

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 108.00

EFFECTIVE DATE: 05 April 2025

**SUBJECT: MEDIA CONTACT & PUBLIC
INFORMATION PROGRAM**

POLICY DIRECTIVE

PURPOSE:

To provide policy establishing the Division of Corrections and Rehabilitation's commitment to informing the public and media of events, including emergency and nonemergency responses; and to ensure timely responses to information requests from federal, state, and local legislators and executives regarding operations or specific inmates.

REFERENCE:

ACA Expected Practices 5-ACI-1A- 21 and 22; 5-ALDF-7F-01; 4-JCF-6G-02 through 05; 3-JDF-1A-26, 30, 31 and 31-1; 1-JDTP-1A-22 through 24; 2-CO-1A-25, 26, 27, and 27-1; and 4-APPFS-1C-01.

RESPONSIBILITY:

Facility Superintendents are responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 108.00 dated 14 October 2022.

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) Executive Assistant assigned the responsibilities of Marketing and Communications shall serve as the agency Public Information Officer.
 - A. All requests from media representatives shall be handled in a professional manner and directed to the Executive Assistant. A “no comment” response is not appropriate. Assure the representative that his/her request will be forwarded to the appropriate personnel.
 - B. The Executive Assistant will ensure emergency and nonemergency responses are provided as appropriate.
 - C. Special events coverage and news/press releases are initiated by the Executive Assistant. To foster community involvement and support, when a facility or work unit has a special event or has a need for a news/press release, they will ensure the Executive Assistant is informed.
 - D. Media access to facilities, centers, programs or events involving juveniles will be consistent with preserving juveniles’ rights to privacy.
 - E. The Executive Assistant shall have knowledge of data and information protected by federal or state privacy laws, or federal and state freedom of information laws.
- II. Requests from federal, state, and local legislators and executives for information about operations or specific inmates are also directed to the Executive Assistant for prompt response with due regard to privacy protection statutes.
- III. Facility-specific Operational Procedures will identify the following:
 - A. Areas in the facility that are accessible to media representatives, consistent with preserving the privacy of the offenders and maintaining order and security.
 - B. The process and personnel responsible for referring requests from media representatives or legislators/executives to the Executive Assistant.
- IV. Policy and procedures to ensure reasonable access for inmates to the communications media are provided in DCR Policy Directive 331.00.

ATTACHMENT(S): None.

APPROVED SIGNATURE: William K. Marshall III 04/05/2025
William K. Marshall III, Commissioner Date