

WEST VIRGINIA DIVISION OF CORRECTIONS

MISSION STATEMENT

It is the policy of the West Virginia Division of Corrections to maintain a safe, secure and humane correctional system for the public, staff and offenders.

BECKLEY CORRECTIONAL CENTER MISSION STATEMENT

The mission of the Beckley Correctional Center is to enhance public safety by providing a safe, secure, humane correctional system, including an effective community supervision program, opportunities to prepare offenders for successful re-entry and sensitivity and responsiveness to victims of crimes.

GENERAL RULES AND REGULATIONS

1. Each inmate will be present in his or her assigned room or work area during count. Employees are required to count living, breathing flesh and are authorized to awaken an inmate to resolve any doubts during a count.
2. Inmates will carry their ID card at all times. The ID card is to be presented upon request of any employee. A \$5 replacement fee is charged for lost or damaged ID cards.
3. Signs or red lines designate restricted areas, Inmates will not enter a restricted area without staff permission
4. Inmates will immediately report any injury or wound.
5. Inmates will not compromise or attempt to compromise the integrity of any employee.
6. Inmates will be appropriately attired when in common areas, Pants will be worn at the natural waistline.
7. All clothes are to be clean and neat.
8. Place all trash in receptacles provided.
9. Loud and/or profane language, horseplay or other behavior that is disruptive is prohibited.
10. Females are not allowed any farther down the hall in Building 1 than the bulletin board.
11. No males are allowed at or in the female buildings.
12. No loitering in the hallways, door entrances, bathrooms, windows or any other room other than the room you are assigned to.
13. Only authorized personnel will be allowed in the kitchen.
14. All storage areas are off limits unless you have prior permission from staff.
15. Inmates are not permitted in the Command Post unless directed by staff.
16. Side walks were installed for a purpose, they are to be used when entering and exiting the building.
17. No "DOC" or DOC Numbers are to appear on the outside of Work Release clothing worn in the community
18. Shoes with open toes are not to be worn in the dining area.
19. Exchanging, Borrowing, Loaning or Selling any property with other inmates without the consent of the Warden or designee is prohibited.
20. Credit Cards and Gift Cards are prohibited.
21. Tight fitting or revealing clothing is prohibited.
22. Obey rules posted by Telephones.
23. Shirts are to be worn at all times.
24. No lying or setting on top of the picnic tables or banister railing.
25. Radios, Ipod's and Walkmans are not allowed outside of BCC (work, pass, community service, Etc.), You are not allowed to wear them inside the building unless you are in your room.
26. Relationships (both in the Center and at your Job) are prohibited, and will be dealt with accordingly.
27. Feeding of any animal is prohibited.
28. Shower shoes are to only be worn to and from the shower.
29. Inmates living in Building Three (3) are not permitted to loiter at or near the picnic tables in front of Building One (1).
30. The Training Room closes at 2330 hours each night with the exception of using the vending machines.
31. If you are not assigned to the kitchen, you are not to enter the area unless it is meal time or working your scheduled shift.

In parentheses below each heading in the Staff Person you will need to see to discuss that area.

LIVING QUARTERS RESPONSIBILITIES

(Correctional Officers)

Once you have been assigned to a particular room and bed, it is considered your living area and you are not allowed to change your location without permission from a designated staff person.

All inmates living in Buildings Two and Three are to be properly clothed at all times when in the Common Areas and their assigned rooms. Changing clothing is to only be done in the restrooms.

The cleaning schedule and room guidelines are posted on the bulletin board. **All clothing and property will be stored under your bunk in their locker box or in a closet.** Rooms will be inspected routinely for cleanliness. Every one assigned to a room is responsible for that area. Disciplinary action can be taken for repeated violations. All personal property will be stored unless in use.

All electrical appliances will be turned off before being left unattended in a room. Items found on in an empty room will be confiscated.

Room inspections will be conducted Monday through Friday (excluding Holidays) between the hours of 0930 and 1000 hours. All inmates are to be out of bed prior to this unless they worked past midnight (12 am) or later the night prior or have reported off work due to illness or injury. Be advised that the Control Center must be made aware of this prior to the Room Inspections being completed. Any one who fails room inspection twice in one week will lose shopping passes for the following week.

All inmates are responsible for keeping their bathrooms clean and sanitary. Everyone using this area is expected to help clean it. Rooms 1-12 rotate every thirteen days on cleaning the bath room/showers in building one.

G.I. Cleanup is every Tuesday at 2000 hours and will continue until completion. No televisions or walkmans will be in use during G.I. cleanup. All areas of the floor is to be mopped, including under the bed and furniture. All hard surfaces to include the walls, ceiling, vents, doors, baseboards, windows, blinds, lockers, cabinets, bed frames, vinyl pillows and mattresses, mirrors, trash receptacles etc. will be wiped down. All personal inventories should be stored properly. No inmates will be permitted to exit the building prior to completion and approval of inspection. No Food Orders will be allowed during G.I. Cleanup.

LAUNDRY/

It is your own responsibility for ensuring that your laundry is done. We now have coin operated laundry machines that cost \$1.50 per use or the use of one Laundry Token. The Laundry Room opens after the 5am count is clear and closes at the night curfew hour. Monitor your laundry and remove it from the machine once done. Inmates are responsible for providing their own laundry detergent. BCC will provide inmates first 30 days only with 4 Laundry Tokens each week and Laundry Detergent. You will be charged \$1.50 for each token, to be re-paid once you begin working. Any one caught loitering in the laundry room will be disciplined under Policy Directive 325.00

Dirty laundry must be stored in a net style laundry bag as clothes baskets are not permitted.

HYGIENE

Haircuts, grooming and personal hygiene will comply with current Operational Procedures. Inmates will shower daily and males will shave daily.

New Arrivals can be provided basic Hygiene Items. Each inmate will be issued one roll of Bathroom Tissue each week. If you require more than the allotted amount, you will have to purchase it yourself.

PROPERTY

(Cpl. Dave Thomas)

Any item not specifically listed on Operational Procedure 7.05 is considered contraband if there has not been a Supplemental Personal Property Request Form submitted and approved. If you are allowed to have an item in your possession per O.P. 7.05 it is your responsibility to not exceed the allotted limit. All items of your property must comply with any special conditions listed in Operational Procedure 7.05; Inmates are personally accountable for **all** items carried on their person or in their assigned living area.

Due to limited storage space it is recommended that you keep only necessary items. **All personal property will be marked for identification purposes.**

You are solely responsible for your personal property, so purchase a lock. **The command post must be given the combination to the lock; Failure to do so may result in the lock being cut off.**

All valuables to include your medication will be secured inside your locker. All locks are to be secured when you are not present inside the room.

Only approved storage containers are permitted, personal items may not be stored in a duffle bag, suite case or similar travel bag.

In the event an individual leaves the center, they will be responsible for notifying persons who are supposed to pick up their property. Any property unclaimed after 30 days will be disposed of or donated to a charitable organization, no exceptions.

MEDICAL

(UM Melissa Richmond)

Work Release and RSAT Inmates are responsible for their own medical expenses while at BCC. All inmates must complete the Request for Medical Attention for medical attention except in the event of an emergency situation. If an inmate is not working the Request for Medical Attention can be submitted and approval will be on a case by case basis.

All inmates regardless of status sign a form prior to them leaving their sending facility stating that they have no medical, eye or dental problems which clears them medically to come to a community based facility. It should stand that after a short trip to this facility that there should remain no medical, eye or dental problems. **Therefore new arrivals will not be eligible for a medical, dental or eye appointment for 90 days after their arrival. Exceptions to this may be: A) on an emergency basis, B) if a person is in need of maintenance medication, C) you have a verifiable condition that would threaten your general health.**

Any medical attention you receive while outside BCC must immediately be reported to BCC staff.

When medication is prescribed it is your responsibility to inform the Doctor that a non-narcotic medication would be preferred.

All inmates can submit an application for a Sliding Scale Fee at Rural Acres Clinic, this will help lower the amount you will be charged for your visit.

If your medication needs refilled, you will need to notify Central Control 7 days in advance of you running out of your medication.

MEDICATION SCHEDULE

All narcotics/controlled substances are kept at the Command Post, they will be distributed at the following times.

5:00am-05:15am

10:30am-10:45am

4:45 pm-5:00pm

9:30pm-9:45pm

We have a KOP medication program at BCC, you will be responsible for keeping and taking all non-controlled substances. It is your responsibility to take your medication as scheduled and to inform the Shift Commander when your medication requires a refill. Your medication must be locked in your locker.

RELIGION

(UM Melissa Richmond)

Those that are wanting to attend Religious Services out side the center. Please submit a request to the Unit Manger as to the name and location of the church which you are attending and the starting and ending times of the service, once this is approved you will be allowed to check out to attend services. This will not be counted as one of your two weekly passes.

Religious Services will be held in the center on Thursday nights at 8:00pm (Bible Study)

SIGNING IN/OUT PROCESS

(Officers on Duty)

No one is allowed to leave center property without first signing out at control. If an officer is not available to sign a person in/out then you will not leave the area. When signing out the following information is to be given: Where you are going and what time you will be back. You must then return prior to the time you are due back. You are responsible for returning on time.

DO NOT place total dependence on the cab service.

You are subject to being searched upon your return in order to check for contraband, an Alco Sensor may also be administered upon your return.

You are to proceed directly to your destination and return directly from that destination. Failure to comply will result in disciplinary action.

TRANSPORTATION

Acceptable transportation includes:

- a. Walking – On main walkways only
- b. Taxi Cab
- c. Center transportation

Hitchhiking is prohibited.

Inmates at BCC are restricted from using the walking trail, no exceptions.

There will be a \$3.50 transportation fee charged to each inmate per ride. This includes taking you to work and/or your return trip.

If you are using transportation provided by BCC, you must sign the ride list one hour prior to the ride leaving.

You are not permitted to operate a motor vehicle at any time.

FURLOUGHS

(CCI Richard Pauley)

Orientation – Master Furlough Agreement

Upon arrival all inmates, regardless of status, will during orientation be required to read and complete a Master Furlough Agreement. An Administrative designee will then go over the agreement so that all eligible inmates have an understanding of it. All inmates that plan on taking a furlough need to complete a Proposed Furlough Plan within their first week of arrival at Beckley Correctional Center. No family visit furloughs will be granted to any inmate until they have secured outside employment

Eligibility and Criteria

The inmate must have served at least thirty (30) days in his/her current place of assignment as a Work Release Center inmate and have no findings of misconduct in the preceding six (6) months. The Warden may waive the clear conduct requirement should circum stances so warrant.

Following the initial thirty (30) days as a work release inmate, you may be eligible for one (1) twenty-four (24) hour furlough within a thirty (30) day period. After sixty (60) days, the eligibility will be extended to two (2) twenty-four (24) hour furloughs in a thirty (30) day period. After ninety (90) days, the inmate will be eligible for a 48 hour furlough each week. Within your first week at BCC you need to complete a Proposed Furlough Plan.

All inmates arriving at Beckley Correctional Center must sign an ETG Alcohol Testing Certificate of Understanding prior to going on a Furlough. You are subject to testing once you have returned to the center. The cost of the test is currently \$18.00.

Inmates living in excess of one hundred (100) miles from the Center may receive up to four (4) additional hours of travel time. A maximum of forty eight (48) hours may be granted, this excludes travel time, if applicable. NO inmate will be allowed to furlough out of state.

ALL need to keep in mind that a furlough is an earned privilege and not a right, furloughs may be denied or cancelled at any time and for any reason.

Restrictions:

The inmate may not be granted a furlough if:

- a. The inmate is identified with large scale organized criminal activity
- b. The inmate has serious adjustment problems as determined by the Center Administrator or designee.
- c. The inmate has pending felony or misdemeanor charges.
- d. Community or Official sentiment is sufficiently adverse to endanger the rehabilitative potential of the furlough.
- e. The Warden or designee deems the inmate ineligible.

If the inmate does not have any of the aforementioned restrictions (a through e) in their case, they may be placed under consideration for a furlough.

Violation of Furlough Condition Rules:

Any violation of a condition of a furlough shall constitute an offense; the penalty for which may be revocation of the furlough and/or disciplinary action prescribed by Policy Directive 325.00

Any inmate that fails to return to the facility, to a special assignment location on time as required by the agreement or upon order of, the Warden or his designee shall consider that inmate to have committed an evasion from confinement or to be on escape status.

This is also true for any inmate who cannot be located within a two (2) hours time period, they may also be charged with escape or attempted escape.

Furlough Transportation:

The person that will be transporting you on furlough must be on your approved visiting list. All information on their drivers license must match the information on the visiting list. This person may be a non-family member as long as they are on your visiting list. No one coming in to pick you up under the influence will be allowed to do so. The transport person must come in the building and produce a valid license, registration and insurance certificate.

Other Rules on Furloughs.

1. No 48 hour furloughs will be issued until you have completed 80 hours Community Service.
2. You are not allowed to check out on Furloughs between from 2:30 to 3:30pm. No exceptions.
3. All Furloughs will be placed in the Furlough Mailbox and are to be turned in by midnight on Sundays.
4. You must have a working landline phone at your Furlough Residence. No cell phones will be permitted.
5. Inmates placed on Further Consideration for seeing the Parole Board will not be allowed to take furloughs.

PASSES

(Officers On Duty)

Eligibility and Criteria:

Work Release/Aftercare Status – Short term passes of no more than two (2) hours duration may be granted for either recreational purposes or for personal needs such as purchasing personal supplies.

Males and Females are not allowed to take passes on the same day. Check with the Central Control to see what days are scheduled for male passes and what days are for female passes. This schedule will rotate on a monthly basis.

Inmate must complete Work Release Orientation prior to receiving your first two (2) hour pass. An inmate cannot take their first two (2) hour pass until they have served at minimum of seven (7) days as a work release inmate.

Beginning on the eighth (8th) day the inmate may take their first two hour pass but must do so with an inmate that has been at the Center for a period of time.

No more than two (2) two hour passes may be taken during any week. Passes cannot be taken consecutively or in conjunction with a furlough.

Passes must be for a specific reason to a specific location. Passes, just like furloughs are a privilege, not a right and may be taken away at any time.

When going out on a pass, you are to proceed directly to your destination and return once you have finished. You are not allowed to meet visitors outside of Beckley Correctional Center. No Exceptions!!

Six hour passes are only allowed to inmates that **do not** have a residence to furlough to in the State of West Virginia. To take a 6 hour pass you must do so on your scheduled pass day. No Exceptions!!

FINANCES/MONIES

(Mary Beth Toler)

Your money does not arrive from the transferring facility on the same day you arrive. You will be given a receipt when your money arrives and is posted on you account.

All money, whether check, cash or money orders, received by an inmate must be turned in at the Command Post upon receipt of such or upon return to the center.

You are not allowed to take/make loans with other persons/inmates or request salary advancements without permission from the Warden or designee.

No inmate is permitted to make purchases in excess of \$100 without permission from the Warden or Business Manager. No inmates are allowed to layaway merchandise or use credit cards for purchases without authorization of the Warden. Inmates are not permitted individual checking or savings accounts. Your money will be retained in a trustee account. **Earnings:** Ten Percent (10%) will be transferred to Mandatory Savings and Ten Percent (10%) will be transferred to Medical Savings. This should assist you and prepare for your release.

Financial Obligations: Obligations are paid before you receive any money for spending. All inmates must also meet their obligations of room and board, medical expenses, laundry tokens and transportation fees prior to receiving any monies for spending or shopping.

Rent is \$5 a day, \$35 will be billed each Sunday to your account once employment is obtained.

Laundry Tokens: \$1.50 each

Transportation: \$3.50 round trip (with the exception of Medical Appointments/Community Service)

Pharmacy Bills/RiteAid will be billed immediately and deducted from your account.

Disbursement to Inmates: All requests for monies in your account must be submitted on a Money Request Form and placed in white mailbox no later than Sunday night at 11:00 P.M. each week.

Weekly Allowance: You may request a weekly cash allowance ONLY if you have money on your account to spend.

General Spending: You may cut \$50 per week spending money. You do not have to provide receipts for this amount. Special Allotments: You may cut up to \$100 per month. You **must** provide receipts for this amount. Bill Payments: They must be approved by the Warden prior to sending them to the Accounting Tech. you must attach the bill and a self-addressed/stamped envelope with a request-to-staff form to the Warden asking for permission. You must state why you are requesting approval to pay the bill. If your request is approved it will be processed and a check written out of your account. Furlough Allotment: You may cut for Bus Ticket/mileage to and from your furlough destination, you **must** provide receipts for this amount. Six (6) hour furloughs are exempt from the furlough allotment. All register receipts turned in must have your name and DOC# on them. Receipts shall be turned in to the Command Post when you return from your Pass/Furlough.

If You do not go on your Furlough, you must turn in your Furlough Allotment to the Command Post.

No inmate is allowed to have more than one week's general allowance in their possession at any time without having permission from the Warden or designee. Employed inmates will be required to maintain a balance of \$200 after 90 days of employment. Non-working inmates will be required to maintain a balance of \$25. If your account is below these amounts you will not be permitted to draw an allotment. Under special circumstances you may submit a request to the Warden asking permission for an allowance.

FOODSERVICE/MEALS

Males will be seated in the Dining Hall, Females will take their trays to the Training Room unless directed otherwise by staff.

Dishes, cups and silverware will remain in the dining room, they are not to be removed from the dining area.

NO ONE will be served or allowed to eat unless they are properly attired, this includes both shirt and shoes, shower shoes will not be allowed in the dining room.

Proper attire (as if going out to work or on pass) will be worn in the dining room Monday through Friday until 1600 hours. After 1600 hours Monday through Friday and all day on weekends/holidays, leisure clothing to include sweats and shorts may be worn in the Dining Hall. Sandals may never be worn at any time due to Health Department Regulations.

Inmates are not allowed to line up in the hallway prior to meals. Control will announce when the dining hall starts serving.

Anyone wanting a bag lunch or saved tray will need to fill out the appropriate form and have Central Control sign it before giving it to kitchen personnel.

Anyone with Special Diets due to Health Issues, Religious Beliefs or Food Allergies need to provide documentation from a Doctor or Chaplain.

Mealtimes

Breakfast 6:30 A.M. – 7:00 A.M.

Lunch 11:45 A.M. – 12:15 P.M.

Dinner 5:00 P.M. – 5:30 P.M.

INMATE/STAFF COMMUNICATION

When communicating with any staff member everybody will use the Request to Staff form. Please fill out a request addressing your problem. Inmate forms can be found in the wooden boxes located on the wall in front of the command post.

You are not to wait outside the Control Center waiting to see someone so that you may speak to them, This is the purpose of Request Forms. All paper work to staff will be black or blue ink only, No exceptions.

ALCOHOL/DRUG TESTING

All inmates are required to submit to drug and alcohol screening.

Refusal/Failure to cooperate with testing or refusal to submit to testing will result in disciplinary action.

Testing is done at random, you may be tested several times per month.

EMERGENCY EVACUATIONS/FIRE DRILLS

During your stay at the center, you will encounter fire drills during odd times. You are required to participate.

Schematic drawings of how to exit during a fire drill are posted throughout the center. All will assemble at the Basketball Court.

VISITATION

(CCI Richard Pauley)

Visiting Hours:

Visiting hours are on weekends starting at 12:30 noon and ending at 3:30 P.M. The Warden or his designee may make exceptions on an individual basis for those inmates who may have a conflicting work schedule or other personal problems.

Visitor Identification:

ALL visitors are required to provide positive picture identification and register with the Officer on duty at the Command Post before being permitted to visit. ALL visitors must be on the inmates approved visiting list prior to being permitted entrance to the center.

NO IDENTIFICATION or NOT ON LIST = NO VISIT

Inmate Visitors are not allowed to bring in any item such as money, clothing, groceries, etc. during regular visits. The only exception to this is when you first arrive, they may then drop off clothing, food items etc.

one time only. If this is not done on a regular scheduled visiting day, they are not allowed to visit, only drop off the necessary items. They may also give the Command Post \$20 in cash to be given to you. This is the only time you will be allowed to receive items from your visitors. The only item an inmate visitor may bring in after your first visit at BCC is food purchased at a restaurant. This must be in an amount that can be consumed by the inmate and their visitor prior to the conclusion of visitation..

Approved Visiting List:

ALL VISITORS must be on the approved visiting list. It generally takes thirty(30) days to have each visitor approved. Upon arrival we will attempt to obtain the inmates approved list from the sending facility. If an approved list is unavailable the inmate is to follow all procedures for submitting someone to be placed on his/her visiting list. You may add or take visitors off of your approved list by submitting the proper request to the Visitation Officer.

Special Visitors:

Special authorization for emergency visits may be granted with special permission from the Warden or designee.

Visits by Inmates and Ex-Inmates:

Visits by other inmates is strictly prohibited. Ex-Inmates will be considered on a case by case basis. Approval considerations will depend on various factors.

Visiting Areas:

Visitors are permitted only in areas designated for visiting purposes. These areas include, the front yard at picnic tables and the Class Room and if necessary the Dining Hall. The Shift Commander may approve other areas as needed. No visitors will be allowed in the inmate living areas.

Rules for Visitors

Visitors are not allowed to bring their personal cell phones or tobacco products in to Beckley Correctional Center. They are to be left in their personal vehicle.

Visitors are not allowed to use tobacco products on DOC property. All tobacco products must remain in their personal vehicle.

Visitors are not allowed to eat center meals.

All visitors are required to wear proper apparel prior to being admitted to the center for visitation. No visitors with revealing clothing will be permitted in the Center. The Shift Commander or Lead Officer in the Shift Commanders absence will determine proper apparel.

Visitors suspected of being under the influence of alcohol and/or drugs will not be permitted to enter the center. All visitors are subject to search of their person or property. Refusal to be searched may be reason for denial of entrance to the Center.

Children must be under the close supervision of an adult at all times, failure to do so will be cause for termination of visit.

Visitors are to depart the premises as soon as Visitation is over.

Denial of Visitation:

Inmates and/or visitors may appeal the denial of visitation to the Warden in writing.

MAIL
(Officers On Duty)

General Mail Regulations:

You may receive your mail at the Command Post at 1830 hours each day. You are not permitted to ask staff for the mail at any other time outside the specific time states above. Check the Roster Board in front of Central Control each day to see if you have mail. Any contraband received in the mail will be confiscated and the appropriate action taken. All out going mail is to be left open, it will be searched then sealed by staff.

Whenever funds are contained in incoming mail, they will be credited to the inmate's account. We will not accept cash or checks only money orders. Any cash or checks received will be mailed back to the person sending it.

No inmate will circumvent correspondence regulations by receiving mail at an address other than the Center. No inmate will have mail sent to another person, to be given to said inmate. All outgoing mail will be sent out from the Center, an inmate cannot mail any item while on pass or at work.

COD mail is prohibited and will not be accepted.

Inmate to inmate correspondence: This is outline in Policy Directive 503.00 and will be adhered to.

PROGRAM PLANS

(CM Gary Webb)

While at this facility, staff will assist you in developing your individual program plan. Within two weeks of your arrival you will be give an Individual Re-Entry Program Plan (IRPP). We are in hopes that you will establish personal goals to accomplish that which will assist you in achieving a successful future.

All inmates are required to fully participate in any assigned programming. Failure to do so may result in disciplinary action or job re-assignment. No one will be excused from attending class for any reason other than illness.

COMMUNITY SERVICE

(CM Gary Webb)

ALL INMATES are required to complete **A MINIMUM of EIGHTY (80) hours** Community Service. More hours may be required if needed. Community Service will start after being released from the kitchen or Labor Pool and will be completed prior to beginning paid employment.

Each time you go out to perform Community Service, you need to take a Community Service Slip with you and have it signed by the organization that you are performing Community Service for. If you fail to do this you will not receive credit for these hours.

EMPLOYMENT

(CM Gary Webb)

Meaningful employment is of primary importance in assuring the individual a successful experience at the Beckley Correctional Center. All inmates are required to work. Accordingly the following rules have been established to regulate the employment program of the Center.

Once you have been assigned your work position at Beckley Correctional Center, you are expected to work as scheduled. You are not to leave your work assignment without approval from staff. Be advised that excessive use of lay-ins will result in your remaining in your position for an extended period of time. If you do turn in a lay-in slip it must be turned in two hours prior to your shift starting.

No one is allowed to seek employment without written permission from the Job Coordinator. No Exceptions!! You are not allowed to seek employment while you are still performing duties at Beckley Correctional Center, this includes filling out applications and going to interviews. Once you are released from your duties at Beckley Correctional Center you will be allowed to seek employment within the community. Slots on DOH are now limited but you may submit a request asking to be placed on DOH, this does not mean you will be selected and placed on DOH.

Once you are released from Beckley Correctional Center to seek employment you will be given *approx.* 30 days to finds suitable employment, if you do not find suitable employment within that time frame you will be placed back in the General Labor Pool at Beckley Correctional Center and a Classification Review will be scheduled within approximately 30 days. If you haven't secured employment within that time frame you risk being sent back to a more secure facility due to Program's Failure. You are only allowed to seek employment Monday thru Friday between the hours of 8:00am and 5:00pm. 5 hours will be allotted if you are seeking your first job. Inmates searching for a second job are only allowed to do so with permission from the Jobs Coordinator, you will only be allowed to do so by using one of your passes on your scheduled pass days, You will only receive the normal two hours for this.

All inmates with outside employment (except DOH) will complete and abide by a **Work Release Employment Agreement** within the first week of starting a new job. No inmate will be allowed to seek a second job for a period of sixty days once they are successful in finding their first employers.

DOH Workers are to report to Central Control by 0600 hours if they are not working for that day for any reason including doctors appointments.

While at work, whether it is in the community or on an assigned job at the Center or DOH, all inmates are subject to the Rules and Regulations set forth in Policy Directive 325.00, The Master Furlough Agreement and their individual Job Contract.

All inmates are to provide Central Control with a work schedule each week. These are to be turned in by 2400 hours each Saturday. No exceptions!!! Failure to do so will result in you not being allowed to check out for work.

Each inmate is expected to work as scheduled by his/her employer. You are not to check out for work unless you are scheduled to be there. This includes leaving to work early for overtime. This will only be allowed if your supervisor calls and asks for you to come to work early.

You are required to maintain one full time job working a minimum of 32 hours per week. If you fail to meet this requirement you will be instructed to find another employer that can fulfill this requirement.

Inmates will report to work and return to the Center on time and immediately report any unavoidable delay to the Center. If laid-off or if work is finished prior to your scheduled quitting time, the inmate will immediately report back to the center.

Any inmate that is required to work overtime shall have their Supervisor call BCC and request that inmate to work overtime and change your Estimated Time In.

No inmate will leave his/her place of employment, request days off or quit their job without permission of the Warden or designee. Inmates who encounter problems with their employer or co-workers will notify the Center's designated staff person for advise, counseling and/or problem resolution.

All tools, knives or other instruments used by an inmate in the performance of their job are to be left at the job site if possible, if not then they are to be turned over to the Correctional Officer on duty when returning to the Center.

When you go seeking employment, you must take and complete a Job Contact Log each time. It is to be signed by the person you contacted at that place of business. If you are planning on utilizing the transportation provided by Beckley Correctional Center, you must sign the Ride List with the cost being \$3.50 that will be charged to your account.

When possible the work release inmates that work out in the community may ride to and from work with an approved supervisor. We will require that they pass a background check prior to you receiving a ride and they must also come into the center so that we may make a copy of their drivers license, registration card and proof of insurance.

No inmate is allowed to take extra clothing items or backpacks to their place of employment without permission from the Chief Of Security. This will only be allowed if you are working two different jobs.

Inmates assigned to the road crews or the center are also to work as scheduled and in accordance with his/her assignment.

Once you do find suitable employment, whether it be on DOH or with an employer in the community you will be required to stay with that employer for a minimum of 60 days. No exception!! Failure to do so will be cause for disciplinary action under Policy Directive 325.00

Inmates are not allowed to pick up their paychecks from their employer. Staff from BCC will pick up your paycheck from your employer or your supervisor may drop it off to staff at BCC. If you are caught picking up a paycheck and cashing it you will be placed back on assignment at BCC for a period of 30 days. It will be up to your employer if they wish to hold your job position for you during this time.

GENERAL INFORMATION

Outside Food Delivery :

Will be allowed beginning at Noon and ending at 10:00 P.M.. You must order for yourself only except when ordering pizza. **All orders will be made through the Command Post. You are not allowed to have family members call in an order for you and pay for it with a credit card. Any item done this way will be refused!!** When your order arrives you must pay for it at the Command Post. Food orders are subject to inspection. You are to be waiting at the Command Post for your items to arrive. You will not be paged once they arrive. Your items will be refused if you are not here at the time of their arrival.

Work Assignments:

When the Governor's Office declares a state of emergency during situations such as flooding, excessive snow and other disasters, Corrections may be ordered to provide inmate crews for cleanup. If this happens inmates may be pulled from their job assignments to be used on these crews

Substance Abuse Testing:

All inmates are subject to urinalysis and alco sensor testing at any time. Refusal to produce or submit to testing will be cause for a Class I rule violation being written. Everyone is subject to being tested more than one time in a month.

Responsibility:

It will be the inmates responsibility to report on time for their medication, meals, classes and work. We will not announce meal time, medication distribution, classes or call you for your ride to work. You should be responsible enough to make sure you report on time for each.

Receiving items at the Salvation Army:

All new Arrivals are allowed one initial trip to the Salvation Army Thrift Store to obtain free clothing in exchange for providing Community Service. For any subsequent trips for free items, you will need to submit a Request Slip at least 2 days in advance for approval. After you have been at the center for a period of three weeks you will no longer be allowed to accept free items unless it is in writing on a Request Slip.

Telephones:

The time limit on the telephones is 15 minutes if any one else is waiting to use the phones.

Recreation Yard:

The recreation yard is no longer co-ed. When the females in Building Three are wanting to utilize the Basketball Ball Court, Volley Ball Court, Weight Lifting Equipment or the Walking Track they are to notify the officer at the Command Post who will make provisions for them to be allowed to use these areas.

Standing Count: A standing count is conducted daily at 10pm or at the Shift Commanders discretion. All inmates are expected to comply.

ITEMS TO REMEMBER

01. RESPECT IS A TWO WAY STREET, To get Respect, You must also give it!!
02. IF YOU DON'T KNOW OR ARE NOT SURE, ASK. Do not rely on other inmates as a source of correct information in any matter.
03. ALL NEW ARRIVALS WILL BE ASSIGNED TO EITHER THE KITCHEN OR GENERAL LABOR POOL FOR AN INDETERMINATE PERIOD OF TIME.
04. FURLOUGHS AND PASSES ARE A PRIVILEGE, NOT A RIGHT SO YOU MUST EARN THIS PRIVILEGE BY YOUR WORK RECORD, BEHAVIOR RECORD AND PROGRAM PARTICIPATION RECORD.
05. YOU ARE EXPECTED TO WORK WHILE YOU ARE HERE, YOU WILL ALSO ATTEND ALL ASSIGNED PROGRAMS, FAILURE TO DO SO CAN RESULT IN YOU BEING RETURNED TO YOUR PARENT INSITUATION.
06. YOU ARE TO DO EXACTLY AS INSTRUCTED BY STAFF.
07. INSUBORDINATION/INSOLENCE TOWARDS STAFF WILL NOT BE TOLERATED.
08. ALL INFORMATION WITHIN THE HANDBOOK IS TO BE FOLLOWED, ANYONE DISREGARDING INFORMATION PROVIDED WITHIN THE HANDBOOK WILL BE CHARGED UNDER POLICY DIRECTIVE 325.00 RULE NUMBER 2.01 REFUSING AN ORDER.

YOUR STAY HERE AT BECKLEY CORRECTIONAL CENTER WILL BE AS GOOD OR BAD AS YOU MAKE IT. IT WOULD BE IN YOUR BEST INTEREST TO SET YOUR MIND THAT YOU WANT THIS TO BE A GOOD AND PRODUCTIVE STAY.

**Beckley Correctional Center
111 South Eisenhower Drive
Beckley, WV 25801**