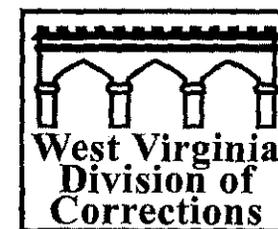
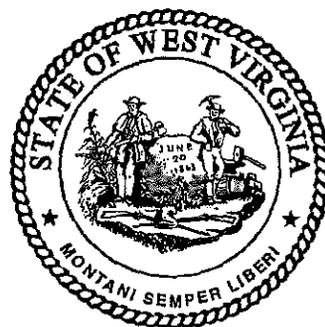


**NCF DOC INMATE  
RULE BOOK**



October 28, 2013

**DIVISION OF CORRECTIONS**

**MISSION STATEMENT**

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

**NORTHERN CORRECTIONAL FACILITY  
MISSION STATEMENT**

"It is the mission of the Northern Correctional Facility to provide a safe, secure, and humane environment for the public, staff, and inmate population; improve the delivery of correctional services to victims; while being responsive to the needs of inmates and concerns of staff."

The Northern Correctional Facility strives to accomplish this mission through the utilization of decentralized authority, direct supervision, current Operations Procedures, staff training, responsive inmate programming, informal problem solving, and increased decision-making by inmates regarding their future, thereby increasing the acceptance of responsibility by inmates regarding their conduct.

**WARDEN'S MESSAGE**

The rules and regulations contained within this rule book are for the information and benefit. If you follow these rules and regulations, the time you spend at this facility will be much easier for you.

One thought to keep in mind is that you should not just serve time but rather let time serve you by becoming involved in the various Northern Correctional Facility programs and activities.

Since NCF requires that each inmate must have a High School Diploma or a GED, or be enrolled in a GED program in order to obtain a work assignment, I urge you to enroll in the GED Program that is available to you at this facility if you do not possess either a diploma or certificate.

As time passes and conditions change, it will become necessary to change NCF Operational Procedures. You need to be able to expect changes and be prepared to accept them. Please remember an individual who is able to accept change is an individual who is able to grow.

Please understand that changes will occur only in an effort to make NCF the best it can be for the public, staff, and inmate population.

Through your cooperation and willing participation in the programs and activities available to you at NCF, you will be able to serve your sentence in a constructive manner and acquire valuable life, education and vocational skills that will benefit you during your stay here and, if released, upon your return to society.

I wish you well during your incarceration and trust that you will find it within yourself (with appropriate staff assistance if necessary) to bring about a positive change in your life and future.

Karen Pszczolkowski  
Warden

**DOC INMATE POPULATION  
GENERAL RULES AND REGULATIONS**

1. **NO** food or beverages are permitted in the following areas:
  - A. Corridors
  - B. Gym
  - C. Visiting Areas (Non-Contact)
  - D. Classrooms
  - E. Libraries (Reading and Law)
  - F. Attorney/Client Visiting
  - G. Multi-Purpose Room D
  - H. Chapel
  - I. Medical or Waiting Room
  - J. Segregation/Recreation Area
2. **NO** loafing **WILL BE** permitted in any corridor area.
3. **NO** running or horseplay **WILL BE** permitted in any corridor area or housing pod.
4. **RED LINES** in designated restricted areas – Inmates **WILL NOT** cross any restricted area lines without permission.
5. Entering any cell other than your assigned cell **WILL NOT BE** permitted.
6. Littering of any type **WILL NOT BE** permitted.
7. Inmates **WILL NOT** go beyond any posted sign stating *"No Inmate Beyond This Point"*, without authorization from a correctional officer or employee.
8. Walkmans **WILL BE** permitted to be taken to the outside recreation yard.
9. Any item **NOT** issued or permitted by NCF Operational Procedures **WILL BE** considered contraband.
10. Items **WILL NOT BE** hung on cell walls unless approved in writing.
11. Inmates **WILL BE** responsible for keeping a clean and orderly cell at all times.
12. Inmates attending education classes, law library, reading library, church services, or barber shop **WILL NOT** exit these areas unless they are under the escort of a correctional officer or authorized by the Administrative Rover.
13. Items **WILL NOT BE** hung over cell windows or cell doors glass, nor shall any item be placed in a way as to block cell windows or cell door glass. No items will be placed over vents or under door openings to obstruct air flow.
14. Items **WILL NOT BE** hung on light fixtures in cell unless approved. Only 3"X5" index cards **WILL BE** approved.
15. Cell doors **WILL NOT BE** propped open except during cell cleaning or moving.
16. Passive recreation **SHALL TAKE** place in the Day Room Area. Loafing on the upper tier is not permitted; however, inmates may go and come from their assigned cells.
17. Bunks **WILL BE** made daily, or anytime inmate is awake.
18. Food trays **WILL BE** dumped in housing area garbage cans.
19. When walking through a corridor or hallway, inmates **WILL** walk in single-file lines and as far to their right as possible.
20. It **WILL BE** prohibited for an inmate to enter another housing area other than his own assigned housing area without permission or escort by staff or as authorized by work contract.
21. Guitars or Televisions that are played so loud as to be heard at the Control Panel with the cell door shut **WILL BE** considered to be creating a disturbance. Only one (1) warning will be given. Second offense – a disciplinary report (DR) **WILL BE** issued and the appliance confiscated.
22. Inmates **WILL NOT** have their cell doors open to carry on conversations with other inmates.
23. Showers will be taken during passive recreation times. Other times may be approved by staff due to work, medical conditions, or other health reasons. All inmates **SHALL BE** required to shower at least 3 non-consecutive days per week. Failure to do so shall cause an inmate to be charged with violations of rule 2.01, (Refusing an Order).
24. Inmates **WILL NOT BE** allowed in office areas without staff being present, i.e., Unit Manager, Case Managers, Counselors.
25. Chairs from cells **MAY BE** brought to the Pod Day Area during passive recreation, but the chairs **MUST BE** returned to the cells at the conclusion of passive recreation.

26. Loud and/or profane language **WILL BE** considered creating a disturbance.
27. Loafing on the stairs **WILL NOT BE** permitted.
28. Inmates **WILL BE** clothed anytime they leave their cells, including to and from the shower.
29. Inmates **WILL NOT** use issued blankets and towels, etc., as floor rugs.
30. Inmates living in even numbered cells, i.e. 2 through 4B, **WILL NOT BE** permitted on the second floor without staff permission.
31. Only tennis shoes with non-marring soles **WILL BE** permitted on the gym floor.

32. Inmates will be clean shaven daily. Inmates reporting to school, work, or recreation unshaven will be returned to their housing area until they comply. A disciplinary report (DR) **MAY BE** issued.
33. Any inmate losing or destroying a cell door key **WILL BE** charged \$35.00 for its replacement. An inmate **WILL BE** charged \$5.00 for a lost or damaged mail box key.
34. Haircuts/hair grooming **SHALL BE** maintained as stipulated in the Operational Procedures titled Grooming and Clothing Rules and Regulations - NCF.
35. Wave caps **MAY BE** worn only in the housing areas. Handkerchiefs and sleeves from shirts or other types of cloth material **WILL NOT BE** authorized. Ball caps and toboggans **WILL BE** permitted. **NO** offensive or obscene logos **WILL BE** permitted.
36. Arts and Crafts items such as pillows, afghans, etc., **WILL NOT BE** kept for personal use. Any completed Arts and Crafts item must be sent out of the facility within ten (10) days after completion. Items not sent out of the facility will be considered contraband at the end of the ten (10) days.
37. Any inmate disrupting school classes, church services, Reading Libraries, etc., **WILL BE** removed from the area.
38. Inmates entering the Central Core area **WILL WEAR** khaki pants and khaki shirts or approved white T-shirts marked DOC. Shirts **WILL BE** tucked in and buttoned up. Tennis shoes or issued boots **WILL BE** worn. **NO** shower shoes.
39. **NO** food items from the facility food carts **WILL BE** hoarded in cells. Only authorized NCF Commissary items **WILL BE** permitted as part of the NCF in cell possession limit.
40. Inmates **WILL KEEP** their fingernails clean at all times. An inmate's fingernails **WILL NOT BE** longer than his fingertips.

41. Inmates **WILL NOT BE PERMITTED TO PASS** items from one unit to another or pass items under or through any door.

**THESE RULES WILL BE ENFORCED ON ALL SHIFTS UNTIL CHANGED IN WRITING OR SUPERSEDED.**

## LISTING OF DISCIPLINARY RULE VIOLATIONS

(See NCF Pod Operational Procedure Manuals for complete details/sanctions involved)

### CLASS I OFFENSES

Class I offenses are those which threaten life or limb, which seriously breach security, public safety, or which are criminal law violations.

- 1.01 Escape
- 1.02 Assault and/or Battery
- 1.03 Rape/Sexual Assault/Sexual Abuse/Sexual Acts
- 1.04 Riot
- 1.05 Arson/Fires
- 1.06 Hostage Taking
- 1.07 Possession of Weapons
- 1.08 Introduction of Weapons
- 1.09 Extortion or Bribery
- 1.10 Tampering with Locks and/or Doors
- 1.11 Trafficking
- 1.12 Demonstrations
- 1.13 Accessory
- 1.14 Cumulative Class II Offenses
- 1.15 Destruction of Property Valued over \$100.00
- 1.16 Obstructing
- 1.17 Alteration of Food or Drink
- 1.18 Violation of State Law
- 1.19 Use/Possession of Drugs/Intoxicants/Paraphernalia
- 1.20 Refusing Drug/Alcohol Screening
- 1.21 Theft of Property Valued Over \$100.00
- 1.22 Refusing DNA Blood Screening
- 1.23 Trading or Selling with Others
- 1.24 ~~Sexual Contact with Employees~~
- 1.25 Compromising an Employee
- 1.26 Exposing Body Fluids/Tattooing/Piercing
- 1.27 Hate Crimes/Gang Activity
- 1.28 Refusing Housing Assignment
- 1.29 Invasion of Privacy
- 1.30 Inmate Email, Internet, Website, etc. Prohibition

*VC-Link*

131 ←

### Disciplinary Violations

#### CLASS II OFFENSES:

Class II offenses are those which tend to disrupt the normal operation of the facility or subvert facility systems of control, or community security, or violate Federal, State, or local laws or ordinances.

- 2.01 Refusing an Order
- 2.02 Threats
- 2.03 Refusal to Work/Attend Class or Programs
- 2.04 Missing or Confusing Count
- 2.05 Bucking Line
- 2.06 Entering Another's Cell/Living Area
- 2.07 Unauthorized Presence
- 2.08 Fighting
- 2.10 Self-Mutilation
- 2.11 Contraband
- 2.12 Possession of Money
- 2.13 Failure to Tender Monies/Paychecks
- 2.14 Theft of Property Valued under \$100.00
- 2.16 Forgery
- 2.17 Fraudulent Representation
- 2.18 Trading or Selling
- 2.19 Gambling
- 2.20 Misuse of Telephone
- 2.21 Misuse of Correspondence Regulations
- 2.22 Failure to Proceed or Return
- 2.23 Failure to Report Arrests or Accidents
- 2.24 Contempt of Disciplinary Hearing
- 2.25 Falsification of Information/Testimony
- 2.26 Accessory
- 2.28 Operation of a Motor Vehicle
- 2.29 Unauthorized Entering into a Contract
- 2.30 Creating a Disturbance
- 2.31 Furlough Condition Violation
- 2.32 Insubordination/Insolence
- 2.33 Illegal Offender Store
- 2.35 Attempted Extortion or Bribery
- 2.36 Physical Contact
- 2.37 Use of Tobacco or Tobacco Products
- 2.38 Unauthorized Communication
- 2.39 Obstructed Windows/Lights
- 2.40 Inmate ID
- 2.42 Aitering Appearance
- 2.43 Physical Encounters/Military Drills

*2.15  
Destruction  
of  
Prop. Valued  
Under \$100*

Disciplinary Violations

**CLASS III OFFENSES**

Class III offenses are those which disturb the smooth operation and routine of the facility or community or which manifest a personal problem of adjustment, but do not individually rise to a level sufficient to interfere with parole eligibility.

- 3.01 Feigning Illness
- 3.02 Littering
- 3.03 Personal Hygiene/Sanitation
- 3.04 Improper Use of Food
- 3.05 Attentiveness
- 3.06 Improper Use of Property
- 3.08 Posted Procedures
- 3.09 Accessory
- 3.12 Interfering with Escort Searches
- 3.13 Handrails and Shelves
- 3.14 Stairway Obstruction
- 3.15 Proper Clothing

**Operational Procedures  
And  
Housing Unit Information**

The Northern Correctional Facility Operational Procedures and housing unit information shall be found in the NCF Operational Procedure Manuals and Unit Manuals located in each housing pod.

The Operational Procedures cover items such as, but not limited to: Visiting, Recreation, Education/Vocational Programs, Counseling Services, Laundry Services, and Religious Services (as changes or additions take place, housing unit Operational Procedure manuals will be updated accordingly).

In addition, Pod Operational Procedure Manuals have DOC Policy Directive – Discipline of Adult Inmates and Unit Disciplinary Committee – included in them for review by members of the inmate population.

A member of an Inmate's Unit Team (Correctional Counselor or Case Manager) will provide initial orientation and advice concerning relevant NCF Operational Procedures and DOC Policy Directives.

### **Internal Paging System**

In addition, members of the Inmate population should listen for and pay attention to daily announcements over the internal paging system.

### **Posted Procedures**

Finally, members of the Inmate population should always review the memorandums and notices posted on the housing unit bulletin boards for any changes or additional information that NCF Administration disseminates to members of the inmate population.