



**COMPLIANCE MANUAL
REGULATION FOR NONRESIDENTIAL
SERVICES**

EFFECTIVE NOVEMBER 20, 2025

**COMPLIANCE MANUAL
6VAC35-150 – REGULATION FOR NONRESIDENTIAL SERVICES**

Certification Audit Instructions for Court Service Units

This compliance manual for the Regulation for Nonresidential Services (6VAC35-150) governs all compliance audits conducted by the Department of Juvenile Justice of state and locally operated court service units established pursuant to §§ 16.1-233 and 16.1-235 of the *Code of Virginia*.

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Part I General Provisions					
6VAC35-150-10. Definitions.					
<p>6VAC35-150-10. Definitions. See Appendix</p> <p><i>Compliance Determination:</i> None. These terms appear throughout the chapter and, where used, are linked to the definitions in the Appendix.</p>				X	
6VAC35-150-30 (A), (B), & (C). Applicability					
<p>6VAC35-150-30. Applicability.</p> <p>A. Parts I (6VAC35-150-10 et seq.) and II (6VAC35-150-55 et seq.) of this chapter apply to all CSUs for juvenile and domestic relations district courts.</p> <p>B. Parts I (6VAC35-150-10 et seq.) and III (6VAC35-150-425 et. seq.) of this chapter apply to nonresidential programs and services (i) for which the CSU contracts or (ii) are included in a local “Virginia Juvenile Community Crime Control Act” plan.</p> <p>C. Part III of this chapter also applies to applicable programs and services operated by or contracted with a CSU.</p> <p><i>Compliance Determination:</i> None. These provisions address the scope of the chapter and will not be assessed for compliance.</p>				X	

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6VAC35-150-40. Variances					
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<p>6VAC35-150-40. Variances. A variance may be requested by a program administrator or service provider when conditions exist where the program or service provider is not able to comply with a section or subsection of this chapter. Any such request must meet the criteria and comply with the procedural requirements provided in the Regulations Governing the Monitoring, Approval, and Certification of Juvenile Justice Programs, 6VAC35-20 et seq. and in accordance with written procedures.</p> <p><u><i>Additional Information and Interpretation:</i></u></p> <ul style="list-style-type: none"> • The variance requests will be reviewed for compliance with this section and 6VAC35-20-92. • Program administrator means the CSU director. • Applicable DJJ CSU procedure: VOL I-1.6-01. <p><u><i>Compliance Determination:</i></u></p> <ul style="list-style-type: none"> • <i>Interview CSU director.</i> Inquire whether the CSU has requested or been issued a variance by the board. • <i>Examine documentation:</i> If a variance was requested or issued, review documentation for compliance with the applicable regulatory requirements. 					
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6VAC35-150-50. Licensure by other agencies.					
<p>6VAC35-150-50. Licensure by other agencies. A current license or certificate issued by the Commonwealth shall be accepted as evidence of a program’s compliance with one or more specific standards of this chapter when the requirements for licensure or certification are substantially the same as, or exceed, the requirements set out in this chapter.</p> <p><i>Additional Information and Interpretation:</i> The department may inquire into the licensure/certification requirements and auditing processes.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director.</i> Inquire whether the unit is licensed or certified by another agency. • <i>Examine documentation.</i> If the unit is licensed or certified by another agency, review the license or certificate and any other relevant documentation for compliance with applicable regulatory requirements. 					

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PART II - OPERATING STANDARDS FOR COURT SERVICE UNITS

**Article 1
Administration**

6VAC35-150-60. Organizational structure

<p>6VAC35-150-60. Organizational structure. There shall be a <u>written</u> description and organizational chart of the <u>unit</u> showing current lines of authority, responsibility and accountability, including the <u>unit</u> director’s reporting responsibility.</p> <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • There is no standardized format for the organizational chart design. The chart must be sufficiently detailed so that the reviewer can follow the lines of authority. • The “unit director’s reporting responsibility” means the individual to whom the CSU reports. • The “written description” includes the titles provided in the organizational chart. <p><i>Compliance Determination:</i> Review the written description and organizational chart.</p>					
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6VAC35-150-62 (A) and (B). Suitable quarters.

<p>6VAC35-150-62(A). Suitable quarters. A. The <u>CSU</u> director annually shall review the <u>unit’s</u> needs for suitable quarters, utilities, and furnishings and shall request from the appropriate governing body the resources to meet these needs.</p> <p><i>Additional Information and Interpretation:</i> There is no standardized format for the review and request process. The CSU must be able to show that, annually, the needs are reviewed and, if needs are identified, a request for resources was made.</p>					
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<p><i>Compliance Determination: Interview CSU director:</i></p> <ul style="list-style-type: none"> Inquire whether and how the unit's needs for suitable quarters, utilities, and furnishings were reviewed and the review's outcome. If the review indicated a need for additional resources, ask the CSU director whether the unit made a request to the appropriate governing body. 					
<p>6VAC35-150-62 (B). Suitable quarters. B. Intake, probation, and parole officers shall have access to private office space.</p> <p><i>Compliance Determination: Interview staff.</i> Inquire regarding access to private office space.</p>					
6VAC35-150-64. Prohibited financial transactions.					
<p>6VAC35-150-64. Prohibited financial transactions. The unit shall not collect or disburse support payments, fines, restitution, court fees, or court costs.</p> <p><i>Compliance Determination: Interview staff.</i> Inquire regarding practices related to the collection and disbursement of support payments, fines, restitution, court fees, and court costs.</p>					

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6VAC35-150-66. Procedures for handling funds.					
<p>6VAC35-150-66. Procedures for handling funds.</p> <p>The unit director shall establish written procedures for handling any ongoing unit employee fund established and maintained by the employees that is derived from employee contributions, the operation of vending machines, special fundraising projects, or other employee canteen services, that utilizes the name of the unit or the department, or that the unit approves the obtaining of or obtains a tax identification number for such funds. Any such funds are not state funds and shall not be commingled in any way with state funds. The department's tax identification number shall not be used for such funds.</p> <p><i>Additional Information and Interpretation:</i> Employee funds include those such as flower funds and drink machine funds.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire whether the unit has employee funds that utilize the name of the unit or department or the unit's or department's tax identification number. • <i>Review procedures:</i> If the unit has or had, within the audit period, an applicable employee fund, the unit's procedure shall be reviewed. • <i>Examine documentation:</i> If the unit has or had, within the audit period, an applicable employee fund, the account statement or other relevant documents may be reviewed to determine compliance. 					

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6VAC35-150-80 (A), (B), (C), and (D). Background checks.

<p>6VAC35-150-80 (A). Background checks.</p> <p>A. Except as provided in subsection C of this section, all persons who (i) accept a position of employment, (ii) volunteer on a regular basis or are interns and will be alone with a juvenile in the performance of their duties, or (iii) provide contractual services directly to a juvenile on a regular basis and will be alone with a juvenile in the performance of their duties in a CSU, or as required by 6VAC35-150-430 C, shall undergo the following background checks to ascertain whether there are criminal acts or other circumstances that would be detrimental to the safety of juveniles:</p> <ul style="list-style-type: none"> • A reference check; • A criminal history record check; • A fingerprint check with (i) the Virginia State Police (VSP) and (ii) the Federal Bureau of Investigation (FBI); • A central registry check with Child Protective Services (CPS); and • A driving record check, if applicable to the individual’s job duties. <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • Each CSU must maintain a record of background checks completed since the last audit. • “In a CSU” means the duties are conducted or services are provided on site at the CSU office. <p><i>Compliance Determination:</i></p> <p><i>Examine documentation:</i></p> <ul style="list-style-type: none"> • Review new staff, volunteer or intern, or contractual service provider information for each requirement. (The audit team will not review the content of the information on file). • For state-operated CSUs, look for documentation that the department’s background unit conducted the investigation. A statement from the background unit is satisfactory. 					
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<ul style="list-style-type: none"> For locally operated CSUs, review information on file for each of the required elements. A statement from human resource personnel is satisfactory documentation if it shows that all required elements were completed. Review the CPS registry check from the Virginia Department of Social Services. 					

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<p>6VAC35-150-80(B). Background checks.</p> <p>B. To minimize vacancy time when the fingerprint checks, required by subdivision 3 of this subsection have been requested, unit staff may be hired pending the results of the fingerprint checks, provided:</p> <ol style="list-style-type: none"> 1. All of the other applicable components of subsection A of this section have been completed; 2. The applicant is given written notice that continued employment is contingent on the fingerprint check results, as required by subdivision A(3) of this section; and 3. Staff hired under this exception shall not be allowed to be alone with juveniles and may work with juveniles only when under the direct supervision of staff whose background checks have been completed until such time as all background checks are completed. <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Examine documentation:</i> Review new staff information to determine whether any staff were hired pending fingerprint check results; if so, review documentation to ensure written notice was provided to such applicants. • <i>Interview CSU director:</i> Inquire whether the unit’s hiring and supervision practices meet this subsection’s requirements. • <i>Interview staff:</i> Inquire whether new staff subject to this exception were left alone with juveniles. 					
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<p>6VAC35-150-80(C). Background checks. C. The unit, program, or service provider shall have procedures for supervising nonstaff persons, who are not subject to the provisions of subsection A of this section, who have contact with juveniles.</p> <p><i>Additional Information and Interpretation:</i> This applies to a contract worker or a service contract provider, such as a maintenance person, who is not alone with a juvenile (and thus has not completed a background check) but may have incidental contact with juveniles due to the worker’s presence in the office.</p> <p><i>Compliance Determination:</i> <i>Review the unit’s procedures:</i> Verify compliance with this subsection’s requirements.</p>					

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<p>6VAC35-150-80(D). Background checks.</p> <p>D. Subsection A of this section shall apply to programs to which the CSU refers juveniles who are before the court or before an intake officer, including, but not limited to, programs included in a local Virginia Juvenile Community Crime Control Act plan. When an agency or program refers juveniles to other service providers, excluding community service programs and licensed professionals or programs licensed or regulated by other state agencies, the referring agency shall require the service provider to document that all persons who provide services or supervision through substantial one-on-one contact with juveniles have undergone a background check as required in subsection A of this section.</p> <p><i>Additional Information and Interpretation:</i> This subsection applies to programs to which the CSU refers juveniles unless (i) the program is licensed or regulated by another state agency or (2) the service provider is a licensed professional.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire regarding processes of approving and referring juveniles to service providers. • <i>Examine documentation:</i> Review documentation of the CSU’s notification to service providers regarding the background check documentation requirements, including: <ul style="list-style-type: none"> ○ List of programs used by CSU. ○ Notice to programs by CSU. ○ Response from programs confirming compliance. 					

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6VAC35-150-90 (A) & (B). Training.					
<p>6VAC35-150-90(A). Training. A. All employees, volunteers, and interns shall receive documented orientation appropriate to their duties and to address any needs identified by the individual and the supervisor.</p> <p><u>Compliance Determination:</u> <i>Examine documentation:</i> Review records of employees, volunteers, and interns for documentation of applicable orientations.</p>					

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<p>6VAC35-150-90(B). Training. B. All employees shall receive ongoing training and development appropriate to their duties and to address any needs identified by the individual and the supervisor, if applicable.</p> <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • CSU personnel should closely monitor skill deficiencies and training expectations detailed in employee documentation. • Trainings may be formal classes related to the position or information training through staff meetings if attendance and topics covered are documented. • Such training shall include training required by 6VAC35-150-200 (safety and security procedures). If such training is not completed, the unit shall be found noncompliant only with section 200. <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Examine documentation:</i> Review the following: <ul style="list-style-type: none"> ○ The department’s or unit’s training plan or procedure for training requirements; ○ The employee’s job description, performance evaluations, or related documentation for (1) performance deficiencies or (2) recommended training requirements appropriate to their duties if a training plan or procedure is not in place. The audit team will compare the employee documentation with the training logs and records to ensure that necessary and identified trainings were completed as indicated; and ○ Documentation of applicable trainings. • <i>Interview staff and supervisor:</i> Inquire whether there are adequate and appropriate trainings or any unaddressed training needs. 					

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6VAC35-150-100. Personnel and operating procedures.					
<p>6VAC35-150-100. Personnel and operating procedures.</p> <p>All staff shall have access to approved procedures governing:</p> <ol style="list-style-type: none"> 1. Recruitment and selection; 2. Grievance and appeal; 3. Confidential individual employee personnel records; 4. Discipline; 5. Equal employment opportunity; 6. Leave and benefits; 7. Resignations and terminations; 8. Orientation; 9. Promotion; 10. Probationary period; and 11. Competitive salary. <p><i>Additional Information and Interpretation:</i> Procedures may be issued by DJJ, the Division of Community Programs, DJJ’s Human Resources Department, or local equivalents.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Examine procedures:</i> Review to ensure that required components are covered. Observe location and document availability. • <i>Interview staff:</i> Inquire regarding access to and availability of applicable procedures. 					

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6VAC35-150-110 (A), (B), (C), and (D). Volunteers and interns.					
<p>6VAC35-150-110 (A). Volunteers and interns. A. For every volunteer and intern, the unit shall maintain a current description of duties and responsibilities and a list of the minimum required qualifications.</p> <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review position descriptions for duties and required qualifications. If qualifications are not included on the volunteer position descriptions, the audit team may examine additional documentation of required qualifications (e.g., correspondence with volunteer or intern).</p>					
<p>6VAC35-150-110 (B). Volunteers and interns. B. Volunteers and interns shall comply with all applicable regulations, policies, and approved procedures.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ Administrative Directive: 15-001.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> <i>Interview CSU director or volunteer coordinator:</i> Inquire regarding compliance with this section. <i>Examine documentation:</i> Review documentation if there are instances of noncompliance. 					

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<p>6VAC35-150-110 (C). Volunteers and interns. C. One or more designated persons shall coordinate volunteer services; and</p> <p><i>Compliance Determination:</i> <i>Interview CSU director or volunteer coordinator:</i> Inquire regarding compliance with this subsection.</p>					
<p>6VAC35-150-110 (D). Volunteers and interns. D. Volunteers and interns shall be registered with the department.</p> <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • The department’s primary purpose in requiring registration is for liability insurance purposes, as applicable. • The regulation does not establish a timeframe for registration. <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review the volunteer roster and compare it with the volunteer registry maintained by the CSU.</p>					
6VAC35-150-120. Reportable incidents.					
<p>6VAC35-150-120. Reportable incidents. When an event or incident occurs that is required by department procedures to be reported, staff shall report the event or incident as required by and in accordance with department procedures.</p> <p><i>Additional Information and Interpretation:</i> Applicable CSU procedure: 9462.</p> <p><i>Compliance Determination:</i> Examine reportable incidents in the department’s electronic data system.</p>					

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6VAC35-150-130 (A), and (B). Research.					
<p>6VAC35-150-130 (A). Research. A. Juveniles shall not be used as subjects of human research, except as provided in 6VAC35-170 and in accord with Chapter 5.1 (§ 32.1-126.16 et seq.) of Title 32.1 of the Code of Virginia.</p> <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review any research project for approval (from the department’s Data, Research, & Records Integrity Unit).</p>					
<p>6VAC35-150-130 (B). Research. B. The testing of medicines or drugs for experimentation or research is prohibited.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire regarding compliance with this subsection. • <i>Examine documentation:</i> Review approved research projects. 					

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6VAC35-150-140 (A), (B), (C), and (D). Records management.					
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<p>6VAC35-150-140 (A). Records management.</p> <p>A. Case records shall be indexed and kept up to date and uniformly in content and arrangement in accordance with approved procedures.</p> <p><i>Additional Information and Interpretation:</i> The CSU director should have procedures that map and describe the case management process. Applicable DJJ CSU procedure: 9450.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine requirements of applicable procedures. • <i>Examine case records:</i> Review case records and the file management system to ensure they are maintained uniformly and in accordance with the procedural requirements. 					
<p>6VAC35-150-140 (B). Records management.</p> <p>B. Case records shall be kept in a secure location accessible only to authorized staff.</p> <p><i>Additional Information and Interpretation:</i> Case records are not considered secure if they are left in an area where persons other than CSU staff (e.g., cleaning personnel) may access them.</p> <ul style="list-style-type: none"> • “Secure locations” include, but are not limited to locked cabinets, rooms, or desk drawers. • The key should not be available to non-CSU staff (except individuals who may require access in emergencies). <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director and staff:</i> Inquire regarding compliance with this subsection. 					

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<p>6VAC35-150-140(C). Records management. C. All case records shall be maintained and disposed of in accordance with the Library of Virginia regulations and record retention schedules and with approved procedures.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9450.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Review applicable requirements. • <i>Interview CSU director and staff:</i> Inquire regarding compliance with this subsection. 					
<p>6VAC35-150-140(D). Records management. D. Any disclosure or release of information shall be in accordance with the Code of Virginia and applicable federal statutes and regulations and approved procedures.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9451.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Review applicable requirements. • <i>Interview CSU director and staff:</i> Inquire regarding compliance with this subsection. • <i>Examine documentation:</i> Review case files for documentation of information releases (e.g. release of information forms). 					

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Article 2 Security and Safety					
6VAC35-150-200. Safety and security procedures.					
<p>6VAC35-150-200. Safety and security procedures. In accordance with approved procedures, the unit shall implement:</p> <ol style="list-style-type: none"> 1. Safety and security practices for the office environment to include at least fire, bomb threat, natural disasters, and hostage and medical emergency situations; 2. Safety and security practices for staff making field visits to juveniles and their families; and 3. Training on appropriate crisis prevention and intervention techniques for the office and the field that staff may use to respond to behavior that poses a risk to the safety of themselves or others. <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • Applicable DJJ CSU procedure: 9461. • Training requirements are referenced in 6VAC35-150-90(B). If safety and security and crisis intervention training is not completed, the unit will be found noncompliant with only Section 200 (and not Section 90). <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview staff:</i> Inquire regarding staff knowledge and implementation of procedures. • <i>Examine documentation:</i> Review orientation records for new staff. 					

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6VAC35-150-210 (A), & (B). Physical force.					
<p>6VAC35-150-210 (A). Physical force. A. Physical force shall be used only as a last resort and shall never be used as punishment. Staff shall use only the minimum force deemed reasonable and necessary to eliminate the imminent risk to the safety of themselves or others.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview staff:</i> Inquire regarding use of physical force. • <i>Examine documentation:</i> Review documentation of instances involving physical force for compliance with this subsection. 					
<p>6VAC35-150-210 (B). Physical force. B. Each use of physical force shall be reported in writing to the CSU director, who shall ensure that all reportable incidents are further reported in accordance with the department's procedures for reporting serious incidents.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9462.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview staff:</i> Inquire regarding use of physical force. • <i>Examine documentation:</i> Review documentation of instances involving physical force for compliance with this subsection. 					

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Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-220. Searches					
<p>6VAC35-150-220. Searches. Searches of an individual’s person and immediate area may be conducted only in accordance with approved procedures, with all applicable state and federal statutes and regulations, and with the Virginia and United States Constitutions. Only staff who have received training approved by the department shall conduct searches.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9469.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Determine applicable requirements. • <i>Interview CSU director or staff:</i> Inquire whether CSU personnel conduct searches, and if so, whether search practices comply with this section. • <i>Examine documentation:</i> If staff are approved to conduct searches, (1) ensure the department has approved the training and (2) examine training records for compliance with this section. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-230 (A), & (B). Weapons.					
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<p>6VAC35-150-230 (A). Weapons.</p> <p>A. A probation officer may obtain authorization to carry a weapon as provided by § 16.1-237 of the Code of Virginia only in accordance with approved procedures that require at least: (i) firearms safety training, (ii) a psychological or mental health assessment, (iii) approval by the CSU director, and (iv) approval by the unit director’s supervisor.</p> <p><u>Additional Information and Interpretation:</u></p> <ul style="list-style-type: none"> • “Weapon” means a firearm. • Applicable DJJ Administrative Directive: 18-004.1. <p><u>Compliance Determination:</u></p> <ul style="list-style-type: none"> • <i>Interview CSU director and staff:</i> Inquire whether probation officers have been authorized to carry a weapon. • <i>Examine documentation:</i> If probation officers have been so authorized, examine (1) procedure to ensure compliance with this subsection and (2) records of staff authorized to carry a weapon for elements required by this subsection and the procedure. 					
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REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-230 (B). Weapons.</p> <p>B. All CSU staff authorized to carry weapons shall have received training and retraining, in accordance with approved procedures, which shall include the limited circumstances when weapons may be carried and used as required by law and liability insurance coverage.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ Administrative Directive: 18-004.1.</p> <p><i>Compliance Determination:</i></p> <p><i>Examine documentation:</i> If CSU staff are authorized to carry weapons, review (1) the procedure for required training elements; and (2) the authorized staff’s training records.</p>					
6VAC35-150-240. Arrest of juvenile by staff.					
<p>6VAC35-150-240. Arrest of juvenile by staff.</p> <p>Probation officers shall exercise their arrest powers in accordance with approved procedures.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9463.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director and staff.</i> Inquire whether probation officers have made arrests. • <i>Examine procedure:</i> Review procedural components. • <i>Examine documentation:</i> If probation officers have made arrests, review documentation to ensure compliance with the procedural requirements (e.g., training). If documentation is not maintained, the audit team may interview staff to determine compliance. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-250. Absconders.					
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<p>6VAC35-150-250. Absconders. <u>Unit</u> staff shall cooperate with <u>department</u> personnel and state and local law-enforcement authorities to help locate and recover <u>juveniles</u> who violate the conditions of their <u>probation</u> or <u>parole</u> supervision and upon whom a detention order has been issued or who escape or run away from a juvenile correctional center, detention home, or other juvenile placement.</p> <p><i>Additional Information and Interpretation:</i> CSUs also are subject to the requirements of § 16.1-309.1 of the <i>Code of Virginia</i>.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director and staff:</i> Inquire whether any juveniles have absconded. The audit team also may interview staff who liaised with law enforcement to determine compliance with this section. • <i>Examine documentation:</i> If juveniles have absconded, examine case records for compliance with this section. 					
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6VAC35-150-260. Transportation of detained juveniles.					
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<p>6VAC35-150-260. Transportation of detained juveniles. Detained <u>juveniles</u> shall be transported in accord with the “Guidelines for Transporting Juveniles in Detention,” (September 2004) issued by the <u>board</u> in accord with § 16.1-254 of the Code of Virginia.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director and staff:</i> Inquire regarding procedures for transporting detained juveniles. • <i>Examine documentation:</i> Compare practices ascertained in the interviews with the guideline requirements. 					
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REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

Article 3 Intake					
6VAC35-150-270 (A), (B), and (C). Intake duties.					
<p>6VAC35-150-270(A). Intake duties.</p> <p>A. When making an intake determination as provided for by § 16.1-260 of the Code of Virginia, whether in person or by telephone or interactive video conferencing, the intake officer shall, in accordance with approved procedures:</p> <ol style="list-style-type: none"> 1. Explain the steps and options in the intake process to each person present as provided for in approved procedures; 2. Make all required data entries into the department's electronic data collection system in accordance with § 16.1-224 of the Code of Virginia and approved procedures. 3. Consult with available parents, guardians, legal custodian, or other person standing in loco parentis to determine the appropriate placement; and 4. Notify the juvenile's parents, guardians, legal custodian, or other person standing in loco parentis in cases involving the juvenile's detention. <p><u>Additional Information and Interpretation:</u> Applicable DJJ CSU procedure: 9115.</p> <p><u>Compliance Determination:</u></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Verify compliance with this subsection. • <i>Interview intake officers:</i> Inquire whether the requirements of this subsection and procedures are followed. • <i>Examine documentation:</i> Examine electronic data system and/or case records for required entries. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-270 (B). Intake duties.</p> <p>B. When making a detention decision pursuant to § 16.1-248.1 of the Code of Virginia and when making recommendations to the court at a detention hearing pursuant to § 16.1-250 of the Code of Virginia, CSU personnel shall make use of the uniform risk assessment instrument and related procedure mandated by Chapter 648 of the 2002 Acts of Assembly.</p> <p><u>Additional Information and Interpretation:</u> Applicable DJJ CSU procedures: 9115, 9131, and 9135.</p> <p><u>Compliance Determination:</u></p> <ul style="list-style-type: none"> • <i>Interview intake officers:</i> Inquire whether detention decisions are made in accordance with this subsection. • <i>Examine documentation:</i> Review case records of detained juveniles or electronic data system entries for compliance with this subsection, including examining whether use of the instrument comported with the procedural requirements. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-270 (C). Intake duties. C. When the chief judge in a jurisdiction requests the provision of a replacement intake officer pursuant to § 16.1-235.1 of the Code of Virginia, the CSU shall enter into a written agreement with the requesting court that shall address, at a minimum, the scope of the intake duties, the location where intake cases will be processed, and the protocol for arranging any required face-to-face contact between the intake officer and juvenile.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director.</i> Inquire whether the chief judge requested the provision of replacement intake officers. • <i>Examine documentation:</i> If a chief judge so requested, review the agreement for compliance with this subsection and § 16.1-235.1 of the <i>Code of Virginia</i>. 					
6VAC35-150-280. Medical and psychiatric emergencies at intake.					
<p>6VAC35-150-280. Medical and psychiatric emergencies at intake. If during the intake interview, the intake officer suspects that the juvenile requires emergency medical or psychiatric care, the intake officer shall:</p> <ol style="list-style-type: none"> 1. Immediately contact the juvenile's parents or legal guardians to advise them of the emergency and any responsibilities they may have; and 2. Before placing a juvenile in a more restrictive setting, the intake officer shall arrange for the juvenile to receive the needed emergency care. <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director and intake officer:</i> Inquire whether any intake officers have suspected a medical or psychiatric emergency during an intake interview. • <i>Examine documentation.</i> If an intake officer suspected a medical or psychiatric emergency during the intake interview, examine the case record or electronic data system for compliance with this section. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-290. Intake communication with detention.					
<p>6VAC35-150-290. Intake communication with detention.</p> <p>When CSU staff facilitate the placement of a juvenile in detention, they shall give detention staff, by telephone, in writing, or by electronic means, no later than the time the juvenile arrives at the detention facility, the reason for detention and the offenses for which the juvenile is being detained including any ancillary offenses. CSU staff shall also give detention staff the following information when available and applicable: medical information; parents’ or guardians’ names, addresses, and phone numbers; prior record as regards sexual offenses, violence against persons, or arson; suicide attempts or self-injurious behaviors; gang membership and affiliation; and any other information as required by approved procedures.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9132.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Examine procedure:</i> Review procedure for required components. • <i>Interview CSU staff:</i> Inquire regarding CSU contacts with detention center when facilitating a juvenile’s placement in detention. • <i>Interview detention center staff:</i> Contact the most frequently used detention center regarding compliance with this section and the applicable procedure. • <i>Examine documentation:</i> Review the case record or electronic data system to ensure information is shared with the detention center in compliance with this section and applicable procedures. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

Article 4. Out of Home Placements					
6VAC35-150-300 (A), (B), & (C). Predispositionally placed juvenile.					
<p>6VAC35-150-300 (A). Predispositionally placed juvenile.</p> <p>A. In accordance with approved procedures, a representative of the CSU shall make contact, either face-to-face or via videoconferencing, with each juvenile placed in predispositional detention, jail, or shelter care pursuant to §16.1-248.1 of the Code of Virginia, within five days of the placement. A representative of the CSU shall make contact with the juvenile at least once every 10 days thereafter, either face-to-face or by telephone or videoconferencing. All such contacts shall include direct communication between the CSU staff and the juvenile.</p> <p><u><i>Additional Information and Interpretation:</i></u></p> <ul style="list-style-type: none"> • This visit may be a private meeting away from the courtroom prior to transport to a detention home. Applicable DJJ CSU procedure: 9134. • This requirement applies to juveniles whose cases have been transferred or certified to circuit court for trial as an adult who are confined in a jail pending trial. <p><u><i>Compliance Determination:</i></u></p> <ul style="list-style-type: none"> • <i>Examine procedure:</i> Review procedure for components. • <i>Examine documentation:</i> Review case records or other documentation of the contract with predispositionally detained juveniles to determine compliance with this subsection and the procedure. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-300 (B). Predispositionally placed juvenile. B. The case of each predispositionally placed juvenile shall be reviewed at least every 10 days in accordance with approved procedures to determine whether there has been a material change sufficient to warrant recommending a change in placement.</p> <p><i>Additional Information and Interpretation:</i> The CSU staff should take all efforts to ensure the continued detention of juveniles is appropriate. Applicable DJJ CSU procedure: 9134.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Examine procedure:</i> Review procedural requirements. • <i>Examine documentation:</i> Review case records or other documentation of the review of predispositionally detained juveniles for compliance with this subsection and the procedure. 					
<p>6VAC35-150-300 (C). Predispositionally placed juvenile. C. When the unit is the placing agency and is supervising a juvenile in a residential facility, designated staff of the CSU shall be available to the facility’s staff 24 hours a day in case of emergency.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview staff:</i> Inquire regarding on-call or 24-hour coverage practices. • <i>Examine documentation:</i> Review on-call or 24-hour schedule for coverage. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-310 (A) & (B). Postdispositional detention.

<p>6VAC35-150-310 (A). Postdispositional detention.</p> <p>A. When a court orders a juvenile to be detained postdispositionally for more than 30 days pursuant to subsection B of § 16.1-284.1 of the Code of Virginia, the CSU staff shall develop a written plan with the facility to enable such juvenile to take part in one or more community treatment programs appropriate for that juvenile's rehabilitation, which may be provided at the facility or while the juvenile is on temporary release status, as determined by that juvenile's risk to public safety and other relevant factors. The CSU shall provide a copy of the juvenile's social history to the postdispositional detention program upon request.</p> <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review case records of postdispositionally placed juveniles for compliance with this subsection including CSU development of the plan and documentation that, if requested, a copy of the social history was sent.</p>					
<p>6VAC35-150-310 (B). Postdispositional detention</p> <p>B. The case record of a juvenile placed in a postdispositional detention program pursuant to subsection B of § 16.1-284.1 of the Code of Virginia shall contain:</p> <ol style="list-style-type: none"> 1. Social history; 2. Court order; 3. Reason for placement; and 4. Current supervision plan, if applicable. <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review case records of postdispositionally placed juveniles for compliance with this subsection.</p>					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-320. Notice of juvenile's transfer					
<p>6VAC35-150-320. Notice of Juvenile's Transfer When CSU staff have knowledge that a juvenile has been moved from one residential facility to another residential facility and do not have knowledge that the juvenile's parents or legal guardians have been advised of the transfer, CSU staff shall notify the juvenile's parents or legal guardians within 24 hours and shall document the notification in the juvenile's case record.</p> <p><u><i>Compliance Determination:</i></u> <i>Examine documentation:</i> Review a sample of case records to determine whether CSU staff had knowledge of the move, and if so, verify knowledge of parental or guardian notification. If applicable, examine record for documentation that notice was sent to the required parties in compliance with this section.</p>					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

Article 5 Probation, Parole and Other Supervision 6VAC35-150-335 (A), (B), and (C). Diversion.					
<p>6VAC35-150-335 (A). Diversion. A. When an intake officer proceeds with diversion in accordance with subsection B of § 16.1-260 of the Code of Virginia, such supervision shall not exceed 120 days.</p> <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review a sample of case records of diverted juveniles for compliance with this subsection.</p>					
<p>6VAC35-150-335 (B). Diversion. B. When a new complaint is filed against a juvenile who is currently under supervision in accordance with subsection A of this section, and the juvenile qualifies for diversion in accordance with subsection B of § 16.1-260 of the Code of Virginia, then the intake officer may proceed with diversion for an additional 120 days from the date of the subsequent complaint.</p> <p><i>Additional Information and Interpretation:</i> This section is permissive. The second or subsequent offense need not be diverted, but if it is, the diversion must not exceed 120 days.</p> <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review a sample of case records of juveniles with a second or subsequent diversion for compliance with this subsection.</p>					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-335 (C). Diversion. C. In no case shall a petition be filed by the CSU based on acts or offenses in the original complaint after 120 days from the date of the initial referral on the original complaint.</p> <p><i>Compliance Determination:</i> <i>Examine documentation:</i> Review a sample of case records of diverted juveniles to assess whether any petitions were filed in conflict with this subsection.</p>					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-336 (A), (B), & (C). Social histories.

<p>6VAC35-150-336 (A). Social histories.</p> <p>A. A social history shall be prepared in accordance with approved procedures (i) when ordered by the court, (ii) for each juvenile placed on probation supervision with the unit, (iii) for each juvenile committed to the department, (iv) for each juvenile placed in a postdispositional detention program for more than 30 days pursuant to § 16.1-284.1 of the Code of Virginia, or (v) upon written request from another unit when accompanied by a court order. Social history reports shall include the following information:</p> <ol style="list-style-type: none"> 1. Identifying and demographic information on the juvenile; 2. Current offense and prior court involvement; 3. Social, medical, psychological, and educational information about the juvenile; 4. Information about the family; and 5. Dispositional recommendations, if permitted by the court. <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: 9230.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine the procedure for required components and compliance with this subsection. • <i>Examine documentation:</i> Review a sample of case records for compliance with this subsection and the procedure. 					
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REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-336 (B). Social histories. B. An existing social history that is less than 12 months old may be used provided an addendum is prepared updating all changed information. A new social history shall be prepared as required in subsection A of this section or when ordered by the court if the existing social history is more than 12 months old.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director and staff:</i> Inquire regarding social histories and addendum practices. • <i>Examine documentation:</i> Review case files for compliance with this subsection. 					
<p>6VAC35-150-336 (C). Social histories. C. Social history reports on adults may be modified as provided for in procedures approved by the CSU director after consultation with the judge or judges of the court.</p> <p><i>Additional Information and Interpretation: Applicable DJJ CSU procedure: 9230.</i></p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire whether the CSU utilizes the format (1) provided for in 6VAC35-150-336 and approved procedures or (2) as provided for in procedures approved by the CSU director after consultation with the judge or judges of the court. • <i>Review procedure:</i> If a modified format is used, review the internal procedure for required components. • <i>Examine documentation:</i> Examine adult case records for compliance with applicable format and content requirements. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-340. Beginning Supervision.					
<p>6VAC35-150-340. Beginning supervision. Within the timeframes established by approved procedures for beginning supervision, a probation or parole officer shall:</p> <ol style="list-style-type: none"> 1. See the juvenile face-to-face. 2. Give the juvenile the written rules of supervision, including any special conditions, and explain these to the juvenile and, when appropriate, to the juvenile's parents or guardians; and 3. Document these actions in the case record. <p><i>Additional Information and Interpretation:</i> The required timeframes begin to run when the unit receives the court order placing the individual under its supervision. If the court order is not date stamped, the timeframes will begin to run on the date the court order was issued. Applicable DJJ CSU procedure: 9323.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine procedure to determine applicable timeframes. • <i>Examine documentation:</i> Review a sample of case records for compliance with this section and the procedure. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35150-350 (A) and (B). Supervision plans for juveniles.					
<p>6VAC35-150-350 (A). Supervision plans for juveniles</p> <p>A. To provide for the public safety and address the needs of a juvenile and that juvenile's family, a juvenile shall be supervised according to a written individual supervision plan, developed in accordance with approved procedures and timeframes, that describes the range and nature of field and office contact with the juvenile, with the parents or guardians of the juvenile, and with other agencies or providers providing treatment or services.</p> <p><u><i>Additional Information and Interpretation:</i></u></p> <ul style="list-style-type: none"> • The unit may develop supervision plans specific to the unit, provided they do not conflict with approved procedures. • Applicable DJJ CSU procedures: 9324, 9334, and the Reentry and Intervention Manual for Committed and Paroled Juveniles (Reentry Manual). • The CSU will need to provide a list of levels to the audit team before the audit to establish frequency of contacts for different levels of supervision. <p><u><i>Compliance Determination:</i></u></p> <ul style="list-style-type: none"> • <i>Review procedures: Examine procedures to determine applicable requirements and timeframes.</i> • <i>Examine documentation: Review a sample of case records for compliance with this subsection and the procedures.</i> 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-350 (B). Supervision plans for juveniles. B. In accordance with approved procedures, each written individual supervision plan shall be reviewed (i) with the juvenile and the juvenile's family, and (ii) by a supervisor from both a treatment and a case management perspective to confirm the appropriateness of the plan.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedures: 9324 and the Reentry Manual.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedures:</i> Examine procedures to determine applicable requirements. • <i>Examine documentation:</i> Review a sample of case records or alternative documents for compliance with this subsection and the procedure. 					
6VAC35-150-355. Supervision of juvenile on electronic monitoring.					
<p>6VAC35-150-355. Supervision of juvenile on electronic monitoring. When a unit places a juvenile in an electronic monitoring program, use of the program shall be governed by approved procedures that shall provide for criteria for placement in the program, parental involvement, required contacts, consequences for tampering with and violating program requirements, and time limits.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU Procedure: 9467.</p> <p><i>Compliance Determination:</i> <i>Review procedure:</i> Examine procedure and case records to determine compliance with this section and the procedure.</p>					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-365. Supervision of adult on probation.

<p>6VAC35-150-365. Supervision of adult on probation. For an adult convicted of a criminal act for which the juvenile court retained jurisdiction pursuant to § 16.1-241 of the Code of Virginia and the juvenile court does not order specific conditions of supervision, a supervision plan for the adult probationer shall be prepared within 30 days of the disposition. The adult and that adult’s family, if appropriate, must be consulted in development of the supervision plan.</p> <p><u>Compliance Determination:</u></p> <ul style="list-style-type: none"> • <i>Examine documentation:</i> Review a sample of adult case records for compliance with this section. 					
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6VAC35-150-380. Violation of probation or parole.

<p>6VAC35-150-380. Violation of probation or parole. When a probationer or parolee violates the conditions of the individual’s probation or parole, unit personnel shall take action in accordance with approved procedures.</p> <p><u>Additional Information and Interpretation:</u> Applicable DJJ CSU procedure: 9326.</p> <p><u>Compliance Determination:</u></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine procedure to determine applicable requirements. • <i>Examine documentation:</i> Review a sample of case records for compliance with this section and the procedure. 					
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REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-390 (A), and (B). Transfer of case supervision.					
<p>6VAC35-150-390 (A). Transfer of case supervision.</p> <p>A. When the legal residence of an individual under the supervision of a CSU is not within the jurisdiction of the original CSU, the supervision of the case may be transferred to another unit in Virginia in accordance with §16.1-295 of the Code of Virginia and approved procedures.</p> <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • Applicable DJJ CSU procedure: 9351. • This does not include transfers between branch offices in the same CSU. • A variance issued by the Board of Juvenile Justice in November 2024 allows CSUs to transfer supervision to another unit when the legal residence or place of abode of the supervisee is not within the jurisdiction of the original CSU. Change to one’s place of abode suggests a temporary relocation, such as a temporary placement in a residential facility. <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire whether supervision was transferred on any cases. • <i>Review procedure:</i> Examine procedure to determine applicable requirements. • <i>Examine documentation:</i> Review a sample of case records for compliance with the statute, this subsection, and the procedure. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-390 (B). Transfer of case supervision. B. When transferring or receiving supervision of a juvenile on probation or parole to or from another state, CSU staff shall do so in accordance with the Interstate Compact Relating to Juveniles, Article 14 (§ 16.1-323 et seq.) of Chapter 11 of Title 16.1 of the Code of Virginia.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire whether supervision was transferred to or from another state on any cases. • <i>Examine documentation:</i> Review a sample of case records for documentation of juveniles on probation or parole and received from or transferred to other states. 					
6VAC35-150-400. Notice of release from supervision.					
<p>6VAC35-150-400. Notice of release from supervision Notice of release from supervision shall be given in writing to the individual under the supervision of a CSU and to the parents or guardians of juveniles. Such notification shall be appropriately documented in the case record in accordance with approved procedures.</p> <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • Applicable DJJ CSU procedure: 9327. <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine procedure to determine applicable documentation requirements. • <i>Examine documentation:</i> Review a sample of closed supervision case records for compliance with this section and the procedure. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

Article 6 Juvenile in Direct Care					
6VAC35-150-410 (A) and (B). Commitment information.					
<p>6VAC35-150-410(A). Commitment information.</p> <p>A. When a juvenile is committed to the department, the juvenile may not be transported to the Reception and Diagnostic Center (RDC) until (i) the items and information required by the Code of Virginia and approved procedures have been received by RDC and (ii) the case is accepted by RDC.</p> <p><u>Additional Information and Interpretation:</u> Applicable DJJ CSU procedure: Reentry Manual.</p> <p><u>Compliance Determination:</u></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine procedure to determine applicable requirements. • <i>Interview director:</i> Inquire whether there are any “drop offs.” • <i>Examine documentation:</i> Review a sample of case records for compliance with § 16.1-287, this subsection, and the procedure. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND
<p>6VAC35-150-410 (B). Commitment information. B. If a juvenile is transported to the department directly from the court, in addition to ensuring the immediate delivery of the items required in subsection A of this section, unit staff shall immediately notify RDC by telephone of the juvenile's impending arrival.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedure: Reentry Manual.</p> <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Interview CSU director:</i> Inquire whether any juveniles were transported to an initial intake facility directly from court, and if so, whether unit staff immediately phoned staff at the initial intake facility and in the department's Central Admission and Placement Unit regarding such juvenile. • <i>Examine documentation:</i> Review a sample of case records of juveniles committed to the department who are transported directly from court for compliance with this subsection. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-150-415. Supervision of juvenile in direct care.

<p>6VAC35-150-415. Supervision of juvenile in direct care. For a juvenile placed in direct care, the probation or parole officer shall, in accordance with approved procedures, do the following:</p> <ol style="list-style-type: none"> 1. Develop and implement a family involvement plan; 2. Develop a parole supervision plan. <ol style="list-style-type: none"> a. For a juvenile indeterminately committed to the department pursuant to §§ 16.1-272 and 16.1-278.8 A 14 of the Code of Virginia, CSU staff shall complete a parole supervision plan in accordance with approved procedure. b. For a juvenile determinately committed to the department pursuant to § 16.1-272, 16.1-278.8 A 17, or 16.1-285.1 of the Code of Virginia, a parole supervision plan shall be prepared for all serious offender judicial review hearings as required by law and in accordance with approved procedures. 3. Send a report on the family’s progress toward planned goals of the family involvement plan to the facility at which the juvenile is housed. <p><i>Additional Information and Interpretation:</i></p> <ul style="list-style-type: none"> • Applicable DJJ CSU procedures: 9334 and the Reentry Manual. <p><i>Compliance Determination:</i></p> <ul style="list-style-type: none"> • <i>Review procedures:</i> Examine procedures to determine applicable requirements. • <i>Examine documentation:</i> Review a sample of case records of commitments for compliance with the statutes, this section, and the procedure. 					
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REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE DOCUMENT	Assessment				
Regulatory Requirement, Interpretation, and Compliance Determination	Comments	C	NC	NA	ND

6VAC35-41-420. Contact during juvenile's commitment					
<p>6VAC35-150-420. Contacts during juvenile's commitment. During the period of a juvenile's commitment, a designated staff person shall make contact with the committed juvenile, the juvenile's parents, guardians, or other custodians, and the treatment staff at the juvenile's direct care placement as required by approved procedures. The procedures shall specify when contact must be face-to-face contact and when contacts may be made by video conferencing or by telephone.</p> <p><i>Additional Information and Interpretation:</i> Applicable DJJ CSU procedures: Reentry Manual and 9334.</p> <p><i>Compliance Determination</i></p> <ul style="list-style-type: none"> • <i>Review procedure:</i> Examine procedures to determine applicable requirements. • <i>Examine documentation:</i> Review a sample of case records of committed juveniles for compliance with this section and the procedures. 					

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE MANUAL
APPENDIX: Applicable Definitions from 6VAC35-150-10.

6VAC35-150-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

“Adult” means a person 18 years of age or older who is not a delinquent child as defined in § 16.1-228 of the Code of Virginia.

“Agency” means any governmental entity of the Commonwealth or any unit of local government including counties, cities, towns, and regional governments and the departments thereof, and including any entity, whether public or private, with which any of the foregoing has entered into a contractual relationship for the provision of services as described in this chapter.

“Approved procedures” means (i) procedures issued by the Department of Juvenile Justice, which apply to all state-operated court service units and which may be voluntarily observed by locally operated court service units; or (ii) modifications to the procedures approved by the director or his designee; or (iii) procedures for locally operated court service units approved in accordance with local procedures.

“Behavior management” means those principles and methods employed to help a juvenile achieve positive behavior and to address and correct a juvenile’s inappropriate behavior in a constructive and safe manner in accordance with written procedures governing program expectations, treatment goals, and juvenile and staff safety and security, and the juvenile’s individual service plan.

“Board” means the Board of Juvenile Justice.

“Case record” or “record” means written or electronic information regarding an individual and the individual’s family, if applicable, that is maintained in accordance with approved procedures.

“Court service unit,” “CSU,” or “unit” means a state or locally operated court service unit established pursuant to §§ 16.1-233 and 16.1-235 of the Code of Virginia.

“Department” means the Department of Juvenile Justice.

“Direct care” means the time during which a resident, who is committed to the department pursuant to §§ 16.1-272, 16.1-285.1, or subdivision A 14 or A 17 of § 16.1-278.8 of the Code of Virginia, is under the supervision of staff in a juvenile correctional center or other juvenile residential facility operated by or under contract with the department.

“Diversion” means the provision of counseling, informal supervision, programs, or services, or a combination thereof, which is consistent with the protection of the public safety and the welfare of the juvenile as provided for in §§ 16.1-227 and 16.1-260 of the Code of Virginia.

“Electronic monitoring” means the use of electronic devices including, but not limited to, voice recognition and global repositioning systems, to verify a juvenile’s or adult’s compliance with certain judicial orders or conditions of release from incarceration, as an alternative to detention, or as a short-term sanction for noncompliance with rules of probation or parole.

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE MANUAL

APPENDIX: Applicable Definitions from 6VAC35-150-10.

"Human research" means any systematic investigation using human subjects as defined by § 32.1-162.16 of the Code of Virginia and 6VAC35-170. Human research shall not include research prohibited by state and federal statutes or regulations or research exempt from federal regulations or mandated by any applicable statutes or regulations.

"Individual service plan" means a written plan developed, updated as needed, and modified at intervals to meet the needs of a juvenile or an adult. It specifies measurable short-term and long-term goals, the objectives, strategies, and time frames for reaching the goals, and the individuals responsible for carrying out the plan.

"Individual supervision plan" means a written plan developed, updated as needed, and modified at intervals to meet the needs of a juvenile or adult. It specifies measurable short-term and long-term goals, the objectives, strategies, and time frames for reaching the goals, and the individuals responsible for carrying out the plan. Individual supervision plans are applicable during probation and parole and for treatment of a juvenile or an adult and the services for the juvenile's family for the time during which a juvenile is committed to the department.

"Intake" means the process for screening complaints and requests alleged to be within the jurisdiction of the juvenile and domestic relations district court pursuant to § 16.1-260 of the Code of Virginia.

"Intake officer" means the probation officer who is authorized to perform the intake function as provided in § 16.1-260 of the Code of Virginia.

"Juvenile" means an individual less than 18 years of age, a delinquent child, a child in need of supervision, or a child in need of services as defined in § 16.1-228 of the Code of Virginia. For the purpose of this regulation, "juvenile" includes an individual, regardless of age, who is or has been before the court, who was under the age of 18 at the time of the offense or act, who is under supervision or receiving services from a court service unit or a program under contract with or monitored by the unit, or who is committed to the department.

"Parole" means supervision of a juvenile released from commitment to the department as provided for by §§ 16.1-285, 16.1-285.1 and 16.1-285.2 of the Code of Virginia.

"Probation" means a court-ordered disposition of a juvenile or an adult as provided by §§ 16.1-278.5 B 2, 16.1-278.8 A 5, 16.1-278.8 A 7 and 16.1-278.8 A 7 a.

"Provider" means a person, corporation, partnership, association, organization, or public agency that is legally responsible for compliance with regulatory and statutory requirements relating to the provision of services or the functioning of a program.

"Supervision" means visiting or making other contact with or providing treatment, rehabilitation, or services to a juvenile as required by the court, by an intake officer, or for probation or parole purposes.

"Tamper" means any purposeful alteration to electronic monitoring equipment that interferes with or weakens the monitoring system.

"Time-out" means a systematic behavior management technique program component designed to reduce or eliminate inappropriate or problematic behavior by having staff require a juvenile to move to a specific location that is away from a source of reinforcement for a specific period of time or until the problem behavior has subsided.

REGULATION FOR NONRESIDENTIAL SERVICES COMPLIANCE MANUAL

APPENDIX: Applicable Definitions from 6VAC35-150-10.

“Variance” means a board action that relieves a program from having to meet or develop a plan of action for the requirements of a section or subsection of this chapter.

"Volunteer or intern" means any individual or group who of their own free will and without any financial gain provides services without competitive compensation.

"Written" means the required information is communicated in writing. Such writing may be available in either hard copy or in electronic form.