECHANISM

The Superintendent or designee shall be responsible to monitor these activities. The Quality Assurance Branch shall conduct annual program audits.

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 KRS 15A.210-240
CHAPTER: DETENTION SERVICES	AUTHORITY: KRS 15A.065	
SUBJECT: INSPECTIONS OF SECURE JUVENILE DETENTION FACILITIES		
POLICY NUMBER: DJJ 730		
TOTAL PAGES: 2		
EFFECTIVE DATE:		
APPROVAL: Vicki Reed, COMMISSIONER		

I. POLICY

Juvenile detention centers and registered detention facilities shall be inspected and compliant with KRS Chapter 15A.210-240.

II. APPLICABILITY

This policy applies to all juvenile detention centers and Department of Juvenile Justice registered detention facilities.

III. DEFINITIONS

Refer to DJJPP 700.

IV. PROCEDURES

A. Annual Inspections

1. The Department of Juvenile Justice shall conduct annual inspections of each juvenile detention center and DJJ registered facilities.
2. DJJ shall develop a standard inspection form, which shall serve as the basis for all inspections. The inspection forms shall be reviewed, revised, and approved by the Quality Assurance Branch Manager.
3. DJJ shall maintain records for each facility inspected, which shall include all reports, correspondence, and other documentation relating to that facility inspection.

B. Annual Inspection Process

1. DJJ shall contact the facility prior to the annual inspection to arrange a suitable date.

2. Designated DJJ staff shall tour and inspect all areas of the facility where juveniles are detained and all areas of the facility providing services to detained juveniles to include:
 - a. Kitchen;
 - b. Laundry; and,
 - c. Medical facilities.
 3. Designated DJJ staff shall submit the inspection report to the Quality Assurance Branch Manager.
 4. If the designated DJJ staff discovers an area of noncompliance that constitutes a significant health or safety risk for juveniles or facility staff, the designated DJJ staff shall immediately notify the facility administrator and the Quality Assurance Branch Manager of the problem. The designated DJJ staff shall record the issues discussed with the facility in the inspection report.
 5. The Quality Assurance Branch Manager or designee shall maintain a master list of all facility inspections detailing the relevant time frames for each facility, including the date of the annual inspection. Upon receipt of the inspection report, the Quality Assurance Branch Manager shall review the report. A copy of the completed report and attachments shall be forwarded to the facility.
- C. Random Inspections
- DJJ may inspect the facility at any time, with or without notice to the facility.

V. MONITORING MECHANISM

This activity shall be monitored by the Quality Assurance Branch.