 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">500.06</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">3</p>
	<p><u>CHAPTER:</u> Juvenile Services</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E et seq.</p>
<p><u>SUBJECT:</u> Temporary Transfer of Residents</p>		
<p><u>DATE:</u> July 1, 2014</p>		

POLICY

It is the policy of the Division of Juvenile Services to govern the temporary transfer of residents from one Division facility to another.

CANCELLATION

This policy has been reviewed and supersedes Policy 500.06 dated October 1, 2011.

APPLICABILITY

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

DEFINITION

Temporary Transfer – Any transfer of a resident from one DJS facility to another that is not anticipated to exceed thirty (30) days.

PROCEDURES

1. All temporary transfers must be approved through the Deputy Director or designee prior to any transfer.
2. Correctional residents
 - a. May be transferred for the following reasons:
 - i. As a result of disciplinary sanctions
 - ii. Medical
 - iii. Mental Health
 - iv. Educational

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v. Court Appearances/Release

- b. The resident's personal property will be maintained at the sending facility for any temporary transfer of correctional residents unless the resident is scheduled to be released.

3. Detention Residents

- a. May be transferred for the following reasons:

- i. Medical
- ii. Court Appearances/Release
- iii. Administrative reasons
- iv. Educational

- b. All personal property will be sent with the staff who is transporting the resident. This information is entered in LockDown.

4. The intake process for a temporary transfer must include the following:

- a. transfer of medical file
- b. complete search of the resident and possessions
- c. disposition of personal property, if applicable
- d. shower and hair care, if necessary
- e. issue of clean, laundered clothing, as needed
- f. issue of personal hygiene articles
- g. basic medical screening in accordance with the medical provider's guidelines
- h. assignment to a housing unit
- i. assistance to resident in notifying their families of their admission and procedures for mail and visiting
- j. provision of written orientation materials to the resident
- k. Prison Rape Elimination Act (PREA) orientation
- l. WV Juvenile Detention Screening Form (Coe Form) when assigned to any detention facility (completed in OIS)
- m. Place on 72-hour observation watch
- n. Phase level will follow guidelines in Phase System - Policy 501.02

5. Any resident who is temporarily transferred to another DJS facility will have their bed reserved at the sending facility but will not be maintained on the sending facility's formal count.

6. Each facility will ensure that notification of a resident's temporary transfer is made to the

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parent/guardian and the resident's probation officer, with notification documented in OIS under interaction.

7. Each facility will complete resident movement in OIS.
8. 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:



Director

7/1/14

Date