

Division of Youth Rehabilitative Services

Chapter 1: Administration	Policy # 1.1	Page: 1 of 3
Subject: Establishing the Division Mission, Programs and Relations with Other Agencies	Standards: ACA: 3-JDF-1A-30 4-JCF-6A-01 & 02	
Effective Date: 12/15/08	Revised Date: 4/1/14	

- I. **PURPOSE:** The mission statement should clearly denote what drives the agency.
- II. **POLICY:** The Division is responsible for providing rehabilitation and supervision to youth who have been committed or adjudicated delinquent by the Court. Rehabilitation can be provided in a community or residential setting.

The Division's mission is ***"to support public safety and positive change of children, families, and communities through guidance, education and empowerment."***

Chief/Superintendents/Administrators shall be appointed to manage Division programs and facilities and shall operate them in accordance with state and federal laws, DSCYF policies, executive orders and judicial decisions. The Division is also guided by national standards set by professional accreditation organizations. Planning efforts should be coordinated with community related groups and service providers to assure necessary services by state and private agencies and organizations by maximizing the use of all available resources.

- III. **DEFINITIONS:** As used in this document, the following definitions shall apply:
 - A. **Department of Services for Children, Youth and Their Families (DSCYF):** The parent agency for the Division of Youth Rehabilitative Services.
 - B. **Division of Youth Rehabilitative Services:** The controlling body of Division programs and facilities responsible for coordinating probation, aftercare, contracts for alternative placements and services, New Castle County Detention Center, William Marion Stevenson House Detention Center, Ferris School for Boys, Grace Cottage, Snowden Cottage and Mowlds Cottage.
- IV. **PROCEDURES:**
 - A. **Legal Establishment:** The Division and its various programs/facilities are established and/or provided for in the Delaware Code, Title 29.

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- B. Development and Management: The Chief/Superintendents/Administrators shall develop and manage all phases of their programs or facilities within parameters established by law and the Division Director. The Chief/Superintendents/Administrators, in cooperation with DSCYF, shall develop mission plans for their programs or facilities. These plans shall include the program's or facility's purpose, philosophy and long range goals based on accepted practice, current legal regulations (such as court decisions and state statutes) and professional requirements (such as national and state standards). Detention facilities for juveniles are separate and distinct from jails for adults.
- C. Annual Review: The mission statement that describes philosophy, goals, and purposes of Division programs or facilities shall be reviewed and updated at least annually.
- D. Citizens Advisory Boards and Interagency Cooperation
1. Since the operation of a facility or program both affects and is affected by other agencies within and outside the juvenile justice system, an information sharing mechanism shall be established to maintain contact with advisory committees, justice councils, state and regional planning organizations and other community resources.
 - a. The Community Advisory Board (CAB) for the Division of Youth Rehabilitative Services shall be appointed by the Director. The members shall be a representative group of citizens from both the public and private sectors who are active in community affairs and have a broad background in juvenile welfare interests. Members shall select a Chairperson for a one- or two-year term as directed by the Board. The Community Advisory Board shall assist the Division by evaluating, advising, recommending and supporting policies and procedures that are in the best interest of the juveniles. Its specific functions are:
 - To evaluate existing programs and identify additional resources needed
 - To identify funding needs and assist the Division in securing needed funds from governmental and private sources, etc.
 - To act as advocates for juvenile justice youth

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Review Date:	Reviewed By:
4/1/14	Nancy S. Dutz