

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; font-weight: bold; text-align: center;">305.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Institutional Operations</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter § 49-2-903; ACA 3-JDF-3A-14/15; ACA 3-JTS-3A-14/15; ACA 3-JCRF-3A-09</p>	
<p><u>SUBJECT:</u> Resident Movement</p>		
<p><u>DATE:</u> October 1, 2015</p>		

PURPOSE

The Division controls the movement of residents from one location to another whether inside or outside the facility.

CANCELLATION

This policy has been revised and supersedes Policy 305.00 dated October 1, 2011.

APPLICABILITY

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

PROCEDURE

1. A system for controlling the movement of residents will be established as follows:
 - a. The Facility Superintendent/Director will assign a staff member to be a facility movement coordinator. This person is responsible for:
 - i. Entering room/bed assignment moves into the appropriate database,
 - ii. Completion and distribution of a room/bed assignment movement document,
 - iii. Establishing a time each day for all scheduled room/bed assignment moves to occur,
 - iv. Ensuring that approval has been obtained from the Division's Movement Coordinator or designee before movement between facilities occur, and
 - v. Notification to appropriate staff at receiving facility when movement occurs between facilities.

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- b. Central Control is responsible for the following:
 - i. Initiating mass movement of residents and documenting in shift log in OIS,
 - ii. Entering non-scheduled room/bed assignments into OIS, and
 - iii. Updating the master count board.
 - c. With the exception of Kenneth “Honey” Rubenstein Juvenile Center, during daylight hours, all residents will be physically escorted by staff during any movement in the facility.
2. Transportation of residents outside the facility and from one jurisdiction to another will be governed by Policy 314.00 – Transportation of Residents.
 3. Mass movement:
 - a. Follows a daily schedule
 - b. Is documented on daily shift log
 - c. Is physically escorted by staff
 4. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

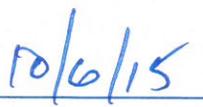
RIGHTS RESERVED

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