

 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;"><b>106.00</b></p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> <b>Administration and Management</b></p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter §§5-1-20 &amp; 49-2-903 et seq.; ACA 3-JDF-1A-23 thru -27</b></p>	
<p><u>SUBJECT:</u> <b>Annual Report and Channels of Communication</b></p>		
<p><u>DATE:</u> <b>January 1, 2017</b></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, 2016.

**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. Facility Superintendents/Directors will submit written reports of the facility's activities to the Division Director at least weekly. These reports may include, but not be limited to:
  - a. good news/bad news
  - b. community service,
  - c. suicide watch,

