

# Charleston Work Release Center

**607 Brooks Street  
Charleston, WV 25301  
Phone (304)558-2763**

*Inmate Handbook*

## GENERAL RULES

### I. GENERAL INFORMATION

#### A. Room and Board

1. Inmates assigned to CWRC Kitchen/Maintenance will not be required to pay room and board.
2. Any monies earned with the exception of CWRC kitchen/maintenance will be assessed room and board at a rate of \$35.00 per week. This includes any spot labor.
3. For specifics about finances relating to Room and Board see the Business Manager.

#### B. Living Quarters and Housekeeping Responsibilities

1. Once you have been assigned to a particular room, bed and locker it is considered your living area to which you are responsible for.
2. You are not allowed to change your location without permission from a designated Staff person. (All request to the Shift Commander)
3. ALL inmates are required to maintain a clean room at all times. This means:
  - a. Beds are to be made everyday
  - b. Bed Linens need washed weekly
  - c. Clothing should be hung in lockers
  - d. Shoes should be arranged neatly
  - e. Trashcans emptied each morning
  - f. Lights and appliances are to be turned off when leaving the room.
4. All inmates are responsible for keeping their bathrooms cleaned. This is where the “Pitch-in” principle goes into effect. Meaning, everyone who uses this area is expected to help keep it clean.
5. The top of all lockers is to remain clear at all times. This means nothing is to be placed in this area.
6. Lockers are to be locked at all time when they are not in use.

C. Personal Appearance/Cleanliness

1. All inmates (both male and female) are required to shower/bathe at least once a day.
2. **Males are required to be clean-shaven, unless authorized by a physician.**
  - a. The authorization of a physician must be obtained on a monthly basis while at CWRC.
3. Male hair will not exceed the collar or ears and will be no longer than 3 inches on top. Females will maintain hair that is neat and casual. Radical hairstyles or hair color is not permitted. (Not permitted: braids, cornrows, or dreadlocks)

D. Food

1. Mealtimes are:
  - a. Breakfast 5:30 a.m. – 6:30 a.m.
  - b. Lunch 11:30 a.m. – 12:30 p.m.
  - c. Dinner 5:00 p.m. – 5:50 p.m.
2. Special Diets:
  - a. Any inmate, who is required to eat certain foods due to religious beliefs or health problems such as high blood pressure, ulcers, heart problem, allergies etc., should submit a request to the Administrator.
3. All meals are to be eaten in the dining room or can be eaten outside at the picnic tables weather permitting.
4. Hold trays are subject to be paid for if they are not eaten.
5. Dishes and silverware are not to be removed from the dining hall area. If these items are removed from the area, you are subject to disciplinary action.

E. Laundry

1. CWRC provides a laundry room with 3 washers & 3 dryers, all of which are coin operated. The fee is \$1.50 per wash and \$1.50 per dry.
2. Inmates may use the washer/dryer in the basement without cost until he/she receives his/her first money cut.

3. Each inmate is responsible to do his or her own laundry this includes bed linen.
  - a. Laundry room will be open from 5:00 a.m. until evening curfew hours. It will be your responsibility to monitor your laundry. If you neglect to transfer your laundry from the washer to the dryer; it may be set aside in order that someone else may use the machines. For those inmates that work two jobs time may be made available after curfew hours to do your laundry. **Anyone caught loitering in the laundry room without laundry in a machine may be disciplined under Policy Directive 325.00.**

F. Restricted Areas

1. Inmates are not permitted to loiter in hallways, door entrances, stairwells or any other room other than the room you are assigned to.
2. Only authorized personnel are permitted in the kitchen area. While in the kitchen area, you must wear gloves and a hairnet at all times.
3. All storage areas are off-limits unless you have permission from staff to enter.
4. All CWRC offices are off limits unless invited.
5. The laundry room is off-limits unless you first check with the Officer on duty in Control Room or other staff to obtain permission.
6. Curfew for Sunday through Thursday is 11:00 p.m., curfew on Friday, Saturday and Holidays is 12:00 a.m. at these times all inmates are to report to their rooms. After curfew all inmates are to remain in their rooms unless an emergency should occur or instructed by staff.
7. Keep off the front lawn. Use the sidewalk when entering the building.
8. Men and women are not permitted to sit at the same tables. Tables and benches are clearly marked with the gender that is permitted to sit at the particular table or bench.
9. No loitering around the dumpster.
10. From 8:00 a.m. until 4:00 p.m. the recreation yard and dining hall are closed to **all** unemployed inmates.

G. Inmate-Staff Communication

1. Any particular request you may have such as changing bed assignments, going to school, enrollment into a treatment program, and etc. should be written on a request slip addressed to the appropriate staff member and

placed in appropriate box in hall. Request slips can be found in the hallway leading to the laundry room along with the other forms you will be utilizing.

a. Any request must be in writing and addressed to the appropriate staff member. No requests are to be made via telephone. Only in the case of an emergency will telephone request be considered.

2. **SEE INMATE BULLETIN BOARD OR OFFICER IN CONTROL ROOM TO OBTAIN THE STAFF MEMBER YOU NEED TO SEE TO DISCUSS YOUR SPECIFIC REQUEST.**

H. Signing In/Out Process

1. You are not allowed to leave the building without signing out at Control. An Officer will sign you out on a time card at which time you will advise him/her your purpose for exiting and exactly where you are going.
2. If you are exiting on a pass, overnight furlough or other previously scheduled event with designated times the staff person signing you out will advise you of your return time. If you are exiting for work you will advise the staff person signing you out of your return time.
3. You are to return within your curfew time; failure to do so will result in disciplinary action.
4. You are subject to being searched upon your return for contraband and/or Urinalysis/Alco-Sensor tested.
5. You are to proceed directly to your destination and return directly from that destination. Failure to comply will result in disciplinary action.

I. Transportation

1. You are responsible to find your own “acceptable” transportation, once you have maintained employment or obtain monies to your credit. Until this is accomplished CWRC will provide transportation. Acceptable includes:
  - a. Walking (use approved routes)
    - i) On main walkways only
    - ii) No walking on private property or alleys
    - iii) The transit mall is off limits unless catching a bus.
  - b. Taxi cab.
  - c. City Bus (KRT)
  - d. CWRC will only provide transportation in emergency situations, if able, and your account will be billed \$2.00 for any one way transportation given.

2. Hitchhiking is prohibited.
3. Other means of transportation, such as riding with a fellow-employee or friend is not permitted unless permission has been obtained from Administrator or Staff before accepting the ride.

J. Alcohol/Drug Testing

1. Inmates are required to submit to drug and alcohol testing.
2. Failure to cooperate with testing and/or refusal to submit to testing within the time constraints outlined in policy will result in disciplinary action.

K. Emergency Evacuation

1. During the course of your stay at the center, you will encounter fire drills during odd and inappropriate times. You are required to participate.
2. Schematic drawings of how to exit during a fire drill are posted throughout the center.

L. Dress

1. Clothes are to be kept clean; failure to comply with this could result in disciplinary action.
2. Clothing with DOC or DOC numbers are not permitted in this facility. You are required to turn marked items in or obliterate DOC markings with a permanent marker
  - a. Arrangements will be made by the center staff for 3 or 4 outfits until clothing can be sent in by family or purchased.
3. No sandals, shower shoes, shoes with open toes or heels are to be worn outside the room you are assigned. When leaving your assigned room you are to wear foot apparel that covers the entire foot including toes and heels both male and female inmates.
4. **No hats, do-rags, toboggans or hoods** are to be worn in the Center at any time. **Do rags, are not to be worn outside of the center nor are hats to be worn backwards.**
5. This is a male and female inmate center, no pajamas or any type of revealing clothes are to be worn by either male inmates or female inmates outside the room you are assigned.
6. Thongs or G-string undergarments are not permitted and at NO time should any undergarment be visible.

7. At any time that an inmate is in a common area he/she is required to be fully dressed. Inmates are required to change their clothes inside of their bathroom. Inmates are not permitted to change clothing in any other area other than their bathroom.
8. **While you are here you will be in the community quite often representing CWRC therefore, you will be expected to dress appropriately. If staff/officers feel you are failing to meet this requirement, you may be asked to change before exiting the facility. Continued incidents could result in disciplinary action.**

M. Sexual Abuse/Assault

1. See any member of the Unit Team if you would like information about sexual abuse/assault including; prevention/intervention, self protection, reporting sexual abuse/assault and/or treatment/counseling.

II. Personal Property

A. Allowable Items (See Personal Property Form)

1. You are permitted to have in your possession all items listed on your allowable inventory sheet. If you are unsure, ask for a copy at Control. Any items found in your possession and/or your living area that is not on this list and that you have not received permission from Administrator to have, will be considered contraband and will be confiscated and disposed of.
2. It is recommended that you keep only necessary items due to a limited space. All property must be kept in your assigned locker. Your locker must be locked at all times.
3. Mark all your personal property for identification purposes.
4. Cleaning supplies and dirty laundry bags are the only items permitted in the closets of each room. Any other item will require approval of the Chief of Security.

B. Center and Inmate Responsibilities

1. Please remember that you are responsible for your personal property, therefore it is required that you purchase a combination lock. Supply Control with the combination. Failure to provide combination may result in destruction of lock if entry to locker is necessary. See Inventory Officer if you cannot afford a lock to obtain one **temporarily** until you gain monies to your credit.

C. Exchange of Personal Property

1. Exchanging, borrowing, loaning or selling personal property with other inmates without the consent of a staff person is strictly prohibited. This also includes money.

D. Disposal of Unclaimed Items

1. All inmates must advise staff as to whom any personal property should be released to; in the event an inmate leaves the center. Each inmate will be responsible for notifying persons who are supposed to pick up disposable property or he/she may pay to have it mailed. Center staff will dispose of any property, which is unclaimed after (30) days. Arrangements can be made with a private shipper by the inmate's family for packing and shipping.
2. In the event an inmate leaves the center, **CWRC is NOT RESPONSIBLE for any lost, stolen, or damaged property.** Inmates have sole responsibility of his/her personal property.

III. Finances

A. Money Received by Inmates

1. All money or forms of money (checks, money orders, etc.) received by an inmate, from any source, must be turned in at Control immediately upon receipt of such in the mail or upon the inmate's return to the center. No cash is to be sent in the mail.
2. Your money does not arrived from transferred facility the same day you arrive at the Center. You will receive a receipt when your money does arrive and is posted to your account.

B. Loans and Salary Advances

1. You are not permitted to take loans from other persons/inmates or request salary advances without permission from the Administrator or designee, nor are you permitted to make loans to persons/inmates without authorization from the Administrator or designee. This would also include food or services deducted from salary.

C. Purchasing Restrictions

1. You must only purchase the items you requested. You may not exceed amounts printed on money request without permission from administrative staff. You must turn in all left over money. No substitutions (whatever is on money request). Any payroll deductions deemed necessary such as uniforms, are to be handled through the Business Manager.



D. Checking and Saving Accounts

1. Inmates are not permitted individual checking or savings accounts. Your money will be retained in a trustee account. Ten (10) percent of your earnings will be transferred to mandatory savings. This should assist you and prepare for your release.

E. Disbursements to Inmates

1. All requests for monies in your account must be submitted on a Money Request Form and placed in the money request box in the hallway no later than 8am Monday morning every week.
2. Financial Obligations: Work release status inmates are required to pay their own medical expenses, room and board. Monies in your individual accounts will be deducted to meet your financial obligation.

IV. Visitation

A. Approved Visitor List

1. Prior to any approved visitation, visitors will be required to complete a visitor's questionnaire. This form is to be filled out accurately and thoroughly, failure to do so may result in a denial of this visitor. If the visitor has already completed this step and he/she has been approved he/she will be permitted to visit during regular visitation hours. These forms are located in the hallway leading to the laundry room.
2. Upon your arrival here **NO ONE** has an approved driver. A Visitation Form must be submitted for review and approval. Any relative you feel you may receive transportation from (furlough, employment, etc.) will have to fill out a visitor questionnaire. This even includes persons who have completed one previously as there is further information needed.
3. If you would like someone removed from your approved visitors list you must do so via written request to the Chief of Security.

B. Special Visitors

1. Special authorization for emergency visits may be granted with special permission from Administrator or designee.

C. Contact/Visits by Inmates and Ex-Inmates

1. Visits by inmates and ex-inmates will not be permitted except with written approval of the Administrator or designee.

D. Visiting Hours

1. Visiting hours are from 1:00 p.m. to 4:00 p.m. on Saturdays and Sundays only. The Administrator or his/her designee may make exceptions on an individual basis for those inmates with a time period which involves a conflicting work schedule or other personal problem.

E. Visitor Identification

1. All visitors are required to provide positive photo identification and register with the Officer on duty at Control before being permitted to visit. All Visitors must be on each inmate's approved visiting list prior to being permitted entrance to the Center.

F. Visiting Areas

1. Visitors are permitted only in areas designated for visiting purpose. Those areas are the Dining Hall and the outside rear lot. The Shift Commander must approve the use of other areas of the Center for visiting.

G. Meals

1. Visitors are not permitted to eat meals at the Center.

H. Clothing

1. Visitors are required to wear proper apparel in order to be admitted for visitation at the Center. The Officer in charge will determine proper apparel. No visitors with revealing clothing will be permitted in the Center.

I. Alcohol and Drugs

1. Visitors suspected of being under the influence or found to be in possession of alcohol and/or drugs will not be permitted to enter the Center.
2. No tobacco, tobacco like products or contraband allowed (i.e. lighter, matches, cell phones, etc.)

J. Visitor Searches

1. All visitors are subject to search of person and/or property. Refusal to be searched may be a reason for denial of entrance to the Center.

K. Denial of Visitation

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

L. Children

1. Minor children must be under the close supervision of an adult at all times.

V. Mail

A. General Mail Regulations

1. You may receive your mail at the Control Center Monday-Friday. A staff member will open all incoming mail and packages. Packages or correspondence containing contraband will be confiscated and referred to the proper authorities for appropriate action. Disciplinary action may follow.
2. All outgoing general mail must be left unsealed and placed in the outgoing mail box. The mail will be collected and sorted at 8:00 a.m. All mail deposited after 8:00 a.m. will be mailed the following day.
3. Mail will be distributed at 8:30-9:00 a.m. and 7:30-8:00 p.m. Monday-Friday. Also during this time each room will receive an allotted two (2) trash bags per room.
4. Deliveries of food and/or packages being dropped off by family/friends must be pre-approved before items will be permitted. Items sent by a mail carrier will be permitted once it has been searched and cleared of contraband items.

B. Sending Money by Mail

1. Whenever funds are contained in incoming mail, they will be credited to the inmate's account. The sending of cash in the mail is prohibited. You may receive money orders.

C. C.O.D Mail

1. COD mail is prohibited and will not be accepted.

D. Correspondence with Other Inmates

1. Inmates may NOT correspond with an inmate in any other correctional institution or a parolee.

2. Inmates must have written permission from the Administrator to correspond with family members who are currently incarcerated or on parole.

E. Circumventing Regulations

1. No inmate shall circumvent correspondence regulations by receiving mail at an address other than the Center nor shall an inmate have mail sent to another person, to be given to said inmate.
2. No inmate will be permitted to mail correspondence or packages outside this facility.

VI. Passes

A. Eligibility and Criteria

1. Work Release Status – Short term passes of no more than two (2) hours duration may be granted to Work Release Center inmate for either recreational purposes or for personal needs such as haircuts, purchasing personal supplies, etc.
  - a. Inmates must complete a Work Release center Orientation Program prior to receiving a two (2) hour pass. An inmate cannot receive his/her first two (2) hour pass until he/she has served one (1) week at the Work Release Center. No inmate will be permitted out of the center for the first 7 days unless properly supervised and granted permission by the administrator and/or designee. This allows for an adjustment period.
  - b. Beginning on the first day of the second week, inmates may take their first two (2) hour pass, but another inmate who has been at the Work Release Center for at least thirty (30) days must accompany them.
  - c. No more than two (2), two (2) hour passes may be granted each week, and cannot be taken consecutively or in conjunction with a furlough.
  - d. Passes must be for a specific reason to a specified location.
  - e. The officer in charge may grant passes.
  - f. Approved pass destinations are posted on the Inmate Bulletin Board.
  - g. Passes may be taken from 10:00 am-6:00 pm Monday-Saturday and Sunday 12:00 pm-6:00 pm.
  - h. During daylight savings time, passes are extended to 8:00 pm.
  - i. Males and Females are not permitted to take passes together. A monthly schedule is posted to specify what days males and females may take passes

## VII. Furloughs

### A. Orientation-Master Furlough Agreement

1. Upon arrival at Work Release Center, the administrative designee will review the Master Furlough Agreement with each inmate. The administrative designee and inmate will then execute the Agreement.

### B. Eligibility and Criteria

1. 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 Work Release Center Administrator/designee may waive the clear conduct requirement should circumstances so warrant.
2. Following the initial thirty (30) days as a Work Release Center inmate he/she may be eligible for one (1) twenty-four (24) hour furlough within a (30) day period. After sixty (60) days, the eligibility will be extended to two (2) twenty-four (24) hour furloughs in thirty (30) day period. After ninety (90) days, the inmate will be eligible for a furlough each week.
3. Inmates living in excess of one hundred (100) miles from the Work Release center may receive up to four (4) additional hours of travel time.
4. A maximum of forty-eight (48) hours may be granted, excluding travel time, if applicable.
5. No inmate will be allowed to furlough out of state or travel out of state.
6. The inmate is responsible for submitting a "Proposed Furlough Plan" to the Unit Manager for investigation at least 30 days in advance. The person you plan to furlough to must be on your approved visitor list.
7. Furloughs need to be turned in by 8:00 a.m. each Monday and placed in the Furlough Box located in the Hallway.

### C. Restrictions

1. 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 Work Release Center Administrator/designee
  - b. The inmate has pending felony or misdemeanor charges.
    - i. Community sentiment is sufficiently adverse to endanger the rehabilitative potential of the furlough
    - i. The Administrator/designee deems the inmate ineligible.

- c. If the inmate does not have any of the aforementioned restrictions (a through e) in his/her case, he/she may be placed under consideration for a furlough.

7. Violation of a Furlough Condition or Rules

- a. 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
- b. Any inmate failing to return to the institution, to a special assignment location on time as required by the agreement or upon order of the Administrator 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) hour period of time; they also may be charged with escape or attempted escape.
- c. While on Furlough:
  - i. always call before leaving your furlough residence
  - ii. you are only allowed to go to the places that have been approved on the back of your furlough. It is your responsibility to check and see what is approved.

VIII Programs

A. Opportunities and Services

- 1. While at the Center, staff will assist you in developing your individual program plan. While at the center, you must follow the rules given by programing staff to comply with your individual programing plan.
- 2. AA/NA Meetings are offered at the center as well as away from the center several times per week. You must attend in-house meetings and remain at the center for at least 30 days before you may request to attend outside meetings.
- 3. Work Release inmates are required to complete at least eighty (80) hours of Community Service. You may be called upon to do more than that.

B. Employment

- 1. Meaningful employment is of primary importance in assuring the individual a successful Work Release experience. Accordingly, the following rules have been established to regulate the employment program of the Center. (NOTE: an employment checklist form will be given to you during orientation that must be completed prior to you being permitted to obtain employment).

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2. You will be assigned a position within the facility in the kitchen or maintenance upon your arrival to CWRC. **You will remain in this position until released by the Kitchen/Maintenance Supervisor.** You must not seek or accept employment without being released from your center duty responsibilities.
  3. All inmates are subject to employment with DOH upon being released from center duty, UNLESS otherwise assigned by staff. You may request to be removed from DOH after a minimum of 30 days. The request should be made to the appropriate Case Manager. Requests submitted prior to the 30 day requirement will be destroyed.
  3. Once permitted by Administrative staff to seek outside employment, you are not permitted to accept temporary employment. (i.e. temp agencies, telemarketing, individual home health care, as well as some other employment) Check with the appropriate Case Manager before seeking any employment.
    - i. You will make it known that you are an inmate assigned to the Charleston Work Release Center during any job interview or on any application when you have been granted permission to seek employment.
    - ii. You must submit work schedules signed by your employer (see forms on wall). You will not be allowed to go to work without a submitted schedule/or verification from your employer.
    - iii. You are responsible for reporting to work on time and performing required job duties. Exceptions to this will be illness, which you **MUST** report to the Staff/Officer in Control. If you are unable to work you will be restricted to your room except for meals and will not be permitted to take passes and possibly furloughs for this day.
  4. To obtain a second job you must get this cleared by the case managers. They will generally approve this request, but will not allow your programming to suffer.
- C. While in the community, the inmate is subject to the Rules and Regulations set forth in the Master furlough Agreement, West Virginia Department of Corrections Policy Directive 325.00 and all established procedure for job seeking and employment.
1. Each inmate is expected to work as scheduled by his/her employer. You are not permitted to sign out for work or proceed to your work destination unless you are scheduled to be there, or you have been called out to work and are being paid for this work. Work schedules are to be turned in as necessary to control. You cannot work off the clock or without being paid. You will not be permitted to go to work without a schedule on file in control. Therefore these must be submitted a head of time call-ins are to be confirmed by CWRC Staff.

2. It will be the inmates responsibility to inform staff if job location changes.
3. Inmates will report directly to work and return to the Center on time and immediately report any unavoidable delay to the Center. You may not leave the job site without authorization from the Center, even for lunch without permission. If laid-off or if work is finished prior to your scheduled quitting time, the inmate will immediately report back to the Center and inform the staff.
4. You will not be permitted to leave your workplace for lunch unless there is a restaurant in the direct vicinity of your employer and you were given permission. Only those that work at Charleston Town Center mall will be permitted to obtain lunch there. If you work at Correctional Industries you will be permitted to walk to Capital Market **ONLY**. If you wish to take a bag lunch from the center, there is a designated area on the bulletin board across from the Control Room for this purpose.
5. Inmates will report any labor or union trouble occurring at the place of employment to the Center staff.
6. Any inmate required to work overtime shall request that his/her employer or job supervisor either call or permit the inmate to call the Center. It is the responsibility of the inmate to notify the Center and advise that he/she will be working overtime for curfew extension. You will not be permitted to work for free.
7. Inmates are not permitted to leave their place of employment; request days off, or quit their job without permission of the Administrator or designee. Inmates who encounter problems with their employer or co-workers will notify the Center's designated staff person for advise, counseling and problem resolution.
8. All tools, knives, or other instruments used by an inmate in the performance of their job are to be turned over to the Correctional Officer on duty when returning to the center.
9. Each inmate that is on Maintenance or a Work Crew is expected to work as scheduled in accordance to his/her assignment.
10. It is the responsibility of each inmate to make sure they are up on time for work assignments, doctor's appointments, treatment appointments, and etc.; kitchen workers are the only inmates that staff is responsible to wake up.
11. Inmates are not permitted to work outside Kanawha County without prior approval from administrative staff.



12. You understand that when you become employed, your employment will be verified by Center Staff and your program or work attendance will be evaluated by Center Staff by contacting your job supervisor and/or by work evaluation forms or on the job checks.
13. You cannot resign or change employment without authorization of Administrative Staff and proper notice **MUST** be given to your supervisor.
14. You must turn in all money or checks paid to you, including tips to Center Staff immediately upon returning to the Center. You are not to receive any salary advances from any employer for any reason. You must receive permission from Administrative Staff for any payroll deductions such as health insurance. Food will not be an approved deduction.
15. You are not to have any visitors at your worksite or make any personal telephone calls while on duty.
16. You will not be approved to have employment where you are allowed to be left alone or where you are the primary caregiver of anyone.

D. Religion

1. Inmates may attend outside religious services provided that it does not interfere with employment and/or education commitments.
2. To receive permission to attend religious services, resident will submit a written request on the proper form and turn it into Control for proper designated staff approval.

E. Medical

1. Each inmate of the Work Release Center is required to pay all medical expenses while residing at the Center. Request for medical **MUST** be submitted to the Unit Manager or designee unless it is an emergency; at which time you will report your condition to the staff/officer in Control Room.
2. Any emergency medical attention received outside of the Center facilities must be immediately reported to the Center staff.
3. Any inmate requesting private medical care must submit a request in writing with specific statement as to need.
4. All prescriptions are to go through the Unit Manager to be filled through the appropriate pharmacy. Remember you may not be allowed to stay at CWRC under the influence of a narcotic. Any positive drug screen will result in you being housed in a secure facility.

5. Where available, non-narcotic medication is encouraged.
6. All doctor appointments, prescriptions and refills must be addressed through the Unit Manager unless otherwise directed. \*Making doctor appointments, follow-up appointments, or getting your own prescriptions filled or refilled without permission from the Unit Manager is disobeying a direct order.
7. Remember you will pay these medical bills so when seeking medical attention remind the physician/dentist/etc. that you are responsible for your own bills and ask if the procedures are medically necessary. Some physicians may assume the state is paying your bills and send you for extra tests. With this in mind fillings and extractions may be necessary but we discourage unnecessary test, teeth cleanings, and extra x-rays unless necessary. It all adds up and is not cheap.

F. Smoking Policies.

**Tobacco use is not permitted in any Division of Corrections Facility. See the Substance Abuse Therapist for help in quitting tobacco use.**

- G. Violations of any rule in the Inmate Handbook is punishable under Policy Directive 325.00
- H. GIFTS: You are not permitted to accept any type of gifts, money, tips, etc from any source other than compensation earned in the course of employment.
- I. DELIVERIES: Personal property deliveries to inmates during non-visitation hours are to be pre-approved by administrative staff. This includes food deliveries from private party – not restaurants.

APPROVED BY:

\_\_\_\_\_  
Jeff A. Stinnett, Administrator

\_\_\_\_\_  
Date



# REMINDERS

TURN IN YOUR MONEY REQUESTS EVERY MONDAY BY 8 AM!

TURN IN YOUR FURLOUGH REQUESTS  
EVERY MONDAY BY 8 AM!!!

MONEY CUT IS HANDED OUT ON TUESDAYS!

**ALL REQUESTS ARE TO BE IN WRITING  
AND PLACED IN THE PROPER REQUEST BOXES!**

**IF YOU HAVE ANY QUESTIONS  
DON'T ASK OTHER INMATES,  
ASK CWRC STAFF!!!!**