

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 305.02

EFFECTIVE DATE: 02 August 2023

**SUBJECT: JUVENILE FACILITY
SECURITY CHECKS & DIRECT
SUPERVISION**

POLICY DIRECTIVE

PURPOSE:

To provide for the safety and security of all residents in all areas of juvenile residential facilities by ensuring that all residents are always being directly supervised.

REFERENCE:

Performance-based Standard (PbS) Outcome Measure Security 01.

RESPONSIBILITY:

Superintendents are responsible for enacting Operational Procedures to ensure the standards and practices of this Policy Directive are followed and ensuring the requirements of this Policy Directive are included in applicable Post Orders.

CANCELLATION:

Any previous written instruction on the subject including DJS Policy 303.01, dated 01 July 2017.

APPLICABILITY:

All juvenile residential facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Direct Supervision: For the purposes of this Policy, physical presence by staff in the same area with, and within reasonable hearing distance of the resident and are able to respond immediately.

POLICY:

- I. Juvenile residents will be under direct supervision at all times except when they are in their individual rooms/sleeping area.
- II. While in their rooms/sleeping area, residents are checked visually by staff every fifteen (15) minutes (at least 4 times an hour with 10 minutes between checks at a minimum). These checks are documented in OIS and/or by electronic monitoring system. Any variation from this procedure must be justified and documented in an incident report. It is the Shift Supervisor or Officer-in-Charge's responsibility to ensure that these procedures are followed.
- III. The Kenneth "Honey" Rubenstein Juvenile Center Operational Procedure for direct supervision variations will be approved by the Assistant Commissioner of the Bureau of Juvenile Services (BJS).

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____

William K. Marshall III

William K. Marshall, III Commissioner

08/02/2023

Date