

Stevens Correctional Center

Rulebook

Introduction

Mission Statement: To provide inmates, staff, and the public with a secure and safe environment; to promote responsibility to one's self and society; to enhance the skills necessary for self development, serving to maintain a positive and productive lifestyle.

Objective: This facility will provide a safe, secure and sanitary living environment in which inmates will be provided with the best of case management and a variety of institutional programming and activities. It will provide an atmosphere within a correctional setting conducive to promoting interaction between staff and inmates. It will help enable an inmate to obtain skills needed to successfully prepare him for returning to society via transfer to lower security facilities, work release, parole and/or discharge.

Inmate Selection Criteria: In order for inmates to be at Stevens Correctional Center, they must have an overall classification score of four or less, and be within 60 months of seeing the parole board.

Administration:	Warden:	Mr. Dingus
	AWS:	Acting Capt. Dickerson
	AWO:	Mr. Winebarger
	AWP	Mr. Murphy
	ACA Compliance	Mrs. Pruitt
	Records Clerk:	Ms. McGuire
	IBF Clerk:	Mrs. Chinsolo
	Visitation Officer:	COII K. Brown
	Jobs Coordinator:	COII T. Jones
	Safety Officer:	Mr. Whitlow
	IPO:	Ms. Martin
	Education:	Mr. Murphy/Mrs. McGhee/Mrs. Beebe
	Medical Director:	Dr. Jones

Health Services Admn R.N. Walker

Chaplain: Mr. Pruitt

Recreation Director Mr. Richardson

Unit Team Staff: Unit C (2nd Floor and 3rd Floor) Assigned Pod:

Unit Manager: Mrs. Shelton

Case Managers: Mrs. Moore 2C

Mrs. Howell 3C

Counselors: Mrs. Lockhart 2B

Mr. Hale 3B

Office Assistant: Mrs. Rudolph

Unit B (4th Floor, D-Building and Medical)

Unit Manager: Mr. Thomas

Case Manager: Mr. Wallace D2/D3

Counselors: Mr. Green 4B

Mrs. Cleary 4C

Office Assistant: Ms. Atwood

General Housing Rules:

Wake Up: Wakeup call is at 5:30 a.m. unless on a work crew such as the kitchen.

Meals: Breakfast is at 6:00 a.m. Lunch is at 11:00 a.m. Dinner is at 4:00 p.m. (Times are subject to change)

Counts: Count times are: 0200 a.m., 0350 a.m., 0520 a.m., 0730 a.m., 1045 a.m., 1545 p.m., 2000 p.m. (mandatory standing count) and 2345 p.m. (all times are subject to change)

Personal Property: All inmates will have their personal property inventoried upon arrival. Inmates that purchase property while at SCC will have it added to their property lists. All property must be purchased through approved locations. It is the inmate's responsibility to make sure all property purchased is added to their property list.

Personal Cleanliness/Grooming: Each inmate will be expected to shower at least once a day and maintain good personal hygiene habits. Inmates are not permitted to have

facial hair and must be clean shaven each morning before leaving their unit. A member of the medical department may issue a shaving pass for inmates with legitimate reasons. Not adhering to or abusing a shaving pass will result in revocation of the pass. Each inmate is responsible for having his hair cut on a regular basis and maintaining neatness. No "block" cuts or fad styles are allowed. Sideburns shall not extend below the bottom lobe of an inmate's ear, nor be flared, and will end in a clean-shaven horizontal line.

Clothing: Inmates must wear their khaki uniforms at all times when they are off of their housing unit excluding when they are on the recreation yard. Inmates are allowed to wear t-shirts, pants, shorts and/or sweats only on the housing unit and rec yard. Clothing must be of proper size and fit. Shirts must be tucked in and buttoned up. Any destruction of state-issued clothing will result in disciplinary action.

Maintenance of Living Quarters: Each inmate is responsible for his own living area, bed, property box and/or locker.

1. Beds will be made. Blankets and sheets will be tucked in. This will be done by 1045 A.M. for inspection
2. Clothes and commissary will be stored in property box.
3. Dirty clothes will be stored in laundry bags.
4. Towels, washcloths, coats, hats, laundry bags will be stored on the hooks.
5. Personal items will be stored in the property box or shelf area.
6. Shoes will be stored under the bed at all times.
7. Floors will be swept and mopped, rooms will be dusted.
8. Trash cans will be no more than $\frac{3}{4}$ full, no paper or trash in the floors.
9. There will be no extra furniture in the room (including chairs)
10. The walls & mirrors will be clean & free of any items (No hanging up photos).
11. Rooms will be maintained in a neat and orderly fashion.
12. Toilets will be cleaned and/or flushed.
13. Microwaves will be cleaned.
14. Area around ice machines will be kept clean.
15. Light covers will be free of dust and insects.
16. Doors must be capable of fully opening, do not block doors with anything.
17. Showers must be cleaned and old soap disposed of.

18. Inmates will not be allowed under their covers until 2000 P.M. but can lie on their bunks.

Telephone Usage: Upon arrival at the facility, inmates will fill out a telephone number request sheet (telephone list bubble sheet) and turn it into one of their unit team members for approval. Their DOC number will act as their pin number when placing phone calls. Inmates will only use the phones on their assigned floors. Inmates are allowed to have a maximum number of ten phone numbers on their call list. Three way phone calls are not permitted. Any inmate that has "Loss of Privileges" shall not use the phone. All calls are subject to being monitored and/or recorded per state law. Phone numbers will be changed and/or added every calendar quarter.

Movement: Inmates must turn in their orange identification card to the correctional officer on the unit, inform the officer where they are going and wait for permission to leave the floor. Inmates must carry their white identification cards on themselves at all times. Inmates must use the most direct route to their destination. When returning to their housing units inmates are to notify their correctional officer and retrieve their orange identification card.

Dining Hall Regulations: Inmates may talk at normal conversational levels, no shouting. After eating, each inmate is to clean their area and take their tray to the dishwashing window. No headgear shall be worn in the chow hall. After leaving the chow hall, inmates are to proceed directly to their next destination. No food, drink, sporks, cups or trays shall be taken out of the chow hall. Meals will not be taken to the general housing units unless authorized by medical staff or security.

Television rules/procedures: Televisions are provided in the dayroom and are not to be removed from this area. The dayroom will open at 5:30 a.m. and remain open until 11:00 p.m. (Lights out), unless otherwise stated by staff. Headsets are to be used with televisions at all times.

Barber Shop: Barber services will be provided by the facility on Thursdays through Sundays. The Warden or their Designee may also approve other days for barber services.

Classification: Inmates will be classified approximately thirty days of arrival to determine an appropriate security level. Each inmate that is classified as a level three or four will be reclassified every six months, each inmate classified as a level one or two will be reclassified on a yearly basis, this is subject to change. Each inmate that is classified as a level one or two will have outside clearance and be placed on the waiting list to move to D-Building (facility's road crew); they will also be evaluated for Pruntytown and Betty Slayton Work Camp at some point.

Commissary: Commissary lists must be submitted by no later than 2:00 p.m. the day prior to orders scheduled to be filled for your pod. Lists will be picked up by a commissary supervisor each day prior to your scheduled order delivery. Once your commissary order is delivered to you and you sign for it, you agree that you have received the items that you ordered; you cannot dispute your order after you have signed for it. There is a \$75.00 maximum limit per order. Do not go to commissary unless you have been called. You must be fully dressed in khakis with shirts tucked and be clean shaven.

COMMISSARY LIMITS:

1. SCC Commissary provides commissary service to each housing pod a minimal of (1) day per week (Monday through Friday) or as posted schedule states; unless it is closed for the week by the Warden/Designee.
2. Since members of the general population may purchase items from the Commissary at least one time per week or as posted schedule states, there is no reason for keeping large quantities of items purchased in their cell or living area.
3. Large quantities of purchased items stored in a cell or living area pose security problems, are fire hazards, and create hygienic problems, as far as an insect and rodent attraction is concerned.
4. In order to alleviate these problems and set clearly defined possession limits, the attached list is provided. Effective this date, offenders having any amount over the set limit on the attached sheet will be subject to disciplinary action on a charge of "Contraband".
5. Special Notation:
 - A. It will be the responsibility of the inmate to ensure that he does not go over the possession limit.
 - B. It is the responsibility of the inmate to be aware of property items allowed at other facilities.
 - C. When an inmate is being transferred to another facility, he shall not be permitted to take any food items to the new facility.
 - D. Stevens Correctional Center will not be responsible for loss, damage, or theft of any personal property purchased by an inmate.
 - E. Any inmate found in violation of the in-cell possession limits will be disciplined according to Policy Directive #325.00 – Discipline of Inmates.

DONATIONS/SPECIAL CIRCUMSTANCES: Inmates housed at Stevens Correctional Center may be allowed to participate in special services such as holiday drives for the underprivileged. At the SCC Warden's discretion, inmates may be allowed to donate approved items purchased through SCC Commissary. SCC will handle these situations on a case by case basis and all actions must be approved by the SCC Warden.

Grievance Procedures: Grievance forms will be available upon requests. Grievances are intended to be used when a problem has not been sufficiently addressed to his satisfaction on an informal level. Inmates should first seek solutions to their problems through communication with the appropriate staff. Inmates need to place an exact explanation of the problem he wishes to have resolved on the G1 grievance form. Upon completion of the grievance the inmate shall submit it to his unit manager to be answered within (5) days of receipt. If the inmate is not satisfied with the unit managers response, he has (5) days to appeal the decision to the Warden on the same form, the Warden shall respond within (5) days. If the inmate is not satisfied with the Warden's answer, he may submit it to the Commissioner of Corrections within (5) days using the same form.

Jobs: The facility's job coordinator will make work assignments determined by the needs of the facility and skills and ability of the individual inmate. Inmates must fill out and submit a job application to a member of their unit team. All inmates must be compliant with their recommended programming to be eligible for employment, anyone refusing programming or is removed from a program for nonparticipation will lose their job. Any money earned will be credited to an inmate's account monthly. If an inmate is sick they have to submit a sick call to medical to be excused from work. If an inmate is employed and receives a write up while performing their job duties they will automatically be fired from the position, if an inmate receives a write up while not working they can maintain their employment until they have their hearing.

Laundry: Laundry will be placed in the laundry cart on each floor in a laundry bag. All clothing must have a DOC number on it. All clothing, socks, underwear, washcloths will be in a laundry bag. If an inmate does not put their laundry, in the cart they will not be allowed to take their laundry to the state shop once the cart has been picked up.

Law Library: All supplies in the law library are for legal use only, if used for personal reasons, disciplinary action can occur.

Library: The library will be open to inmates each evening. Library hours and times for each pod are posted on the housing unit.

Mail/Correspondence: All incoming mail must be addressed as follows:

Inmate Name, DOC#
POD#
Stevens Correctional Center
795 Virginia Ave
Welch, WV 24801

The only packages inmates will be allowed to receive will be directly from Walkenhorst's, J.L. Marcus, Bargain Books or Music By Mail. We do not allow inmates to receive packages from home. The following items are what you or your family can order to have sent in:

- One (1) CD player, tape player, or am-fm radio with no external speaker
- One (1) Set of headphones
- One (1) Set of ear buds
- Fifteen CDs (15) (must be new no black market or burnt CDs)
- Six (6) Religious Books
- Six (6) Regular Books
- Two (2) Baseball style hats (Plain hats only, no logos)
- One (1) Pair of athletic shoes (may not be black or camouflage)
- One (1) pair of boots (No Gore Tex, steel toe or Thinsulate, (except authorized workers, no cowboy boots, eight (8) inch Height limit
- ***Shoes must be ordered from Jack L Marcus***
- One (1) wedding band (married only)
- One (1) religious medallion with chain/beads (not to exceed over \$100.00)
- Two (2) Koofis
- Two (2) pair of prescription or reading glasses (one personal one state issue)
- One (1) soft eye glass case
- One (1) CD case (no metal)
- One (1) watch

If you receive any item that you already have on your property card, you will have to turn in the old item in order to receive the new one.....No Exceptions. Any items on your property list that tear up or wear out must be turned into the post office before it will be taken off of your property sheet.

All money orders must be \$100.00 or less...no exceptions. Money order must have your name, DOC# and complete address of the sender on them. If this information is not on the money order it will be returned to the sender.

All mail must have first and last names along with your DOC number and unit number. All letters must have a return address on it or you will not be allowed to receive it. Anytime you move to another floor please inform your family to change it on all incoming mail.

All outgoing mail will be left open except legal mail; we will seal it after being inspected for contraband. Outgoing mail to other facilities will be written correspondence only. You are not allowed to send pictures, stamps, or drawings (not even on the envelope) to another facility.

All magazines and newspaper subscriptions must be paid in full. You are not allowed to enter into a contract per Policy Directive 325.00. This means you cannot send in for a subscription and mark "Bill me Later." No magazines with pictures depicting penetration in them.

Do not three way mail (this will result in a violation)

No Scented oils are to be ordered. If you want oils for your religious purposes, they must be unscented and have to be approved by the Chaplain and Warden.

If at any time you would like to speak with someone in the mailroom, you must submit an inmate request and place it in the mail box outside of the chow hall. You will be called to the post office in a timely manner.

Any inmate correspondence to any other inmate in any other facility must be approved by the Warden of both facilities. An inmate correspondence form must be filled out through unit management and submitted.

Medical:

Sick Call: Any inmate wishing to see a nurse or in need of medical and/or dental attention will fill out a medical request slip and place it in the mailbox located outside the chow hall. The doctor will see the inmate.

Pill Call: The medical department will hold a pill call at the following times: 6:00 a.m. (breakfast), 11:00 a.m. (lunch), 3:00 p.m. (Diabetics), and 4:00 p.m. (Dinner) and 8:30 p.m. (night medication)

Dental Call: The medical department will make referrals to the dentist as needed.

Elevator Usage: Inmates with a legitimate medical reason requiring usage of the elevator will be issued an elevator pass by medical. Inmates must have this pass with them anytime they plan on riding the elevator.

Parole: When an inmate becomes eligible for parole consideration, specific documents will be processed prior to the parole hearing. Unit team members will determine what an inmate needs for parole consideration or discharge. All inmates will have to pass a urine drug screen

before being released on parole. Inmates must fill out a pre-parole report and submit a home plan before attempting to see the parole board.

Pre-Parole Report: This is a general summary of information about the inmate such as programming, disciplinary action and attitudes in regards to the inmate's current offense and society.

Home plan: A potential home plan must meet the following criteria:

1. Positive financial conditions
2. Available room for the offender
3. No guns, alcohol or illegal drugs in the home
4. Sponsor must want the offender in the home
5. An offender cannot go to federally funded housing
6. Cannot have convicted felons in the home
7. No prior domestic violence in the residence
8. Cannot have an overload of offenders in a treatment facility or shelter
9. Have a valid transportation system
10. Must have access to a telephone.

Parole officers have 30 days to review and approve and/or deny a home plan. Once a home plan is approved it is valid for 90 days. An inmate without an approved home plan will be given a "Further Consideration" by the board. An inmate may be able to see the parole board if a home plan is denied by the parole officer in person, the parole board has the option to overturn a denied home plan at their discretion.

Out of State Home plans: when an inmate wants to parole to another state, he must submit an out-of-state home plan (Interstate Compact) to be approved. The inmate must contact their case supervisor 120 days prior to the expected parole date to complete this form. If approved they are valid for 120 days.

Disciplinary rule violations: Inmates must be three months write up free to be interviewed by the parole board. This is from the date of the incident, not the date of the magistrate hearing.

Visitors: Inmates are allowed to have visitors attend their parole hearings. The inmate will report who they are on their pre-parole forms when completing them. Each inmate will be given a date and time they will be seeing the parole board so that they can notify the visitors.

Inmate Parole/Discharge Release Transportation: In accordance with Policy Directive 457.09: Inmates will be transported in the following manners:

1. The inmate will be transported to the nearest bus, conveyance, or common carrier station. A one-way fare to the nearest stop closest to the county seat of the county of last commitment or home plan will be, or will have been, purchased for the inmate. The fare will be paid using funds set aside in his/her savings. Any inmate being released on parole for which a one way ticket is purchased shall be deemed granted the necessary permission to travel the route established by the bus, conveyance, or common station.
2. If the county seat or last commitment or home plan is closer than the nearest bus, conveyance, or common carrier station, the Warden/Administrator/Designee is authorized to transport the inmate to such county seat rather than to the bus, conveyance, or common carrier station.

In order to ensure each inmate has sufficient funds to purchase a one-way bus, conveyance, or common carrier ticket, the Warden/Administrator/Designee, within twelve (12) months of his/her projected minimum discharge date or within three (3) months of his/her first parole eligibility date and all times thereafter, shall take all measures to ensure that the inmate has in his/her mandatory savings account a sum sufficient to purchase a bus, conveyance, or common carrier ticket in accordance with policy.

1. If necessary, the Warden/Administrator/Designee may place a hold on an inmate's spending and transfer an appropriate amount of money from the inmate's spending account to his/her mandatory savings account in order to pay the above-noted transportation costs when he/she is released by discharge of sentence or pursuant to parole.
2. Each Warden/Administrator/Designee shall consult with their nearest bus, conveyance, or common carrier to arrive at a proper estimate for such fares relative to his/her institution/facility center.

Clothing in regards to parole or discharge: Inmates are responsible prior to parole or discharge to have clothing sent in for them to wear out of the facility. Inmate may have clothing sent in to the facility to be held two weeks before release. If any inmate is being picked up by family or a friend from the facility, they may bring clothing with them for the inmate to wear.

Programming: Stevens Correctional Center, in cooperation with other agencies, helps provide a variety of educational and treatment programs. Each inmate will be assessed to determine what programming they need and then recommendations will be made as to what programs the inmate should be involved in while at Stevens Correctional Center. Programs currently available are:

AA/NA: These meetings are open to individuals with drug and/or alcohol problems, they are held every Tuesday and Thursday at 12:30 p.m. in contact visitation. Christian 12 Step Program is also available to anyone that wants to attend on Thursdays at 1:30 p.m. in the library.

Aladrué I, II, III and Relapse Prevention: Recommended to inmates with substance abuse issues. Inmates that have completed Aladrué I and returns on a parole violation must complete Aladrué I: Relapse Prevention. (Contact person: Mr. Green or Mr. Wallace)

Batterers Intervention and Prevention Program (B.I.P.P.S): Recommended to inmates with a current or prior history of domestic violence related issues. (Contact person: Mr. Wallace)

Cognitive Skills I: Recommended to all inmates to help promote more positive and effective thinking skills. Inmates can sign up for the program in the library. (Contact person: Mr. Murphy, Mrs. McGhee, Mrs. Beebe)

Crime Victim Awareness: Recommended to all inmates to participate in, based on the idea that every inmate has at least one victim. (Contact person: Mr. Hale, Mrs. Howell, Mrs. Lockhart or Mr. Green)

Adult Basic Education/Preparation for G.E.D./G.E.D: Recommended to inmates that do not currently have a high diploma or G.E.D. Inmates do have the opportunity to earn their G.E.D while incarcerated. Inmates can sign up for the program in the library. (Contact person Mr. Murphy, Ms. Riley or Mr. Wright)

Managing My Anger: Recommended for inmates deemed to have an anger issue. (Contact person: Mrs. Howell, Mr. Green or Mrs. Lockhart)

Parenting: Recommended to inmates that have young children to help develop more positive parenting skills. Inmates can sign up for the program in the library. (Contact person: Mrs. McGhee)

Sex Offender Program: Recommended to inmates with a current or prior history of sexual offending. (Contact person: Mr. Wallace)

99 Days and a Get Up: Recommended to all inmates to help prepare for release.

Inmates can sign up for this program in the library. (Contact person: Mrs. McGhee, Mrs. Beebe)

Educational Department Classroom and Procedures:

1. Inmates will be able to enter the Education area only under the following circumstances:
 - a. Inmate is on an approved class-roster *or* is participating in open computer lab. *(lab open from 11:00AM-12:30PM M-F ONLY)*
 - i. Inmates will not enter the area until such time as the Instructor has arrived and is prepared to receive inmates.
 - ii. Inmates will return to their housing unit immediately upon being released from class.
 - b. Inmate holds a valid written work assignment agreement as a janitor, library worker, or teacher's aide.
 - c. Inmate's presence has been requested by facility administrative personnel.
2. If an inmate has a scheduled class, and fails to attend class without good cause (lay-in slip, attorney visit, etc.), his instructor or the Director of Education may remove the inmate from class.
3. Any inmate, who is suspended or removed from any education program, for any reason, will not be permitted to re-enroll in that program for a period of sixty (60) days.
4. All inmates will be expected to conform to the haircut/shave and dress code (full khaki uniform) in Education at all times. Those inmates who do not conform to this code will be refused entry.
5. Eating, or the use of any tobacco product is strictly prohibited within the Education area nor is it permitted to bring into the Education area any food or beverage product, unless authorized by the Warden/designee.
6. Inmates on the Recreation Yard will not be permitted access to the Education Building for the purpose of utilizing the restroom or water fountain. These facilities are available in the inmate's assigned housing unit.
7. Disruptive behavior will not be permitted in the Education area.
8. No inmate shall be tardy in reaching a place of assignment, or engage in poor work or school habits through inattention, cheating, or sleeping.

Violation of any of the above rules, as well as any other current policy or procedure governing inmate behavior, will be subject to disciplinary action in accordance with WVDOC Policy Directive 325.00 "Discipline of Inmates."

Religious Programming: Inmates will have the opportunity to attend church call every Sunday, from 2:00 p.m. to 3:00 p.m. depending on the presenting church groups. The facility also conducts "Bible Study" groups on Thursdays from 8:30 a.m. to 9:30 a.m. and "Christian 12 Step" is offered Thursday afternoons from 1:30 p.m. to 2:30 p.m. The facility also offers KAIROS ministry on Thursday evenings at 6:00 p.m.; Muslim Jumah and Talim services on Friday afternoon at 12:30 p.m.; Wiccan services on Friday a.m. between 8:30 and 10:30; Native American worship and Odonist/Old World Order services - Times for these services at the direction of the facility Chaplain, Mr. Pruitt. Additional opportunities are scheduled during the year, such as, special feast days and concerts.

Recreation: The yard will be open, weather permitting, from 8:30 a.m. until 10:30 p.m. It will reopen at 12:30 p.m. and stay open until 3:30 p.m. In the summer months, the yard will reopen at 6:00 p.m. until 7:30 p.m. Recreation can be cancelled at any time at the discretion of the shift supervisor.

Sexual Abuse/Assault: McDowell County Corrections and the WV Division of Corrections maintain a zero tolerance policy towards all types of sexual contact or sexual violence.

No inmate or staff shall physically force or attempt to force another person to submit to any sexual act, nor shall they threaten another person with harm to compel them to commit a sexual act.

In the event a sexual assault or rape would occur during your incarceration, the following procedure should be followed in reporting your incident. You should immediately report the incident to a member of your unit staff or the Shift Commander. Your prompt reporting of the incident is of the utmost importance. All information reported will be kept as confidential as possible. Your complaint will be investigated, and you will be protected from retaliation and assured an impartial resolution of the complaint.

After the initial reporting of the incident, the following will occur: You will be sent to medical for temporary housing while you await transfer to an outside agency for a thorough examination. No medical examination will be completed until you arrive at the outside hospital. This is to insure the investigation is not compromised. Once you arrive at the Hospital, you will be examined with the use of a "Rape Kit." This will be performed by a qualified outside medical staff. The state police will be called to report the incident and an investigation will be initiated. If it is found that the incident did occur, then outside charges will be filed against the perpetrator. You will be given the opportunity to request special management status if you feel it is necessary. The institution will provide all necessary services to anyone subjected to this type of incident.

There are a few ways that an inmate can decrease the chances of becoming a victim of such incidents. An offender should not gamble or accept favors from any other inmate. This generally leads to problems for the inmate accepting gift or favors. Do not put yourself in debt. Do not do favors (sexual) for personal gain. Do not put yourself in positions that would cause you personal harm. Do not hesitate to say no. Do report all physical, sexual or verbal threats. Do scream, kick or fight. Be firm in saying no when asked for sexual favors.

To report any act of sexual contact, sexual violence or if you feel there is a violation of the Prison Rape Elimination Act "PREA" you can report it directly to the officer in charge of the POD, any staff member, use an inmate request form, an inmate grievance form or punch #78 on the inmate telephones. By each inmate phone there is information regarding reporting procedures.

Visitation:

Visiting Times: The visitation rooms are open Saturday and Sunday from 8:30 a.m. to 3:00 p.m. Visitors can enter the lobby area at 8:00 a.m. for processing. Processing of visitors will stop at 1:00 p.m. Any visitors arriving after 1:00 p.m. will not be allowed to visit that day. Visitation may be cancelled at any time by the Warden or their Designee.

Identification: All visitors must be on the inmate's approved visitor list and must provide two forms (2) of identification bearing their photograph (e.g. Driver's License). The second form of identification may be any other document identifying the individual (e.g. voter's registration card, insurance card, etc). However, a social security card or a credit card will not be accepted as a valid form of identification. Visiting room staff may require further identification if deemed necessary. All minor children must be accompanied by their custodial parent/guardian (who must be on the inmate's approved visitor's list) with proper documentation to include the original or certified Birth Certificate and a second form of identification (e.g. Passport, School or State I.D. etc).

Searches: Visitors involved in the introduction of contraband onto the grounds are subject to immediate loss of visiting privileges and criminal prosecution. WV State Code 61-5-8 prohibits any alcoholic liquor, non intoxication beer, poison, explosives, firearms or other dangerous or deadly weapon or controlled substance, as defined by WV Code 60A-1-101, on the grounds of the prison. Cash is also considered contraband for inmates. All visitors must successfully complete a magnetometer, canine and pat down search, as directed by staff prior to entry. If a visitor refuses to have his or her vehicle searched they will immediately be escorted from the property and denied a visit for that day. All children accompanying visitors will be searched in the presence of the custodial

parent/guardian accompanying them. The facility reserves the right to search any vehicle coming onto the grounds. Vehicle searches that result in the seizure of any contraband (as described above) will be permanently banned from participating in the visitation program. The facility also reserves the right to contact the WV State Police for further action.

Dress Code: All visitors must be fully dressed, including shoes. Shorts are not permitted.

Female Visitors: No tube tops, halters, shorts, sweat suits, plain grey sweatshirts, light brown/khaki/Camouflage shirts and pants of any type, bibbed overalls, jewelry (other than wedding band and religious medallion), hats/caps, or clothing adorned with excessive metal.

Male Visitors: No jogging suits, shorts, tank tops, sweat suits, plain grey suits, light brown/khaki/Camouflage shirts and pants of any type, bibbed overalls, jewelry (other than wedding band and religious medallion), hats/caps, or clothing adorned with excessive metal.

Number of Visitors: A maximum of four (4) visitors will be permitted for any one inmate at any given time, with minor children in the same family counting as (1) visitor.

Length of Visits: Visits may be shortened, limited, or terminated due to staffing, to accommodate a large number of visitors, facility disturbances or other causes at the discretion of the facility's senior management. Visits may also be terminated if inmate or visitor behavior is found to be disruptive to the operation of the Visiting Room.

Seating: Visitors will remain at their assigned tables and will not visit other tables. Infants and children are to remain with the adult visitor that brought them.

Physical Contact: Lewd behavior and/or physical contact of a sexual nature between inmates and visitors are prohibited. Visitors may embrace the inmate briefly upon arrival and departure. Inmates and visitors will seat across from one another at their designated tables and are permitted to hold hands with hands in plain view on top of the table at all times. Children under the age of (5) may sit on the lap of parent. No article of clothing or any other item may be laid across the lap of an inmate or visitor.

Visitor Property: Visitors will be permitted to bring approved property into the visiting room. However the facility will not be responsible for property left in vehicle. Lockers are available to secure personal items not permitted within the Visiting Room. Items permitted: Identification, engagement/wedding band, religious beads or necklace, one belt, one pair of suspenders, and one plain white handkerchief. When a small child is

visiting the following will be allowed: One clear plastic bottle or "sippy" cup containing only milk or juice and one baby blanket. All other accessories will be stored in available lockers.

Please refer to your case supervisor or a member of the unit team with any questions you may have.