

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 108.00

EFFECTIVE DATE: 14 October 2022

SUBJECT: MEDIA CONTACT

POLICY DIRECTIVE

PURPOSE:

To provide appropriate procedures for contact with media representatives.

REFERENCE:

None.

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:

Employee: For the purpose of this Policy Directive, this includes full time, part-time, temporary, provisional, probationary, and permanent status employees of the State of West Virginia; contractors and their employees; and volunteers.


POLICY:

- I. Employees (as defined above) of the Division of Corrections and Rehabilitation (DCR) are not permitted to share or offer information to media representatives. All requests from media representatives shall be handled in a professional manner and directed to the Department of Homeland Security (DHS) Cabinet Secretary's office.

- A. It is not appropriate to provide a “no comment” response. Assure the representative that his or her request will be forwarded to the appropriate personnel.
 - B. All employees receiving such requests will notify the Commissioner’s Office through his/her chain of command.
 - C. Special events coverage and news/press releases are initiated by the DHS Cabinet Secretary’s office.
- II. Policy and procedures to ensure reasonable access for inmates and residents to the communications media is provided in DCR Policy Directive 331.00.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:  10-11-22
Brad Douglas, Acting Commissioner **Date**