

 <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>511.00</b></p>	<p><b><u>PAGES:</u></b></p> <p style="text-align: center;">2</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 §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-5I-01 thru 5I-17; ACA 3-JDF-5H-01 thru 5H-07; ACA 3-JCRF-5H-01 thru 5H-07; Prison Rape Elimination Act of 2012 §115.383</p>	
<p><b><u>SUBJECT:</u> Release of Residents</b></p>		
<p><b><u>DATE:</u> January 1, 2015</b></p>		

**POLICY**

It is the policy of the Division of Juvenile Services to provide a structured program to help residents make a satisfactory transition upon their release.

**CANCELLATION**

This policy has been reviewed and supersedes Policy 511.00 dated April 1, 2014.

**APPLICABILITY**

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

**PROCEDURES**

1. All residents are assigned an aftercare worker who shall work with the resident in preparation for release from Division custody.
2. A written review of performance is used for planning for release and is entered in OIS.
3. Written procedure for releasing a resident from Division custody includes, but is not limited to, the following:
  - i. verification of identity
  - ii. verification of release papers
  - iii. completion of release arrangements, including the person or agency to whom the juvenile is to be released

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- iv. return of personal effects
  - v. completion of any pending action, such as grievances or claims for damaged or lost possessions
  - vi. medical/mental health screening/treatment and arrangements for community follow-up/referrals when needed
  - vii. copy of the special management plan for those residents who were placed on any Suicide level during DJS custody will be forwarded to probation, DHHR worker (if assigned) and parent/guardian, if released to home
  - viii. medical/mental health evaluation and treatment for sexual abuse victims, including follow-up services, treatment plans and referrals for continued care upon release or transfer to another agency
  - ix. transportation arrangements
  - x. instructions on forwarding of mail
4. Where statutes permit, residents shall participate in employment and restitution opportunities.
  5. Whenever possible, residents shall be allowed escorted and unescorted or day leaves into the community.
  6. 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

1/1/15  
 Date