



**WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES**

POLICY NUMBER:

103.00

PAGES:

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CHAPTER:

**Administration and
Management**

REFERENCE AND RELATED STANDARDS:

**WV Code Chapter §49-2-903; ACA 3-JTS-1A-15; ACA 3-
JDF-1A-18; and ACA 3-JCRF-1A-09; Prison Rape
Elimination Act (PREA) of 2012, §115.311**

SUBJECT: Table of Organization

DATE: July 1, 2015

PURPOSE

This Policy is to establish the West Virginia Division of Juvenile Services organizational structure and chain of command to ensure facility operations in any key personnel absence.

CANCELLATION

This policy has been reviewed and supersedes Policy 103.00 dated January 24, 2014.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities, centers, offices and employees.

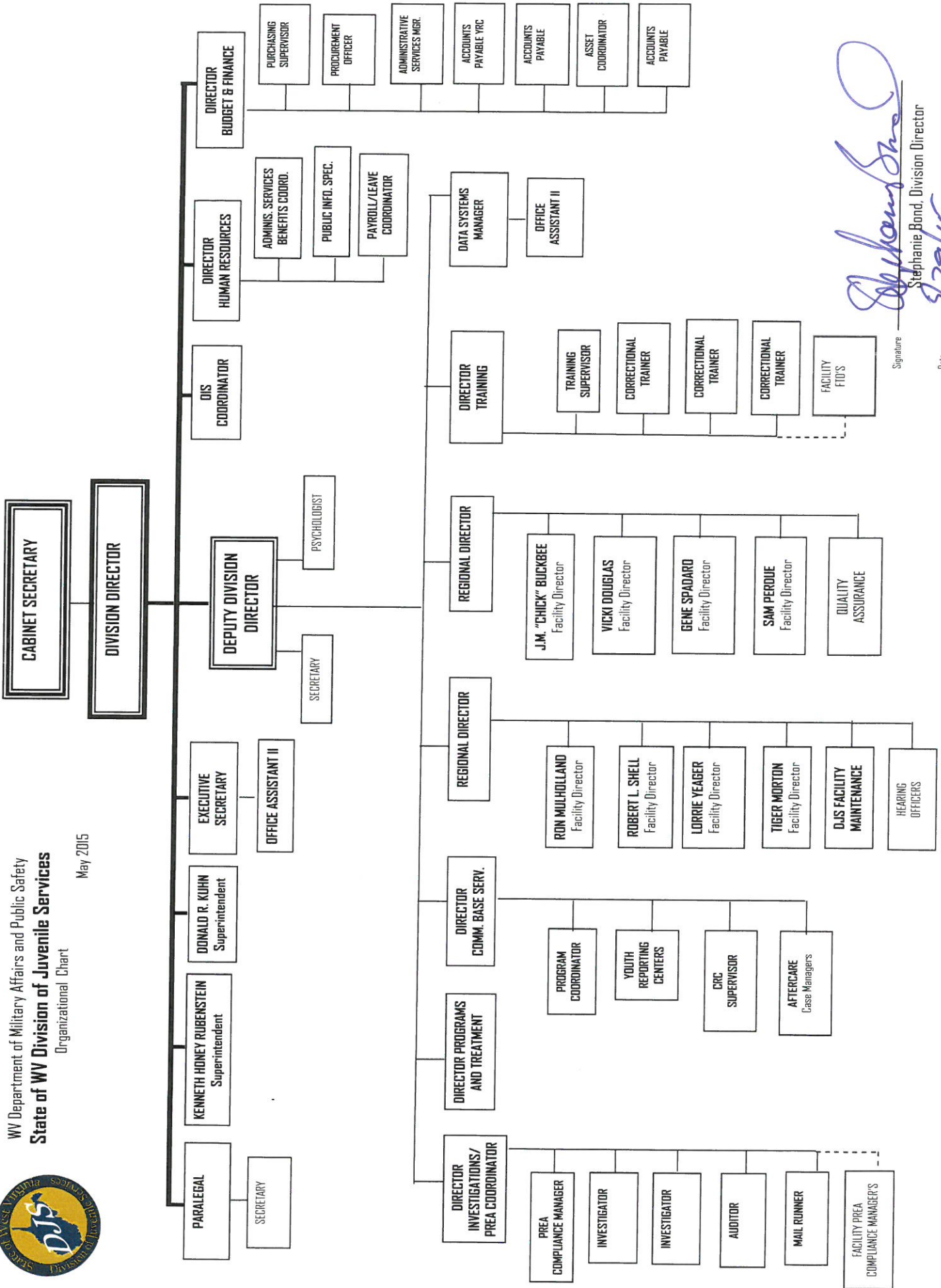
PROCEDURES

1. The Director of the West Virginia Division of Juvenile Services is responsible for constructing and maintaining the organizational chart for the division. The organizational chart shall be reviewed annually or sooner as necessary. (Attachment #1)
2. The Division Director will designate a division-wide PREA coordinator who has the sufficient time and authority to oversee the Division's mission, policies and compliance of all PREA standards in all of its facilities. Each Facility Superintendent/Director will designate a PREA compliance manager who has the sufficient time and authority to coordinate the facility's efforts in complying with the PREA standards.
3. Each facility will have in place its own organization chart for its facility that determines key positions and will also serve as general chain of command.
 - a. Each Facility Superintendent/Director will designate in writing who is in charge in their absence.



WV Department of Military Affairs and Public Safety
State of WV Division of Juvenile Services
 Organizational Chart

May 2015



Stephanie Bond
 Stephanie Bond, Division Director
 5/29/15

Signature _____
 Date: _____