



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 *pd*

Date: November 2, 2022

Re: Issuance of Agency Policy Statements

The following agency policy statement is hereby issued by the Director and effective on 7, November 2022:

<u>Index No.</u>	<u>Subject</u>
280.00	24-Hour Employee Contact Information

Please read each of these policies as soon as possible and upload the enclosed acknowledgement form to the following link: <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>
280.0	24 Hour Employee Contact Information	7, November 2022

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: 24-HOUR EMPLOYEE CONTACT INFORMATION

INDEX NUMBER: 280.00

EFFECTIVE DATE: November 7, 2022

PURPOSE: To assure the Division of Administrative Services has the ability to contact all employees, in the case of an emergency, on a 24-hour basis.

REFERENCE: West Virginia Code §15A-2-1 et seq.

RESPONSIBILITY: None.

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

APPLICABILITY: All Division of Administrative Services (hereinafter the Division) employees.

DEFINITIONS: None.

POLICY: Because the West Virginia Department of Homeland Security provides direct homeland security services to the public on a 24-hour a day, 365-day a year basis through, emergency management, disaster response, intelligence analysis, incarceration, parole and probation services, public safety, and law enforcement the Division must be able to provide necessary support services to these other agencies whenever and wherever the need arises. Additionally, there may be circumstances or emergencies that preclude employees from being able to report to the office for work. Therefore, Division administrators, managers, and supervisors must be able to communicate with employees regardless of the day or hour. Accordingly, it is Division policy to require each employee to provide the Division with a telephone number at which the employee can be contacted on an emergency basis 24-hours a day.

ATTACHMENTS: None.

APPROVED SIGNATURE:

Michael V. Coleman, Director

11/07/2022

Date