	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 706.00	<u>PAGES:</u> 2
<u>CHAPTER:</u> Aftercare Services		<u>REFERENCE AND RELATED STANDARDS:</u> WV Code §49-2-903	
<u>SUBJECT:</u> Community Resource Department Manual			
<u>DATE:</u> January 1, 2017			

PURPOSE

The Director of Community Based Programs will develop and maintain a manual to provide guidelines and procedures for the Community Resource Department and staff.

CANCELLATION

This policy has been revised and supersedes Policy 706.00 dated July 1, 2013.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' Community Resource staff.

PROCEDURES

1. The Community Resource Department will have in place a manual to govern the operations of the Department.
 - a. Subjects within the manual shall include, but are not limited to:
 - i. Integration of Community Resource activities into overall facility planning.
 - ii. A systematic, ongoing plan for the provision of CRC services to all committed youth.
 - iii. A standardized system of documentation in order to provide daily and current records concerning all activities, including, but not limited to, contact with youth and their families, contact with community service providers, and tracking of a youth's progress.
 - iv. Procedures to follow for responding to requests for assistance from public safety agencies, public welfare agencies, and schools.

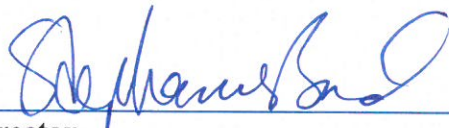
Chapter	Subject	Policy #	Page
Aftercare Services	Community Resource Department Manual	706.00	2 of 2

- b. Updates and revisions will be reviewed, signed and dated by the Director of Community Based Programs. The manual will be reviewed annually.
- 2. The maintenance and distribution of the manual will be the responsibility of the Director of Community Based Programs and will be made available to all Community Resource Staff and facilities.

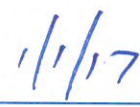
RIGHTS RESERVED

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