

 JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 1-JDTP-3D-25-27; 3E-08
CHAPTER: Day Treatment Services	AUTHORITY: KRS 15A.0652
SUBJECT: Family and Community Contacts: Telephone and Visitation	
POLICY NUMBER: DJJ 1006	
TOTAL PAGES: 2	
EFFECTIVE DATE: 4/05/2019	
APPROVAL: Carey D. Cockerell , COMMISSIONER	

I. POLICY

Family and community contacts shall be designed to promote positive relationships and facilitate communication between the student, parent or caregiver, and the community. Contacts shall be in keeping with the mission and security level of the program and in accordance with the student’s individual treatment plan (ITP).

II. APPLICABILITY

This policy shall apply to Department of Juvenile Justice (DJJ) operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. A day treatment program shall provide student access to a telephone for emergency calls.
- B. Visitors
 - 1. Visits shall be encouraged and the program shall make provisions for assisting the parent or caregiver in visitation to the program.
 - 2. Visits shall be permitted for a parent or caregiver, or attorney during program hours, except where there is documented evidence that a visitor poses a threat to the safety of the students or the security or disruption of the program.
- C. Students shall be informed in a timely manner of the verifiable death or critical illness of an immediate family member.

POLICY NUMBER DJJ 1006	EFFECTIVE DATE 4/05/2019	PAGE NUMBER 2 of 2
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- D. Each program shall document telephone calls and visitors to the program. When a student is denied telephone or visitation, the reason shall be documented in the student's ICR.
- E. Program telephone, and visitation SOPs shall be reviewed annually.

V. MONITORING MECHANISM

- A. The Quality Assurance (QA) Branch shall perform annual program monitoring visits that review visitation and telephone documentation.
- B. Internal monitoring shall be completed by the Superintendent or designee, by reviewing case files to ensure that documents are completed according to policy requirements.
- C. The FRA shall monitor to ensure that programs are permitting family and community contacts according to policy.