



**WEST VIRGINIA  
DIVISION OF  
JUVENILE SERVICES**

**POLICY NUMBER:**

**108.00**

**PAGES:**

**3**

**CHAPTER:**

**Administration and  
Management**

**REFERENCE AND RELATED STANDARDS:**

**WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA  
3-JTS-1A-25/26/27/27-1; ACA 3-JDF-1A-31/31-1; ACA 3-  
JCRF-1A-16/17/18**

**SUBJECT: Public Information/Media Access**

**DATE: January 1, 2008**

**POLICY**

This Policy is to establish the procedures necessary for releasing public information and granting representatives of the media access to the facilities

**CANCELLATION**

This policy has been reviewed and supersedes Policy 108.00 dated October 1, 2008.

**APPLICABILITY**

This Policy applies to ALL Division of Juvenile Services' Facilities and /or Offices.

**PROCEDURES**

1. A public information program is provided that encourages interaction with the public and the media.
2. Requests from federal, state, and local legislators, executives, and other components of juvenile justice for information about operations or specific juveniles are responded to promptly by designated facility and Central Office staff and with due regard to privacy protection statutes.
3. Representatives of the media are granted access to the facility consistent with preserving juveniles' rights to privacy and maintaining order and security.
4. The agency's commitment is established to inform the public and the media of events within the agency's area of responsibility. These procedures address emergency and non-emergency responses to the media and, at a minimum, include the following:

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- a. Identification of areas of the facility accessible to media representatives;
  - b. The contact person for routine requests for information;
  - c. Identification of data and information protected by federal and state privacy laws or federal and state freedom of information laws;
  - d. Facility tours;
  - e. Special events coverage;
  - f. News release policy;
  - g. Designation of individuals or positions within the agency authorized to speak with the media on behalf of the agency.
5. All requests for access to a facility by members of the news media shall be referred to the Director of the WV Division of Juvenile Services or designee. Only the Director of the WV Division of Juvenile Services or designee may grant media access to any facility.
  6. Facilities shall establish an Operational Procedure for forwarding requests by residents to have access to the media. All such requests must be forwarded to the Director of the WV Division of Juvenile Services for approval/denial. All such requests must be accompanied by documentation that the resident has been afforded an opportunity to consult with his/her attorney and/or parent about contact with the media.
  7. Access to a facility may be denied when:
    - a. The security and safety of the media personnel would be jeopardized, or
    - b. Visits by the media may cause a serious disruption to institutional harmony, or
    - c. Media coverage may jeopardize institutional safety and security, or
    - d. Contacts by media may adversely affect an individual juvenile resident's physical or emotional stability, or
    - e. Continued contacts become disruptive by virtue of their numbers, or

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- f. Access has not been granted by the Division of Juvenile Services' Director or designee.
  
- 8. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:

*Dale Humphrey*  
Director

*January 1, 2008*  
Date