



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

REFERENCES:
3-JTS-1C-15
3-JDF-1C-13
3-JCRF-1C-10
1-JDTP-1C-16
1-JBC-1C-12
2-CO-1C-10, 18
4-JCF-6C-05

CHAPTER: Administration

AUTHORITY: KRS 15A.065

SUBJECT: Background Checks

POLICY NUMBER: DJJ 106.3

TOTAL PAGES: 2

EFFECTIVE DATE: 12/01/2014

APPROVAL: Bob D. Hayter

, COMMISSIONER

I. POLICY

The department shall require that background checks be conducted for all Department of Juvenile Justice (DJJ) staff, applicants, volunteers, interns, and contractors having contact with DJJ youth.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice (DJJ) staff, applicants, interns, contracted staff, and volunteers.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. DJJ shall conduct background checks on all DJJ staff, volunteers, interns and contractors every five (5) years, or sooner, if DJJ is made aware of a criminal offense that may have been committed by an employee.
- B. During initial interviews, prospective employees, interns, and volunteers shall be informed of the background check procedure.
- C. DJJ shall require the following background checks on all DJJ staff, volunteers, interns, and contractors and any applicant that is being considered for employment or promotion with DJJ:
 1. Criminal background or records check;
 2. Sexual offender registry check; and

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3. Child abuse and neglect registry check.
 - D. DJJ shall require a check of licenses and certifications on all staff who are required by the classification specification to have or maintain a license or certification.
 - E. The Personnel Branch shall complete a background check on each staff, intern, contracted staff, and volunteer prior to the completion of the first thirty (30) days of duty or, in the case of Youth Worker (YW) staff, prior to the completion of the Training Academy.
 - F. The Commissioner shall make the final decision on all positive results from the background check.

V. MONITORING MECHANISM

Administrative Managers and the, Personnel Branch shall monitor this policy.