

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">706.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
	<p><u>CHAPTER:</u> Aftercare Services</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.</p>
<p><u>SUBJECT:</u> Community Resource Department Manual</p>		
<p><u>DATE:</u> July 1, 2009</p>		

POLICY

The Assistant Director of Community Based Programs will develop, sign, date and maintain a manual to provide guidelines and procedures for the Aftercare and Community Resource Department and staff.

CANCELLATION

This is a new policy.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Aftercare and Community Resource staff.

PROCEDURES

1. The Community Resource Department will have in place a manual to govern the operations of the Department.
 - a. Subjects within the manual shall include, but are not limited to:
 - i. Integration of Community Resource activities into overall facility planning.
 - ii. A systematic, ongoing plan for the provision of CRC services to all residents and former residents.
 - iii. A standardized system of documentation in order to provide daily and current records concerning all activities, including, but not limited to, contact with residents and former residents and their families, contact with community service providers, and tracking of former resident progress.

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- iv. Procedures to follow for responding to requests for assistance from public safety agencies, public welfare agencies, and schools.
- b. Updates and revisions will be reviewed, signed and dated by the Assistant Director of Community Based Programs. The manual will be reviewed annually.
- 2. The maintenance and distribution of the manual will be the responsibility of the Assistant Director of Community Based Programs and will be made available to all Community Resource Staff and facilities.

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:

Dale Humphrey

Director

July 1, 2009

Date