

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 104.00

EFFECTIVE DATE: 15 April 2026

SUBJECT: ROLE OF OUTSIDE AGENCIES

POLICY DIRECTIVE

PURPOSE:

To ensure the roles and functions of employees of other public or private agencies providing a service to the Division of Corrections and Rehabilitation are covered by written policy and procedure.

REFERENCE:

ACA Expected Practices 5-ACI-1A-11, 5-JCF-7D-10, 1-JDTP-1A-15, 2-CO-1B-10, 2-CO-1C-17, and 1-CTA-1A-10.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The Division of Corrections and Rehabilitation (DCR) utilizes other public and private agencies or individuals to provide services in areas such as, but not limited to, food service, medical and mental health care, commissary services, and educational and other programs.

The agencies/individuals who provide these services are under a contractual agreement or memorandum of understanding (MOU) which outlines the services to be provided, the duties and responsibilities of the agency/individual, and a specific cost (if applicable). Copies of the contract or MOU are available to agency and facility/work unit leadership in order to monitor and ensure compliance.

- II. All individuals and agencies providing contractual services are subject to the rules, regulations, operating procedures, chain of command, and authority of the DCR, and the facility Superintendent or work unit supervisor/director.
- III. Designated agency staff communicate at least annually with agencies providing contractual services to the agency regarding the goals of the agency and the responsibilities of the contractor.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


David L. Kelly, Commissioner

03/16/2026
Date