



**Department of Juvenile Justice, Division of Operations  
Behavioral Services Unit Standard Operating Procedures**

<b>SOP VOL IV – 4.4-7</b>	<b>Statutory Authority:</b> Title 66, and §§16.1-278.7, 16.1-278.8, 16.1-272, 16.1-285 and 16.1-285.1 of the <u>Code of Virginia</u>
<b>Subject:</b>  <b>Substance Abuse Screening and Treatment</b>	<b>New Regulations:</b>
	<b>Old Regulations:</b> N/A ACA # 4-JCF 4E-02, 4-JCF 4E-03, 4-JCF 4E-04, 4-JCF 4E-05, 4-JCF 4E-06, and 4-JCF 4E-07.

**7-1.0 PURPOSE**

To establish procedures for the screening, evaluation, and treatment of residents with a history of substance abuse.

**7-2.0 SCOPE**

This procedure applies to all juvenile correctional center (JCC) employees and staff assigned to the JCCs by other units, agencies, or departments.

**7-3.0 DEFINITIONS**

None.

**7-4.0 PROCEDURE**

1. The Health Services Administrator, in coordination with the Behavioral Services Unit (BSU) Director, shall approve a Substance Abuse Treatment Program Manual (Manual) for implementation at each of the JCCs and RDC.
2. The Health Services Administrator and BSU Treatment Director shall conduct an annual review and update of the Manual as appropriate and applicable.
3. BSU substance abuse treatment providers shall receive training on the Manual. Additionally, the providers shall receive training when revisions are made to the Manual. All training shall be documented in the employee training record.
4. The Manual shall be readily accessible to staff and shall be maintained electronically on the Department of Juvenile Justice’s shared (“S”) drive.

**7-5.0 RESPONSIBILITY**

The BSU Treatment Director, Local Health Authority and Superintendent shall be responsible for implementation and compliance with this procedure.

**7-6.0 INTERPRETATION**

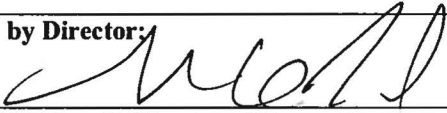

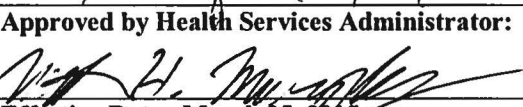
The Health Services Administrator in consultation with the Deputy Director of Operations, shall be responsible for interpreting and granting any exceptions to this procedure.

**7-7.0 CONFIDENTIALITY**

All procedures and bulletins are DJJ property and shall only be used for legitimate business purposes. Any redistribution of the documents or information contained in the procedures or bulletins shall be in accordance with applicable state and federal statutes and regulations and all other DJJ procedures. Any unauthorized use or distribution may result in disciplinary and/or criminal action, as appropriate and applicable.

**7-8.0 REVIEW DATE**

This procedure shall remain in effect until rescinded or otherwise modified by the appropriate authority.

Approved by Director: 	Date: 3/12/15
Approved by Deputy Director of Operations: 	Date: 2-25-15
Approved by Health Services Administrator: 	Date: 2-24-15
Effective Date: March 25, 2015	Office of Primary Responsibility: Deputy Director of Operations, Health Services Administrator The BSU Treatment Director Local BSU Treatment Directors – Juvenile Correctional Centers
Supersedes: N/A	Forms: None.