

**WEST VIRGINIA  
SECRETARY OF STATE  
KEN HECHLER  
ADMINISTRATIVE LAW DIVISION**

Form #5

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**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE  
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: WEST VIRGINIA STATE POLICE TITLE NUMBER: 81

CITE AUTHORITY: 15-2-3

RULE TYPE: PROCEDURAL \_\_\_\_\_ INTERPRETIVE X

EXEMPT LEGISLATIVE RULE \_\_\_\_\_

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW  
\_\_\_\_\_

AMENDMENT TO AN EXISTING RULE: YES \_\_\_\_\_ NO X

IF YES, SERIES NUMBER OF RULE BEING AMENDED: \_\_\_\_\_

TITLE OF RULE BEING AMENDED: \_\_\_\_\_  
\_\_\_\_\_

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: 13

TITLE OF RULE BEING PROPOSED: Organizational Structure  
\_\_\_\_\_

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE  
EFFECTIVE DATE OF THIS RULE IS September 3, 1998


  
Authorized Signature

\$3.80

West Virginia State Police  
Title 81  
Series 11

Circumstances Requiring Filing of Rule

The 1998 session of the West Virginia Legislature passed H.B. 4016 which amended and reenacted §15-2-3 of the W.Va. Code. This amendment mandated that the organizational structure of the West Virginia State Police be established by an interpretive rule.

  
LIEUTENANT COLONEL R. D. BLANKENSHIP  
CHIEF OF STAFF SERVICES

West Virginia State Police  
Title 81  
Series 11

Summary of Proposed Rule

This rule describes the organizational structure of the West Virginia State Police.

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APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: ORGANIZATIONAL STRUCTURE

Type of Rule:  Legislative  Interpretive  Procedural

Agency: WEST VIRGINIA STATE POLICE

Address: 725 JEFFERSON ROAD  
SOUTH CHARLESTON, WV 25309

1. Effect of Proposed rule:

|                                  | ANNUAL FISCAL YEAR |          |         |      |            |
|----------------------------------|--------------------|----------|---------|------|------------|
|                                  | INCREASE           | DECREASE | CURRENT | NEXT | THEREAFTER |
| <b>ESTIMATED TOTAL COST</b>      | -0-                | -0-      | -0-     | -0-  | -0-        |
| <b>PERSONAL SERVICES</b>         |                    |          |         |      |            |
| <b>CURRENT EXPENSE</b>           |                    |          |         |      |            |
| <b>REPAIRS &amp; ALTERATIONS</b> |                    |          |         |      |            |
| <b>EQUIPMENT</b>                 |                    |          |         |      |            |
| <b>OTHER</b>                     |                    |          |         |      |            |

2. Explanation of Above Estimates:

There is no identifiable additional cost associated with this rule above what is presently appropriated for personnel services.

3. Objectives of These Rules:

This rule describes the organizational structure of the State Police.

4. Explanation of Overall Economic Impact of Proposed Rule:

A. Economic Impact on State Government:

NONE

B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:

NONE

C. Economic Impact on Citizens/Public at Large.

NONE

Date: 8/3/98

Signature of Agency Head or Authorized Representative:

*St. Col. R. W. Blankenship*

TITLE 81  
INTERPRETIVE RULE  
WEST VIRGINIA STATE POLICE

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SECRETARY OF STATE

SERIES 11  
ORGANIZATIONAL STRUCTURE

**§81-11-1. General.**

1.1. Scope. -- These rules govern the internal administrative structure of the West Virginia State Police.

1.2. Authority. -- W. Va. Code §15-2-3

1.3. Filing Date. --

1.4. Effective Date. --

**§81-11-2 Organizational Structure**

2.1 This section relates to W.Va. Code §15-2-2,3,& 4.

2.2 The ranks within the membership of the State Police shall be Colonel, Lieutenant Colonel, Major, Captain, First Lieutenant, Second Lieutenant, First Sergeant, Sergeant, Corporal, Trooper First Class, Senior Trooper, Trooper or Cadet Trooper.

2.3 The term Executive Office shall encompass the following positions: (1) Superintendent; (2) Deputy Superintendent; (3) Chief of Staff Services; (4) Chief of Field Operations; (5) Deputy Chief of Staff Services; (6) Officer in Charge, Field Operations, Western Command; (7) Officer in Charge, Field Operations, Eastern Command; and (8) Officer-In-Charge, Planning and Research.

2.4 The Superintendent shall be the executive and administrative head of the State Police. The Superintendent shall hold the rank of Colonel and is entitled to all rights, benefits and privileges of regularly enlisted members.

2.5 The Superintendent shall appoint a member from within the ranks of the State Police to serve as the Deputy Superintendent. The Deputy Superintendent shall hold the rank of Lieutenant Colonel and be next in authority to the Superintendent. The Deputy Superintendent shall serve as the principal coordinator of State

Police field operations and support services functions. The Deputy Superintendent shall perform all other duties as assigned by the Superintendent.

2.6 The Superintendent may appoint from the membership of the State Police fifteen (15) principal supervisors who shall receive the compensation and hold the temporary ranks of Lieutenant Colonel, Major and Captain.

2.7 The Chief of Staff Services shall be responsible to the Deputy Superintendent for the coordination of all staff services functions and the correlation of activities and duties of staff services with those of field operations. The Chief of Staff Services shall perform all other duties as assigned by the Superintendent or Deputy Superintendent.

2.8 The Chief of Field Operations shall be responsible to the Deputy Superintendent for the planning, conducting and monitoring of all field operations and the correlation of activities and duties of field operations with those of staff services. The Chief of Field Operations shall perform all other duties as assigned by the Superintendent or Deputy Superintendent.

2.9 The Deputy Chief of Staff Services shall be responsible to the Chief of Staff Services for the coordination of specified support service functions and the correlation of activities and duties of specified staff services with those of field operations. The Deputy Chief of Staff Services shall serve as the Director of the Criminal Identification Bureau and shall perform all other duties as assigned by the Chief of Staff Services or higher authority.

2.10 The Officers-In-Charge, Field Operations, Western and Eastern Command, shall be responsible to the Chief of Field Operations for for the planning, conducting and monitoring of all field operations within their respective areas of command and shall perform all other duties as assigned by the Chief of Field Operations or higher authority.

2.11 Officer-In-Charge, Planning and Research shall be responsible to the Superintendent for general planning and specific research functions and shall oversee the State Police written directive system.

2.12 Staff Services shall consist of the Forensic Laboratory, Training Academy and the number of other sections within the general headquarters administrative structure as deemed necessary by the Superintendent to meet statutory and other identified obligations and to assist the field operations force in the performance of their duties.

2.13 Field Operations shall consist of the Western and Eastern Commands. Each command shall consist of the number of troops, districts and detachments specified by the Superintendent.

2.14 Each Troop shall be staffed by a Troop Commander, Executive Officer, Logistics Officer, District, Detachment and Assistant Detachment Commanders and other members and civilian employees as is deemed necessary by the Superintendent.

2.15 The Troop Commanders shall be responsible to the respective Officer-In-Charge of the appropriate Command, Eastern or Western, and shall be responsible for planning, conducting and monitoring of all field operations within their respective areas of command. Each Troop Commander shall be responsible for the correlation of the activities and duties of members and civilian employees assigned to the Troop with those of staff services. The Troop Commander shall perform duties as assigned by the Officer-In-Charge, Field Operations, Western or Eastern Command, or higher authority.

2.16 The Troop Executive Officer shall be responsible to the Troop Commander. In the absence of the Troop Commander, the Executive Officer shall serve as the Acting Troop Commander and exercise all the powers, functions, duties and responsibilities of the Troop Commander. The Troop Executive Officer shall perform duties as assigned by the Troop Commander or higher authority.

2.17 The Troop Logistics Officer shall be responsible to the Troop Commander. In the absence of the Troop Commander and the Executive Officer, the Logistics Officer shall serve as the Acting Troop Commander and shall exercise all the powers, functions, duties and responsibilities of the Troop Commander. The Logistics Officer shall perform duties as assigned by the Troop Commander or higher authority.

2.18 The District Commander shall be responsible to the Troop Commander and shall plan, conduct and monitor all field operations occurring within the district. Each District Commander shall be

responsible for the correlation of the activities and duties of members and civilian employees assigned to his command with those of staff services. The District Commander shall perform duties as assigned by the Troop Commander or higher authority.

2.19 The Detachment Commander shall be responsible to the District Commander for the planning, conducting and monitoring of all field operations occurring within the detachment's area of operations. Each Detachment Commander shall be responsible for the correlation of the activities and duties of members and civilian employees assigned to his command with those of staff services. The Detachment Commander shall perform duties assigned by the District Commander or higher authority.

2.20 The Assistant Detachment Commander shall be responsible to the Detachment Commander and shall assist the Detachment Commander in planning, conducting and monitoring of law enforcement operations within the detachment's area of responsibility. The Assistant Detachment Commander shall perform all other duties as assigned by the Detachment Commander or higher authority.

2.21 If the Superintendent is unable to discharge the powers and duties of the office, due to illness, disease, injury or any other cause or is absent from the geographical boundaries of West Virginia, the order of succession within the Executive Office shall be as follows:

- (a) Deputy Superintendent;
- (b) Chief of Staff Services;
- (c) Chief of Field Operations;
- (d) Deputy Chief of Staff Services;
- (e) Officer-in-Charge, Field Operations, Western or Eastern Command, as determined by seniority; and
- (f) Officer-In-Charge, Planning and Research.
- (g) Whenever the Deputy Superintendent or a member of the Executive Office succeeds to the Office of the Superintendent, they shall exercise all of the powers, functions, duties and responsibilities of the Superintendent.