

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><b><u>POLICY NUMBER:</u></b></p> <p style="text-align: center; font-size: 2em;"><b>500.01</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">3</p>
<p><b><u>CHAPTER:</u></b></p> <p>Juvenile Services</p>	<p><b><u>REFERENCE AND RELATED STANDARDS:</u></b></p> <p>WV Code Chapter §§ 49-2-903; ACA 4-JCF-5A-03; ACA 3-JDF-5A-14/15; ACA 3-JCRF-5A-04 thru 5A-13; Prison Rape Elimination Act of 2012, §§115.341 and 115.342</p>	
<p><b><u>SUBJECT:</u> Reception and Orientation of New Residents</b></p>		
<p><b><u>DATE:</u> July 1, 2015</b></p>		

**PURPOSE**

This Policy is to establish procedures for providing programs for new residents during the reception period and to ensure incoming new residents understand the procedures governing the facility during orientation.

**CANCELLATION**

This policy has been revised and supersedes policy 500.01 dated April 1, 2015.

**APPLICABILITY**

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

**DEFINITIONS**

**Prison Rape Elimination Act (PREA):** The Prison Rape Elimination Act of 2012 establishes a zero tolerance standard for the incidence of resident sexual assault and rape; makes prevention of resident sexual assault and rape a top priority in each facility; develops/implements national standards for the detection, prevention, and punishment of prison rape; increase available date and information of the incidence of resident sexual assault and rape; standardizes the definitions used for date collection; increase accountability of juvenile officials who fail to detect, prevent, reduce and punish prison rape; and protects the Eighth Amendment rights of federal, state and local juvenile residents.

**PROCEDURES**

1. Upon admission, all residents will be provided interviews, testing, and other admission-related activities. Residents will be provided reading materials, be permitted to attend religious services, receive exercise on the same schedule as the general population, receive

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information on discipline and grievance procedures, facility rules, meals, phone and visitation, sanitation, hygiene, daily schedules, access to medical, and perform work assignments.

2. Placement and programming assignments for any resident who is identified as lesbian, gay, bisexual, transgender or intersex shall be reassessed at least twice each year to review any threats to safety experienced by the resident. Said resident's own views with respect to his or her own safety shall be given serious consideration.
3. When a resident is admitted to a secure facility, including transfers between secure facilities, the resident will be screened for vulnerability for victimization and sexually aggressive behavior prior to room assignment. Room assignments by staff will be reviewed to ensure a resident's potential for victimization or predatory risk.
4. Within seventy-two (72) hours of admission, all residents will receive PREA orientation from a PREA counselor.
5. Residents with any type of disability including physical, psychiatric, and/or intellectual, will be given an equal opportunity to participate in, benefit from and have meaningful access to all aspects of the division's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Another resident may be used to interpret only when all other resources have been exhausted.
6. New residents receive written orientation materials and/or translations in their own language if they do not understand English. When a literacy problem exists, a staff member will assist the resident in understanding the material. Completion of orientation is documented by a statement signed and dated by the resident.
7. All facilities will comply with the following:
  - a. At the time of admission, staff will discuss program goals, service(s) available, rules governing conduct, program rules, and possible disciplinary actions with the resident; this is documented by employee and resident signature.
  - b. The facility administrator or designee receives appropriate information on each juvenile being considered for admission to the program.
  - c. Does not discriminate on the basis of race, religion, national origin, gender, or disability.
  - d. A quarterly progress report is made available to the parent or legal guardian of each resident and the resident.

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e. Provides or makes arrangements for the provision of the following services:

- i. Educational, vocational, and psychological assessment,
- ii. Educational/vocational programs,
- iii. Individual and group counseling activities,
- iv. Appropriate recreation and leisure activities,
- v. Consistent family contact,
- vi. Food service,
- vii. Assistance with transportation,
- viii. Transitional services,
- ix. Emergency financial assistance,
- x. Medical health services,
- xi. Mental health services, and
- xii. Employment counseling and placement

8. 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**

7/1/15  
 \_\_\_\_\_  
**Date**