

## GENERAL DISTRIBUTION

WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION

NUMBER: 103.00

EFFECTIVE DATE: 08 November 2024

SUBJECT: TABLE OF ORGANIZATION

# POLICY DIRECTIVE

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### PURPOSE:

To provide policy and procedure requiring a written organizational chart that groups similar functions, services, and activities in administrative subunits throughout the Division of Corrections and Rehabilitation.

### REFERENCE:

ACA Expected Practices 5-ACI-1A-10, 5-ALDF-7D-06, 3-JDF-1A-18, 4-JCF-6A-02, 2-CO-1A-12, 1-JDTP-1A-14, 4-APPFS-3D-03, 2-CI-6A-3, and 1-CTA-1A-09.

### RESPONSIBILITY:

Superintendents; Directors of Correctional Industries, Parole Services, and Training and Staff Development; and Youth Reporting Center (YRC) Directors are responsible for maintaining Organizational Charts to ensure compliance with this Policy Directive.

### CANCELLATION:

Any previous written instruction on the subject.

### APPLICABILITY:

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

### DEFINITIONS:

None.

### POLICY:

- I. The Commissioner of the Division of Corrections and Rehabilitation (DCR) provides a written document describing the agency's organization which is distributed throughout the agency. The organization chart delineates the structure of authority, responsibility, and

accountability within the agency. As an overview of the agency, the organizational chart is also available to other public and private agencies.

- II. All Facilities, Correctional Industries, Parole Services, Training and Staff Development, Youth Reporting Centers (YRCs), and any other work unit as required, shall have a current organizational chart depicting functional areas and lines of responsibility. Organizational charts shall be available to all staff in those respective areas and maintained in Personnel Policy Manuals.
- III. In order to provide a clear administrative picture, all organizational charts will be reviewed at least annually and updated as needed.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:    
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William K. Marshall III, Commissioner Date