



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

109.00

PAGES:

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CHAPTER:

**Administration and
Management**

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §49-2-903 ACA 3-JDF-1A-32

SUBJECT: Legal Counsel

DATE: July 1, 2016

PURPOSE

This Policy is to ensure that all Facility Superintendent/Directors and staff are able to obtain legal assistance as needed in the performance of their duties.

CANCELLATION

This policy supersedes Policy 109.00 dated October 1, 2007

APPLICABILITY

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

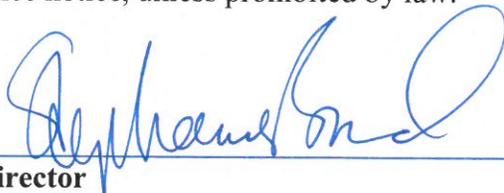
PROCEDURES

1. All correspondence concerning legal proceedings involving the Division of Juvenile Services, any facility/center, or any employee in their official capacities which is received by staff, shall be immediately forwarded to the Facility Superintendent/Director, who shall immediately notify the legal department of the Division of Juvenile Services. Further handling of such correspondence shall be according to the Assistant Attorney General's instructions.
2. This policy will be adopted 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

7/1/16

Date