

Division of Juvenile Services Table of Content Policies

Policy #	Name	Issue Date
504.00	Academic and Vocational Programs	July 1, 2012
602.00	Acceptance of Entry Level Training from Other Jurisdictions	January 1, 2016
117.00	Accounting Procedures and Cash Management	April 1, 2011
101.01	Accreditation and Performance-based Standards	July 1, 2016
112.00	Administrative Duty Officer	January 1, 2018
114.00	Advisory Board	April 1, 2014
700.00	Aftercare and Community Resource Department	January 1, 2017
150.00	Americans with Disabilities Act (ADA)	January 1, 2017
316.01	Animal Access to DJS Facilities	April 1, 2015
106.00	Annual Report and Channels of Communication	January 1, 2017
803.00	Assessments	July 1, 2016
121.02	Asset Control	July 1, 2013
702.00	Assignment and Management of Committed Youth	January 1, 2017
139.00	Automatic Reallocation Procedure for Correctional Officer I	January 1, 2008
601.00	Basic Training Academy	January 1, 2018
406.00	Bathing and Personal Hygiene	October 1, 2013
200.00	Building/Fire Codes	July 1, 2016
316.00	Canine Unit Access to DJS Facilities	July 1, 2013
501.03	CHANGE Program	January 1, 2010
306.01	Chemical Agents	April 1, 2014
501.00	Classification Process for Residents on Work Details	January 1, 2012
500.07	Clinical Polygraphs	October 1, 2011
405.00	Clothing and Bedding Supplies	October 1, 2013
125.00	Code of Conduct	July 1, 2017
127.00	Code of Ethics/Conflict of Interest	April 1, 2012
703.00	Community Contacts with Aftercare Youth	January 1, 2017
706.00	Community Resource Department Manual	January 1, 2017
815.00	Community Supervision Program	July 1, 2016
140.00	Compensation and Benefits	January 1, 2018
132.00	Competitive Promotion of Correctional Officer Personnel	July 1, 2017
154.00	Computer, Internet and Email Use	July 1, 2013
129.00	Conditions of Initial and Continued Employment	January 1, 2018

Division of Juvenile Services Table of Content Policies

Policy #	Name	Issue Date
143.00	Confidentiality of Information	July 1, 2016
311.00	Contractor Escorts and Security Protocol	July 1, 2015
308.00	Control of Contraband/Allowable Items	January 1, 2016
134.00	Correctional Officer Uniforms and Grooming Standards	July 1, 2017
324.00	Crime Scene and Physical Evidence Preservation	July 1, 2016
600.00	Division Honor Guard	April 1, 2012
312.00	Double-bunking of Residents	April 1, 2014
145.00	Drug- and Alcohol-Free Workplace	January 1, 2018
816.00	Drug and Alcohol Screening of YRC Participants	July 1, 2016
322.00	Emergency Plans, Shelter-in-Place and Evacuation Procedures	October 1, 2015
322.01	Emergency Power and Communications	October 1, 2007
105.01	Employee Acknowledgement of Policies	January 1, 2018
156.00	Employee Exit Interviews	April 1, 2015
126.00	Employee Handbook	July 1, 2016
144.00	Employee Identification Cards	July 1, 2016
137.00	Employee Performance Appraisals	January 1, 2016
142.00	Employee Personnel Files	October 1, 2009
147.00	Employee Referral Program	July 1, 2016
152.00	Employee Use of State-Issued Credit Cards	July 1, 2016
159.00	Employee Use of Juvenile Services Fitness Center and Equipment	July 1, 2016
153.00	Employees' Contact Information	July 1, 2011
148.00	Equal Employment Opportunity	July 1, 2017
325.00	Escapes	April 1, 2015
800.00	Establishing the Youth Reporting Centers and Mission	April 1, 2013
335.00	Facility Child Abuse and Neglect	October 1, 2015
202.00	Facility Planning Requirements	October 1, 2013
320.00	Fire Safety Program	October 1, 2011
307.00	Firearms/Weapons	January 1, 2017
116.00	Fiscal Responsibility & Budgeting	July 1, 2014
321.00	Flammable, Toxic, and Caustic Materials	July 1, 2011
400.00	Food Service Operations and Sanitation	April 1, 2015
512.00	Furloughs	January 1, 2018
141.00	Hours, Schedules, and Overtime	January 1, 2018

**Division of Juvenile Services
Table of Content
Policies**

Policy #	Name	Issue Date
203.00	Housing Areas	July 1, 2016
415.00	Hunger Strikes	April 1, 2009
313.00	Incident Report Writing	January 1, 2017
120.00	Independent Audit	October 1, 2007
166.00	Information System and Research Conduction	January 24, 2014
130.00	Initial Employment Physical Examination	January 1, 2015
123.00	Institutional Insurance	July 1, 2017
500.00	Intake and Admissions	July 1, 2015
500.08	Intake and Assessment Center Process	April 1, 2015
119.00	Internal Monitoring	January 1, 2016
121.01	Inventory Control	January 1, 2018
111.00	Investigative Unit	January 1, 2018
132.01	Job Interviews/Promotional Testing	July 1, 2015
301.00	Juvenile Careworkers	January 1, 2008
318.00	Key Control	July 1, 2009
141.01	Leave Guidelines	January 1, 2017
109.00	Legal Counsel	July 1, 2016
509.01	Legal Mail Supplement	January 1, 2018
506.00	Library Services	January 1, 2017
315.00	Major Disturbances & Hostage Situations	October 9, 2014
413.00	Medical Care & Emergency Medical Procedures	January 1, 2015
410.00	Medical Standards	April 1, 2008
155.00	Military Leave	January 1, 2017
157.00	Nepotism	April 1, 2012
135.00	Non-Correctional Officer Dress Code	July 1, 2017
165.00	Offender Records	January 1, 2018
804.00	Orientation Procedures	July 1, 2016
813.00	Participant Discipline	October 1, 2013
810.00	Participant Dress Code	July 1, 2016
303.00	Patrols and Inspections	July 1, 2016
500.02	Personal Property	July 1, 2016
501.02	Phase System	July 1, 2015
812.00	Phase System for the Youth Reporting Centers	July 1, 2016
130.01	Physical Agility Testing for Correctional Officers	January 1, 2015
105.00	Policy and Procedure Manuals	January 1, 2016
110.00	Political Practices	April 1, 2009

Division of Juvenile Services Table of Content Policies

Policy #	Name	Issue Date
510.01	Pre-Release Visits/Off-Campus Visitation	July 1, 2014
900.00	Prison Industries Enhancement (PIE) Program	January 1, 2010
151.00	Prison Rape Elimination Act (PREA)	July 1, 2016
128.02	Probationary Term	January 1, 2017
205.00	Program and Service Areas	July 1, 2016
807.00	Progress Reports	July 1, 2016
138.00	Progressive Discipline	July 1, 2016
149.00	Prohibited Workplace Harassment	July 1, 2017
331.00	Prosecution of Residents	January 1, 2017
108.00	Public Information/Media Access	January 1, 2008
121.00	Purchasing	January 1, 2016
100.00	Purpose and Mission	July 1, 2016
107.01	Quality Assurance Program	July 1, 2015
310.01	Radio Communications and Frequency Management	January 1, 2015
500.01	Reception and Orientation of New Residents	July 1, 2015
115.00	Records Management Program	January 1, 2016
507.00	Recreation Activities	January 24, 2014
802.00	Referrals	July 1, 2016
705.00	Release from Aftercare Supervision	January 1, 2017
511.00	Release of Residents	January 1, 2015
508.00	Religious Programs	April 1, 2012
333.00	Resident Access to Courts and Counsel	October 1, 2015
118.00	Resident Benefit Fund	January 1, 2016
304.00	Resident Counts	January 1, 2018
305.01	Resident Daily Schedules	April 1, 2013
330.00	Resident Discipline	January 1, 2018
500.04	Resident Handbook	July 1, 2016
305.00	Resident Movement	October 1, 2015
334.00	Resident Rights and Grievance Procedures	January 1, 2018
303.01	Resident Security Checks/Direct Supervision	July 1, 2017
118.01	Resident Trustee Funds	January 1, 2016
510.00	Resident Visitation	January 1, 2016
104.00	Role of Outside Agencies	April 1, 2015
501.01	Rubenstein Center Cadet Selection	October 1, 2011
113.00	Safety Committee	July 1, 2015
401.00	Sanitation and Inspections	July 1, 2015

**Division of Juvenile Services
Table of Content
Policies**

Policy #	Name	Issue Date
814.00	Sanitation and Inspections	July 1, 2016
805.00	Searches and Contraband	July 1, 2016
136.00	Secondary Employment and Volunteer Activity	October 1, 2010
206.00	Security/Surveillance	October 1, 2013
310.00	Security Equipment	July 1, 2015
300.00	Security/Emergency Manual	January 1, 2017
131.00	Selection and Promotion of Non-Correctional Officer Personnel	July 1, 2017
806.00	Service Plans	July 1, 2016
502.00	Social Services	October 1, 2015
332.00	Specialized Housing	January 1, 2018
158.00	Staff Injury and Return to Work Program	January 1, 2017
201.00	Staff/Juvenile Interaction, Facility Size and Rated Capacity	October 1, 2010
128.00	Staffing Requirements	October 1, 2015
317.00	Substance Abuse Testing Treatment and Sanctions	January 1, 2008
808.00	Suicide Intervention	July 1, 2016
414.00	Suicide/Self Harm Prevention and Intervention	January 1, 2018
103.00	Table of Organization – Division	July 1, 2015
701.00	Table of Organization – Aftercare	January 1, 2017
801.00	Table of Organization	July 1, 2016
509.00	Telephone, Mail Privileges & Access to Publications	July 1, 2017
500.06	Temporary Transfer of Residents	July 1, 2014
130.02	The Diana Screen®	January 1, 2018
146.00	Tobacco-Free Workplace	July 1, 2017
309.00	Tools Control	January 1, 2018
108.01	Tours	April 1, 2014
162.00	Training and Staff Development	January 1, 2018
314.00	Transportation of Residents	January 1, 2018
809.00	Transportation of YRC Participants	January 1, 2018
500.05	Treatment Timeframes and Mandates	July 1, 2015
503.00	Unit Management	July 1, 2008
308.01	Use of Electronic Devices	July 1, 2015
306.00	Use of Physical Force and Restraints	July 1, 2017
319.00	Vehicle Operation and Maintenance	January 1, 2018
167.00	Volunteers, Interns and Civilian Supervisors	January 1, 2017

Division of Juvenile Services
Table of Content
Policies

Policy #	Name	Issue Date
124.00	WV Purchasing Card Use	January 1, 2016
402.00	Water Supply	January 1, 2008
501.04	Wellness Program	January 1, 2018
505.00	Work Programs	July 1, 2012
500.03	YLS/CMI and LS/CMI Application	July 1, 2011
817.00	YRC Participant Handbook	July 1, 2017
811.00	Youth Reporting Center Staff Training	July 1, 2016