	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 123.00	<u>PAGES:</u> 2
<u>CHAPTER:</u> Administration and Management	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code §49-2-903; ACA 3-JDF-1B-17		
<u>SUBJECT:</u> Institutional Insurance			
<u>DATE:</u> July 1, 2017			

PURPOSE

The Division of Juvenile Services will ensure civil liability insurance coverage and workers' compensation insurance is provided for the agency and its employees.

CANCELLATION

This policy has been reviewed and supersedes Policy 123.00 dated April 1, 2011.

APPLICABILITY

This policy applies to all Division of Juvenile Services' facilities, offices and employees.

PROCEDURES

1. Civil liability insurance coverage is provided through the Board of Risk Insurance Management, including general liability, wrongful acts liability, personal injury liability, stopgap liability, professional liability, and auto liability. In addition, BRIM provides a public employee blanket bond to address the faithful performance of duty, and covers an employee, officer, or other appointed official who is required by statute or law to be individually bonded. Any insurance claim to be submitted to BRIM must be coordinated through Central Office.

2. Within twenty-four (24) hours of any accident involving an agency vehicle, the operator of said vehicle will complete an incident report in OIS and a Fleet Driver Report of Accident/Incident/Event form (DOA_FM-012U), for which a link is available at the Division of Juvenile Services' Intranet page under shared documents or at www.fleetwv.gov. The Facility Superintendent/Director or YRC Program Director must ensure that these forms are forwarded to Central Office within two (2) business days of the accident.

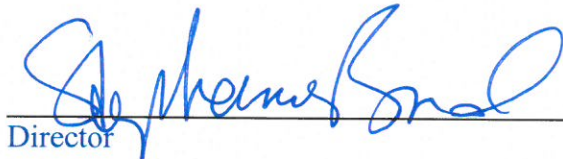
Chapter	Subject	Policy#	Page
Administration and Management	Institutional Insurance	123.00	2 of 2

3. Information on worker's compensation benefits offered through an approved insurance provider will be available in each facility's administration office for staff injured in the course of duty.
4. 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 advanced notice, unless prohibited by law.

APPROVED:



Director

7/1/17

Date