





## Message from the Cabinet Secretary

It is with pleasure that I present the Division of Juvenile Services' Annual Report.

The Division of Juvenile Services continues to work toward developing the West Virginia Juvenile Justice system in a positive manner, striving to being the nation's best. The Division was created under the Department of Military Affairs and Public Safety by the Legislature from House Bill 2680; which took effect on July 1, 1997. Each year more and more strides are taken to carry out the mission of "providing effective, beneficial services to youth in the Juvenile Justice System that promote positive development and accountability, while preserving community safety."



**Joseph C. Thornton**  
Cabinet Secretary  
Department of  
Military Affairs and  
Public Safety

Responding to the issue of keeping West Virginia Youth in West Virginia, the Division has created four additional Youth Reporting Centers throughout the State. DJS currently has nine such centers and have plans for at least three more in the new year. These Centers will not only treat troubled youth in their own homes and communities, but community-based care will be a significant cost savings to the citizens of West Virginia. The Division has also developed a greater number of residential treatment beds in the form of *The Governor's Adolescent Leadership Academy* located on the grounds of the newly constructed Kenneth "Honey" Rubenstein Juvenile Center. Additionally, the Division is remodeling an existing facility on the grounds of the Industrial Home for Youth which will house 38 residential beds for Juvenile Sex Offenders.

This report reflects the Division of Juvenile Services and the Department's commitment to the Juvenile Justice System and to the citizens of West Virginia.

As Cabinet Secretary, I look forward to supporting and leading the Division's efforts and vision as we serve West Virginia together.

# Table of Contents

<b>Message from the Cabinet Secretary</b>	<b>2</b>
<b>Office of the Director</b>	<b>5</b>
History of the Division of Juvenile Services	
Mission Statement for the Division	
Organizational Chart	
Goals of the Division of Juvenile Services	
Strategic Plan	
Legal Department	
Governor’s Office of Equal Opportunity	
Prison Rape Elimination Act	
<b>Office of the Deputy Director</b>	<b>19</b>
Training	
Investigations	
Canine Services	
Division Psychologist	
Key Administrators	
<b>Programs and Treatment</b>	<b>37</b>
PSIMED Corrections, Inc.	
Residential Programs at WVIHY	
Harriet B. Jones Treatment Center	
Residential Treatment at the Rubenstein Center	
Diagnostic Centers	
<b>Assistant Director for Community-based Programs</b>	<b>67</b>
Youth Reporting Centers	
Aftercare Programs	
Organizational Chart	
Juvenile Intervention and Assessment Team	
<b>Assistant Director for Budget and Finance</b>	<b>75</b>
Organization Chart	
Budgeting Statistics	
<b>Assistant Director for Human Resources</b>	<b>81</b>
<b>Assistant Director for Operations</b>	<b>89</b>
<b>DJS Relevant Statistics</b>	<b>93</b>
<b>DJS Facilities and Centers</b>	<b>100</b>
<i>Facilities</i>	<i>101</i>
West Virginia Industrial Home for Youth	
Kenneth “Honey” Rubenstein Center	
Donald R. Kuhn Juvenile Center	
J. M. “Chick” Buckbee Juvenile Center	
Gene Spadaro Juvenile Center	
Lorrie Yeager Juvenile Center	
Robert L. Shell Juvenile Center	
Sam Perdue Juvenile Center	
Tiger Morton Juvenile Center	
Vicki V. Douglas Juvenile Center	
Northern Regional Juvenile Center	
<i>Youth Reporting Centers</i>	<i>123</i>



**Earl Ray Tomblin**  
Governor  
State of West Virginia

**Joseph C. Thornton**  
Cabinet Secretary  
Department of Military Affairs  
and Public Safety

**Dale Humphreys**  
Director  
Division of Juvenile Services

**Denny Dodson**  
Deputy Director  
Division of Juvenile Services

**Bruce Blackhurst**  
Assistant Director  
Budget and Finance

**James Goddard**  
Assistant Director  
Operations

**Sharon Hayes**  
Assistant Director  
Human Resources

**Jason Wright**  
Assistant Director  
Community-based Services





## Office of the Director



**Dale Humphreys**  
Director  
Division of Juvenile  
Services



**Denny Dodson**  
Deputy Director  
Division of  
Juvenile Services



**Melody Kimbler**  
Executive  
Assistant



**Ruby Ritchie**  
Assistant to the  
Deputy Director



## Message from the Director

The West Virginia Division of Juvenile Services remains strong in implementing its mission of preserving community safety and providing the opportunity to receive beneficial services to all at-risk youth who are involved in the Juvenile Justice System. It is my desire that the system in West Virginia is first and foremost among Juvenile Justice systems in providing unsurpassed state-of-the-art facilities and cutting-edge and evidence-based programs for the youth we serve. It is further my desire that West Virginia take care of our own. We are working toward mobilizing our resources and building our treatment and service capacities in order to ensure that every West Virginia youth that is in need of court-mandated treatment is able to receive that treatment within West Virginia.

As a Division, we promote and implement the concept of Community-based services which not only allows the youth to remain in his or her own community and home to receive treatment, it also presents a significant cost savings to the state. Obviously, community-based services are much less costly than any out-of-home service. Our goal for the coming fiscal year is to have twelve Youth Reporting Centers up and running.

From the first day youth arrive at one of our facilities or the Youth Reporting Centers, Division of Juvenile Services' staff develop plans to help them transition away from the Justice System and back into active society. I am proud to say that our goal is to educate and offer them positive alternatives to the destructive behavior that brought them into our system in the first place.

One of our goals is to provide adjudicated and pre-adjudicated youth with the tools and skills necessary to enhance his or her possibility of becoming a successful, law-abiding, tax-paying citizen of West Virginia. This will serve the troubled youth of West Virginia as well its citizenry





## History of the Division of Juvenile Services

In 1997, the Division of Juvenile Services (DJS) was formed by an act of the West Virginia Legislature and became responsible for all juvenile correctional and detention centers that are controlled fiscally by the State of West Virginia. In 1998, DJS accepted responsibility of personnel and residents at the former Kanawha Home for Children, later called the South Central Regional Juvenile Detention Facility, from the Kanawha County Commission. The next year, a state-of-the-art 201-bed expansion project at the West Virginia Industrial Home for Youth was undertaken and DJS was given authority to determine facility placement for a child committed to DJS after adjudication.

In 2000, groundbreaking was held for two facilities—the J.M. “Chick” Buckbee Juvenile Center in Hampshire County and the Donald R. Kuhn Juvenile Diagnostic and Detention Center in Boone County. By the end of 2003, the two facilities were opened and accepting residents and the revamped James H. “Tiger” Morton Juvenile Center—formerly the South Central Regional Juvenile Detention Facility—was also completed. Also in 2003, the TAG Offender Management System was put in place to aid in resident management and recordkeeping.

Between 2004 and 2005, two new facilities were opened—the Gene Spadaro Juvenile Center in Fayette County and the Robert L. Shell Juvenile Center in Cabell County—and renovations were completed on the Lorrie Yeager Jr. Juvenile Center. In 2006, the Vicki V. Douglas Juvenile Center reopened after renovations with an expanded capacity of 24 from 10. Later in 2006, renovations to the Southern Regional Juvenile Detention Facility—renamed the Sam Perdue Juvenile Center—were complete. In September 2006, the current Division Director, Dale Humphreys, was appointed by Governor Manchin to take the reigns of the Division of Juvenile Services.

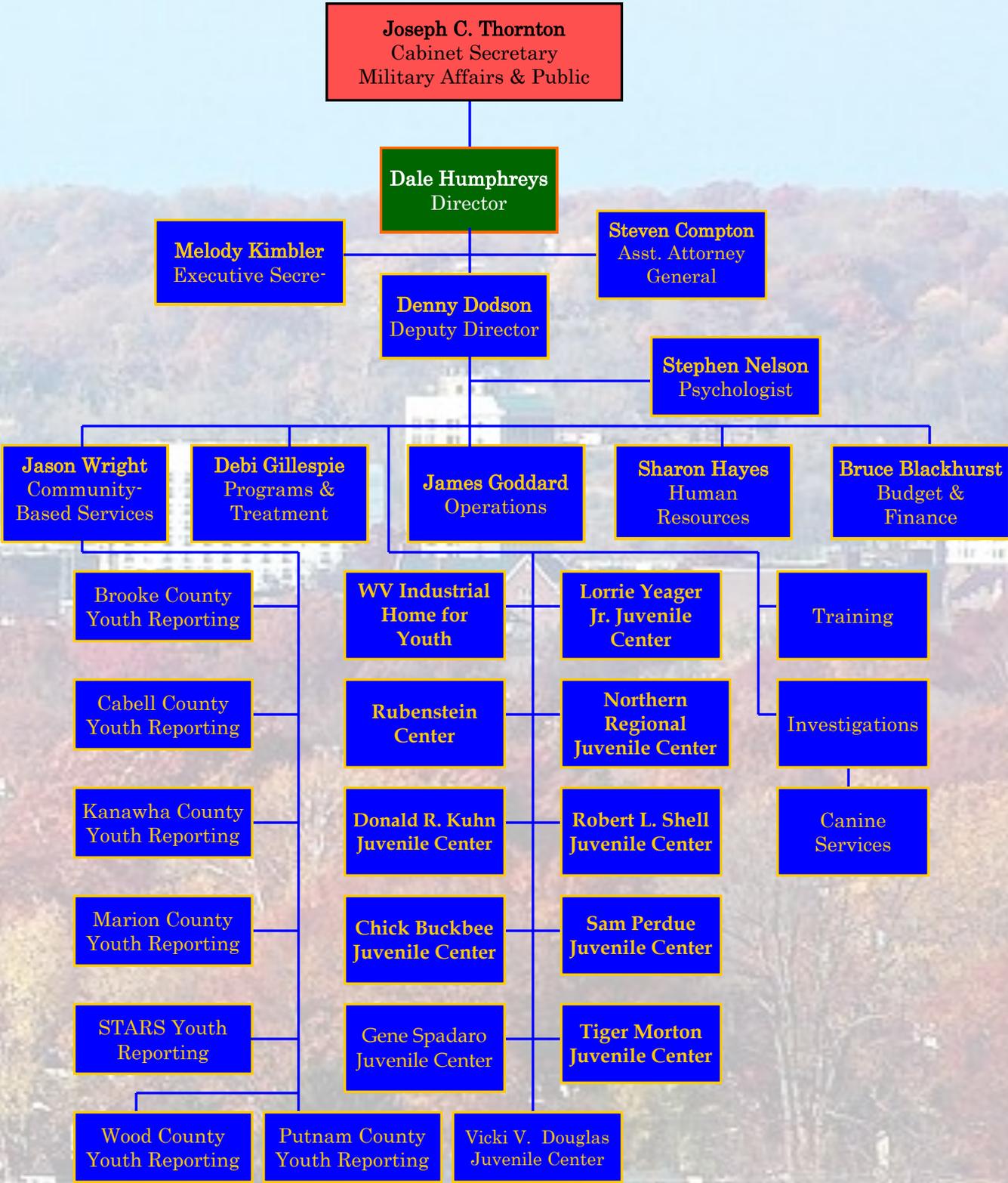
A new direction was also undertaken in 2006 with the advent of Youth Reporting Centers; first located in Cabell County as part of the Robert Shell Juvenile Center and then the same year in Martinsburg as the STARS Youth Reporting Center. With rapid expansion of the diversion program, five more Youth Reporting Centers have been added including center in Marion, Brooke, Kanawha, Wood, and Putnam Counties. Mercer and Wayne Counties will host Youth Reporting Centers in the coming fiscal year with three to five new facilities slated for new facilities within two years.



## Mission Statement for the West Virginia Division of Juvenile Services

The Division of Juvenile Services is committed to providing effective, beneficial services to youth in the Juvenile Justice System that promote positive development and accountability, while preserving community safety, and sustaining a work environment predicated upon principles of professionalism, with dignity and respect for all.

# Organizational Chart





### Goals of the Division of Juvenile Services

**Development of a Female Correctional Facility in Tucker County:** The Rubenstein Center, designed to house minimum custody male juveniles opened in October 2009. The old facility—the Davis Center—will be renovated to accommodate up to 24 correctional females of all custody levels—maximum, medium and minimum. The new Davis Center will provide the Division of Juvenile Services with a system for providing gender-specific education and training in a picturesque mountain setting and provide opportunities for educational and vocational training not currently available.

**Maintain Quality Staffing:** Through recruitment efforts such as job fairs, development of marketing materials, development of an effective mentoring and training process for recruited staff in terms of identifying essential core training and efficiency of training. We will continue to refine our orientation program to emphasize individual worth and a team concept. We will implement a focused system of aligning employee interests with the goals, objectives and needs of the agency, and provide a thorough description of expectations.

**Programs and Treatment:** Our goal is to improve and upgrade our contractual relationship with PsiMed in order to provide first class mental health services to all residents in the custody of the Division of Juvenile Services. Continually research and implement effective, best-practices solutions to juvenile treatment. The Division has recently upgraded one of our on-grounds facilities at the Industrial Home for Youth (IHY) where we will be implementing a stand-alone Sexual Offender Specific (SOS) unit that will be completely separate from the rest of the offender population at IHY. All dining, recreation, education, vocational training, and other activities will be within the SOS unit for residents of that unit. We are also in the initial stages for the establishment of a substance abuse treatment unit to provide the state with a secure substance abuse treatment facility for adjudicated juveniles.

**Community-Based Programs:** We currently have eight Youth Reporting Centers (YRC) that are in operation. We expect to have a ninth one on board within a few months of the next fiscal year and three more before the next fiscal year is completed. We expect that the number of juveniles participating in the diversion program to more than double over the next year. YRCs provide a less restrictive environment than and residential placement.

# DJS Strategic Plan

## Key Strategic Objectives

Strategic Goals	Reduction in Juvenile Reoffending	Efficient Utilization of Division Resources	Improving Juvenile Offender Management
<p>To Meet Stakeholder Needs State Government The Courts The Community</p>	<ul style="list-style-type: none"> <li>Explore new opportunities to develop, rehabilitate, and re-integrate juvenile offenders.</li> <li>Work with the legislature to develop more stringent requirements for out-of-state placement of youth.</li> <li>Improve and expand assessments, case management, and review.</li> <li>Ensure cultural appropriateness in all service delivery.</li> <li>Expand on juvenile offenders' educational and vocational opportunities.</li> <li>Improve services for juveniles with specific mental health disorders.</li> <li>Implement residential and non-residential substance abuse treatment programs.</li> <li>Develop community partnerships to enhance program development.</li> <li>Improve risk assessment techniques and recordkeeping for all juvenile offenders.</li> </ul>	<ul style="list-style-type: none"> <li>Improve up-channeling, down-channeling, and public information dissemination through increased use of web-based media outlets.</li> <li>Develop a system for the most efficient use of available bed space.</li> <li>Expand the use of video-conferencing.</li> <li>Ensure continual monitoring and supervision of Division infrastructure projects and service contracts.</li> <li>Provide for the most effective provision and management of staff.</li> <li>Expand and improve on electronic supervision of juvenile offenders.</li> <li>Effectively utilize the recently-purchased records scanning system</li> <li>Implement Change Management training for administrators and key staff.</li> <li>Fully develop leadership capabilities of DJS staff.</li> <li>Fully implement and expand on DJS internet and intranet capabilities and substantially reduce the use of paper.</li> <li>Improve the state's data gathering capabilities by creating a joint database with other juvenile treatment agencies.</li> <li>Identify and manage risks to our resources and their utilization.</li> <li>Cut fraud, waste, and abuse so funds can best be directed at improving opportunities for juvenile offenders.</li> <li>Utilize data resources to determine trends in juvenile offender profiles, both social and psychological.</li> <li>Develop a monitoring process to report on the Division's use of available resources.</li> </ul>	<ul style="list-style-type: none"> <li>Improve on a safe, secure, and humane environment.</li> <li>Reduce the number of restraints used in detention and correctional facilities.</li> <li>Improve juvenile offender management based on ACA or other recognized standards.</li> <li>Improve the placement of juvenile offenders based on their need and risk potential.</li> <li>Improve the process for supervision of juvenile offenders in the community.</li> <li>Expand the capacity for community corrections, particularly in regard to the growing demand for Youth Reporting Centers.</li> <li>Development of a juvenile sex offender treatment facility.</li> <li>Provide state-allowable incentives for staff retention and morale.</li> <li>Utilize web-based and other electronic media to manage and provide analysis for risk assessment and behavior management instruments.</li> <li>Incorporate the management of risk and safety in training and documentation.</li> <li>Improve budgeting priorities to allow for effective juvenile offender management.</li> <li>Develop Northern and Southern regional directors to better supervise facilities.</li> <li>Increase reviews and monitoring of facility and Youth Reporting Center Operational Procedures and performance standards.</li> </ul>
<p>To Deliver Vital Services</p>	<ul style="list-style-type: none"> <li>Expand and improve specialized juvenile offender reintegration training for staff.</li> <li>Create and maintain a case management electronic database system.</li> <li>Expand the use of database technologies for research and development.</li> <li>Identify and manage risks that are endemic to juvenile offender reintegration.</li> <li>Where possible, refocus budgeting priorities through the lens of juvenile offender reintegration.</li> <li>Implement a performance-based accreditation program, or develop an in-house model.</li> <li>Employ only accredited assessment instruments.</li> </ul>		
<p>Staffing</p>			
<p>To Build Capacity Information Systems</p>			
<p>Risk Management</p>			
<p>Financial and Asset Management</p>			
<p>To Lead and Manage the Division Development and Administration</p>			



### Legal Department



**Steven R. Compton** is a Senior Assistant Attorney General assigned to the Division of Juvenile Services. Mr. Compton is a 1991 graduate of the West Virginia University College of Business and Economics where he received a Bachelor of Science in Business Administration. He received his Doctor of Jurisprudence from the West Virginia University College of Law in 1994. Mr. Compton began his legal career at the Wood County Prosecuting Attorney's Office where he handled both misdemeanor and felony matters. He was also the primary prosecutor for juvenile matters during his time in Wood County. Mr. Compton worked for the West Virginia Prosecuting Attorneys Institute where he was assigned to prosecute drug cases with the Appalachian High Intensity Drug Trafficking Area Task Force (AHIDTA). In addition to prosecuting state drug cases, Mr. Compton was a Special Assistant United States Attorney prosecuting federal drug matters. Mr. Compton joined the West Virginia Attorney General's Office in 2002 and was assigned to represent the West Virginia State Police. He became legal counsel for the Division of Juvenile Services in 2005. In addition to the State Police and the Division of Juvenile Services, Mr. Compton has represented other state agencies including the West Virginia Division of Criminal Justice Services, Mountaineer Challenge Academy and the Governor's Subcommittee on Law Enforcement Training.

#### **Functions**

The Legal Division of the West Virginia Division of Juvenile Services is staffed by Steven R. Compton, Senior Assistant Attorney General and Brenda Hoylman, Paralegal. Both are assigned to DJS by the West Virginia Attorney General's Office. The Legal Division represents DJS in various civil and administrative matters. They also assist in policy making, training, and investigations within DJS. The Legal Division provides assistance to both administrators and staff throughout DJS. The legal division oversees the Division's adherence to the mandates of the Prison Rape Elimination Act (PREA), the Equal

## Governor's Office of Equal Employment Opportunity

Duties of the EEO include: 1) To act as an advisor to state agencies and state employees about EEO matters. 2) The Governor's Office of Equal Opportunity Employment is the agency which oversees all other state agencies to ensure that state employees are not being discriminated against in the workplace. 3) To answer questions from agencies and from state employees about EEO topics such as discrimination, harassment and hostile work environment. 4) To provide training to every state agency, including all agency EEO coordinators and counselors, on the identification and prevention of discrimination in the workplace. 5) To reviews all documents from formal EEO investigations, whether it acted as the investigator for the complaint or whether the agency used its own or other agency investigators. 6) To act as a repository for all EEO files from every formal EEO investigation conducted by every state agency. 7) The EEO is the oversight agency for the state's Affirmative Action reports.

The reason for the establishment of EEO counselors in facilities and offices is to prevent and eliminate unlawful employment discrimination and to promote diversity in the Division by concentrating on:

- ◆ Improving channels through which persons communicate in the workplace.
- ◆ Educating employees on discrimination prevention, appreciation of diversity, and the discrimination complaint procedure.
- ◆ Directing individuals and facilities to explore strategies for racial and social equality and to take steps to remedy the effects of past discrimination by promoting affirmative action.  
(Source: <http://www.eeo.wv.gov/Pages/default.aspx>)



**Tim Harper**  
EEO Coordinator,  
Department of Military  
Affairs and Public  
Safety



Equal Employment Opportunity Counselors



**Brenda Hoylman**  
EEO Coordinator  
Division of Juvenile Services

**Juvenile Center**  
WVIHY

Rubenstein Center  
Donald R. Kuhn

Lorrie Yeager  
Sam Perdue  
Tiger Morton  
Northern Regional  
Vicki Douglas  
Chick Buckbee  
Gene Spadaro  
Robert Shell

**Youth Reporting Center**

Brooke County  
Cabell County  
Kanawha County  
Marion County  
Mercer County  
Putnam County  
STARS  
Wood County

**EEO Counselor(s)**

Jim Corder  
Kayla Ash  
Mary Sagace  
Zach Cook  
Bonnie Chambers  
Letitia Cain  
Justina Williams  
Margaret Fulks  
Linda Scott  
Debra Hose  
Christina Heavner  
Amber Kirk  
Kevin Richardson

**EEO Counselor**

Brett Hurley  
Kevin Richardson  
John James  
Ronnie Retton  
Justina Williams  
Julie Timmermeyer  
Debra Hose  
Eric Showen



## The Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA), passed unanimously by Congress and signed into law by President Bush in 2003, is the first federal civil law to address sexual violence behind bars. PREA's requirements apply to all detention facilities, including federal and state prisons, jails, police lock-ups, private facilities, and immigration detention centers.

PREA states that sexual assault in detention can constitute a violation of the Eighth Amendment of the U.S. Constitution and requires that facilities adopt a zero-tolerance approach to this form of abuse. The law calls for the development of national standards addressing prisoner rape (specifically juvenile offender rape), the gathering of nationwide statistics about the problem, the provision of grants to states to combat it, and the creation of a review panel to hold annual public hearings with the best and the worst performing corrections facilities.

### Facets of the Prison Rape Elimination Act

- The Act supports the elimination, reduction and prevention of sexual assault and rape within corrections systems; mandates national data collection efforts; provides funding for program development and research; creates a national commission to develop standards and accountability measures.
- Describes a variety of research findings and data and discusses the impact of rape and prison sexual assault on public safety, public health and institutional violence.
- Establishes a zero-tolerance standard for the incidence of resident sexual assault and rape; makes prevention of resident sexual assault and rape a top priority in each corrections facility; increase accountability of corrections officials who fail to detect, prevent, reduce and punish prison rape; and protect the Eighth Amendment Rights of DJS residents.
- Directs the Bureau of Justice Statistics to carry out, annually, a comprehensive statistical review and analysis of the incidence and effects of prison rape.
- Establishes within the National Institute of Corrections a national clearinghouse for information, assistance, and training to Federal, State, and local authorities for the prevention, investigation, and punishment of prison rape.
- Directs the Attorney General to make grants to assist states in ensuring that budgetary circumstances do not compromise efforts to protect residents and to safeguard the communities to which juveniles return.



- Establishes the National Prison Rape Reduction Commission to study the impact of prison rape on Federal, State, and local governments, communities and social institutions; and report recommended standards for enhancing the detection, prevention, reduction, and punishment of prison rape.
- Provides for a five percent reduction of any amount of grant funds for prisons that a state would otherwise receive for a fiscal year if not in full compliance.
- Prohibits the receipt of federal grants by penal facility accreditation organizations that fail to adopt accreditation standards for the detection, prevention, reduction, and punishment of prison rape.
- Defines sexual assault and rape to include: (a) the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that person's will; (b) the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person where the victim is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity; or through exploitation of the fear or threat of physical violence or bodily injury.

### **Summary of Division Policy Regarding Sexual Misconduct**

The Division of Juvenile Services has a zero tolerance for the sexual misconduct against any resident in its custody. This policy is established to help prevent sexually abusive behavior, educate staff to intervene properly and timely, detect incidents, perpetrators and victims of sexually abusive behavior, investigate reported incidents and discipline and/or prosecute perpetrators. This policy applies to both staff-on-resident and resident-on-resident abuse.





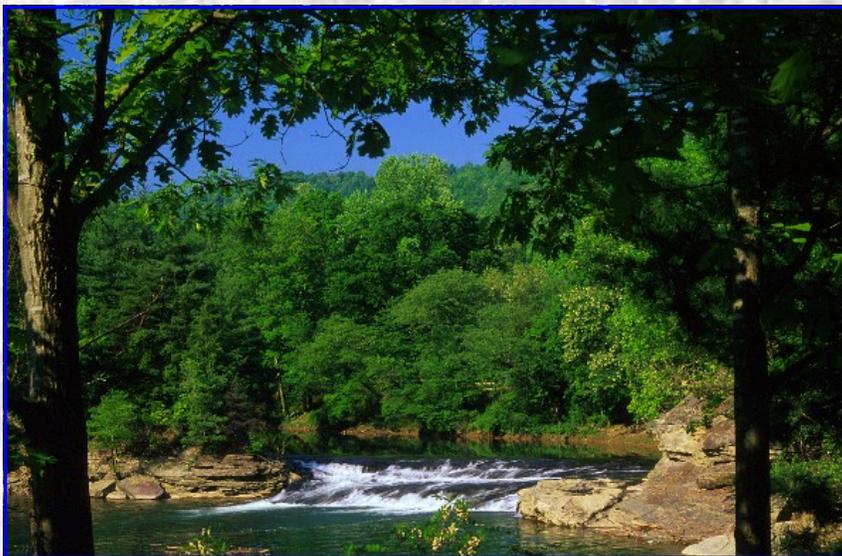


## Office of the Deputy Director

The office of the Deputy Director directly oversees a variety of functions throughout the Division including:

- Hardware Secure Detention Centers
- Community Residential facilities
- Quality Control
- Investigations
- Information Technologies
- Training

The Division has been concentrating on innovation and quality of services in all areas. The four-week staff training Academy at Glenville State College has been updated to meet the needs of the Division, while at the same time, meeting state and federal mandates while working in conjunction with the Division of Corrections and the Division of Regional Jails which also used the college for their training academies. Policies and procedures are continuously being revised to meet the needs of a growing agency and a diverse staff and resident population. Youth Reporting Centers are being developed as a trend throughout the state for more timely treatment for at-risk youth in a less restrictive setting than detention or group setting placement and provides for a significant cost savings to the State of West Virginia.





### Message from the Deputy Director

The office of the Deputy Director oversees a variety of functions throughout the Division including Hardware Secure Detention Centers, Community Residential facilities, Youth Reporting Centers, Treatment and Programs, Operations/Quality Control, Investigations, Information Technologies, Training, and Community-based services.

This year has been a busy year for all of these departments. We have established a more consistent four-week training academy at Glenville State College in cooperation with The West Virginia Department of Corrections and the West Virginia Regional Jail Authority. This has developed into a state-of-the-art training facility which houses not only our Basic Academy for staff, but also serves as a training ground for the various disciplines including treatment and programs, on-going training updates, and the policy and procedure committee. We have revised policies and procedures throughout the Division ensuring the safety and welfare of the staff and youth. We have enhanced our investigative unit with additional staff and training which has given us the capability to ensure that “no stone is left unturned” in regards to activities throughout the Division.

The concept of Youth Reporting Centers as a trend for better-more-timely treatment for the youth as well as a significant cost savings to the State of West Virginia has been enhanced with the addition of three more community-based programs. The Division has reached agreements with the various county Board's of Education to provide academic enhancement to the Youth Reporting Centers, and have begun working in a closer relationship with some of the Juvenile Drug Courts throughout the State.

We have made great strides in our treatment and programs with the addition of a new treatment program for juvenile sex offenders, the Wellness Center for the many youth that are committed with severe emotional disturbance issues, the separation of the general adult population at the Industrial Home for Youth, The Governor's Adolescent Leadership Academy at the Rubenstein Center, and the addition of Masters level therapist to ensure a positive clinical base for every short-term and long-term residential program.



## Training Department

### Organizational Chart



Robert Browning

Robert Browning  
Training Manager

Chris Brown  
Correctional  
Trainer

Dale Penwell  
Correctional  
Trainer

Field Training  
Officer

Field Training  
Officer



Chris Brown

Field Training  
Officer



### Objective

As the Division of Juvenile Services Training Department our primary objective is to:

- Provide comprehensive training programs that specifically meet current training needs,
- Develop and implement training programs that meet local, state, federal, and Division standards,
- Provide opportunities that allow for staff development.

### Training Department Mission Statement

The mission of the West Virginia Division of Juvenile Services Training Department is to provide continuing education for all division staff to ensure a safe and secure environment for youth in our care and provide quality service and progressive programming while achieving positive outcomes for youth through ongoing staff development.



## Duties and Responsibilities

### Training Director:

- Directs the overall operation of the Training Department; plans and evaluates services and programs of DJS to determine training needs;
- Supervises, coordinates and reviews the work of subordinate personnel; evaluates performance of staff; advises appropriate staff members concerning problem areas of individual tasks and suggests possible solutions;
- Interprets laws, rules and regulations and applies interpretations to cases or situations;
- Develops and initiates new procedures to facilitate improved training operations and devises means to increase program effectiveness;
- Establishes and maintains effective working relationships with juvenile justice system, public school system and social service officials and agencies;
- Performs required budgeting, personnel and purchasing activities; prepares necessary operation reports;
- Develops curricula and training programs for DJS staff members; maintains programs within budgetary and policy guidelines.

### Correctional Trainers:

- Performs full performance level work in developing and instructing courses of staff development and training in an established corrections training unit.
- Provides orientation, in-service and specialized training for employees of the Division of Juvenile Services and correctional officers in other agencies.
- May be assigned to provide training inside an facility which may involve a close interaction with residents.
- Develops instructional material and teaching aids; updates training materials to reflect current developments.
- Assigns individuals to needed classes, evaluates their progress and makes individual recommendations based on performance.
- Maintains accurate, individual training records; provides certificates to individuals.
- Maintains inventory of supplies and training equipment.
- Prepares reports for supervisor on summary of training classes. Meets with administrators to discuss training plans and/or recommendations for improvement of courses.
- Assists in the development and application of needs assessment techniques for correctional training.



### Field Training Officer:

- Ensure that all training requirements, both ACA (if applicable) and DJS are being met.
- Provide the training supervisor with all required documents; Weekly Progress Reports, Monthly / Annual Training Reports, Schedules, Leave Requests, Timesheets, etc.
- Ensure that documentation is submitted as requested in a timely and professional manner.
- Maintain a positive working relationship with the facility's Superintendent/Director, ACA Coordinator(s), and the supervisors within the facility.
- Assist with curriculum development and program design to include the review and preparation of lesson plans (if needed).
- Maintain certification in Training for Trainers (T4T) and all specialized courses as required. Obtain any additional certifications as directed by the Training Department.
- Coordinate, schedule, and conduct training within the facility and assist with Academy instruction as needed.
- Maintain a positive working relationship with all of the T4T Instructors within the facility to ensure efficient training practices. Ensure that instructors have access to any needed training materials or training aids and ensure that they all are given opportunities to instruct to include maintaining a systematic means of documenting their activities.
- Continuously maintain an open line of communication by keeping supervisors and / or those that oversee the tasks assigned, informed of task progress and of any status changes to include notification of supervisors when changes in work schedule occurs, via phone or email.
- Obtain knowledge in and adhere to all programs, policies, rules, regulations, and guidelines that are set forth by Supervisors, the Training Department, and the Division of Juvenile Services.

### Academy Training for Fiscal Year 2010

November 13, 2009	26th Basic Academy Class	14 Cadets
December 18, 2010	27th Basic Academy Class	13 Cadets
January 18, 2010	28th Basic Academy Class	18 Cadets
May 14, 2010	29th Basic Academy Class	20 Cadets
July 2, 2010	30th Basic Academy Class	27 Cadets



### Specialized Training

YLSCMI Programs & Treatment Training	August 31, 2009
YLSCMI Programs & Treatment Training	February 2, 2010
Prison Rape Elimination Act Training	March 29, 2010
Chemical Agent Re-Certification Class	March 31, 2010
YLSI Programs & Treatment Training	April 19, 2010
Pressure Point Control Tactics Instructor Course	April 26, 2010

### Goals for Fiscal Year 2011

**Academy Training:** Conduct 4 to 5 Training Academy's with a minimum cadet count of 20.

**Specialized Training:** Provide the Agency with a Training for Trainers (T4T) Course, CPR Instructor Trainer Course, PPCT Instructors Recertification Course, Chemical Agent Instructor, Supervisor's Training Program, CPR Instructor Course,

**Staff and Program Development:** Purchase the software that would allow the Training Department to begin creating online training course, online testing, and online promotional testing. The program will also allow for training records to be tracked and maintained on-line.

### Technical Assistance for Facilities

The primary means of providing technical support is through the staffing plan that is in place. The agency is divided into three regions; Northern, Central and Southern. Each region has a Correctional Trainer assigned to it. Each facility within those regions has a Field Training Officer who is in charge of all training that takes place in that facility. They each have a direct line to the Correctional Trainer who oversees that region. The other form of support comes through networking. Each year the Training Department schedules one to two meetings in which all training personnel attend. During these meetings they are given an opportunity to share ideas, question each other, and problem solve. In addition they are given u p d a t e d information, and instruction on upcoming changes in training.



Professional Development Center  
Glenville State College  
Glenville, WV



## Training Courses offered by the WV Division of Juvenile Services

### Basic Academy Training

- Use of Force
- Introduction to Gangs
- Legal Issues
- Games Residents Play
- Suicide Prevention
- Communication Skills
- Transportation of Residents
- Adolescent Mental Health
- Relative Positioning
- Mechanical Restraints
- Contraband
- Cultural Diversity
- Basic English and Sentence Structure
- Positional Asphyxia
- WRAP Restraint System
- Defensive Tactics
- Crisis Communication
- Ethics
- MSDS
- Mentorship and Role Modeling
- Narcotics
- Prison Rape Elimination Act (PREA)
- Room Entry Procedures
- Conflict Resolution
- Supervision of Juveniles
- Counseling Techniques
- Non Violent Crisis Intervention
- Report Writing
- Emergency Restraint Chair

### 40-Hour In-Service Training

- The Juvenile Justice System
- General Management/Labor Laws
- Staff Management Relations
- Relationships with other Agencies
- Sexual Harassment
- PREA
- Grievance Procedures
- Drug Free Workplace
- Security Procedures
- Supervision of Juveniles
- CPR/ First Aid
- Communicable Diseases
- Report Writing
- Fire, Safety, and Emergency Procedures
- Key and Tool Control
- Suicide Signs, Risks and Prevention
- Code of Ethics
- Juvenile Rights and Responsibilities
- Communication Skills
- Use of Force
- Cultural Diversity
- Counseling Techniques
- WRAP Restraint System
- Emergency Restraint Chair
- Camera Operations
- Contact Cover
- Defensive Tactics



**Gordon Clark**  
Chief Investigator



**Trina Griffin**  
**Tim Harper**  
Not pictured—  
**Richard**  
**Cunningham**  
**Kat Faber**  
Investigators

## Investigations Unit

### Overview

The Division of Juvenile Services Investigative Unit is staffed by a Chief Investigator who reports directly to the Division's Deputy Director. The Investigative Unit consists of the Chief Investigator and four investigators. This unit investigates all allegations of criminal and administrative misconduct occurring within DJS facilities and programs. The investigations deal with a wide range of violations and inquiries, from background investigations, staff and resident violations of DJS policy, to escapes and sexual misconduct. The investigative unit also performs quality control audits of all DJS facilities to ensure that policies, state and federal regulations are adhered to. The Investigative unit conducted sixty-nine investigations in the last fiscal year.

### Collaborative Efforts

The DJS Investigative unit works closely with the West Virginia State Police and other law enforcement agencies if any state or federal laws have been violated.

### The Future of Investigations

The new fiscal year will mark a continued evolutionary step in the Division's investigation and quality control processes. We have installed more security cameras in DJS facilities to ensure the safety of staff and residents. All division investigators have been trained in the John R. Reid Course on interviews and interrogations and will be receiving another level of this training course. This is a highly respected course and is used worldwide to assist law enforcement and other investigators in obtaining information and confessions. The DJS Investigations Unit takes pride in fulfilling the needs of the division and looks forward to a positive productive 2010-2011 year.



### Canine Services

The West Virginia Division of Juvenile Services K-9 Unit was formed in June of 2001. The K-9 Unit is comprised of two sub-divisions, Tracking and Narcotics. Four Labrador Retrievers (a breed known for its intelligence, strength, loyalty and non-aggressive demeanor) were selected to undergo the training, Tucker and Recon (Tracking Division), Molly and Rufus (Narcotics Division). Each of the four canines and their handlers underwent training in their classified fields with the West Virginia Division of Corrections K-9 Trainers. Since then the West Virginia DJS K-9 Unit has seen advancement in training and growth within the unit. The K-9 Unit now consists of four K-9 handlers and six canines (three certified narcotic canines, two certified tracking canines and one dual certified tracking and narcotic canine). The DJS K-9 unit also has its own certified trainer in both tracking and narcotic (CDS).

#### Functions of the K-9 Unit

- Conduct narcotic scans of all DJS facilities on a scheduled monthly basis as well as random spot scans.
- Conduct narcotic scans of visitors entering DJS facilities on a scheduled monthly basis as well as random visitor scans.
- Conduct random narcotic scans of DJS staff.
- Upon request, conduct narcotic scans of schools.
- Upon request, assist law enforcement personnel in narcotic scans.
- Track escaped DJS residents.
- Upon request, track escaped DOC or RJA inmates.
- Upon request, track lost or missing person(s).
- Upon request, assist law enforcement personnel in other tracking needs.

**Gordon Clark** is the Division of Juvenile Services K-9 Coordinator. Lt. Haddix reports all unusual incidents, K-9 weekly reports, all K-9 outside usage reports and any other K-9 issues to Mr. Clark. Lt. Haddix also schedules all K-9 teams to assist all DJS facilities, by scanning their facilities with their CDS canines for the detection of drugs, scanning their visitors when possible for drugs being brought into DJS facilities and any other requests the facilities may have. Our goal is now to scan all DJS facilities at least twice a month and to work visitations at all facilities. The CDS K-9 unit is scanning at a DJS facility somewhere every day. All facility superintendents and directors have been informed that if they would like a K-9 unit to scan their visitation and are not scheduled on that day, they can call Lt. Haddix and, if at all possible, there will be a K-9 unit there.

The DJS K-9 unit has held two K-9 academy classes this past year. One was a CDS academy and one was a tracking academy. Lt. Haddix also assisted with the training of a DOC CDS academy class when they would come to the Davis Center once a week during their academy class to train.

K-9 handler, Cpl. Alan Simmons, took a position as Director of Operations at the new Rubenstein Center. Cpl. Jeremy Vance, formerly of the K-9 unit at Huttonsville Correctional Center within the Department of Corrections, replaced Cpl. Simmons. Cpl. Vance comes to the DJS with K-9 experience working with both CDS and Tracking canines. At this time, Cpl. Vance is working canine, Odie. Odie is trained in Tracking and CDS detection and was Cpl. Simmons' former partner.

This past October 2009, the Davis Center closed its doors when the new Kenneth (Honey) Rubenstein Center opened its doors. The DJS K-9 Unit Training Center is still stationed at the old Davis Center, with offices for Lt. Haddix and Cpl. Vance. Cpl. Underwood is stationed at the Industrial Home for Youths, at Salem. The K-9 unit has been using the facility to train with their canines while conducting security checks when they are there.

The K-9 unit has also started this past year in working the entrances of the IHY and Rubenstein Center. All vehicles entering or leaving the facilities (staff, visitors or vendors) for all three shifts are physically searched by the K-9 unit. The units are looking for any type of contraband being brought onto state property.

The DJS K-9 unit continues to train with the DOC K-9 unit when possible in order that we may both assist each other in a time of need. The DOC K-9 unit from Huttonsville has assisted us many times during the past year during escapes. We now also train with the West Virginia State Police K-9 unit stationed in the eastern panhandle and the FBI K-9 unit from the Clarksburg area has also come to the Davis Center to train with us. The DJS K-9 unit also tries to schedule every Wednesday to get together somewhere to train in order to maintain the highest quality-working canines. All K-9 handlers and their canine partner(s) have re-certified every year according to K-9 policy. The DJS K-9 unit continues to assist all outside law enforcement agencies when called upon. We also assist outside emergency agencies in helping locate any lost person or persons.



**Lt. Haddix  
and Cole**



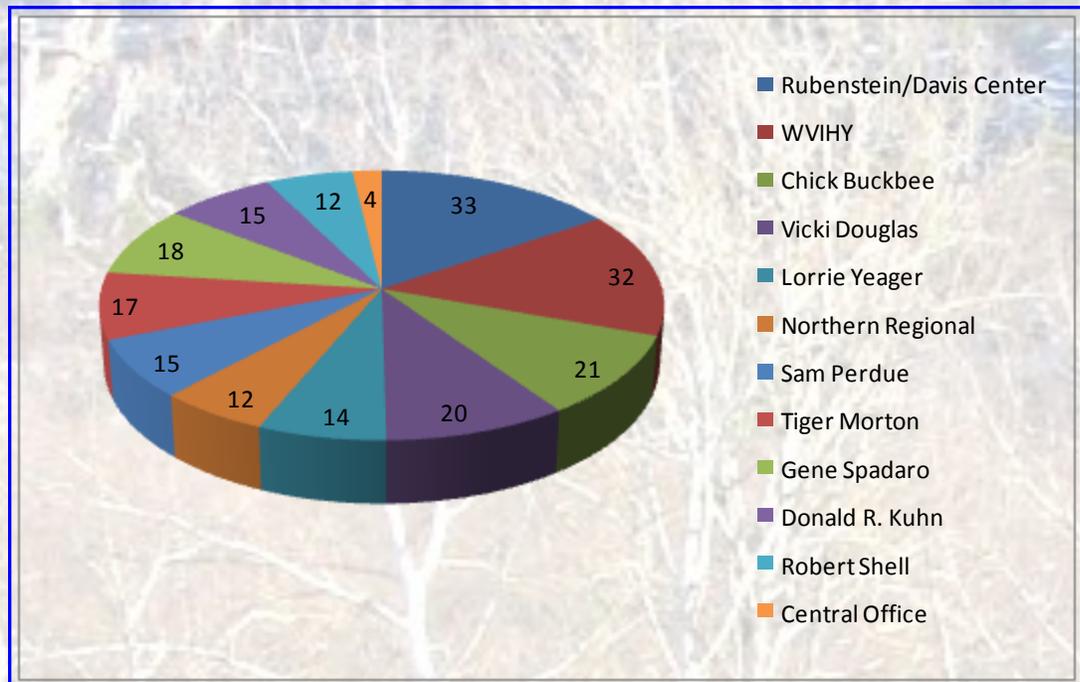
The DJS K-9 unit now teaches an Identification of Narcotics and Narcotics Procedures in DJS Facilities class for every academy class. We also have conducted a CDS scan on cadets housing units.

From July 01, 2009 through June 30, 2010 the Division of Juvenile Services K-9 unit has conducted 212 outside scans of DJS facilities to include the DJS Central Office, 113 visitation scans at DJS facilities, six school scans, ten visitation scans for dinners for residents and their families at NRJDC, four traffic CDS scans for the West Virginia State Police and Tucker County Sheriff's Dept, four scans for outside work crews, two K-9 demos at schools and one guest speaker appearance and K-9 demo for Canaan Valley Women's Club.

Lt. Haddix, Cpl. Underwood, and Cpl. Vance assist with the supervision of residents working on outside work crews at the IHY and Rubenstein Center. All DJS K-9 handlers have assisted local law enforcement officers in scanning schools in Tucker, Randolph and Hardy Counties. Lt. Haddix has been the guest speaker at the Canaan Valley Women's Club and also conducted a canine demo with CDS canines.

The Division of Juvenile Services K-9 Unit is on call 24 hours a day, 7 days a week to provide the Division with the very best K-9 unit possible.

### Canine Usage in DJS Facilities and Offices



In addition to the 212 scans K-9 staff have done on our facilities, and the other requested scans (schools, assisting police, etc) they have also done 113 visitation scans for a total of 349 scans throughout the last fiscal year.

## Psychology Services



**Stephen Nelson**  
Psychologist

**Stephen Nelson** has a BA in Psychology from Marquette University and an MA in Clinical Psychology from Marshall University. After completing an internship at the Cave Run Comprehensive Care Center in Morehead, Kentucky he worked as a staff Psychologist at the North Central Comprehensive Care Center in Lebanon, Kentucky. He earned a state certification in Psycho-diagnostics & Behavior Modification in 1979 from the Kentucky Board of Psychology. In 1980 he worked as supervised staff psychologist at the Seneca MH/MR council in the outpatient program and then from 1981-

1985 worked at the Appalachian Mental Health Center in Elkins, West Virginia in the Adult Program. While there he earned his West Virginia Psychology license (1984). In 1985 he became the Jackson County Director for the Western District Guidance Center (now known as Westbrook Health Center) serving as a licensed psychologist and administrator for a staff of four. From 1990 – 2001 he worked for the Shawnee Hills Mental Health Mental Retardation Center as a psychologist in the Crisis/Assessment Division before coming to work for the West Virginia Division of Juvenile Services in December 2001.

Mr. Nelson is responsible for the state-wide pre-employment testing of all non-security applicants. He also clinically supervises the unlicensed supervised psychologists (at the Donald R Kuhn Juvenile Diagnostic and Detention Center) and conducts pre-sentencing psychological evaluations for court-ordered youth from all 55 counties in West Virginia. He also lectures at the DJS Training Academy in the area of mental health issues of adjudicated youth. Mr Nelson conducts psychological evaluations, diagnostic evaluations, suicide assessments, and various risk assessments for placement at less secure settings, (such as Rubenstein Center) as needed. These are done on-site in person or via video-conference. He also consults with all treatment staff at each DJS facility on suicide watches if requested. In addition, Mr. Nelson works closely with Psimed, the Division's contract mental provider, in developing mental health programs that are proactive in nature and treatment oriented.

Mr. Nelson also supervises two supervised psychologists within the Division both of whom work out of the Donald R. Kuhn Center in Julian, WV. In addition, he works closely with Psimed, the Division's contracted mental health provider in developing mental health programs that are proactive in nature and treatment oriented.



## Key Administrators of the Division of Juvenile Services

The Division of Juvenile Services is divided into five key sections:

- ◆ Budget and Finance
- ◆ Community-based Services
- ◆ Human Resources
- ◆ Operations
- ◆ Programs and Treatment

### Direct Reports

The Director of the Division has direct oversight over the three facility superintendents, psychologist, human resources, legal services, legislative liaison and the internal auditor. Additionally, the Deputy Director has direct oversight of investigations, the canine unit, and the training department. Each of the Division's eight facility directors also report to the Deputy Director.

### Division of Juvenile Services Management Team

The Director's management team consists of the four assistant directors, legal services, the superintendents/directors, as well as the heads of Programs and Treatment, the investigative unit, and training. The management team meets regularly with the Director to discuss agency operations, pursue proactive approaches, and plan responses to unforeseeable conditions.





## Programs and Treatment

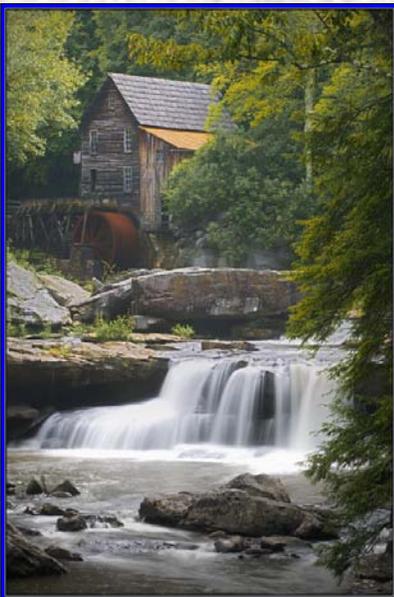
The responsibilities of the Programs and Treatment Coordinator include coordination and oversight of case management and unit management principles within the detention and correctional facilities, development and implementation of all assessment, psycho-educational and therapeutic treatment services for the division, coordination of all educational and vocational programming with the West Virginia Department of Education, Office of Institutional Education Programs. The responsibilities can be divided into nine fields:

- ◆ Diagnostic Services
- ◆ Intake and Assessment
- ◆ The Programming Center
- ◆ Sex Offender Relapse Prevention Center (SORPC)
- ◆ The Wellness Center
- ◆ The Transition Center
- ◆ Female Adolescent Recovery Center
- ◆ Ropes Program
- ◆ CHANGE Program

## The Assistant Director of Budget and Finance

The Chief Financial Officer for the Division of Juvenile Services is responsible for fleet management, capital construction and fiscal operations including:

- ◆ Budgeting
- ◆ Purchasing
- ◆ Accounts payable
- ◆ Accounts receivable
- ◆ Audits
- ◆ Inventory control
- ◆ Contract management





### **The Assistant Director of Operations**

The Assistant Director of Operations works with all centers in the field to assist them in becoming proficient with the best practices in the field of juvenile corrections. This office also acts as special project coordinator for any remodeling or physical plant improvement. Areas of responsibility include:

- ◆ Compliance
- ◆ Policies
- ◆ New Construction
- ◆ American Correctional Association Accreditation

### **The Assistant Director of Human Resources**

The Human Resources section performs a complex variety of administrative and supervisory work in providing support services of personnel on a statewide basis. Roles include compliance to Department of Personnel and division policies, marketing and recruiting, hiring and promotions, employee benefits and payroll, and reporting.

- ◆ Compliance
- ◆ Benefits and Payroll
- ◆ Hiring and Promotions
- ◆ Marketing

### **The Assistant Director of Community-based Services**

Community-Based Services is divided into two areas:

- ◆ Community Resources which provides professional case management services to youth re-entering their communities through support in terms of education, employment, housing, health, relationships, and accessing resources.
- ◆ Youth Reporting Centers are safe places where select youth will report while on probation or as part of a commitment and where youth receive an increased intensity of services. The youth continues to receive educational services, vocational training, treatment, and other service deliveries while remaining in his or her community.







## Programs and Treatment

**Debi Gillespie** received her BS in Social Work Degree from California University of Pennsylvania in 1989. She moved to West Virginia in August 1992 and began employment with the State of West Virginia that same year. She worked for the Department of Health and Human Resources in Kanawha County for six years. She first worked as a foster care specialist in a Children Protective Services Court Unit then transferred to the Youth Services Unit where she first began working with juvenile delinquents. She earned her Masters of Social Work from West Virginia University in 1998.



**Debi Gillespie**

Ms. Gillespie joined the Division of Juvenile Services in March 1999, wrote grant proposals and received millions of dollars in grant funds to build detention facilities, develop and expand the Division's Aftercare program, provide training to all Division of Juvenile Services employees, develop and implement substance abuse services in all DJS detention centers as well as develop and implement the Residential Substance Abuse Treatment (RSAT) program at the West Virginia Industrial Home for Youth and Davis Center. She was also instrumental in bringing a unit management concept to the Division of Juvenile Services. She was a part of the team which hired case managers and counselors in all detention centers, implemented treatment programs and service plans in all facilities, and assisted in building the Aftercare program which later became the Community Resource Department.

In December 2003, she became the Director of the Southern West Virginia Youth Diagnostic Center where she implemented the Division's current diagnostic program.

In December 2007, Ms. Gillespie returned to the Central Office to manage the Programs and Treatment Department.



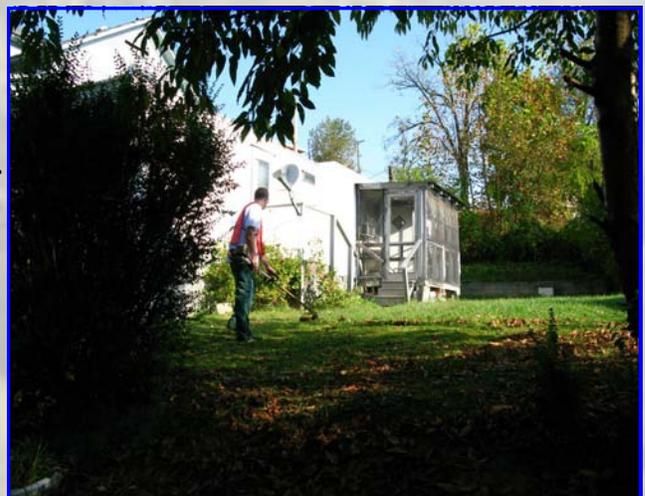
### **Overview of Programs and Treatment**

The Programs and Treatment Department includes coordination and oversight of case management and unit management principles within the detention and correctional facilities, development and implementation of all assessment, psycho-educational and therapeutic treatment services for the division, coordination of all educational and vocational programming with the West Virginia Department of Education, Office of Institutional Education Programs, coordination and oversight of mental health and medical services, program development and training of DJS staff on issues of counseling, assessment, suicide prevention, mental health issues, adolescent development as well as any issue which becomes prevalent as youth enter our programs.

Families are an important piece of the youth's recovery from the juvenile justice system. We provide opportunities for youth to have continued contact with family members. They are included in meetings and recommendations concerning the youth. Each level of the DJS continuum of care is specialized because every youth does not need that hardware secure structure. Youth come to us with different levels of treatment needs, family support and life experiences. We place youth in the least restrictive environment as we meet those needs in an effort to provide opportunities for them to change their thinking and develop pro-social attitudes and skills.

### **Mission of the Programs and Treatment Department**

The Mission of the Programs and Treatment Department is to appropriately meet the needs of every youth placed in the custody of the Division of Juvenile Services. This is accomplished by utilizing a battery of reliable and validated assessments tools which gives us an accurate picture of his/her needs and risk factors. Once the assessment is conducted, we match each resident with the program(s) we have developed to meet that individualized need. As the youth progresses through the continuum of care within DJS or within the juvenile justice system, their individualized plan follows them with goal/objective updates at least every 90 days.





## Programs and Treatment Department Strategic Plan for 2010

1. Develop a better way of tracking documentation completed by treatment staff.
  - Better utilization of our primary database (TAG).
  - Seek to access other state agencies' databases (FACTS or IMUS).
  - Develop an improved internal database.
2. Coordinate with PSIMED Corrections, LLC to develop a Training Curriculum for Treatment Staff throughout the Division
  - Develop a Training of Trainers process to provide a pool of trainers on treatment issues.
  - Provide parallel FTO personnel for Training on Treatment Issues within each center.
  - Coordinate all training through the Division's Training Department.
  - Development of an annual Treatment Staff Conference.
  - Continuation of YLS/CMI and LS/CMI User Certification training. and development of a re-certification training course.
  - Development of a Quality Assurance Protocol for the YLS/CMI and LS/CMI.
3. Enhance Treatment Options for the juvenile justice population by working with PSIMED to:
  - Develop a Comprehensive Residential Substance Abuse Treatment Program.
  - Develop gender-specific programming for female offenders.
  - Improve services to low functioning aggressive youth.
  - Enhance the Sex Offender Continuum of Care throughout WV
  - Expand Transitional Living Opportunities and Programs throughout WV, especially for those youth over the age of 18
  - Coordinate with existing transitional living programs in WV.
  - Develop a community re-integration phase into the treatment program in our rehabilitation programs (WVIHY & Rubenstein Center)
  - Development of a Residential Behavioral Modification Program for the younger, less mature population
4. Development of Statistical Data related to Program Efficacy
  - Establish databases to provide pertinent information on at-risk youth (example: YLS/CMI and LS/CMI).
  - Development of longitudinal studies for youth who are with us for at least 18 months
  - Developing and expanding on our current Outcomes Measures Database.



A Behavioral Health Management Company

**PSIMED CORRECTIONS, LLC**, is a West Virginia based behavioral healthcare management company that has been providing statewide comprehensive services for offenders in the custody of the WV Department of Military Affairs for more than 14 continuous years.

Current PSIMED Corrections contracts consist of providing behavioral health services for the WV Division of Juvenile Services as well as the WV Division of Corrections (WVDOC), Parole Services, and the WV Regional Jail and Correctional Facilities Authority (WVRJCFA). PSIMED has been successful in partnering with the West Virginia Department of Military Affairs to develop and provide high quality cost effective behavioral health services for West Virginia's Correctional Facilities and community corrections offenders.

PSIMED is committed to continuous quality improvement as a way to meet the changing needs of our customers. It is our practice to be acutely sensitive to the business and work environments by consistently exploring the advantages of partnering with other state agencies to allow us to maximize utilization of resources available throughout the state.

PSIMED's continued commitment to quality mental health services has resulted in a network of services which exceed expectations. PSIMED recognizes Community Reintegration Programs (re-entry) as a key component necessary for the continued success of offenders upon discharge from the system. PSIMED has been successful in assisting with community-based on-site staff orientation and consultation for offenders placed in community group home settings. This program has been a key factor in ensuring successful community reentry-based placements.

#### **Telemedicine**

In 2000, PSIMED effectively developed and implemented West Virginia's first telemedicine program which was integrated with the Department of Corrections' technology to include the use of T-1 lines and high security maintenance systems. PSIMED found this to be an effective tool for reducing offender transfers and providing a more efficient delivery of psychiatric and psychological services. In 2007, PSIMED implemented the use of telemedicine within the DJS system.



PSIMED is experienced in network development and technical support as well as the implementation, enhancement, and expansion of successful correctional telemedicine programs. PSIMED recognized the benefits that telemedicine programs has offered our customers by creating a continuum of care providing for more timely and comprehensive mental health programming through the marriage of telemedicine with psychiatry and psychological services. PSIMED has significantly improved the delivery and quality of services to small rural communities rivaling that of larger urban areas through the use of telemedicine.

Telemedicine has:

- \* Increased the availability of services to rural areas.
- \* Allowed us to more effectively utilize psychiatric FTE's creating an economy of scale in small markets.
- \* Maximized mental health services to facilities with limited availability of service hours.
- \* Supported PSIMED in maintaining a high standard of care throughout statewide systems.
- \* Enabled inmates to be maintained on the same psychiatric caseload which reduced pharmacy costs and duplication of services.
- \* Increased ability to offer emergency and critical care services in a timely manner.
- \* Eliminated the need for unnecessary off-site or inter-facility transportation.
- Significantly decreases the cost of offender movement

### **Program Development**

PSIMED provides program development for correctional and community based criminal justice agencies. We utilize the latest research regarding offender programs to address risk factors related to recidivism in a manner that follows national best practice guidelines, and tailor services based on individual and institutional need. This is accomplished by gathering information from the *National Institute of Corrections*, *Center for Sex Offender Management*, *Association for the Treatment of Sexual Abusers*, *Office of Juvenile Justice and Delinquency Prevention*, *Substance Abuse and Mental Health Services Administration* and various other offender-based journals and publications.

In the initial stage of program development, PSIMED staff work directly with leadership, institutional staff and those participating in the program to complete a detailed assessment of current programs offered. This information is then compared to national research to identify strengths and weaknesses of the programs. Once the assessment is completed, PSIMED staff works directly with institutional staff to develop standardized programs.



With extensive experience working inside a variety of institutions, PSIMED recognizes and addresses the unique needs of the correctional environment. As best practice programming models are utilized, they are also able to address needs such as:

- Security of the institution
- Offender movement
- Various educational levels of the population
- Difficulty of maintaining consistent staff
- Training needs for treatment and security staff

PSIMED utilizes group counseling based on a cognitive-behavioral model. Psycho-educational phases are incorporated in programs to ensure cost-effective implementation by utilizing correctional staff as facilitators. To ensure appropriate implementation, correctional personnel are trained to facilitate the specific programs. Quality assurance is obtained by peer and mentor evaluations of facilitators. For the 'treatment' components of each program, PSIMED provides qualified/professional staff in each area for direct service implementation. The professional staff understands the importance of working as a team and provides support, resources, and training to institutional personnel at all levels.

To compliment program development, PSIMED may also participate in developing institutional policies and procedures, victim-related services, designing legislative mandates, gathering statistical information, grant writing/implementation, community education, partnership with community agencies and committee memberships.

### Key Staff

**Terrence Rusin**, President and CEO, first joined PSIMED as a marketing and sales director in 1991. He became the Chief Operating Officer and a partner in 1993, the controlling partner in 2000 and became the sole owner in January of 2006. Mr. Rusin was instrumental in securing the mental health services contract for the WV Division of Corrections Mount Olive Correctional Complex and was able to expand this contract to include statewide mental health services. In addition to this contract, in 2007 Mr. Rusin was successful in obtaining mental health contracts to service the West Virginia Division of Juvenile Services and the West Virginia Regional Jail and Correctional Authority.





**Trudi Blaylock** is employed by PSIMED Corrections, LLC as the Vice President of Operations for the Juvenile Services Division. Mrs. Blaylock also worked as a Program Mentor with PSIMED for the WV Division of Corrections in the areas of Sex Offender Treatment, Anger Management, Crime Victim Awareness and Batterers Intervention Prevention Programs. Prior to her current position, Trudi spent seven years as a Mental Health Professional at Mt. Olive Correctional Complex providing direct services to offenders, developing group modules for sexual offender treatment, anger control, victim awareness, stress management, conflict resolution, and sleep disorders. She assisted in the development of policies and procedures for mental health services and provided training for institutional staff on a variety of topics. Trudi is a presenter with the WV State Police in community notification meetings for the release of the Sexual Offender Registry. Trudi received her BA in Psychology from West Virginia State College and MA in Counseling from Marshall University. She completed the Sex Offender Treatment Specialist program through Ohio University in May 2000 and is a member of the Association for Treatment of Sexual Abuse (ATSA).

### Medical Staff



**Dr. Christi Cooper-Lehki** is a child, adolescent and forensic psychiatrist at West Virginia University; the medical director of the Residential Treatment Center, and a residential therapist for adjudicated adolescent sex offenders. She completed her general psychiatry residency and child and adolescent fellowship at Wayne State University in Detroit, and forensic psychiatry fellowship at West Virginia University. Dr. Cooper Lehki is board certified in general psychiatry and child and adolescent psychiatry.

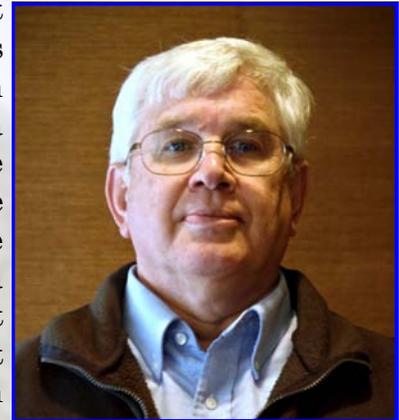


**Dr. Mark Casdorff** graduated from Marshall University with a Bachelor of Science Degree and then the West Virginia Osteopathic School of Medicine. He served his internship at Logan General Hospital from 1990-1991. In 1991-1996 he served as a Psychiatry Resident for the Charleston Area Medical Center. He also worked with the Child and Adolescent Psychiatry Fellowship at CAMC. His certifications include Child and Adolescent Psychiatry and American Board of Psychiatry and Neurology. He is on the Board of Directors for the Children's Therapy Clinic and the Ethics Committee for Saint Francis Hospital. He is a member of the WV Psychiatry Association, a Diplomat for the American Board of Forensic Examiners, a member of the American Psychiatric Association and the WV Osteopathic Association. He is currently a Psychiatrist for the Family Psychiatric Services, PLLC in Charleston, WV.



### **Lead Psychologist**

**Dr. Tom Horacek** is a licensed psychologist who lives in Grafton, WV. He received his undergraduate and graduate degrees from West Virginia University where he earned a BA, MA, and Ph.D. in psychology. He completed a pre-doctoral internship at the West Virginia University Medical School. He became a psychologist for the West Virginia Department of Corrections and working at the Industrial Home for Youth at Pruntytown until that facility was closed in 1983. He returned to work for Valley



Community Mental Health in Kingwood, West Virginia until 1990. While at Valley he coordinated emergency services and worked with the Preston County Circuit Court, Preston County Schools and Department of Human Services Child Protective Services programs. In 1990, he accepted a faculty position at Alderson-Broadus College as an associate professor of psychology and in 1996 became the Chair of the Social Science Division. In 1991 he began working at the Pruntytown Correctional Center as a part-time psychologist. In 2000, he joined PSIMED Corrections, Inc serving as a part-time psychologist at Pruntytown Correctional Center. In 2004, he began supervising clinical psychology graduate students placed at Pruntytown Correctional Center and in 2007 began working at the West Virginia Industrial Home for Youth at Salem supervising clinical psychology graduate students there.



### Program Staff



**Pam Harless** is employed by PSIMED Corrections, LLC as the Clinical Director for the Dr. Harriet B. Jones Sex Offender Specific Treatment Center. Prior to her current position, Pam spent nine years at West Virginia Hospitals Chestnut Ridge Center in Morgantown, WV. During her time at Chestnut Ridge Center she spent the last four years as a Clinical Therapist where she provided direct clinical services to offenders as well as family therapy, developed and implemented individual treatment plans, created group modules for sexual offending and implemented social skills into the programming. Pam is a member of the Association for the Treatment of Sexual Abuse (ATSA) and a local governing board member for the Mon/Marion Health Science Technology Academy (HSTA). Pam received her Applied Associates in Criminal Justice and Bachelors of Science in Sociology from Fairmont State College. She also attended West Virginia University where she earned a Master of Science in Rehabilitation Counseling.



**Brandi Robinson** is employed by PSIMED Corrections, LLC as the Program Director for the Wellness Center located at the Industrial Home for Youth in Salem, WV. She was previously the Program Director for the Alta Vista Children's Shelter in Clarksburg, WV. While serving in this position, she designed the residential program of the facility, assisted in the development of policy and procedure, and conducted orientation of all new staff. She developed the training program for the organization which focused on behavior management, appropriate consequences for behaviors, supportive counseling, sexual harassment, suicidal and self-injuring behaviors, effects of abuse and neglect, mental illness in children, and anger management. She also serves as a Regional Clinical Reviewer. Brandi served on the training team for the Alliance for Children for two years. She created and presented a seminar on Social Work Ethics and provided technological support to the Alliance team. Brandi obtained her Bachelor of Arts in Psychology as well as her Master of Social Work from West Virginia University. She is currently a Licensed Certified Social Worker in the state of West Virginia.



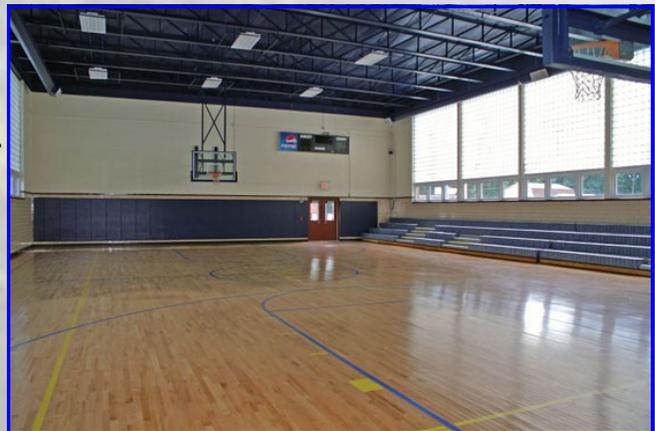
### Residential Programs at the West Virginia Industrial Home for Youth

#### **Intake and Assessment Center**

All Residents entering the West Virginia Industrial Home for Youth begin their commitment in the Intake and Assessment Center. During this time, the residents testing, psychological evaluation and Comprehensive Service Plans are developed as the needs of the residents are assessed. If the resident is entering DJS custody and has not yet received a Diagnostic Evaluation, this report will also be provided as part of the Assessment Process. All information will not only assist professionals in addressing the residents treatment needs, but will also assist placement within the West Virginia Industrial Home for Youth. Residents with very specific needs and/or disabilities will be placed on the STEP Center, as residents considered to participate in regular programming services offered at WVIHY will be placed on the Programming Center. Sex Offenders will be considered for placement at the Sex Offender Relapse Prevention Center and Residents blatantly refusing to comply with the Center's rules and regulations and/or a danger to others will be considered for placement on the Security Unit until such behaviors become amenable to direction and treatment.

#### **The Programming Center**

This Program houses all Residents committed to the Industrial Home for Youth who simply require our regular therapeutic program. The Center will follow the Comprehensive Service Plans developed during the Intake & Assessment process. In addition, residents will be expected to achieve the Facility's Program and intended Phase Advancements. Residents will be afforded all opportunities set forth by the Industrial Home for Youth and Division of Juvenile Services and will be prepared to begin making positive changes in their lives. Residents will be expected to follow guidelines as a Therapeutic Community and will be mandated to complete the goals outlined in their Service Plans.



**Industrial Home for Youth Gymnasium**



### STEP Center

The STEP Center is located at the West Virginia Industrial Home for Youth, Center for Adolescent Offender Recovery. It is designed specifically to meet the more specialized needs of post dispositional youth who may suffer from severe mental disorders but are committed to the care and custody of the West Virginia Division of Juvenile Services. It has been documented that this specific type of resident does not adjust well to the norms of the regular programming schedules, nor are their more specialized needs able to be addressed when housed with the general population. This Center houses 30 residents and is equipped with its own Behavior Modification Programs, as well as therapeutic recreational services and educational opportunities.

Youth will be evaluated while in placement on the Intake and Assessment Center, West Virginia Industrial Home for Youth, and will be immediately placed on this center if one of the following is true: (1) they are at imminent risk of self injury; (2) inability to guarantee safety as identified through the use of the West Virginia DJS Suicide Policy; (3) imminent risk of injury to others; (4) experiencing acute/serious deterioration of the individual’s base line ability to fulfill age-appropriate responsibilities to the extent that behavior is so disordered, disorganized or bizarre that it would be unsafe for the individual to be treated in a lesser level of care; (5) at imminent risk of acute medical status, deterioration due to the presence and/or treatment of an active psychiatric symptom(s); severity of the disorder and/or impairment of developmental progression require a supervised, structured and supportive therapeutic milieu; (6) developmentally delayed and/or traumatic brain injury that the individual is unable to effectively provide self care and is a potential health risk to themselves and others; and/or (7) unable to fulfill age-appropriate responsibilities.

The Division of Juvenile Services has partnered with PSIMED to provide program development and staffing at Doctoral and Master’s level to ensure the highest level of care is provided to the residents.



Industrial Home for Youth  
Basketball/Outdoor Recreation Area



### STEP Center (continued)

PSIMED also provides a medical team consisting of child and adolescent boarded psychiatrists specializing in correctional health. In addition to psychiatric intervention, DJS provides a comprehensive, multidisciplinary treatment plan that is maintained for each resident placed on this Center. All treatment plans are developed in a manner that is consistent with reintegration of the resident back into general population.



Industrial Home for Youth  
Johnston School

The behavioral health staff are employed by PSIMED and have multiple years experience working with troubled youth and their families. These staff work with the residents to address their individual needs to include individual and group therapy, crisis intervention, treatment planning, goal/objective development, education on mental illness or acting out behaviors and related medication symptoms.

PSIMED provides a psychiatric nurse who assists the psychiatrist in completing an individualized psychiatric treatment plan for all residents assigned to the Wellness Center. The psychiatrist and psychiatric nurse also monitors medication efficacy and side effects by ensuring all residents on the psychiatric caseload are staffed with the treatment team on a minimum of one time per week.

All treatment staff actively participate in weekly clinical meetings held on each resident at the Center. Staff provides monitoring reports in regards to the resident's level of program participation and progress toward completion of individualized treatment goals.

Wellness Center staff are highly trained and experienced and are also responsible for providing in-service training to all West Virginia DJS staff on issues related to Adolescent Mental Health and Suicide Behaviors.

Placement on this Center is contingent on court mandates and successful completion of identified treatment plan goals/objectives. All residents are working toward placement on our Transition Center and eventually returning to their home community.



### **Female Adolescent Recovery Center**

This Center, also at WVIHY, is specifically designed to provide specialized gender specific programming and meet all needs of females from various ages, various backgrounds, and diagnoses. Staff are trained specifically to deal with this type of population and the division acknowledges the need and necessity of providing a variety of programming specifically geared toward female offenders. Residents housed on this unit are required to complete the FIRST program—Females in Recovery Starting Together, as well as to complete all goals outlined in their Comprehensive Service Plans. Programs ranging from recreational activities to community service are designed to meet and address the needs of Female Offenders.

### **Sex Offender Relapse Prevention Center**

The Sexual Offender Relapse Prevention Center (SORPC) is located at the West Virginia Industrial Home for Youth, Center for Adolescent Offender Recovery, in Harrison County, West Virginia. DJS has recently taken a very hard look at the quality of our sex offender program. We are contracting with two Master’s-level sex offender clinicians (Trudi Blaylock, MA and Matt DeLuca, MS, LPC).

DJS and PSIMED understand the importance of evidenced-based practice models and utilize state and national level consultants to assist in the review and development of the sex offender program curriculum. PSIMED organized an informal group of sex offender treatment providers and supervisors to meet quarterly to ensure a continuum of care exist in the state for residents entering or exiting the program.

The Division of Juvenile Services’ Sex Offender Relapse Prevention Center is currently a 44 bed unit. Referrals to the program can be made by the court officers, such as the Judge and/or Probation Officer, when no other less restrictive alternative is available to address issues related to community safety and/or treatment needs. The ages of the residents on the Center range from 13 to 20 with commitments extending no longer than their 21st birthday.

The SORPC was created to provide sexual offense specific treatment to regular commitment male residents legally adjudicated on sexual charges. Typically, residents in SORPC have failed to complete a previous sexual offense specific treatment program. The philosophy is of a strength-based approach in addressing the treatment needs of the residents. Residents are required to be accountable for their behaviors and taught skills to increase their ability to lead non-offending, pro-social lives.



Services offered through SORPC include:

- ◆ Weekly Group Counseling
- ◆ Individual Counseling
- ◆ Educational & Vocational Training
- ◆ Resident Enrichment & Achievement Program (REAP)
- ◆ Multidisciplinary Team (MDT) Meetings
- ◆ Family Counseling
- ◆ Family Events
- ◆ Aftercare Counseling



Industrial Home for Youth  
Vocational Building

The length of stay on the Sexual Offense Specific Unit depends on an individual residents participation in their treatment. Goals are obtained by completing objectives on the Comprehensive Service Plan (CSP). All residents undergo CSP reviews approximately every ninety (90) days.

A residents program length is individualized and is dependent upon multiple factors not limited to, but including: amenability to the program, educational and vocational progress, and court-ordered sanctions.

Clinical meetings are also held weekly to discuss the residents' program needs and progress. Team members include SORPC staff, correctional officers, educational staff and REAP (work skills program) supervisors.



A Multi-Disciplinary Team (MDT) meeting is held prior to the resident's completion of the program. The MDT meetings are designed to gather information and to develop a community transition plan for the resident.

Referrals for admission should meet the following criteria:

Adjudicated males ages 13 to 20 (with discharge at age 21 by DJS Policy and Chapter 49 of the state code).

- ◆ A sentence of no less than six (6) months from the time of acceptance to the Sex Offender Relapse Prevention Center (when transferred to SORPC from outside the facility or Intake & Admissions Center, a minimum of six (6) months should remain in sentence)
- ◆ No adult-commitment residents (no residents who are charged as adults to be transferred to adult jurisdiction upon reaching 18th birthday).
- ◆ Full Scale IQ of no less than 68.
- ◆ Pervasive history of sexually abusive behavior.
- ◆ Evidence suggests that the juvenile will not be afforded the opportunity to complete treatment in a less restrictive environment.

To further assess if an individual is appropriate for admission the following information will be reviewed by SOPRC staff:

- ◆ J-SOAP-II and ERASOR risk assessments
- ◆ Mental health records including a current psychological evaluation
- ◆ Discovery information (i.e., Pre-sentence Investigation reports, police reports, petitions, etc.)

## Dr. Harriet B. Jones Treatment Center



1856-1943

**First licensed female physician in West Virginia**  
**One of the first women to serve in the West Virginia Legislature.**

In October 2010, the West Virginia Division of Juvenile Services (WVDJS) will formally introduce their newest facility, the Dr. Harriet B. Jones Treatment Center (Jones Treatment Center). The Jones Treatment Center is WVDJS's first correctional based sex offender specific treatment facility. Just as Dr. Harriet B. Jones changed the face of medicine for women in the state of West Virginia, this facility will set the highest standard for the treatment of juvenile sex offenders within the state.

The Jones Treatment Center (JTC) is a 38-bed maximum security state-operated facility for males. The JTC is located on the grounds of the West Virginia Industrial Home for Youth at Industrial, West Virginia in Harrison County. Residents are referred from any county in West Virginia and they must be court adjudicated. It is understood that each resident will have individual treatment needs. As a result, the length of the program will be determined by the resident's progress toward their individualized treatment plan.

The treatment modality of JTC consists of the following core components:

- The use of individual and group therapy. Individual therapy is utilized to aid residents in addressing a variety of needs that cannot be met in the group setting. Group therapy provides the opportunity for the residents to accept responsibility in a group setting, therefore becoming a more productive, pro-social member of society. Group work also helps teenagers develop interpersonal skills where they also are able to receive and give support to their peers.



- The use of relapse prevention through a cognitive behavioral treatment. This approach views sexual abuse as a series of behaviors supported by deviant sexual fantasy and thinking errors that require intensive cognitive restructuring. Residents will learn to identify compulsive behaviors, develop an understanding of abuse cycles and utilize a comprehensive set of relapse prevention tools.
- The use of psychiatry. Psychiatrists will assess, diagnose, and treat existing psychiatric disorders.
- The use of a family systems approach to aid the resident in developing a healthy support system proven to enhance successful transition back into the community.
- The use of restitution through community service to help the resident develop empathy and positive ties to the community.
- The use of multidisciplinary and clinical team meetings to aid in the decision making process. These teams will utilize most effective means to address the resident's treatment needs.
- The use of aftercare services. A Community Resource Coordinator (CRC) will be assigned to residents early in their treatment. These CRCs will aid the resident and his treatment team in developing adequate transition services for his return to the community. Upon release, the CRC will schedule weekly meetings with the resident and his family (if applicable) to aid his successful transition to the community. This service is available for up to one year.

### Assessment tools

- Juvenile Sex Offender Assessment Protocol-II (J-SOAP-II)
- Estimate of Risk of Adolescent Sexual Offense Recidivism (ERASOR)
- Abel Assessment *for Sexual Interest-2™*
- Multiphasic Sex Inventory (MSI)
- Clinical Polygraph Assessment

### Goals of the Program

- To identify and treat patterns of deviant sexual offending.
- To adequately diagnose and treat any psychiatric issues.
- To eliminate criminal thinking and criminal behaviors.
- To assist residents in meeting educational and vocational goals.
- To facilitate the dynamics of socially appropriate behavior.
- To help residents in accepting responsibility for their behavior.
- To assist residents to develop empathy.
- To decrease the residents deviant sexual interest.
- To prepare residents' families to support the residents in successful reintegration into society.



## Residential Treatment at the Kenneth “Honey” Rubenstein Center

The Treatment and Programs Department at the Kenneth “Honey” Rubenstein Center continues to grow and work to provide appropriate and effective services and treatment. There have been many staffing additions this past year and a few promotions, to create a well rounded, knowledgeable treatment team. DJS has partnered with PSIMED to provide a Masters-level Therapist to assist in the development of a new behavior-based therapeutic program.

Our Treatment Program focuses on leadership, accepting responsibility, and providing the necessary skills to return to the community as a successful responsible citizen. To achieve this we take a team approach and utilize a Unit Manager, Case manager, Counselor I, Counselor II, Recreation Specialist, and Therapist. As a team we believe all Cadets need structure, accountability, and an opportunity to grow as an individual. To ensure these key components are met, all Cadets have a rigorous schedule that starts off with physical training. Cadets’ appearance must be neat and orderly. All Cadets are held accountable by staff twenty four hours a day, seven days a week. To promote and reward positive behavior all Cadets are on a phase system where they have an ability to advance.

Our Group Leaders (Correctional Officers) continue to run at least three weekly peer groups where Cadets discuss positive accomplishments as well as problems they have encountered and ways to handle those problems appropriately in the future. In these groups, Cadets also help each other utilizing positive peer pressure and newly acquired positive leadership skills.

Every Cadet also has an individualized Case Management Plan that is created with the Cadet by the Case Manager. This Case Management Plan gives the Cadet and treatment team a plan of action. This plan includes areas such as vocation, recreation, community service, therapeutic groups, and individual goals.

The Correctional Counselors and therapists provide all Cadets with treatment programming based on their individual needs and their LSI assessment. Cadets are typically enrolled in groups such as anger management, victim awareness, criminal and addictive thinking, parenting, and life skills. Correctional Counselors also provide support to Cadets with their day to day living and role model leadership skills.



Our Therapists conduct specialized individual, group, and family sessions. Substance Abuse remains a vital component and therapists deliver a three phase, fourteen week group that is designed to engage Cadets with Substance Abuse / Addiction issues. The Substance Abuse Group is comprised of individual and group sessions and is tailored to the individual's needs. Phase one is entitled "Motivational" and it works to create a desire for change. Phase two is entitled "Discovery" and it explores the individual's past and future and beliefs about use. The final phase, "Recovery" focuses on recovery as a process and journey. This is an exciting phase that empowers residents to create a personal change plan and provides them with an opportunity to test out their recovery skills with experiential learning activities.

In addition to these programs, our Community Service and Work Programs remain strong and an integral part of the Kenneth "Honey" Rubenstein Center's philosophy. During this past fiscal year, residents performed a total of 2,555 hours of community service in Tucker County. Residents of the Rubenstein Center conducted Adopt-A-Highway and provided community service to Canaan Valley State Park, YMCA Camp Horseshoe, Camp Kidd 4-H Park, Davis Riverfront Park, Tucker County Schools, Tucker County Board of Education, the community centers for the towns of Thomas and Davis, the Parsons Park Board, Cathedral State Park, Canaan Valley Institute, the local food pantry through the Lutheran Church, the local Senior Citizen Centers, Holly Meadows Golf Course, and the cities of Thomas and Parsons.

Cadets of the Rubenstein Center also continue to gain work experience through different types of job opportunities available to them. All Cadets, at some time during their stay, will work on an unpaid crew in our kitchen and laundry departments. Some Cadets also work on paid crews with Blackwater Falls State Park, with the Tucker County Board of Education and/or with the City of Thomas. Cadets continue to be rewarded for positive behavior through special activities and off-campus activities. We have holiday parties for the Cadets, a Christmas Play, cook-outs, field days, ice cream socials, popcorn and movies, etc... Off-campus rewards include fishing, hiking, camping, mountain biking, skiing, sleigh riding, the viewing of fireworks, and a trip to the local movie theater.

Cadets of the Rubenstein Center have a variety of recreational activities available to them. On grounds they have a full sized basketball court, a pool table, a universal weight machine, volleyball net, and horseshoe pits. Cadets are also taken off grounds for various recreational activities including skiing, sleigh riding, hiking, fishing, golfing, basketball games, and participating in an adult softball league in Parsons.

During this past fiscal year, Cadets continued to be involved in Therapeutic Recreation. Some of the activities participated in include: Rope Course (High and Low elements), The Islands, Circle of Trust, Balance Beams, All Aboard, The Ball Chain, Trust Leans, Trust Falls, Whale Tale, Nature Walks, softball, basketball, fishing, and skiing. Therapeutic recreation gives an opportunity for individuals to share their experiences within the context of a small group; to give and receive feedback; and to gain a broader perspective of a multitude of ways. These types of activities impact people who come from diverse backgrounds and perspectives.

All activities that are completed usually end in a debriefing session in which the participants are in control of their own level of disclosure. Participants learn more effectively when they have control and when they are having fun. Some of the skills the residents have learned through Therapeutic Recreation include leadership, teamwork, communication, listening, problem solving, improving self-esteem, learning awareness of self and others, how to relax, sportsmanship, trusting, overcoming fear, and social interaction. Lately the Therapeutic Recreation program has encouraged residents to explore music and develop healthy hobbies and interests. In some of the more adventurous activities, there has also been an emphasis on positive risk taking and decision making.



Cadets in formation at the Rubenstein Center



## Other Programs

### The CHANGE Program

The CHANGE Program (Caring for and Helping Adolescents Navigate Goals Effectively) is located at the Robert L. Shell Juvenile Center in Cabell County, West Virginia. It provides residential placement for adolescents who have been adjudicated as delinquent by the court system. The therapeutic milieu is designed to enable residents to take responsibility for and manage their behavior, while promoting pro-social behavior and other skills that will enable them to transition back to society. Criteria for admission into the program include:

- Adjudicated delinquent by the courts.
- Determined to be in need of specialized services and at-risk for out-of-state placement.
- Repetitive history of moderate to severe behavioral problems which have interfere with the child's ability to function within the community.
- Male, age 14-18.
- History of failed out-of-home placements
- Home phase (Phase II) eligibility typically limited to those residing in Wayne, Cabell, or Putnam counties, though others are considered on a case-by-case basis.

There are two phases of the program: residential and home. Discharge planning begins upon admission to the program. The resident usually stays at the facility for about 4 months. There, they learn to follow rules, complete their treatment plans, participate in group and individual counseling, attend classes, and participate in recreational services.

The home integration portion of the program consists of two months at home with monitored supervision. During Phase II, the resident is required to return to the facility during the resident's first two weekends. The resident is required to return on Friday and will then be ready to be picked up on Sunday evening. Failure to comply with the guidelines will result in the resident's termination from the program.

Once on Phase II, the resident is required to attend a Youth Reporting Center Program. Unexcused absences will not be tolerated and will result in termination of participation in the program. If the resident cannot attend the Youth Reporting Center, the CRC and or Youth Reporting supervisor will have to be notified immediately by the parent or guardian. Only absences that are accompanied by a doctor's excuse are acceptable.



Our daily practice emphasizes cognitive restructuring with the residents allowing them to focus on working toward developing a conscious awareness of errors in thinking and judgment and adjusting their thought processes. Cognitive life skills goals are identified by the resident with the mindset of overcoming obstacles to achieve their goals.

An environment is established by the staff and residents that is conducive to their success of changing thought patterns and behaviors. Accountability and self awareness are daily principles of practice and are enforced through structure and programming.

The services are individualized and based upon the results of a comprehensive assessment, using a variety of tools, shortly after intake. The following services will enable the program to meet the goals of taking responsibility, managing behavior and skill acquisition: education (IEP), psychological services, supportive individual and group counseling, behavior management, therapeutic recreation, comprehensive service planning, case management, family support, in-home supervision and supervision within a youth reporting center.



**Jeff Younger**  
CHANGE Case Manager  
Robert L. Shell Juvenile  
Center





## Diagnostic Centers

The Division of Juvenile Services formerly operated two 60-day diagnostic centers available for West Virginia's adjudicated youth until January 2006. At that time, the Northern West Virginia Youth Diagnostic Center was re-designated and all diagnostic youth in the custody of the Division of Juvenile Services were placed at Donald R. Kuhn Juvenile Diagnostic and Detention Center. In February 2008, the Division of Juvenile Services re-opened the Northern West Virginia Youth Diagnostic Center located on the grounds of the West Virginia Industrial Home for Youth in Harrison County, West Virginia. This expanded our available diagnostic beds from 38 to 53.

### Mission Statement

To provide a safe, secure environment for the residents of the diagnostic centers. The treatment team shall utilize and provide an array of case management, diagnostic and evaluative services for its residents and will communicate, through the multi-disciplinary team process, the results of those services to the appropriate professionals working with each resident. Accordingly, a commitment shall be made to the treatment process for, and on the behalf of, each resident. It is the objective of the center team to advocate for the most appropriate short-term and long-term placement for each resident during his or her stay and upon their departure from the center. The diagnostic treatment team will also facilitate, to the extent possible, permanency planning for every youth.

### Diagnostic Center Creed

Upon entering a DJS diagnostic center, each resident will receive a commitment from the diagnostic center treatment team to facilitate positive change in his or her life. The objective of the treatment team is to guide and motivate youth to make a self-commitment toward becoming a better person. Expectations will be clearly defined and remain constant during their stay at the center. Treatment team members will not pass judgment on residents and will respect their identity, rights and worth as persons. As a result, the treatment team requires respect for others and accountability from residents.

The diagnostic program has staff and programming to meet the needs of adjudicated youth who require a higher level of care to meet their individualized needs for discipline and structure. We also serve those youth who may be first time offenders or their charge is non-violent in nature. The diagnostic center revised its original process and program in February 2003 and began the implementation of the Comprehensive Diagnostic Evaluation offered by the Division of Juvenile Services.



### Key Services

- ◆ Psychological Evaluation
- ◆ Family and Social History
- ◆ Milieu/Behavior Report
- ◆ Education Report
- ◆ Medical Evaluation
- ◆ Multi-Disciplinary Team Meeting held on every resident to strengthen the commitment and create a setting where all parties become involved, invested and active in securing the future of the child.

### Other strengths of the diagnostic programs:

- ◆ Weekly clinical briefings to discuss resident behaviors, discharge/placement recommendations, educational progress, medical issues, individualized treatment needs as well as planning/development of new groups specific to the adolescents in our current population.
- ◆ Informal case consultations occur frequently between the supervised psychologist, case managers and counselors.
- ◆ Each resident has a unit team that consists of a case manager and two counselors. The facilities have on staff clinical psychologists and treatment staff with experience in the diagnostic settings as well as at-risk youth.
- ◆ Length of stay is 60 days. This duration was deemed proper by an act of the Legislature to provide the Center with an adequate amount of time for an intensive and thorough evaluation.

A court order must state that the juvenile is adjudicated as a delinquent and committed to the custody of the Division of Juvenile Services for the purposes of a 60-day diagnostic evaluation. It is very helpful when the adjudicated charges are listed in the court order. All residents committed to the diagnostic center will be administered a variety of tests and evaluations:

- ◆ A complete medical examination
- ◆ Assessment of current educational level
- ◆ Youthful - Level of Service/Case Management Inventory (YLS/CMI)
- ◆ Intelligence testing
- ◆ Woodcock-Johnson Revised (Educational)
- ◆ Personality assessment



All other testing and evaluations as deemed necessary and appropriate by the assigned psychologist. All testing will be completed prior to release. Both programs offer the following services:

- ◆ Case Management
- ◆ Individualized treatment planning
- ◆ Individual Counseling
- ◆ Group Counseling
- ◆ Educational Services
- ◆ Religious Services
- ◆ Therapeutic Recreational Services
- ◆ Multi-Disciplinary Team meeting for placement and discharge planning of diagnostic residents
- ◆ Behavioral Modification Program including a five tier behavioral level system (Reward Store)
- ◆ Special Needs Assessments as needed
- ◆ Psychiatric services

### **Donald R. Kuhn Juvenile Detention and Diagnostic Center**

The Donald R. Kuhn facility houses one of two diagnostic centers owned and operated by the Division of Juvenile Services. The facility provides a 60-day comprehensive diagnostic process for adjudicated youth from all 55 West Virginia counties, although it is geographically situated to serve the southern portion of the state. It has 38 co-ed diagnostic beds. The Diagnostic Center Comprehensive Evaluation includes a Social History, Psychological Evaluation, Milieu Report, Therapeutic Recreation Report, Educational Report, Medical Recommendation and a quality assurance survey. This report is sent to the Circuit Court Judge, Probation Officer, Prosecuting Attorney, Defense Attorney and DHHR worker to assist the court in deciding the most appropriate dispositional decision.





Residents who leave this facility may return to their home community on a strict period of probation, be placed in the custody of the Department of Health and Human Resources for purposes of placement in a group home or residential treatment facility or committed to the custody of the Division of Juvenile Services for placement at the West Virginia Industrial Home for Youth or Davis Center for juvenile incarceration.

This diagnostic center offers two levels of security. North Hall is a highly structured environment for violent offenders, sex offenders and those not suitable for a staff secure environment. North Hall has 16 diagnostic beds and 10 beds dedicated to detention residents.

South Hall is a 22 bed diagnostic unit for non violent offenders and first time offenders. Both diagnostic units offer identical programs including the comprehensive diagnostic packet sent to the court for dispositional purposes.

The Therapeutic Recreational Program at DRKJDDC is run by a Master's-level physiology professional. She completes a recreational assessment on each resident upon their arrival and prior to their discharge. This information is used in the therapeutic process with each resident to help identify areas of need and to work with the resident on developing a strategy to help them reach their own personal goals in the areas of wellness and fitness.





### Northern West Virginia Youth Diagnostic Center

This program also provides a 60-day comprehensive diagnostic process for adjudicated youth from all 55 West Virginia counties, but its geographic location means it is intended for juveniles who live in the northern part of the state. It has 15 male diagnostic beds. The Diagnostic Center Comprehensive Evaluation is the same as that offered at the Donald R. Kuhn Juvenile Diagnostic and Detention Center.

DJS and PSIMED have partnered with West Virginia University Psychology Department to provide two doctoral level psychology interns for one-year rotations on the Diagnostic Unit. These interns are supervised by a doctoral level licensed psychologist.

The diagnostic evaluation is sent to the Circuit Court Judge, Probation Officer, Prosecuting Attorney, Defense Attorney and DHHR worker to assist the court in making the most appropriate dispositional decision.

The northern diagnostic center is a highly structured environment for violent offenders, sex offenders and those not suitable for a staff secure environment. It is in the Stanard Building which is located on grounds of the West Virginia Industrial Home for Youth in Salem, West Virginia. This Center is separate from the correctional program, in that educational services are offered in this building and there is a separate recreation yard.

This program offers all of the same services as the Donald R. Kuhn Juvenile Diagnostic and Detention Center with one exception: a Ropes Course is available as part of the therapeutic recreational program. The northern diagnostic unit also has a substance abuse



therapist assigned to this unit. The therapist does assessments and provides the substance abuse treatment guidance device for the service plan and comprehensive diagnostic evaluation.

Industrial Home for Youth  
Stanard Building



### Service Contracts

#### Medical Care

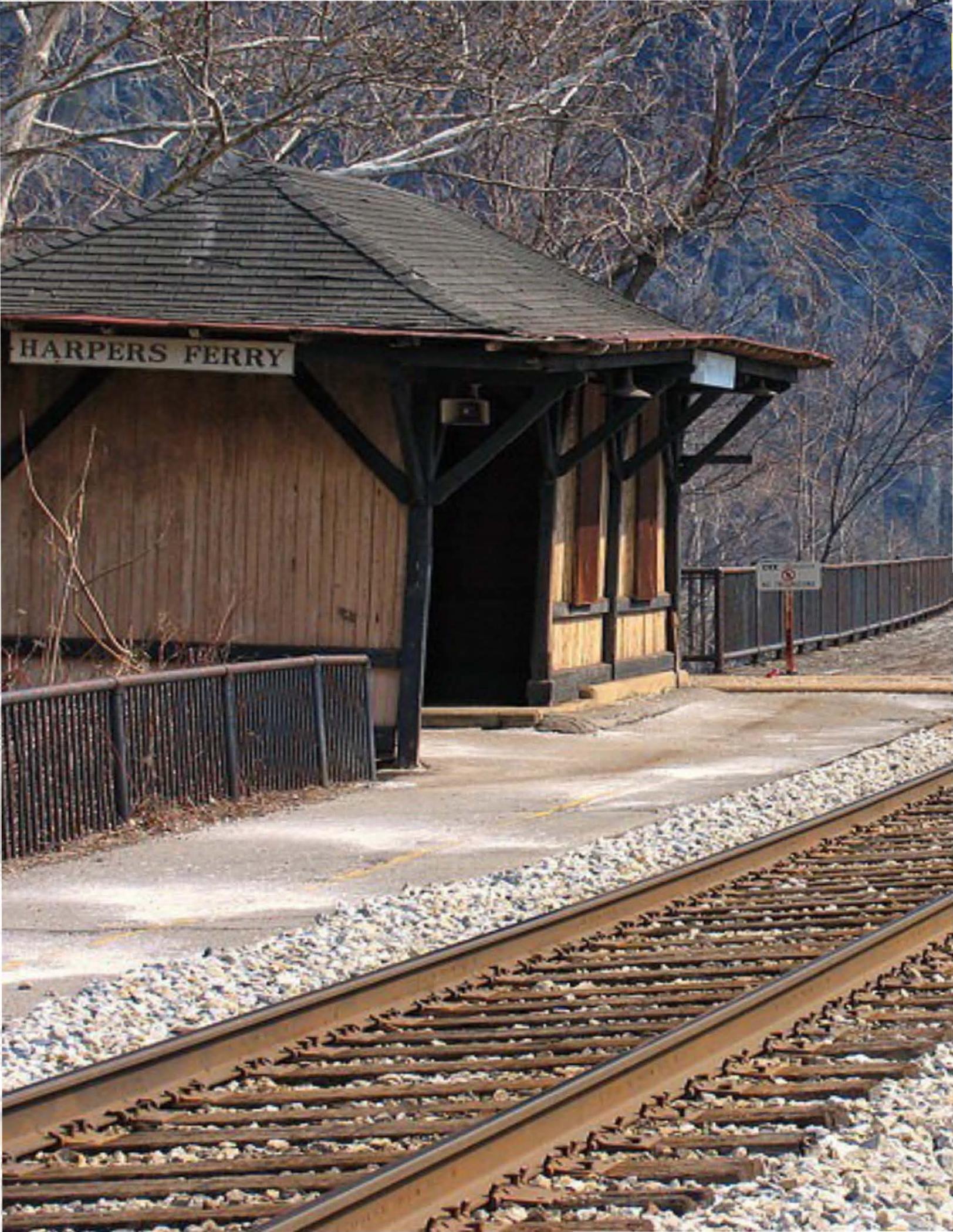
The Division of Juvenile Services contracts with Prime Care Medical, Inc. to provide all medical services for all DJS facilities and programs. Prime Care provides emergency care, referral to outside physicians for medical care, medical file maintenance, a physician (at least weekly at every facility), dental and prescription services for all DJS facilities. In addition, Prime Care Medical adheres to standards of the National Commission on Correctional Health Care (NCCCHC), the American Correctional Association (ACA) and HIPAA

Prime Care provides comprehensive healthcare services to county jails, prisons, and juvenile detention centers throughout the Northeastern United States. Prime Care is committed to managing and reducing risk in correctional healthcare by providing cost effective quality healthcare management, continuously improving the standards of care, and striving for national accreditation for all facilities. Dedicated to correctional healthcare, Prime Care prides itself on strong client relationships and effective, efficient management of healthcare services. These attributes continue to be the hallmark of their success.

#### Mental Health Care

PSIMED Corrections, LLC is composed of fifty employees and currently holds contracts to provide mental health /psychiatric services for the West Virginia Division of Corrections, West Virginia Division of Juvenile Services and the West Virginia Regional Jail Authority. The services provided by PSIMED enhance the provision of a safe, secure, and humane correctional system by providing a standard of care for consistent effective mental health services. PSIMED is committed to utilizing the most recent, effective and cost efficient modalities in order to meet and exceed accepted standards of professional practice. The employees of PSIMED facilitate an educational process to de-stigmatize the concepts of mental illness to ensure the highest quality and continuum of care. PSIMED helps the Division of Juvenile Services in the areas of professional development and program development. They provide clinical support, psychiatric and therapeutic services for youth reporting centers.





HARPERS FERRY

NO SMOKING



## The Assistant Director of Community-Based Services

### Youth Reporting Centers

Youth Reporting Centers (YRC) are community based, non-residential, intermediate sanction strategies, as well as, an intervention program that provides consequences to youthful offenders at risk of out of home placement and/or part of their reintegration into the community from placement. The program is created to hold court involved and court diverted youth accountable for their deviant/criminal behavior in a controlled, intense treatment environment while they continue their education and take part in services designed to meet their individual needs.



**Jason Wright**  
Assistant Director of  
Community-based  
Services

With an in-home treatment program provided to families experiencing difficulty and the use of the skills and talents of professional and a paraprofessional staff out of home placement may be awarded. This program is a child-based, family-centered model of care which incorporates intensive therapeutic workers involvement with all family members and significant others. In many cases, this will prevent the out of home placement of children or reduce the length of stay in our secure facilities.

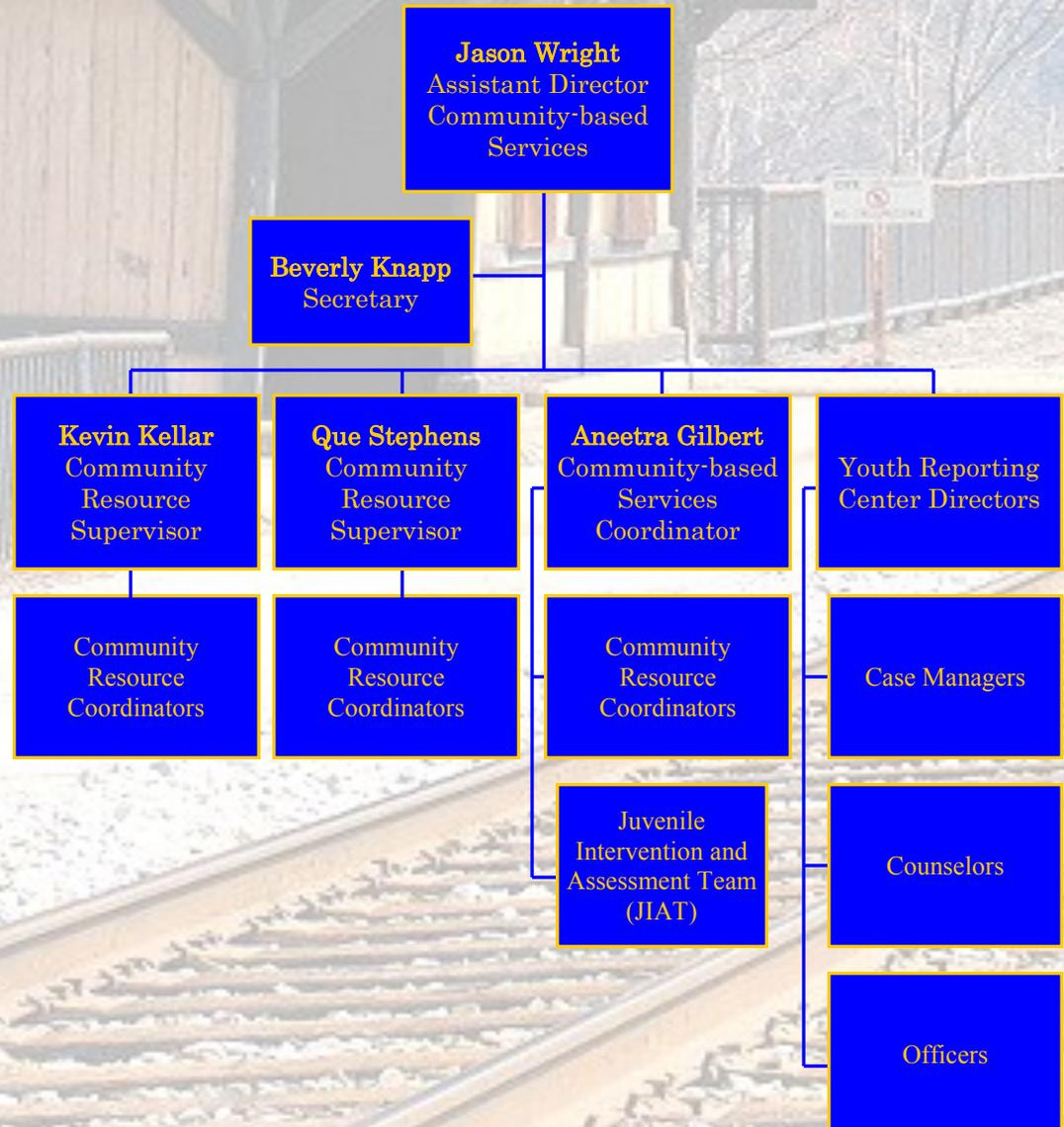
All referred youth have a full battery of assessments completed at intake. Initial and comprehensive service plans are developed for all youth entering the reporting centers with defined goals and objectives for them to address during their participation. All participants attend daily supportive groups relevant to their specific needs and goals. Youth have access to Master's-level staff who work closely with the participants and their families. The YRC encourages family involvement and is a critical part of the youth's success in the program; parents participate in family counseling as defined in the service plan. Each YRC provides services that are gender specific, culturally sensitive, language appropriate and tailored to fit the individual needs of each resident.



## Community Resource Department

The Community Resource Department (CRD) works with all residents released from WVIHY and the Davis Center and participate in the resident's treatment team, provide linkages to community resources, aid the resident in their transition to the community and help them set their release goals. The CRD is involved with the resident for their entire incarceration and one year of follow-up. Progress reviews are conducted regularly to review these goals for changes based on the resident's progress at the facility. The CRD also meets with families to identify concerns and get their input on the issues facing their child. We are often a contact for the family for advice about community services, information about the facilities or the progress of their child.

## Organizational Chart of the Community-based Services Department





### **Duties and oversight responsibilities**

The Assistant Director of Community-based Services is responsible for program implementation and evaluation, direction of supervisory, professional and support staff, assisting in the development of policies and procedures, developing and implementing specialized staff training, assists in the recruitment and selection of staff and recommends discipline.

### **Primary Objective**

Community-based programs are established to provide early intervention programming that provides consequences to youthful offenders at risk of out of home placement as well as aftercare services for the reintegration of youth into the community from placement. Programs are designed to hold court involved and court diverted youth accountable for their deviant /criminal behavior in a controlled, intense treatment environment while they continue their education and take part in services designed to meet their individual needs. The primary objective of community based programs is to prevent the out of home placement of youth, act as a cost savings program to the state of West Virginia, reduce the length of stay in residential facilities and provide intensive aftercare services to youth as the transition back into the community.

### **Technical Assistance**

The Youth Reporting Centers conduct web based assessments with the youth to include the JASAE and the JIFF. ADE Inc. provides our Centers and staff with support when it comes to the implementation and outcomes associated with the testing. Other support services are provided by the Governors Office of Technology and Central Office support staff.

### **2010 Accomplishments**

During fiscal year 09-10 the Division was able to establish and open (2) two additional reporting centers. These were Wood County and Putnam County. Wood County has also added a full time board of education teacher to provide education to those youth participated in the reporting center as an alternative education program. The Division was also able to purchase (3) three new buildings for Wayne, Mercer and Cabell County. Cabell and Mercer are currently moved in and fully operational. Wayne County is slated to open by the first of the year. The Division was also awarded a grant this past fiscal year that allowed us to purchase various start up items for our new centers. This was a cost savings of \$750,000.



### Goals For 2011

Plans are in place to establish (3) additional reporting centers. Tentative counties include: Logan, Harrison and Jefferson County. Efforts will be made to expand alternative education at each Center by partnering with the local Board of Education. This will place certified teachers in our Centers and work with those youth that are not successful in the alternative school setting. Teen Drug Courts are also expanding throughout the State we will continue to partner with the Supreme Court to offer combined services. A Memorandum of Understanding (MOU) is currently being drafted between our agency and the Supreme Court to identify roles, services and items that will assist in partnership.

### The Juvenile Intervention and Assessment Team

The primary objective of the Juvenile Intervention and Assessment Team (JIAT) is to serve youth who are currently involved or at risk of progressing further into the Juvenile Justice System. The JIAT completes a series of assessments that are designed to assess youth in the following areas:

- Prior and Current Offenses
- Risks of recidivism
- Education
- Substance Abuse
- Personality/Behavior
- Peers
- Leisure/Recreation
- Attitudes/Orientation
- Bullying/Victimization
- School
- Home
- Family Environment

The aforementioned areas are screened by utilizing the following instruments:

- Juvenile Inventory For Functioning (JIFF)
- Youth Level of Service/Case Management Inventory (YLS/CMI)
- Bullying Victimization Scale (BVS)
- Child and Adolescent Functional Assessment Scale (CAFAS)
- Massachusetts Youth Screening Instrument-Second Edition (MAYSI-2)
- Juvenile Automated Substance Abuse Evaluation (JASAE)
- Substance Abuse Subtle Scale Inventory (SASSI)
- Beck Depression Inventory (BDI)



The JIAT is designed to improve prevention and intervention services for delinquent, at risk youth and their families. The (JIAT) develops and provides clinical recommendations to assist the court and probation with dispositional planning in effort to provide appropriate treatment for youth.

The JIAT began as a pilot program in Kanawha County in January, 2009. Originally, the Assessment Team planned to provide aftercare services for youth and their families while they were waiting to receive services. Case management and aftercare services were provided initially however; now these services are provided on a case by case basis or upon request by probation. The assessment team strives to work with probation to provide viable services that are needed. The JIAT identifies areas of concern, completes reports, and provides treatment recommendations to probation and the court. Most of the referrals received come from preliminary hearings. Referrals are also accepted from juvenile probation officers, magistrates and judges.

The JIAT targets youth who are:

- Pre-adjudicated
- Adjudicated
- Between the ages of 10 and 17 (male and female)
- On a formal improvement period/special bond
- At risk of being detained
- On probation for a delinquent offense

The JIAT member meets with the youth's parent or guardian in order to gain a better understanding of the youth and the circumstances encompassing individual. During this interview, the parent(s) or guardian is expected to complete a parent interview questionnaire in addition to signing consent to exchange information form. This assists the JIAT member in gathering information regarding youth from collateral contacts.

Next, the assessment team meets in order to discuss the youth and review findings from the assessments administered and the information that was gathered. Collectively, the team explores options for treatment beginning with the least restrictive environment. Many of the youth require community-based services such as in home services, individual counseling and outpatient therapy. A small number of youth have been recommended for placement in extreme circumstances. A primary function of the assessment team is to intervene early and find existing resources in the community to prevent youth from being placed out of the home.



The assessment team provides probation and the court with a comprehensive report within five days of scheduling the initial assessment. Upon completion, the JIAT faxes the report to the chief probation officer for review, who then disseminates the report to the assigned officer.

Other JIAT duties include: attending preliminary hearings, traveling to facilities to complete assessments, attending staff meetings, corresponding with probation, maintaining daily documentation and closing files.

### **Achievements**

- The Juvenile Intervention and Assessment team has completed a total of 198 assessments since January, 2009.
- The JIAT has staff who are trained to administer a wide variety of assessments.
- The assessment team model has expanded and is being utilized in Youth Reporting Centers.

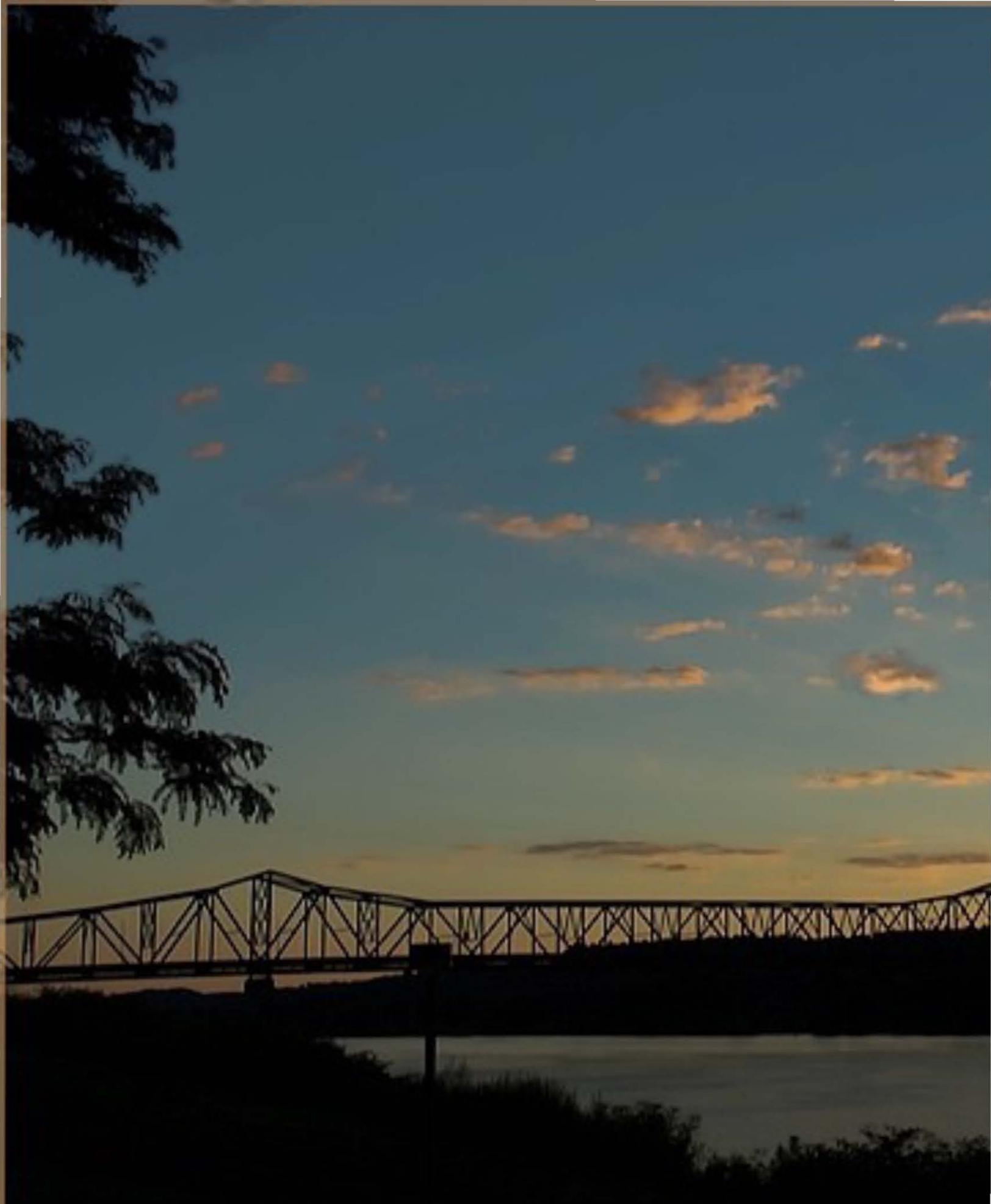
### **Goals for Fiscal Year 2011**

- Establish assessment teams in each county where a Youth Reporting Center is located. The Juvenile Intervention and Assessment Team hopes to make these services available statewide.
- Develop and implement a customer survey for families, juvenile probation officers and judges.
- Obtain a 90% customer satisfaction rate for services delivered from families, juvenile probation officers and judges.
- Produce short, quick, simple informative assessments.
- Increase the total number of referrals received by 50%
- Decrease the number of youth permeating further into the system by 50%

### **Partnerships**

The Juvenile Intervention and Assessment team has not established any formal partnerships at this time however; the assessment team utilizes a number of resources in the community in order to address treatment needs and provide services to youth and their families. Some of these include: Kanawha Valley Counseling Center (KVC), Presteria Mental Health, WV Department of Health and Human Resources, Kanawha County Schools/Board of Education, Workforce WV, Marshall University Graduate Counseling College, HCA Riverpark Hospital







## The Assistant Director of Budget and Finance



**Bruce Blackhurst**  
Assistant Director  
of Budget and  
Finance

The function of the Budget & Finance section is to handle the financial piece of the day to day operations of the Division of Juvenile Services. We are responsible for ensuring the financial accountability of the Division of Juvenile Services to the State Auditor, the State Treasurer, and the Legislature of the State of West Virginia. The Division's Budget & Finance Section consists of three specific areas- Fiscal, Fleet Management, and Capital construction. This section has demonstrated fiscal accountability by implementing an internal facility-specific budget process, allowing each facility to have greater ownership of its property and liabilities.

### Fiscal

Fiscal staff manages and oversees all purchasing and payment functions, manages the Purchasing Card process, oversees inventory control and retirement of property, child nutrition funding program, provides assistance with contracts and leasing agreements, and monitors compliance and status of contracts. The fiscal section has decentralized the day to day operations of the fiscal process by rolling out the accounts payable process to the individual facilities. Each facility is now responsible for the data entry of their individual invoices. The Central Office serves as the auditing and training section for this function.



**Sheila Dolin**  
Accounts Payable  
Supervisor

### Fleet Management

The Fleet Management section has expanded their service to manage a fleet of 112 vehicles for FY 2010. Preventive maintenance continues to be a focal point of the Fleet Management Section. With the increase in the number of juvenile facilities across the state, the Division will continue to expand.



### Capital Construction

Several capital construction projects continued through Fiscal Year 2010 for the Division. These projects were of various sizes. Several projects were in process during Fiscal Year 2009 for the Division. They ranged from the construction of out buildings for combustible materials to the construction of a new facility to replace the Davis Center. The larger projects were in various stages of completion and include:

- The Jones Building on the West Virginia Industrial Home for Youth Campus completed the construction phase in late summer 2010 and will house a Specialized Treatment Program which should become operational in late 2010.
- The remodeling of the Davis Center to be used to house the female corrections population in a separate facility. Planning will begin in the fall of 2010 with construction to begin in the spring of 2011.

All current construction projects are funded with funds from the Division of Juvenile Services.

### Accomplishments for Fiscal Year 2010

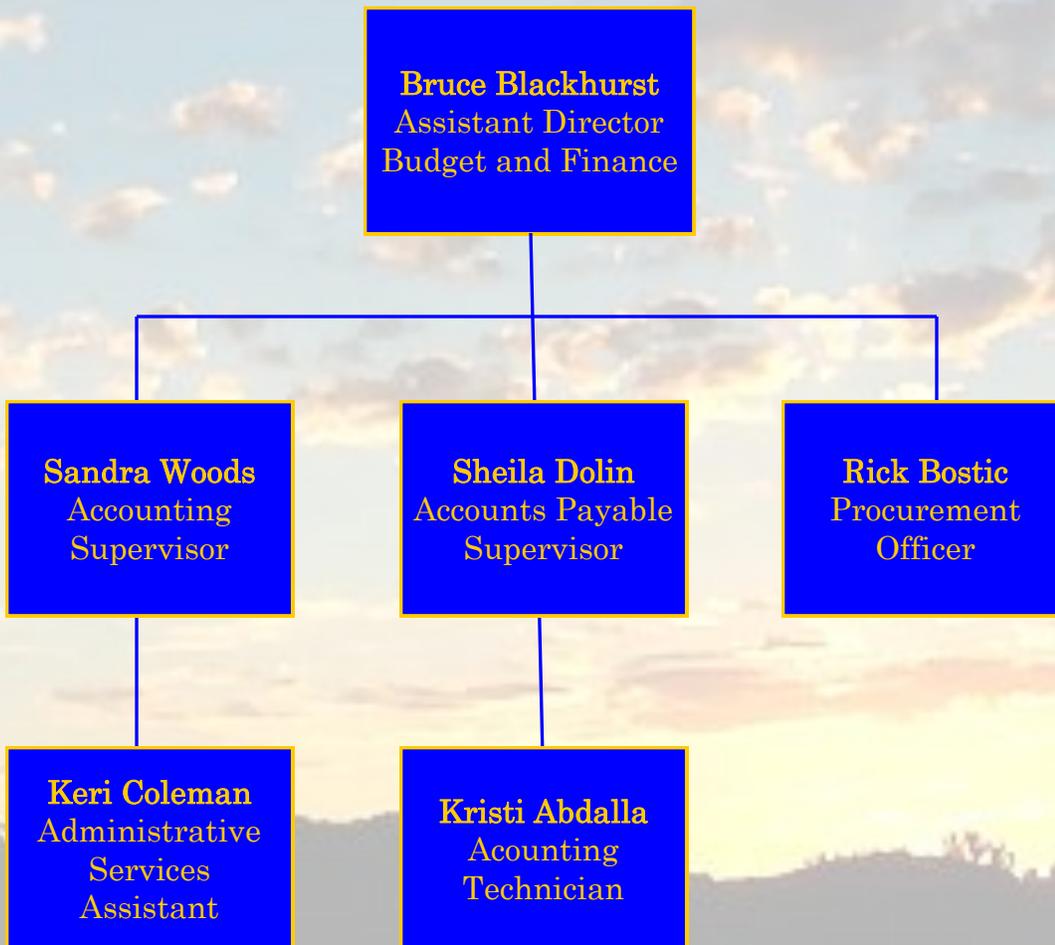
During Fiscal Year 2010 the fiscal section worked to improve the timing and accuracy of our work by eliminating rejections from the Auditor's Office and improving the processing time for payments. Over the past years we have reduced our error rate to less than 2% and we are constantly striving to reduce it even further.

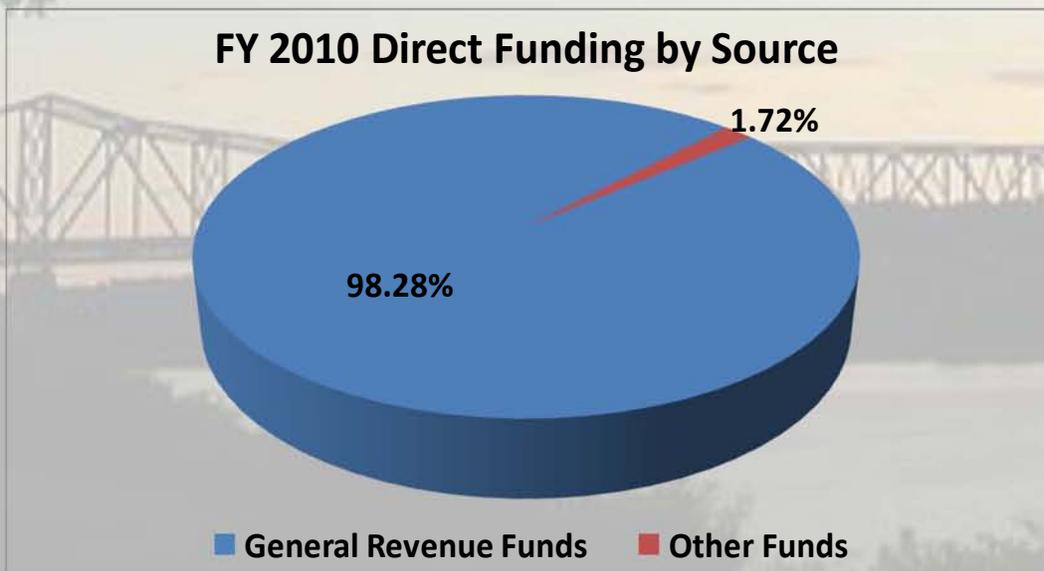
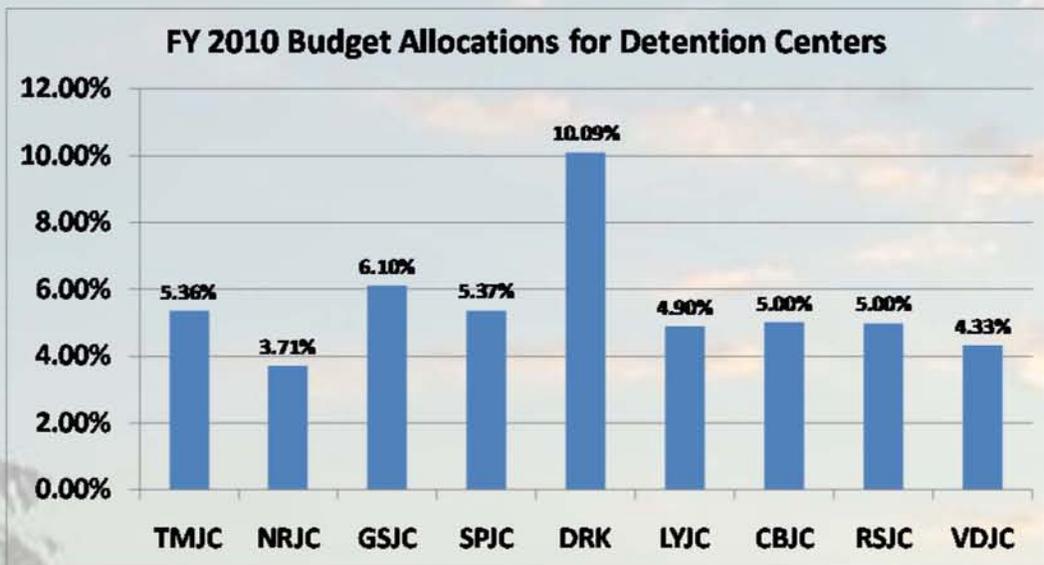
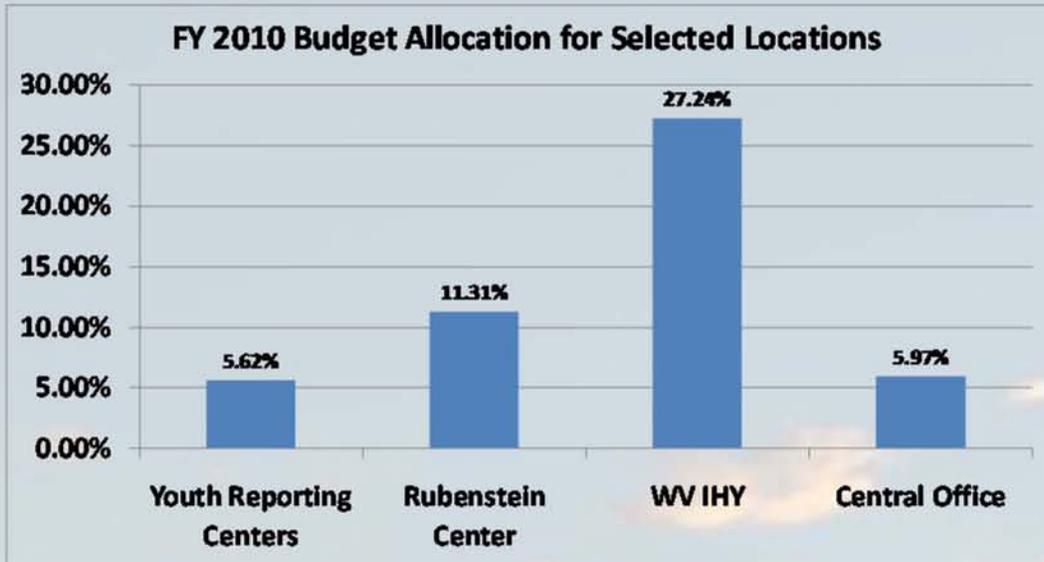
### Future Plans and Goals for Fiscal Year 2011

During Fiscal Year 2007 the West Virginia State Auditor's Office worked with the Legislature to enact legislation that will allow the agencies of the state to transmit all purchase requisitions and requests for payment to the Auditor's Office in an electronic format. The Fiscal Section of the Division of Juvenile Services will be participating in this project. We have obtained the necessary equipment and are finalizing the required programming and should go online with this program in late 2010. This will improve the processing time for 6,000 or so invoices that the Division of Juvenile Services processes on an annual basis. In some cases the processing time for an invoice could be reduced by 3-5 days simply by reducing the time required for the mailing of an invoice.



Organizational Chart of the Budget and Finance Department











## The Assistant Director for Human Resources

The Human Resources Office of the West Virginia Division of Juvenile Services is responsible for supporting the Department of Juvenile Justice's programs, managers and employees by effectively managing the agency's human resources. The primary responsibilities of the Office of Human Resources include coordination of employee transactions, and employment verifications.

Services are provided directly by the Human Resources Office and indirectly through local personnel representatives. Human Resources are divided into four primary functional sections.



**Sharon Hayes**  
Assistant Director for  
Human Resources

### **Classification, Compensation and Recruitment Section**

The Classification, Compensation and Recruitment Section assists in the recruitment and selection of qualified individuals whose competencies and skills best match those needed by the division. The section works to retain staff through workforce planning efforts and the appropriate classification and compensation of jobs. Current programs and responsibilities include:

- Advertising job vacancies on the Division of Personnel website.
- Manage the Division of Juvenile Services website.
- Reviewing and evaluating background checks through the West Virginia State Police.
- Certifying eligible applicants to ensure that they meet the minimum qualifications for employment.
- Reviewing selection instruments and rating guides.
- Administering the Division of Juvenile Services classification plan and processing position action requests.
- Collaboration with the local colleges and universities in the recruitment, selection, and process of student interns.
- Evaluation of compensation administration, advanced step hire, and promotional increases.
- Administering provisions of the Fair Labor Standards Act (FLSA) and performing audits of time keeping records.
- Administering provisions of the Family and Medical Leave Act (FMLA).
- Administering the Donated Leave Program through the West Virginia Division of Personnel.



### **Employment Relations Section**

The Employment Relations Section is responsible for administration and consultation for the agency's employment relations functions. Current responsibilities include:

1. Assisting managers with issues around discipline and performance management.
2. Work with the agency's legal section concerning employee discipline.
3. Monitoring changes in employment trends and recommending appropriate actions.

### **Operations and Benefits Section**

The Operations and Benefits Section is responsible for processing payroll changes, retirement, benefits, leave administration, workers' compensation, and the Employee Performance Appraisal. Current responsibilities include:

1. Processing accurate employee benefits. The employee benefits offered to the West Virginia Division of Juvenile Services employees include
  - Public Employees Retirement
  - ING Deferred Compensation
  - Public Employee Retirement buyback
  - PEIA-Basic Insurance
  - PEIA-Optional Insurance
  - PEIA-Dependent Insurance
  - Mountaineer Flexible Benefits
  - Mountaineer Flexible Benefits Legal Plan
  - Series EE Savings Bonds
  - Series I Savings Bonds
  - College Savings Plan-Smart 529
  - AFLAC
  - Conesco Health Insurance Company
  - American-Amicable Life Insurance Company
  - United Teachers Associates Insurance Company
  - Combined Insurance
  - Family Heritage Life Insurance Company
  - Trustmark
  - Communication Workers (CWA)
  - West Virginia Association of Correctional Employees
  - Correctional Peace Officers (CPO).



**Vickie Sorrels**  
Public Information  
Specialist

2. Managing the Workers' Compensation and Benefits Program (including the Open Enrollment Benefit Section).
3. Processing personnel and payroll actions to ensure timely and accurate payment to employees.
4. Administering the employee leave program to ensure accuracy and timeliness of leave records.
5. Providing personnel-related training to new human resources filed representatives.
6. Providing orientation to newly hired central office employees.
7. Processing data entry for the division's employee performance appraisals.
8. Verifying and processing various payments, such as FLSA compensatory time payouts, unpaid holidays, overtime and terminal leave.
9. Managing the human resources records to ensure confidentiality, completeness and compliance.



**Randy McCormick**  
Benefits  
Coordinator

#### **Payroll Section**

The Payroll Section provides timely and accurate payment of wages and benefits to employees of the Division of Juvenile Services. Current functions include:

1. Preparing all quarterly federal and state tax returns. Balance the returns to the W-2's annually.
2. Accurate and timely processing of exceptions to the payroll, based on data provided by the transaction section.
3. Prepare monthly reports for the payment of all payroll deductions that are withheld from employees' paychecks.



4. Manage the Human Resources Management System to process Personnel Action Forms.
5. Entering all new and change forms into the payroll system for direct deposit.
6. Processing all garnishments, levies, child support orders, and personal bankruptcy forms.
7. Providing advice and guidance for all locations on tax and payroll issues. Keeping up-to-date on any changes to state and federal law that affect payroll.
8. Processing requests for payment for all hourly paid employees.
9. Distributing paychecks on a semi-monthly basis to all Division of Juvenile Services facilities.
10. Certifying all Employee Retirement System and Consolidated Public Retirement Board refund forms before they are submitted for payment.
11. Handling the entry into the West Virginia system and payments to the various vendors.



West Virginia Division of Juvenile Services  
Central Office

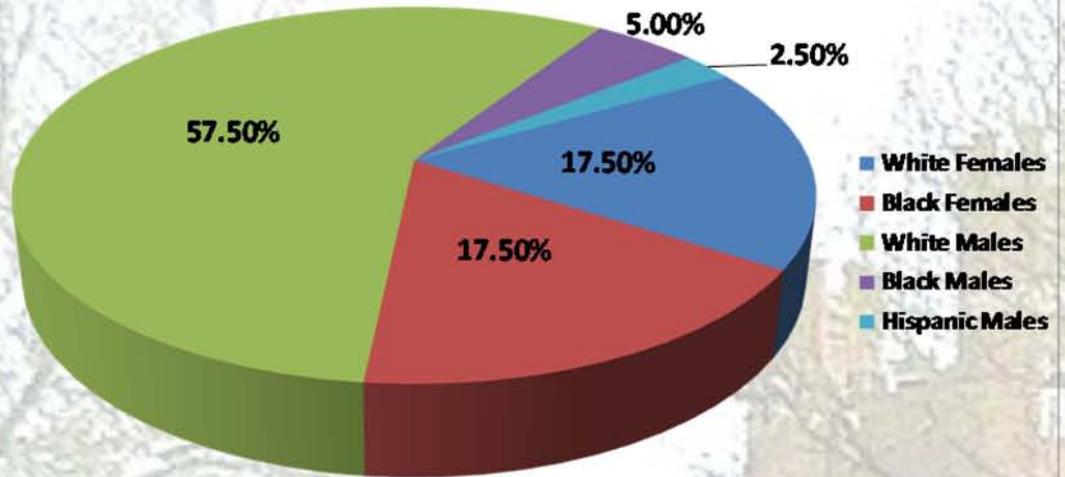


### Goals and Accomplishments of the Human Resources Department

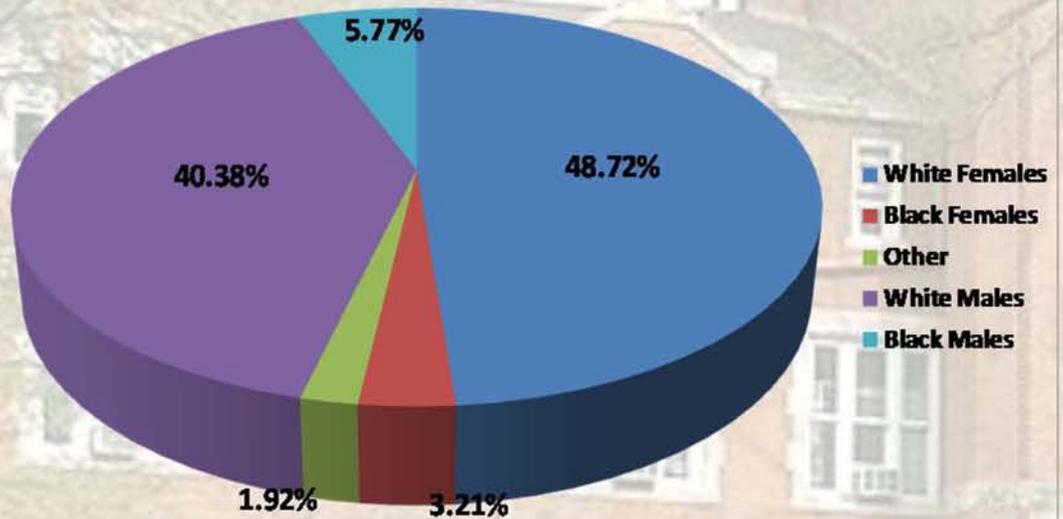
- To better utilize the website to give staff vital information about changes in personnel policy and procedure within the Division, the State of West Virginia and the federal government.
- To create and implement an auditing process within the facilities to ensure Human Resource compliance with DJS, the Division of Personnel, and other governing entities. Includes audits of personnel files, employee performance evaluations,
- To utilize the agency's website to provide online training on Human Resource functions and coordinate on-site training within the Division.
- To utilize the agency's website to streamline the workers' compensation process to improve the Division's already impressive compliance with timelines dictated by the workers' compensation insurance carrier.
- To reduce workers' compensation claims through an active safety program and follow-up visits for those who are off work due to an on-site injury.
- To begin the process of converting all paper personnel files into digital files using the Division's imaging system thereby reducing the need for paper usage and reducing the agency's need for storage space.
- To provide guidance to all facilities throughout the Division concerning all aspects of human resources.
- To help employees to successfully meet their career objectives and potential through proper training and guidance from qualified staff members, and to meet individual development while satisfying the organization's goals. The Human Resources Development program prepares individuals to undertake a higher level of work, organized learning over a given period of time, and to provide the possibility of performance change.
- To fully understand the business environment in which the Division of Juvenile Services operates, specifically concerning major trends such as diversity, demographics, and skills and qualifications.
- The Human Resources Section was successful in training staff at the various facilities to administer the correctional officer test through Insight Worldwide for candidates.
- The Human Resources Section attended numerous job fairs at colleges and universities throughout the State of West Virginia because recruitment activities need to be responsive to the ever-increasingly competitive market to secure suitably qualified and capable recruits at all levels.



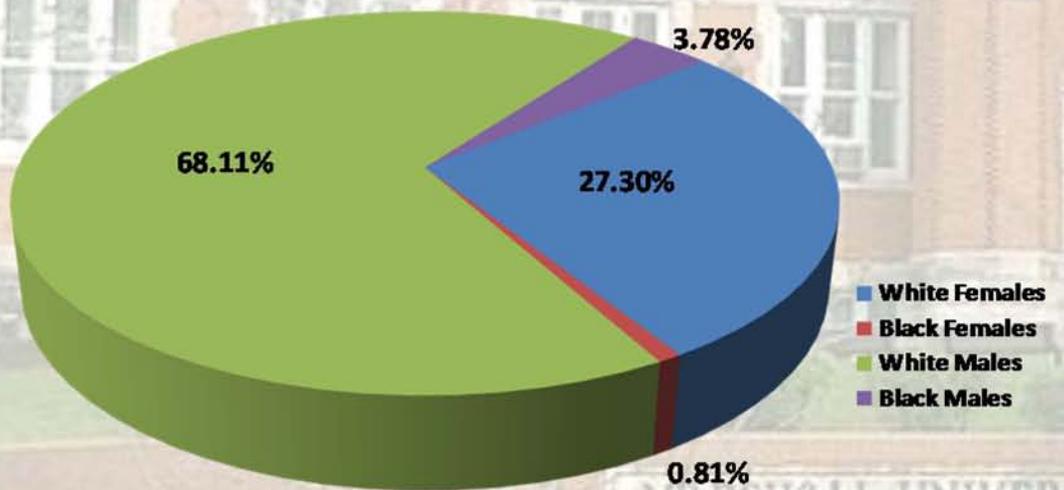
**FY 2010 Administrative Staff by Race and Gender**



**FY 2010 Professional Staff by Race and Gender**



**FY 2010 Protective/Service Staff by Race and Gender**





MARSHALL UNIVERSITY  
Named for John Marshall  
Chief Justice of the Supreme  
Court 1801-1835. Founded as  
Marshall Academy 1837 and  
renamed as Marshall College  
1870. Established as a state-  
supported institution in 1902.  
Granted university status 1962.





## The Assistant Director for Operations



**James Goddard**  
Assistant Director  
for Operations

Jim Goddard began his career in Corrections in 1991 as a Correctional Officer at the WV Penitentiary in Moundsville, WV. In 1991, he graduated from the West Virginia State Basic I Corrections Academy. In 1993, he moved to Virginia and accepted a Correctional Officer position at the Prince William County Manassas Adult Detention Center. Also in 1993 he graduated from Rapahanack Criminal Justice Academy. He returned to WV in 1996 and took a position with the Regional Jail Authority in Moundsville, WV. Jim transferred to the WV Division of Corrections in 1996 as a Corporal in Charge of operations at the St. Marys Correctional Center. While employed at SMCC he was promoted to Sergeant. Lakin Correctional Facility for Women was opened in 2002. Jim was offered the position of Associate Warden of Operations. He held this position until December 2006. In December Jim took a position with the Division of Juvenile Services Central Office.

The Operations Division works with all centers in the field to assist them in becoming proficient with the best practices in the field of juvenile corrections. This office also acts as special project coordinator for any remodeling or physical plant improvement. There is available a traveling maintenance/construction crew that are assigned to the centers to supplement existing support staff. The Operations Division also ensures that Division of Juvenile Services policies are continually reviewed, revised and meet current state local and federal law. With the expected growth of the Division of Juvenile Services we are committed to do our part in this transition phase.





A major accomplishment of the Operations Section is the continuing revision of the division's policies. This has been done in a variety of ways, most recently with input from all facilities in the Agency by rotating facility directors to serve on the policy committee. ACA Standards and revisions, as well as agency goals have been foremost in our thinking as policy directives are developed. Policies have been changed and revised to correct deficiencies in existing policies and to provide clarification in key areas. The Operations Section will continue to make our policies user friendly and concise while, at the same time, current with trends in juvenile corrections.

Another major accomplishment is the completion of the Jones Building remodel at the Industrial Home for Youth. This project has taken almost a year of construction and has had a construction cost of 1.4 million dollars. The project has given the agency 43 more beds and a much needed sex offender specific housing unit. The project had several challenges such as a sewer system that could not support the renovations and change orders to incorporate new bathrooms.

The newest project and a future goal of the operations department is the remodeling of the Davis Center, the old minimum custody correctional facility that was replaced by the Rubenstein Center. This project will create a gender-specific facility to house all the adjudicated females in the custody of the Division. We have already started preliminary design and will likely begin bidding process early next spring. A myriad of challenges are foreseen with this remodel, but all will be addressed in a satisfactory manner. It is the Operation Section's goal to complete this project on time and under budget.

Our roving maintenance crew has completed several jobs across the state. From pouring concrete sidewalks to installing camera systems they have done a lot to save the Division money in the area of specialized maintenance. We hope to continue to use this crew in the future for several projects that are currently in the planning stages.

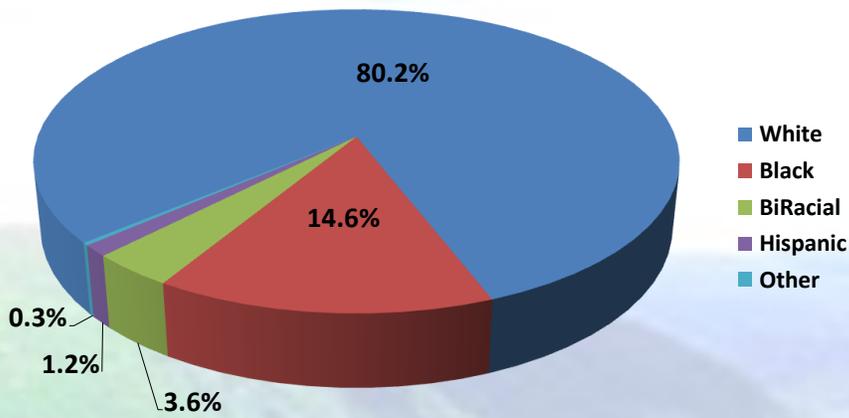
A goal of the Operations Section is to become accredited by the ACA or in performance based standards. We already have the support staff in place and the training necessary for this goal. Audits reveal that three of our facilities could achieve accreditation without any more delay once contracts are signed.



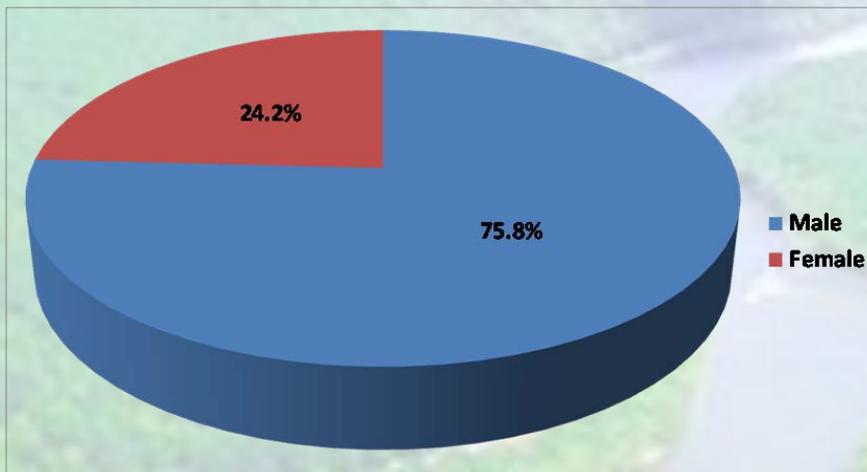




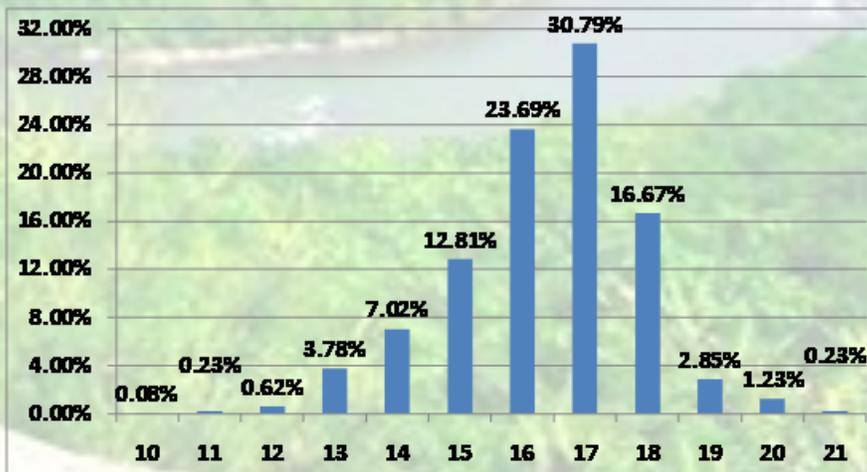
FY 2010 Intakes by Race



FY 2010 Intakes by Sex

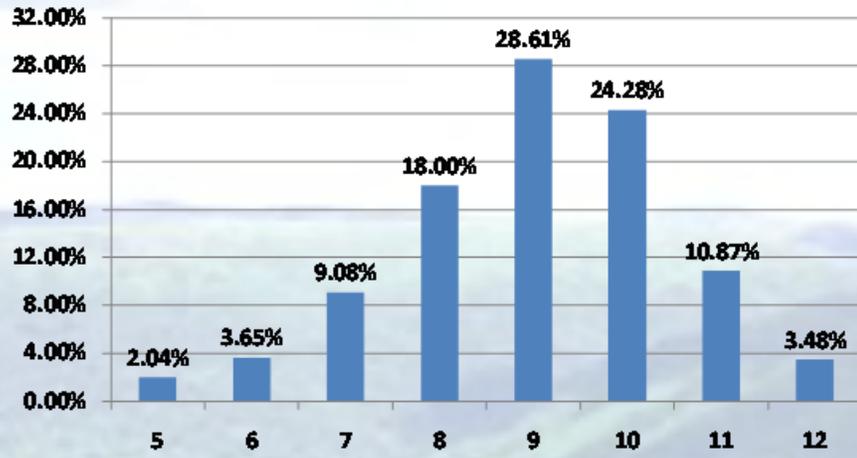


FY 2010 Intakes by School Grade

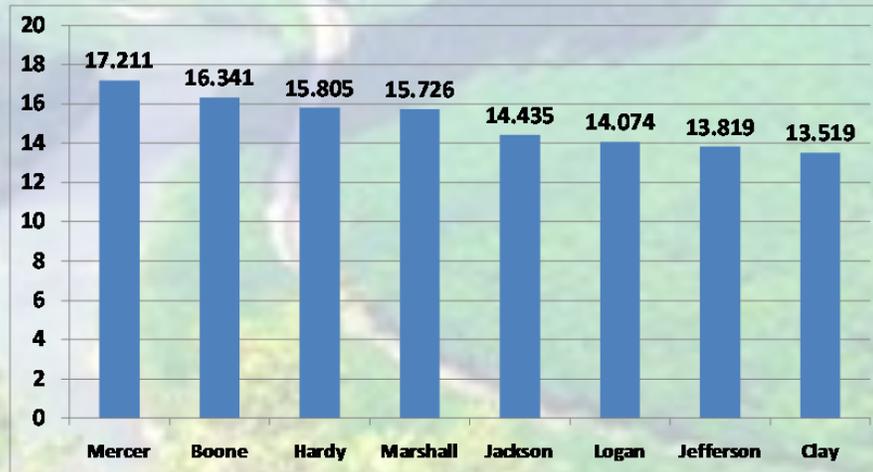




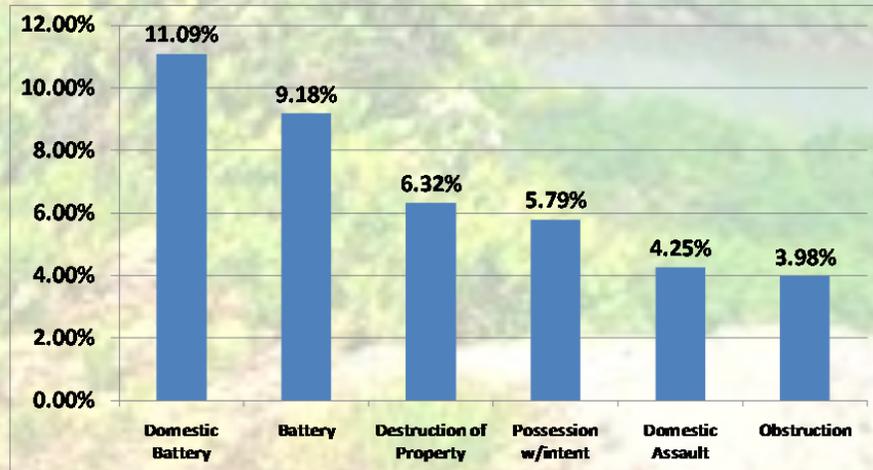
FY 2010 Intakes by School Grade



FY 2010 Intakes by County



FY 2010 Intakes by Charges

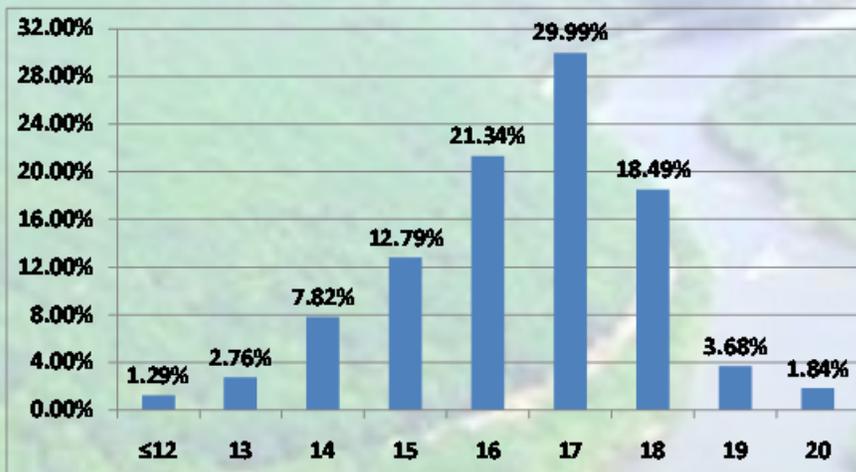




FY 2010 Female Intakes by Age



FY 2010 Male Intakes by Age

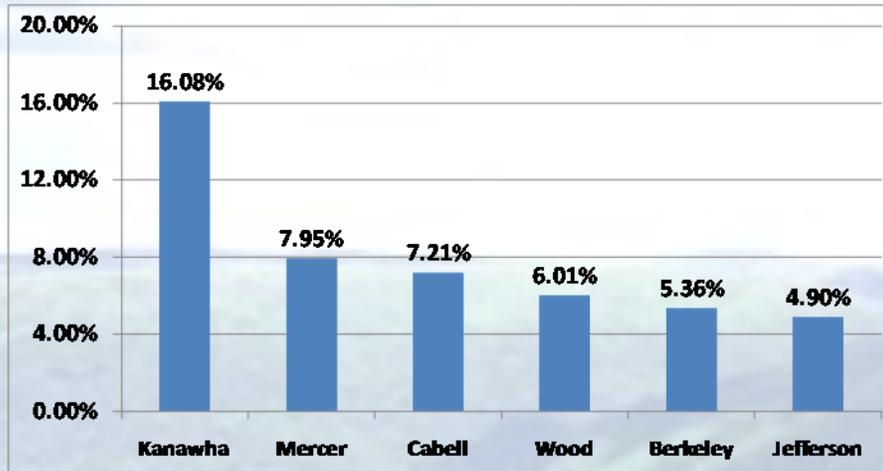


FY 2010 Female Intakes by County

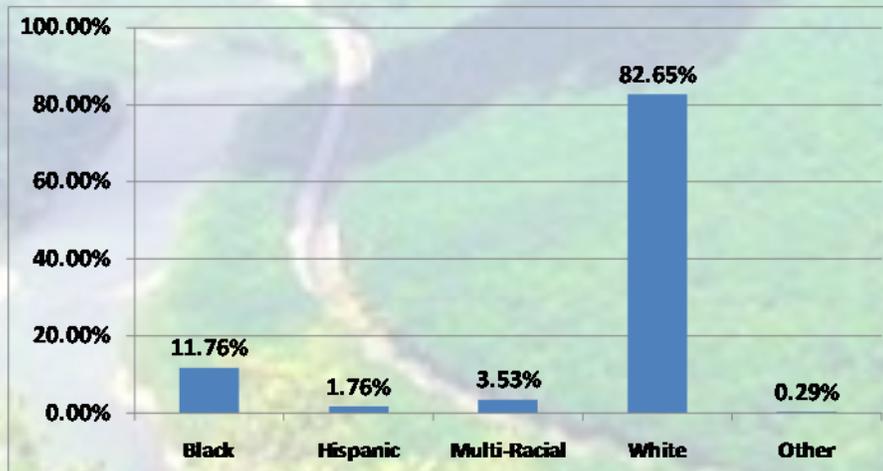




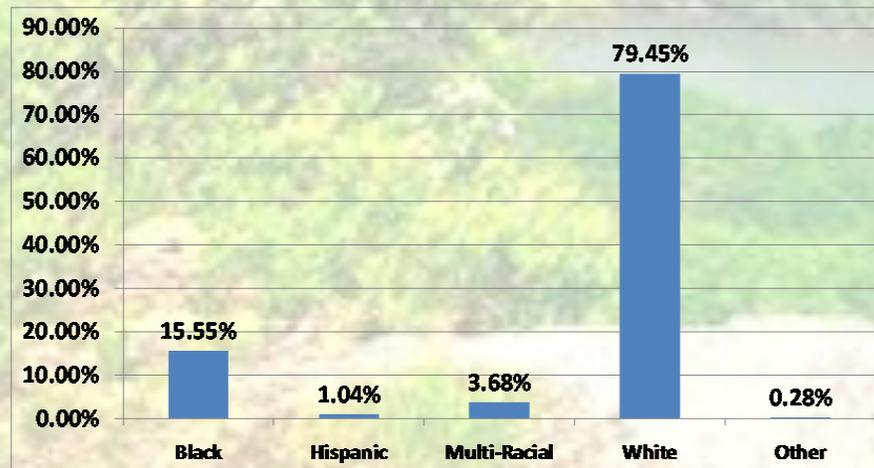
### FY 2010 Male Intakes by County



### FY 2010 Female Intakes by Race

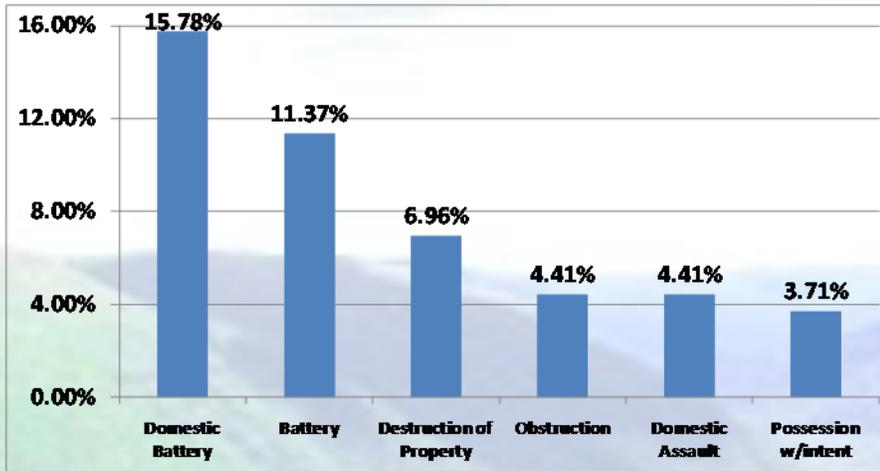


### FY 2010 Male Intakes by Race

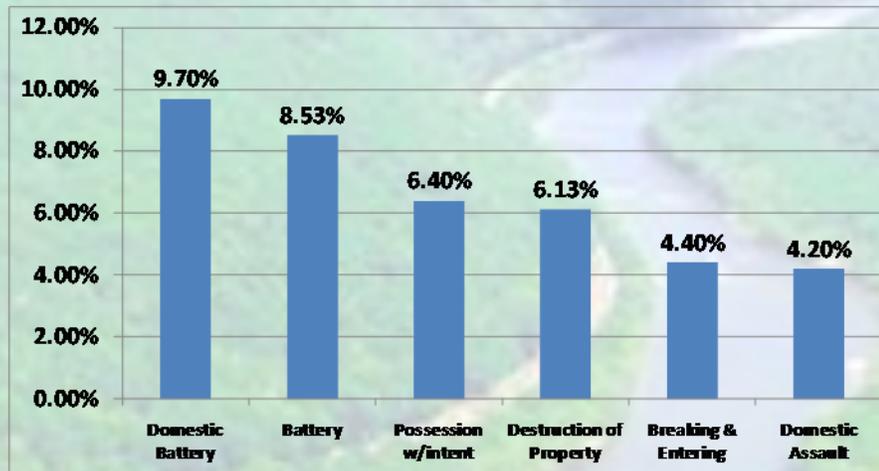




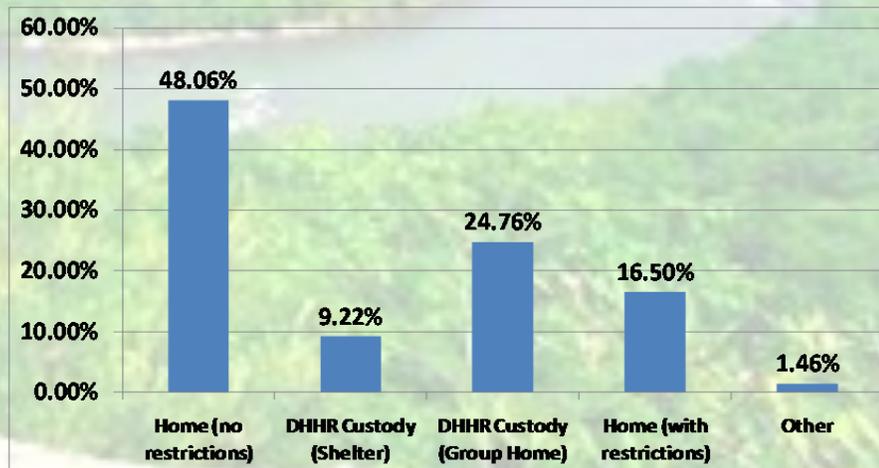
**FY 2010 Female Intakes by Charges**



**FY 2010 Male Intakes by Charges**

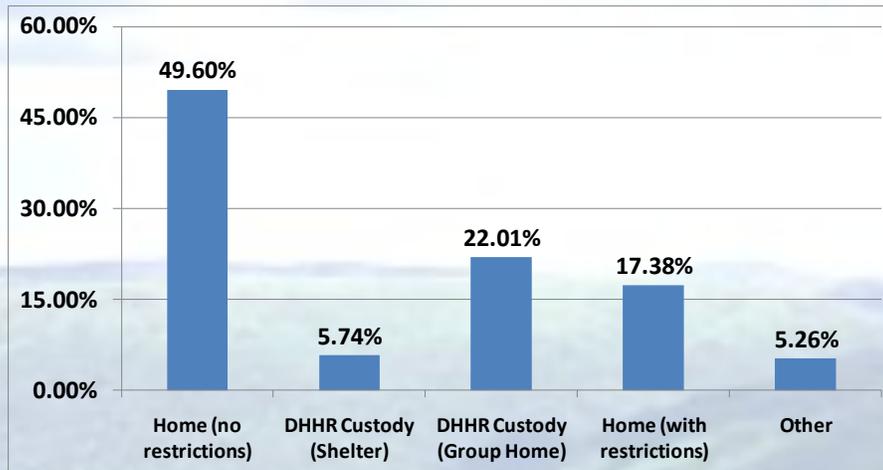


**FY 2010 Female Releases by Disposition**

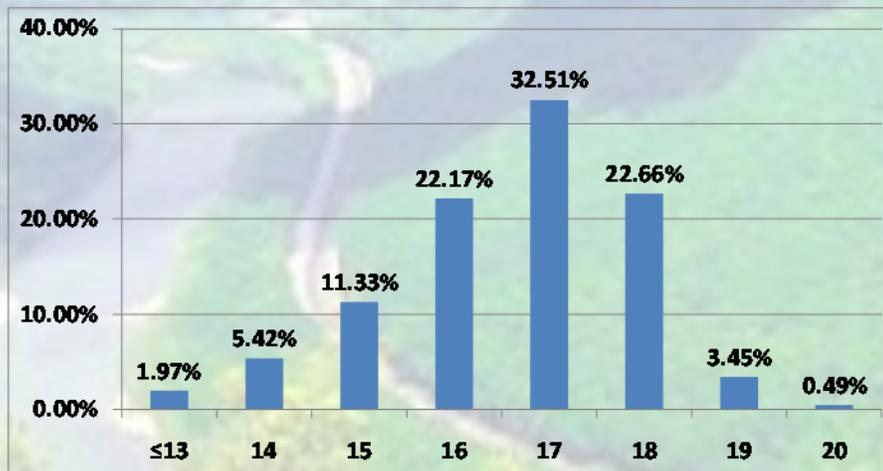




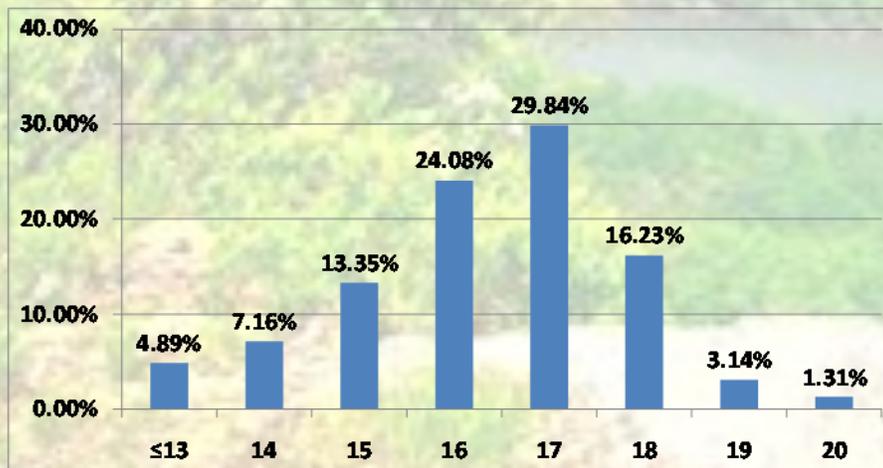
FY 2010 Male Releases by Disposition



FY 2010 African-American Intakes by Age



FY 2010 Caucasian Intakes by Age







## West Virginia Industrial Home for Youth



**Joseph Merendino**  
Superintendent



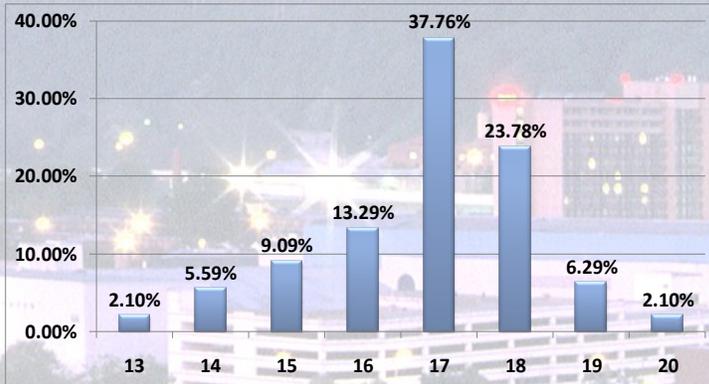
**W**est Virginia Industrial Home for Youth (WVIHY) was created by an act of the Legislature on February 18, 1897, and formally opened May 5, 1899. The institution was built on a sixty-one acre tract of land one mile west of Salem, West Virginia. The property was given to the State to be used as a home for wayward girls by the Randolph family. WVIHY is a maximum security facility. It houses male residents ages 10-21 and female residents ages 12-21. WVIHY is divided into eight different Units consisting of the following:

- Adult Unit – Males only, ages 18 and older
- Juvenile Unit – Males only, ages 10-17
- Wellness unit – Males only, ages 10-21. The Wellness Unit is a specialized unit for residents with special needs. The Wellness Unit is the only unit in which juveniles and adults are mixed together. The PsiMed psychiatrist (contracted) must write orders for residents to be placed on the Wellness Unit. Residents are placed on this unit for a two week evaluation period. If certain criteria are not met, then Residents are returned to regular unit.
- Sex Offender Specific Unit—Adult Commitment (SOSA): A special program unit for males only, ages 18 and older.
- Sex Offender Specific Unit—Juvenile Commitment (SOSB): A special program unit for males only, ages 10-17.
- Intake and Assessment Unit – Males 10-17
- Diagnostic Unit – Males only, ages 10-21
- Female Unit – Ages 12-21

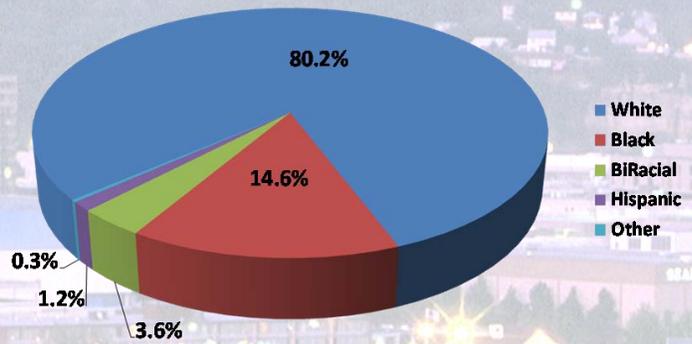




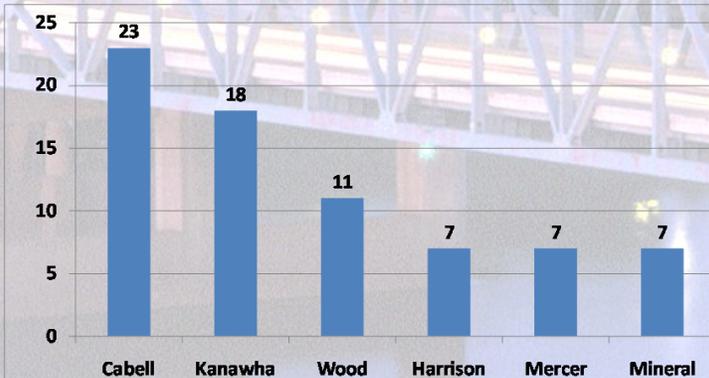
WVIHY Intakes by Age



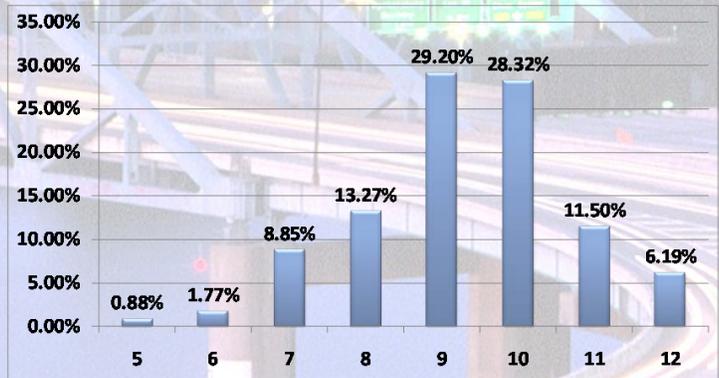
WVIHY Intakes by Race



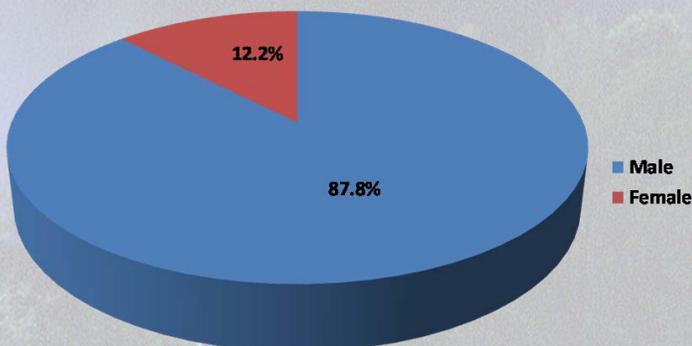
WVIHY Intakes by County



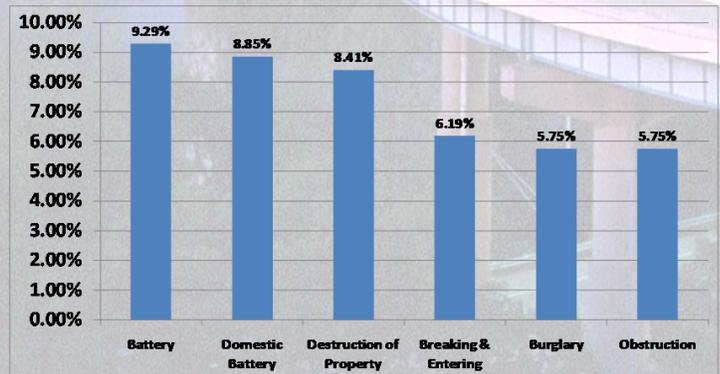
WVIHY Intakes by School Grade



WVIHY Intakes by Sex



WVIHY Intakes by Charges



## Kenneth "Honey" Rubenstein Center



**Stephanie Bond**  
Superintendent



In 1956 the West Virginia Forestry Camp for Boys (later, the Davis Center) was opened. Its main purpose was to provide inmate labor to build Blackwater Falls State Park. The Camp housed male residents age 18 - 23. In October 2009, a state of the art facility opened a few miles away to replace the Davis Center. To honor a former Superintendent, the new facility was renamed "The Kenneth 'Honey' Rubenstein Juvenile Center". Providing service to the local communities has always been an important function of the Rubenstein Center. In addition to building Blackwater Falls State Park, residents used to work for individuals in Davis and Thomas in the early 1960's. During the flood of 1985, residents were a major part of the clean-up in Tucker County. To this day, cadets continue to perform community service and work details throughout the county.

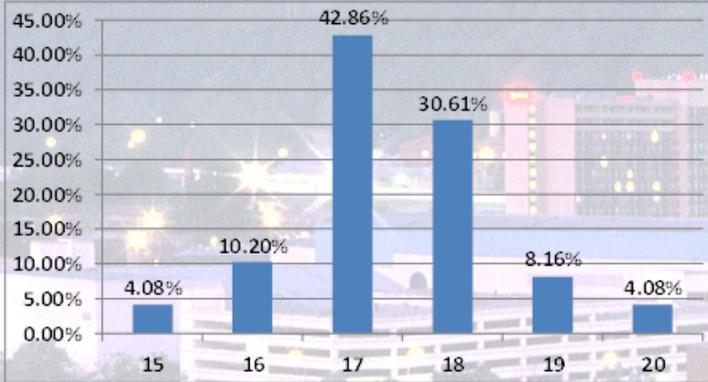
### Goals for FY 2011

- Make 1/4 of Cottage C a pre-release/transitional unit.
- Implement a family group that focuses on developing positive communication within the family system and increases an awareness of maladaptive family patterns.
- Implement a Ropes Course at the Rubenstein Center for our cadets to work on improving teamwork and trust issues.
- Work with the National Guard to construct a softball field for the cadets.
- Assist the Education Department in any way possible in order to start the Auto Mechanics program for the cadets.

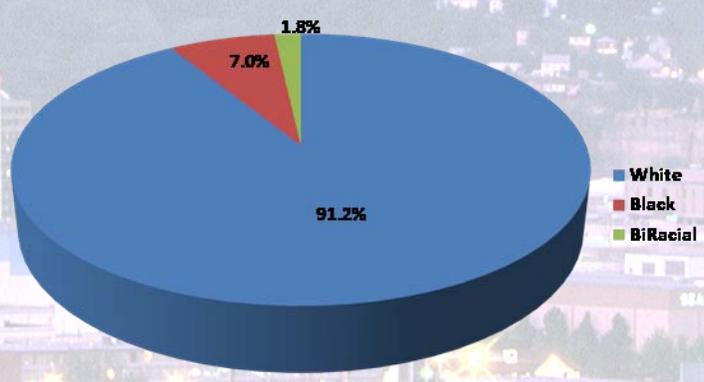




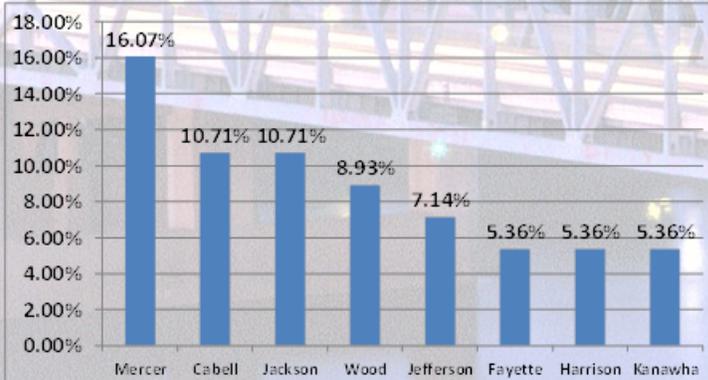
Rubenstein Center Intakes by Age



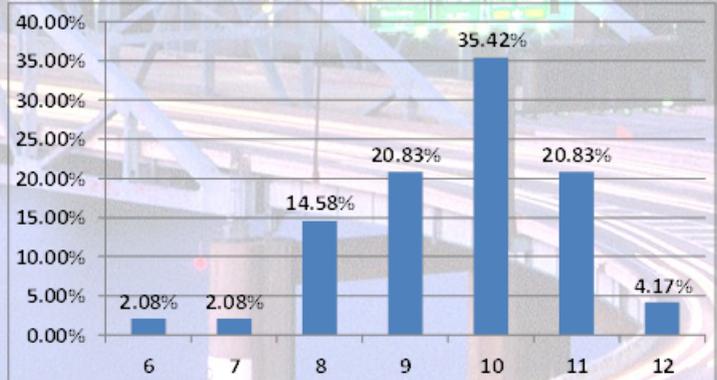
Rubenstein Center Intakes by Race



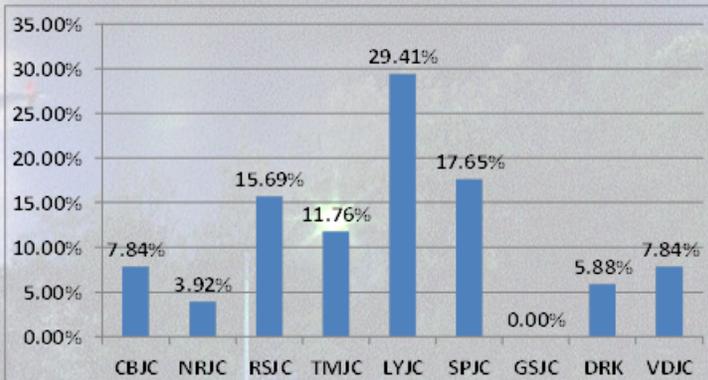
Rubenstein Center Intakes by County



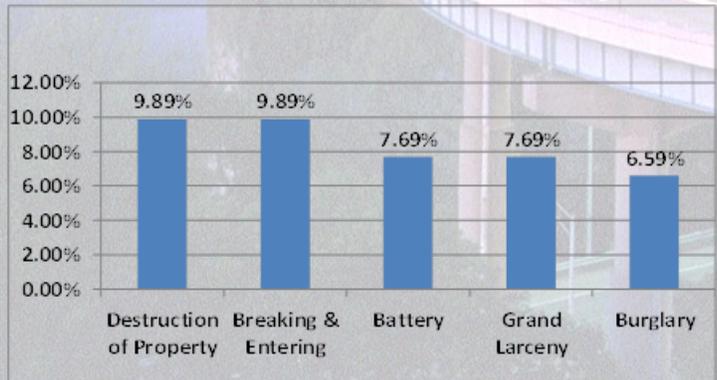
Rubenstein Center Intakes by School Grade



Rubenstein Center Intakes by Original Facility



Rubenstein Center Intakes by Charges





## Donald R. Kuhn Juvenile Detention and Diagnostic Center



**Michael Hale**  
Superintendent



**D**onald R. Kuhn Juvenile Diagnostic and Detention Center (DRK) is a 48-bed facility and represents the divisions' lone two-entity facility designed for both the secure detainment of youth (primarily serving the southern counties) and a diagnostic and evaluation center. Central administrative, medical, recreation, maintenance and food service unit maximize the center's economical use of resources. The facility has provided a long-needed detention center that may house youth from anywhere in WV. The center is quickly becoming an integral piece in the continuum of community care. The facility utilizes the latest technologies including statewide video teleconferencing to maximize cost-effectiveness and provide convenience for outside participants in providing the best available services to youth committed to our care. Aftercare community services provide linkage to home communities of residents in order to enhance successful community reintegration.

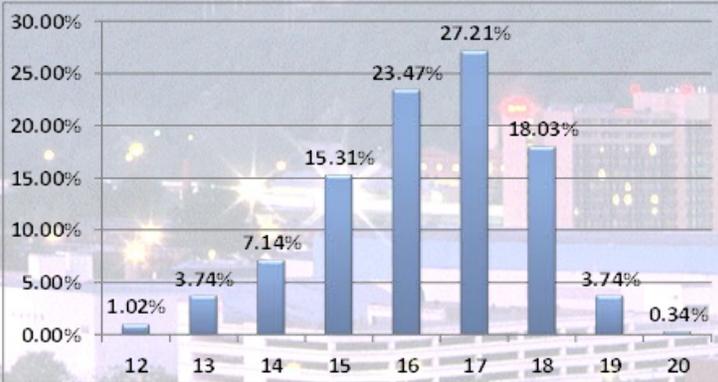
### Achievements in FY 2010

- The Change of Fate Inreach Program provides high-risk youth with tours of the facility accompanied by caregivers.
- DRK established a partnership with Southern West Virginia Community and Technical College to provide staff with opportunities to advance their educational endeavors while providing traditional students of criminal justice and psychology a closer look at the profession of juvenile care.
- The Annual Adopt-a-Family-Christmas drive in conjunction with the Boone district of the WV Department of Health and Human Resources and increased community service efforts.

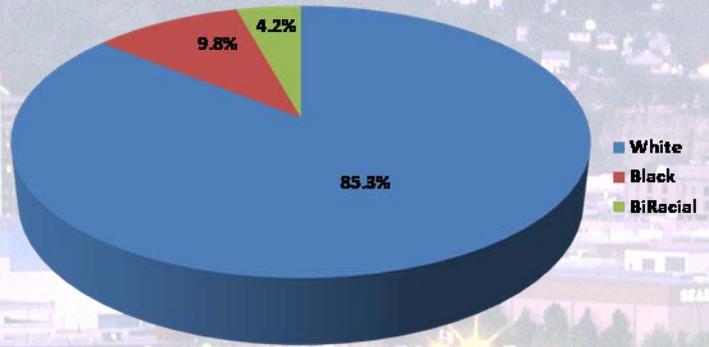




DRK Intakes by Age



DRK Intakes by Race



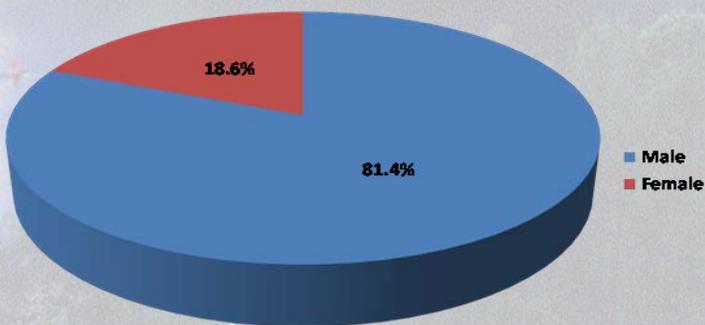
DRK Intakes by County



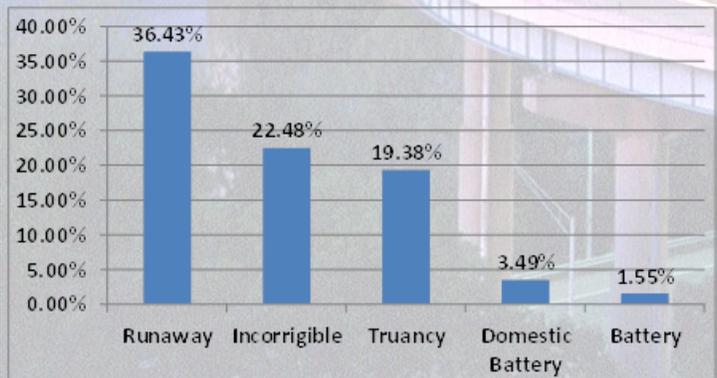
DRK Intakes by School Grade



DRK Intakes by Sex



DRK Intakes by Charges



## J. M. “Chick” Buckbee Juvenile Center



**Barbara Spaid**  
Director



**J**. M. “Chick” Buckbee Juvenile Center (CBJC) is a co-ed, hardware-secure facility, housing 24 residents aging as young as 10 years old for males, 12 years old for females, to the age of 21. All residents that come to our facility are presumed innocent until their day in court. The court has the final decision on where the resident may go from our facility which could be home, in-state placement, out-of-state placement, The Rubenstein Center or The Industrial Home for Youth. The goal is to keep our residents in state and to provide the best care possible for each individual. During the year, CBJC worked closely with local schools in providing tours for at-risk teenagers at their request. CBJC also provided concerned parents of at-risk teenagers with information regarding DJS and telephone numbers and names of individuals in the community that could provide assistance to them.

### Achievements in FT 2010

- CBJC received a grant under the Child Nutrition Program. The facility continually strive to serve healthier meals and serves home-cooked (vs. pre-packaged) meals.
- CBJC received a grant from the State Department of Education in the amount of \$8,041.59 which was used to purchase a new Vulcan range for the kitchen.
- The facility’s Medical Department became NCCHC certified in November, 2009.
- Improvements to the facility include: Repainting the kitchen, laundry room and resident bathrooms; sealing the parking lot, and reconditioning of the recreation yard.

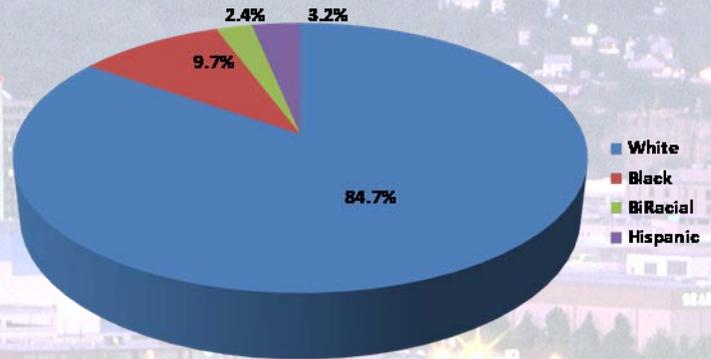




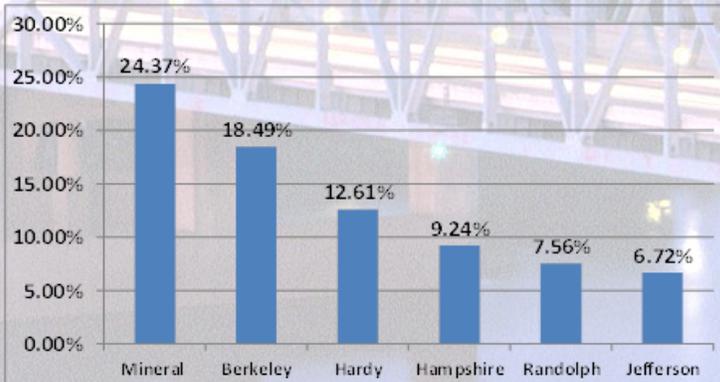
CBJC Intakes by Age



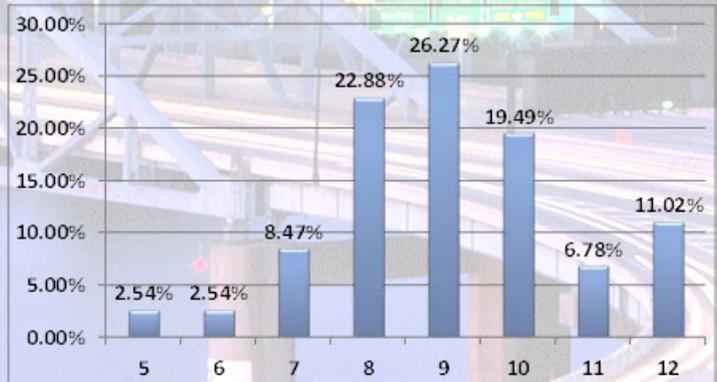
CBJC Intakes by Race



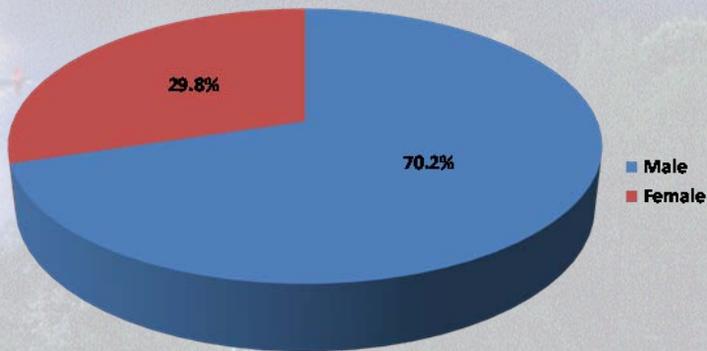
CBJC Intakes by County



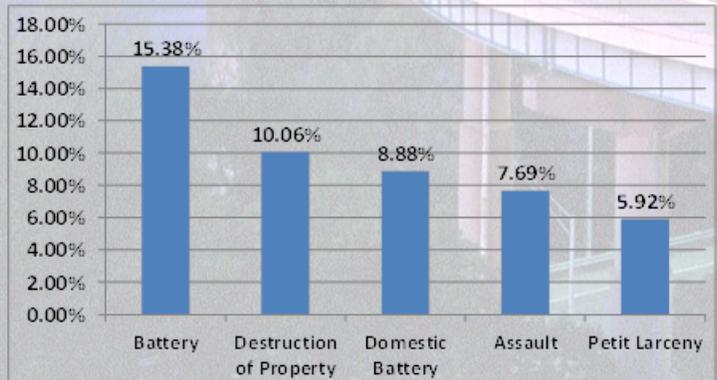
CBJC Intakes by School Grade



CBJC Intakes by Sex



CBJC Intakes by Charges



## Gene Spadaro Juvenile Center



**Ralph Terry**  
Director



**G**ene Spadaro Juvenile Center opened December 13, 2004. It is located in the Industrial Park in Mt. Hope, Fayette County, West Virginia. The capacity of the facility is 23. Many counties have taken advantage of the opportunity to place a juvenile in this program after having failed at other programs due to their behavior or history of running from those placements. Teaching these youth to give back to the community and to restore relationships between them and their parents is the facilities main concern.

In January 2006, the Gene Spadaro Juvenile Center started accepting status offenders and began accepting juveniles for programming consisting of a mix of therapy, education, physical recreation, work program and treatment programs to include basic lifeskills, substance abuse, gender specific issues, healthy life styles and employment ethics.

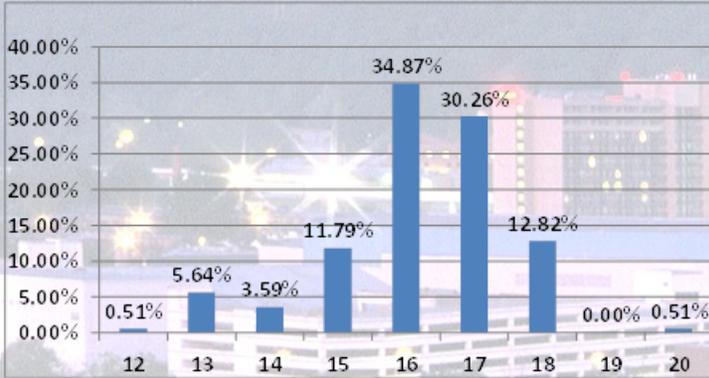
### Achievements in FY 2010

- In October 2009, the facility installed a fence to make the recreation yard bigger and the facility more secure from runaway residents.
- In January 2010, the facility purchased magnetic locks for all exterior doors in the residential area of the facility.
- In April 2010, a new volleyball court was installed.
- The facility staff were re-organized. The Unit Manager began supervising security while the Case Manager supervised treatment staff. Both report to the Mr. Terry with specific goals to achieve within their sections.

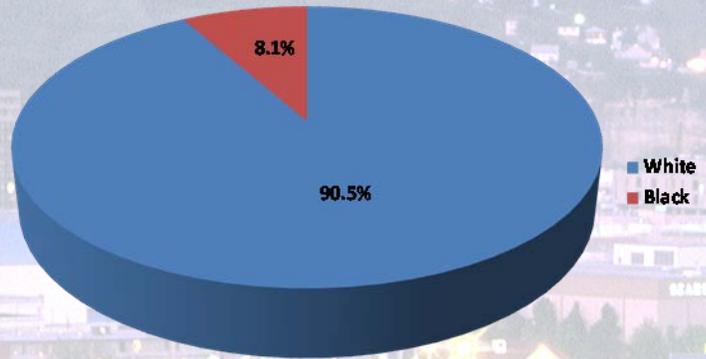




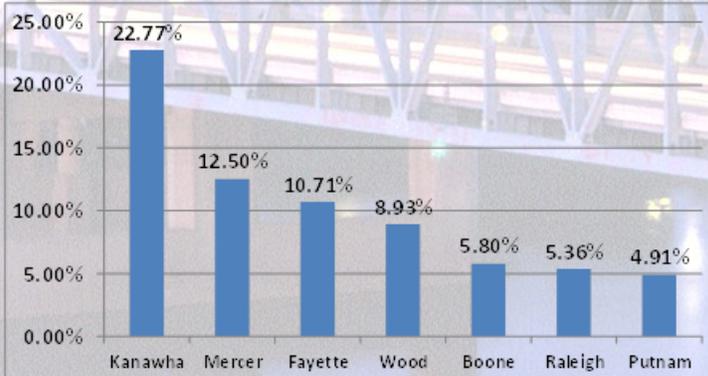
GSJC Intakes by Age



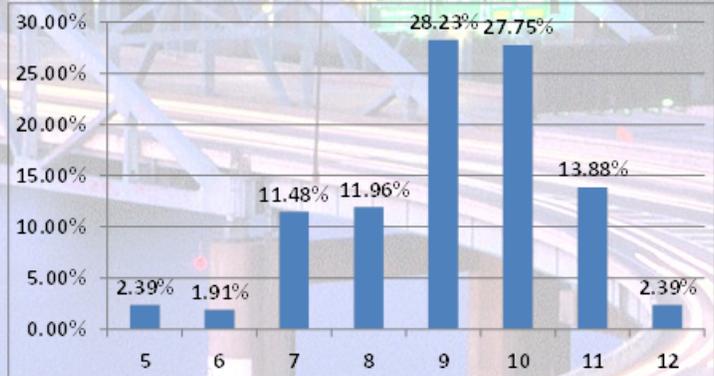
GSJC Intakes by Race



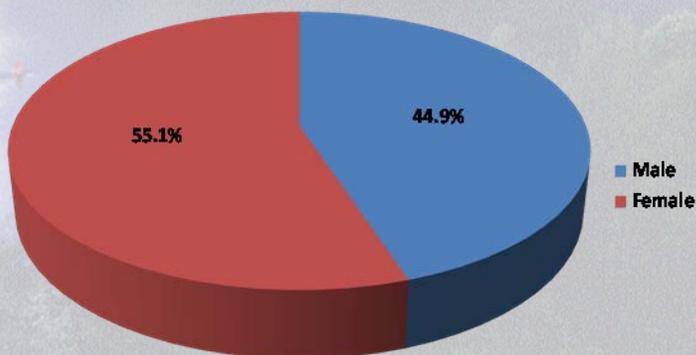
GSJC Intakes by County



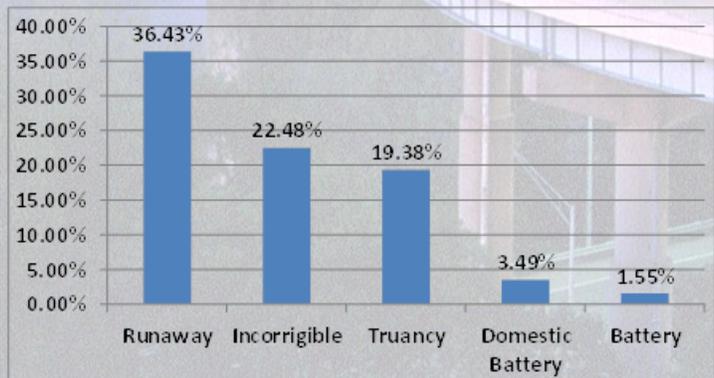
GSJC Intakes by School Grade



GSJC Intakes by Sex



GSJC Intakes by Charges



## Lorrie Yeager Juvenile Center



**David Jones**  
Director



**L**orrie Yeager Jr. Juvenile Center (LYJC) is a 24-bed hardware secure/staff secure detention center. Though we're a hardware secure facility, it is the vision of the Director to create a therapeutic atmosphere that is program intensive, which promotes conflict resolution through communication skills, problem solving and direct supervision. Our goal is that every resident that passes through our doors leaves here with a new outlook on life and themselves.

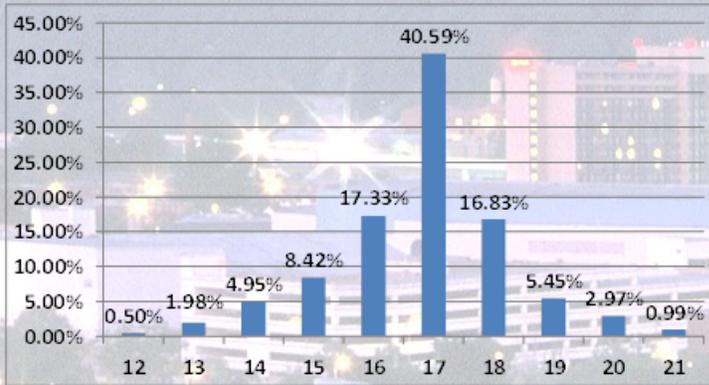
LYJC was originally opened in 1970 as the Wood County Juvenile Home. In 1997 it became a part of the Division of Juvenile Services as was re-named the North Central Juvenile Center. In 2003, a complete renovation began. Upon Completion, the facility was re-named after the late Lorrie Yeager Jr., who was a beloved employee for the Division of Juvenile Services. The new facility was officially opened as a 24-bed Hardware secure facility on 10 May 2005.

LYJC has been very successful in our "Detention Prevention" program. If a parent is having trouble with their child based upon behavioral issues, they may bring them in to go through the "Detention Prevention" program. Upon arrival, the youth is shown what it would be like to be incarcerated in a Detention Center. After the demonstration, the young person is then counseled by a staff member on the importance of changing current behavior patterns. The goal of this program is to show the youth what could happen if they continue with negative behavior and help prevent them from actually being placed in a Detention Center.

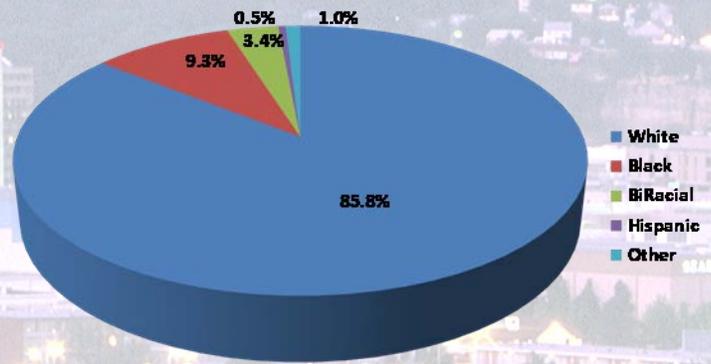




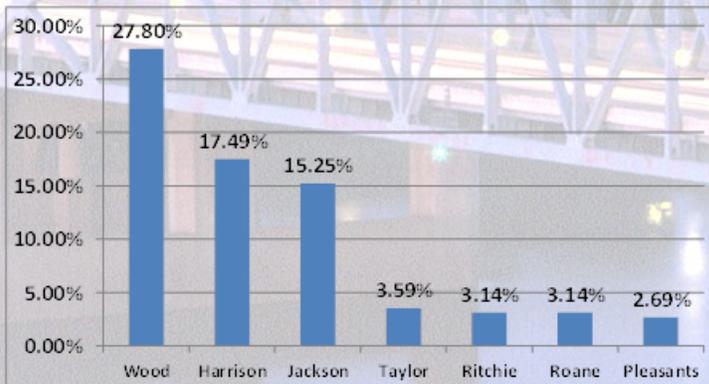
LYJC Intakes by Age



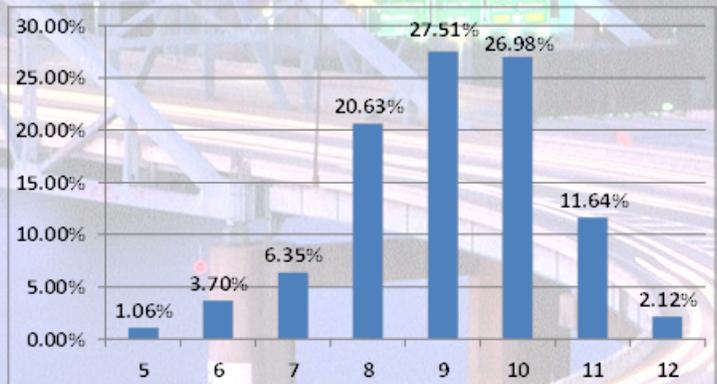
LYJC Intakes by Race



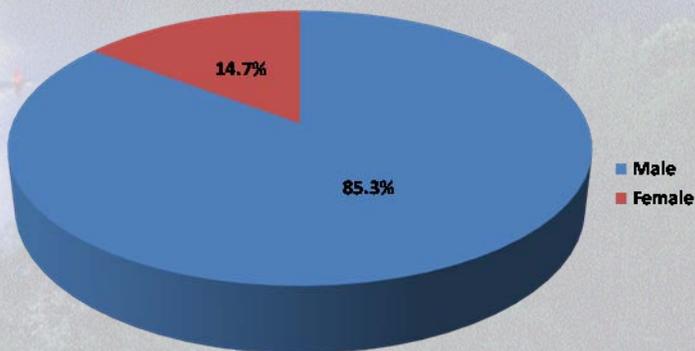
LYJC Intakes by County



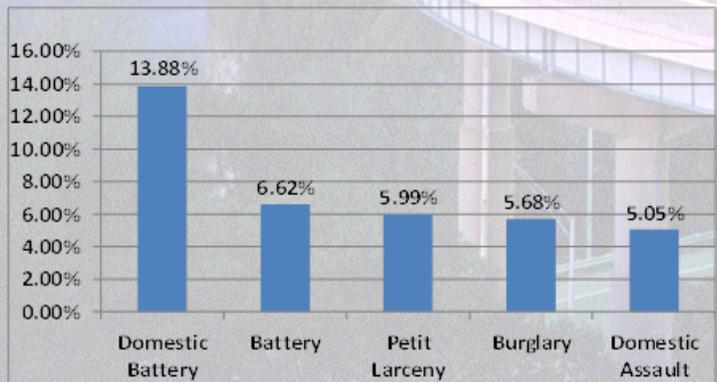
LYJC Intakes by School Grade



LYJC Intakes by Sex



LYJC Intakes by Charges





Robert L. Shell Juvenile Center



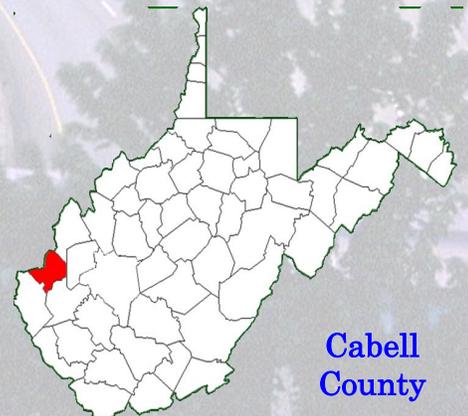
John Marchio  
Director



**R**obert Shell Juvenile Center (RSJC) has a written plan of basic daily routines/schedule. Facility services encompass the following areas: Medical, Education, Recreation, Counseling, Community Resources and Religious Services. RSJC residents have the ability through daily programming to earn points and spend them weekly in our resident store to purchase various items. Residents are encouraged to have family involvement in their weekly activities even outside of regularly scheduled visitation. RSJC utilizes the Performance Based Standards in monitoring programming and facility services. The following goals are monitored quarterly by the Facility Director: Safety, Order, Security, Health and Mental Health, Programming, Legal and Reintegration. RSJC provides a support system to ensure that services are gender specific, culturally sensitive, language appropriate and tailored to fit the individual needs of each resident.

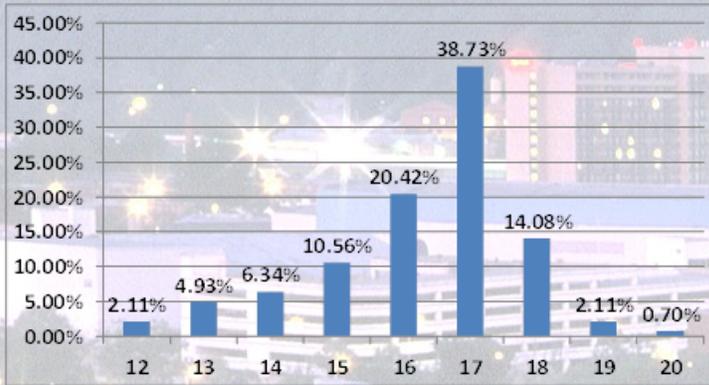
Accomplishments in 2010

The Field Training Officer (FTO) Steve Young implemented a new approach for Facility In-Service Training in which 100% of staff received all mandated training courses. The safety and security of the residents and the community was successfully preserved this past year even after our first escape attempt. The prevention of the escape could not have been accomplished without the staff's quick response and full understanding of Emergency Plans Protocol.

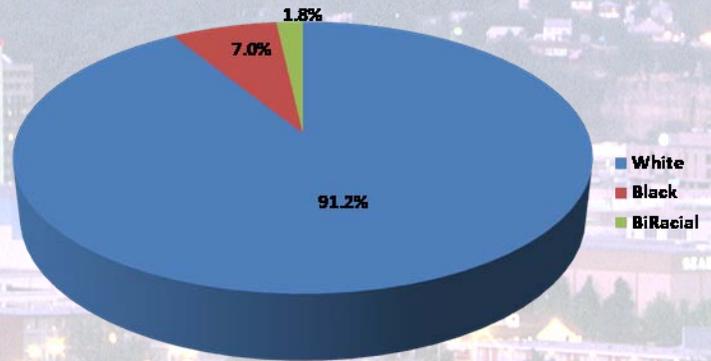




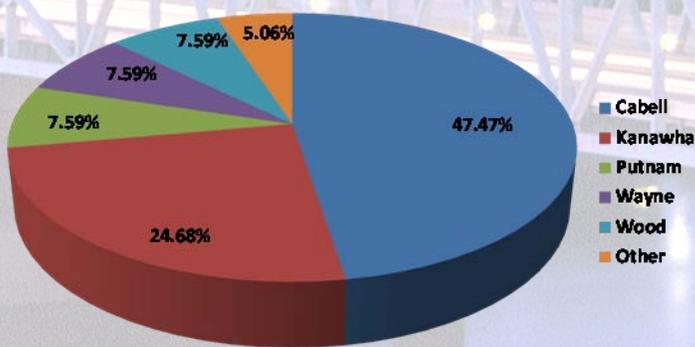
RSJC Intakes by Age



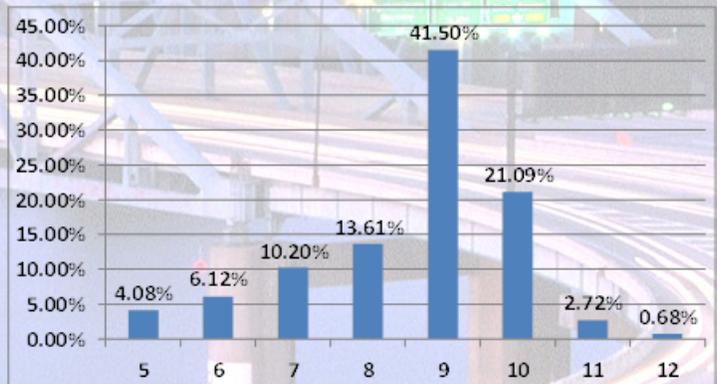
RSJC Intakes by Race



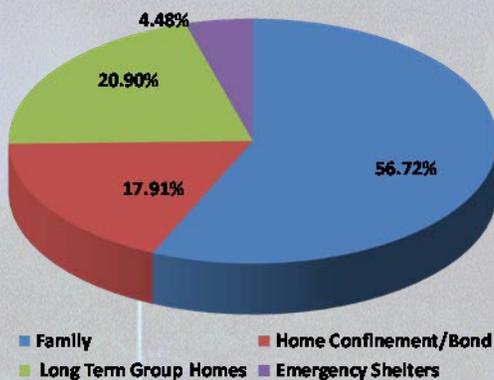
RSJC Intakes by County



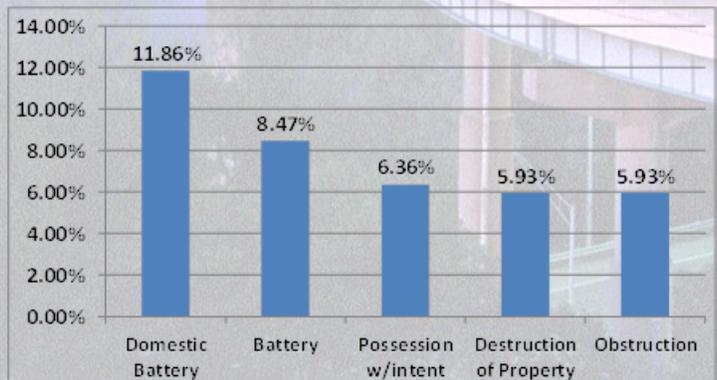
RSJC Intakes by School Age



RSJC Releases by Disposition



RSJC Intakes by Age



## Sam Perdue Juvenile Center



**Dan Egnor**  
Director



**S**am Perdue Juvenile Center (SPJC) continues to excel in providing care and services to the juveniles in our custody. Every day the staff face new challenges in meeting the needs of the residents that are served and are continually amending operational procedures to better the operations of the facility and to meet those needs. As the next fiscal year approaches, SPJC is setting standards higher, not only in providing the best care for residents, but also in what is expected from employees. The team of professionals at SPJC continue to stand behind the philosophy and mission of the Division of Juvenile Services. The staff will continue strive to bring outside resources into the facility to link residents with community support . In addition, Aftercare Services are provided to residents to ease in the adjustment back into the community.

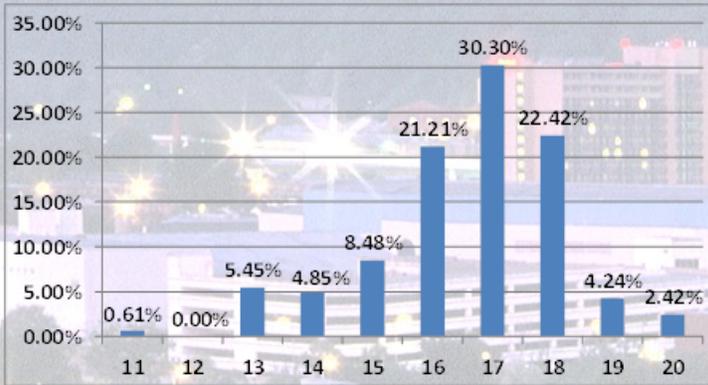
### Accomplishments in FY 2010

- Bean holes began being installed in two of our resident doors to provide better security for both staff and out-of-control residents, when needed.
- During the last fiscal year the kitchen has had two unannounced inspections from the WV Department of Health and the WV Department of Agriculture. On each occasion the SPJC Kitchen staff has scored 100%.
- SPJC continually added more group activities, improving on what we already provide, and expanded services to increase community involvement.

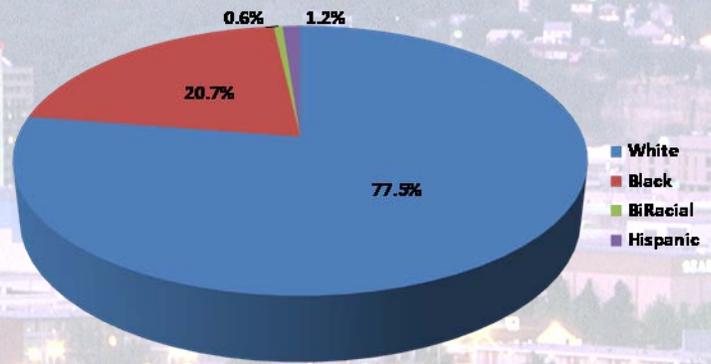




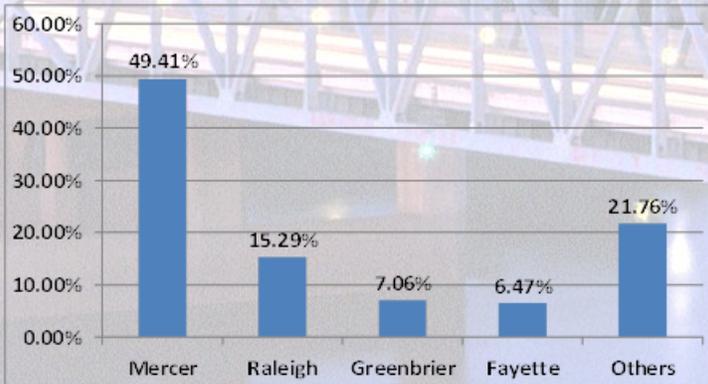
SPJC Intakes by Age



SPJC Intakes by Race



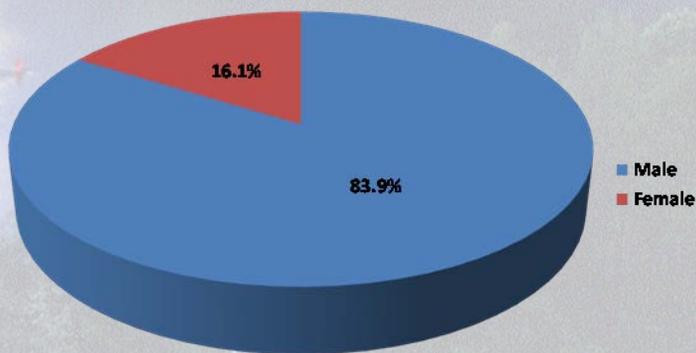
SPJC Intakes by County



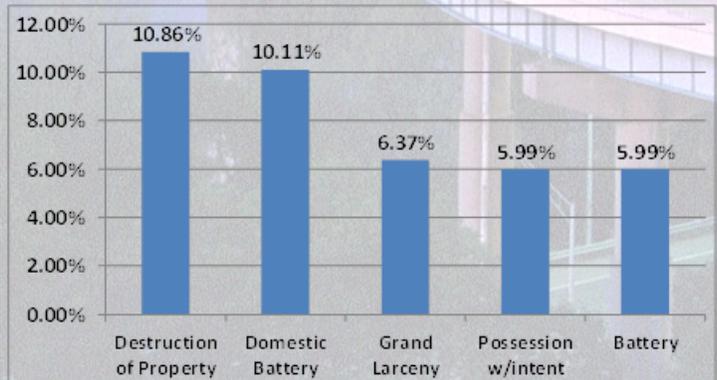
SPJC Intakes by School Grade



SPJC Intakes by Sex



SPJC Intakes by Charges



## James H. "Tiger" Morton Juvenile Center



**Marshall Berger**  
Director



**K**anawha Home for Children was taken over by the State in 1998 and was renamed South Central Regional Juvenile Detention Center. In 2001, Mr. Berger was named appointed to the position of Director. After three years of reconstruction to the facility, the new facility opened in Dunbar, WV and was renamed James H. "Tiger" Morton Juvenile Center (TMJC).

Three years ago, the Detention Prevention Program was initiated to target at-risk youth in the Kanawha Valley. The program has since branched out into the middle schools with this program and are also working with West Virginia State College's Upward Bound Program. Accomplishments for the most recent fiscal year include: 1. Becoming fully staffed (difficult in any correctional environment), 2. Installing new carpet in the lobby and front office, 3) Reduction in overall staff overtime, and 4) 100% of staff have met all training requirements.

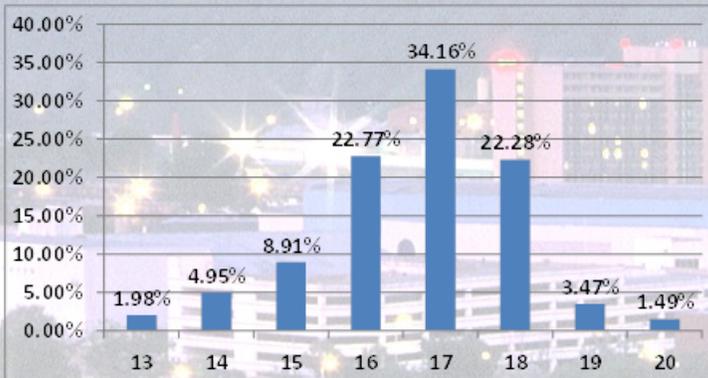
### Goals for FY 2011

- Obtaining a ventilation system for showers in order to reduce the damage that steam will do over time..
- Update the camera and DVR system to ensure more specified and widespread coverage.
- Obtain the equipment and space to initiate a facility Wellness Center.
- Obtain accreditation for the National Commission on Correctional Health Care (NCCHC) for TMJC.

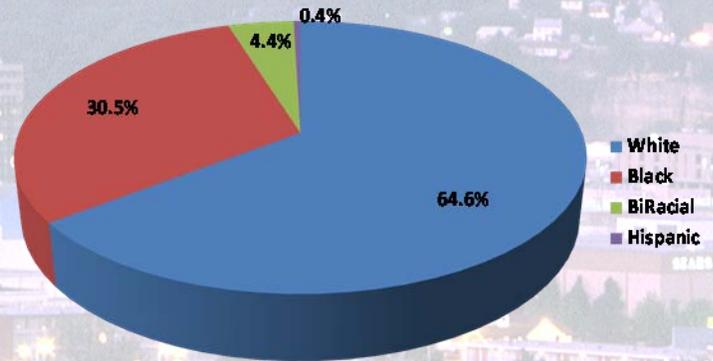




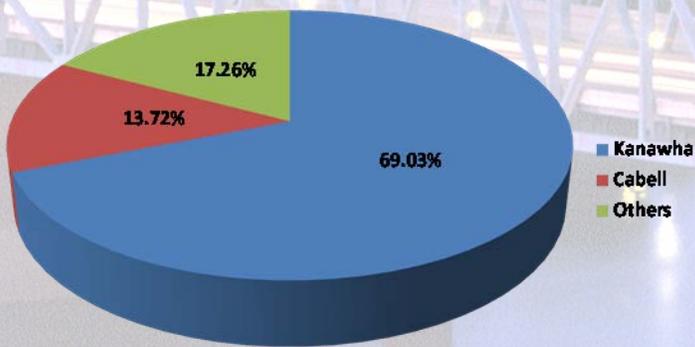
TMJC Intakes by Age



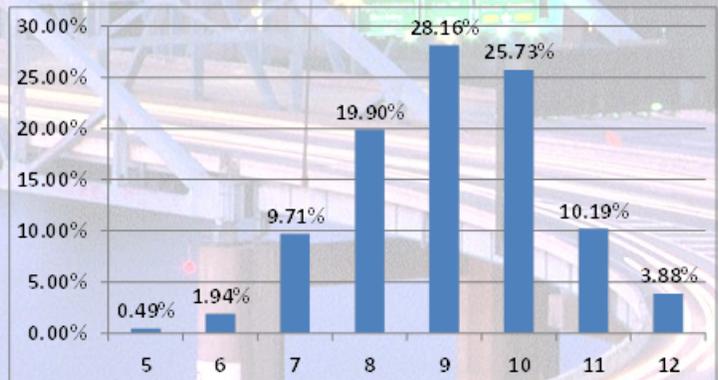
TMJC Intakes by Race



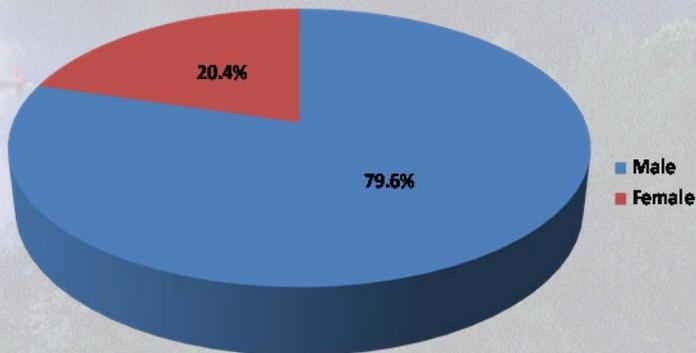
TMJC Intakes by County



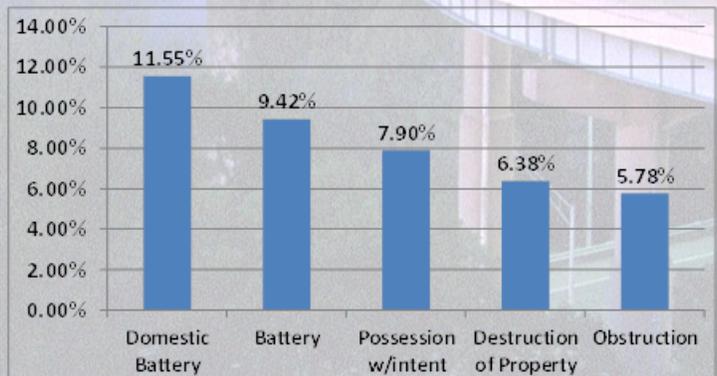
TMJC Intakes by School Age



TMJC Intakes by Sex



TMJC Intakes by Charges



## Vicki V. Douglas Juvenile Center



**Stacey Rauer**  
Director



**V**icki V. Douglas Juvenile Center (VDJC) is a 23 bed facility providing continuing education for juveniles who are being detained while awaiting court disposition and for those juveniles that are at the facility on a limited basis awaiting placement in a treatment center. The facility will ensure a safe and secure environment with quality services and progressive programming to achieve positive outcomes for the juveniles.

The Vicki V. Douglas Juvenile Center began as the Eastern Regional Juvenile Detention Center in June 1985. It was a ten bed facility and housed both male and female residents from an eight county area. The Eastern Regional Juvenile Detention Center served as a hardware secure facility until May 2006. It was in May 2006, the new building was completed and dedicated as the Vicki V. Douglas Juvenile Center. The center is now a twenty-four bed facility which not only focuses on security of the residents but also treatment needs.

### Accomplishments in FY 2010

- All resident room door locks were changed so that residents may be secured in their rooms when necessary for security purposes.
- VDJC acquired new beds for the resident rooms which are secured to the floor for safety and security reasons.
- The STARS Youth Reporting Center, formerly a part of VDJC, relocated to a new building. This opened up a full unit and returned VDJC capacity to 23 beds.



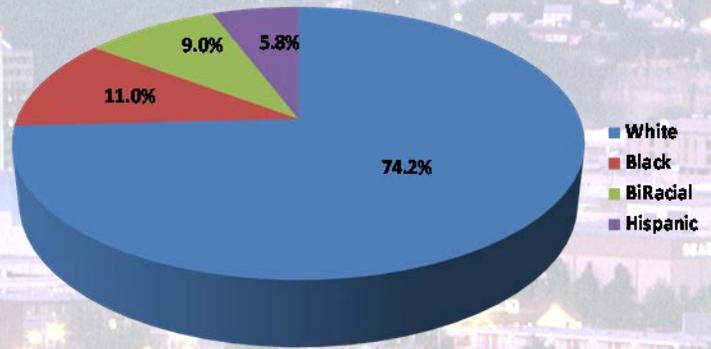
**Berkeley  
County**



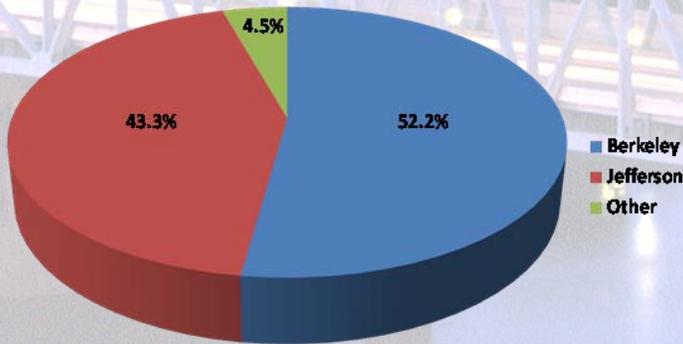
VDJC Intakes by Age



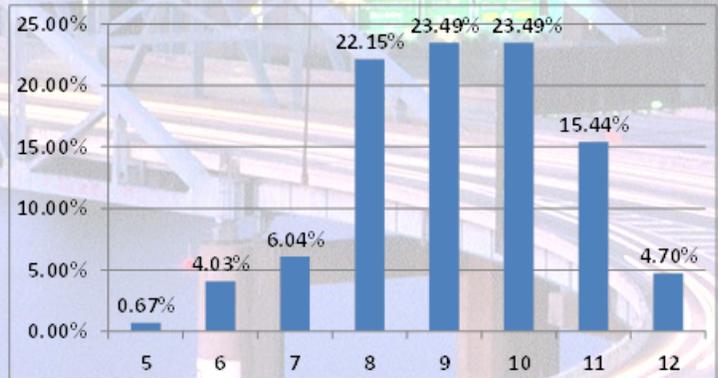
VDJC Intakes by Race



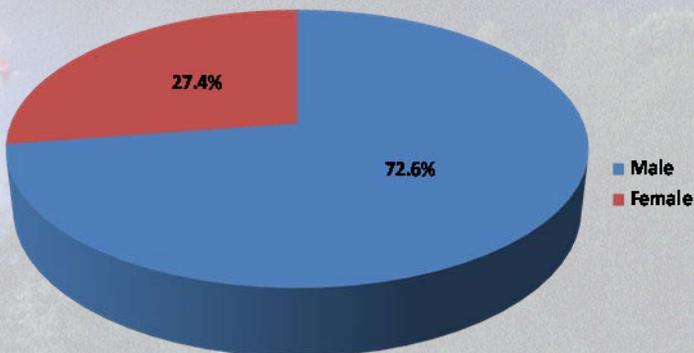
VDJC Intakes by County



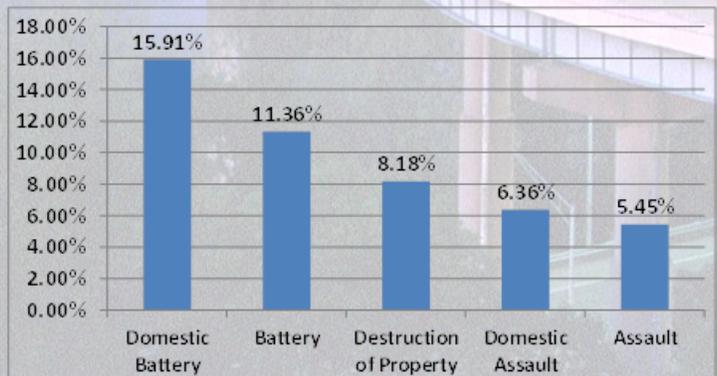
VDJC Intakes by School Grade



VDJC Intakes by Sex



VDJC Intakes by Charges



## Northern Regional Juvenile Center



**Linda Scott**  
Director



**N**orthern Regional Juvenile Center is a hardware secure detention center that is co-ed and has a licensed capacity is 19 youth. The facility accepts juveniles from around the state, but most are from nearby Marshall and Ohio Counties. This fiscal year, the facility (which is contracted with DJS through the parent organization– Youth Services Systems (YSS)) set out to offer a new Youth Reporting Center. With very little money, some volunteer help, and the generosity of the community; we have completed the additional program areas on the first floor of the three story building. Additionally, The Christian Fellowship Foundation donated \$15,000 to assist in purchasing exercise equipment and furnishings for these areas. We now have an exercise room, activities room, kitchen, chapel, library, music room, and a computer room.

### Goals for FY 2011

1. Continue to engage in project designed to improve the environment of the facility.
2. Research and develop improved services to meet the needs of individual residents
3. Provide quality programming that is educational and fun for residents
4. All new employees hired by YSS will complete the DJS Academy within six months of their hire dates.
5. Provide additional training for employees as needed to meet the changing needs of our residents.

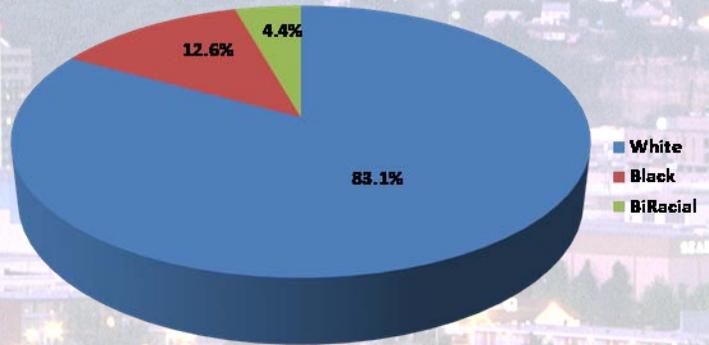




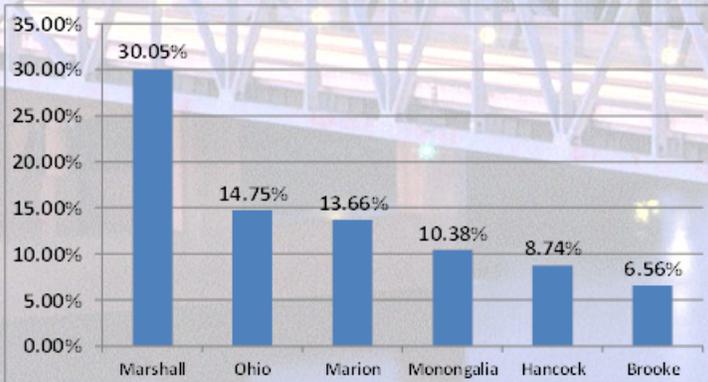
NRJC Intakes by Age



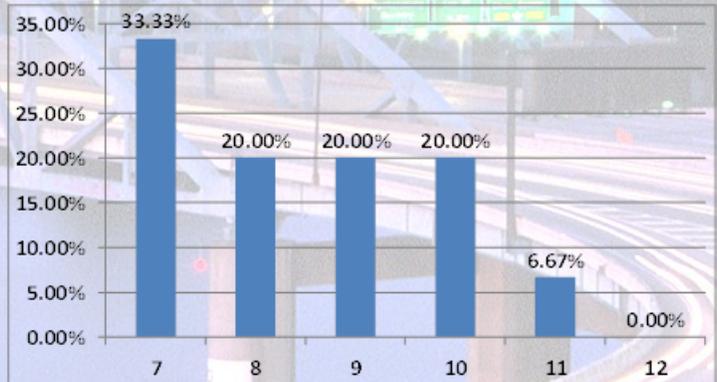
NRJC Intakes by Race



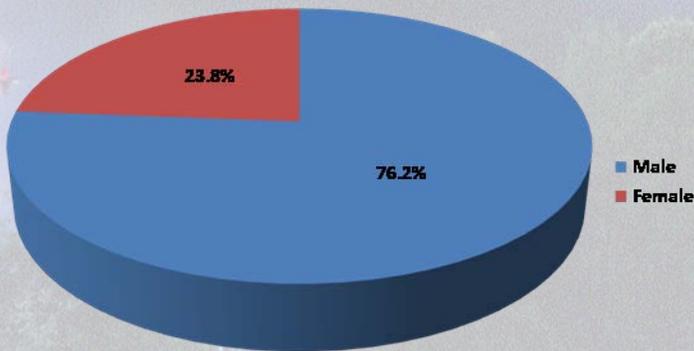
NRJC Intakes by County



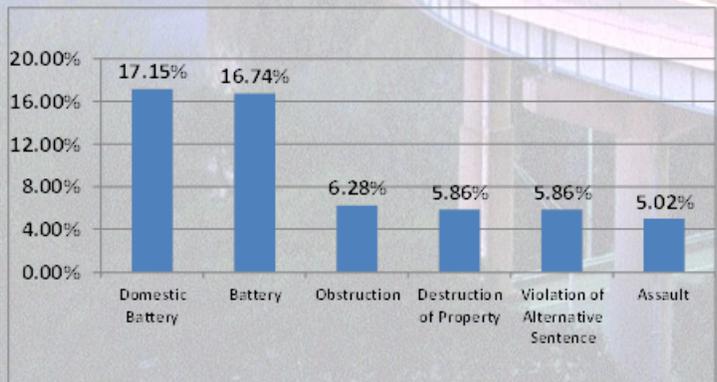
NRJC Intakes by School Grade



NRJC Intakes by Sex



NRJC Intakes by Charges

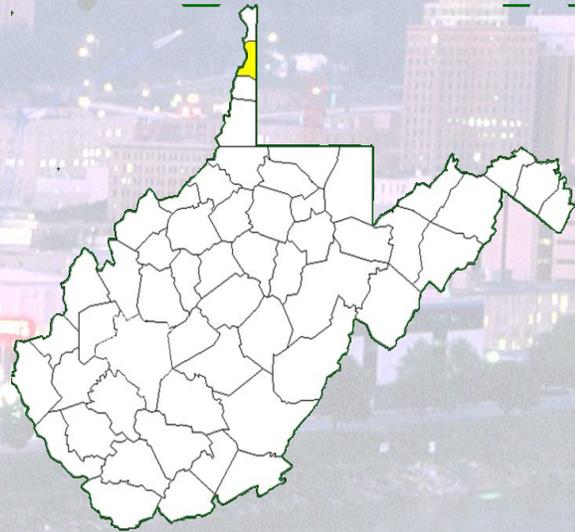




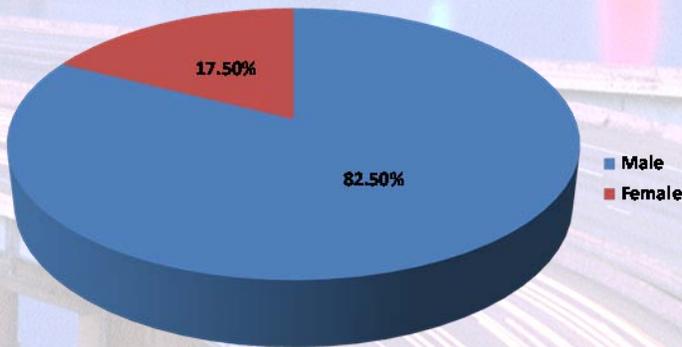
Brooke-Hancock County Youth Reporting Center



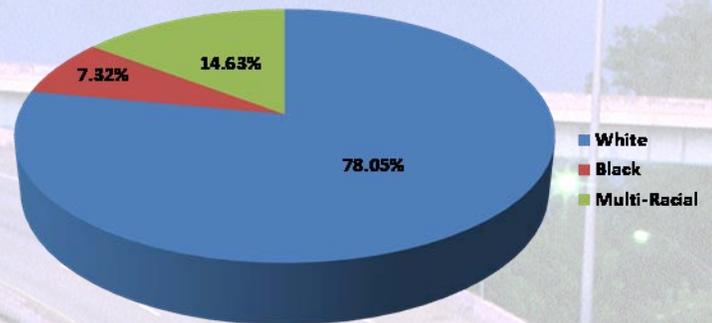
Jeremy White  
Program Director



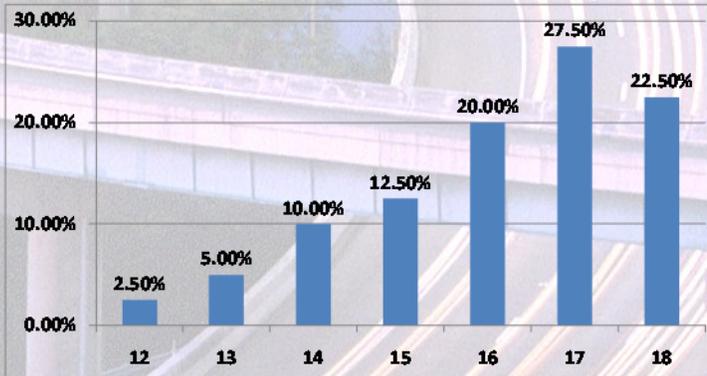
BYRC Program Admissions by Race



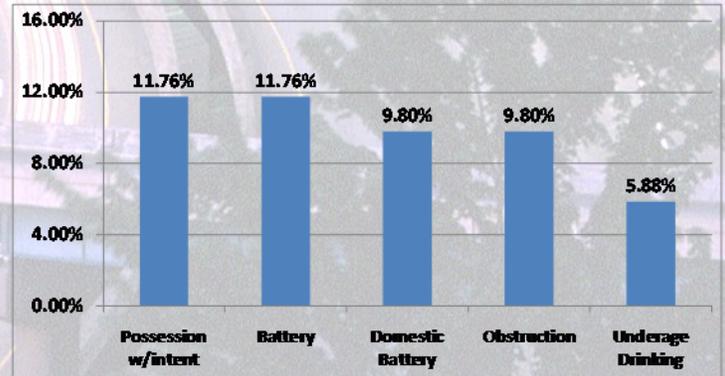
BYRC Program Admissions by Race



BRYC Program Admissions by Age



BYRC Program Admissions by Charges





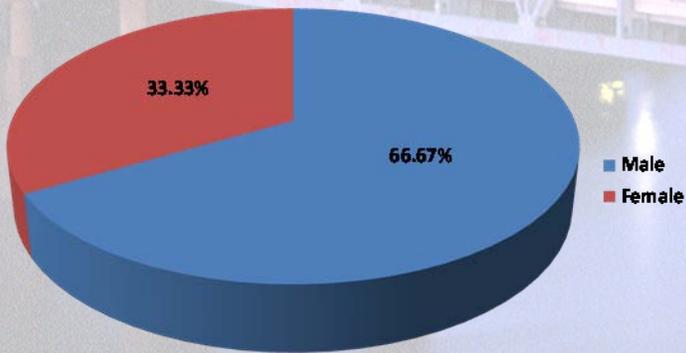
### Cabell County Youth Reporting Center



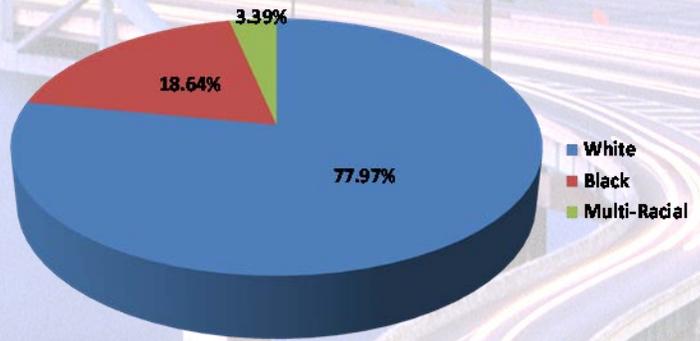
Daniel Napier



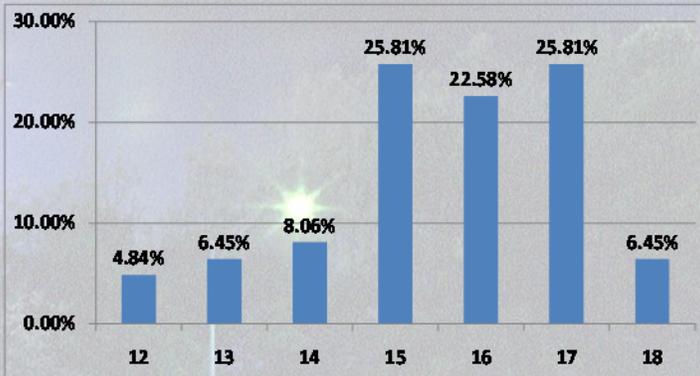
#### CYRC Program Admissions by Sex



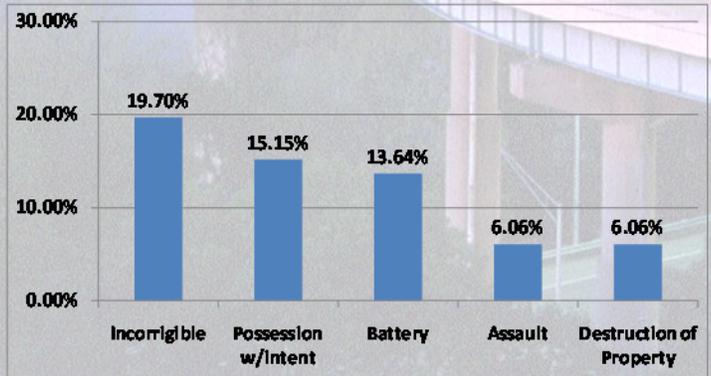
#### CYRC Program Admissions by Race



#### CYRC Program Admissions by Age



#### CYRC Program Admissions by Charges

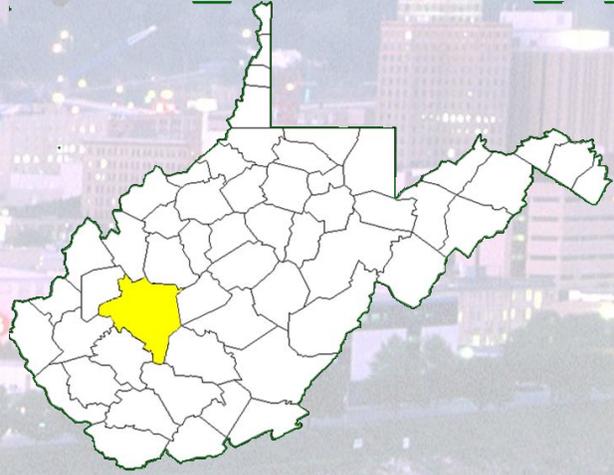




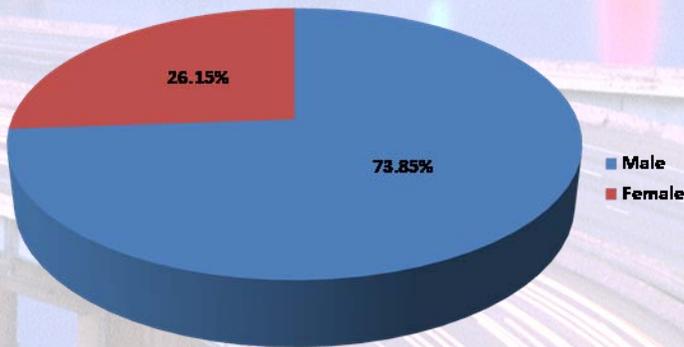
Kanawha County Youth Reporting Center



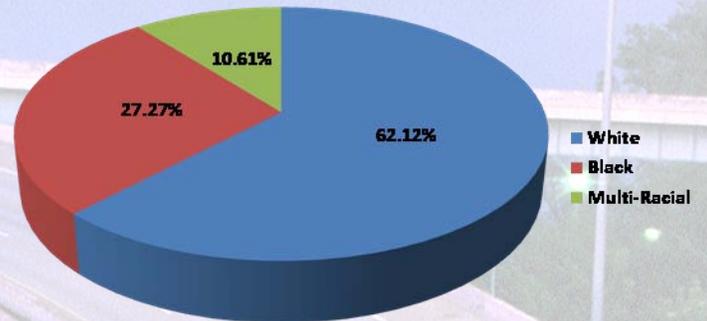
Lana Robinson  
Program Director



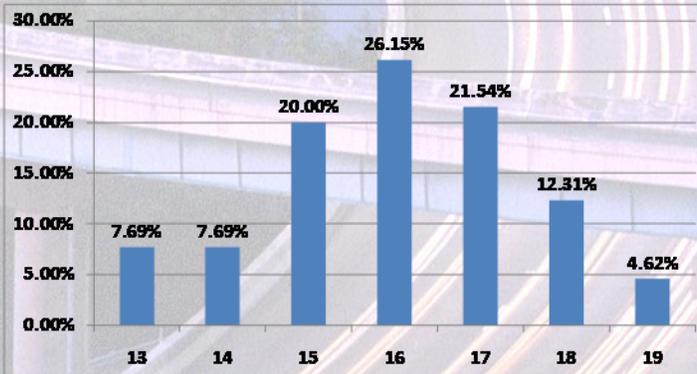
KYRC Program Admissions by Sex



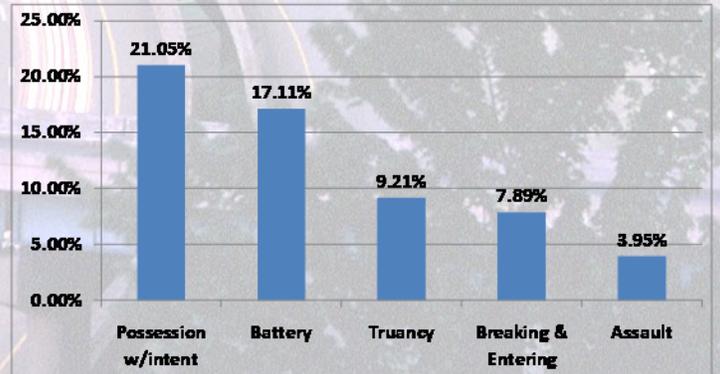
KYRC Program Admissions by Race



KYRC Program Admissions by Age



KYRC Program Admissions by Charges





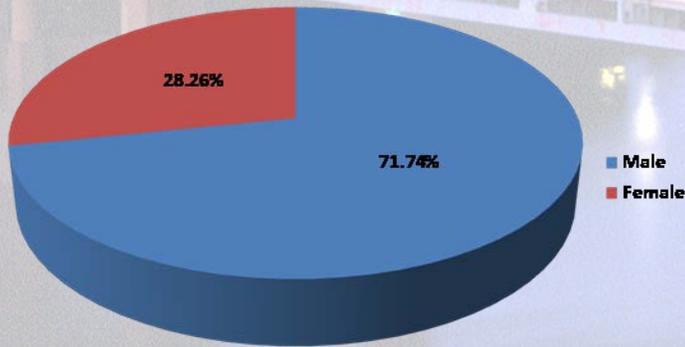
### Marion County Youth Reporting Center



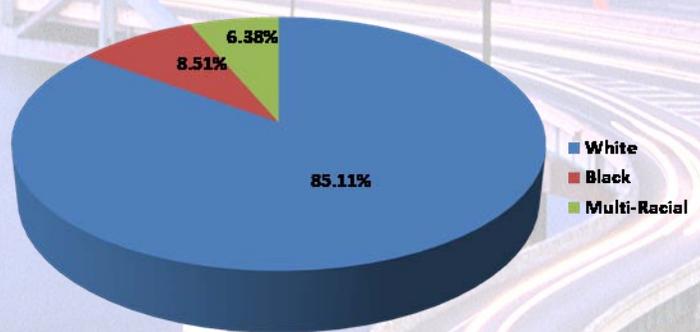
**Melissa Schleicher**  
Program Director



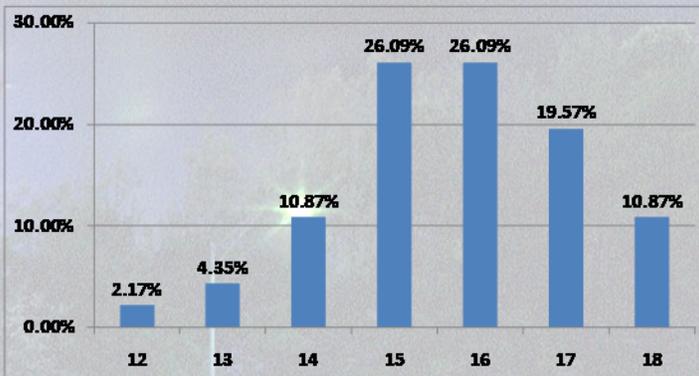
**MaYRC Program Admissions by Sex**



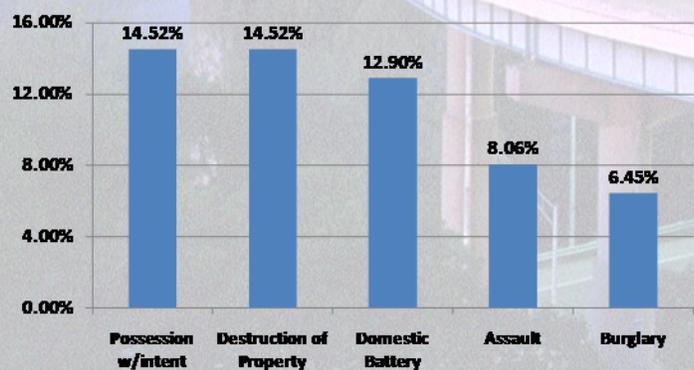
**MaYRC Program Admissions by Race**



**MaYRC Program Admissions by Age**



**MaYRC Program Admissions by Charges**





STARS Youth Reporting Center

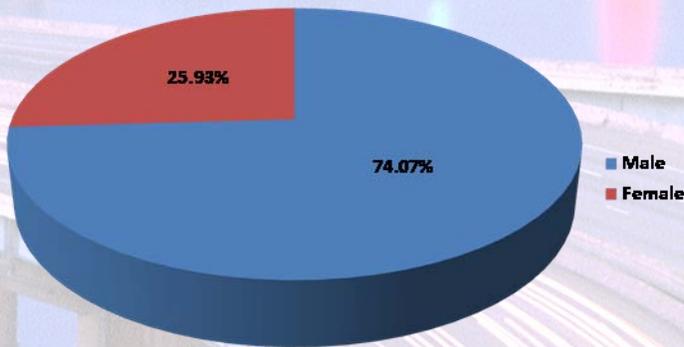


April Plotner  
Program Director

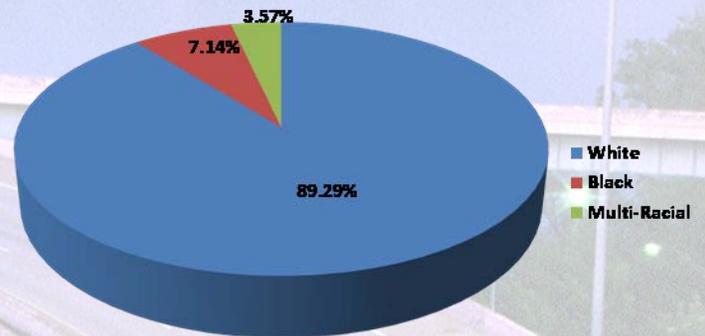


Berkeley  
County

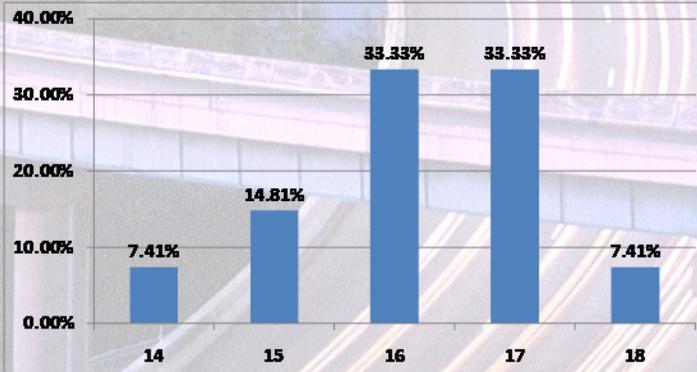
STARS Program Admissions by Sex



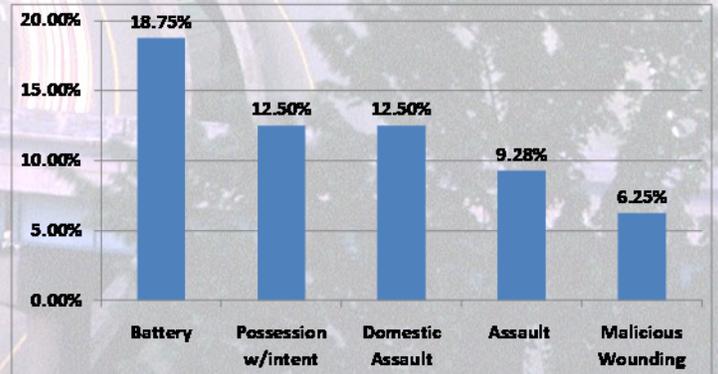
STARS Program Admissions by Race



STARS Program Admissions by Age



STARS Program Admissions by Charges

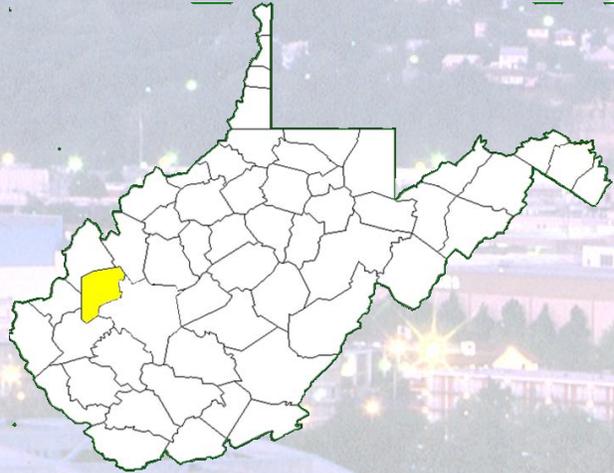




## Putnam County Youth Reporting Center



**Molly Walroth**  
Program Director

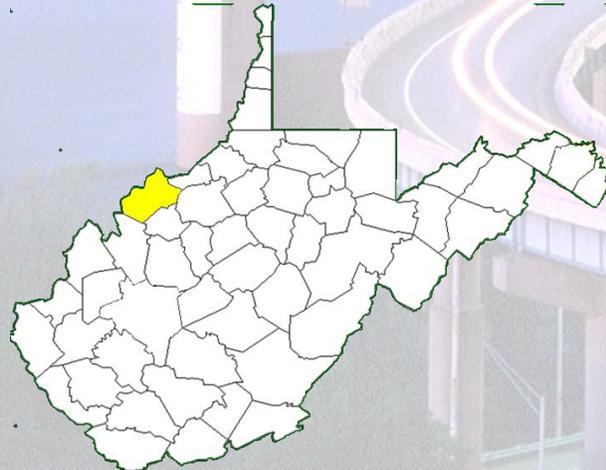


Both the Putnam County Youth Reporting Center and the Wood County Youth Reporting Center opened late in Fiscal Year 2010, so the sample size concerning the participants in the programs is small to provide reliable statistical data.

## Wood County Youth Reporting Center



**Aaron Westfall**  
Program Director



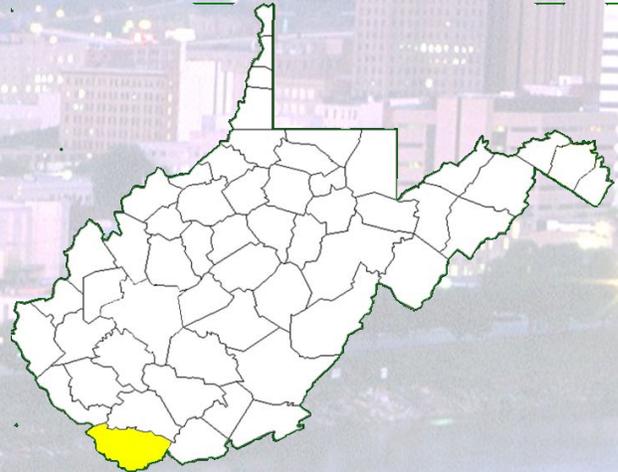


## Youth Reporting Center Openings in Fiscal Year 2011

### Mercer County Youth Reporting Center



**Gary Patton**  
Program Director



### Wayne County Youth Reporting Center



**Cindy Bryant**  
Program Director



Also Scheduled for Opening in FY 2011

Harrison County Youth Reporting Center

Boone-Lincoln County Youth Reporting Center



**West Virginia Division of Juvenile Services**

1200 Quarrier Street  
Charleston, WV 25301  
304-558-9800  
Fax 304-558-6032  
[www.wvdjs.state.wv.us](http://www.wvdjs.state.wv.us)

Data compiled and edited by: Paul Easton  
304-558-9800 x 2016

