



**WEST VIRGINIA  
DIVISION OF  
JUVENILE SERVICES**

**POLICY NUMBER:**

**305.01**

**PAGES:**

**2**

**CHAPTER:**

**Institutional Operations**

**REFERENCE AND RELATED STANDARDS:**

**WV Code §49-5E-1 et seq.; PbStandard – Order #3**

**SUBJECT: Resident Daily Schedule**

**DATE: April 1, 2013**

### **POLICY**

It is the policy of the Division of Juvenile Services that each facility will develop a daily schedule that ensures the maximum amount of out of cell time for each resident while still maintaining the continued control and safety of the facility.

### **CANCELLATION**

This is a new policy.

### **APPLICABILITY**

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

### **PROCEDURES**

1. Each facility will develop a daily schedule for the residents to include, at a minimum:
  - a. Wake up time
  - b. Meal times
  - c. Count times
  - d. Education periods
  - e. Recreation time
  - f. Counseling periods
  - g. Bed times
  - h. Free time
  - i. Visitation time
  - j. Med passes
  - k. Phone calls
  - l. Personal hygiene
  - m. Religious services

Chapter	Subject	Policy #	Page
Institutional Operations	Resident Daily Schedule	305.01	2 of 2

2. Each Facility Superintendent/Director will be responsible for developing their daily schedule and providing a copy in the resident handbook.
3. The Shift Supervisor is delegated the authority and responsibility to ensure implementation of this daily schedule. Shift Supervisors are charged with ensuring the smooth operation of the facility during their assigned shift.
4. Each facility will have in place an operational policy and procedural plan 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:**

 4/1/13  
Director Date