



**State of West Virginia
Department of Homeland Security
Division of Administrative Services
1201 Greenbrier Street
Charleston, WV 25311
(304) 558-2350**



**JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY**

**MICHAEL V. COLEMAN
DIRECTOR**

To: All Division of Administrative Services Employees

From: Paula Dickens, Executive Secretary

Date: December 16, 2022

Re: Issuance of Agency Policy Statements

The following agency policy statement is hereby issued by the Director and effective on 3, January 2023:

<u>Index No.</u>	<u>Subject</u>
106.00	Division Website

Please read each of these policies as soon as possible and upload the enclosed acknowledgement form to <https://forms.gle/tmy8LP9hMT8hxgyD9>.

Thank you for all that you are doing to deliver a premier level of service to our customer agencies.

Enclosure

cc: File



WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
EMPLOYEE ACKNOWLEDGEMENT FORM – WRITTEN INSTRUCTIONS

I, the undersigned employee hereby acknowledges receipt of a copy of the West Virginia Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) listed below:

<u>Index Number</u>	<u>Subject</u>	<u>Effective Date</u>
106.00	Division Website	3, January, 2023

I, the undersigned employee acknowledges 1) that the above listed policy statement(s), staff notice(s), and/or job guide(s) are a condition of my continuing employment with the West Virginia Division of Administrative Services; 2) that I understand the effective dates of these policy statement(s), staff notice(s), and/or job guide(s); 3) that I am hereby instructed to contact my immediate supervisor if I have any questions concerning these policy statement(s), staff notice(s), and/or job guide(s); and 4) that all Division of Administrative Services policy statement(s), staff notice(s), and/or job guide(s) will be available on the agency's website, in compliance with Division of Administrative Services Policy Statement 100.00, for viewing at any time.

Employee's Name (Print or Type) _____

Employee's Signature _____ Date _____

UPLOAD THE FORM BY USING THE LINK BELOW

<https://forms.gle/tmy8LP9hMT8hxgyD9>



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

SUBJECT: DIVISION WEBSITE

INDEX NUMBER: 106.00

EFFECTIVE DATE: January 3, 2023

PURPOSE: To establish and maintain mechanisms regarding the Division of Administrative Services (hereinafter Division) website.

REFERENCE: West Virginia Code §15A-2-1 et seq. and §5F-1-7.

RESPONSIBILITY: None.

CANCELLATIONS: Any previous written or verbal instruction on this subject.

APPLICABILITY: All Division employees, to include full-time, part-time, temporary, contractual, and vendors.

DEFINITIONS: None.

POLICY:

- I. The Director shall cause a division website to be created and maintained that provides searchable information in compliance with West Virginia Code §5F-1-7.
- II. Assistant Directors and Deputy Directors shall designate at least one employee from their section(s) to liaison (on a collateral duty basis) with the division's Webmaster concerning content, functionality, and other website issues.
 - A. These section liaisons will be responsible for website content maintenance and updates for their assigned section on an ongoing basis.
 - B. The Webmaster shall meet with all section liaisons quarterly, or as otherwise deemed appropriate, to conduct a comprehensive review of the website to ensure that all content is up to date and that functional issues are being identified and addressed appropriately.

ATTACHMENTS: None.

APPROVED SIGNATURE:  12/16/2022
Michael V. Coleman, Director Date