

# WV Division of Corrections Salem Correctional Center Handbook



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# INTRODUCTION

This handbook has been designed to help inmates at the Salem Correctional Center understand the rules and regulations of their confinement, and how to gain the most benefit from the programs and facilities at SCC. These rules provide for inmate safety, the safety of others and aiding in establishing the best rehabilitative atmosphere possible.

## REQUEST SLIP DIRECTORY

WARDEN.....	David Jones
DEPUTY WARDEN.....	Aaron Westfall
ASSOCIATE WARDEN SECURITY.....	Dennis Peters
ASSOCIATE WARDEN PROGRAMS.....	Donna Kuroski
ASSOCIATE WARDEN OPERATIONS.....	Steve Wilt
DIRECTOR OF CLASSIFICATION.....	Susie Guthrie
WORK RELEASE.....	Donna Kuroski/ Sarah Collins
EMPLOYMENT..... <b>(Must use Employment Request slips)</b> .....	Loren Strother
OTHER EDUCATION, G.E.D.....	Phyllis Veith
VISITING LIST.....	Crystal Haynes
PHONE LIST.....	Crystal Haynes
PROPERTY/STATE SHOP.....	Terry Dewitt
RELIGIOUS SERVICES.....	Ed Eisley
RECREATION INFORMATION.....	Justin Baker, Joshua Nutt
LIBRARY.....	Jerrod Elder
INMATE ACCOUNTS.....	Financial Department
RECORDS INFORMATION.....	Nadine Lloyd
DENTAL, VISION, MEDICAL... <b>(Medical Request box on living Units)</b> .....	Medical Unit
PAROLE.....	Melissa Schleicher

**When filling out Request Slips, please refer to the Names above whom to send it to.**

# ORIENTATION AND CLASSIFICATION

1. Upon arrival at the Salem Correctional Center, each inmate shall be given an orientation by the unit staff concerning the rules, regulations and procedures of Salem Correctional Center. New commitments will undergo a period of testing and diagnostic evaluation. After testing and social histories have been completed, inmates will be initially classified by the unit team. The classification process will be explained to the inmate as part of the orientation process.
2. The inmate's appearance before the classification team will be documented on the appropriate classification forms.
3. The inmate will be classified in accordance with Policy Directive 401.01.
4. As part of the classification process, the inmate's case supervisor will recommend treatment programs, as part of the Individual Reentry Program Plan, which will help the inmate achieve his rehabilitation goals.
5. At the conclusion of the classification hearing, the inmate will receive a written decision which will indicate his custody level and he will be given an explanation of the risk assessment process used for those inmates who have achieved a custody level of II or I.
6. Specific reasons for the team's classification decision will be noted. If the inmate does not agree with the classification team's decision, he has the right to appeal it to the Warden within five (5) working days.

## RECLASSIFICATION

1. Each inmate will be classified or reclassified within thirty days. Those with inside clearance will be reclassified once a year. Those with outside clearance will be reclassified every six months.

## GOOD TIME

1. All inmates, **except** those serving life sentences, who were received into the custody of the Commissioner of the Division of Corrections on or after March 30, 1984, receive one day good time for each day of physical incarceration in a correctional center or jail, as defined by his effective sentence date.
2. Good time will be deducted from the maximum term of the sentence. Upon entry into the WVDOC, the inmate will receive a minimum discharge date as if he had served the full time necessary to discharge the sentence. See the below example:
  - i. John Doe is sentenced to 1-10 Years, with an effective sentence date of 01-01-01.
  - ii. Upon entry into the WVDOC, his minimum discharge date would be calculated by adding  $\frac{1}{2}$  of the 10 year maximum sentence to the effective sentence date. Therefore, his minimum discharge date would be calculated as 01-01-06.
2. Within 30 days of admission to the WVDOC, an inmate will be notified in writing of his minimum discharge date.
3. Good Time and Parole: Upon release from incarceration, by parole, no good time will be earned. A maximum parole date is calculated, which will exceed the original minimum discharge date, but NEVER the full time date. Parole street time will be credited toward the actual discharge date established. If an inmate is returned to the institution because of parole revocation, he shall have his good time computed on a day of good time for each day of physical incarceration in a jail or correctional center as defined by his effective parole revocation date, which will be determined by the West Virginia Parole Board.
4. Good Time and Rule Violations: Good time may be forfeited and revoked by the Warden according to the rules of discipline approved by the Commissioner of Corrections. However, only the amount of good time that has been earned up to the date of the disciplinary hearing can be forfeited. The inmate will be notified in writing within thirty (30) days of any changes in his minimum discharge date resulting from this forfeiture.
5. Good time loss is taken from the full time date, NOT the minimum discharge date. See example next page:

6. John Doe is serving a 1-10 year sentence. He has an effective sentence date of 01-01-08. His minimum discharge date is 01-01-13. His full time date is 01-01-18. Due to several disciplinary infractions, Doe loses 1 year good time. This one year is added on the full time date end, which makes the new minimum discharge date six months longer (1/2 of the years' time) than originally calculated. Therefore, Doe's new minimum discharge date would be 07-01-13.
7. Upon written recommendation of the Warden and with the approval of the Commissioner, good time forfeited by Section, V, E, Policy Directive 151.02 may be restored. The inmate will be notified in writing within thirty (30) days of the change in his minimum discharge date resulting from the restoration of the forfeiture. Only 1/2 of the amount of restoration will be realized at the successful completion of a Good Time Contract with the minimum discharge date, due to the actual amount of good time restored being taken from the full time date.
8. Forms to apply for restoration of good time may be obtained through the Unit Team.

## **MEDICAL SERVICES**

- o Medical Care - General
  - Inmates may be required to pay a medical co-payment for a portion of their medical care and treatment as provided by West Virginia State Code and/or West Virginia Division of Corrections Policy Directive.
  - All inmates shall be provided reasonable access to adequate medical care. Medical staff will provide assistance and after-hour emergency care.
  - If an inmate has a complaint regarding medical services, he is to send a request slip to the unit manager or deputy warden.
  - No inmate shall enter into the Nurse's Station without first being specifically directed to do so by a medical staff person.
- o Medical Processing:
  - All newly admitted inmates will be scheduled to receive a complete physical examination within seven (7) days of arrival. NOTE: Blood tests and TB tests are required by State Code and are mandatory for complete physicals.
  - Inmates returning from "out to court" status shall receive an appropriate physical exam if they were away for more than 72 hours. If an inmate was gone less than 72 hours, they may receive a health screening or medical review by the nurse if deemed necessary.
  - Inmates returning from a work release center are to receive a physical assessment by a nurse.
- o Pill Calls:
  - Pill calls will be held in the dining hall during breakfast, and dinner. The inmate may sign a refusal for medications, but they must come to medical to do so. Missing pill call may result in a Class II write up. Emergencies are excluded.
  - Inmates are to remain in the pill line in an orderly manner and immediately ingest their medication before leaving the line. Concealing or attempting to conceal any type of medication, whether prescription or non-prescription, shall be a rule violation.
- o Sick Call
 

Sick call will be held daily at the nurse's station. In order to be seen at sick call, an inmate must complete a Health Service Request and place it in the box provided on their living unit. The nursing staff will review each request. The inmate will be called to the Medical Unit for evaluation. Those requiring medical care beyond the scope provided by the nurse shall be referred to the doctor. A doctor's call list is sent to each housing unit to notify an inmate if he is to be seen by the physician the following day.
- o Medical lay-ins:
  - May only be authorized by medical staff.
- o Dental Services:
  - Inmates may request dental care by sending a Health Service Request to the nurse.
  - Inmates may be on a waiting list for routine dental services. Unless otherwise designated for priority treatment (such as pain, extractions, infections, etc.) inmates will receive routine dental services and lower priority treatment within a reasonable time frame.

- Eye Care:
  - Requests for eye care are to be directed to the nurse by use of the Health Service Request. Glasses will be provided as determined necessary by an optometrist. Tinted glasses will not be provided unless deemed medically necessary.
- DNA Sample Collection:
  - West Virginia State law provides that inmates convicted of a felony offense are required to provide a blood sample for the purpose of establishing an individual DNA record. Inmates wishing further information pertaining to the DNA requirement may review Salem Correctional Center Operational Procedure 410.10 (Blood Drawn for State DNA Database/Databank).

## **FINANCIAL SERVICES**

1. Compensation: In compliance with state law, inmates will be compensated for work done while at Salem Correctional Center. The compensation will be determined by the job assignment and in accordance with Policy Directive 500.00 and will be credited to the inmate's account as follows:
  - i. Drawing Account: Inmate compensation and incoming funds are placed in this account for use by the inmate. Unless otherwise specified, all funds received for inmates will be credited to this account.
  - ii. Voluntary Savings: An account set up for an inmate to deposit money into from his drawing account. Voucher transfers to the drawing account is acceptable.
  - iii. Mandatory Savings: Ten percent (10%) of the inmate's compensation is placed in this account in accordance with Policy Directive 117.03, Mandatory Savings for Certain Inmates. This money cannot be spent or transferred to the drawing account. This money is given to the inmate only upon release from the Division of Corrections.
2. Funds to be deposited into the account of an inmate must be sent in the form of a money order or certified check and will not be greater than one hundred dollars (\$100.00). No cash or personal checks are permitted by mail. Money orders should be made to the Salem Correctional Center Trustee Account/Inmate name. A receipt shall be issued. Inmates are not permitted to directly receive any money or any other items whatsoever from visitors.
3. Rent: Any inmate who receives monetary compensation for work performed outside of the institution/facility/center shall be assessed a rent charge of thirty percent (30%) of their net pay.

## **UNIT MANAGEMENT**

- The Salem Correctional Center is operated under a unit management system. Each unit is managed by a unit team that works closely with the inmates on the unit to help them overcome past problems, develop responsible behavior and become more productive citizens when released into society. The unit team will also work in cooperation with the inmate in developing an individual reentry program plan.

## **PHYSICAL CONTACT**

- Social interaction between inmates must be non-sexual in nature. All inmate interaction and appearance should be appropriate and in good taste at all times.
- Sexual relationships between inmates are prohibited.
- Inmates engaged in sexual activities shall receive formal disciplinary action.
- Any form of physical contact between inmates is prohibited, except that contact which is necessary during sporting events.

# GENERAL HOUSING UNIT RULES

1. Count Times-Formal counts shall be held daily at designated times as determined by the administration. Whenever a count is called, all inmates shall go to their respective sleeping area and remain in their cell until the count is cleared. Inmates will not be allowed to begin or continue any activities or recreation until the count has been cleared and they have been released.
2. Television hours and dayroom hours will be posted on each unit. The television volume shall not be so loud that it disturbs inmates who are sleeping in the dorm area. The officer on the unit will settle any TV dispute at his/her discretion.
4. Inmates shall not be excused from work or other assignments due to illness without first going to sick call and receiving an approved lay-in from medical staff. Inmates on lay-in shall be sedentary and remain in their housing area.
5. Individual radios are to be played in accordance with rules posted on each living unit. Any tape playing device with the capability to record is prohibited.
6. All inmates are required to be inside of their designated boundary areas at all times. Inmates who are found out of bounds are subject to being charged with escape, attempted escape or other disciplinary action. All inmates are to be inside their housing unit after dusk unless otherwise granted permission by staff; i.e., special programs, church or other planned activities as approved.
7. A unit roster and bed assignment list will be maintained by unit staff. Inmates may not move from their designated sleeping area without permission from the unit manager.
8. Each Housing Unit has additional regulations that deal specifically with that unit based on the unit's mission and design.
9. Inmates will send clothes and linens to the laundry weekly on designated day. Washing of clothes in any other area will not be permitted.

## MAINTENANCE OF LIVING QUARTERS

- Each inmate shall be responsible for proper maintenance of his personal living area.
- Each inmate will be responsible for ensuring that his bed is properly made with clean linens and blanket.
- Each inmate shall be responsible for cleaning under and around his bed, locker box, etc. This will include dusting, sweeping, mopping and the proper disposal of trash.
- All inmates are responsible for cleaning their own living areas.
- Each unit will be assigned at least two (2) janitors who will be responsible for the cleaning of the TV room, bathroom, shower room, hallways and any other areas assigned by staff.
- A daily inspection will be held on each unit. This inspection shall be conducted by the Unit Staff. This is to ensure that each unit and each living area is properly maintained in a clean, orderly and sanitary manner.
- Inmates who disregard hygiene and sanitation regulations will receive disciplinary violations.

## MOVEMENT

- a. Inmates must sign out each time they leave their housing unit.
- b. Inmates must be dressed in full khaki uniform anytime they leave the unit, to include: shirts are to be tucked in and buttoned and pants are to be worn at the natural waistline. Should an inmate plan on going from the MDR Dinner meal directly to the recreation yard, casual clothing may be worn, this will be the only exception.
- c. Inmates will wear their white identification tags on the left-hand shirt pocket with the picture facing out anytime they are off their housing unit.
- d. Inmates must travel by the most direct route to their destination and are not to stop anywhere along the way.
  - i. Inmates traveling in groups shall stay together (within arm's length of each other).

## DINING HALL REQUIREMENTS

- Inmates may talk while dining but conversation shall be at normal conversational levels. Shouting or loud talking or any other disruptive behavior is prohibited. Any such violation may result in the immediate loss of dining hall privileges or disciplinary action in accordance with Policy Directive 325.00.
- After eating, inmates are to clean their area and take their tray and silverware to the dishwashing window.
- Based on availability, the cooks may place a limit on certain drinks or food items to ensure that everyone is served.
- No headgear shall be worn in the dining hall.
- After an inmate has left the dining hall, he is to proceed directly to his next destination. Congregating outside the exits to socialize is not permitted.
- Inmates are not to remove any food or drink item whatsoever from the dining hall.
- Inmates are to be properly dressed while in the dining hall.
- Inmates that are approved for a special diet must notify kitchen staff when entering the kitchen.

## PERSONAL PROPERTY

- All inmates shall have their personal property inventoried upon arrival at Salem Correctional Center.
- Operational Procedure 4.00-3 (Issuance of Property to Inmates), which is available in the library, contains a list of all personal property an inmate is authorized to possess at SCC.
- Inmates purchasing personal property while at SCC are responsible for ensuring that the items are added to their personal property list in the State shop and that their personal property list is accurate and correct.
- All personal property must be purchased through approved locations.
- Inmates may **NOT** sell, trade, borrow, barter, or give personal property to another inmate.

## CLOTHING

- a. Clothing limits as designated by Operational Procedure 4.00-3 (Issuance of Property to Inmates) shall be adhered to.
- b. Any destruction of state-issued clothing will result in disciplinary action. This includes any non-approved alteration.
- c. The correctional officer on duty in each unit will inspect each inmate to ensure that proper clothing is being worn prior to their leaving the unit.

## PERSONAL HYGIENE AND GROOMING

- The following standards of personal hygiene and grooming shall be adhered to:

### **Clothing:**

- Each inmate will be required to maintain his clothing in clean and neat appearances at all times and see that his clothing is in proper repair. Clothing must be worn in a proper fit and manner.
- The shirt collar button and the next button down may be left unbuttoned. All other buttons are to be buttoned. Sleeves shall not be rolled up and shirrtails must be tucked into the pants.
- Pants shall be worn around the waist and shall be buttoned and zipped up. Pants may not be worn sagging or drooping and may not have the cuffs rolled up or pegged.
- Shower shoes may not be worn off of the living unit without a valid medical slip.
- Doo rags may be worn only at bedtime.
  - All inmates working in the kitchen must wear hairnets or other required head covering.

## Personal Grooming

- Each inmate will be expected to shower at least once per day and maintain good personal hygiene practices.
- Inmates are not permitted to have facial hair and must be clean shaven each morning prior to leaving their housing unit. For valid medical reasons a physician may issue an inmate a non-shaving slip. Non shaving slips from other facilities are not valid. In any case inmates facial hair shall not be allowed to exceed three-sixteenths (3/16<sup>th</sup>) inch in length. Valid Non-Shaving slips must be carried on the inmates person at all times.
- On a case-by-case basis the Warden may authorize exceptions for documented religious requirements.
- Each inmate is responsible for having his hair cut on a regular basis and his hair must be kept neat and clean, with a tapered appearance. It shall not be longer than three (3) inches in length and shall not touch the ears or shirt collar in back. It shall be tapered in back. No "block" cuts or fad styles are allowed. Sideburns shall not extend beyond the bottom of the opening of the ear canal or be flared. Any drastic self-induced changes in appearance will require a new inmate ID photograph for which the inmate will be charged five dollars (\$5.00), to be taken from their trustee account.

## Compliance

- Inmates found off their living units who are not in compliance with these rules, shall be returned to their living unit.
- Inmates that are not in compliance with these rules shall not be permitted to:
  - Work.
  - Inmates not permitted to work shall not be paid for that day.
  - Participate in visiting.
  - Attend education programs.
  - Participate in recreational activities.
- Inmates that are not in compliance with these rules shall be subject to disciplinary action.

# BARBER SHOP

- Salem Correctional Center operates a Barber Shop located in the Facility Services Building.
- Hair may not be cut on inmate housing units.
- The Barber Shop is open five days a week (Monday – Friday), except for holidays. The hours of operation will be posted in the Barber Shop as well as each inmate housing unit. The days and hours of operation shall be subject to change to meet the needs of the institution.
- All inmate hair shall be cut in accordance with Operational Procedure 3.34-1 (Freedom In Personal Grooming).
- Inmates with valid shave slips from the medical unit will normally be given access to clippers in the Barber Shop each day that the Barber Shop is open.

### **Barber Shop Utilization Procedure:**

- Inmates will sign up on their unit to get a haircut.
- Inmates going to the Barber Shop shall get a pass from the unit staff.
- Inmates will then proceed to the Barber Shop in the Johnston Building.
- The Inmate will turn in their pass to the Johnston Building Officer.
- No more than six inmates shall be allowed in the Barber Shop area at any given time for hair care services.
- Inmates not waiting for or receiving hair care may not loiter in the Barber Shop and must leave the Barber Shop immediately upon completion of their hair care service.
- Inmates shall retrieve their pass from the J Building Officer.

# VISITATION

## a. General Rules Governing Visits:

- i. Visiting days are Saturday and Sunday. Visiting hours are 9:00 a.m. to 3:30 p.m. Actual visiting time allowed on a visiting day may be limited depending upon space available and number of visitors.
- ii. Each inmate will make a visiting list on an Initial Visitation List form. The basic list may contain up to fifteen (15) names (family units). Married couples and their minor children living at the same address will count as one entry on the visiting list.
- iii. Visitor's list forms must be completed and signed. These forms are available to the inmates and can be obtained on their housing unit.
- iv. It is the inmate's responsibility to advise a visitor that he/she has been approved to visit.
- v. Ministers, attorneys and spiritual advisors may visit at any time with prior approval of the Warden. People in this category will not count as one of the units on the visiting list. They will be required to have proper photo identification and may be subject to search.
- vi. No one under age eighteen may visit unless accompanied by an approved adult visitor. The accompanying relative must bring a notarized permission slip by the parent or legal guardian giving permission for the visit to take place.
- vii. An ex-inmate must have permission from the Warden before visiting.
- viii. No more than five individuals may visit one inmate at a time. Children under 18 years of age will not be counted in this total.
- ix. Inmates are to be properly dressed, groomed and clean shaven for visits.
- x. All visitors and inmates are to remain in the designated visiting area.
- xi. All children must be properly supervised.
- xii. Visitors who have small children may bring in clear baby bottles or Sippy cups containing only milk, juice or formula, one (1) baby blanket, four (4) diapers, baby wipes and pacifiers. Breast feeding is prohibited.
- xiii. No visitor will be permitted access to visit wearing any type of cologne, perfume or any other scented product. This is the inmate's responsibility to advise his visitors.
- xiv. All visitors are required to wear clothing appropriate to the occasion. Tube tops, halters, tight pants, see-through shirts, braless or low-cut blouses, shorts and skirts that are above the knee are not permitted. A visit may be terminated or disallowed if the visitor is not properly dressed according to these standards. It is the responsibility of the inmate to inform his visitors of these standards.
- xv. There shall be no excessive physical contact. The visitor and inmate may embrace and kiss briefly at the beginning and end of a visit. There shall be no kissing during the visit, although the inmate and visitor may hold hands above the table.
- xvi. The visitor and the inmate shall conduct themselves in a mannerly way and in such a way as to not cause undue embarrassment to others. Shift commanders may terminate a visit for just cause.

## Security During Visitation:

- i. Any visit that is determined to be a threat to the security or good order of the institution shall be terminated immediately.
- ii. Visitors driving automobiles must present a valid driver's license and vehicle registration card. Acceptable proof of identification is required for all visitors 18 years and older. Any of the following qualify:
  - iii. Valid state driver's license with picture;
  - iv. Valid state DMV identification card with picture;
  - v. Valid passport with picture;
- vi. All visitors are subject to search of their person, possessions and vehicle. Visitors may be checked by means of a metal detection system and also by the canine unit if available. If deemed necessary a visitor may be subject to a pat-down search. Any visitor refusing a personal or vehicle search will immediately lose visitation privileges.
- vii. All inmates will be subject to search before and after the visit.
- viii. Absolutely **NO** packages or any items of any description, including purses or tobacco products, will be permitted to be brought in by visitors. Any packages or items must be returned by the visitor to his/her vehicle before they are signed in for visitation. **SPECIAL NOTE:** Inmate

visitors **are not permitted** to bring cameras, camcorders or any photographic or audio recording devices, weapons of any kind, photographs, pagers, cell phones, medication or food items on the grounds of Salem Correctional Center. In addition to the identification card, a visitor may bring in nitroglycerin tablets [limited to five (5) pills] and asthma inhalers [limited to one (1) inhaler].

- ix. Any visitor suspected of being under the influence of alcohol and/or other drugs will not be allowed to visit.
- x. Introduction of drugs, weapons or alcohol onto the grounds of Salem Correctional Center is considered a felony as defined by state law.
- xi. All visitors must comply with all laws of the State of West Virginia and the United States.

### **Procedure for Pictures during Visitation**

- B. Visitors may not purchase pictures during visitation.
  - C. Only inmates are allowed to purchase pictures.
  - D. Pictures are available for a cost of \$0.50 per picture plus tax which totals to \$0.53 each:
  - E. If an inmate purchases more than one picture, all the pictures he purchased will be taken at the same time.
  - F. An inmate may not purchase pictures of or for another inmate.
  - G. Pictures retained by an inmate must be kept in the inmate's photo album.
  - H. Pictures may only depict:
    - Frontal shots of individuals.
    - One inmate per picture.
  - I. Pictures may not depict:
    - Security related items.
    - Inappropriate touching.
    - Obscene gestures.
    - Gang-related gestures.
  - J. Inmates must be in their full khaki uniform for all pictures. There will be no exceptions.
  - K. Retakes of pictures will be limited to:
    - 1. Those that have obvious flaws.
    - 2. Those deemed improper for security reasons.
    - 3. \*Retakes will not be taken for any other reason.**
  - L. Inmates desiring to have pictures taken during visitation must inform a visitation officer that they wish to purchase pictures.
  - M. Vouchers must be filled out and submitted to the visitation officer prior to the pictures being taken.
  - N. Due to all pictures having to be taken at one time, if an inmate desires to have pictures taken on more than one day (i.e. Saturday and Sunday), he must submit two separate vouchers, one for each day pictures will be taken.
  - O. The Trustee Clerk shall process all requests and vouchers for pictures and notify the Visitation Coordinator whether they are approved or denied.
  - P. Monies for pictures will be taken off the inmate's account at the time the voucher is processed.
  - Q. If an inmate does not have sufficient funds in his account to cover the number of pictures he requested, the request shall be denied and returned to the inmate.
  - R. Visitation photos will be taken Saturday and Sunday as requested.
- The Inmate Photographer will:**
- Ascertain from the inmate to be photographed, when he would like to have his picture(s) taken.
  - 2. Ensure that only the inmate who purchased the picture(s) and his visitor(s) are included in the picture(s).
  - 3. Only take pictures for those inmates and visitors visiting in the Visitation Room. Take all of the pictures purchased by the inmate at the same time.
  - 4. After all the pictures have been taken for the inmate, the camera will be taken to the Visitation Room Officer.
  - 5. Will deliver photos once the vouchers and photos are approved.
- The Visitation Room Officer will inspect the pictures to ensure:**
- 1. There are no obvious defects.
  - 2. There is nothing depicted in the picture that could pose a security risk.
  - 3. There is only one inmate in the picture(s).

4. That there is no inappropriate touching, obscene gestures or gang related gestures depicted in the picture.
5. If a picture has an obvious defect or depicts anything that would pose a security risk, the Visitation Room Officer will instruct the Inmate Photographer to retake the picture.
6. If a picture depicts more than one inmate, inappropriate touching, obscene gestures or gang related gestures the Visitation Officer shall complete an Incident Report and turn it in to the Shift Commander.
  - a. NOTE: Pictures that have inappropriate content will not be retaken and the inmate that purchased the picture(s) will not be compensated for them.

## HUMANITARIAN VISITS

- Humanitarian visits may be approved in order to either make a deathbed visit to a critically ill family member or attend a private viewing of a deceased family member. The following guidelines shall apply.
- Such visits shall apply only to one's immediate family. For the purpose of this rule, immediate family shall include only: mother, father, sister, brother, spouse, children, grandchildren and grandparents.
- All requests for a humanitarian visit should be made to the inmate's counselor, case manager or unit manager. Final approval for visits must be made by the Division of Corrections Director of Security/Designee.
- Hospital visits shall only be approved when it has been determined that the immediate family member is in a critical or life threatening situation.
- Private viewings will be approved for a viewing at the funeral home, mortuary or church only. No house visits or cemetery visits will be approved.
- Deathbed visits will take place in a hospital, extended care facility, hospice center, nursing home, or at another appropriately arranged visit site in a similar setting. No visits to private homes.
- All humanitarian visits will not exceed one hour.
- All inmates going on humanitarian visits shall be escorted by correctional officers. All inmates shall be placed in full mechanical restraints and shall be required to wear blaze orange.
- Humanitarian visits outside of the state are prohibited.

## PROGRAMS

- a. Salem Correctional Center, in cooperation with other agencies, provides a variety of educational, skill training and other treatment programs. During orientation, inmates will be advised of class availability as well as enrollment procedures. Inmates are encouraged to participate in programs, not only to satisfy classification and parole requirements, but also to address educational deficits and personal development.
- b. Adult Basic Education Classes
  - i. This program prepares inmates to take the GED test. A secondary focus is to help inmates who are not able to earn their GED to improve basic skills.
  - ii. If an inmate does not have a high school diploma or GED, attendance at ABE classes is mandatory for those holding road crew jobs. If an inmate misses three consecutive ABE classes, he will be removed from his road crew job.
- c. Vocational
  - i. A variety of vocational and skill training classes will be provided. Inmates will be advised on the availability and the entry requirements for these classes as the classes become available.
- d. College Classes
  - i. An inmate who has received his high school diploma or a GED may have the opportunity to attend college courses providing they meet security requirements and registration requirements.
  - ii. At the beginning of each enrollment period individuals will have the opportunity to speak with a staff person and receive advice concerning their college course work.
  - iii. Once an inmate is enrolled in a course, he is responsible for attending each class session.

- iv. If an inmate drops a course after the first week of class, he will be responsible for paying one half the cost of the college textbook purchased for him.
- e. Treatment Programs
  - i. Salem Correctional Center offers a number of specialized treatment programs, including but not limited to:
  - ii. Lifeskills
  - iii. Parenting
  - iv. Anger Control
  - v. Thinking for a Change
  - vi. Aladrué I, II, and III
  - vii. Crime Victim Awareness
  - viii. BIPPS
- f. Substance Abuse Treatment-RSAT
  - i. RSAT is a long term Substance Abuse Unit for males. For acceptance to this Unit you must first have a substance abuse problem and then be willing to do something about it. RSAT offers substance abuse programming along with lifestyle changes within the confines of a therapeutic community. Group and individual counseling is offered along with 12-step meetings.
  - ii. Those interested should submit a request slip to their case supervisor to see if they can be referred for treatment.
- g. Alcoholics Anonymous Meetings
  - i. These meetings are open to individuals who have problems with alcohol. Outside recovering people come into the institution to conduct these meetings. No prior approval to attend is necessary; inmates just go to the meeting when called on the units.
- h. Narcotics Anonymous Meetings
  - i. These meetings are open to individuals with drug problems. Outside recovering people come into the institution to conduct these meetings. No prior approval to attend is necessary; inmates just go to the meeting when called on the units.

## INMATE EMPLOYMENT

- a. A current list of all positions and the salary is available in the inmate library.
- b. The Work Assignment Coordinator will make all work assignments determined by the needs of the facility and the skill and ability of the individual inmate.
- c. For on-unit employment, interview requests should be directed to the unit manager. For on-grounds and road crew jobs an inmate must utilize an **Employment Request Slip**. These can be obtained from the officer in Control on the unit.
- d. An inmate must have been at SCC for at least 30 days before being considered for a road crew job. An Employment Request Slip must be filled out, **after** having acquired outside clearance and the inmate's name will be placed on the road crew waiting list. The inmate's name will not be placed on the waiting list until an Employment Request Slip has been received requesting a road crew job. Multiple requests are not necessary. Write-ups will cause non-placement on or removal from a Road Crew. If a write-up is received while on the road crew waiting list, the inmate's name will be put at the end of the list.
- e. Inside clearance inmates may apply for on-grounds positions only. Accepting on-grounds employment does not guarantee placement on a road crew in 30 days.
- f. Money earned shall be credited to the inmate's account monthly. Ninety percent (90%) of the turn-in for on grounds employment shall be placed in his spending account; ten percent (10%) will be placed in his mandatory savings account. Road Crew employment earns \$1.50 hourly with ten percent (10%) placed in mandatory savings and thirty percent (30%) deducted for rent. If child support or restitution is owed, an additional forty percent (40%) will be deducted from on grounds and Road Crew turn-ins.
- g. The monthly pay period runs from the first day of a month to the last day of the same month. The Work Assignment Coordinator then has approximately fifteen (15) days to post an inmate's turn-in on their spending/savings account.
- h. There are no academic contracts at Salem Correctional Center. Each individual inmate is expected to work their assigned shift and participate in classes on their own time. Special arrangements for workers to attend classes may be made by the specific work supervisor.

- i. All inmates must report to work, class or other assignments at the designated starting times unless he has been properly excused from reporting in advance. Any absences due to illness or disability must first have been approved by the medical staff at sick call. Road crew or institutional work supervisors do not have the authority to grant lay-ins for any reason.
- j. Those individuals assigned to a specific work area will report to their area supervisor at the established time. In general, work call is 8:00 a.m. each day. However, the food service department and other areas have different posted work schedules.
- k. Inmates will not be permitted to leave their assigned work areas unless specifically authorized by their work supervisor. Failure to report for work without a valid lay-in will result in disciplinary action.
- l. Suspected abuse of lay-ins from work may result in disciplinary action and/or dismissal from the job assignment.
- m. Job assignments off Salem Correctional Center grounds are a privilege and not a right. Road crew or community service crew workers will conduct themselves at all times in a manner so that no adverse criticism will reflect on them, the institution or the work program. The assigned individual must comply and abide by all municipal, state and federal ordinances and laws, as well as Division of Corrections Policies.
- n. The Work Assignment Coordinator may terminate an inmate's work assignment at any time and may reassign an inmate to a different work crew at his discretion.

## **TELEPHONE PRIVILEGES**

- a. Telephone services are provided by an independent telephone company. This service provides inmates with a necessary communication link to family, friends and legal representatives on a collect call basis. Only collect calls can be made from the inmate phone system.

**NOTICE:**

**ALL TELEPHONE CONVERSATIONS ARE SUBJECT TO BE MONITORED, INTERCEPTED AND RECORDED AT ANY TIME, IN ACCORDANCE WITH STATE LAW 25-1-17**

- b. Only the telephone numbers listed on an inmate's Salem Correctional Center Telephone List may be called.
  - i. Inmates are authorized to have up to fifteen (15) numbers on their telephone list.
  - ii. Because telephone lists do not transfer with inmates from all institutions/facilities/centers to another. When an inmate arrives at Salem Correctional Center he will need to complete an Allowed Call List of Telephone Numbers form as part of his in processing.
  - iii. Once a telephone list is established, an inmate may add or delete telephone numbers to their list by:
    - iv. Filling out the DOC NUMBER and INMATE NAME section on a new requested phone numbers form.
    - v. Filling out the NAME, RELATIONSHIP, and PHONE NUMBER sections for the person(s) to be added or deleted from the phone list.
      - 1. Write "ADD" next to the phone number, to add the number to the phone list.
      - 2. Write "DELETE" next to the phone number to delete the number from the phone list.
    - vi. Sign and date the requested phone numbers form and place it in the inmate request box located on their unit.
    - vii. Forms not completed with names, city and state, attorney or relationships will be returned to the inmate.
- c. When recording your personal message use your first and last name only.
- d. Telephones may be used from 6:00 a.m. until 12:00 midnight during the week and 6 a.m. until 2:00 a.m. on weekends or as determined by unit rules. Telephones have a fifteen (15) minute time limit. Emergency calls (such as the death of a family member) may be made outside this schedule with the approval of the Warden/designee.
- e. Three-way calls are not permitted.
- f. When inmates are on Loss of Privileges, other inmates shall **NOT** place telephone numbers from that

- inmate's telephone list on to their telephone list.
- g. Telephones are not to be abused or damaged in any way. Any violation of these rules may result in restriction of privileges. Inmates should remember that the telephones are property of the telephone company and may be removed for abuse.
  - h. GTL inmate telephone service provider phone number is (1-877-856-3184).

## **CORRESPONDENCE**

- o Salem Correctional Center encourages correspondence between family members in order to maintain family relationships.
- o General Regulations:
  - All incoming mail must be addressed as follows:
    - **Inmate Name and DOC Number**
    - **Salem Correctional Center**
    - **7 Industrial Blvd**
    - **Industrial, WV 26426**
  - All outgoing mail must include a return address in the top left hand corner of the correspondence. Inmates must include the name "Salem Correctional Center" as part of their return address. **Do not abbreviate!**
    - **Inmate Name and DOC Number**
    - **Salem Correctional Center**
    - **7 Industrial Blvd**
    - **Industrial, West Virginia 26426**
  - Inmates shall deposit their outgoing mail in the mail deposit box outside of the Dining Hall. No correspondence shall be mailed out or brought in through road crews or visitors. Inmates will be given their incoming mail each day on their living unit, excluding Saturdays, Sundays and Holidays.
  - Forwarding Address
    - All inmates departing Salem Correctional Center due to discharge, court ordered release, or parole shall complete a Forwarding Address Form at the Post Office as part of the exit procedures.
  - Inspection for Contraband and Censorship
  - "All incoming and outgoing mail, except attorney/client mail, may be monitored, read, and if necessary, copied. All legal mail will be searched and inspected for contraband, as defined by State Law, Divisional Policy, and Institutional Procedures."
  - Postage stamps and return address labels may not be sent in through the mail. Stamps must be purchased in the commissary.
  - All incoming mail shall be opened and inspected for contraband by staff as follows:
    - Packages: All packages and contents shall be opened and inspected by staff.
    - General Correspondence: All general correspondence shall be opened and inspected for contraband by staff prior to mail call.
    - Privileged Mail: Privileged mail shall include communications and letters to or from an attorney, the courts, Officials of the Division of Corrections, elected government officials, news media, grand juries, law enforcement agencies and the parole board. All privileged mail shall be delivered by staff, opened by the addressee in the presence of staff and inspected by staff for contraband as a precaution in case the mail is not from whom it is purported to be. Inmates must sign for receipt of all privileged mail.
  - All stamps, address labels and other types of stickers are removed from inmate correspondence prior to it being delivered to inmates. Inmates should notify all persons that they correspond with, that they should not use these types of items on correspondence as removing them can cause damage to envelopes and the contents.
  - Glitter, Perfume, lipstick or any other form of contamination is classified as a security risk and can cause your mail to be refused. Please advise anyone that you correspond with to avoid these as we will refuse any contaminated mail.
  - Any violation of DOC Policy or Salem Correctional Center Procedures can result in disciplinary actions.

## RECEIVING PACKAGES

- Inmates may **NOT** receive personal packages from home.
- Packages from authorized retailers must meet the following criteria:
  - Absolutely no packages will be accepted if mailed from a private address or location other than an authorized retailer.
  - All packages must have clear, legible, verifiable return addresses.
  - Packages/Parcels must be sent via U.S. Mail, UPS, Federal Express, or other approved official delivery system.
  - Except for packages received from the Commissary, all packages will be processed through the Post Office/ State Shop.
  - Items that are not authorized or packages that are not from an approved retailer, or that are sent from a private address shall be disposed of in accordance with Operational Procedure 4.00-3 (Issuance of Property to Inmates).

## MAILING PACKAGES

- Inmates must have a minimum of fifty dollars (\$50.00) in his spending account in order to mail a package out.
- Inmates desiring to mail out a package shall take the items to be mailed out to the State Shop.
  - The State shop member shall package the item to be mailed out.
- A member of the Post Office will pick up the package from the State Shop.
- Post Office shall:
  - Weigh the package to determine the appropriate postage for mailing the package out.
    - The inmate will be notified of the price to mail out their package in writing from the Post Office.
    - Upon notification of price from the Post Office inmates need to fill out a voucher for the amount and get the required staff signature before sending the voucher to the Trustee for approval.
    - Packages will be mailed out as soon as the Trustee approves the voucher.
- By DOC Policy inmates will not be allowed to store their package in excess of 30 days in the post office. If any of the following occurs the package and it's contents will be destroyed
  - The trustee does not receive a voucher for the required shipping.
  - There is insufficient funds to ship the package at the end of the 30 days period.
  - The 30 day storage expires.
- There will be no limit on the number of letters mailed out or received. In accordance with Policy Directive 400.03 (Issuance of Property to Inmates) inmates may possess twelve (12) personal letters including cards.

## POSTAGE FREE CORRESPONDENCE

- An inmate is not considered indigent if he has had \$5.00 in his spending or voluntary savings account at any time during the month he claims insufficient funds.
- If an inmate has not had \$5.00 in his spending or voluntary savings account, he shall be permitted to send ten (10) postage-free letters per month.
  - Inmates are to initiate this process by notifying their counselor.
  - Inmates will not exceed the postage-free limit of ten (10) by borrowing from other inmates.
  - Postage free letters are not transferrable from month to month and they may not be given to another inmate.

## Magazines / Newspapers / Periodicals / Books

- Publications in the form of books, magazines and other periodicals may be received. However, they must be received directly from the publisher.
  - All subscriptions must be paid for a full year in advance.
  - No monthly payments will be permitted.
- Sexually explicit material of the following type is to be excluded, as potentially detrimental to the security and good order, or discipline of the institution/facility/ center, or as facilitating criminal activity.
  - Any form of Penetration.
  - Sado-Masochistic.
  - Bestiality.
  - Involving Children
- Catalogs shall not be considered permissible publications; and, therefore, shall not be permitted to be received by inmates.
- Any other material that may be considered a threat to the security of the institution may be prohibited. Inmates receiving such material shall pay for return postage or have the material destroyed.

## Cash Monies / Checks

- No US currency whatsoever will be accepted through the mail. Any letter received containing currency shall be returned to sender.
- **NO** personal, company or third party checks will be accepted.
- Only money orders or cashier checks will be accepted. These can be for no more than \$100 each.
- Family and friends of inmates in the WVDOC can now instantly deposit funds to inmate accounts using the web at [www.jailatm.com](http://www.jailatm.com)

## Correspondence with Inmates in Other Correctional Facilities

**NOTE: Correspondence with residents in juvenile centers requires prior approval from the Administrators of both facilities.**

- Inmates may **NOT** correspond with inmates in any West Virginia Regional Jail, any Federal Correctional Facility or any State Correctional Facility outside of West Virginia without first receiving written permission from the Executive Officer of both facilities.
- Inmates may only correspond with inmates in WV DOC Facilities with approval from the Warden/Designee. Inmates must fill out the WV Division of Corrections Inmate Correspondence form to get this approved. Inmates in punitive segregation shall not receive correspondence from any other inmates while lodged in segregation.
  - All inter-institutional inmate correspondence shall be by letter only. No packages or any other contents but correspondence.
  - All envelopes shall be appropriately addressed, bearing the proper name of the receiving inmate and name of the receiving institution. All envelopes shall bear the correct return address, including the proper name of the sender and Salem Correctional Center.
  - All letters shall be placed in a stamped envelope and forwarded through the normal mail depository.
  - All letters are subject to be read by designated institutional authorities.
  - All inmates are advised that such inter-institutional correspondence is a privilege and not a right. Any violation of the procedures will be just cause for disciplinary action, which may also result in the offending inmate losing their specific correspondence privileges. Letters shall not contain information or objects which can be defined as contraband under Policy Directive 325.00 and institutional rules. Letters shall not contain information which in any way could be construed as a threat to the life and safety of others or which could be disruptive to the safety or orderly administration of any institution and/or the Division of Corrections.
  - Letters which do not comply with these rules and regulations will be rejected and returned to the sender.
  - Inmates may **NOT** mail letters to a person who is not in prison for that person to mail it in to an inmate in another DOC institution/facility/center.

# LIBRARY SERVICES

**Salem Correctional Center utilizes a centralized, multi-use Library containing both General and Legal Libraries.**

## **a. General Library**

- i. The library contains a number of fiction and non-fiction works as well as reference books, periodicals, newspapers and audio books.
- ii. Newspapers, magazines and reference materials are to be used in the library and are not to be removed.
- iii. Library books can be checked out by all inmates. A maximum of three (3) books may be checked out at one time. Overdue notices will be sent out for books not returned on time.
- iv. No more than six (6) inmates can use the library at one time.
- v. Inmates are to remain in the library at all times when using that facility.
- vi. A schedule outlining library hours will be posted on the housing unit as well as in the library.

## **b. Law Library**

- i. Salem Correctional Center maintains a law library for inmate's use. Most legal manuals are incorporated into an easy to use program on two computer consoles which can also be used for preparing and printing legal documents.
- ii. Legal materials and law books shall not be removed from the library.
- iii. In the event that the law library does not have a particular legal resource, it can be acquired by filling out a request for inter-library loan through the Supreme Court law library. Forms are available from the library clerk.
- iv. A copy machine is in the library for legal copies only. Only the inmate librarian is authorized to make copies.

# COMMISSARY

- Commissary services are provided as a convenience for the inmates that allow them to obtain permissible items not furnished by the State. A commission on all sales is paid to the Inmate Benefit Fund.
- **Commissary order forms must be filled out with a pencil.** They cannot be scanned if filled out with a pen.
- All commissary transactions will be made by the use of a computerized accounting system.
- An up-to-date pricing list for available items in the commissary shall be made available to all inmates on their housing units.
- If an inmate does not have sufficient funds for their order, the computer will fill the order in the order shown on the order form until the inmate's funds do not allow any additional items to be purchased. If an inmate does not have any funds, the entire order shall be deleted.

# RECREATION

- Recreation and leisure time activities are coordinated through the recreation director or his designee.
  - The Recreation Program offers a variety of different activities, located not only at the gymnasium, but also on the yards of each respective housing unit. Board games are maintained on all the units for inmates to utilize in their free time when on the dorms.
  - The gymnasium will be open to the inmate population for various recreational activities.
  - Tournaments and Special Recreation Program opportunities will be posted on the Living Units when available.

## WORK RELEASE

- A. Criteria
1. Be within eighteen (18) months of possible release.
  2. You must be classified Level I, or II Outside Clearance.
  3. Must be a resident at **SCC** for at least 30 days to be eligible for review.
  4. You must be write-up free for a Class I offense for sixty (60) days, and no Class II or III violations in the past thirty (30) days.
  5. Must have no outstanding felony detainers for offenses of moderate or high risk.
  6. Inmates with charges of child neglect or child abuse are ineligible.
  7. Inmates with offenses involving the use of or threat of a weapon are ineligible.
  8. Inmates who have an RSAT referral are ineligible; inmates currently in the RSAT program must complete program before being eligible.
- B. Procedure for Work Release Selection
1. Between the 10<sup>th</sup> and 15<sup>th</sup> of each month, the Inmate Movement Coordinator compiles a list of eligible candidates based on the above criteria.
  2. The list is then sent to Unit Management to be posted on the units.
  3. If your name appears on the list, you must request a work release application from Unit Management Staff. Once you complete the application, return it to Unit Management Staff or Unit Control Room.
  4. At least once a month, a three (3) member committee shall communicate to review eligible inmates for possible placement at a work release center.
  5. A list of eligible inmates ranked by an assessment of risk will be sent to the WVDOC Inmate Movement Coordinator who shall approve or disapprove transfers.
  6. When the decision is finalized, you will receive a letter stating the decision that was made. If denied, you will be given a date you will be eligible for review again. If approved, you are placed on a waiting list.
  7. Inmates are selected for transfer from the waiting list according to the month you were reviewed and your parole eligibility date.
  8. You will not be selected for transfer until all the eligible candidates from the previous month's review list have been transferred.
  9. Once you are ready for transfer, you must be cleared through the Medical Department.
  10. You cannot choose the work release facility you will be transferred to.
  11. You must sign a contract prior to transfer agreeing to the expectations of the work release center.
  12. If you are currently on Charleston's approved list, your status will not change.

## PAROLE

- As each inmate becomes eligible for parole consideration, there are specific documents which must be processed prior to the parole hearing by West Virginia State Code.
- All parole hearings will be open.
- **Drug Testing Prior to Parole Release:** All inmates shall have a urine drug screen and a breathalyzer prior to release on parole. Inmates testing positive will not be released. The sample will be sent to a lab; upon a negative result the inmate will be released. If a positive result is returned from the lab, the inmate will be written up under Policy Directive 325.00 and will be referred for a rescission hearing by the West Virginia Parole Board.
- The Institutional Parole Officer is responsible for the processing of required documentation and coordinating hearings conducted at the institution to the West Virginia Parole Board. These documents are processed within two months prior to an individual's parole hearing date. The following is a general summary of documentation:
  - **Pre-Parole Report:** This document is a general summary of information about an inmate; i.e., program accomplishments, disciplinary action and attitudes about the inmate's current offense.
  - **Home and Employment Plan:** The West Virginia Parole Board will only interview parole eligible inmates with approved home plans.

- In order for an inmate to have a viable home plan to submit, the following criteria need to be considered:
  - Financial condition of the family or the contact person.....Can the supervision fees be paid?
  - Available Room — Is there a room for the inmate to stay in?
  - Are there guns, alcohol, or illegal drugs in the home?
  - Is the offender welcome in the home?
  - Are there children in the home or is the home in close proximity to children? If the crime is against a child, this is NOT allowed.
  - Federally-Funded Housing — An offender will not be able to reside there if so.
  - Previous unsuccessful parole placements at a residence.—home plan may not be approved.
  - Are there convicted felons in the household? — If so the parole officer will deny the home plan and each case will be reviewed by the chairman of the parole board to determine if it should be overturned.
  - Prior domestic violence in the residence.
  - Overload of offenders in one treatment facility or shelter.
  - Transportation issues — If granted parole, can the sponsor provide transportation from the paroling institution to the approved home plan? Does the offender have transportation to report to his parole officer?
  - Electronic monitoring — If subject is placed under electronic monitoring the residence is allowed only basic telephone service. Etc. call waiting, voicemail. Can the sponsor cover the electronic monitoring fees?
- Parole Officers have thirty (30) days to investigate and approve or deny an in-state home plan.
- An inmate without an approved home plan or necessary documents will be given a FURTHER CONSIDERATION by the board. The inmate may choose to go before the Parole Board in person to receive his further consideration. A Further Consideration Form may be signed instead of appearing before the Board.
- Upon receipt of the needed documents and/or approved home plan, the inmate will be interviewed upon approval from the Parole Board Chairman.
- An in-state approved home plan is valid for 90 days from the approval date.
- **Out of State Home and Employment Plan:** When an individual wishes to parole to an immediate family member, or non-relative in another state, an out-of-state (Interstate Compact) plan must be approved beforehand. It is the responsibility of the individual inmate to contact their Counselor/Case Manager at least 120 days prior to their projected parole hearing date to complete this form. The counselors/case managers then pass this information on to the Institutional Parole Officer and/or the Parole Clerk. Approved out-of-state homes plans are valid for 120 days from the approval date.
- **Disciplinary Rule Violations:** Inmates must be three months write-up free to be interviewed by the West Virginia Parole Board. This time is calculated from the date of the incident, NOT the date of the magistrate hearing.
- **Documents:** In the event there are clerical errors on Pre-Parole Reports or additional information becomes available after the Pre-Parole Reports have been completed, changes/additions forms can be obtained from the unit management staff. These completed forms must be signed, witnessed and dated and forwarded to the institutional parole officer. The original will be forwarded to the West Virginia Parole Board and a copy will be returned to the inmate.
- Any inmate receiving a denial (12 month flat) from the West Virginia Parole Board will be brought before an Administrative Review Committee. The Review Committee will convene to determine their eligibility to remain at Salem Correctional Center or to make any modifications in housing or work assignments.

- In the event an inmate wishes to have family/visitors attend parole hearings, there will be four visitors allowed per parole hearing. Inmates will receive a Parole Visitor's List attached to their completed Pre-Parole Report and Gold Sheet from the WV Parole Board. At this time if you have visitors attending you will let the IPO know. If inmates have visitors attending they will then be given a date and a time for their Parole hearing. It is then the inmates' responsibility to let their family know of their scheduled date and time. Visitors will be allowed into the institution approximately one hour prior to the parole hearing.

## **GRIEVANCE PROCEDURES**

- Grievance forms will be available upon request from unit officers. The inmate should realize that grievances are intended to be used when a problem has not been sufficiently addressed to his satisfaction on an informal level. It is recommended that inmates first seek solutions to their problems through communication with their correctional counselor, case manager, unit manager or shift commander or other appropriate staff.
- Upon completion of the grievance, the inmate shall submit it directly to his unit manager. A grievance is to be answered within five (5) days of receipt.
- If the inmate is dissatisfied with the response of the unit manager at Step 1, he shall have five (5) days to appeal the decision to the Warden. This appeal should be submitted to the unit manager by utilizing the same form as was answered in Step 1. The Warden shall respond within five (5) days.
- If the inmate is not satisfied with the answer by the Warden, he may submit it to the Commissioner of the Division of Corrections within five (5) days utilizing the same form.

## **DISCIPLINARY RULES, PROCEDURES AND PUNISHMENT**

- Inmates receive a copy of Policy Directive 325.00 (Discipline of Inmates), during orientation to Salem Correctional Center. Policy Directive 325.00 contains all chargeable Division of Corrections rule violations, with sanctions for violating these rules, and disciplinary rule violation procedures.
- In addition to the copy of Policy Directive 325.00 received during orientation, Policy Directive 325.00 is available on all housing units and in the library.

## **OVERVIEW OF THE PRISON RAPE ELIMINATION ACT (PREA AND THE PREVENTION OF SEXUAL MISCONDUCT/ABUSE/ASSAULTS**

The WVDOC and SCC are both committed to maintaining a safe, and humane and secure environment for the inmate population as well as for staff and the general public. This commitment includes the zero tolerance for the sexual assaults, abuse or threat thereof against inmates either by staff or by other inmates.

All inmates will be screened within twenty-four (24) hours of arrival at SCC for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior. Housing assignments will be made accordingly.

During your time of incarceration at SCC there will be certain members of the inmate population you will learn to avoid. The inmates are referred to as predators, inmates who prey on the weak. By learning how to recognize predators and getting them to leave you alone, you will make your time here at SCC safer. Some **cues** for spotting predators are; inmates who always stare at you; inmates who try to offer you things; Inmates being over-friendly; Inmates who continually try to talk with you; Inmates who try to borrow things; Inmates on power trips/being controlling.

Should an inmate be victimized by an act of sexual misconduct/abuse/assault, SCC shall ensure that the victimized inmate receives appropriate treatment, and counseling as a result. The treatment and counseling measures shall be referred to the facility's contracted medical health-care and mental health-care professionals and the victimized inmate shall be referred under appropriate security provisions to a community facility for treatment and gathering of evidence or if these procedures are performed "in house" the following guidelines are used:

- A history is taken by health care professionals who conduct an examination to document the extent of physical injury and to determine if referral to another medical facility is indicated. With the victim's consent, the examination includes the collection of evidence from the victim, using a kit approved by the appropriate authority.
- Provision is made for testing of sexually transmitted diseases are offered to all victims, as appropriate.
- Following the physical examination, there is availability of an evaluation by mental health professional to assess the need for crisis intervention counseling and long-term follow-up.
- A report is made to the Warden to assure separation of the victim from his assailant.

Additional information will be provided during the inmate's orientation program upon arrival at SCC.

Any inmate who feels threatened or has been the victim of a sexual assault or sexual abuse has the option of reporting the incident to any SCC employee.

In addition to the option of reporting any such incident to any SCC employee, GTL, the current provider of the inmate telephone service, has also established a direct line that can be utilized for reporting incidents involving any type of sexual contact or sexual violence, to include sexual abuse, sexual assault and/or sexual threats.

This direct reporting line can be reached through any inmate telephone located throughout the facility. To utilize this method of reporting an incident of sexual contact or sexual violence, to include sexual abuse, sexual assault, and/or sexual threats, there are three simple steps to follow:

- Press 1 for English
- Dial #78
- At the tone (as directed by pre-recorded message) Leave your message

The direct line may also be utilized for reporting other criminal activity or situations in which an inmate may feel threatened or has been victimized.

The direct line **IS NOT** to be utilized for the **purpose** of the general complaints concerning facility operations (to include complaints about the inmate telephone system) Such complaints are to be directed to your Unit Team or through established inmate grievance procedures.

