

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 303.01**

**EFFECTIVE DATE: 11 June 2025**

**SUBJECT: DCR CORRECTIONS  
EMERGENCY OPERATIONS  
CENTER**

# **POLICY DIRECTIVE**

---

**PURPOSE:**

To provide direction as it pertains to the operation and utilization of the Division of Corrections and Rehabilitation (DCR) Corrections Emergency Operations Center.

**REFERENCE:**

None.

**RESPONSIBILITY:**

No additional written instructions on this subject are required.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 303.01, dated 08 September 2020.

**APPLICABILITY:**

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

**DEFINITIONS:**

**Serious Incidents:** Those incidents having a negative impact upon the physical safety of any person or which impact adversely upon the immediate safe, secure operation of any operational unit of the DCR.

**Unusual Incidents:** Those incidents which, although contained or presenting no immediate threat to the public, offenders or staff, could initiate attention from the media or require a response from the Office of the DHS Secretary or the Office of the Commissioner.

**POLICY:**

- I. The DCR Corrections Emergency Operations Center (CEOC) shall be operational seven (7) days a week, twenty-four (24) hours a day.
  - A. Each facility and operational unit shall report serious and/or unusual incidents to the CEOC regardless of the day or time the incident occurs.
  - B. CEOC staff will maintain logs and initiate additional action as deemed appropriate.
  - C. The DCR Director of Security Services shall be responsible for the direction, supervision and coordination of the CEOC operations. Primary services provided by the CEOC shall include:
    1. Point of contact for all facilities and operational units to report serious and unusual incidents as defined in this policy.
    2. Operation of the West Virginia Automated Police Network System (WEAPONS) National Crime Information Center (NCIC) terminal.
    3. Back-up electronic monitoring for the units that utilize that technology.
- II. The serious and/or unusual incidents in the below list, although non-exhaustive, are required to be reported to the CEOC. Due to the nature of these incidents, Superintendents and work unit supervisors or directors as appropriate shall ensure that timely notification is also made up his/her chain of command.
  - Escape or attempted escape
  - Death of adult inmate or juvenile resident in custody
  - Death of staff on duty
  - Riot/major disturbance
  - Hostage situation
  - Assault on staff with serious injury
  - Assault on adult inmate or juvenile resident with serious injury
  - Aeromedical transport (e.g., Life Flight)
  - Natural disaster causing damage to the facility perimeter or structure
  - Chemical spill requiring shelter in place order or evacuation

- Inmate work stoppage
- Staff work stoppage
- Fire with structure damage or injuries
- Emergency count that does not clear
- Perimeter breach
- Admission of public official to jail following arrest
- Arrest of employee or former employee
- Unexpected loss of utilities (water/power)
- State vehicle accident with injuries
- Drug overdose requiring hospitalization
- Use of force injury to staff or inmate/resident/parolee that requires outside medical treatment
- Unusual occurrences including, but not limited to, unauthorized or suspicious person on property, removal of any person from property by law enforcement
- Arrest of parolee with new serious criminal charges such as murder, kidnapping, sexual assault/abuse, etc.
- Improper or erroneous release

III. The following incidents, although unusual, do not require reporting to the CEOC:

- Hospital transports other than those situations listed above
- Prison Rape Elimination Act (PREA) situations or allegations (require notification to the Office of PREA Compliance in accordance with Policy)

ATTACHMENT(S):

None.

APPROVED SIGNATURE:

  
Lance Yardley, Acting Commissioner

  
Date