

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5A-16, 5H-01, 02
CHAPTER: Detention Services	AUTHORITY: KRS 15A.065	
SUBJECT: Release from Detention		
POLICY NUMBER: DJJ 729		
TOTAL PAGES: 2		
EFFECTIVE DATE: October 5, 2018		
APPROVAL: Carey D. Cockerell , COMMISSIONER		

I. POLICY

Juveniles shall be released from detention under proper legal conditions using procedures that ensure the security of the facility and the welfare of the resident.

II. APPLICABILITY

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

III. DEFINITION

Refer to Chapter 700.

IV. PROCEDURES

A. Each regional juvenile detention center shall develop standard operating procedures governing the release of juveniles and made available to staff. Written procedure for releasing juveniles include the following:

1. Verification of identity;
2. Verification of release papers;
3. Completion of release arrangements, including the person or agency to whom the juvenile is to be released;
4. Return of personal effects;
5. Completion of any pending action, such as grievances or claims for damaged or lost possessions;
6. Transportation arrangements; and,
7. Forwarding of mail.

B. Youth released on medication shall be provided a minimum of three (3) days medication supply.

C. Release from Alternative to Secure Detention Programs:

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Upon receipt of a court order authorizing the release of a juvenile from an Alternative Detention Program, it shall be the responsibility of the Detention Alternatives Coordinator or designee to prepare a summary release report. The juvenile shall not be required to be physically returned to the detention center to be processed for release.

D. Release From Secure Detention

Upon receipt of a court order authorizing the release of a youth from secure detention, staff shall insure that all release procedures are completed.

V. MONITORING MECHANISM

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