



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

301.00

PAGES:

2

CHAPTER:

Institutional Operations

REFERENCE AND RELATED STANDARDS:

WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JCRF-3A-03/04/05; 3-JDF-3A-04 thru 3A-08; 3-JTS-3A-04 thru 3A-08

SUBJECT: Juvenile Careworkers

DATE: January 1, 2008

POLICY

The facility uses supervision and clearly defined policies and procedures on use of security to promote safe and orderly operations.

CANCELLATION

This policy has been reviewed and supersedes Policy 301.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Facilities.

PROCEDURE

Facility Superintendents/Directors will ensure that each of the following guidelines are implemented to promote safety and security within their facility.

1. Juvenile careworker positions are located in or immediately adjacent to juvenile living areas to permit workers to hear and respond promptly to emergency situations.
2. There are written shift assignments that state the duties and responsibilities for each assigned position in the facility; these shift assignments are reviewed at least annually and updated if necessary.
3. Personnel will read the appropriate shift assignment each time they assume a new position and sign and date the assignment.
4. When both males and females are housed in the same facility, at least one male and one

Chapter	Subject	Policy #	Page
Institutional Operations	Juvenile Careworkers	301.00	2 of 2

female staff member are on duty at all times.

5. No juvenile or group of juveniles is to be given control or authority over other juveniles.
6. The staffing pattern for the facility concentrates staff when most juveniles are in the facility.
7. There is at least one staff person on the premises twenty-four (24) hours a day who is readily available and responsible to juvenile needs.
8. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Dale Humphreys

Director

January 15 2008

Date