

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">103.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">2</p>
<p><u>CHAPTER:</u> Administration and Management</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> 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</p>	
<p><u>SUBJECT:</u> Table of Organization</p>		
<p><u>DATE:</u> July 1, 2015</p>		

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.

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- b. Each Facility Superintendent/Director will assure that key staff designates, in writing, personnel to perform job functions in their absence.
- 4. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

Director

Date