

STATE OF WEST VIRGINIA



WEST VIRGINIA REGIONAL JAIL AND CORRECTIONAL FACILITY AUTHORITY

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Governor

Joseph C. Thornton
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David Farmer
Executive Director

To: Jail Administrators

From: Operations

Date: December 19, 2016

Subject: Public Defender's Office and Private Attorneys taken pictures

When the Public Defender's Office or a Private Attorney has made a request to the Shift Supervisor to take photos of their client, the following procedures will occur.

- WVRJA will provide a camera to the Attorney or Investigator
- The Attorney or Investigator will provide the Facility with their own memory card
- The Attorney or Investigator will be placed into an interview room and allowed to take the photos while an officer remains outside of the room. The Attorney or Investigator will only be able to take photos of their clients in an interview room, unless these photos requires a more private setting, then the booking restroom may be used.
- Once the Attorney or Investigator has completed their task they will remove their memory card and clear all photos that may still remain on the camera of their client.
- The officer will then take possession of the camera and return to their duties.
- WVRJA will no longer take or print out pictures for The Public Defender's Office or Private Attorneys unless it is court ordered.