

	<b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b>	<b><u>POLICY NUMBER:</u></b> 	<b><u>PAGES:</u></b> <p style="text-align: center;">2</p>
<b><u>CHAPTER:</u></b> <b>Administration and Management</b>		<b><u>REFERENCE AND RELATED STANDARDS:</u></b> <b>WV Code Chapter §49-2-903.</b>	
<b><u>SUBJECT:</u> Employee Acknowledgement of Policies</b>			
<b><u>DATE:</u> July 1, 2016</b>			

### PURPOSE

This policy is to establish a mechanism for new employees to acknowledge all current policies in place by the Division of Juvenile Services and for current employees to acknowledge all revised and/or new policies issued by the division.

### CANCELLATION

This policy has been revised and supersedes Policy 105.01 dated October 1, 2015.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' employees and contract employees.

### PROCEDURES

1. All new employees and new contract employees will sign off on the New Employee Policy Acknowledgement Sheet (Attachment #1), during the orientation process with the Division. This attachment will be updated semi-annually as needed to reflect any changes and/or new policies issued by the Division. In addition to the above, all new staff will sign off on the items listed below:
  - a. Policy 143.00 – Confidentiality of Information – Confidentiality Agreement (Attachment #1 to Policy 143.00)
  - b. Policy 145.00 – Drug- and Alcohol-Free Workplace – Certificate of Understanding (Attachment #2 to Policy 145.00)
  - c. Policy 159.00 – Employee Use of Juvenile Services Fitness Center and Equipment - Waiver of Liability and Hold Harmless Agreement Regarding Voluntary Exercise Activities (Attachment #1 to Policy 159.00)

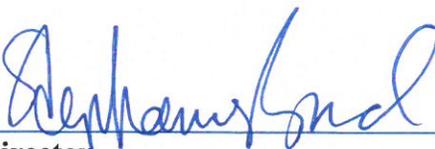
Chapter	Subject	Policy #	Page
Administration and Management	Employee Acknowledgement of Policies	105.01	2 of 2

2. All current employees and contract employees of the Division of Juvenile Services' will sign off on the Semi-annual Update Acknowledgement Sheet (Attachment #2). This attachment will be updated biannually as needed to reflect any changes and/or new policies issued by the Division.
3. Semi-Annual Update Acknowledgement Sheet for policies will be maintained in the employees' personnel file in Central Office. Contract employee's attachments will be maintained at the facility where employed or at Central Office if serving multiple facilities.
4. Each Facility Superintendent/Director shall ensure that delegated staff maintain appropriate logs and ensure that all employees sign the documentation designated in this Policy after the employee has read any given Policy.
5. Each facility will have in place an operational procedure plan to ensure the standards and practices of this policy are followed. Each facility will also have an acknowledgement sheet for that facility's individual operational procedures for new and current employees. Facility operational procedures acknowledgement sheets will be maintained in the facility where the employee is employed.

**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

7/1/16  
 \_\_\_\_\_  
 Date

# Division of Juvenile Services

## New Employee Policy Acknowledgement Sheet

Print Name \_\_\_\_\_  
 DJS / PrimeCare / PSIMed / Education  
 Circle one

Policy #	Policy Name	Employee Initial	Date
100.00	Purpose and Mission	_____	_____
101.01	Accreditation and Performance-based Standards	_____	_____
103.00	Table of Organization	_____	_____
104.00	Role of Outside Agencies	_____	_____
105.00	Policy and Procedure Manuals	_____	_____
105.01	Employee Acknowledgement of Policies	_____	_____
106.00	Annual Report & Channels of Communication	_____	_____
107.00	Monitoring and Assessment	_____	_____
107.01	Quality Assurance Program	_____	_____
108.00	Public Information/Media Access	_____	_____
108.01	Tours	_____	_____
109.00	Legal Counsel	_____	_____
110.00	Political Practices	_____	_____
111.00	Investigative Unit	_____	_____
112.00	Administrative Duty Officer	_____	_____
113.00	Safety Committee	_____	_____
114.00	Advisory Board	_____	_____
115.00	Records Management Program	_____	_____
116.00	Fiscal Responsibility & Budgeting	_____	_____
117.00	Accounting Procedures and Cash Management	_____	_____
118.00	Resident Benefit Fund	_____	_____
118.01	Resident Trustee Funds	_____	_____
119.00	Internal Monitoring	_____	_____
120.00	Independent Audit	_____	_____
121.00	Purchasing	_____	_____
121.01	Inventory Control	_____	_____
121.02	Asset Control	_____	_____
122.00	Position Control	_____	_____
123.00	Institutional Insurance	_____	_____
124.00	WV Purchasing Card Use	_____	_____
125.00	Code of Conduct	_____	_____
126.00	Employee Handbook	_____	_____
127.00	Code of Ethics/Conflict of Interest	_____	_____
128.00	Staffing Requirements	_____	_____
128.02	Probationary Term	_____	_____
129.00	Conditions of Initial and Continued Employment	_____	_____

\* Policy has separate Confidentiality Agreement  
 \*\* Policy has separate Certificate of Understanding  
 Original – Central Office  
 Copy – Facility Personnel File

# Division of Juvenile Services

## New Employee Policy Acknowledgement Sheet

Print Name \_\_\_\_\_  
 DJS / PrimeCare / PSIMed / Education  
 Circle one

Policy #	Policy Name	Employee Initial	Date
130.00	Initial Employment Physical Examination	_____	_____
130.01	Physical Agility Testing for Correctional Officers	_____	_____
131.00	Selection and Promotion of Non-Correctional Officer Personnel	_____	_____
132.00	Competitive Promotion of Correctional Officer Personnel	_____	_____
132.01	Job Interviews	_____	_____
134.00	Correctional Officer Uniforms and Grooming Standards	_____	_____
135.00	Non-Correctional Officer Dress Code	_____	_____
136.00	Secondary Employment and Volunteer Activity	_____	_____
137.00	Employee Performance Appraisals	_____	_____
138.00	Progressive Discipline	_____	_____
139.00	Automatic Reallocation Procedure for Correctional Officer I	_____	_____
140.00	Compensation and Benefits	_____	_____
141.00	Hours, Schedules and Overtime	_____	_____
142.00	Employee Personnel Files	_____	_____
143.00	Confidentiality of Information*	_____	_____
144.00	Identification Cards	_____	_____
145.00	Drug- and Alcohol-Free Workplace**	_____	_____
146.00	Tobacco-Free Workplace	_____	_____
147.00	Employee Referral Program	_____	_____
148.00	Equal Employment Opportunity	_____	_____
149.00	Prohibited Workplace Harassment	_____	_____
150.00	Reasonable Accommodations for Persons With Disabilities	_____	_____
151.00	Prison Rape Elimination Act (PREA)	_____	_____
152.00	Employee Use of State-Issued Credit Cards	_____	_____
153.00	Employees' Contact Information	_____	_____
154.00	Computer, Internet and Email Use	_____	_____
155.00	Military Leave	_____	_____
156.00	Employee Exit Interviews	_____	_____
157.00	Nepotism	_____	_____
158.00	Return to Work Program	_____	_____

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 Copy – Facility Personnel File

# Division of Juvenile Services

## New Employee Policy Acknowledgement Sheet

Print Name \_\_\_\_\_  
 DJS / PrimeCare / PSIMed / Education  
 Circle one

Policy #	Policy Name	Employee Initial	Date
159.00	Employee Use of Juvenile Services Fitness Center and Equipment	_____	_____
162.00	Training and Staff Development	_____	_____
165.00	Offender Records	_____	_____
166.00	Information System and Research Conduction	_____	_____
167.00	Volunteers' and Citizens' Involvement	_____	_____
200.00	Building/Fire Codes	_____	_____
201.00	Staff/Juvenile Interaction, Facility Size and Rated Capacity	_____	_____
202.00	Facility Planning Requirements	_____	_____
203.00	Housing Areas	_____	_____
205.00	Program and Service Areas	_____	_____
206.00	Security/Surveillance	_____	_____
300.00	Security/Operational Manual	_____	_____
301.00	Juvenile Careworkers	_____	_____
302.00	Permanent Logs	_____	_____
303.00	Patrols and Inspections	_____	_____
303.01	Resident Security Checks	_____	_____
304.00	Resident Counts	_____	_____
305.00	Resident Movement	_____	_____
305.01	Resident Daily Schedule	_____	_____
306.00	Use of Physical Force and Restraints	_____	_____
306.01	Chemical Agents	_____	_____
307.00	Firearms	_____	_____
308.00	Control of Contraband/Allowable Items	_____	_____
308.01	Use of Electronic Devices	_____	_____
309.00	Tools and Equipment	_____	_____
310.00	Security Equipment	_____	_____
310.01	Radio Communications & Frequency Management	_____	_____
311.00	Contractor Escorts and Security Protocol	_____	_____
312.00	Double-bunking of Residents	_____	_____
313.00	Incident Report Writing	_____	_____
314.00	Transportation of Residents	_____	_____
315.00	Major Disturbances & Hostage Situations	_____	_____
316.00	Canine Units Access to DJS Facilities	_____	_____
316.01	Animal Access to DJS Facilities	_____	_____

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 Copy – Facility Personnel File

# Division of Juvenile Services

## New Employee Policy Acknowledgement Sheet

Print Name \_\_\_\_\_  
 DJS / PrimeCare / PSIMed / Education  
 Circle one

Policy #	Policy Name	Employee Initial	Date
317.00	Substance Abuse Testing Treatment and Sanctions	_____	_____
318.00	Key Control	_____	_____
319.00	Vehicle Operation and Maintenance	_____	_____
320.00	Fire Safety Program	_____	_____
321.00	Flammable, Toxic, and Caustic Materials	_____	_____
322.00	Emergency Plans, Shelter-in-Place and Evacuation Procedures	_____	_____
322.01	Emergency Power and Communications	_____	_____
324.00	Crime Scene and Physical Evidence Preservation	_____	_____
325.00	Escapes	_____	_____
330.00	Resident Discipline	_____	_____
331.00	Prosecution of Residents	_____	_____
332.00	Specialized Housing	_____	_____
333.00	Resident Access to Courts and Counsel	_____	_____
334.00	Resident Rights and Grievance Procedures	_____	_____
335.00	Facility Child Abuse and Neglect	_____	_____
336.00	Special Management of Residents with Medical or Mental Health Issues	_____	_____
400.00	Food Service Operations and Sanitation	_____	_____
401.00	Sanitation and Inspections	_____	_____
402.00	Water Supply	_____	_____
405.00	Clothing and Bedding Supplies	_____	_____
406.00	Bathing and Personal Hygiene	_____	_____
410.00	Medical Standards	_____	_____
413.00	Medical Care & Emergency Medical Procedures	_____	_____
414.00	Suicide/Self Harm Prevention and Intervention	_____	_____
415.00	Hunger Strikes	_____	_____
500.00	Intake and Admissions	_____	_____
500.01	Reception and Orientation of New Residents	_____	_____
500.02	Personal Property	_____	_____
500.03	YLS/CMI and LS/CMI Application	_____	_____
500.04	Resident Handbook	_____	_____
500.05	Treatment Timeframes and Mandates	_____	_____
500.06	Temporary Transfer of Residents	_____	_____
500.07	Clinical Polygraphs	_____	_____
500.08	Intake and Assessment Center Process	_____	_____

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# Division of Juvenile Services

## New Employee Policy Acknowledgement Sheet

Print Name \_\_\_\_\_  
 DJS / PrimeCare / PSIMed / Education  
 Circle one

Policy #	Policy Name	Employee Initial	Date
501.00	Classification Process for Residents on Work Details	_____	_____
501.01	Rubenstein Center Cadet Selection	_____	_____
501.02	Phase System	_____	_____
501.03	CHANGE Program	_____	_____
502.00	Social Services	_____	_____
503.00	Unit Management	_____	_____
504.00	Academic and Vocational Programs	_____	_____
505.00	Work Programs	_____	_____
506.00	Library Services	_____	_____
507.00	Recreation Activities	_____	_____
508.00	Religious Programs	_____	_____
509.00	Telephone, Mail Privileges & Access to Publications	_____	_____
510.00	Resident Visitation	_____	_____
510.01	Pre-Release Visits/Off-Campus Visitation	_____	_____
511.00	Release of Residents	_____	_____
600.00	Division Honor Guard	_____	_____
601.00	Basic Training Academy	_____	_____
602.00	Acceptance of Entry Level Training from other Jurisdictions	_____	_____
700.00	Aftercare and Community Resource Department	_____	_____
701.00	Table of Organization	_____	_____
702.00	Assignment and Management of Residents & Former Residents	_____	_____
703.00	Community Contacts with Former Residents	_____	_____
705.00	Release from Aftercare Supervision	_____	_____
706.00	Community Resource Department Manual	_____	_____
800.00	Establishing the Youth Reporting Centers & Mission	_____	_____
801.00	Table of Organization	_____	_____
802.00	Referrals	_____	_____
803.00	Assessments	_____	_____
804.00	Orientation Procedures	_____	_____
805.00	Searches and Contraband	_____	_____
806.00	Service Plans	_____	_____
807.00	Progress Reports	_____	_____

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 Copy – Facility Personnel File

## Division of Juvenile Services New Employee Policy Acknowledgement Sheet

Print Name \_\_\_\_\_  
DJS / PrimeCare / PSIMed / Education  
Circle one

Policy #	Policy Name	Employee Initial	Date
808.00	Suicide Intervention	_____	_____
809.00	Transportation of YRC Participants	_____	_____
810.00	Participant Dress Code	_____	_____
811.00	Youth Reporting Center Staff Training	_____	_____
812.00	Phase System for Youth Reporting Centers	_____	_____
813.00	Participant Discipline	_____	_____
814.00	Sanitation and Inspections	_____	_____
815.00	Home Detention Program	_____	_____
816.00	Drug and Alcohol Screening of YRC Participant	_____	_____
817.00	YRC Participant Handbook	_____	_____
900.00	Prison Industries Enhancement (PIE) Program	_____	_____

I, \_\_\_\_\_, a DJS employee or contract/education employee at  
(Print Name)

\_\_\_\_\_, do hereby affirm that I have read and  
(Name of Facility)

understand each policy by placing my initials beside each policy as indicated. By initialing those policies listed as having their own Certificate of Understanding, I acknowledge that I have read and understood said policy and signed the individual Certificate of Understanding for that policy.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\* Policy has separate Confidentiality Agreement  
\*\* Policy has separate Certificate of Understanding  
Original – Central Office  
Copy – Facility Personnel File

Division of Juvenile Services  
Semi-Annual Policy Update Acknowledgement Sheet  
July 1, 2016

Print Name \_\_\_\_\_  
DJS / PrimeCare / PSIMed / Education  
Circle one

Policy #	Name	Employee Initial	Date
100.00	Purpose and Mission	_____	_____
101.01	Accreditation and Performance-based Standards	_____	_____
105.01	Employee Acknowledgement of Policies	_____	_____
106.00	Annual Reports & Channels of Communication	_____	_____
109.00	Legal Counsel	_____	_____
126.00	Employee Handbook	_____	_____
134.00	correctional Officer Uniforms and Grooming Standards	_____	_____
138.00	Progressive Discipline	_____	_____
141.00	Hours Schedules Overtime	_____	_____
143.00	Confidentiality of Information	_____	_____
144.00	Identification Cards	_____	_____
147.00	Employee Referral Program	_____	_____
151.00	PREA	_____	_____
152.00	Employee Use of State Credit Cards	_____	_____
159.00	Employee Use of DJS Fitness Center	_____	_____
162.00	Training and Staff Development	_____	_____
200.00	Building & Fire Codes	_____	_____
203.00	Housing Areas	_____	_____
205.00	Program and Service Areas	_____	_____
300.00	Security Emergency Manual	_____	_____
303.00	Patrols and Inspections	_____	_____
306.00	Use of Force	_____	_____
314.00	Transportation of Residents	_____	_____
324.00	Crime Scenes and Physical Evidence	_____	_____
330.00	Resident Discipline	_____	_____
334.00	Juvenile Rights and Grievance Procedures	_____	_____
500.02	Personal Property	_____	_____
500.04	Resident Handbook	_____	_____
801.00	Table of Organization	_____	_____
802.00	Referrals	_____	_____
803.00	Assessments	_____	_____
804.00	Orientation Procedures	_____	_____
805.00	Searches and Contraband	_____	_____
806.00	Service Plans	_____	_____
807.00	Progress Reports	_____	_____
808.00	Suicide Intervention	_____	_____

Division of Juvenile Services  
Semi-Annual Policy Update Acknowledgement Sheet  
July 1, 2016

Print Name \_\_\_\_\_  
DJS / PrimeCare / PSIMed / Education  
Circle one

Policy #	Name	Employee Initial	Date
809.00	Transportation of YRC Participants	_____	_____
810.00	Participant Dress Code	_____	_____
811.00	Youth Reporting Center Staff Training	_____	_____
812.00	Phase System for Youth Reporting Centers	_____	_____
814.00	Sanitation and Inspections	_____	_____
815.00	Home Detention Program	_____	_____
816.00	Drug and Alcohol Screening Of YRC Participants	_____	_____
817.00	YRC Participant Handbook	_____	_____

**44 Policies**

I, \_\_\_\_\_, a DJS employee or contract/education employee at  
(Print Name)  
\_\_\_\_\_, do hereby affirm that I have read and  
(Name of Facility)  
understand each of the (41) revised policies and one (3) new policies dated July 1, 2016, by placing  
my initials beside each policy as indicated.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
DATE