



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

REFERENCES:

CHAPTER: Administration	AUTHORITY: KRS 15A.065
SUBJECT: Light Duty Assignment	
POLICY NUMBER: 131	
TOTAL PAGES: 2	
EFFECTIVE DATE: November 30, 2018	
APPROVAL: Carey D. Cockerell	, COMMISSIONER

I. POLICY

Requests made by a Department of Juvenile Justice (DJJ) staff for light duty assignment shall be made through their supervisor.

II. APPLICABILITY

This policy shall apply to all staff of the Department of Juvenile Justice.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

- A. Staff requesting light duty assignment shall submit supporting documentation from an appropriate medical professional. Documentation shall be on the physician's letterhead, prescription pad, or stamped documentation to include restrictions and date of follow up medical appointment.
- B. The Supervisor shall forward a Temporary Light Duty Assignment request electronically through their chain of command to the Division Director for approval or denial. The Temporary Light Duty Assignment templates can be located on the Departments Portal intranet.
- C. DJJ shall have the option to request staff to submit a completed Medical Status Report (MSR).
- D. The Division Director shall consult with the Supervisor and Personnel Branch, if necessary.

POLICY NUMBER DJJ 131	EFFECTIVE DATE 11/30/2018	PAGE NUMBER 2 of 2
--	--	-------------------------------------

- E. The Division Director shall provide the approval or denial to the staff, with a copy to the staff's chain of command and Personnel Branch.
- F. Light duty assignments shall be approved only in circumstances where there are light duties available and shall not exceed twelve (12) weeks.
- G. Staff shall submit requests for extensions through their chain of command to the Commissioner or designee for disposition.

V. MONITORING MECHANISM

This policy shall be reviewed annually by the Commissioner's Office and Administrative Services, Personnel Branch.