

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">106.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§5-1-20 & 49-2-903 et seq.; ACA 3-JDF-1A-23 thru -27</p>	
<p><u>SUBJECT:</u> Annual Report and Channels of Communication</p>		
<p><u>DATE:</u> July 1, 2016</p>		

PURPOSE

It is the policy of the West Virginia Division of Juvenile Services to establish a channel of communication between itself, government, public, and any pertinent agencies.

CANCELLATION

This policy has been revised and supersedes Policy 106.00 dated July 1, 2008.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Facilities/Centers and Offices.

PROCEDURES

1. Regular meetings will be held between the Facility Superintendent/Director and all department heads and between department heads and their key staff members. Such meetings are to be conducted at least monthly.
2. Facility staff meetings for all staff will be conducted at least semi-annually.
3. A system of two-way communication between all levels of staff and residents will be established to include:
 - a. Town Hall meetings (student council)
 - b. Clinicals
 - c. Student Council
4. The Division Director will hold meetings at least annually with the Facility Superintendent/Director.

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5. An annual report is compiled to provide communication with executive, legislative, and judicial bodies at all government levels.
 - a. Information to be covered in the Division's annual report will include, but not be limited to, the following:
 - i. Departments: major achievements, goals, statistics, and other relevant data,
 - ii. Facilities: overview, facility achievements from previous year and goals for next year, major resident activities and vocational and educational achievements, and
 - iii. Centers: community service hours, major activities/achievements throughout the year, and projects completed by participants.
 - b. All information is due August 31 for the previous fiscal year.
 - c. All information requested for this annual report must be submitted to the Division Director or his/her designee.
6. This policy will be adopted in its entirety and no operational procedure will be developed.

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