

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 108.01	<u>PAGES:</u> 3
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.		
<u>SUBJECT:</u> Tours			
<u>DATE:</u> April 1, 2014			

POLICY

It is the policy the Division of Juvenile Services to establish guidelines for public tours, to assist the facilities in a continued public information program and to foster community involvement and support.

CANCELLATION

This policy has been reviewed and supersedes Policy 108.01 dated October 1, 2008.

APPLICABILITY

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

PROCEDURES

1. Type of tour will determine the nature of information presented. Participants for tours may consist of individuals from the following groups:
 - a. General/Student: Students interested in corrections as a career or other academic specialties related to Juvenile Corrections.
 - b. Troubled Youth: Designed for juveniles deemed at-risk or having behavioral issues.
 - c. Professional: Professionals wishing to observe the facility for reasons related to studying the operational procedures at the facility (i.e., judges probation officers, lawyers, legislators, etc.).
 - d. Community-Based Programs: Groups, associations, troops, (i.e. boys scouts, girls scouts)

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2. Preferred group size should be 1 to 15 but not to exceed 20.
3. Tours for troubled youth should be scheduled Monday through Friday and begin no earlier than 8:00 a.m. and end no later than 4:00 p.m.
4. All other tours can be scheduled any day of the week as directed by the Facility Superintendent/Director and should begin no earlier than 8:00 a.m. and end no later than 10:00 p.m.
5. All tours are scheduled through the Facility Superintendent/Director or their designee.
6. Total amount of time for the facility tour should not exceed three (3) hours.
7. Tours for Troubled Youth
 - a. Any troubled youth program will be submitted in writing to the Agency Director for approval prior to initiating any tour for troubled youth.
 - b. A tour for a troubled youth must be scheduled by the child's mental health professional, probation officer, parent or guardian, department of health and human resources worker, or Department of Education.
 - c. Prior to entering a facility for a tour, the following procedures are followed:
 - i. All residents of the facility must be kept out of sight before a youth can enter the floor.
 - ii. The youth must remove shoes, empty pockets, and submit to a pat down.
 - iii. The probation officer, department worker, parent/guardian or mental health professional may accompany the youth on the tour. If not accompanying the youth on the tour, they must remain on grounds.
 - iv. The Facility Superintendent/Director, treatment staff or security personnel will meet with the child to answer any questions.
8. All adults entering the facility for a tour must empty their pockets and submit to a pat down. Searches will not be conducted on law enforcement personnel, legal professionals or probation personnel, when acting in their official capacity.
9. 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

4/1/14

Date