

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 101.04

EFFECTIVE DATE: 24 September 2026

SUBJECT: GOALS AND OBJECTIVES

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure ensuring the Division of Corrections and Rehabilitation (DCR) is administered efficiently and responsibly; and performance is based on well-developed goals and objectives and a system of regular review.

REFERENCE:

ACA Expected Practices 5-ACI-1A-03; 5-ALDF-7D-01 and 03; 5-JCF-7A-15; 3-JDF-1A-10; 1-JDTP-1A-07; 2-CO-1A-07 and 09, 2-CO-1F-03; 1-CTA-1A-02; 4-APPFS-3D-04, 05, 07, and 08; and 2-CI-6F-1.

RESPONSIBILITY:

Superintendents; Directors of Correctional Industries, Parole Services, and Training and Staff Development; and Youth Reporting Center (YRC) Directors are responsible for developing, maintaining, and reviewing goals and objectives; and developing Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All facilities and applicable work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) develops organizational goals and objectives for the agency with staff participation.

- A. Short- and long-range planning focuses on the achievement of these established administrative and functional goals.
 - B. The agency's information system is sufficient to enable evaluation of the overall performance of the correctional goals.
- II. On an annual basis, each facility Superintendent, Directors of Correctional Industries, Parole Services, and Training and Staff Development; and Youth Reporting Center (YRC) Directors, shall formulate and review goals for their facility or work unit and the best strategies for meeting them. The formulation and review shall be done with input from staff and (as appropriate) volunteers and the public; and shall be made available to staff, volunteers, and the public.
- A. Goal setting is an intentional process that facilitates informed decision making, especially in an atmosphere of change.
 - B. Goals are translated into measurable objectives which facilitate the process of reviewing, monitoring, and evaluating the facility's/work unit's security, safety, programs, operations, fiscal, personnel, and administrative areas.
 - C. Copies of goals and objectives are provided to the applicable Assistant Commissioner through his/her chain of command.
- III. Each Superintendent and applicable Director will also ensure an internal system for assessing achievement of goals and objectives that documents findings. As necessary, program changes are implemented in response to findings. On at least an annual basis, this assessment is provided to the applicable Assistant Commissioner through his/her chain of command.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____

David L. Kelly, Commissioner

08/27/2026

Date+