



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

303.01

PAGES:

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CHAPTER:

Institutional Operations

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §49-5E-1 et seq.

SUBJECT: Resident Security Checks

DATE: January 1, 2010

POLICY

It is the policy of the Division of Juvenile Services to ensure the safety and security of all residents, including those residents not under direct supervision of division, education or contract staff.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' residential facilities.

PROCEDURES

1. Residents are checked visually by staff every 15 minutes while in the housing unit (at least four (4) times an hour with ten (10) minutes between checks, at a minimum).
2. This check is documented in writing or by electronic monitoring system.
3. Documentation is not required for those residents who are under direct supervision, i.e., education, dining.
4. Any variation from this procedure must be justified and documented on an incident report.
5. It is the shift supervisor or Officer-in-Charge's responsibility to ensure that these procedures are followed.
6. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

