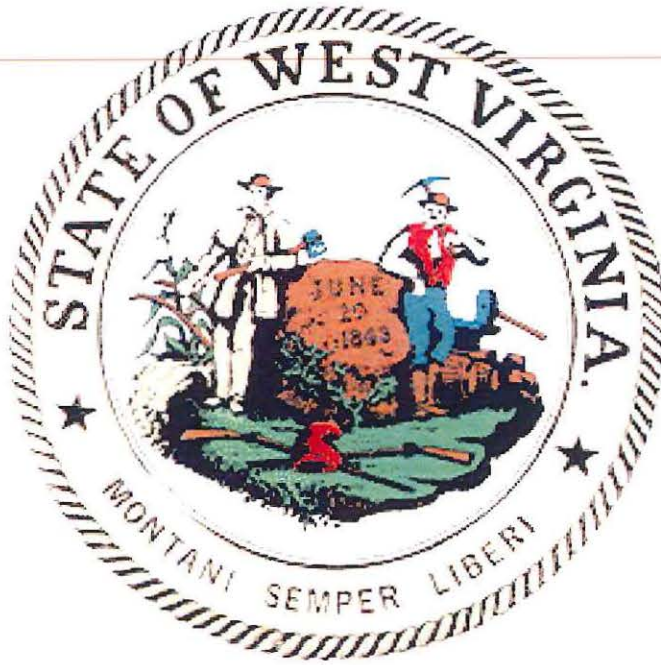




# **Anthony Correctional Center**

## **Offender Handbook**



**2012 Edition**

**X. MAIL**

Mail is delivered five days a week excluding state and federal holidays. All mail will be opened and stamps removed prior to receiving your mail. Mail is distributed once it has been processed in the mailroom. All outgoing mail is to remain unsealed when placed in the mailbox. We realize the importance of communicating with family and friends and will do all we can to keep mail running smoothly.

**XI. LAUNDRY**

The laundry department is responsible for laundering all offender clothes and bedding/linens. The laundry schedule differs depending upon where you are housed. Laundry schedules are posted in each dorm. It is very important for good hygiene, and respect for others, that you send all items to be laundered as scheduled.

**XII. MEDICAL**

The Medical department is responsible for meeting your health needs and providing sound health education for all offenders. The medical department provides a wide range of services including Nurse visits, Doctor visits, dental and vision care, medication management, and therapy and psychiatric services. The medical staff at ACC is highly trained and able to deal with medical emergencies as well as every day needs. Medical request forms are available in the dorms allowing each offender to request medical attention when necessary. There is a small fee, a co-pay, assessed to offenders for medical services that will be deducted from your offender account. Maintaining good health promotes an environment that is safe for everyone so your health is our priority.

**XIII. STORELINE/COMMISSARY**

Storeline/Commissary allows offenders to buy food, hygiene products, writing supplies, and entertainment items. You may receive commissary once a week. Commissary order forms are in the dorms and orders have to be submitted each week. Operational Procedure clarifies items that may be purchased depending upon your phase level.

**XIV. INMATE ACCOUNTS**

Upon entry to our facility an account is set up in your name that is managed by the Inmate Trustee Clerk. You will not be permitted to have cash, however, you may have money orders sent mailed to you that will go into your account. You may use this money to order from Commissary each week and the amount is debited from your account. Any other financial requests or concerns are to be addressed with the Inmate Trustee Clerk.

**XV. RECREATION**

The Recreation department is responsible for offering various activities to the offender population to encourage physical fitness. Some activities are on your own while others are structured.

**XVI. LIBRARY**

Library services are offered to the inmate population at various times each day. There is also a law library.

**XVII. DINING HALL**

The Dining hall is where you will receive the majority of your meals while at ACC. Because of the number of offenders that have to be fed at each meal, it is important that all rules are adhered to while in the dining area. There is no talking in line, all seats must be filled from the back of the hall, and the giving and receiving of food from others is prohibited. Offenders are expected to use socially acceptable behavior and language while in the dining hall area.



## V. EDUCATION/VOCATIONS



The ACC is fortunate to have a full education department operating within the facility. Each offender is assigned an educational advisor who will assist you throughout your education program. Generally, an offender will enter the education program within two (2) months of arriving at ACC. Each offender is assigned a focus teacher who will assist you throughout your education program. You will have an Individual Program Plan completed outlining all the classes you will need based on your needs and education level. Offenders can receive their GED, or high school diploma, depending on number of credits needed. Offenders coming in with a diploma will have opportunities in post secondary classes, and perhaps some college classes. All offenders must complete life skills and computer literacy in addition to at least one vocation such as: Welding, Culinary Arts, Business, Building Construction, or Auto.

## VI. WORK PROGRAM

One requirement for all Young Adult offenders at Anthony is to complete a work program. Upon completion of Orientation each offender will be assigned to work somewhere in the facility. You will be required to complete a minimum number of work hours to count as your work program. The work program may be completed during the course of your program, but before your program has been completed. All jobs here are contracted and you do receive a small wage for the work you do. Also at the end of the offenders' completion, you will be required to complete a period of Community Service as directed by your Case Manager.

## VII. DORM

All Young Adult Offenders at ACC live in a Dorm setting. Upon arrival young adult males will be assigned to the Intake Dorm, where you will have a chance to learn how to function in this environment prior to moving into General Population. Young adult females are assigned to the female only dorm. Young Adult Females will spend their entire stay at the ACC in this Dorm. Young Adult Males, on the other hand, will be assigned to dorms based on a variety of circumstances to include security level, phase level, behavior, etc. Dorm assignments are made by the Unit Team and are not negotiable.

The court shall order a presentence investigation to be conducted and provide the warden with a copy of the presentence investigation report, along with the commitment order.

If, in the opinion of the warden, the young adult offender is an unfit person to remain in the center, the offender shall be returned to the committing court to be dealt with further according to law. The offender is entitled to a hearing before the committing court to review the warden's determination. The standard for review is whether the warden, considering the offender's overall record at the center and the offender's compliance with the center's rules, policies, procedures, programs and services, abused his or her discretion in determining that the offender is an unfit person to remain in the center. At the hearing before the committing court, the state need not offer independent proof of the offender's disciplinary infractions contained in the record of the center when opportunity for an administrative hearing on those infractions was previously made available at the institution. If the court upholds the warden's determination, the court may sentence the offender for the crime for which the offender was convicted. In his or her discretion, the judge may allow the defendant credit on the sentence for time the offender spent in the center.

A young adult offender shall be returned to the jurisdiction of the court which originally committed the offender when, in the opinion of the warden, the young adult offender has satisfactorily completed the center training program. The offender is then eligible for probation for the offense the offender was convicted of or plead guilty to and the judge of the court shall immediately place the offender on probation. If the court finds there is reasonable cause to believe that the offender has engaged in new criminal conduct between his or her release from the center and the sentencing hearing for the crime for which the offender was ordered to the center, the judge may sentence the offender for the crime for which the offender was first convicted, with credit for the time spent at the center. In the event the offender's probation is subsequently revoked, the judge shall impose the sentence the young adult offender would have originally received had the offender not been committed to the center and subsequently placed on probation. The court shall, however, give the offender credit on his or her sentence for the time spent in the center.



Staff realize transition into this setting can be difficult and we try to make it as smooth as possible. It is the goal of the ACC staff to give you the tools necessary to re-enter society and become a productive citizen in your community.

### III. UNIT TEAM

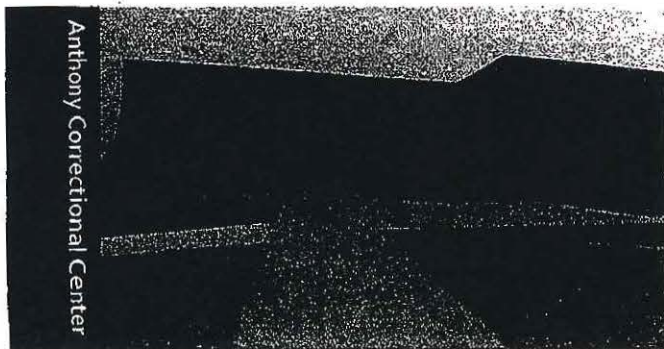
Unit Management is the entity within the facility that is responsible for ensuring public, staff and offender safety while at ACC. Each Unit Team Member has extensive training to ensure that you have every opportunity to complete your program in a safe, positive environment, while helping you adjust to our facility. While all employees are a part in the Unit Team, the primary members of ACC's Unit Team are made up of:

- Unit Manager -- Responsible for overseeing unit staff, offender programming, dorm life, as well as other tasks related to offender programming
- Case Managers -- Each offender is assigned a case manager for the duration of their stay at ACC (Your case manager will be responsible for every aspect of your programming and will be your primary contact as issues arise during your time here)
- Counselors -- The counselors are your first line contacts with the Unit Team. They will field your requests, help you with various issues, and assist you with day to day needs. Each counselor has specific area of expertise, but all have a strong general knowledge of ACC and will be glad to give positive direction during your stay.
- Correctional Officers -- The Correctional Officers help to ensure a safe secure environment during your stay. They will provide security as well as give you guidance with regard behavior in the dorms and other areas of the facility.
- Substance Abuse Therapists -- The Substance abuse therapists will provide classes designed to help you understand addictions as well as give you the tools to begin a life free from substance dependency.
- Educational Personnel -- The principal, counselor and teachers in education will help you accomplish goals that are set in your education program plan.

- B. Inmates will always be properly dressed (pants worn on waist with belt, khaki shirts, and/or orange t-shirt/sweatshirt tucked into pants, shoes tied) and have their ID when exiting the dorm. Inmates may wear shorts and t-shirts and/or sweatpants and sweatshirts to recreation ONLY.
- C. Inmates will be clean shaven before exiting the dorms each morning.
- D. Inmates will not take any item out of the dorm, except education materials. A state issued cup can be taken with the inmate to recreation.
- E. All beds will be made (fitted sheet, sheet and blanket straight and tucked under, pillow neatly placed at head of bed) when the inmates leave the dorm.
- F. Pillow and blankets are to remain on beds, they are not to be used on chairs, the floor, or tables.
- G. Shoes, when not being worn, will be neatly placed under the bottom bunk.
- H. No inmate will sit or lie on any bunk other than the one assigned to him/her.
- I. Inmates are allowed in their assigned locker only.
- J. Inmates are to keep all of their belongings (other than shoes and linens) IN their assigned locker. Nothing is to be hanging or laying on the bunk or hanging outside of the locker. Lockers are to remain locked at all times except when in use.
- K. Inmates must remove their shoes when lying on their bunk.
- L. Inmates are to use ladders to get up and down from the top bunk (**NO CHAIRS**). There will be no jumping off of the top bunk.
- M. Inmates will ALWAYS have minimum of a t-shirt and shorts on when moving through the dorm.
- N. Inmates are to be prepared for showers and will go to the shower appropriately dressed (wearing minimum of shorts and t-shirt) to and from the shower.

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## Visitation Procedures

You are currently incarcerated at: Anthony Correctional Center  
HC 70, Box N-1  
White Sulphur Springs, WV 24986  
Phone: 304-536-3911

Anthony Correctional Center (ACC is located in Greenbrier County on state Route 92 approximately 15 miles north of White Sulphur Springs and approximately nine miles south of the Pocahontas/Greenbrier County line.

There is no public transportation available that goes past ACC. The closest public transportation available is located in White Sulphur Springs, WV where there is an Amtrak station and Taxi service. In Lewisburg, WV (approximately 30 miles from ACC) there is a Greyhound drop-off only, as well as Taxi service.

At this time, visitation will occur from 0800 hours until 1430 hours on Saturdays and Sundays. Phase I offenders may not receive visitors.

All visitors must be dressed appropriately (suitable and modest clothing) or they will not be allowed to visit. The following type of clothing are not permitted: tube tops, halters, shorts which are provocative or offensive, tight pants, see-through blouses, or low cut and/or short dresses. The Correctional Office working in visitation has the authority to deny a visit if he/she believes that the visitor is not dressed appropriately.

All visitors must have appropriate identification. This means that all visits must have a Photo ID and parents must have a birth certificate for their children. The Correctional Office working in visitation has the authority to deny a visit if he/she determines that the visitor does not have appropriate identification or if he/she believes that the identification has been falsified.

Visitors may bring with them (to take into the visitation room): three dollars (\$3) in change per visitor for the vending machines, bottles for infants, and/or nitroglycerin or other emergency medication. Everything has to be stored in a locker made available to the visitor.

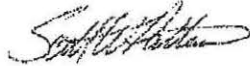
Tobacco products may not be brought into the building. They need to be secured in the visitor's vehicle before they enter the front lobby. Jewelry may not be worn into visitation by visitors except for a wedding band and a necklace with a medallion (the medallion may not be more than one (1) inch in size).



ANTHONY CORRECTIONAL CENTER  
HC 70 BOX N-1  
WHITE SULPHUR SPRINGS, WV 24986

**MEMORANDUM**

TO: All Offenders  
FROM: Scott W. Patterson, Warden  
DATE: 09 November 2012  
RE: **GOALS AND EXPECTATIONS**



You have been committed to the Anthony Correctional Center as a Young Adult Offender pursuant to WV Code 25-4-1, et.seq. As the Warden of this facility, I am responsible to you and for you, while you are in our custody, and it is a responsibility I do not take lightly:

- I am responsible for your care, control and custody.
- I am responsible to make available to you the tools you will need to successfully complete this program.
- I am responsible to the people of the State of West Virginia to ensure that you have the opportunity to use those tools.

You, likewise, have responsibilities, and they should not be taken lightly:

- You are responsible for your actions, good or bad.
- You are responsible for putting forth the effort necessary to successfully complete this program.
- You are responsible to and for those around you.
- You are responsible to the people of the State of West Virginia to prepare yourself to successfully return to their society.