



COMMONWEALTH of VIRGINIA

CHADWICK S. DOTSON
DIRECTOR

Department of Corrections

P.O. BOX 26963
RICHMOND, VIRGINIA 23261
(804) 674-3000

April 3, 2025

MEMORANDUM

To: All VADOC Unit Heads

From: Chad S. Dotson
Director

A handwritten signature in blue ink, appearing to read "CSD", is written over the printed name "Chad S. Dotson".

Subject: Budget Control Measures

With the end of Fiscal Year 2025 approaching (June 30), it is crucial that we maintain a strong focus on financial discipline and take necessary steps to stay within our budget. Due almost entirely to rising medical costs, several immediate measures are being implemented to manage agency activities within the allocated budget.

Effective immediately, I have instructed human resources staff to slow the recruitment, selection, and hiring process for vacancies across the agency. Please note, this does not apply to the hiring process for corrections officers. To implement the guidance, the HR team will closely manage the hiring process, and no new offers of employment will be extended with an effective date prior to June 10, 2025. Additional information concerning modifications to the recruitment incentive programs will be disseminated by the Human Resources Director in the coming days.

In addition, the agency will closely examine all pending procurements to determine items or services that could potentially be delayed. Every unit is responsible for reviewing and eliminating any unnecessary spending (i.e., non-essential expenditures), as the maintenance of strict budget controls is not just a financial requirement but a shared responsibility. Further guidance will be provided through your deputy director or regional leadership.

I understand these measures will have an impact on all of us. These actions are challenging but necessary as we work together to perform our public safety mission while remaining good stewards of state tax dollars. You should also be aware that, as part of the recently announced *What's Next?* initiative, I previously ordered our finance team to make significant changes in the way we handle budgeting beginning in FY26. Details will be forthcoming.

I thank you for your support and understanding as we implement these necessary control measures. As always, I'm grateful for your dedication to our public safety mission.

cc: A. David Robinson, Chief Deputy Director
Joseph W. Walters, Senior Deputy Director
H. Scott Richeson, Deputy Director for Programs, Education and Reentry
Leslie Fleming, Deputy Director for Institutions
Jermiah Fitz, Deputy Director for Community
Steve Herrick, Deputy Director for Health Services
Holly Cline, Chief of Staff
Regional Administrators