

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 101.00

EFFECTIVE DATE: 04 August 2026

SUBJECT: PURPOSE AND MISSION

POLICY DIRECTIVE

PURPOSE:

To provide policy establishing the West Virginia Division of Corrections and Rehabilitation as authorized by legislative statute; describing the division's philosophy, goals, purpose and mission; establishing facilities within the agency as legal entities; and ensuring facilities are administered efficiently and responsibly, consistent with statutory requirements.

REFERENCE:

WV Code §§15A-3-1, 15A-3-2, 15A-3-3, 15A-3-4, 15A-3-5, 15A-3-12, 15A-5-3, 15A-5-5, 15A-6-3, 15A-6-5, 15A-7-2, and 15A-7-3; and ACA Expected Practices 5-ACI-1A-01, 02 and 07; 5-ALDF-7A-01; 5-ALDF-7D-05 and 07; 5-JCF-7A-01 and 05, 3-JDF-1A-01, 03, 04, and 11; 2-CO-1A-01, 02, 04, 06, 10 and 13; 1-CTA-1A-01; and 4-APPFS-2A-01.

RESPONSIBILITY:

Superintendents and the Director of Training and Staff Development are responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 101.00, dated 02 December 2024.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution and is to be included in the Personnel Policy Manual.

DEFINITIONS:

None.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) was established by WV Code §15A-3-2, within the Department of Homeland Security. The executive and administrative head of the DCR is the Commissioner appointed by the Governor, by and with advice and consent of the Senate. The Commissioner shall:
 - A. Exercise general supervision over the administration of the institutions under the jurisdiction of the division.
 - B. Establish separate subdivisions, including a Bureau of Prisons and Jails (BPJ), a Bureau of Juvenile Services (BJS), and a Bureau of Community Corrections (BCC), each to be headed by Assistant Commissioners, and other subdivisions as he/she deems advisable, which may be headed by one of the Assistant Commissioners, or by Deputy Directors.
 - C. Establish rules, policies, and regulations in writing governing all subdivisions and institutions within the division.
 - D. Establish an appropriate training program for personnel of the division.
 - E. Manage, direct, control, and govern the prisons, jails, or correctional institutions and juvenile facilities of the state, including but not limited to:
 1. Mount Olive Correctional Complex and Jail
 2. Huttonsville Correctional Center and Jail
 3. Anthony Correctional Center and Jail
 4. Denmar Correctional Center and Jail
 5. Pruntytown Correctional Center and Jail
 6. Northern Regional Jail and Correctional Center
 7. Saint Marys Correctional Center and Jail
 8. Lakin Correctional Center and Jail
 9. Ohio County Correctional Center and Jail
 10. Beckley Correctional Center and Jail

11. Martinsburg Correctional Center and Jail
12. Salem Correctional Center and Jail
13. Stevens Correctional Center
14. Parkersburg Correctional Center and Jail
15. Charleston Correctional Center and Jail
16. Central Regional Jail and Corrections Facility
17. Eastern Regional Jail and Corrections Facility
18. North Central Regional Jail and Corrections Facility
19. Potomac Highlands Regional Jail and Corrections Facility
20. South Central Regional Jail and Corrections Facility
21. Southern Regional Jail and Corrections Facility
22. Southwestern Regional Jail and Corrections Facility
23. Tygart Valley Regional Jail and Corrections Facility
24. Western Regional Jail and Corrections Facility
25. Donald R. Kuhn Juvenile Center
26. Gene Spadaro Juvenile Center
27. J.M. Chick Buckbee Juvenile Center
28. Kenneth “Honey” Rubenstein Juvenile Center
29. Lorrie Yeager Juvenile Center
30. Robert L. Shell Juvenile Center
31. Sam Perdue Juvenile Center
32. Tiger Morton Juvenile Center
33. Vicki Douglas Juvenile Center

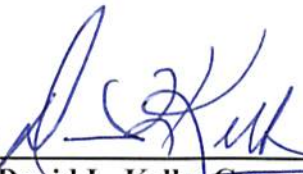
34. Any other juvenile or adult facility later transferred to the Commissioner.
35. The Commissioner may also contract with Youth Services System to house and detain juveniles at the Ronald Mulholland Juvenile Center consistent with all the requirements and standards governing the division.
- F. Appoint a Superintendent for each institution under the control of the division. Each Superintendent shall be bonded by the Board of Risk and Insurance Management. The Superintendent shall be the Chief Executive Officer of his/her assigned correctional institution, and subject to the direction of the Commissioner, have the responsibility for the overall management of the operations within his/her assigned institution, including internal policy and management and shall provide for feeding, clothing, working and taking care of the inmates or residents. Each Superintendent has the power to hire all assistants and employees required for the management of the institution in his or her charge. All persons employed at a state-operated correctional institution or correctional unit are subject to the supervision and approval of the Superintendent and the authority of the Commissioner or his or her designee.
- G. Hire all probation and parole officers, assistants, and employees required to carry out the duties for the management of the parolees, to preserve order, and enforce discipline among the parolees, to enforce laws, rules, and policies, and to protect the public.
- H. In order to carry out the purposes and intent of the agency, the Commissioner may appoint a Deputy Commissioner to assist in the day-to-day operations of the division.
- II. The primary purpose of the DCR is to enhance public safety by providing for the detention of juvenile offenders, both pretrial and adjudicated, pretrial detention of adult persons facing criminal charges, and incarceration and care of adult convicted offenders who have been sentenced by courts of proper jurisdiction to serve terms of incarceration. The legislative intent is:
- A. That juveniles and adult offenders be afforded appropriate education and treatment to reestablish their ability to live peaceably, consistent with the protection of the community.
- B. That persons held in pretrial detention and committed to jails and correctional institutions of the state for whom release is available for crimes, be afforded appropriate treatment to reestablish their ability to live peaceably, consistent with the protection of the community.
- C. That persons committed to jails and correctional institutions of the state be released at the earliest possible date, consistent with public safety.
- D. To establish a just, humane, and efficient corrections program.

- E. To avoid duplication and waste of effort and money on the part of public and private agencies.
- III. The mission of the DCR is to enhance public safety, promote offender accountability, and successfully reintegrate offenders into society.
- IV. Each Superintendent and the Director of Training and Staff Development are responsible for enacting an Operational Procedure describing the mission, philosophy, and goals or purpose of the facility or unit within the context of the total system which is reviewed at least annually and updated as needed.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



David L. Kelly, Commissioner

07/02/2026

Date