

Policy Changes

January 1, 2016

Page	Section	Number	Change
WV Code Chapter §49-2-903 replaced §49-5-16a and 49-5E-1 et seq			
POLICY section renamed PURPOSE section			
105.00-Policies and Procedures Manual			
Extensive Changes and/or rewording throughout entire policy			
105.01 – Employee Acknowledgement of Policies			
1	Procedures	1.	All new employees and 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 each quarter <u>semi-annually</u> as needed to reflect any changes and/or new policies issued by the Division.
2	Procedures	2.	All current employees and contract employees of the Division of Juvenile Services’ will sign off on the Quarterly <u>Semi-annual</u> Update Acknowledgement Sheet (Attachment #2). This attachment will be updated <u>biannually</u> each quarter as needed to reflect any changes and/or new policies issued by the Division.
2	Procedures	3.	Quarterly <u>Semi-Annual</u> Update Acknowledgement Sheet for policies will be maintained in the employees’ personnel file in Central Office.
112.00-Administrative Duty Officer			
1	Purpose		This Policy is to establish <u>guidelines</u> and maintain a mechanism for reporting all emergency situations, unusual circumstances and calculated use of force incidents to the Division of Juvenile Services’ Central Office
1	Definitions		<u>Administrative Duty Officer (ADO)</u> : Central Office personnel who are assigned on a rotating basis to serve as each Facility Shift Commanders’ primary point of contact for all emergencies, unusual circumstances, and calculated use of force incidents that take place after regular business hours.
2	Procedures	1.	The Director of the Division of Juvenile Services or designee shall be informed of emergency situations, when discovered, by phoning the Central Office during normal work hours. After normal work hours for Central Office, all information pertaining to emergency situations shall be reported to the Administrative Duty Officer by following emergency notification procedures. <u>During normal work hours, the Facility Superintendent/Director shall ensure that the Director of the Division of Juvenile Services or designee is contacted and apprised of emergency situations. After normal working hours for Central Office, the Shift Supervisor shall report any emergency situations to the Administrative Duty Officer by following emergency notification</u>

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			<i>procedures.</i>
3	Procedures	10.	Each facility will adopt this policy in its entirety and no Operational Procedure will be developed. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.
115.00-Records Management Program			
This is a new policy			
118.00-Juvenile Resident Benefit Commissary Fund			
Extensive Changes and/or rewording throughout entire policy			
118.01-Resident Trustee Juvenile Benefit Funds			
Extensive Changes and/or rewording throughout entire policy			
119.00-Internal Monitoring			
1	Procedure	1.iii.	The Agency <i>Division</i> Director has the authority to request an internal audit at his/her discretion
2	Procedure	1.iv.	Each facility is subject to <i>fiscal</i> review by the Assistant Director of Budget and Finance or designee at any given time.
2	Procedure	3.	Each <i>facility will adopt this policy in its entirety and no operational procedure will be developed.</i> have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.
121.00-Purchasing			
Extensive Changes and/or rewording throughout entire policy			
124.00-WV Purchasing Card Use			
Extensive Changes and/or rewording throughout entire policy			
133.00-Grooming and Appearance Standards-Policy Rescinded			
Information incorporated into Policy 134.00			
134.00-Correctional Officer Uniforms and Grooming Standards			
Extensive Changes and/or rewording throughout entire policy			
135.00-Non-Correctional Officer Dress Code			
Extensive Changes and/or rewording throughout entire policy			
137.00-Employee Performance Appraisals			
1	Purpose		This policy is to ensure compliance with the Division of

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			Personnel's Administrative Rule and <i>to encourage continual improvement of</i> foster satisfactory performance of all staff of the Division of Juvenile Services.
2	Procedures	6.	DOP Form EPA-3 is an overall rating and is used as a final review of the entire performance period, <i>January 1, through December 31. This EPA-3 is due by December 31 of each year.</i>
2	Procedures	7.	DOP Forms EPA-1 and EPA-2 shall be <i>held until the end of the year and attached to and made part of Form EPA-3. EPA-2s completed monthly for probationary employees shall be held until the end of the year and submitted with the final EPA-3.</i>
2	Purpose	8.	<ul style="list-style-type: none"> a. Initial Planning Session, <i>EPA-1</i> (meeting/conference within the first 30 days of the performance rating period; due by January 31) b. Primary Performance Period, (first six months of rating period; January 1 through June 30) c. Mid-Point Review, <i>EPA-2</i> (meeting/conference at the end of six month rating period; due by June 30) d. Secondary Performance Period (second six months of rating period; July 1 through December 31) e. Final Review Session, <i>EPA-3</i> (meeting to discuss employee's overall performance during the entire rating period; due by <i>January 20</i> December 31) f. Filing Completed and Signed Forms, <i>EPA-1, EPA-2, and EPA-3 for the previous year are due in Central Office by January 31</i> (original in the agency personnel file with a copy to the rating supervisor and the employee).
3	Procedures		<i>Each facility will adopt this policy in its entirety and no operational procedure will be required. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.</i>
140.00-Compensation and Benefits			
Extensive Changes and/or rewording throughout entire policy			
146.00-Tobacco Free Workplace			
Extensive Changes and/or rewording throughout entire policy			
152.00-Employee Use of State Credit Cards			
Extensive Changes and/or rewording throughout entire policy			
162.00-Training and Staff Development			
3	Training Requirements	2.e.	<i>All Aftercare workers receive Non-Violent Physical Crisis Prevention Intervention™ training as their defensive tactics</i>

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			<i>training within the first ninety (90) days of employment.</i>
3	Training Requirements	2.h.	In subsequent years, correctional officers and treatment staff, including full-time contract mental health personnel, will receive an additional forty (40) hours of <i>in-service</i> training.
4	Training Requirements	2.j.	All support and clerical employees who have regular or daily contact with juveniles receive forty (40) hours of <i>in-service</i> training annually. At a minimum, this training covers
4	Training Requirements	2.k.	All support and clerical employees who have regular or daily contact with juveniles receive the following <i>in-service</i> training every two (2) years.
5	Training Requirements	2.l.	All clerical/support employees who have minimal or no contact with juveniles receive an additional sixteen (16) hours of <i>in-service</i> training annually. At a minimum, this training covers
5	Training Requirements	2.m.	All clerical/support employees who have minimal or no contact with juveniles receive the following <i>in-service</i> training every two (2) years
5	Training Requirements	2.n.	All administrative and managerial staff receives forty (40) hours of <i>in-service</i> training annually.
6	Training Requirements	2.v.	All officers, youth specialists , program staff, supervisors/managers, and other staff (as determined by the Facility Superintendent/Director) assigned to residential facilities are required to complete the Pressure Point Control Tactics (PPCT) course with an eight (8) hour refresher course one <i>three (3) times</i> a year. Failure to complete the program will result in remedial training. Continued failure to complete the program may result in disciplinary action and/or dismissal.
8	Program Planning and Coordination	3.7.	Each facility will adopt this policy in its entirety and no Operational Procedure will be developed. This policy will be adopted in its entirety and the facility will not create an operational procedure.
165.00-Offenders Records			
Extensive Changes and/or rewording throughout entire policy			
308.00-Control of Contraband Allowable Items-Need to include staff contraband			
1.	Definitions		<u>Contraband:</u> <i>Any item expressly prohibited by Division of Juvenile Services Policies, any item altered from its original state, or possession of any item not authorized in a specified area.</i>
2 & 3	Procedures	1.a.	Pat Down Searches – Fully clothed body searches, conducted by trained staff and a member of the same sex. Only in emergency circumstances will a member of the opposite sex conduct a pat down search, which will be documented. <i>Pat down searches will be conducted;</i>

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			<ul style="list-style-type: none"> i. <u>At the beginning of each intake;</u> ii. <u>Upon suspicion of contraband;</u> iii. <u>Before visitation;</u> iv. <u>After non-contact visitation; and</u> v. <u>Routinely during movement</u>
330.00-Resident Discipline			
10	Category I Sanctions	7.a.ii.1)	<p><u>Residents placed on specialized housing due to hearing sanctions of more than three (3) days will be placed on a Behavioral Management Plan which will be developed by the treatment team within two (2) calendar days.</u></p> <ul style="list-style-type: none"> a. <u>The behavioral management plan will remain in effect until the targeted goals have been completed by the resident.</u> b. <u>A copy will be given to the resident.</u> c. <u>The behavioral management plan will include, at a minimum:</u> <ul style="list-style-type: none"> i. <u>Expectations</u> ii. <u>Goals and Objectives</u> iii. <u>Incentives</u> iv. <u>Consequences</u>
11	Category I Sanctions	7.a.ii.2)	<p><u>The treatment team can petition the Facility Superintendent/Director to have a resident removed from specialized housing when they feel the resident has completed the plan and is amenable to reasonable direction and control.</u></p>
12	Category I Sanctions	7.f.	<p><u>Loss of Free Time (LOFT) Rules:</u></p> <ul style="list-style-type: none"> i. <u>No Library books or magazines unless being used for school assignments or treatment (to be verified).</u> ii. <u>Resident must remain in assigned area.</u> iii. <u>No cards, board games, video games and watching television, movies, etc. while having this restriction.</u> iv. <u>Resident is not allowed to carry on a conversation with other residents. Other residents will not be permitted to talk with or enter into the restricted resident's area.</u>
12 & 13	Category I Sanctions	7.g.	<p><u>Loss of all Privileges (LOAP) Rules will include everything in Loss of Free Time and the following:</u></p> <ul style="list-style-type: none"> i. <u>No collect phone privileges.</u> ii. <u>No commissary (not to include hygiene).</u> iii. <u>All personal belongings will be confiscated and stored. No walkmans, CD's , personal clothes to include shorts, hats and sweatpants.</u> iv. <u>Recreation will be 1 hour a day and resident will only be permitted to walk, run, or exercise the large muscle groups (walking, running, pushups, sit ups, or jumping jacks).</u>

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			<i>Recreation will NOT include basketball, billiards, ping pong or the use of any weight lifting equipment.</i>
			v. <i>Early room/bed time of 8:00 pm.</i>
13	Category I Sanctions	7.h.	Imposition of: warning .
16	Release of Information	14.	<u>RELEASE OF INFORMATION</u>
332.00-Specialized Housing			
2	Procedures	1.	Specialized housing is used for residents who are separated from others due to medical necessity, sanctions, behavioral concerns, a court order, or protective custody. An Observation Sheet (Attachment #1) will be used for every resident placed in specialized housing. a. An Observation Sheet (Attachment #1) will be used for every resident placed in specialized housing. b. <u>All residents will be searched according to policy #308.00-Control of Contraband and Allowable Items prior to placement in specialized housing.</u>
4	Procedures	3.e.i.	Segregated <u>Specialized</u> housing can result from a guilty finding of a Category I rule violation by the hearing officer.
4	Procedures	3.e.ii	Segregated <u>Specialized</u> housing for each sanction will be no more than three (3) days for non-violent Category I offenses or no more than ten (10) days for violent Category I offenses.
5	Procedures	3.e.iv.	Residents placed on specialized housing due to administrative segregation <u>hearing sanctions of more than three (3) days</u> will be placed on a Behavioral Modification <u>Management</u> Plan which will be developed by the treatment team within two (2) calendar days. 1)The behavioral <u>management</u> modification plan will remain in effect until the targeted goals have been completed by the resident. 3)This plan will be updated whenever the Division Director gives approval for continuation of segregated housing. 4)The behavioral modification <u>management</u> plan will include, at a minimum:
5	Procedures	3.e.v.	<u>The treatment team can petition the Facility Superintendent/Director to have a resident removed from specialized housing when they feel the resident has completed the plan and is amenable to reasonable direction and control.</u>
510.00-Resident Visitation			
3	Procedures	10	The <u>regular scheduled</u> visitation hours of all residents shall be

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			established by the Facility Superintendent/Director.
3	Procedures	11	Residents and their families will be informed of the regular scheduled visitation hours, and <u>but</u> will <u>also</u> be clearly informed that visitation may occur at other times, subject only to one day's advance notice.
5	Procedures	15	When facility visitation is not possible due to distance, transportation issues, etc., every effort will be made to use technology as a means to visit, such as Polycom, web cameras, Zoom, and Skype. This type of visitation must have prior approval from the Facility Superintendent/Director or designee and Treatment staff will initiate the contact. All visitation conducted in this manner is to be strictly monitored by staff during the entire visit and can be terminated at any time for violation of visitation rules.
5	Procedures	16	Employees are to conduct pat down searches on residents immediately following any <u>non-contact</u> visitation <u>and strip searches are to be conducted after any contact visitation.</u> Strip searches can be conducted if staff have a reasonable belief that the resident has obtained contraband or other prohibited material after the visit. Residents shall be searched by employees who are of the same sex as the resident. Hand held wands or magnetometers can be used in conjunction with pat down searches.
602.00-Acceptance of Entry Level Training			
1	Purpose	1.d.	Must submit the written request to the Director of Training <u>or designee</u> along with required documentation prior to, or within thirty (30) days of attaining employment
2	Evaluation	2.a.b.c.e.	<p>Upon receipt of written request, the Director of Training <u>or designee</u> shall validate documentation submitted by the applicant.</p> <p>If the Director of Training <u>or designee</u> finds all documentation to be factual, he/she shall evaluate the training with regard to subject areas, time allocations, type of instruction and any other area deemed appropriate to determine if the course of instruction meets requirements of Division policy.</p> <p>The Director of Training <u>or designee</u> will prepare an individualized training plan to allow the employee to meet the mandatory training requirements of the Division.</p> <p>Following the evaluation the Director of Training <u>or designee</u> will notify the applicant and appropriate facility superintendent/director if any credit for previous training will be recognized.</p>

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804.00-Orientation Procedures			
1	Cancellation		This is a new policy. <i><u>This policy has been reviewed and supersedes Policy 804.00 dated April 1, 2009.</u></i>
2	Procedures	4.	All orientation documentation will be <i><u>uploaded in the offender's record in OIS</u></i> placed in the youth's file upon completion.