 <p style="text-align: center;"><b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b></p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;"><b>316.01</b></p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Institutional Operations</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.</p>	
<p><u>SUBJECT:</u> Animal Access to DJS Facilities</p>		
<p><u>DATE:</u> April 1, 2015</p>		

### POLICY

It is the policy of the Division of Juvenile Services to ensure that, with the exception of service animals, only those animals whose presence assists in accomplishing program or security goals shall be introduced into a Division facility and/or office building.

### CANCELLATION

This policy has been reviewed and supersedes Policy 316.01 dated April 1, 2008.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities and/or offices.

### DEFINITIONS

**Service animal** – Service animals are animals that are individually trained to perform tasks for people with disabilities. Service animals are working animals, not pets.

### PROCEDURES

1. Only service animals will be allowed entry to any facility and/or office building.
2. Exceptions for special programs or demonstrations may be permitted if approved by the Director of the Division. This must be requested in writing two weeks prior to such visit.
3. With prior approval from the Division Director, a facility may have a dog for programing needs. The dog must have all checkups/shots necessary to maintain good health and to protect the employees and residents. No Division funds or resident benefits funds shall be used for the care and maintenance of any dogs utilized by any

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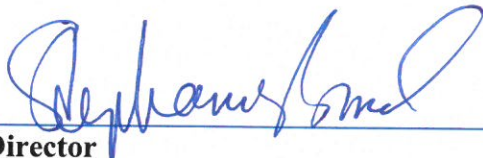
Division facility.

4. Employees will not be allowed to bring any animal and/or pet into any facility unless part of a program or demonstration approved by the Division Director as stated above.
5. Each facility will have in place an operational procedure 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:**

  
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**Director** **Date** 4/1/15