



## POLICY AND PROCEDURE CHECKLIST

### ODYS Policy and Procedure

Black indicates policies reviewed and revised as needed

Blue indicates policy areas with Monitoring Team Members as of 4/10/09

Red indicates a new policy / SOP

<i>DYS Policy</i>	<i>DYS SOP</i>	<i>Policy/Procedure Name</i>	SH Paragraph	Projected Policy Approval Date per Master Plan	Actual Date Policy Completed / Signed by the Director
<b>101 - (General) Administration</b>					
101.14		Incident Reporting	79	2/24/2009	4/3/2009
101.15		Investigations	80	2/24/2009	4/3/2009
	101.15.01	Procedure & Protocols for Investigation of Critical & Non-	79, 80	2/24/2009	4/3/2009
<b>102 - Fiscal Management</b>					
<b>103 - Personnel</b>					
103.03		Selection and Promotion of Personnel	22, 67	3/24/2009	3/13/2009
	103.03.02	Application Selection Procedure	22, 67	3/24/2009	3/13/2009
	103.03.03	JCO Selection Process	22, 67	5/25/2009	
	103.03.04	Pre-Employment Background Investigations	22, 67	5/25/2009	
103.34		Role of Juvenile Correctional officer	No policy will be issued, this will be addressed with training & the PD		
<b>104 - Training and Staff Development</b>					
104.01		Staff Development	22, 37, 38	5/22/2009	
	104.01.01	Basic Pre-Service Training	22, 37, 69	5/22/2009	
	104.01.02	Site Specific Orientation Training	22, 37	5/22/2009	
	104.01.03	On-The-Job Training	22, 37, 68	5/22/2009	
	104.01.04	Temporary Agency Employee Training	22, 37	5/22/2009	
	104.01.05	Annual In-Service Training	22, 37	5/22/2009	
	104.01.06	Trainee Selection	22, 37	5/22/2009	
	104.01.07	Instructor Trainer Training	22, 37	5/22/2009	
	104.01.08	Instructor Development Training	22, 37	5/22/2009	
	104.01.09	Role of the Training Academy	22, 37	5/22/2009	
	104.01.10	Standards for Training Personnel	22, 37	5/22/2009	
	104.01.11	Training Advisory Council	22, 37	5/22/2009	
	104.01.12	Lesson Plan Development	22, 37, 68	5/22/2009	
	104.01.13	Training Record Keeping	22, 37	5/22/2009	
	104.01.14	Training Resources and Safety Procedures	22, 37	5/22/2009	
<b>105 - Case (Juvenile) Records</b>					
105.01		Youth Records Management	51	2/21/2009	3/20/2009
	105.01.01	Main Youth Record Management	51	2/21/2009	3/20/2009
105.02		Release of Youth Records Information	51	2/21/2009	3/20/2009

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<b>106 - Information Systems (and Research)</b>					
106.01		Social Research/Program Evaluation Activities	35, 36		3/13/2009
106.02		Conduct of Social Research/Program Evaluation	35, 36		3/13/2009
	106.02.01	Conduct of Social Research/Program Evaluation	35, 36		
106.03		Juvenile Participation in Social Research/Program	35, 36		3/13/2009
	106.03.01	Juvenile Participation in Social Research/Program	35, 36		
106.04		Development of Information Systems	239	3/31/2010	3/13/2009
106.05		Management's Use of Information Systems	239	3/31/2010	3/13/2009
106.06		Information Technology Svcs, Equipment and Software	35, 36	5/31/2009	
	106.06.01	Internet, e-mail and other On-line Apps and Services	35, 36	5/31/2009	
	106.06.02	Request for Data, Reports and App Development Svcs	35, 36	5/31/2009	
	106.06.03	Security and Network Monitoring	35, 36	5/31/2009	
	106.06.04	Wireless Network use and Implementation	35, 36	5/31/2009	
	106.06.05	Student Computer Use/ Internet Safety	35, 36	5/31/2009	
	106.06.06	Internet Safety and Monitoring Youth Use of Computing	35, 36	5/31/2009	
	106.06.07	Software Copies and Copyright Licenses	35, 36	5/31/2009	
	106.06.08	Data Recovery	35, 36	5/31/2009	
	106.06.09	Non-Networked Equipment	35, 36	5/31/2009	
	106.06.10	(unassigned)			
	106.06.11	Limitation on the Use of Publicly Owned Computer	35, 36	5/31/2009	
	106.06.12	Usage of Portable Media Drives	35, 36	5/31/2009	
	106.06.13	IT Security Incident Response	35, 36	5/31/2009	
	106.06.14	Data Classifications	35, 36	5/31/2009	
	106.06.15	Intrusion Detection & Prevention	35, 36	5/31/2009	
	106.06.16	Disposal, Servicing & Transfer of IT Equipment	35, 36	5/31/2009	
	106.06.17	Data Transmission Security	35, 36	5/31/2009	
	106.06.18	Security Notifications	35, 36	5/31/2009	
<b>107 - Citizen Involvement and Volunteers</b>					
107.01		Volunteer Program Coordination	57	4/15/2009	
107.02		Volunteer Screening and Selection	57	4/15/2009	
107.03		Volunteer Orientation and Training	57	4/15/2009	
<b>108 - Grants Administration</b>					
<b>201 - Building and Safety Codes</b>					
<b>202 - Facility Security</b>					
<b>301 - Security and Control</b>					
301.01		Security Manuals	35, 36		3/16/2009
301.02		Radio Communications	35, 36		3/16/2009
	301.02.01	Radio Protocol	35, 36		3/16/2009

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301.03		Facility Population Counts	35, 36		3/16/2009
	301.03.01	Change of Custody Status	35, 36		
	301.03.02	Youth Transfer	35, 36		
301.04		Verbal Abuse	71	2/1/2009	3/16/2009
301.05		Managing Youth Resistance (old Management of	70, 71	2/1/2009	Pilot 3/5/09
	301.05.01	Use of Force (old Physical Response Reporting and	70, 71	2/1/2009	Pilot 3/5/09
	301.05.02	Planned Use of Force	77, 78	2/1/2009	Pilot 3/5/09
	301.05.03	Mechanical Restraints (old 301.05.02 Mechanical	75	7/1/2009	
	301.05.04	Mechanical Restraints for Psychiatric Purposes	75, 77, 100	7/1/2009	
	301.05.05	Seclusion (old 301.05.04 Seclusion)	76	7/1/2009	
	301.05.06	Seclusion Used for Mental Health Units	74, 74	7/1/2009	
301.06		Post Orders	35	02/21/09	3/16/2009
301.07		Transportation of Youth	35, 36	02/21/09	3/16/2009
	301.07.01	Off Grounds Activities	35, 36	02/21/09	3/16/2009
	301.07.02	Transportation of Institutional Youth	35, 36	02/21/09	3/16/2009
	301.07.03	Youth Transportation to Court Hearings	35, 36	02/21/09	3/16/2009
	301.07.04	Transportation of Parole Youth	35, 36	02/21/09	3/16/2009
301.08		Searches	35, 36	02/21/09	3/16/2009
	301.08.01	Facility Entrance	35, 36	02/21/09	3/16/2009
	301.08.02	Search of Employees	35, 36	02/21/09	3/16/2009
	301.08.03	Search of Youth	35, 36	02/21/09	3/16/2009
	301.08.04	Search of Visitors	35, 36	02/21/09	3/16/2009
	301.08.05	Area Searches	35, 36	02/21/09	3/16/2009
301.09		Key Control	35, 36	02/21/09	3/16/2009
	301.09.01	Institutional Key Control and Accountability	35, 36	02/21/09	3/16/2009
301.10		Control of Tools & Security Risk Items	35, 36	02/21/09	3/16/2009
	301.10.01	Use and Inventory of Tools & Security Risk Items	35, 36	02/21/09	3/16/2009
	301.10.02	Medical & Dental Instrument & Sharp, Management of	35, 36	02/21/09	3/16/2009
301.11		(Unassigned)			
301.12		Log Entries and Shift Reports	35, 36	02/21/09	3/16/2009
301.13		Security Inspections	35, 36	02/21/09	3/16/2009
301.14		Critical Incident Management	35, 36	02/21/09	3/16/2009
	301.14.01	Disturbance Control Action Plan	35, 36	02/21/09	3/16/2009
	301.14.02	Hostage Action Plan	35, 36	02/21/09	3/16/2009
	301.14.03	Hostage Negotiations Teams	35, 36	02/21/09	3/16/2009
	301.14.04	Utilities Failure	35, 36	02/21/09	3/16/2009
	301.14.05	Evacuations	35, 36	02/21/09	3/16/2009
	301.14.06	Escapes	35, 36	02/21/09	3/16/2009

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	301.14.07	Work Stoppage	35, 36	02/21/09	3/16/2009
	301.14.08	Bomb Threat Action Plan	35, 36	02/21/09	3/16/2009
301.15		Security Threat Groups	72	1/1/2010*	
<b>302 - Safety and Emergency Procedures</b>					
<b>303 - Rules and Discipline</b>					
303.01		Youth Rules, Discipline, and Rewards	236	11/1/2009	
	303.01.01	Rules of Youth Conduct	236	11/1/2009	
	303.01.02	Youth Disciplinary Sanctions	237	11/1/2009	
	303.01.03	Youth Disciplinary Hearings	236, 236	11/1/2009	
	303.01.04	Disciplinary Procedures for Youth with Serious Mental	101, 237	11/1/2009	
	303.01.05	School Discipline	207, 235	11/1/2009	
<b>304 - Juvenile Rights</b>					
304.01		Youth Access to Legal Service	235	2/21/2009	3/16/2009
	304.01.01	Legal Assistance from Private and Court Appointed	235	2/21/2009	
	304.01.02	Legal Assistance Program for Fact or Duration of	235	2/21/2009	
	304.01.03	Legal Assistance Program for Conditions of Confinement	235	2/21/2009	
	301.04.04	Assistance with Detention Credit Issues	35, 35	2/21/2009	
304.02		(Unassigned)			
304.03		Youth Grievance Process	24, 232, 233	6/21/2009	
304.04		Sexual Abuse & Assault	35, 36		
304.05		Suspected Child Abuse & Neglect Reporting	82	2/24/2009	3/16/2009
304.06		(Unassigned)			
304.07		Youth Personal Grooming	35, 36	2/21/09	3/16/2009
<b>305 - Special Management</b>					
305.01		Special Management of Youth	74, 75, 76	9/15/2009	3/16/2009
	305.01.01	Special Management Plans	74, 75, 76	9/15/2009	3/16/2009
	305.01.02	Youth Movement to Protective Custody	74, 75, 76	9/15/2009	3/16/2009
	305.01.03	Special Management Units	74	11/1/2009	
<b>401 - Food Service</b>					
<b>402 - Sanitation and Hygiene</b>					
<b>403 - Health Care</b>					
403.01		Health Care Services Program	35, 36	6/12/2009	
403.02		Responsible Health Authority	112	6/12/2009	
403.03		Health Care Personnel Qualifications	35, 36	6/12/2009	
403.04		Medical Facilities, Equipment & Supplies Management	133, 134	6/12/2009	
	403.04.01	First Aid and Spill Kits	35, 36	6/12/2009	
	403.04.02	Medical Equipment & Environmental Monitoring	133, 134	6/12/2009	
	403.04.03	Medical Supplies Inventory Management	133, 134	6/12/2009	

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403.05		Health Records and Confidentiality	135-139	6/12/2009	
	403.05.01	Medical Records & Documentation	135-139	6/12/2009	
	403.05.02	Psychology Records	135-139	6/12/2009	
	403.05.03	Medical Release and Transfer Summary	122	6/12/2009	
	403.05.04	Medical Department Shift Report	35, 36	6/12/2009	
403.06		Consent and Authorization to Treat	35, 36	6/12/2009	
403.07		Medical Notification of Designated Individuals	35, 36	6/12/2009	
403.08		Access to Health Care	109	6/12/2009	
	403.08.01	Institutional Health Call	109	6/12/2009	
403.09		Administration of Medical Treatment	35, 36	6/12/2009	
403.10		Reception Center Nursing Health Screen & Ass.	116	6/12/2009	
	403.10.01	Reception Nursing Assessment	116	6/12/2009	
403.11		Health Care Appraisal & Examination	116, 117, 118	6/12/2009	
	403.11.01	Physical Examination	116	6/12/2009	
	403.11.02	Laboratory Services	131	6/12/2009	
	403.11.03	Optometry Services	121	6/12/2009	
403.12		Transfer Health Screening	117, 122	6/12/2009	
	403.12.01	Transfer Nursing Assessment	117, 122	6/12/2009	
403.13		Dental Screening and Examination	156, 162	6/12/2009	
	403.13.01	Dental Radiology	156	10/6/2009	
	403.13.02	Dental Sterilization and Infection Control	156	10/6/2009	
	403.13.03	Dental Quality Assurance	156	10/6/2009	
403.14		Female Health Care	35, 36	6/12/2009	
403.15		Special Health Needs Programs	35, 36	6/12/2009	
	403.15.01	Health Care Treatment Plans	35, 36	6/12/2009	
	403.15.02	Therapeutic Diets & Dietary Referrals	35, 36	6/12/2009	
	403.15.03	Hunger Strike	35, 36	6/12/2009	
	403.15.04	Chronic Care	111	6/12/2009	
403.16		Juvenile Participation in Medical Research	35, 36	6/12/2009	
403.17		Medical Consultation & Hospitalization	35, 36	6/12/2009	
	403.17.01	Community Medical Appt. Referral & Hosp.	35, 36	6/12/2009	
	403.17.02	Emergency Medical Referrals	35, 36	6/12/2009	
	403.17.03	Central Medical Facility (CMF) Admission & Discharge	35, 36	6/12/2009	
403.18		Pharmaceutical Management	127-130	6/12/2009	
	403.18.01	Pharmacy Prescribing, Procurement & Documentation	127-130	6/12/2009	
	403.18.02	Pharmacy Receipt, Storage, Inventory & Disposal	127-130	6/12/2009	
	403.18.03	Use and Management of Psychotropic Medication	127-130	6/12/2009	
	403.18.04	Medication Administration and Documentation	127-130	6/12/2009	
	403.18.05	Pharmaceutical Transfer within the Department	127-130	6/12/2009	

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	403.18.06	Aftercare Pharmaceuticals	127-130	6/12/2009	
403.19		Health Education and Prevention	142	6/12/2009	
403.20		Emergency Medical Response and Services	35, 36	6/12/2009	
	403.20.01	First Aid and Emergency Care	35, 36	6/12/2009	
403.21		Communicable Disease Management	132, 179	6/12/2009	
	403.21.01	HIV Screening, Testing & Management	132, 179	6/12/2009	
	403.21.02	Hepatitis Screening, Testing & Management	132, 179	6/12/2009	
	403.21.03	TB Testing & Management	132, 179	6/12/2009	
	403.21.04	Chicken Pox Management	132, 179	6/12/2009	
	403.21.05	Ectoparasites Management	132, 179	6/12/2009	
	403.21.06	Immunization Program	132, 179	6/12/2009	
	403.21.07	Exposure Control & Standard Precautions	132, 179	6/12/2009	
	403.21.08	Pandemic Response Plan	132, 179	6/12/2009	
	403.21.09	MRSA	132, 179	6/12/2009	
403.22		Medical Quality Assurance Monitoring & Reporting	141, 152	6/12/2009	
	403.22.01	Peer Review Psychiatry	141, 152	6/12/2009	
	403.22.02	Peer Review Health Care	141, 152	6/12/2009	
<b>403.3 - Mental Health Note: upon completion of revisions Policy and Procedure will be reissued under new section</b>					
403.30		Mental Health Services (404.01)	87	3/3/2010	
	403.30.01	Professional Guidelines and Supervision for Mental	87, 105	3/3/2010	
	403.30.02	Psychological Services (404.01.02)	85, 86	3/3/2010	
	403.30.03	Psychiatric Services (404.01.03)	85, 87	3/3/2010	
	403.30.08	Mental Health Aftercare Planning (404.01.11)	35, 36	3/3/2010	
	403.30.09	Intensive Mental Health Unit (404.01.08)	85, 89	11/30/2009	
403.31		Mental Health Screenings (404.02)	85, 88	12/7/2009	
403.32		Suicide Prevention & Response (Institutions) (404.03)	107	7/6/2009	
403.33		Mental Health Appraisals (404.04)	85, 88	12/7/2009	
	403.33.01	Reception Center Mental Health Appraisal (404.01.04)	85, 88	12/7/2009	
	403.33.02	Psychology Transfer Reviews & Appraisals (404.04.01)	87	12/7/2009	
403.34		Mental Health Referral, Evaluation, & Disposition	87, 88	12/7/2009	
	403.34.01	Referrals to Mental Health Services (404.05.01)	87	12/7/2009	
	403.34.02	Mental Health Treatment Plans (404.01.06)	87	12/22/2009	
	403.34.03	Mental Health Classification (404.01.05)	87	3/3/2010	
	403.34.04	Mental Health Transfers (404.01.07)	87	11/30/2009	
	403.34.05	Emergency Mental Health Hospitalization (404.01.10)	87	11/30/2009	
	403.30.08	Intensive Mental Health Unit (404.01.08)	87, 89	11/30/2009	
	403.30.09	Residential Mental Health Units (404.01.09)	87, 89	11/30/2009	
403.35		Crisis Management Plan (404.09)	87	3/3/2010	

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403.36		Trauma Informed Care Program (includes J-3.7 Comfort	87	8/15/2009	
<b>501 - Reception and Orientation</b>					
501.01		Reception and Orientation	43, 44	5/7/2010	
<b>502 - Classification</b>					
502.01		Institutional Youth Security Classification	18, 44, 47	3/31/2009	3/20/2009
	502.01.01	Initial Classification	18, 44	3/31/2009	3/20/2009
	502.01.02	Reclassification	18, 47	3/31/2009	3/20/2009
	502.01.03	Institutional Transfers	35, 36	3/31/2009	3/20/2009
	502.01.04	Rescinded (10-11 yr old offenders)			
<b>503 - Social Service</b>					
503.01		Social Services	35, 36	2/21/2009	
503.02		Access to Social Services	35, 36	2/21/2009	
	503.02.01	Group and Individual Services	35, 36	2/21/2009	
	503.02.02	Social Work Supervision	35, 36	2/21/2009	
503.03		Case Planning and Reporting	53, 239	11/15/2009*	
	503.03.01	Unified Case Plan (UCP)	53, 239	11/15/2009*	
	503.03.02	Formal Case Staffings	35, 36	2/21/2009	
	503.03.03	Interdisciplinary Team	35, 36	2/21/2009	
	503.03.04	Transition Planning for Age 21 Youth	35, 36	2/21/2009	
503.20		Substance Abuse Services	35, 36	2/21/2009	
	503.20.01	Substance Abuse Transitional Programming Referral	35, 36	2/21/2009	
503.21		Substance Abuse Assessment, Planning and Incentives	35, 36	2/21/2009	
	503.21.01	Substance Abuse Assessment for Reception Center	35, 36	2/21/2009	
	503.21.02	Substance Abuse Education Program at Reception (Male	35, 36	2/21/2009	
	503.21.03	Chemical Dependency Intervention Unit	35, 36	2/21/2009	
	503.21.04	Therapeutic Community for Alcohol & Drug Services	35, 36	2/21/2009	
	503.21.05	Residential Alcohol & Drug Abuse Treatment Facilities	35, 36	2/21/2009	
	503.21.07	Alcohol & Other Drug Abuse Treatment Planning &	35, 36	2/21/2009	
503.22		Youth Random Urine Drug Screening	35, 36	2/21/2009	
	503.22.01	Conducting Random Urine Drug Screens	35, 36	2/21/2009	
503.23		Accommodations for Youth with Disabilities	58, 60	10/16/2009*	
<b>504 - Academic, Vocational and Work</b>					
504.01		Educational and Career-Technical Services	29, 30,	7/1/09	
	504.01.01	Bureau of Education Standard Operating Procedure	29, 30	7/1/09	
	504.01.02	Philosophy of Education	29, 30	7/1/09	
	504.01.03	Educational Non-General Revenue Funds	29, 30	7/1/09	
	504.01.04	Support Services	29, 30	7/1/09	
	504.01.05	Teacher Classroom Observation	29, 30	7/1/09	

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	504.01.06	Review of Programs through Institutional Visits	29, 30	7/1//09	
	504.01.07	Educational Program Evaluation	29, 30, 208	7/1//09	
	504.01.08	Safety in Career-Tech Laboratories	29, 30, 212	7/1//09	
	504.01.09	Career-Tech Program Advisory Committee	29, 30, 212	7/1//09	
504.02		Comprehensive Education Program	29, 30	7/1//09	
	504.02.01	Educational Facilities	29, 30, 186	7/1//09	
	504.02.02	School Calendar	29, 30	7/1//09	
	504.02.03	Master School Schedule	29, 30	7/1//09	
	504.02.04	Curriculum Development and Review	29, 30	7/1//09	
	504.02.05	Lesson Plans	29, 30	7/1//09	
	504.02.06	Certified School Personnel	29, 30	7/1//09	
	504.02.07	Education In-Service Training Plan	29, 30	7/1//09	
	504.02.08	Student Admissions and Orientation	29, 30	7/1//09	
	504.02.09	Basic Academic Curriculum	29, 30	7/1//09	
	504.02.10	Educational Options	29, 30	7/1//09	
	504.02.11	Granting Academic Credit/Central Granting System	29, 30	7/1//09	
	504.02.12	American College Testing (ACT)	29, 30	7/1//09	
	504.02.13	Student Promotion and Retention	29, 30	7/1//09	
	504.02.14	Ohio Proficiency Tests for High Schools	29, 30	7/1//09	
	504.02.15	Eligibility Requirements for GED Testing	29, 30	7/1//09	
	504.02.16	GED Testing Procedure	29, 30	7/1//09	
	504.02.17	Graduation and Diplomas	29, 30	7/1//09	
	504.02.18	Postsecondary Education	29, 30, 209, 211	7/1//09	
	504.02.19	Activities	29, 30	7/1//09	
	504.02.20	Electronic Media in the Schools	29, 30	7/1//09	
	504.02.21	Title 1 Needs Assessment and Placement	29, 30, 208	7/1//09	
	504.02.22	(Unassigned)			
	504.02.23	(Unassigned)			
	504.02.24	(Unassigned)			
	504.02.25	(Unassigned)			
	504.02.26	(Unassigned)			
	504.02.27	(Unassigned)			
	504.02.28	(Unassigned)			
	504.02.29	Title 1 Adjusted Enrollment	29, 30	7/1//09	
	504.02.30	(Unassigned)			
	504.02.31	Assessment Data for Students (T-3 Form)	29, 30	7/1//09	
	504.02.32	(Unassigned)			
	504.02.33	Periodic Monitoring of Title 1 Programs	29, 30	7/1//09	

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	504.02.34	Institutional Needs Assessment for Title 1 Funds	29, 30	7/1/09	
	504.02.35	Career-Tech Certification Guidelines	29, 30, 215	7/1/09	
	504.02.36	Production Work for MaJCF Graphic Arts	29, 30	7/1/09	
	504.02.37	Career Passports	29, 30	7/1/09	
	504.02.38	Teacher Absences & Classroom Coverage	29, 30, 195	7/1/09	
504.03		Educational Assessment			
	504.03.01	Educational Evaluations	29, 30, 208	7/1/09	
	504.03.02	(Unassigned)			
	504.03.03	Educational Placement Plan	29, 30, 216	7/1/09	
504.04		Special Education	29, 30, 221	7/1/09	
	504.04.01	Child Identification/Intervention Assistance Team (IAT)	29, 30, 226	7/1/09	
	504.04.02	Procedural Safeguards-Notice Requirements	29, 30	7/1/09	
	504.04.03	Surrogate Parent	29, 30	7/1/09	
	504.04.04	Alternative Placement for Mentally Retarded Youth	29, 30, 196	7/1/09	
504.05		Career-Technical Programs	29, 30	7/1/09	
	504.05.01	Health, Safety and Sanitation	29, 30	7/1/09	
	504.05.02	Granting Career-Tech Credit	29, 30, 209	7/1/09	
	504.05.03	Minimum and Maximum Students Enrollments	29, 30, 190	7/1/09	
	504.05.04	Maintaining Vocational Inventories	29, 30	7/1/09	
	504.05.05	Career-Tech Equipment Repair	29, 30	7/1/09	
	504.05.06	(Unassigned)			
504.06		Juvenile Employment and Work Program	29, 30	7/1/09	
504.07		Educational Records Management	29, 30, 201	7/1/09	
	504.07.01	School Records	29, 30	7/1/09	
	504.07.02	Student Attendance	29, 30	7/1/09	
	504.07.03	Student Educational Files	29, 30	7/1/09	
	504.07.04	Records Retention and Intra-District Transfer of Records	29, 30	7/1/09	
	504.07.05	Official School Transcripts	29, 30	7/1/09	
	504.07.06	Student Withdrawal	29, 30	7/1/09	
	504.07.07	Principal's Monthly Statistical Report	29, 30	7/1/09	
504.08		Anti Harrassment, Anti intimidation and Anti Bullying	29, 30, 182	7/1/09	
<b>506 - Recreation and Activities</b>					
506.01		Recreational Programming	56	12/1/2009*	
	506.01.01	Recreation and Leisure Activity Assessment	56	12/1/2009*	
	506.01.02	Movies, Videotapes, & Television as Rec.	56	12/1/2009*	
	506.01.03	Safety Precautions for High Risk Activities	56	12/1/2009*	
506.02		Community Service	35, 36	12/1/2009*	
	506.02.01	Community Service Projects and Reporting	35, 36	12/1/2009*	

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<i>DYS Policy</i>	<i>DYS SOP</i>	<i>Policy/Procedure Name</i>	SH Paragraph	Projected Policy Approval Date per Master Plan	Actual Date Policy Completed / Signed by the Director
	506.02.02	Institutional Pet Programs	35, 36	12/1/2009*	
506.03		Youth Idleness Reduction	56	12/1/2009*	
<b>508 - Mail, Telephone, Visiting</b>					
508.01		Mail	35, 36	2/21/09	
	508.01.01	Mail	35, 36	2/21/09	
508.02		Youth Call Out Program	35, 36	2/21/09	
508.03		Youth Visitation	35, 36	2/21/09	
<b>JUVENILE PAROLE AND AFTERCARE</b>					
<b>601 - Administration, Organization and Management</b>					
601.01		Supervision & Case Management	35, 36	2/21/09	
	601.01.01	Supervision & Case Management Activities &	35, 36	2/21/09	
	601.01.02	Contact Standards & Length of Parole Periods	35, 36	2/21/09	
	601.01.03	Parole Officer Field Books	35, 36	2/21/09	
	601.01.04	Youth Incentive Program	35, 36	2/21/09	
601.02		Case Assignments	35, 36	2/21/09	
601.03		Community Residential and Non Residential Services	35, 36	2/21/09	
	601.03.01	Licensing and Contractual Agreements for Residential	35, 36	2/21/09	3/9/2009
	601.03.02	Implementing and Monitoring Community Residential	35, 36	2/21/09	3/9/2009
601.04		Removal/Transfer from Placement	35, 36	2/21/09	
601.05		Locating and Recovering Youth Absent from Parole	35, 36	2/21/09	
	601.05.01	Locating and Recovering Youth Absent from Parole	35, 36	2/21/09	
601.06		Responding to Violations and Use of Graduated	35, 36	2/21/09	
	601.06.01	Responding to Violations and Use of Graduated	35, 36	2/21/09	
601.07		Transfer of Supervision Between DYS Regional Offices	35, 36	2/21/09	
	601.07.01	In-State Permanent and Temporary Transfers	35, 36	2/21/09	
601.08		Monitoring Field Operations	35, 36	2/21/09	
601.09		Field Staff Supervision	35, 36	2/21/09	
	601.09.01	Conducting Case Audits	35, 36	2/21/09	
	601.09.02	Reporting For Duty and Off Duty for Regional Staff	35, 36	2/21/09	
601.10		Interstate Compact on Juveniles	35, 36	2/21/09	
601.11		Response to Resistant Youth Behavior (Parole)	35, 36	2/21/09	
<b>RELEASE AUTHORITY</b>					
<b>701 - Release &amp; Discharge</b>					
Release Authority plan and approval is still pending.					
701.02		Judicial Release	35, 36	TBD*	
	701.02.01	Judicial Release Package	35, 36	TBD*	
701.03		Sentence Calculation (Length of Stay)	35, 36	TBD*	
701.04		Release Authority-Discharges	35, 36	TBD*	

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<i>DYS Policy</i>	<i>DYS SOP</i>	<i>Policy/Procedure Name</i>	SH Paragraph	Projected Policy Approval Date per Master Plan	Actual Date Policy Completed / Signed by the Director
	701.04.01	Discharge Review	35, 36	TBD*	
701.05		Invoking Blended Sentences	35, 36	TBD*	
	701.05.01	Recommendation to Invoke Adult Portion of a Serious	35, 36	TBD*	
701.01		New Release Authority Policies and SOP's to be	27, 32	TBD*	

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