

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 124.01

EFFECTIVE DATE: 26 November 2025

SUBJECT: POSITION CONTROL

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure regulating position control regarding position allocation, budget authorization, personnel records, and payroll.

REFERENCE:

ACA Expected Practices 5-ACI-1B-16, 5-ALDF-7D-15, 5-JCF-7B-10, 3-JDF-1B-16, and 1-JDTP-1B-15.

RESPONSIBILITY:

No additional written instructions on this subject are required.

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:

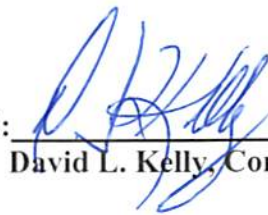
- I. Information on the number and type of positions filled and vacant should be available at all times to agency and facility or work unit leadership.

- A. The fiscal and human resource staff in each facility or work unit shall work in coordination to:
1. Verify that all payroll positions are authorized in the budget;
 2. All persons on the payroll are legally employed;
 3. That timekeeping and attendance records support the payroll; and
 4. Funding is available.
- B. Any discrepancies shall be reported to the Superintendent, or work unit supervisor or director as appropriate, who will take appropriate action.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



David L. Kelly, Commissioner

10/29/2025

Date