

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 123.00	<u>PAGES:</u> 2
<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-1B-16; ACA 3-JDF-1B-17; ACA 3-JCRF-1B-15		
<u>SUBJECT:</u> Institutional Insurance			
<u>DATE:</u> April 1, 2011			

POLICY

This policy establishes that the Division of Juvenile Services will provide insurance coverage for property insurance, civil liability for employees, liability for official vehicles, workers' compensation and a public employee blanket bond.

CANCELLATION

This policy has been reviewed and supersedes Policy 123.00 dated October 1, 2007.

APPLICABILITY

This policy applies to ALL Division of Juvenile Services' facilities, offices and employees.

PROCEDURE

1. Institutional insurance coverage is provided by the Board of Risk Insurance Management.
2. Each facility will ensure that an incident report is submitted in writing to the Facility Superintendent/Director or designee within twenty-four (24) hours of any vehicle accident and forwarded to Central Office.
3. Any insurance claim to be submitted to BRIM must be coordinated through Central Office.
4. Benefits for workers' compensation are available through an approved workers' compensation insurance provider to staff injured in the course of duty and information is available in the facility administration office.
5. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

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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:

Valerie Campbell
Director

April 1, 2011
Date