

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 105.00	<u>PAGES:</u> 4
<u>CHAPTER:</u> Administration and Management		<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-1A-17 thru 1A-19; ACA 3-JDF-1A-21/22; and ACA 3-JCRF-1A-12/13	
<u>SUBJECT:</u> Policy and Procedures Manual			
<u>DATE:</u> April 1, 2014			

POLICY

The West Virginia Division of Juvenile Services will ensure that the policies and procedures for operating and maintaining Division of Juvenile Services facilities and any satellite services are specified in policies that are accessible to all employees and the public. All policies shall be reviewed at least annually and updated as needed

CANCELLATION

This policy has been reviewed and supersedes Policy 105.00 dated July 1 2011.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, centers, offices and employees.

DEFINITIONS

1. **Operational Procedure:** A facility Operational Procedure provides the detailed and sequential actions that must be executed to ensure that a Division of Juvenile Services' Policy is fully implemented.
2. **Policy:** Policies are written directives which indicate the general course or direction of the West Virginia Division of Juvenile Services which personnel must follow.

PROCEDURES

1. Policy and procedure manuals for operating and maintaining a Division of Juvenile Services facility shall be maintained in the Facility Superintendent/Director's Office and

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other appropriate areas throughout the facility. The policy and procedure manuals shall be available to all employees, as needed, either by hard copy or electronic format.

2. The Director of the West Virginia Division of Juvenile Services shall conduct a final review of any Policy and approve the Policy by affixing his or her signature thereto indicating that the Policy is ready for appropriate distribution. No Division of Juvenile Services' Policy shall be valid without the signature of the Director.
3. The Facility Superintendent/Director shall conduct a final review of any Operational Procedure and approve the Operational Procedure by affixing his or her signature thereto indicating that the Operational Procedure is ready for appropriate distribution. No Operational Procedure shall be valid without the signature of the Facility Superintendent/Director.
4. All Policies (including any attachments) are considered to be long term and will be codified and issued using this Policy as a framework and in accordance with the following major subjects and numerical system:

<u>SERIES NUMBER</u>	<u>SUBJECT AREA</u>
100.00 to 199.99	Administration/Management
200.00 to 299.99	Physical Plant
300.00 to 399.99	Institutional Operations
400.00 to 499.99	Facility Services
500.00 to 599.99	Juvenile Services
600.00 to 699.99	Juvenile Services Academy
700.00 to 799.99	Aftercare Services
800.00 to 899.99	Youth Reporting Services
900.00 to 999.99	Miscellaneous

5. Policies will be reviewed at least annually and revised as warranted. However, for the purpose of organization and consistency, Policies, except in extenuating circumstances, shall be issued quarterly on the below noted dates:

01 January
01 April
01 July
01 October

6. Operational Procedures will be reviewed at least annually and revised as warranted. However, for the purpose of organization and consistency, operational procedures, except in extenuating circumstances, shall be issued quarterly on the below noted dates and uploaded to the Division Intranet:

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01 February
01 May
01 August
01 November

7. Each policy will stipulate whether or not an Operational Procedural (OP) will need to be developed. Each facility's table of content for their operational procedures will indicate if an OP is available.
8. Any change(s) made in Policy will supersede any non-compliant operational procedures.
9. The Division of Juvenile Services' Policy Coordinator (who shall be designated by the Director) may create, as appropriate, and disseminate Policies with the approval of the Director.
 - a. Recommendations for any additions, revisions, or deletions may be prepared by an appropriate Division of Juvenile Services' staff member and forwarded through the chain of command to the Division of Juvenile Services' Policy Coordinator for review and/or revision.
 - b. The Division of Juvenile Services' Policy Coordinator shall forward the Policy to the Director for final review and approval.
 - c. Each replacement Policy will indicate the canceled document and will bear a new signature. The effective date of the Policy will appear on both the top front and last page of the body of the document.
10. Each Facility Superintendent/Director shall be responsible for ensuring that Operational Procedures receive appropriate distribution throughout his/her facility. All department heads within his/her facility shall be made aware of new Policies or Operational Procedures.
11. This policy will be adopted in its entirety and the facility will not create an operational procedure.

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RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director



Date