

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 130.00

EFFECTIVE DATE: 04 February 2026

SUBJECT: STAFFING REQUIREMENTS

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure establishing the agency's staffing practices and requiring staffing requirements for all categories of personnel are determined on an ongoing basis.

REFERENCE:

ACA Expected Practices 5-ACI-1C-03; 5-JCF-7D-11; 3-JDF-1C-04; 1-JDTP-1C-04; 2-CO-1C-06; 1-CTA-1C-02; and 4-APPFS-3A-10.

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:

Offender: For the purposes of this Policy, this includes adult inmates, young adult offenders, juvenile residents, and Youth Reporting Center participants.

POLICY:

- I. Facilities and Youth Reporting Centers (YRCs) determine the staffing requirements for all categories of personnel on an ongoing basis to ensure that offenders have access to staff, programs, and services.

- A. Staffing requirements should be determined on more than offender population figures and should include review of staffing needs for health care, academic, vocational, library, recreation, and religious programs and services.
- B. Workload ratios should reflect such factors as goals, legal requirements, character and needs of the offenders supervised, and other duties required of staff. Workloads should be sufficiently low to provide access to staff and effective services.

II. The staff requirements for the Bureau of Training and Staff Development (BTSD) are determined on an ongoing basis to ensure that required programs and services are being provided and the Academy can perform its mission.

- A. Workload ratios should reflect such factors as goals, legal requirements, and other duties required of staff.
- B. Workloads should be sufficiently low to provide staff sufficient time to prepare lesson plans and training aids and to communicate with students.

III. The Director of Parole Services annually assesses personnel needs and plans for recruitment, training, and staff development.

IV. Personnel needs are communicated to agency leadership in order to develop plans for meeting those needs.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:  01/06/2026 Date

David L. Kelly, Commissioner