



**WEST VIRGINIA SECRETARY OF STATE**

**KRIS WARNER**

**ADMINISTRATIVE LAW DIVISION**

**eFILED**

4/11/2025 12:19:23 PM

Office of West Virginia  
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED  
BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Protective Services TITLE-SERIES: 99-02  
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No  
RULE NAME: Ranks and Duties of Officers Within The  
Membership of The Division  
CITE STATUTORY AUTHORITY: W. Va. Code 15-2D-3(e).

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) Senate Bill 336

Section 64-6-2. Passed On 3/20/2025 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

April 11, 2025

This rule shall terminate and have no further force or effect from the following date:

August 01, 2030

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**Brandolyn N Felton-Ernest -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

**TITLE 99  
LEGISLATIVE RULE  
DIVISION OF PROTECTIVE SERVICES**

**SERIES 2  
RANKS AND DUTIES OF OFFICERS WITHIN THE MEMBERSHIP OF THE DIVISION**

**§ 99-2-1. General.**

1.1. Scope. -- This legislative rule establishes the ranks and duties of officers within the membership of the division.

1.2. Authority. -- This legislative rule is issued under authority of W. Va. Code §15-2D-3(e).

1.3. Filing Date. -- April 11, 2025.

1.4. Effective Date. -- April 11, 2025.

1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2030.

**§ 99-2-2. Organizational Structure.**

2.1. The ranks within the membership of the division shall be Director; Deputy Director; Capitol Police Officer, Lieutenant; Capitol Police Officer, Sergeant; Capitol Police Officer, Corporal; and, Capitol Police Officer.

**§ 99-2-3. Duties.**

3.1. The duties of the "Director" shall be those as described under West Virginia Division of Personnel Class Specifications 8950.

3.2. The duties of the "Deputy Director" shall be those as described under West Virginia Division of Personnel Class Specifications 8951.

3.3. The duties of the "Capitol Police Officer, Lieutenant" shall be those as described under West Virginia Division of Personnel Class Specifications 8954.

3.4. The duties of the "Capitol Police Officer, Sergeant" shall be those as described under West Virginia Division of Personnel Class Specifications 8953.

3.5. The duties of the "Capitol Police Officer, Corporal" shall be those as described under West Virginia Division of Personnel Class Specifications 8955.

3.6. The duties of the "Capitol Police Officer" shall be those as described under West Virginia Division of Personnel Class Specifications 8952.