



WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES

POLICY NUMBER:

201.00

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CHAPTER:

Physical Plant

REFERENCE AND RELATED STANDARDS:

WV Code §§ 49-5-16a and 49-5E-1 et seq.; *Facilities Review Panel vs. Coe*, 420 S.E.2d 532 (1992); ACA 3-JTS-2B-01 thru 2B-10, JDF 2B-01 thru 2B-08, JCRF 2B-01 thru 2B-04

SUBJECT: Staff/Juvenile Interaction, Facility Size and Rated Capacity

DATE: October 1, 2010

POLICY

Establish guidelines for staff interaction with juveniles, facility size and rated capacity.

CANCELLATION

This policy has been reviewed and supersedes Policy 201.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services residential facilities.

DEFINITIONS

Training School: A youth development center, youth village, youth correction center, youth treatment center, youth service center, or school or home for boys and girls.

PROCEDURE

1. Physical plant design facilitates personal contact and interaction between staff and juveniles.
2. Unit Management will emphasize the promotion of positive staff/juvenile association through mutual open communications, staff teamwork, and delegation of decision-making authority to the lowest level possible, accountability on the part of both staff and juveniles, and consistency of operations for all facilities.
3. Staff offices in living units are located so that staff is readily accessible to juveniles.

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4. Adequate space is provided for administrative, security, professional, and clerical staff. This space includes conference rooms, storage room for records, a public lobby, and toilet facilities.
5. The unit management organizational structure shall be designated to ensure that a team of staff work consistently with the same group of juveniles.
6. If the facility is on the grounds of any other type of corrections facility, it is a separated, self-contained unit.
7. Special-purpose institutions do not exceed rated capacity.
8. A new training school or special-purpose institution will be constructed or an existing facility be expanded only after a needs evaluation study has been completed by the parent agency or other appropriate agency.
9. The facility location is selected with participation from the community in which it is to be located.
10. The number of juveniles does not exceed the facility's rated bed capacity.
 - a. Anytime a juvenile is brought into a facility under lawful commitment that would put that facility over capacity, the Director or designee is contacted during business hours and the ADO is contacted after hours.
 - b. Any facility that exceeds its capacity shall, at the earliest opportunity, transfer resident(s) to another facility with a lower count in order to become compliant.
11. The facility is located to facilitate use of community-based services and continued contact between youths and family.
12. The facility is designed and constructed so that juveniles can be grouped in accordance with a classification plan.
13. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

