



WEST VIRGINIA
DIVISION OF
JUVENILE SERVICES

POLICY NUMBER:

139.00

PAGES:

4

CHAPTER:

Administration and
Management

REFERENCE AND RELATED STANDARDS:

W. Va. Code §§ 49-5-16a and 49-5E-1, et seq.; WV Division of
Personnel Administrative Rule

SUBJECT: Automatic Reallocation for Correctional Officer I

DATE: January 1, 2008

POLICY

This Policy is to establish a procedure to ensure that an employee's position is timely reallocated from the classification of Correctional Officer I to the classification of Correctional Officer II when the established criteria has been met.

CANCELLATION

This policy supersedes Policy 139.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services (hereinafter "Division") employees occupying the position of Correctional Officer I, the Division's Training Unit and Central Office staff designated to effect the reallocation of the Correctional Officer I positions.

DEFINITIONS

1. **Automatic Reallocation Verification Form:** An internal document used to verify that an employee occupying a Correctional Officer I position has met the requirements for the position to be reallocated to Correctional Officer II.
2. **Basic CO I Training:** An approved training curriculum designed to provide training and information to new and current employees of the Division.
3. **In-Service Training:** Any approved staff meeting, class, distance learning courses, correspondence courses, conference or other type of meeting or activity that can be counted toward employees' annually required training.

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4. **Field Training Officer (FTO)**: An employee designated as the training liaison for a facility within the Division.
5. **Reallocation**: The reassignment by the Director of the Division of Personnel of a position from one classification to a different classification on the basis of a significant change in the kind or level of duties and responsibilities assigned to the position.

PROCEDURE

1. Eligibility Requirements

- a. There are three basic requirements established for automatic reallocation of a position from a Correctional Officer I to a Correctional Officer II. All three requirements must be met before the reallocation can occur:
 - i. The incumbent must have satisfactorily completed his or her probationary period which is one (1) full year of paid employment as a Correctional Officer I. When an employee is on unpaid leave status, excluding military deployments, such time will not be counted towards this requirement.
 - ii. The incumbent must have successfully completed the Division's Basic Training Academy.
 - iii. The incumbent must have completed forty (40) hours of in-service training within the first year of employment (original hire date to the one year anniversary date).
- b. If, for any reason, a Correctional Officer I does not complete all necessary training requirements by the anniversary date to qualify for automatic reallocation of his or her position, the documentation will remain with the FTO until all requirements have been met.
- c. Should a Correctional Officer I be excused from their order to attend an Academy when scheduled, reason for their failure to attend must be in writing and signed by the Correctional Officer I and the Facility Superintendent/Director giving their permission.

2. Reallocation Process

- a. Each facility Field Training Officer (FTO) will initiate the reallocation process for all Correctional Officer I's. The FTO will maintain a training file, which includes the original hire date, on each employee at his or her respective facility. It is the FTO's

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responsibility to schedule all required training per year for each employee at his or her respective facility.

- b. Forty-five (45) calendar days prior to each Correctional Officer I's one year anniversary of their hire date, the FTO will initiate the reallocation process by completing the Automatic Reallocation Verification Form (Attachment #1) by verifying said employee's orientation training and forwarding the Form to the Facility Superintendent/Director for signature. Upon signing, the Facility Superintendent/Director will return to the FTO.
- c. The FTO will then forward the Form to the Division's Training Director.
- d. Upon receipt of the Automatic Reallocation Verification Form from the FTO, the Division's Training Director or designee will verify that all training requirements have been met. Upon verification and signature by the Training Director or designee, the Form will be forwarded to the Division's Human Resource Director.
- e. The Division's Human Resources Director will:
 - i. Process the WV-11 Personnel Transaction Form according to Division of Personnel's Administrative Rule to effectuate the actual reallocation and change in payroll status.
 - ii. Ensure the original is maintained in the Central Office personnel files and provide the appropriate Facility Superintendent/Director with a copy for facility personnel files.
- f. Reallocation eligibility and approval are the domain of the West Virginia Division of Personnel. The electronic WV-11 must be submitted for approval along with all required eligibility documentation. Upon approval, the electronic WV-11 is forwarded to the State Budget Office for financial clearance and to the State Auditor's Office for processing. When final approval is granted, the DJS Central Office HR staff is notified electronically.

3. **Issuance of Promotional Warrant**

Upon receipt of approvals from the Division of Personnel, the State Budget Office, and the State Auditor's Office each Correctional Officer I becoming a Correctional Officer II will receive a signed Proclamation from the Director, indicating the effective date of the reallocation.

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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:

DeLoe Humphreys

Director

January 1, 2008

Date



DIVISION OF JUVENILE SERVICES

AUTOMATIC REALLOCATION VERIFICATION FORM

TRAINING VERIFICATION

To: Facility Director / Superintendent / Designee

From _____, FTO Facility _____

According to my records the following Correctional Officer I _____

_____ (insert name, ssn and hire date) is nearing the completion of one (1) year of employment with the Division of Juvenile Services and may be eligible for reallocation to Correctional Officer II after _____ (insert mm/dd/yy). Please verify that this Officer has met the training requirements necessary for reallocation.

The above named Officer:

- Has **completed** the required forty (40) hours of In-Service Training within the past year.
- Has **not completed** the required forty (40) hours of In-Service Training within the past year.
- The above named Officer completed the Basic Training Academy on _____ (Certificate attached)
- The above named Officer has not completed the Basic Training Academy.

FTO Signature

Date

To: Central Office Human Resources From: Facility Director / Superintendent / Designee

The above named Officer's WV-11 has been completed and forwarded.

Facility Director / Superintendent / Designee

Date

WV - 11 Processed on _____.

Central Office Human Resources Signature

Date

cc: Facility Personnel File
Academy Reallocation File
Central Office Personnel File (original)