



# **West Virginia's Division of Corrections**

**OFFENDER ORIENTATION  
MANUAL**

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## GENERAL INFORMTION CONCERNING THIS HANDBOK

This handbook is designed to provide the offender population basic information along with some standards for acceptable behavior. Offenders who do not conduct themselves in an acceptable manner could be charged with a specific disciplinary offense. The disciplinary offenses are listed in Policy Directive 325.00, Discipline of Inmates. The standards for acceptable behavior by offenders listed in this handbook and the policy directive, apply to all offenders. The conditions in administrative segregation/special management or disciplinary status may vary from those of general population offenders.

Upon entering the WVDOC, offenders will be provided with a current copy of the WVDOC Offender Orientation Manual, a facility specific orientation manual and Policy Directive 325.00. Rules will be explained to offenders who cannot read them and to offenders whose primary language is not English. In addition education and information about communicable diseases, PREA, and child support modification will be presented to inmates.

All offenders confined within a facility of the West Virginia Division of Corrections are responsible for understanding and abiding by the rules, regulations and policies detailed in the handbook as well as other guidelines posted in Operational Procedures at their facility of assignment. Failure to do so may result in disciplinary action.

# **WEST VIRGINIA DIVISION OF CORRECTIONS** **OFFENDER ORIENTATION AND REENTRY** **OVERVIEW**

The West Virginia Division of Corrections (DOC) is committed to public safety, staff safety, and the safe, secure and humane supervision of offenders who are committed to its custody and care. Our staff of dedicated men and women, representing the broad range of professional disciplines, takes great pride in the performance of its duties and the protection of the public.

Every year more than 5,000 offenders enter our correctional system of prisons. From the first day of incarceration, management of DOC offenders is accomplished by providing a progressive, systematic approach for the custody, care and treatment of each offender in accordance with state statutes and the WVDOC Vision, Mission, and Core Values:

## **VISION**

The vision of the West Virginia Division of Corrections is to be recognized as an innovative leader in providing quality correctional services.

## **MISSION**

The mission of the West Virginia Division of Corrections 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 crime.

# OUR CORE VALUES

- Our highest priority is the protection of the public, staff and offenders through the highest degree of professional performance at all times.
- Our integrity is above reproach, as we are accountable to the public, staff and offenders alike.
- We correct offender behavior first and foremost by modeling appropriate behavior.
- We provide and encourage staff to seek out opportunities that develop or enhance professional knowledge, skills and abilities.
- We treat all employees, the public, and offenders with fairness, honesty, consideration and dignity while recognizing diversity.
- We empower our employees to effectively perform their duties to the best of their abilities through training, trust and teamwork.
- We take pride in maintaining the quality of our organization through performance, appearance, and education.
- We embrace professional service over personal desire and provide correctional services, as appropriate, which will positively affect offender management and re-entry.
- We are sensitive to the needs of crime victims and their families and aid them in personal empowerment.
- We exhibit the highest degree of ethical behavior, professional excellence, quality, and competence in all that we do.
- We resolve all situations, in which the course of action is in doubt, by erring on the side of security and public safety.

## **REENTRY INITIATIVE**

It is the policy of the West Virginia Division of Corrections to maintain a mechanism that ensures that written policy, procedure and practice provide that all inmates have access to a program of release preparation prior to their release into the community. The West Virginia Division of Corrections shall accomplish this through implantation of policy directive 454.05, Reentry Initiative.

The reentry initiative is a structured plan that is divided into three phases in order to accomplish both short and long term treatment objectives that will help inmate make a satisfactory transition upon their release from incarceration.

The first phase of the Reentry Initiative will focus on institution/facility/center based programming. The second phase will focus on transitioning. The third phase will be the release into the community.

The Reentry Initiative shall include, but not be limited to, the following division of corrections responsibilities: assessment, release of information, reentry program plans, substance abuse programs, primary treatment services, transition preparation, parole services, and parole release plans.

# WEST VIRGINIA DIVISION OF CORRECTIONS

## OFFENDER ORIENTATION

### I. STAFF FOR THE WEST VIRGINIA DIVISION OF CORRECTIONS

#### The Unit Management System

The Department of Corrections institutions operate a unit management system consisting of a unit manager, case managers, correctional counselors, security staff, and other administrative and support staff. The Unit Management System is a multi-disciplinary team approach to inmate management which emphasizes. Unit Management is intended to facilitate a balanced application of the concepts of punishment, incarceration, deterrents, and treatment of inmates, thereby enhancing public safety, maintaining a safe and secure correctional environment, and providing a positive re-entry for inmates returning to the community.

#### Unit Manager

The Unit Manager is in charge of the unit and oversees all unit programs and activities, is a member of the senior staff and maintains a close working relationship with other departments, chairs the unit team and reviews all team decisions, and oversees other on-unit programs.

#### Correctional Officer

The Correctional Officer is primarily responsible for security issues. Housing unit officers have direct responsibility for the day-to-day supervision of inmates in the enforcement of rules and regulations; they have safety, security, and sanitation responsibilities in the unit.

#### Case Manager

The Case Manager is responsible for the representation and development of individualized plans for inmates on their assigned caseloads, responding to all inquiries about offenders, participating in the facility and unit orientations of newly assigned inmates and assist in inmate awareness of available programs, encouraging active participation in programmatic activities and ensuring appropriate referrals, and classifying inmates on their caseload.

#### Correctional Counselor

The Correctional Counselor provides social services such as counseling and guidance for the inmates on the unit in areas of institutional conduct, personal difficulties, social skill development, personal hygiene, sanitation, interpersonal communications, and planning for the future. Counselors will visit inmates in their work and program assignments regularly and are the first resource for inmates in resolving daily problems, as well as for crisis counseling.



## **Support Staff**

The administrative and support staff includes psychological, clergy, property, laundry, food service, clerical, business office, procedures, industries, etc.

## **Request Form**

Request forms are the formal means of communication with counselors, case managers, and unit manager when you have a question or concern. You should address counselors first, if the issue can not be resolved through a counselor, you may then consult your case manager and/or the unit manager. You will be able to obtain request forms in the housing unit.

## **GENERAL INTAKE AND CLASSIFICATION**

You will probably transition through the Intake Process between two and four weeks for processing by Medical, Dental, Case Management and Classification Committee. You are subject to be transferred anytime after your processing is completed. Your total cooperation during processing will be appreciated. Any uncooperative behavior during processing could result in your stay at a facility being extended or a disciplinary report that could have a negative effect on your classification score

## **Lock Down**

During the first 72 hours of Intake, you will be in a "lock-down" status. You will receive a shower within the first 48 hours. This applies to all services including the library, phones, commissary and recreation.

## **What happens during the intake process?**

Inmates arriving at a DOC facility are provided with an orientation presentation that will include releases, orientation manuals, housing unit handbook, education about infectious diseases and PREA (Prison Rape Elimination Act), and child support modification. They will also be fingerprinted, DNA tested and photographed. They are then assigned to a Case Manager and a Counselor.

## **Does an offender have access to mail and telephones?**

Offenders are allowed to place collect telephone calls by utilizing their Personal Identification Number (PIN). Offenders are issued their PIN within 72 hours of arrival at the facility. Offenders can correspond with others during the intake/classification process and are encouraged to do so.

### **Receiving, Screening and Testing**

Offenders will be searched upon arriving at a WVDOC facility. A receipt will be completed for each offender's money and property. Medical care will be given, if considered urgent. State clothing will be issued; haircuts and showers provided.

The Initial Classification process takes four to six weeks. During this time, the offender must comply with having a physical and dental examination and psychological evaluation. During the physical examination, offenders are screened for HIV, TB, Hepatitis, Tetanus, and any other contagious diseases. To assist classification and mental health staff in making recommendations regarding custody, placement, and programming, offenders are required to participate in an interviewing and testing process. The interviews and tests are designed to obtain information and assess concerns in the areas of victimization, violence, psychiatric diagnosis, education level, and substance abuse.

### **How is it determined where offenders will be sent after reception?**

Classification is the risk management tool by which offenders will be periodically assessed to monitor their progress, adjustment, behavior and programming throughout their incarceration. The goal of the classification system is to place the offender in the least restrictive custody level designation while providing for the safety of the public, staff, and offenders. An objective scoring system is used as a basis to evaluate offenders' risks to the community, staff and other offenders, and the orderly operation of the institution. It is designed to encourage offender participation in work, education, treatment, and vocational programming in a manner that results in movement to less restrictive custody. The system is designed to assist offenders in understanding how their conduct and program efforts affect their custody designation and facility placement assignment.

Offenders will be classified at one of the following custody levels and transferred to an appropriate facility:

### **Classification Levels**

- **Level 1 (Community):** The least restrictive custody classification within the Division. Inmates classified as Level 1 are eligible to be considered for placement in community programs or work release.
- **Level 2 (Minimum):** A custody classification which allows inmates to function more freely within the confines of the institution/facility/center. Inmates in Level 2 classification are eligible for selection to a work crew or job assignment that is not within the confines of the institution/facility/center and possible consideration for work release.
- **Level 3 (Medium):** A custody which permits inmates to function somewhat freely within the confines of the institution/facility/center.

• **Level 4 (Close):** The next to most severe and restrictive custody relating to housing and movement. Inmates classified to Level 4 custody include those who are placed on Special Management Status (Protective Custody) and those who are placed in the Behavior Improvement Unit.

• **Level 5 (Maximum):** The most severe and restrictive custody relating to housing and movement. Inmates classified to Level 5 custody include those housed in Segregation, Administrative Segregation, and Detention Units. The custody level also includes those inmates who are parole ineligible or discharge ineligible.

### **DOC Facilities**

The following is a list of current DOC facilities:

Anthony Center  
Beckley  
Denmar  
Huntington Work Release  
Huttonsville  
Lakin Correctional Center for Women  
Martinsburg  
McDowell County  
Mount Olive  
Northern  
Ohio County  
Pruntytown  
St. Mary's  
Steven

### **Photographs and Fingerprints**

Each offender will go to the Photograph and Identification Department where he or she will be:

1. Photographed
2. Fingerprinted
3. Examined for any identifying scars, marks, or tattoos, and
4. Interviewed to obtain basic information
5. DNA sample will be collected in accordance with policy directive and state code

The fingerprints will be sent to the FBI and Central Office. The Photograph and Identification process helps identify every offender to make sure no one is admitted or released illegally, and creates the state-issued identification card that each offender is required to carry.

## **Physical Examination**

Offenders will be given a physical examination by medical and dental staff. The medical and dental staff will ask each offender about his medical history. The medical and dental staff will use the results of the examination to determine the special needs, if any, of an offender. The special medical needs of an offender will be taken into consideration during the classification process.

## **Classification**

The Inmate Classification Department substantially contributes to the safety and security of the institutions and the general public. Institutional operations are significantly affected by these responsibilities. Inmate Classification ensures consistency in management of the inmate population to include: assignment of inmates to institutions based upon their level of risk, separation of inmates for their individual safety or for the overall operation of the institution and balancing the inmate population throughout the institutions. These important responsibilities are guided by a philosophy to hold offenders accountable and to reduce the risk of future criminal behavior.

Case Managers and Counselors manage and provide casework services for inmates housed at our facilities based upon the assessed needs of inmates and incarceration requirements. These may include correspondence, program reviews and recommendations, investigations and research on pending legal matters; responding to inmate funds issues; tracking impending releases and facilitating transitional programming.

The incoming offenders at a facility Intake Unit are assessed to determine their medical condition, programmatic needs, education level, and mental health. The information from these assessments is used to format a rehabilitation program to address each offender's identified risk and needs.

All inmates will be required to adhere to the Education Department classroom rules and procedures during the Classification process and while attending programs at any facility. These include:

1. Follow haircut, shave and dress code requirements.
2. No eating or drinking in the classroom.
3. No disruptive behavior in the testing areas.
4. Cheating, sleeping and inattentiveness in the classroom will not be tolerated.

## **GENERAL INMATE RULES**

All rules contained in Policy Directive 325.00 entitled, "Discipline of Inmates," including levels of allowable punishment and reporting procedures will apply. This material is given to you to

serve as a guide to be followed during your stay in WVDOC. It sets forth the main rules for your conduct while incarcerated. Not knowing the rules will not be accepted as an excuse for breaking the rules.

No inmate at any Division of Corrections facility shall commit, cause to commit or permit any act or engage in any conduct which would violate rules and regulations of any facility. You are advised to read Policy Procedures as they are issued and posted at all facilities. Special or more specific procedures for each department of each facility are available in such departments.

**\*\*RULES ARE SUBJECT TO CHANGE AT ANY TIME DEPENDING UPON THE  
NEEDS OF THE FACILITY\*\***

The following is a brief overview of some standard rules for inmates housed at Division of Corrections facilities. It is by no means a complete listing; please refer to your facility's orientation manual or inmate hand book for further guidance.

**A) Conduct in the Cell**

1. You may not remove blankets or sheets from any bed unless a staff member tells you to do so.
2. You may not peck on the walls, or paste any pictures on the walls or fixtures; also, no writing or drawing on doors, walls, or fixtures.
3. Nothing will be placed over any of the cell windows.
4. Your bed must be made and cell cleaned daily. NO exceptions. This needs to be done during free time only.
5. Sleeping nude will not be allowed.
6. No smoking while in cells. NO EXCEPTIONS!!!

**B) You are Forbidden to**

1. Tamper with any locking devices.
2. Tamper with any electrical devices.
3. Damage or destroy any institutional property.
4. Possess any contraband. That is, you may not have anything that is not issued to you or allowed by the institution, purchased by you from the commissary. You should retain copies of receipts as proof of ownership.

C) Orders Will be Carried out Promptly

1. If you are given an order by an officer or staff member and you think it is unjust or wrong, obey the order immediately and then state your objection in writing.
2. Any staff member may search your person or personal property or assigned cell at any time.

D) Mail

1. You will be able to send or receive any mail as long as it has a proper facility address and your DOC number on it.
2. You may write to attorneys or the courts using a stamped envelope. Indigent inmates may obtain an indigent form from the institution to send their letters.
3. You may not correspond with inmates in other prisons or jails without written permission from the wardens of the facilities.
4. All written communication and letters which are not privileged mail is to be considered general correspondence. General correspondence may be opened, inspected for contraband and read.
5. Attorney/ client mail is any correspondence to or from an inmate and his/her attorney of record. Such correspondence must clearly state "legal mail" on the envelope or must clearly indicate that it is from the inmate's attorney of record.
6. Privileged mail is correspondence to a specified class of persons and organizations, including but not limited to the following: courts; counsel; officials of the West Division of Corrections; state and local Chief Executive Officers; administrator designee of the Division of Corrections' Inmate Grievance System; and members of the West Virginia Board of Probation and Parole. Staff, in the presence of the inmate may be allowed to inspect outgoing privileged mail for contraband before it is sealed.
7. Any mail that you send must have a return address that includes your full name, your DOC number, your housing assignment, and your institutional address
8. If you attempt to send or if you receive contraband in the mail, the contraband items, envelope and mail will be seized as evidence and you will be issued an evidence/Property Seizure Receipt that lists all of the items that have been seized.
9. All inmates may request initial packages upon arrival at their receiving institution.
10. You will be provided three (3) stamped envelopes, one (1) legal pad, and one (1) black pen. Any supplies needed after this must be purchased by the inmate.

#### E) Personal Problems and Emergencies

If you have a special problem or an emergency, notify a security staff member who will provide a request form and/or notify the appropriate department depending on the magnitude and urgency of the problem. Whenever you put out a request, make sure that your name, DOC #, the number of your housing unit and cell is on the request.

#### F) Programs & Intake

No programs are available to you while you are going through the Intake process. You will receive a security classification assessment and be recommended for programs that may be available when you are transferred to another facility.

Within our Division, there are various programs and educational classes that you may participate in. Once you are received at one of the later mentioned facilities, an Individual Reentry Program Plan will be developed especially for you. Based upon your needs and abilities, these programs may range from ABE/GED classes, substance abuse, transitional, vocational and college courses. If you are interested in a particular program please contact a member of the unit team staff such as your counselor or case manager.

#### G) Personal Property

You are asked to make a choice on unauthorized property when you arrive. If you have money in your spending account when you arrive, you may pay to send your property home. Some institutions will hold your property for thirty days before property is disposed of. Some institutions will hold your property for thirty days. If you do not have the money to do this, you must donate/destroy your unauthorized property or be permitted to donate and/or discard said items. You may not change the decision later. Please do not ask.

#### H) Medical Services

You will be responsible for co-pay for medical services received. This co-payment shall not be used to deny inmates to access to such services and no inmate will be denied medical services because of an inability to pay for such services. There are also some services that you will not have to pay co-pay for. You will be able to access medical services by filling out a sick call slip. The following is a list of chargeable services and the fee required for each.

1. Nurse Sick Call (\$3.00) with an Inmate Request Referral to a Doctor (\$2.00) – Total (\$5.00).
2. Any non-emergency visit for treatment by a nurse - \$3.00
3. Self-inflicted or self-induced injury or illness requiring a nurse - \$3.00
4. Self-inflicted or self-induced injury or illness requiring a doctor - \$5.00

5. Missed non-excused scheduled medical appointment - \$3.00
6. A new complaint presented at an appointment that is not related to the original appointment - \$3.00
7. Scheduled non-referred doctors or optometrist call - \$5.00
8. Non-emergency scheduled dental - \$5.00
9. Prescription fee per prescription excluding chronic care prescriptions for chronic care patients - \$2.00
10. Over the Counter Medications – priced as established according to standard marketing practices. Doses and procedures for issue and purchase shall be established by separate policy and procedure.

#### **I) Haircuts**

You will be required to maintain a well groomed appearance while you in the custody of DOC. Your hair length will not exceed the top of the collar or ears, be **no more than three (3) inches on top** (there is no minimum), be kept neat and clean and will have a tapered appearance and may not be blocked. In addition to the specified hair length, the wearing of “corn rows”, plaits, “Mohawks” or cutting of designs, etc. into the hair is also not permitted. Side burns shall not be flared nor will they extend below the bottom portion of the ears. If you do not comply with the grooming policy you will be subject to disciplinary action as outlined in WVDOC Policy Directive 325.00 “Discipline of Inmates”.

#### **J) Laundry Services**

It is the policy of the Division of Corrections to ensure that inmates have clean clothing, linen, and bedding material provided on a weekly basis. Each facility and housing unit will have specific laundry procedures and these will be posted in locations for inmate viewing.

#### **K) Commissary**

An inmate commissary/canteen/or exchange is available at all Division of Corrections facilities which allow inmates to purchase approved items that are not furnished by the facility. The procedures for the commissary/canteen/ exchange will vary from facility as will the items available to purchase. Indigent packages will be available to those inmates who meet the guidelines.



L) Personal Property at DOC Facilities

The following is a list of approved institutional property items you may be allowed at other facilities. Inmates are not authorized to possess each item listed below and not all items are issued at each institution. They are only authorized to have in their possession items in combination and quantities that can be stored in a state issued locker box and do not exceed the quantities listed below. Approved property items will vary from facility to facility and if you are housed in an intake unit or other special housing unit allowable property may be further restricted.

ITEM	LIMIT
<u>Bedding/Linen</u>	
Blanket	02
Mattress, state issued only	01
Pillow, state issued only	01
Sheets, white only, state issued only (two sheets not two sets of sheets)	02
Pillow Case, State issued only	02
Towels, white only, state issue only	05
Wash Cloths. White only, state issue only	05
<u>Clothing</u>	
Ball Caps, no profanity	02
Belt, Web military trouser type, state issue only	
Boots/shoes, one state issued, or out of facility work crews may purchase one (1) personal purchase No Gore Tex , no steel toes or thinsulate (except authorized workers), no cowboy boots, six inch height limit.	01
Boot/shoe string, 1 pr boot, 1 pr string	02
Coat Jacket, red, state issue only	01
Doo rags, no black or camouflage	03
Gloves, 1pr Brown Jersey type, state issue only	1pr
Handkerchiefs, white only	3
Laundry Bags, state issue only, if consistent with unit security	02
Pajamas, cotton or flannel, state issue only-male and female inmates, white or gray only	02 pr.
Pants, state issue only	05
Robe	01
Shirt, long sleeve, state issued only	03
Shirt, short sleeve, state issued only	05

Shorts, gym, walking, white or gray only	03
Shower shoes	02 pr
Slippers	1pr
Socks, white only	12pr
Sweatpants, white or gray only	03
Sweatshirts, white or gray only,	03
No hoods, no zippers	03
Thermal tops, white only	02
Thermal bottoms, white only	02
T-Shirts white only	12
Underwear, white only	12

Electronics

Alarm	01
Batteries, Only what is needed for devices, one for one exchange	
Boom Box, MOCC only, 18"x10"x12"	01
Cassette Tapes/CD's	15 combined total
Head Phones	01 pr
Head Phone Adapter, not to exceed six (6) feet in length	01
Playstation 1 or 2, personal purchase only, from Manufacturer only (MOCC,NCF, and HCC only)	01
Playstation games, rated EA or Teen only (MOCC, NCF, HCC only)	10
Memory Card	02
Signal Splitter	01
Storage Case-Cassette/CD, Clear Plastic Cases Only	01
Surge Protector	01
Extension Cord. No longer than six feet in length (PCC, DCC, and NCF only)	
Television, 13" w/remote (DCC, MOCC, NCF,PCC, LCC,HCC only)	01
TV Firecracker	01
Walkman, radio/cd/cassette/adaptor with headphones	01
Watch, wrist or pocket, not to exceed \$100.00	01
Watch battery	01

Female Inmates Only

Brassiere, white, state issued only-No metal	07
Compact powder	01
Curling iron	01
Eye shadow	01
Eyeliners	01
Feminine hygiene napkins or tampons	02 boxes
Hair barrette, plastic only	05

Hair Color	01
Hair Dryer	01
Hair rollers, sponge only	24
Hair Scrunchies	05
Lipstick	01
Liquid Make up	01
Mascara	01
Panties, white state issued only	12
Perm	1

### Hygiene

Bar soap	02
Body lotion	02
Brush	01
Comb	01
Conditioner (including pomade)	02
Dental picks	05
Denture adhesive, if applicable	01
Denture brush, if applicable	01
Denture container, if applicable	01
Denture cleaner, if applicable	01
Deodorant	02
Hair spray, pump, non alcoholic, or nonalcoholic tube type	01
hairstyle cream	
Mouthwash, non alcoholic	01
Nail Clipper, no file, if consistent with Unit Security	01
Razor, five (5) disposable or one (1) reusable with up to	05
Five cartridges, or one (1) electric razor.	
Shampoo	02
Shaving cream	02
Shaving kit/cosmetic bag, soft side clear plastic	01
Soap dish, clear plastic only	01
Styling gel	01
Sunscreen Lotion	01
Toothbrush	01
Toothpaste	01
Tweezers, plastic only	01

### Medical

Antacid tablets	03 packs
Asprin/Tylenol, Pill blister pack	35
Band Aids	1 box
Chapstick	01
Chest Vapor Rub	1 container

Contact Lenses/Case/Solution if applicable per Policy Directive #410.10	1 pair
Cough Drops	01 pack
Glasses Case	01 Soft case
Hemorrhoid ointment	01 tube
Hydrocortisone cream	01 tube
Medical/Dental Prostheses	As medically required
Medicated Powder	01 container
Nasal Strips	01
Prescription Glasses. Limit one (1) state issue and one (1) personal purchase-tint restricted to photo lenses only, purchase to 5%	02
Multi-Vitamin	01 bottle
Muscle Rub	01 tube
Pepto Bismol	5 tablets only
Petroleum Jelly	01
Tolnaflate Cream	01 tube
Triple antibiotic cream	01 tube
<u>Miscellaneous</u>	
Ajax dishwashing liquid	01
Baseball glove/softball glove	01 Either a softball glove or a baseball glove One (1) only
Combination Pad Locks, state issue only	02
Cooler	01 Six (6) Pack size
Hand Wraps/Straps	01
Liquid Fabric Softener	01
Liquid Laundry Detergent	01
Oscillating Fan (PCC,DCC and NCF only)	01
Personal Pictures	Not larger than 5"x 7" must be kept in photo albums
Photo Album, no metal	02
Plastic Utensils	
Plastic spoon	01
Plastic fork	01
Plastic bowl	01
Plastic plate	01
Playing cards	01 deck
Rug, no larger that 3'x5'-No rubber backing	01
Shelves, one set per inmate, MOCC only	01
Storage/Locker box	02
Sunglasses, non prescription only	01
Trash Can, small	01
Wallet	01
Wedding band, if legally married, no stones	01

Weight Lifting gloves, personal purchase only 01 pr

Reading/Writing/Legal Material

Address book	01
Binder, clear plastic only	01
Books, general interest	06
Colored Pencils, 12 count box	01
Envelopes	01 box
Greeting Cards	05
Legal Material	Personal only, current active case only.
Legal Pads	02
Newspapers/Magazines/Periodicals	05
Stamps, unused, purchased from mailroom by voucher only	20
Pens	05
Pencil	05
Personal Letters	12 including cards
Program Workbooks, DOC, DOE college only	05
Typewriter (MOCC, NCF only)	01
Typewriter Ribbon and Correction Tape (MOCC, NCF only)	01 each
Typing paper (ream, MOCC, NCF only)	
Wireless Notebook	02
Word Processor (MOCC only)	01

Religious Items

Religious medallion/beads, obtained through the Chaplain or exchange only, not to exceed \$100	01
Bible or religious scripture	01

NOTE: State issued undergarments and socks are eligible for exchange after six months; sheets, pillowcases, towels and washcloths and shoes after one year; shirts, pants, jacket/coats and blankets after two years and mattress after three (3) years, or when no longer serviceable.

**GENERAL INMATE RIGHTS AND RESPONSIBILITIES**

**Access to Courts**

It is WVDOC policy to ensure the right of inmates to have access to the courts. The right of access to the courts minimally provides that inmates have the right to present any issue as

identified in WVDOC Policy Directive #327.01 "Access to Courts." This directive should be available through the institutions library services.

### **Access to Counsel**

It is the policy of WVDOC to ensure that inmates are provided access to legal counsel and, as needed, provided assistance in making confidential contact with your attorney and their authorized representatives (as defined in WVDOC Policy Directive #328.00 "Access to Counsel". Such contact shall include, but may not be limited to the following:

1. Telephone Communications
2. Uncensored Correspondence
3. Normal & After Hour Attorney Visits

### **Access to Law Library**

In accordance with WVDOC Policy Directive #329.00 "Institutional Law Libraries," WVDOC provides inmates the right to have access to an appropriate law library and to paper, typewriters or typing services, and other supplies and services related to legal matters. The law library includes, at a minimum, relevant and up-to-date constitutional, statutory and case law materials, applicable court rules, and practice treatises. Additional assistance, as necessary, shall be provided for inmates who are unable to make meaningful use of the law library on their own.

### **Consideration for Employment for Inmates in the DOC**

Safety and security are paramount considerations in work and/or program assignments. There are inmates who cannot be provided out-of-facility assignments due to their custody. Similarly, some inmates, because of demonstrated violent or disruptive behavior, cannot receive work assignments. These considerations, along with staff and physical plant limitations, may constrain or limit work and/or program availability

All inmates will have the option to apply for any work position within the Division of Corrections for which they are qualified (as determined by the minimum qualifications specified in the job description. Each facility will have a specific application process that you will need to follow. Position descriptions will be available at each facility. Work release inmates are chosen by a committee of DOC staff based on the risk level they pose to the facility and to the public.

### **Access to Programs and Services**

It is the policy of WVDOC to ensure that discrimination based on an inmate's race, religion, national origin, sex, disability or political views in regards to making administrative decisions and in providing access to programs is strictly prohibited. If you wish to enroll in a program at your facility contact your counselor or case manager.

## **Protection from Harm**

It is the policy of WVDOC to ensure that appropriate and professional practices are in place that protects the inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment. In situations where physical force or disciplinary detention is required, only the least drastic means necessary to secure order and control shall be utilized.

## **Counts**

Unit staff must see flesh when conducting counts. If they cannot see flesh, then you will be awakened. Each facility has specific procedures for conducting accurate counts of inmates assigned to the facility and will be responsible for implementing the procedures consistent with the facility's security level. Inmates will be counted on a regular basis.

**It is a violation of policy to interfere with the count in any way.**

## **Searches**

The Fourth Amendment of the U.S. Constitution governs searches. All searches will be conducted in a manner so as not to damage property. Inmates are subject to pat down, strip, visual body cavity, intrusive body cavity, and property searches. Every visitor entering the grounds of a facility may be subject to pat down, strip, and personal property searches. Prior to the search, the person will be informed of the type of search to be performed, of the option to refuse to be searched, and they must consent in writing to be strip searched without a search warrant. Any person not giving permission will be required to leave the facility grounds. This refusal may be the basis for further denial of future entry.

1. All personal property being carried through the perimeter of a facility is subject to being searched. If a visitor refuses to allow a personal property search, he or she will be directed to leave facility grounds.
2. Inmate living quarters searches may be conducted on periodic and random basis, as well as based on individual reasonable grounds. It is WVDOC policy to ensure that all searches and preservation of evidence when an inmate is suspected of a new crime are governed by appropriate procedures and practices.
3. When WVDOC staff is involved in conducting a search directed at solving a new crime, they shall make every professional effort to preserve evidence and provide appropriate legal protection of an inmate's individual rights afforded under the Fourth Amendment of the United States Constitution.

## **Personal Grooming**

It is policy to permit inmates to have individual freedom in personal grooming providing that their appearances do not conflict with the WVDOC requirements for safety, security, identification and hygiene as outlined within WVDOC Policy Directive #334.01 "Inmate Grooming Procedures".

### **Grievance Procedures**

The WVDOC has in place a grievance procedure that includes an appeals process that is available to all inmates for the purpose of expressing and resolving of inmate problems. Inmates may use this procedure to bring complaints and grievances concerning matters relating to their confinement such as (but not necessarily limited to) food quality, assignments, storage of property, supervision of the Visiting Room, and problems with mail and telephone service. The inmate grievance procedure is explained to all inmates during their participation in the WVDOC Orientation Program.

1. Grievance forms shall be printed on non-carbon (NCR) forms and will be made available in the Housing Units. Should no NCR grievance forms be available, copies of this form should be utilized. When a copy of the form is used and submitted, due to the unavailability of NCR forms, the staff member receiving the grievance shall make two (2) copies of the grievance and return them to the inmate at no expense to him or her.
2. Complete and specific steps to be taken in the initial grievance and subsequent appeals process are outlined within WVDOC Policy Directive #335.00 "Inmate Grievance Procedures" and are to be adhered to by all inmates and staff who are involved in the grievance process.
3. The decision to order an investigation as a result of an inmate grievance is within the sole discretion of the Warden. No inmate is entitled to receive, review, or inspect any portion of an investigation that may be ordered as a result of a grievance.
  - a) There shall be no reprisal against any inmate who files a grievance.

### **Funds**

Any money, money orders or checks brought to the facility by another institution/facility/center or inmate will be secured with a receipt and posted to your internal account. Inmates will not possess or carry cash. Money may be placed into your account through money orders of not more than \$100 in value.

### **Financial responsibility program for inmates**

### **Purpose of the Bureau for Child Support Enforcement**



When the relationship between a child's parents ends, it does not mean that either parent's responsibility for that child ends. Both parents remain financially, legally, and emotionally obligated to a child.

The Bureau for Child Support Enforcement (BCSE) is the State agency that helps the person caring for child to collect child support from the child's other parent(s). The BCSE also helps divorced individuals to collect spousal support (also called alimony).

**West Virginia Code 25-1-3c states...**

(a) The Legislature finds that:

(1) There is an urgent need for vigorous enforcement of child support, restitution and other court ordered obligations;

(2) The duty of inmates to provide for the needs of dependent children, including their necessary food, clothing, shelter, education and health care should not be avoided because of where the inmate resides;

(3) A person owing a duty of child support who chooses to engage in behaviors that result in the person becoming incarcerated should not be able to avoid child support obligations; and

(4) Each sentenced inmate should be encouraged to meet his or her legitimate court-ordered financial obligations.

(b) As part of the initial classification process into a correctional facility, the Division of Corrections shall assist the inmate in developing a financial plan for meeting the inmate's child support obligations, if any exist. At subsequent program reviews, the Division shall consider the inmate's efforts to fulfill those obligations as indicative of that individual's acceptance and demonstrated level of responsibility.

(c)(1) The warden shall deduct from the earnings of each inmate, legitimate court-ordered financial obligations. The warden shall also deduct child support payments from the earnings of each inmate who has a court-ordered financial obligation. The Commissioner of the Division of Corrections shall develop a policy that outlines the formula for the distribution of the offender's income and the formula shall include a percentage deduction, not to exceed forty percent in the aggregate, for any court ordered victim restitution, court fees and child support obligations owed under a support order, including an administrative fee not to exceed one dollar, consistent with the provisions of subsection (c), section four hundred six, article fourteen, chapter forty-eight of this code, to support the Division of Correction's administration of this financial service.

(2) In the event that the inmate worker's income is subject to garnishment for child support enforcement deductions, it shall be calculated on the net wages after taxes, legal financial obligations and garnishment.

(3) The Division of Corrections shall develop the necessary administrative structure to record inmates' wages and keep records of the amount inmates pay for child support.

(4) Nothing in this section limits the authority of the Bureau for Child Support Enforcement of the Department of Health and Human Resources from taking collection action against an inmate's moneys, assets or property.

### **You are Responsible and Help is Available**

The amount of child support you owe doesn't decrease or go away just because you are in prison. You have to ask for a change or modification. The good news is that you can ask for help from your case manager/counselor who can contact Bureau for Child Support Enforcement (BCSE) to file a petition for you. On forms your counselor can provide, you may request an administrative modification of your child support order to lower your monthly child support payment while you are in prison. You may also file a petition on your own or with a private lawyer you hire.

Most Family Court Judges will consider a request for modification of a child support order if:

1. Your obligation is more than \$50 a month.
2. You will be incarcerated for more than one year.

However, some judges do not agree that being incarcerated is "significant change" in your income, because they see your incarceration as a result of a willful act on your part. Your county BCSE office will know their judges' preference, and they will advise your counselor. They can also provide details of your child support order if you do not have a copy.

Depending on the county, a regular modification can require six months or more to complete, so it is important to start now.

You may write to the state BCSE office at: Bureau for Child Support Enforcement, 350 Capitol Street, Room 147, Charleston, West Virginia 25301

### **Telephone**

Use of telephones is a privilege, not a right. All telephone calls will be "collect" to the party legally responsible for the telephone charges incurred. Credit card and "third number billing" calls are prohibited. Phone calls to an inmate's attorney of record will be collect or made at the inmate's expense. Except for phone calls to the attorney of record, collect phone calls will not be made to a business phone. Inmates will not be permitted to receive phone calls. Except for calls about a verifiable death or life threatening illness of an immediate family member, messages for inmates will not be taken by staff for an inmate. Calls other than deemed legal, (calls to attorneys of record), may be monitored by facility officials. Your call is not private. Loud, threatening, or profane language will not be tolerated. Making or participating in conference calls, transferred

calls, 3-way calling, or call forwarding, except in cases where the facility administration initiated such calls, is prohibited.

**\*\*All telephone conversations are subject to be monitored, intercepted and recorded at any time in accordance with state law 25-1-17.\*\***

### **Religious Activities**

The Division is committed to ensuring that the religious and spiritual needs of offenders are appropriately met consistent with necessary security, health and safety requirements. Institutions are staffed with a Chaplain and programs are supplemented with religious volunteers. Religious services foster values and practices which are supportive of healthy and positive life-styles and relationships. The Division makes every effort to provide opportunity for each offender to practice the religion of his/her choice in a fair and equitable way.

Religious programs will be available to inmates confined in facilities. Inmates will not be required to become involved in any religious program or activity. All offenders retain the right to choose their religious beliefs and to practice religious acts which do not conflict with security needs, burden the resources of the prison system, and conform to safety and health requirements. In order to assist you in your religious practice, you will need to complete a Religious Assistance Fact Sheet found in Policy Directive 510.00 before an institution can proceed with your request.

### **Treatment, Programs and Services**

The DOC provides offenders with the opportunity to participate in a wide array of treatment programs and services designed to address identified needs. In addition to provision of health care services, the agency offers specialized treatment in mental health, addiction services and treatment for problem sexual behaviors, on both an inpatient and outpatient basis. Offenders are strongly encouraged to participate in programs identified in their Individual Reentry Program Plan to better prepare themselves for the opportunity for discretionary release and successful community reintegration. If you are interested in a particular program speak with your counselor or case manager to find out how you can apply.

These programs target issues identified as common to much of the offender population, such as:

***Educational Studies:*** Adult Basic Education; General Equivalency Diploma; Post-secondary Educational Courses.

***Substance Abuse Programs:*** Alcohol and Drug Education, Treatment, and Relapse Prevention; Residential Substance Abuse Treatment Units; Faith Based Treatment Programs; AA/NA; Women's Addiction Services.

***Affective/Social Skills:*** Cognitive Restructuring; Anger Management; Crime Victim Awareness; Parenting/Relationship-Based Courses; Trauma Programs for Women; Domestic Violence Intervention and Prevention for Women.

***Crime Specific Programs:*** Sex Offender Programming; Batterers Intervention & Prevention Programs.

***Life Skills Programs:*** Time, Money, and Stress Management; Job Seeking and Keeping Training; Relapse Prevention; Life Planning; Transition Preparation.

***Religious Services:*** Faith Based counseling and mentoring services; Interdenominational worship services; Prison Ministries.

***Recreational Services:*** Physical Exercise; team sporting events; health and fitness programs.

### **Over Familiarization With Staff/Offenders**

Over familiarization with staff and offenders is strictly prohibited. The West Virginia Division of Corrections requires that offenders be treated by staff, contract personnel, and volunteers in an ethical and professional fashion. Staff is expected to be strict and consistent about rules, and to supervise offenders in a fair, firm, and impartial manner.

Personal relationships are prohibited by DOC policy. Further, it is a violation of state law for employees, contract personnel, and volunteers to engage in sexual activity with offenders. DOC policy provides that offenders can not legally consent to sexual relations because staff, contract personnel, and volunteers occupy positions of authority, power, and control over them.

### **PREA: Prison Rape Elimination Act**

The West Virginia Division of Corrections is committed to maintaining a safe, humane and secure environment for the public, staff and offenders. This includes zero tolerance for the sexual assault of offenders either by staff or by other offenders

### **Inmate Education**

As part of the orientation/intake process at the facility, staff will show a DVD presentation to all inmates covering the issues listed below and in addition will receive information about these issues during the intake and orientation process.

Each institution will include the information below in the Inmate manual provided to all inmates received in the facility.

- How to avoid risk situations related to sexual assault;
- How to safely report rape or sexual activity;
- How to obtain counseling services and/or medical assistance if victimized; and
- What the risks and potential consequences are for engaging in any type of sexual activity while incarcerated

## Your Safety in Prison

### Offender Protection

WVDOC strives to maintain the safety and security of all offenders incarcerated within the Agency. However, in some situations, measures must be taken to achieve a greater degree of protection for certain offenders.

If an offender is being pressured by another offender for money, property, or sexual favors, the offender should immediately contact a Correctional Officer, Classification Staff, the Warden, the Chaplain, or any staff member with whom he or she feels comfortable. It is imperative that one of these individuals be contacted immediately so that they can help the offender be removed from a potentially serious situation.

### Sexual Assaults

Rape and sexual abuse happen to females and males of all ages, from infancy to the senior years. 98% of males who have raped boys report they are heterosexual. Most males who assault men and women are married or report having girlfriends. Sexual assault has nothing to do with the victim's present or future sexual orientation. Victims may be either heterosexual or homosexual.

A survivor is not at fault for the rape even if she/he was in a secluded area or had previous consensual sex with the attacker. If male victims of sexual assault ejaculated or became sexually aroused, it does not mean they were not raped or that they gave consent. These are normal, involuntary physiological reactions. It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic depression, and fear for several months or years after the attack. Other common reactions include loss of appetite, nausea or stomach aches, headaches, loss of memory and/or trouble concentrating and changes in sleep patterns.

### Prevention

The only way rape can be prevented is when a potential rapist chooses **NOT** to rape. However, **YOU** may avoid an attack by keeping the following safety guidelines in mind:

- Position yourself in "Safe Zones" areas where you can see a staff member and the staff member can see you. If you are being pressured for sex, report it to any staff member immediately.
- Be aware of situations that make you feel uncomfortable. Trust your instincts. **IF IT FEELS WRONG, LEAVE, GET HELP, OR CALL OUT FOR A STAFF MEMBER.**
- Don't let your manners or pride get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW."

- Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak. Avoid talking about sex and casual nudity. These things may be considered a come on, or make another believe that you have an interest in a sexual relationship.
- Do not accept commissary items or other gifts from other offenders. Placing yourself in debt to another offender can lead to the expectation of repaying the debt with sexual favors.

### **Response to an Attack**

Get to a safe place. **REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY.** The longer you wait, the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation. Request immediate medical attention; you may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases. Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

The person contacted will immediately take the offender to a safe place. The offender will be examined by qualified medical personnel and will receive treatment for any injuries while evidence is gathered. An offender victim representative (chaplain, psychologist, case manager) may be requested at the time of the collection of evidence to counsel and provide any other support.

If you have been attacked or witnessed an attack, you should report the attack to any staff member, supervisor or the Warden. All allegations regarding sexual assault will be investigated immediately. Investigation of a recent assault could include a medical examination to collect and preserve evidence. An Investigator will also be assigned to the investigation as soon as possible and a victim support person will be notified. The victim support person will be available to sit in with the victim during any interviews of the victim consistent with DOC's Policy Directive 332.01 and or/334.02. During the course of the investigation the alleged victim and the alleged perpetrator/s shall remain separated. The Investigator and the West Virginia State Police shall work together with the local County Prosecuting Attorney to ensure appropriate criminal prosecution of sexual assaults.

We encourage you to seek the support of a trusted friend, family member, or the chaplain at your facility. The days ahead can be traumatic and it helps to have people who care about you to support you. Seek professional help. Mental Health staff is available to listen and offer support. They can provide you with confidential individual counseling and other services to help deal with the after effects of a sexual assault.

### **Summary**

In conclusion, the DOC encourages you to refer to this manual and available staff within your institution to answer any questions you may have regarding the material covered. It is your responsibility to be familiar with and abide by the information in this manual.

The DOC is dedicated to enhancing public safety with effective supervision of offenders that promotes law-abiding behavior. The Individual Re-entry Program Plan is designed as a systematic approach to ensuring that the DOC meets its mission goals of public safety, staff safety and maintaining safe, secure and humane supervision of offenders both in the DOC facilities and the community.



