

SMCC
RULES, REGULATIONS
HANDBOOK & GUIDE

2880 N. PLEASANTS HIGHWAY
ST. MARYS, WV 26170-4573

REVISED: FEBRUARY, 2013

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Section 1 – Admissions

St. Marys Correctional Center (SMCC) accepts adult male felons with a classification level of V or below.

Section 2 – Intake and Orientation

Each inmate will undergo the following intake and orientation process:

1. Strip search and property search.
2. Videotaping of all tattoos and scars.
3. Showered and treated for the possibility of lice.
4. Initial medical and dental assessment.
5. Initial clothing necessities issued.
6. Records photo and fingerprints taken. Photo-Identification cards made.
7. Assignment to appropriate housing unit.

Section 3 – Inmate Accountability

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

- 12:00 midnight
- 4:00 a.m.
- 7:30 a.m.
- 12:30p.m.
- 4:00 p.m.
- 8:30 p.m.
- 10:15 p.m.

Each inmate is personally responsible to be at his proper, assigned location for each formal count. All inmate movement stops during formal counts, unless authorized by the Operations Officer of Senior Management. No inmate will be in the day room during a formal count. Informal counts are unannounced counts, which are not a part of the regular schedule of the facility. Informal counts will be conducted frequently by officers and work supervisors. Emergency counts will be announced over the public address system. Unless otherwise instructed by the Operations Officer or Senior Management, each inmate will report back to his housing unit immediately when an emergency count is called. All inmate movement stops until emergency count is cleared. Each inmate is to be on his bed or sitting in his chair beside his bed during formal and emergency counts. Any inmate who confuses count, escapes or attempts to escape or takes any action which violates or attempts to violate the counts system will face disciplinary action.

Section 4 – Unit Management

SMCC is operated and administered upon the principles of Unit Management and direct supervision. Unit Management is a multi-disciplinary style of inmate management, which emphasizes interaction between the inmate and the staff that are assigned to the housing unit. Housing unit at SMCC are staffed by a Unit Team consisting of a Unit Manager, Case Managers, Corrections Counselors, Corrections Officers and an Office Assistant. Job Supervisors, Substance Abuse Therapists, Education, Mental Health or other staff may assist the team. The Unit Team and Institutional Parole Officer will assist inmates as they approach Parole Board Hearings.

Section 5 – Classification

The Division of Corrections is principally committed to maintaining each inmate in the least restrictive security setting and custody status necessary for the protection of the public, the safety and well-being of staff and inmates, and the safe and efficient operation of each facility. The classification process aids in determining custody, appropriate work assignments, housing, treatment programs, and other needs of the inmates residing in various housing units. The classification process plays a major role in implementing the missions of the DOC and SMCC.

There are five (5) classification custody's at SMCC:

1. Level 1 custody
2. Level 2 custody
3. Level 3 custody
4. Level 4 custody (Reviewed & Approved)
5. Level 5 custody (Medical Reviewed/Approved for placement. (Geriatric inmates determined to be appropriate for dormitory living)

Level 1 custody is the least restrictive. Custody Levels 1 and 2 are eligible for outside clearance. Each inmate will be housed approximately 2-4 weeks on the Evaluation Unit, allowing paperwork to be completed. DOC classification guidelines are set forth in Operational Procedure #2.03 – Classification Manual. SMCC Policy Directive #401.01 – Classification Guidelines sets forth criteria for advancement, transfer, appeals, assignment, etc. for inmates housed at SMCC. Inmates at SMCC will be classified within thirty days of reception from a DOC facility. From this point, every inmate is reclassified in six (6) month or one (1) year cycles, depending on the length of time the inmate is from possible release.

Section 6 – Rules of Conduct

Policy Directive #325.00, see attachment one (1), Discipline of Inmates, establishes rules of conduct for all adult inmates committed to DOC facilities under the Commissioner of Corrections. SMCC also establishes procedural guidelines governing the disciplinary process and imposition of disciplinary sanctions.

Section 7 – 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 their 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 on each housing unit and in the libraries. The inmate should give the completed Grievance Form to his Unit Manager, who will respond. The Unit Manager or Supervisor will retain a copy of the grievance and will return the original and a copy to the inmate for his records. Response time for grievance forms is five (5) days, excluding weekends and holidays.

If the complaint is not resolved at the Unit Manager level, the inmates should then forward the grievance to the Warden. The Warden will respond within five (5) days, excluding weekends and holidays.

If the inmate feels the Warden's response is not adequate, he has five (5) days, excluding weekends and holidays, after receipt of the 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. A copy of Operational Procedure #3.35, Grievance Procedure, is available in each living unit and the Law Library.

Section 8 – DNA Data Bank

All inmates are subject to providing blood samples for the purpose of DNA analysis and the inclusion in the centralized DNA Databank operated by the WV State Police as required by section 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 requirements, force may be used, pursuant to court order, to obtain an appropriate DNA sample.

Section 9 - 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.

Every inmate who was in the custody of the Commissioner of Corrections on or after 30 March 1984, except those who are serving a life sentence, will have had his good time computed on a day of good time for each day of physical incarceration, whether in a penal institution or jail. This time is credited to his sentence or sentences as imposed by the committing Court, or the Board of Probation and Parole in the event of Parole revocation. Each inmate shall have received a new minimum discharge date as if he had served the full time necessary to expire the sentence computed. Good Time may be forfeited and revoked by the Warden in accordance with rules of discipline promulgated and approved by the Commissioner. The inmate will be notified in writing of any change of the minimum discharge date resulting from this forfeiture within thirty (30) days. 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 10 – Dress Code/Hygiene/Grooming

Dress Code:

Official Facility Uniform – The official issued uniform for offenders at SMCC is khaki colored shirt, long or short sleeve depending on weather and choice, khaki colored pants, red colored jacket when applicable, orange toboggan when applicable, issued or other work boots or tennis shoes, and belt.

Recreational Clothing – Recreational clothing includes t-shirts, shorts, sweat pants, sweatshirts, sweat suits, baseball caps, and tennis shoes.

Housing Area Clothing – Essentially the same as recreational clothing, but to include shower shoes, wave caps (do-rags)* etc. ***IN BEDROOMS ONLY**

Special Authorized Apparel – Clothing to be worn for protection from elements or materials encountered while working, such as coveralls, welders gloves, rain coats, shop aprons, hard hats, goggles, etc. Official Facility Uniform will be worn when the offender leaves their housing area to go anywhere, with the following exceptions:

- 1) Housing Area
- 2) Recreation Yard
- 3) Job Site where specialized clothing is authorized; or
- 4) Special Permission has been otherwise obtained from an appropriate authority.

Khaki Shirt (long or short) sleeve. Shirrtails are to be tucked in the waistband of the trousers (not required if worn during recreation). Buttoned up with the exception of the collar button. Sleeves may be rolled up on long sleeved shirts only, but if worn down they are to be buttoned. Trousers are to be fastened at the waist and the fly zipped. Legs are not to be rolled up, to be worn as is or in place of shorts. Pants may be cuffed, but service is available in the State Shop to finish hems. Belts, if worn, must be fastened appropriately to serve the purpose for which they were intended. Sagging pants are expressly forbidden. Jackets may be worn open or zipped. Sleeves may not be rolled or pushed up. All inmates will be required to wear full shoes or boots when they leave the housing area. Shower shoes will not be permitted to be worn outside the housing area without a waiver from the Medical Dept. that the inmate must carry on their person.

NOTE: ANY AND ALL CLOTHING WORN AS AN OUTER GARMENT MUST BE LEGIBLY AND CLEARLY STAMPED DOC AND WORN WITH DOC IN PLAIN VIEW. ISSUED CLOTHING MAY NOT BE ALTERED FROM ITS ORIGINAL DESIGN AND ANY SUCH ALTERATIONS COULD RESULT IN DISCIPLINARY ACTION.

Hygiene:

SMCC provides each inmate with monthly allotments of the following hygiene items:

- | | |
|----------------------|-----------------------------------|
| 1) razors (4) | 4) toothpaste/toothbrush (1 each) |
| 2) shaving cream (4) | 5) soap (2) |
| 3) shampoo (4) | 6) comb (1) |

Hygiene requests can be obtained, completed and submitted to the Officer on each housing area.

Grooming:

Hair – All inmates will have their hair cut in a manner as to allow for easy inspection for infestation. Hair will not extend over the ear or collar on the official facility uniform nor will it be longer than three (3) inches on top. Hair will end in a tapered cut. Hair will be cut evenly without design, logos or words cut into it. Sideburns will not extend past the bottom part of the ear lobe and end in a clean-shaven line. Flaring of the sideburns is not permitted. Inmates will be clean-shaven with the exception of those having valid, medically verified conditions and are subject to specific rules, which includes that the length of hair will not exceed 3/16th of an inch. Also, the shaving slip is granted for the selected parts of the face pertaining to specific medical condition. An inmate's appearance may not deviate from their appearance displayed on their Division of Corrections Identification Card. Refer to SMCC O. P. #3.34-2 being Offender ID Cards and Altering Appearance for further information.

Section 11 – Sanitation

In accordance with policy, SMCC will maintain a high level of sanitation throughout the facility. Each Unit Manager is responsible to ensure that living units are inspected on a daily basis. Inspections will be held at 10:00 a.m. daily. Inmates will comply with the following rules:

1. All inmates will be out of their bunks during inspection. Inspection will take place at 10:00a.m. daily.
2. Living quarters are to be clean and neat at all times. Each inmate is responsible for his own living area.
3. Beds are to be neatly made at all times when the inmates are not in bed. One blanket is to be tucked in on all sides and the second blanket is to be folded and placed at the foot of the bed. During sleeping hours, the second blanket will be neatly folded in the chair unless in use. Only one mattress per bed. There will be nothing stored under the mattress.
4. One (1) article of reading material may be left in the inmate's chair during sleeping hours.
5. Shoes are to be neatly placed under the inmate's bed. One (1) pair of shoes (shower or regular) may be left beside the bed while the inmate is sleeping.
6. Laundry bags and hygiene bags are to be tied to the end of the bed up off the floor. If no end is on the bed, the bag may be placed on the floor at the end of the bed.
7. Towels and wash clothes are to be neatly hung on the inmate's respective wall hook.
8. Clean clothing will be stored in their locker box. Dirty clothes will be placed in the laundry bag. One set of clothes may be folded neatly and placed in the inmate's chair during sleeping hours. Coats will be hung on the back of the inmate's chair and on the wall hook when the chair is absent.

9. All items, clothing, commissary items, etc. will be kept in the inmate's locker box except for those items to be stored on the shelf and hanger hooks. You are permitted to have five (5) health and hygiene items on the shelf in conjunction with one (1) cup and one (1) bowl. Shampoo and conditioner will be kept in hygiene bags. Shelves are to be neat and in order at all times. Each inmate shall not use more than ½ of a shelf.
10. Store call items will be stored and not left in paper bags.
11. Locker boxes will be closed and under the bed when not in use. Locks are to be secured to the locker box. The locker box does not have to be secured, just the lock. Boxes will be under the bed lengthwise with the lock being visible. No items are to be on the locker box.
12. No items will be set in windows. No items are permitted to be hanging over windows or on the walls.
13. No personal trash cans are permitted.
14. No cardboard boxes are allowed on the living unit
15. No clothing, towels, wash clothes, soap or hygiene articles will be left in the dayroom, washroom or shower room.
16. Hats and rain ponchos will be hanging on hooks.
17. All cleaning supplies are to be kept in the cleaning closet. The cleaning closet will be kept clean and orderly at all times. Mop buckets will be emptied and mops and brooms will be hung up. Cleaning materials will be kept in their proper containers. A sign-out sheet will be maintained for all cleaning supplies issued. The cleaning closet will be locked at all times.
18. Trash cans (in rooms) will be emptied when ¾ full or twice a day. Pod trash cans will be emptied daily or as needed to keep them from running over.
19. Eyeglasses, when not in use, are to be kept on the shelf. During sleeping hours they may be placed in your chair only.
20. Walkmans are to be kept in the locker box when not in use. During sleeping hours they may be placed in your chair only along with one (1) CD or tape.
21. Watches may be placed in your chair during sleeping hours only.

Section 12 – Food Service

It is the responsibility of SMCC to ensure that its menus offer adequate nutrition standards established by the State of West Virginia. It is the policy of SMCC to provide inmates nutritious meals prepared in a sanitary manner. Three (3) meals will be provided during each twenty-four (24) hour period at scheduled times. Meals will not be served more than fourteen (14) hours apart unless a supplementary meal is provided to those affected or unless dictated by a documentable safety or security hazard. SMCC will provide inmates who have a legitimate medical or religious basis for a special diet with the means to fulfill those needs. Medical diets may be prescribed by a physician or dentist as part of the inmate's treatment. Religious diets may be provided upon the written authorization of the Chaplin or Religious Services Coordinator according to established dietary restrictions required by a specific religious denomination.

Approximate dining times:	Breakfast: 5:30 a.m.
	Lunch: 10:30 a.m.
	Supper: 4:15 p.m.

After receiving your tray, you have approximately twenty (20) minutes to finish your meal due to time constraints. No lagging.

Section 13 – Health Care

The Medical Department at SMCC is located in the south side of the Administration Building. Inmates must obtain a pass or be escorted to the Medical Department by an officer. Pill lines are held at 6:00 a.m./12:00 Noon/4:00 p.m./9:00 p.m. Diabetic Inmates at 2:30 p.m.. At breakfast, lunch and supper, pill line runs from the start of feeding to the end of feeding. Some inmates will need to come to Medical after meals due to some medications are scheduled four (4) times a day. All others are to come in the a.m. or p.m. pills lines only. Inmates are required to pay a medical co-payment for services provided. This co-payment will not be used to deny to inmates access to medical services because of an inability to pay for such services. Adjustments are also made for chronic medical conditions. Upon the appointment with the doctor and/or nurse, the inmate shall sign the appropriate forms indicating the amount(s) charged for services and medications. This amount will be deducted from the inmate's drawing account. A copy of Policy Directive #424.01 – Inmate Medical Co-Payments is available on each housing unit and in the Law Library. Inmates that miss their scheduled pill line will not be able to make it up.

Section 14 – Mail

All incoming mail is opened in the Post Office for searching. Every envelope and contents will be searched page by page for contraband. After being searched, the envelope will be shut by either tape or staple and sorted for delivery. Letters are not read unless ordered so 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. The monies will be placed in the inmate's account that the letter was addressed to. No cash or personal checks will be accepted. A copy of Policy Directive #503.00 – Mail Privileges for inmates is available on each

housing unit and in the Law Library. When inmates receive money orders in the mail, it is recorded by the Post Office. The receipt is sent through the mail to the inmate and the money order is sent to the Trustee Clerk for posting on the inmate's account. The money is not on the account for spending until the next business day.

Section 15 – Personal Property Purchases

Inmates at SMCC are permitted to receive one (1) package per month from the Keefe Commissary Access Catalog provided. Limit of spending is \$125.00 a month. Unauthorized packages will be refused and returned to sender. Any items received in an authorized package which cannot be readily searched for contraband or any unauthorized items will be returned to sender at the inmate's expense or destroyed within a specified time limit. Excess and unauthorized property (except contraband, i.e. weapons, drugs, property of another inmate, etc.) will be mailed at the inmate's expense or destroyed. If the Warden or designee permits inmates to receive any additional packages, such as a Christmas package, the person mailing in the package must be on the inmates approved visiting list. See Operational Procedure #5.03-2 – Package List for details. Contact lenses and prescription eyeglasses can be sent in directly from the vendor.

Section 16 – Inmate Phone System

The inmate phone system at SMCC is provided by GLOBAL TEL*LINK (GTL). To place a call, take the phone off the hook and follow the voice prompts. Calls will last fifteen (15) minutes. There will be two (2) messages warning you that the call is about to terminate automatically. An initial at the beginning of the call will inform the recipient that the call is placed from a correctional facility. Telephone rules and regulations are posted above the telephones in each living area. **3-WAY CALLING IS PROHIBITED.** It will result in disciplinary action.

Section 17 – Recreation

The Recreation Director is responsible to the Associate Warden – Programs for the operation of the Recreation Department. The gymnasium is only open to inmates during designated gym call times. Inmates must be on an approved gym call list to attend with the exception of those days that there are open gym call. Tobacco use, eating and drinking are prohibited in the gym. Tennis shoes are required footwear when playing team sports. Recreation yard schedules are posted on each housing unit. The recreation yard may be closed at any time at the discretion of the Operations Officer or Senior Management. Inmates may only go to the recreation yard during designated times. If an inmate returns to his housing unit for any reason, he must wait until the appropriate time to return to the recreation yard. Any inmate seen damaging, defacing, misusing property of violating any Recreation Department rule or posted procedure will face disciplinary action.

Section 18 – Trustee Accounts

Initial deposits are placed in the inmate's Drawing Account. Inmate payroll is posted on the fifteenth (15th) of each month. If the fifteenth (15th) falls on Sunday, the payroll is posted the following Monday. Ten percent (10%) of the total pay is taken and placed in the inmate's mandatory savings account. Each inmate has a voluntary savings account into which he can place or remove money at will. This is an interest bearing account. Interest is compounded daily and computed monthly at a rate determined by the bank. Money may be moved to and from this account by filling out the standard voucher. Absolutely no vouchers from one inmate to another will be honored! Vouchers instructing the Trustee Clerk to write a check and send it out must be accompanied by a stamped, addressed envelope in which to mail the check. Funds may be disbursed from an inmate's account to discharge lawful debts, such as, but not limited to fines, court costs, restitution costs, filing fees, child support and postage.

Section 19 – Building #83

Building #83 is located on the east side of the recreation yard, directly across from Building #75. The lower level of Building #83 houses the State Shop and Central Receiving. The Commissary, Post Office, Barber Shop, Reading and Law Libraries and the Education Department are located in the middle level of Building #83. Programs/classes, religious services are also held in rooms located in the middle level of the building.

Section 20 – Religious Services

Religious services are made available from the Religious Services Coordinator, Chaplain and various volunteers from different denominations/beliefs. Religious services are delivered through weekly visits from approved ministers. For specialized Religious services, inmates may request a Religious Service Fact Sheet from the Officer on the housing unit. This form must be completed and turned in to the Chaplain. To attend religious services, general population inmates must wear state issue uniform at the scheduled time for services they wish to attend. Other services available are Religious Diet and Marriages. Inmate families calling with emergencies within the family are forwarded and verified through the Chaplain and Religious Coordinator. All information of this type is verified by the Chaplain and Religious Services Coordinator by calling funeral homes or hospitals to verify the emergency. All death bed visits and funeral trips are coordinated through the Chaplain or Religious Services Coordinator and approved by the Warden.

Section 21 – State Shop

The State Shop is responsible for issuing clothing, linen and bedding items to inmates. It is the inmate's responsibility to mail or bring to the State Shop (by assigned pass) a request for these items. Items will be issued only if the inmate is eligible. Inmates will sign receipts for all state issued items and these items will be returned upon the inmate's departure from SMCC. If the inmate cannot produce state property that was issued to him, he will be held accountable by signing a SMCC voucher for the price of the missing item(s). Inmates arriving at SMCC will be issued appropriate clothing and supplies by the State Shop Supervisor as it pertains to the in-cell possession limits and the items the inmate has in his possession upon admission. Copies of the in-cell possession limits are available to inmates on each housing unit and in the Law Library. The State Shop schedule is posted on each housing unit.

Section 22 – SMCC Commissary

The SMCC Commissary is located in the middle level of Building #83. Inmates with DOC # ending with 0-4 will shop Mondays and Wednesdays. Inmates with DOC # ending with 5-9 will shop Tuesdays and Thursdays (spending limit is \$125.00 a week). Commissary Staff will have the Building #83 Officer announce daily when the commissary is open to the inmate population. Inmates will be allowed one (1) trip to the commissary on their scheduled day. Inmates will submit their store call slip with their name and DOC number on it to the boxes provided. There will be no additions made to store call orders at the second window. The commissary will close Monday, Tuesday, Wednesday and Thursday at 3:30 p.m. The Commissary is closed on weekends and all state holidays. The commissary hours for shopping are from the time the Commissary receives the disk from the Trustee to 3:30 p.m. Inmates are to check the Officer's Station of Building #83 for schedule changes due to holidays. Prices are subject to change without notice. All personal property (catalog orders) MUST be ordered through the Commissary. Personal Property purchases of approved items (catalog orders) must be dropped off in the A.M. to the boxes provided.

Section 23 – Barber Shop

Basic barber services are provided to inmates at no cost. Barbering services will only be provided in the Barber Shop, except in the Medical Unit as approved by the Associate Warden – Security. Inmates are prohibited from altering their appearance in any manner which would prevent them from being immediately identified at any time. Inmates must obtain a pass from the Unit Officer in charge before going to the Barber Shop. Each Housing Unit has an assigned day that inmates can go to the Barber Shop. A Schedule is posted on each Housing Unit.

Section 24 – Reading and Law Libraries

The Reading and Law Libraries are open to inmates from 8:15 a.m. to 8:45 p.m. Monday through Friday and 8:15 a.m. to 2:30 p.m. on Saturday's. Both Libraries are closed on Sunday's and Holiday's. Inmates must obtain a pass before going to either library from the Unit Officer in charge. Each Housing Unit has assigned days and hours. A schedule for the libraries is posted on each housing unit. Such items available in the libraries are fiction and non-fiction books, reference material (for use in library only), local and state newspapers and magazines (for in library use only), State and Federal legal material reference books (for in library use only), typewriters and photocopy service of appropriate legal material. Examples of services available are legal aides and representatives, photocopy services and typing service for preparation of legal documents. Evening hours are reserved for full-time workers (8:00 a.m. – 3:00 p.m. job assignments excluding Pod Janitor jobs).

Section 25 – Laundry

Inmates are required to wear clean clothing at all times, except when their job assignment or recreational activity may cause soiling. Laundry services will be provided weekly. Inmate clothing is required to be laundered on a weekly basis and bed linens are required to be laundered at least once a month. Laundry schedules are posted on each housing unit. When an inmate believes that his laundry has been lost, he will fill out a Lost Laundry Form. These forms can be obtained from a member of the Unit Team. The Lost Laundry form shall be sent to the Laundry Supervisor and, upon request of the supervisor, the State Shop Supervisor will replace any state issued clothing that was lost. Any personal clothing that is lost in the SMCC Laundry is the responsibility of the inmate. All inmates are to place their khaki pants and shirts loosely in the laundry cart. The only items that will be placed in the laundry bag will be the white clothing, which will be placed in the second laundry cart separate from the loose clothing. Laundry bags are to be tied.

Section 26 – Education

Inmates at SMCC may enroll in educational classes by contacting the Education Department Office located in Building #83. Members of the Unit Team also have enrollment forms available to inmates. Classes may be started at any time. We operate on an open-entry basis. Students have ready access to education records and files and requests for such access may be made through the Education Department. The following is a list of classes offered by the Education and Programs Departments:

- Education classes:**
- ABE 1, 2, 3
 - Distance Learning (Enrichment of basic skills)
 - Computer/Technology:
 - Microsoft Office Specialist, Keyboarding
 - Transitional Life Skills
 - Thinking For a Change
 - Hit the Ground Running
 - 99 Days & A Get Up
 - Parenting
 - Vocational Education
 - Apprentice Electrician
 - HVAC (Heating, Venting & Air Conditioning)
 - CTECH Cabling Technology
 - OSHA
 - Post-Secondary
 - College course offering working toward a multi-craft Technology Associates Degree
- Program classes:**
- Anger Management
 - Aladue I, II, III
 - AA/NA
 - Batterers Intervention
 - Crime Victim Awareness
 - Sex Offender Programming
 - RSAT (Residential Substance Abuse Treatment)
 - Relapse Prevention

Section 27 – Searches

Searches are necessary and required to maintain a facility and public safety. All persons (inmate, staff and visitors), vehicles and items are subject to search upon entering, exiting and while upon grounds in the facility. Aiding in escape, trafficking, weapons or intoxicants and/or introduction of contraband into SMCC is a violation of State Code. Violators will be prosecuted. Inmate and living area searches will be conducted on a continuous basis. The inmate will receive an S-1 Evidence/Property Seizure Receipt when any item is confiscated from their cell or person. An inmate does not have the right to be present when his area is being searched.

Section 28 – Fire Evacuation and Safety

Fire evacuation maps are located on walls throughout the facility and housing units, with the 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. Inmate workers will be trained in their area of work pertaining to the use of material, equipment, and safety devices. Any inmate not following this instruction and creating an unsafe work environment may be terminated from their employment. Inmates assigned to work in the Main Dining room may be subject to a complete physical on a periodic basis.

Section 29 – 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 such in writing. Upon lifting the state of emergency, the Warden or designee shall advise the inmate population in writing of the reinstatement of the rules.

SMCC Operational Procedures and Housing Unit Information

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