



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

REFERENCES:

**505 KAR 1:110
3-JTS-1B-20, 21; 5D-16-18;
5I-05
3-JCRF-1B-17, 18; 5D-05-07
3-JDTP-1B-19; 3D-22, 23, 24
1-JBC-1B-19; 5D-13; 5I-04
4-JCF-5H-01, 03, 04
2-CO-5A-01**

CHAPTER: Program Services

AUTHORITY: KRS 15A.0652

SUBJECT: Youth Allowances and Work Details

POLICY NUMBER: DJJ 316

TOTAL PAGES: 3

EFFECTIVE DATE: 4/05/2019

APPROVAL: Carey D. Cockerell

, COMMISSIONER

I. POLICY

Work shall be considered a part of normal daily living activities. Nothing in this section shall be viewed as restricting either voluntary youth services to the community or staff involvement in youth fundraising activities.

II. APPLICABILITY

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

III. DEFINITIONS

Refer to Chapter 300.

IV. PROCEDURES

A. Youth Allowance

1. Youth residing in a group home or YDC shall receive \$3.00 per week as an allowance.
2. The youth's allowance shall be paid from the program's annual operating budget.

B. Work Detail

1. Youth shall not be required to participate in uncompensated work assignments unless it is related to housekeeping,

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maintenance of the facility or its grounds, personal hygiene needs, part of an approved vocational or training program, or for restitution.

2. Each program shall set forth in their Standard Operating Procedures (SOP) a “Guidelines for Work Details”.
3. A work detail shall not conflict with school attendance, unless approved by the educational staff. Work experience programs may be included in the youth’s Individual Treatment Plan (ITP) or Individual Learning Plan (ILP). Each Superintendent and school administrator shall collaboratively establish written procedures for such programs. The Facilities Regional Administrator (FRA) or Regional Division Director shall approve these procedures.
4. DJJ programs may provide facility resources and staff time devoted to assisting employable youth in locating and maintaining employment in the community for youth who will be eighteen (18) or older at the time they are discharged from DJJ as part of their discharge planning. DJJ programs may provide employment assistance and work release opportunities for public offenders (POs) in custody who request such assistance.
5. Staff shall not enter into a work agreement with any youth under the care and custody of the Department.
6. When youth are to earn wages through participation in work release that will be ongoing, a work agreement shall be executed. This agreement shall include the employer’s name, salary paid, work schedule assigned, and level of supervision. The work agreement shall contain the provision which requires the employer to abide by the Kentucky Child Labor Laws, where applicable.
7. Work detail, work experience, and work release programs shall comply with all legal and regulatory requirements.
8. A Kentucky Child Labor Law poster regarding hours of work permitted for minor youth fourteen (14) to seventeen (17) years of age, shall be posted in a conspicuous place in the facility.
9. Medical documentation for every youth who participates in a work program, indicating that the youth is physically capable of performing the required work, shall be maintained in their individual Medical Record.

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10. Written approval from the Regional Division Director and Deputy Commissioner of Program Operations shall be obtained prior to outside employment by a youthful offender (YO).
- C. Each facility shall provide services and opportunities that encourage juveniles to take responsibility for their actions and make restitution to the victims or of their offenses or to the community when required. Opportunities shall be based on community input and fashioned to ameliorate the harm done.

V. MONITORING MECHANISM

- A. The Education Branch shall conduct monthly monitoring to ensure staff are providing safety training for youth in technical classrooms.
- B. This procedure shall be monitored by the Superintendent, the FRA, or Regional Division Director.