

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 301.00**

**EFFECTIVE DATE: 17 September 2025**

**SUBJECT: CONTROL CENTERS**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To provide policy that ensures all facilities provide space for a twenty-four (24) hour continuously staffed secure central control center.

**REFERENCE:**

ACA Expected Practices 5-ACI-3A-02, 5-ALDF-2A-01, 5-JCF-2A-02, 3-JDF-3A-02, and 2-CO-3A-01.

**RESPONSIBILITY:**

Superintendents are responsible for enacting Operational Procedures and ensuring the requirements of this Policy Directive are included in applicable Post Orders.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 301.00, dated 08 March 2021.

**APPLICABILITY:**

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

**DEFINITIONS:**

**Control Center:** A very secure, self-contained unit designed to maintain the security of the facility. Policies governing the design, staffing, and accessibility of the control center ensure that it cannot be commandeered by unauthorized persons.

**POLICY:**

- I. Each facility shall maintain a twenty-four (24) hour continuously staffed secure central control center for monitoring and coordinating the facility's security, life safety, and communication systems.
  - A. Processes and systems that may be monitored in central control centers include, but are not limited to, fire alarm and smoke detection; two-way radios; surveillance alarms; internal movement; inmate/resident visitors; emergency response; video surveillance; internal and perimeter security; key and tool control; and other mechanical and electrical systems
  - B. Facility operational procedures shall establish what information and equipment is maintained in central control centers and control rooms.
- II. Entrance to the central control center and all control rooms shall be by authorization only.
  - A. Admission of inmates/residents to the central control centers and all control rooms is prohibited.
  - B. Entry of authorized persons shall be recorded in the control center permanent log.
- III. Staff members assigned to a control center shall have access to a toilet and washbasin.
- IV. All facilities shall maintain a communication system between control centers/control rooms and inmate/resident living areas. A mechanical or audio communication system shall be used to supplement direct staff supervision activities (e.g., to advise staff of emergency needs), not as a substitute for staff supervision.

**ATTACHMENT(S):**

None.

APPROVED SIGNATURE: \_\_\_\_\_

David L. Kelly, Commissioner

08/20/2025  
\_\_\_\_\_  
Date