

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 303.01

DATE: 08 September 2020

**SUBJECT: DCR CORRECTIONS
EMERGENCY OPERATIONS
CENTER**

POLICY DIRECTIVE

PURPOSE:

To provide direction as it pertains to the operation and utilization of the 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 15 February 2020.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation. 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. Examples include, but are not limited to: deaths; riot or serious disturbance; escape/attempted escape from confinement or direct custody; assaults that inflict severe injury; arrest of a staff member, inmate or parolee (on a new charge); PREA incidents/allegations that may constitute criminal activity and require notification

of outside law enforcement; or any other incident that may require the immediate attention and/or response from the Office of the DHS Secretary or the Office of the Commissioner.

Unusual Incidents: Those incidents which, although contained or presenting no immediate threat to the public, inmates 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.

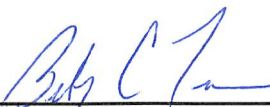
POLICY:

- 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.
- II. The DCR Director Security shall be responsible for the direction, supervision and coordination of the CEOC operations. Primary services provided by the CEOC shall include:
 - A. Point of contact for all facilities and operational units to report all serious and unusual incidents as defined in this policy.
 - B. Operation of the WEAPONS NCIC terminal.
 - C. Back-up electronic monitoring for the units that utilize that technology.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner

8-28-20
Date