

**PARKERSBURG CORRECTIONAL
CENTER'S
RSAT
INMATE HANDBOOK and GUIDE**

225 HOLIDAY HILLS DRIVE
PARKERSBURG, WV 26104

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TABLE OF CONTENTS

SECTION 1- ADMISSION

SECTION 2- RULES OF CONDUCT

SECTION 3-INMATE

ACCOUNTABILITY

SECTION 4 - RESTRICTED AREAS

SECTION 5 - BED ASSIGNMENTS

SECTION 6- INMATE

GRIEVANCE PROCEDURE

SECTION 7- DNA DATA BANK

SECTION 8-GOOD TIME

SECTION 9- LIVING QUARTERS and

DAILY DUTY

RESPONSIBILITIES

SECTION 10- MEALTIMES

SECTION 11- PERSONAL PROPERTY

SECTION 12-VISITATION

SECTION 13- MEDICAL CARE

SECTION 14- SEXUAL

ABUSE/ASSULT

SECTION 15- TELEPHONE

SECTION 16- MAIL/POST OFFICE

SECTION 17- TRUSTEE ACCOUNTS

SECTION 18- RELIGIOUS SERVICES

SECTION 19- STATE SHOP

SECTION 20- HYGIENE

SECTION 21-COMMISSARY

SECTION 22- BARBERSHOP

SECTION 23-LAUNDRY

SECTION 24- READING and LAW

LIBRARY

SECTION 25- SEARCHES

SECTION 26-FIRE EVACUATION and

SAFTY

SECTION 27- RSAT INCENTIVES

SECTION 28- MODIFICATION or

SUSPENSION

PBCC OPERATIONAL PROCEDURES

AND HOUSING UNIT INFORMATION

SECTION 1- ADMISSION

Parkersburg Correctional Center accepts male felons with the classification of 1 & 2.

SECTION 2- RULES OF CONDUCT

Policy Directive #325.00. establishes the rules of conduct for adult inmates committed to West Virginia Division of Corrections facilities under the Commissioner of Corrections. PBCC also establishes procedural guidelines governing the disciplinary process and imposition of sanctions.

SECTION 3-INMATE ACCOUNTABILITY

Each Inmate will be responsible for his own accountability during count times. Formal counts are conducted at the following times:

12:00 Midnight
4:00 am
10:00 am
1:30 pm
5:30 pm Standing Count
7:15 pm
10:00 pm

Each inmate is personally responsible to be at his assigned location for count: sitting on your bed or the chair by your bed during formal and emergency counts. All inmate movement stops until count is cleared. Any inmate who confuses count will be subject to disciplinary action. Emergency Counts will announced over the public address system. Each inmate will report to their assigned housing area unless directed not to by the Operations Officer. All inmate movement stops when an emergency count is called. No movement occurs until the emergency count is cleared.

SECTION 4 - 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.
2. All offices are off limits unless the Line of Communication has been completed and permission has been given to enter the office.
3. Inmates are not permitted to lean on the walls of the building

4. Inmates are not permitted to go beyond the outside picnic tables
5. Inmates are not permitted to leave the indoor recreation yard without officer's permission
6. Inmates will be on the yard at designated times per operational schedule 12:20pm-13:20pm and after 5:30 PM count clears to 7:00 PM seven days a week.
7. Stairways are off limits

SECTION 5 - BED ASSIGNMENTS

Once assigned to this area you will not change areas unless unit manager has approved the change.

SECTION 6- INMATE GRIEVANCE PROCEDURE

The grievance procedure provides an inmate with an opportunity to bring a complaint to the attention of staff, including, the Warden. Inmates and staff are urged to resolve complaints at the lowest level authorized to make a decision. Inmates should first discuss a complaint with a member of the Unit Team.

If the inmate is not satisfied with the response or action taken, the next step is to file a Grievance Form, which is available in the RSAT dayroom from the officer. The inmate should give the completed Grievance Form to the Unit Manager who will respond. The Unit Manager will retain a copy of the grievance and will return the original and a copy to the inmate for his records.

Response time for a grievance is five (5) working days, excluding weekends and holidays.

If the complaint is not resolved at the Unit Manager Level, the inmate should then forward the grievance to the Warden. The Warden will respond within five (5) days excluding weekends and holidays, after receipt Warden's response to mail an appeal to the Commissioner of Corrections. After receiving the appeal the Commissioner has ten (10) days to respond to the inmate excluding weekends and Holidays. If the Commissioner decides to order an investigation, the inmate shall be notified as such. A final reply to the inmate will then be issued within sixty (60) days, excluding weekends and holidays

SECTION 7- DNA DATA BANK

All inmates are subject to providing blood samples for the purpose of DNA analysis and the inclusion in the centralized DNA data bank operated by the WV State Police as required by

section of 15-2B-1 of WV Code and Division of Corrections Policy Directive #410.01-DNA Data Bank. If an inmate refuses to voluntarily submit to the requirement, force may be use, pursuant to court order, to obtain an appropriate DNA sample.

SECTION 8-GOOD TIME

Policy concerning Computation of Good Time is promulgated by the Commissioner of Corrections, pursuant to West Virginia Code 28-5-27 and 62-13-4. Any Good Time forfeited/revoked may be restored under the conditions and guidelines set for in Policy Directive #151.02- Computation/Restoration of Inmate Good Time. This process shall be handled through the Unit Team.

SECTION 9- LIVING QUARTERS and DAILY DUTY RESPONSIBILITIES

You have been assigned to a specific room and bathroom, bed, chair, drawer and locker box these items are considered your personal living area and it is to be neat and clean at all times following the daily duty and inspection criteria found in your RSAT manual.

1. Clean Bathroom daily per schedule found in your RSAT Manual

- Sweep Floor
- Mop Floor
- Wash Down Shower Walls
- Clean Tub Area
- Clean Toilet
- Clean Sink and Counter Area
- Stock Toilet Paper
- Spray Air Freshener

Week 1 Bed 4 Week 3 Bed 2

Week 2 Bed 3 Week 4 Bed 1

2. Run sweeper, dust furniture twice weekly per schedule in your RSAT Manual

BED ASSIGNMENT 1/2 Monday

BED ASSIGNMENT 3/4 Friday

3. Wash windows-Dust Curtains once weekly per schedule.

Week 1 Bed 1 Week 3 Bed 3

Week 2 Bed 2 Week 4 Bed 4

4. Wipe down Bed and Mattress once weekly linen day.
5. Clothing and Linens are to be washed once weekly per schedule.
6. Clothing to be washed per schedule

7. Trash emptied daily or as needed.

Week 1 Bed 1

Week 3 Bed 3

Week 2 Bed 2

Week 4 Bed 4

SECTION 10- MEALTIMES

Breakfast- 6:45-7:15

Lunch- 11:45-12:15

Dinner-4:45-5:15

Special Diets-

Any inmate, who is required to eat certain foods due to religious beliefs or health problems, should submit a request to the Unit Manager.

Food, dishes or silverware are not to be removed from the Main Dining Room, you are subject to disciplinary action.

SECTION 11- PERSONAL PROPERTY

Property limits are to stay within Policy Directive 400.03- If in doubt please ask staff.

SECTION 12-VISITATION

A. Approved Visitor List

1. Prior to any approved visitation, visitors will be required to complete a visitor's 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 is a denial of this visitor. If the visitor has completed this step and he/she and has been approved he/she will be permitted to visit during regular visiting hours.

Saturday- 12:00-4:00

Sunday- 12:00-4:00

B. Special Visitors

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

C. Visitor Identification

1. All visitors are required to provide positive photo identification and register with the Officer on duty before being permitted to visit. All visitors must be on each inmate's approved visiting lists prior to being permitted to visit.
- D. Visitors' Attire
1. Visitors are required to wear proper attire to enter the center. The officer in charge will determine what proper attire is. No visitors with revealing clothing will be permitted in the center.
- E. Visitors Searches
1. All visitors are subject to search of persons and or property. Refusal to be searched may be a reason for denial to entrance to the center
- F. Alcohol/Drugs and Tobacco
1. Visitors suspected of being under the influence of drugs or to be found in the possession of alcohol/drugs will not be permitted to enter the center.
 2. No tobacco, tobacco like products or contraband is permitted. Visitors are not permitted to bring in lighters or matches
- G. Children
1. Children must have a form of identification.
 2. They must be under the supervision of an adult at all times.
 3. If children are visiting with a non-custodial parent the visitor must bring a notarized note saying that the child has permission to visit the inmate.
- H. Permitted Items in Visitation
1. Each visitor is allowed \$9.00 in cash
 2. I.D. cards/papers
 3. Keys/car only
 4. Please refer to visitation guidelines for additional information

SECTION 13- MEDICAL CARE

Medical Care is provided by Wexford Medical's Nurse Practitioner per posted schedule. You will be responsible for paying for your medical care and medication as posted.

SECTION 14- SEXUAL ABUSE/ASSULT

Request from any member of the Unit Team information about sexual abuse/assault including; prevention/intervention, self-protection, reporting sexual abuse/assault and/or treatment/counseling.

SECTION 15- TELEPHONE

The collect phone call system will be used with the service provided by GLOBAL TEL*LINK (GTL) Numbers will be added once a month, information will be posted. **THREE WAY CALLING IS PROHIBITED.** It will result in disciplinary action.

SECTION 16- MAIL/POST OFFICE

All incoming mail is opened and searched in the Post Office. Every envelope and contents will be searched page by page for contraband. After being searched, the envelope will be shut by tape or staple and sorted for delivery. Letters are not read unless ordered by the Warden or designee. Envelopes containing money orders will have the monies removed and a receipt placed in the envelope. Money orders cannot exceed \$100.00 dollars however multiple \$100.00 money orders may be sent to you. Policy Directive #503.00 will be followed

SECTION 17- TRUSTEE ACCOUNTS

Initial deposits are placed in the inmates Drawing Account. . Ten percent (10%) of your total pay is taken and placed in the inmate mandatory savings account. Each inmate will have a voluntary savings account. The RSAT stipend is paid the first day of the month to the last day of the month. If you change phases after the fifteenth of the month you will be paid for previous phase. The new phase stipend will be paid beginning the first of the following month.

SECTION 18- RELIGIOUS SERVICES

Services will be provided by volunteers and will be offered once weekly. Please complete The WV Division of Corrections Religious Assistance Fact Sheet (Policy Directive 510.00 Attachment#3 for any concerns.

SECTION 19- STATE SHOP

The state shop is responsible for issuing clothing and linens to inmates. Inmates will sign a receipt for all state issued clothing and linens. These items upon your departure from RSAT will be returned to PBCC. If you cannot produce the state property that was issued to you a PBCC voucher will be completed for the missing property.

SECTION 20- HYGIENE

Hygiene

1. Shower or bath daily.
2. Clean Shaven daily.
3. Hair is not to be longer than three inches and not to exceed the collar or ears. Sideburns are not to extend beyond the middle of the ear.

Hygiene request can be obtained, completed and submitted to the Officer. A limited amount of hygiene will be issued: razors, shaving cream, shampoo (no more than 4 per month) bar soap (no more than 2 per month) and toothpaste, toothbrush and comb (no more than one per month)

Clothing and Shoes

1. Khakis are to be neat and pressed and worn between the hours of 7:45 am to 5:00 pm Monday-Friday. Shirrtails are to be tucked in the waistband of the trousers (not required if worn during recreation or free time.) Khaki shirts are to be buttoned up with the exception of the collar button. Sleeves may be rolled up on long sleeve shirts only. It may a benefit to wear a tee shirt under your khaki shirt (the dress code may be lifted by staff.) Pants that are too big or small are expressly forbidden. (Pants are to worn at the natural waist line.)
2. Shoes are to be worn anytime you depart your assigned room.
3. No hats do rags or toboggans are to be worn in the common areas of the unit, dining room, visitation or indoor recreation yard; these items will be worn in your assigned bedroom or outside recreation area.

SECTION 21-COMMISSARY-

Commissary Vendor is Keefe and will be done per schedule. It is your responsibility to stay within property limits. The property limits will be posted.

SECTION 22- BARBERSHOP

Once per month per schedule as posted.

SECTION 23-LAUNDRY

You are required to wear clean clothing at all times, except when recreational activity may cause soiling. Laundry services will be provided weekly for clothing and linens. Any personal clothing lost is your responsibility. Dirty laundry is expected to be washed weekly per schedule

which is posted in each room and in the dayroom. Soiled laundry is to be placed in your laundry bag.

SECTION 24- READING and LAW LIBRARY

The Reading Library-A selection of reading library material is provided in the RSAT dayroom. The honor system will be used. You are responsible for returning the book borrowed to the shelf.

The Law Library- will be available as requested during scheduled times.

SECTION 25- SEARCHES

Searches are necessary and required to maintain a facility and public safety. All persons (inmate, staff and visitors), vehicles and items subject to search entering, exiting and while upon grounds in the facility. You do not have the right to be present when your area is being searched.

SECTION 26-FIRE EVACUATION and SAFTY

Fire evacuation maps are located on walls throughout the facility and housing units, with proper evacuation route displayed on each map. All inmates, visitors, etc. should become familiar with the fire evacuation routes throughout the institution. Fire drills will be conducted on a quarterly basis.

SECTION 27- RSAT INCENTIVES-

RSAT INCENTIVES- Ordering out will be scheduled determined by Unit Manager and Business Office- Rotating between Pizza, Fast Food and Family Style Restaurant. You will be responsible for paying for your ordered items. Keefe Secure pack orders are available , check for ordering -

October

January

April

July

Special Holiday Events will be planned by the RSAT unit team with Unit Manager and Warden's Approval.

SECTION 28- MODIFICATION or SUSPENSION

The West Virginia Code provides statutory authority to the Warden for the operation and administration of the facility. The warden may modify in whole or in part this handbook, related operational procedures or rules or inmate privileges. In the event of an emergency, any or all portions of this handbook may be temporarily suspended by the Warden or designee. When a state of emergency is declared, the Warden or designee shall record in writing. Upon lifting the state of emergency, the Warden or designee shall advise the inmate population in writing the reinstatement of the rules.

PBCC OPERATIONAL PROCEDURES AND HOUSING UNIT INFORMATION

Parkersburg Correctional Center's Operational Procedures and housing unit information shall be found in the PBCC Operational Procedures Manuals located on the housing unit. The Operational Procedures cover, in greater detail, the information in this handbook as well as additional areas not covered. A member of the Unit Team will provide advice concerning these procedures. It is important to read memorandums and notices posted on the housing unit bulletin board for any changes or additional information that PBCC provides for members of RSAT.

**RSAT UNIT ORIENTATION
CERTIFICATE OF COMPLETION**



INMATE _____, DOC# _____

has successfully completed Parkersburg Correctional Center's Evaluation Unit Orientation.
All information was received, explained, or viewed by the inmate.

Allowable Package Items	Laundry
Allowable Property Limits	Library
Barbershop	Mail/Post Office
Commissary Schedule and Ordering	Meals
Confiscated Property	Medical/Co-pay
Count Procedures	Money/Trustee Account
DNA Databank	Re-Entry Program
Discipline of Adult Inmate	Religious Services
Dress Code	Searches
Education Department/Program Information	Classification
Emergency/Fire Evacuation	State Shop
Good Time	Unit Rules and Regulations
Grievance Procedure	Unit Staff
Grooming Regulations	Visitation
Hygiene/Housekeeping/Sanitation	RSAT Incentives
Institution Rules and Regulations	RSAT Stipend

Inmate Name/ DOC # _____ Date _____

Staff Signature/Title _____ Date _____