	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 306.01	<u>PAGES:</u> 3
<u>CHAPTER:</u> Institutional Operations	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.; ACA 3-JTS-3A-28/29; ACA 3-JDF-3A-27		
<u>SUBJECT:</u> Chemical Agents			
<u>DATE:</u> April 1, 2014			

POLICY

It is the policy of the Division of Juvenile Services to maintain a mechanism for the control and use of chemical agents.

CANCELLATION

This policy has been reviewed and supersedes Policy 306.01 dated April 1, 2009.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities and employees.

PROCEDURES

1. Authorization
 - a. Chemical agents will be made available to community resource coordinators.
 - b. Community Resource staff who choose to carry chemical agents must receive written authorization through the Assistant Director of Community Services and the Division Director prior to training and issuance.
2. Issuance
 - a. Only chemical agents issued by the Division will be authorized for use.
 - b. Before issuance and annually thereafter, employees will require training and certification by the Training Department. Written authorizations will be kept in the employee's personnel file. All related training documents will be maintained by the training department.

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3. Storage

- a. All chemical agents must be secured in facility gun lockers when visiting Division facilities or any place which prohibits chemical agents. The chemical agent must be stored in a secure manner while at the residence of the staff member. Storage in vehicles is only authorized when visiting facilities which prohibit chemical agents but do not have any secure lock boxes available for storage.
- b. At no time shall any chemical agent be allowed into any secured area of a division facility.
- c. It is the employee's responsibility to maintain the highest security of the chemical agent at all times.

4. Use

- a. Chemical agents will only be used in the event of imminent threat of physical harm.
- b. Any employee who discharges a chemical agent will insure that medical attention is provided to any individual exposed and local law enforcement will be contacted.
- c. An employee will contact his or her supervisor with any discharge of the chemical agent. Any intentional discharge of the chemical agent will also warrant contacting the Administrative Duty Officer on duty.
- d. All chemical agent canisters will be replaced by the Training Department after any discharge that would compromise the effectiveness of the agent.

5. Accountability

- a. All chemical agents must be inventoried and inspected quarterly. Documentation must be forwarded to the Central Office Training Department Director.
- b. Any discharge of chemical agents, whether accidental or intentional, must be documented in an incident report or monthly inspection report. A copy of the documentation must be forwarded to the Central Office Training Department Director.

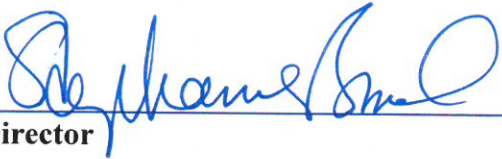
6. This policy will be adopted in its entirety and the facility will not create an operational procedure.

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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:



Director **Date** 4/1/14