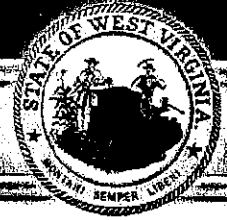




West Virginia Division of Corrections



HUNTINGTON WORK RELEASE CENTER

Rule Book

Revised June 2013

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Intent and Purpose

The following handbook contains the Huntington Work Release Center rules by which all inmates are required to abide by during their stay at this facility.

These rules do not replace, cancel or exclude those rules set forth in Policy Directive 325.00, Discipline of Inmates or other policies that govern inmate responsibilities and behavior in a DOC facility. However, failure to follow these rules will result in disciplinary action as set forth in Policy Directive 325.00, Discipline of Inmates and PD 325.13, Unit Disciplinary Process for Young Adult Offenders and Community Correction Centers.

General Rules and Regulations

1. When formal counts are announced, inmates are to report to their assigned dorm. Employees are required to count living, breathing flesh and are authorized to awaken an inmate to resolve any doubts during a count.
2. Fire drills will be conducted at various times and all inmates are required to participate. Schematic drawings of how to exit the building are posted throughout the facility.
3. In the event of a power outage and/or any other unusual incident which may require restricted inmate movement, all inmates are to report to their dorms and remain there until further notice.
4. Feeding of any animal on the rear lot is prohibited.
5. Intimate relationships (except legal spousal) are prohibited and will be dealt with accordingly. Relationships out of the Center are discouraged. Male inmates will only be permitted to take Day Furloughs and Passes on the odd days of the month. Female inmates will only be permitted to take Day Furloughs and Passes on the even days of the month.
6. Sexual assault and custodial sexual misconduct are against the law. If you are a victim of sexual assault OR you suspect someone else has been sexually abused or involved in sexual misconduct with a staff member, you need to report it. A thorough and impartial investigation will be conducted.
7. See your Case Manager if you would like information about sexual abuse/assault; including prevention/intervention, self-protection, and or treatment/counseling.
8. Possession and/or use of tobacco products, cell phones, personal computers, and/or any device with internet, cellular, or Wi-Fi capabilities is strictly prohibited.
9. You are not permitted to leave the facility without being signed out at Control. Staff will sign you out on a time card at which time you will acknowledge your purpose for exiting and be advised of your scheduled return time.
10. If you have a question or concern that cannot be verbally resolved at Control, or a question or matter that requires written approval; you may fill out a request form (located on first floor hallway) and turn it in at Control. Your request form will be returned upon execution.

9. Place all trash in receptacles provided. All trash cans, including those in the dorms, are to be emptied on a daily basis.
10. Dressers and locker tops are to be kept clean at all times. Inmates are permitted to have the following items displayed on their dressers:
 - Two 8 x 10 picture frames
 - One comb and/or brush
 - One medium size jewelry box
 - No more than 3 personal hygiene items
11. All inmates are required to participate in the weekly general cleanup of any assigned areas of responsibility and their assigned dorms. No televisions, walkmans, IPods, MP3 players are to be used during G.I. Cleanup. Telephones will be turned off. No food items shall be delivered during G.I. Cleanup. No inmate will be permitted to exit the building prior to completion and approval of inspection.
12. Dorm chairs are to be neatly stored and kept clear of any walkways. Inmates are not permitted to sit in stacked dorm chairs that are stored. Walkways and doorways are to be kept clear of any obstructions.
13. All overhead dorm lights are to be turned off no later than 11:00 p.m.; and televisions are to be turned off no later than 11:30 p.m. On Fridays and Saturdays and the night before a holiday, lights and televisions are to be turned off no later than 2:00 a.m.
14. Inmates are not permitted to have personal televisions and/or other appliances without permission from the Administration.
15. Extension cords and power strips are not permitted for any reason.
16. All inmates are to be out of bed by 8:00 a.m. unless they worked until midnight (12:00 a.m.) or later the night prior, or been approved to lay in due to illness/injury. Room inspections will be routinely conducted prior to 11:00 a.m. Monday through Friday. During inspection, all inmates are required to be awake and out of bed. Living areas are to be cleaned. Beds are to be made wrinkle-free daily, including weekends and holidays.
17. Inmates are not permitted to have perishable food items in their living areas.

Personal Property

1. Inmates are permitted to possess all items listed on their respective allowable inventory sheet. Any item(s) found in your possession and/or your living area that is not on your inventory and/or you have not received permission from Center staff to possess, will be considered contraband. Disciplinary action may be imposed.
2. It is recommended that you keep only necessary items due to limited space. All property must be kept in your assigned locker. Your locker must be locked at all times when you are not present inside the room.
3. You are solely responsible for your property so the purchase a lock is highly recommended. The Command Post must be given the combination or duplicate key to the lock. Failure to do so may result in the lock being cut off.

7. Male inmates are not permitted to wear pierced jewelry in their ears or in any other parts of their body. Female inmates are permitted to wear pierced jewelry in their ears only.
8. Headphones for iPods, MP3 players, portable radios or CD/cassette players are permitted to be used in the Center. These items cannot be worn out of the Center if the inmate is going to and from work, community service, medical appointments or other Center activities not considered a pass or furlough. Inmates are not permitted to wear headphones while working Center maintenance or kitchen duties.
9. Inmates are not permitted to exit the Center wearing clothing that displays the initials DOC or DOC numbers.
10. Inmates shall not alter their appearance in any way from that shown in the Inmate Management Information System and their I.D. cards.
11. While you are here, you will be in the community quite often representing HWRC. Therefore, you will be expected to dress appropriately at all times. If the staff observes your wardrobe and feels you are failing to meet this requirement, you will be asked to change before exiting the facility. Continued incidents will result in disciplinary action.

Behavior and Attitude

1. All inmates will be held accountable for their behavior and attitude.
2. Using loud and/or profane language is prohibited.
3. Inmates are not permitted to gesture, yell or hang out of any window.
4. Racial slurs or other actions similar in nature are prohibited.
5. Inmates are not permitted to gamble, sell, loan, trade or borrow any monies, goods or services.
6. Inmates are required to participate in all Center sponsored activities and programs.
7. Inmates are expected to comply with their Individual Program Plans by attending and participating in any assigned programming. Failure to do may result in disciplinary action.
8. Intimate relationships in the Center between offenders will not be permitted.

Meals and the Center's Kitchen/Dining Areas

Mealtimes:	Weekdays	Weekends
Breakfast:	5:30 a.m.-6:30 a.m.	5:30 a.m.-6:30 a.m. (Cereal only)
Lunch:	11:30 a.m.-12:30 p.m.	11:00 a.m.-12:00 p.m.
Dinner:	4:00 p.m.-5:00 p.m.	4:00 p.m.-5:00 p.m.

1. All meals are to be eaten in the dining area or on the rear lot (weather permitting). This includes food from outside vendors.
2. Inmates eating late trays or ordering out in lieu of eating a late tray are entitled to eat in his/her dorm if Center programming is taking place in the dining area.

2. Inmates are not permitted to be outside the fence line without permission from Center staff. Inmates are not allowed to speak to anyone outside the fence line nor are they allowed to give anything to or receive anything from anyone outside the fence line. Inmates are not permitted to loiter behind the dumpster or in the alley.
3. Inmates are not permitted to sit, lie down or stand on the tops of the picnic tables for any reason. Inmates are not permitted to stand on the bench seats of the picnic tables for any reason.
4. Inmates are not permitted to utilize the weights without having another inmate acting as a spotter.
5. Radios, Walkman's, CD Players, iPods, and/or MP3 players are not permitted on the rear lot without using headphones.
6. Inmates are not permitted to use the rear lot for sun tanning, indulging in lewd behavior, yelling, or any activity not permitted by Center staff.
7. Inmates are not permitted to stand, congregate, meet or sit behind the fire escape. All inmates must be visible to staff through the security cameras at all times while on the rear lot.
8. Inmates are not permitted to use milk crates as seating.
9. Inmates are not permitted to stand or sit on the front porch of the Center.
10. Inmates are to use the sidewalk when entering and exiting the building.
11. Spitting on the Center's walls or grounds is not permitted. Dispose of all trash in the cans provided.
12. Inmates are not permitted to horseplay or loiter around state vehicles parked on the rear lot.

Television Room

1. The Center's television room is open for use between 5:30 a.m. and 11:00 p.m., Sunday through Thursday and until 2:00 a.m. on Friday, Saturday and the night before a holiday. The volume of the television is to be kept at a reasonable level. The television room may be closed by staff at any time if inmates are engaging in inappropriate behavior.
2. No food or drinks are permitted in the television room.
3. Male and female inmates are not permitted to sit next to each other on the same piece of furniture.
4. Inmates are not permitted to have their feet on the furniture.
5. Lights are required to be left on at all times.
6. Inmates may place extra chairs in the television room with permission from Center staff, and they must be returned to their proper storage location after use.
7. Inmates are required to keep the television room clean and orderly after use on a daily basis.
8. Inmates are not permitted to move any furniture in the television room without staff permission.

3. All written correspondence will be opened in front of Center staff for inspection. Inmates are required to sign for their mail prior to receiving it. Mail or packages containing contraband will be confiscated and referred to the proper authorities for appropriate action. Disciplinary action may follow.
4. C.O.D. mail is prohibited and will not be accepted.
5. Whenever funds are contained in incoming mail, the money will be credited to the inmate's account. Cash and/or personal checks will not be accepted, and will be returned to sender. Only money orders not exceeding \$100.00 maximum and/or total increments will be received.
6. No inmate shall circumvent correspondence regulations by receiving mail at an address other than the Center's address; nor shall an inmate have mail sent to another person, to be given to said inmate.
7. Inmates may purchase phone cards from the GTL vending machine located in the T.V. Room.
8. Inmates are permitted to use their respective dorm telephones for a maximum of 15 minutes at a time. Inmates are not allowed to sit, kneel or lean when using the telephone.
9. Inmates cannot use the dorm telephones for harassment or making threats; nor shall an inmate obstruct any other inmate from using the telephone. Inmates are not permitted to be lewd, racist, profane or excessively loud while using the dorm telephone. Failure to comply will result in disciplinary action.
10. Inmates are not permitted to use the telephone assigned to another dorm for any reason.
11. Inmates are not permitted to use the community phone located on first floor except for calls concerning employment, furloughs and/or food orders.
12. Inmates are not permitted to use another inmate's PIN number for the purpose of placing a phone call.

Inmate Movement in Center

1. Male inmates are not permitted in the female dorm or restroom for any reason unless directed and supervised by Center staff. Male inmates are not permitted to loiter at the bottom of the female dorm stairs to talk with female inmates.
2. Female inmates are not permitted in the male dorms, the male restroom, male laundry room, or on the Center's second floor without Center staff escort. Female inmates are not permitted to loiter at the bottom of stairs leading to the second and third floors to talk with male inmates.

Signing In/Out Procedure

1. No one is allowed to leave the facility (for any reason) without first signing out at Control. If a staff member is not available to sign you out then you will not be permitted to leave the property. When signing out, the following information is to be provided:
 - Destination (Where you are going)
 - Purpose (Work/Furlough/Pass/Dr.'s Appointment, etc)
 - Curfew (What time you are scheduled to return)You must return prior to the time you are scheduled to come back. You are responsible for returning on time.
2. You are subject to being searched upon your return in order to check for contraband. An alco-sensor test and/or drug screen may also be administered upon your return.
3. You are to proceed directly to your destination and return directly from that destination. Failure to comply will result in disciplinary action.

Finances/Money: (Effective July 1, 2013)

1. Your money does not arrive on the same day that you do. When your finances arrive, you will receive a receipt.
2. Inmates are required to turn in all monies and/or paychecks received from any source to Control upon entering the Center. Your money will be retained in a trustee account. 30% of your earnings will be withheld for rent; 10% of your earnings will be withheld for medical expenses and 10% will be withheld for mandatory savings which should assist you in preparing for sufficient funds when released on parole or discharge.
3. Cut Day is the process by which inmates can request to draw money from their account. Cut day is scheduled weekly. All requests must be submitted on a Money Request Form (located on the first floor hallway) and placed in the Money Request box (located on first floor hallway) prior to 11:00 pm on the Tuesday prior to Cut Day.
4. Allowance: Inmate monies will be distributed weekly and only in increments on ten dollar (\$10) amounts, not to exceed fifty dollars (\$50).
5. A minimum balance of fifty dollars (\$50) must be achieved in an inmate's account after they receive their first paycheck and a balance of two hundred dollars (\$200) must be achieved after ninety days from their first paycheck date.
6. Special distributions: On the first scheduled Cut Day of each month, inmates may request extra money in addition to their allowance. These requests are approved by the Administrator only and funds cannot exceed one hundred dollars (\$100). You must purchase the items for which the money was intended; and are required to turn in receipts for proof of purchases. Furlough monies will be based on mileage calculations.

Passes and Furloughs

1. Work release status inmates are permitted short term passes of no more than two (2) hours duration for either recreational purposes or for personal needs such as purchasing personal hygiene supplies.
2. Inmates receive two 2-hour passes per week (Sunday through Saturday). New arrivals will be eligible for 2-hour passes on the eighth day they are in the Center. New arrivals are required to be accompanied by another inmate of the same sex who has been in the Center for 30 or more days when taking their first two 2-hour pass. Female inmates may take passes on the even days of the month; male inmates may take passes on the odd days of the month.
3. Inmates are required to sign out of the Center for a 2-hour pass. Inmates must list all locations they will enter while on 2-hour pass.
4. Inmates are not permitted to ride in public or personal vehicles while on a 2-hour pass. Inmates are not permitted to go into private residences while on 2-hour passes.
5. Inmates who violate the rules and regulations of 2-Hour Passes are subject to disciplinary action. Offenders who are on restriction for any reason are eligible to receive one 1-hour hygiene pass per week providing they submit a written request.
6. Inmates are expected to exhibit a positive attitude, participate in all directed programs, maintain employment, and work on completing all community service hours in order to receive a furlough. To be eligible for furloughs, inmates must have been in the Center for 30 days and have no findings of misconduct.
7. Upon arrival at Work Release, staff will review the **Master Furlough Agreement** with each inmate so that every inmate will have an understanding of expectations regarding rules and regulations for conduct and behavior that will be strictly enforced.
8. Furlough Eligibility Requirements:
 - Following the initial 30 days: (1) 24-hour furlough within a 30 day period
 - After 60 days: (2) 24-hour furloughs within a 30 day period
 - After 90 days: (1) 48-hour furlough within a 7 day period
9. Inmates furloughing in excess of one hundred (100) miles from the Center may receive up to four (4) additional hours of travel time.
10. No inmate will be permitted to furlough out of state; nor will they be permitted to travel out of state in order to reach their furlough destination.
11. It is the inmate's responsibility to submit a "Proposed Furlough Plan" to the Furlough Officer within 30 days of your first furlough. The person you plan to furlough to must be an immediate family member and must be on the inmate's approved visitor's list. Furloughing to someone other than immediate family, must be approved by the Administrator or designee.

2. Inmates and their visitors are required to conduct themselves in a mature and appropriate manner at all times. Inappropriate attire will result in a cancelled visit. Inappropriate physical contact is prohibited.
3. Inmates are responsible for their respective visitors' actions. Visiting minors must be supervised at all times.
4. ALL visitors must be on the inmates approved visiting list. Each visitor is required to provide positive picture identification and register with staff in Control before being permitted to visit.
5. Upon entry, all visitors must sign the Visitor's Register and complete requested information to include their name, address, time in/out, and the person to be seen.
6. Visitation shall only occur in the dining area and the rear lot (weather permitting).
7. Inmates are not permitted to have visitors in:
 - o Dorms/Inmate Restrooms
 - o Kitchen
 - o Television Room
 - o Laundry/Any Storage Area
8. Inmate visitation may be terminated should an inmate or visitor violate any visitation rule.
9. All visitors are subject to a search of their person and belongings upon entering the Center. Refusal to submit to a search will constitute a denial of visitation.
10. Inmates are not permitted to give visitors any food from the kitchen.
11. If a visitor has been denied visitation privileges at another DOC facility, the visitor will not be permitted to have visitation privileges at HWRC.
12. Visitation Schedule:
 - o Saturday 12:00 p.m. – 3:00 p.m.
 - o Sunday 12:00 p.m. – 3:00 p.m.
13. Visitors are not permitted to bring cellular phones, handbags/purses or any other carrying case into the Center.
14. Visitors are not permitted to bring any tobacco or tobacco products into the facility. However, there is a designated area for visitors' use of tobacco products located outside in front of the Center.
15. Special authorization for emergency visits may be granted with special permission from the Administrator or designee.

9. Inmates who are scheduled to work prior to 7:00 a.m. are to be transported to work by Center staff unless permission is granted by the Administrator or designee for alternative transportation.
10. Inmates are not permitted to terminate their employment for any reason without permission from the Administrator or designee.
11. Inmates are not permitted to accept employment where they will be required to cross a union picket line.
12. Inmates are required to report any union, labor or similar problems at their place of employment to Center staff.
13. Inmates are not permitted to leave their place of employment, or request days off for any reason without permission from Center staff. Inmates who encounter problems with their employer or co-workers will notify the Center's designated staff person for employment advice, counseling and/or problem resolution.
14. Inmates are not permitted to operate any type of motor vehicle while signed out of the Center for employment reasons.
15. Inmates are required to turn in to Control all tools, knives, keys or other work related instruments upon returning from work.
16. Inmates are not permitted to take portable radios, CD players, iPod's, MP3 players and/or cassette players to their place of employment.
17. Inmates assigned to Center maintenance, kitchen duty or DOH road crews are to work as scheduled and in accordance to the job assignment.
18. Inmates are not permitted to have visitors at their work site. Inmates are not permitted to make or accept personal telephone calls at work.
19. Inmates are not permitted to receive gifts or make purchases while at work or community service.
20. Inmates are not approved to have unsupervised employment or employment that requires the inmate to perform as the primary caregiver of anyone.
21. Inmates who are community employed will not be permitted to work outside Cabell County without prior approval from administrative staff.
22. To obtain a second job, you must request written permission from the Employment Coordinator. These requests are generally approved with the stipulation that it doesn't interfere with your primary employment and/or programming.

3. Inmates are not permitted to have any prescription medications in their possession without written authorization from the Administrator's designee.
4. All inmate prescription medications will be issued to the inmate and logged in the Control room area by Center staff.
5. Inmates are required to take their medications as prescribed by the licensed provider. Should the inmate stop taking the prescribed medication, he/she must complete a "Medication Refusal" form at the Control desk which will be maintained in his/her Center file.
6. Inmates are not permitted to have over-the-counter medications or vitamins in their possession without authorization from the Administrator's designee.
7. Inmates are required to immediately turn in to the Administrator's designee all medical paperwork and/or prescriptions issued to them by the attending medical professional upon their return to the Center.
8. Inmates are not permitted to have any prescription medications in their possession which belong to another person. Inmates who bring actual medications into the Center must turn them into Control for inventory and proper storage.
9. Inmates are not permitted to have a family member or any other person obtain any prescription for them without written permission from the Administrator or designee.
10. Medical care will be categorized by the seriousness of the illness. Illnesses reported outside of normal business hours (9:00 a.m. – 5:00 p.m.) not requiring immediate medical attention will be handled on the next business day. Illnesses reported outside of normal business hours that require immediate medical attention will be attended to by a local hospital emergency room or urgent care medical facility.
11. Inmates must request in writing to the Shift Commander or Lead Officer permission to lay-in from their employment or Center job assignment due to illness. The inmate is responsible for notifying their employer. If an inmate is on lay-in status and misses work due to illness, the inmate must stay in their dorm except for taking meals and restroom; and the inmate is not eligible for passes or furloughs throughout that day.
12. Inmates are not permitted to schedule and/or cancel medical appointments with service providers; all scheduling is to be done by the Administrator's designee, and recorded on the calendar in Control.
11. Inmates are required to have adequate cash in their possession to pay for prescriptions filled and picked up at EMO Pharmacy. Exception: Newly-arrived inmates may be issued permission to charge prescription costs at EMO via written approval of the Administrator's designee as noted on inmate's "Medical Request" form.
12. Any emergency medical attention received outside of the facility and grounds must be immediately reported to the Center staff.

- Keys not authorized or assigned to the inmate including keys to an inmate's place of employment and/or keys to any residence
- Tools (regardless of ownership)
- Paint or other substances that can be inhaled for an intoxicating effect
- Money in excess of one week's allowance in their possession at any time
- Any item/substance not permitted or issued by the Administration
- Extension Cords
- Glass
- Candles, incense or potpourri
- Digital or video cameras of any type
- Audio recording devices
- Any publication, video or instructional manual that promotes or otherwise gives instruction on the use of a martial art
- Tobacco and/or tobacco products, paraphernalia, etc.

Tobacco Free Facility

1. Tobacco and/or tobacco paraphernalia are prohibited at all times. This includes using products within the confines of the facility, exterior front and rear lot areas, and when the offender is signed out of the Center for any reason.
2. Tobacco products includes cigarettes, cigars, pipes, loose tobacco, smokeless tobacco, matches, rolling papers, lighters; or any other product such as nicotine patches, lozenges or gum that can be used in like manner.
3. If an inmate is observed using and/or in possession of tobacco or tobacco products, disciplinary action will be taken.
4. Visitors are not permitted to bring into the Center or mail inmates tobacco or tobacco-like products. There is a designated area for tobacco use for visitors. A receptacle has been placed in the front of the building for the use and disposal of used tobacco products.