

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b></p> <p style="font-size: 2em; text-align: center;"><b>105.00</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">3</p>
<p><b><u>CHAPTER:</u></b> Administration and Management</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b> WV Code Chapter § 49-2-903; ACA 3-JTS-1A-17 thru 1A-19; ACA 3-JDF-1A-21/22; and ACA 3-JCRF-1A-12/13</p>	
<p><b><u>SUBJECT:</u></b> Policies and Procedures</p>		
<p><b><u>DATE:</u></b> January 1, 2016</p>		

**PURPOSE**

The West Virginia Division of Juvenile Services provides policies and procedures for operating and maintaining Division of Juvenile Services facilities, centers, and offices. Policies 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 April 1, 2014.

**APPLICABILITY**

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

**DEFINITIONS**

1. **Operational Procedure:** A facility Operational Procedure is written when specified by policy to provide more detail or sequential actions for an individual facility.
2. **Policy:** Policies are written directives which indicate the general course or specific direction of the West Virginia Division of Juvenile Services.

**PROCEDURES**

1. The policies and procedures shall be available to all employees, as needed, either by hard copy or electronic format.
2. 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.

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3. 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.
4. 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.
5. 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

6. 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 semi-annually on the below noted dates:

**01 January**  
**01 July**

7. 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 semi-annually on the below noted dates and uploaded to the Division Intranet:

**01 February**  
**01 August**

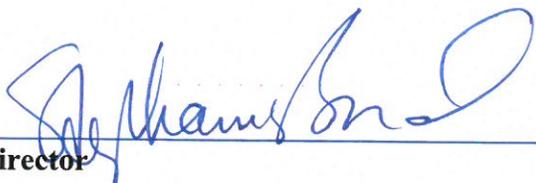
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8. All Policy Directives will supersede any Operational Procedure.
9. The Division of Juvenile Services' Policy Coordinator (who shall be designated by the Director) may create, as appropriate, and disseminate Policies with the approval of the Director.
  - a. Recommendations for any additions, revisions, or deletions may be prepared by a 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. The signed original superseded Policies and Operational Procedures will be retained permanently.
12. Each facility will adopt this policy in its entirety and no Operational Procedure will be developed.

**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 11/1/16