

## **MARTINSBURG CORRECTIONAL CENTER**

### **INMATE ORIENTATION**

#### **Classification Unit Mission Statement**

The Martinsburg Correctional Center, contributes to the WVDOC Mission by compiling timely and accurate information concerning a newly committed inmate's security classification, medical/mental health status, educational, and other recommended programming needs while serving the sentence mandated by the court. In addition, a comprehensive orientation is provided to each new inmate to assist the offender in navigating successfully through the correctional system.

Martinsburg Correctional Center (MCC) is an Intake Facility primarily concerned with the classification of inmates prior to their transfer to other facilities throughout the state of West Virginia. This facility operates under Direct Supervision through Unit Management, addressing the needs of the individual inmate and provides correctional staff supervision twenty-four (24) hours, seven (7) days a week.

You are at MCC for the purpose of Intake and Classification. We will be determining your custody level, programming requirements and any special needs that you may have. Since we are dependent upon many outside agencies to provide us with information needed to accurately and adequately process your case, the amount of time spent at this facility will vary from person to person. You may notice that persons arriving after you, may, in some cases be processed before you. This could happen for many different reasons. Please be patient and refrain from asking staff members about when you will be processed.

The Intake and Classification Unit is considered to be a Special Housing Unit. Your freedom of movement and communication with family and friends will remain very limited during the period you are here.

You will be restricted to your cells except for scheduled activities where noted. When you enter and leave your housing unit, you are subject to a search. Any contraband found on your person or in your possession will be confiscated and you will be subject to disciplinary action. Any disciplinary action taken against you will be made part of your evaluation and may affect your overall classification scores.

You are expected to cooperate fully in all testing and interview procedures. Failure to do so may result in disciplinary action. The processes functions with your best interest in mind and

fulfill the requirements set forth in Policy Directive #401-01. After the required tests have been administered and scored, the results will become a part of your evaluation and are approved by a licensed psychologist. Social, educational, and criminal histories are taken into consideration. After your entire evaluation is completed and approved by the psychologist, you will be afforded an opportunity to appear before the classification committee.

Once you are classified, you will be available for transfer. Your initial classification status does not take effect until you are transferred to your receiving facility. Depending on your custody level and needs, you could be transferred to one of many facilities within the West Virginia Division of Corrections. Security levels range from Maximum Security to Work Release Centers. The following are facilities within the WVDOC:

Mount Olive Correctional Complex

Huttonsville Correctional Center

St. Mary's Correctional Center

Pruntytown Correctional Center

Denmar Correctional Center

Northern Correctional Facility

McDowell County Correctional Center

Beckley Correctional Center

Charleston Work Release

Huntington Work Release

Anthony Correctional Center

Ohio Correctional Center

Stevens Correctional Center

Parkersburg Correctional Center

This manual provides you with information on various subjects relating to the daily operations of this facility and information on other facilities within the West Virginia Division of Corrections. If you have any further questions regarding this material, please direct them to you Counselor or Case Manager.

### **UNIT TEAM REQUEST FORM**

Unit Team Request forms are the formal means of communication with the counselors, case managers, and unit manager when you have questions or concerns. You will be able to obtain the forms in your housing unit. You must put your complete housing assignment on all unit requests. The unit team will respond to your request within 5 business days.

The following is a list of the classification staff:

Ms. Beeson – Counselor II	Ms. Knotts-Associate Warden of Program
Ms. Lively – Counselor II	Mr. Caldwell– Unit Manager
Mr. Grider – Counselor II	Mr. Seifert – Case Manager

### INITIAL ISSUANCE OF PERSONAL PROPERTY

Upon entering this facility, you are issued Khaki uniforms. All other clothing (excluding DOC issued) is considered contraband and must be mailed home or discarded. The following is a list of properties that are allowed at MCC:

#### Bedding/Linen

Blanket	2 State issue only
Mattress	1 State issue only
Pillow	1 State issue only
Pillow Case	1 White only; state issue only
Sheets	2 White only; state issue only [two (2) sheets]
Towels	4 White only; state issue only
Wash Cloths	4 White only; state issue only

#### Clothing

Coat/Jacket	1 Red; state issue only
Handkerchiefs	3 White only
Laundry Bags	1 State issue only
Pants	3 State issue only
Shower Shoes	1 pr. State issue only
Socks	3pr. White only; state issue only
T-Shirts	3 White only; state issue only
Boxers	3 White only; state issue only

#### Hygiene

Bar Soap	1
Body Lotion	1
Comb	1
Conditioner (including pomade)	1
Denture Adhesive	1 if applicable
Denture Brush	1 if applicable
Denture Container	1 if applicable
Denture Cleaner	1 if applicable
Deodorant	1
Hair Brush	1
Mouthwash	1 Non-alcoholic
Razor	1 disposable, state issued only

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Shampoo		1
Shaving Cream	1	
Soap Dish		1 Clear plastic only
Toothbrush		1 state issued only
Toothpaste		1
<b><u>Medical</u></b>		
Contact Lenses/Case/Solution		1 each
Medical/Dental Prostheses		As medically required
Prescription Glasses		2 Limit one (1) State issue and one (1) personal purchase, tint restricted on personal purchase to 5% (photo lenses only)
<b><u>Miscellaneous</u></b>		
Cup		1 Plastic only; state issued only
Playing Cards		1 Deck
Wedding Band		1 if legally married, no stones
Certificates		Unlimited
Watch, not to exceed \$100 value		1
<b><u>Reading/Writing/Legal Material</u></b>		
Books		2 Library books
Envelopes		1 Box
Greeting Cards		5
Legal Material Personal only;		Current active case only
Legal Pads		1
Magazines/Newspapers/Periodicals		3 Total Personal
Pens		5
Personal Letters		12 Including cards
Program Workbooks		5 DOC, DOE, and College only
Stamps		20 Unused, purchased from Exchange,
<b><u>Religious Items</u></b>		
Bible or Religious Scripture		1
Religious Medallion		
With Chain/Beads		1 Obtained through Chaplain or Exchange Only - not to exceed \$100.00.

**This list includes personal and state issued property.**

State issued undergarments and socks are eligible for exchange after six (6) months; sheets, pillowcases, towels, and wash cloths after one (1) year; shirts, pants, jacket/coats, and blankets after two (2) years and mattresses after three (3) years, or when no longer serviceable.

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## **PROGRAMS**

You are encouraged to communicate with your counselor or case manager. You may request to speak to them by completing a Unit Request form. Unit Request can be located in the hanging basket located in each section.

Programming at MCC consist of you classification testing and interviews. We currently do not offer educational or social programs. You may request information on programs offered at other facilities from your counselor.

## **UNIT SCHEDULE**

Each inmate will have a minimum of 1 hour daily recreation. This applies after you have completed your 72 hour lock down period. Recreation schedules are subject to change at any time. Outside recreation will be offered at least once a week depending on weather conditions. Schedules for outside recreation are posted in each section.

Access to showers, television and phones is available during scheduled recreation time only.

Medical staff makes a pill call in each section twice a day, morning and evening.

Meals are eaten in your cell unless otherwise directed. You must be properly dressed when you line up for you meal tray. Meals are served at approximately, 0600, 1100, and 1600 hours.

## **LOCK-DOWN**

During your first 72 hours, in this facility, you will be in a lock-down status. This applies to all services including phones, commissary and recreation. You will have the opportunity to shower after the first 48 hours.

## **CELL DOOR**

All cell doors at MCC will be closed and secured at all times.

Your cell is equipped with lights. During day time hours you are generally free to operate your lights as you please. There will be periods when all cell lights will be ordered on or off. Do not tamper with or attempt to alter the cell lights. You must follow orders from the officers concerning your lights.

To use you sink, simply push the desired button. Hot water is on the left and cold is on the right. The cell toilet is used as any other standard toilet fixture.

Your cell is equipped with modern fire detection and suppression system. Tampering with and/or causing a false alarm with result in four things:

1. YOU WILL GET WET
2. YOUR PROPERTY WILL GET WET
3. YOU WILL RECEIVE DISCIPLINARY ACTION
4. YOU WILL BE RESPONSIBLE FOR ALL COST OF REPLACEMENT AND REPAIRS AS NECESSARY FOR DAMAGE DONE TO YOUR CELL AND THE FIRE SUPPRESSION EQUIPMENT.

You have a built in shelf, desk, bed, and clothing hooks. Any attempt to alter, destroy or use other than their intended purposes will result in disciplinary action.

All cells and sections are equipped with emergency call boxes. These are to be used for emergencies *only*. They are not to be used to ask officers for the time, to change a TV channel etc.

### **COUNTS**

When conducting counts, Officers must see living, breathing flesh. If they cannot see flesh, you will be awakened. During standing count, you must be dressed, at your doors, with your ID. You must remain there until release by the Count Officer. Standing counts are conducted at 0500 and 1730 hours, or as deemed necessary for the safety and security of the facility. Do not attempt to resolve issues or make request to Officers during count times. Failure to follow count procedure can result in disciplinary action.

### **MEALS**

All meals will be eaten in your cell unless otherwise instructed. If you have a special diet request, you must submit an Alternative Meal Request (this must be approved by medical staff) or a Religious Diet Request (this must be approved by the Religious Coordinator).

### **FUNDS**

Any money, money orders, or checks brought into the facility by another institution or inmate will be secured with a receipt and posted to your internal account. Inmates at MCC are not allowed to possess or carry cash. Money may be placed into your account through money orders only and received only through the mail. Money orders are not to exceed \$100.00 in total value, in any combination, in a 24 hour period.

**NOTE: An indigent inmate is one whose account balance remains below \$5.00 (five dollars) for a calendar month. (ex: Jan 1 – Feb 1) Therefore, an inmate cannot be considered for indigence until he has completed a calendar month at MCC.**

## **MAIL**

**Mail services will be available Monday – Friday, excluding State and Federal holidays. Mail will be picked up and delivered once daily. If you attempt to send or receive contraband in the mail, the contraband items, envelope and mail will be confiscated as evidence. You will be issued an S-1 Evidence/Property Seizure Report that lists all the items that have been confiscated. All incoming and outgoing mail is subject to search and inspection.**

**You can correspond with other inmates located in facilities inside/outside of the state of West Virginia and federal facility with written approval of the Wardens of the sending and receiving facilities. When requesting this service, submit a unit request to our Warden stating the name of the inmate you wish to talk to, their location, and their relationship to you i.e. brother, sister, mother, friend etc. Under no circumstances are you allowed to correspond with inmates housed in regional jails.**

**Do not order new newspaper or magazine subscriptions while you are at MCC. These items are considered 3<sup>rd</sup> class mail and cannot be forwarded according to federal postal regulations. If you have existing subscriptions it is your responsibility to contact the publisher to have your subscription put on hold or to change the mailing address. You will not be allowed to receive any packages while at MCC.**

**As outlined in Policy 503.03 (Pornographic Material and Paraphernalia) you are not allowed to be in possession of obscene pornographic material. You may request to view a copy of this policy for more information.**

**All written communication and letters which are not privileged mail is to be considered general correspondence.**

**Legal Mail is any correspondence to or from an inmate and his/her attorney of record. Such correspondence must clearly state "legal mail" on the envelope or must clearly indicate that it is from the inmate's attorney of record.**

**Privileged mail is correspondence to a specified class of people and organizations including but not limited to the following: courts, counsel, officials of WVDOC, state or local Chief Executive Officers, administrator designee of WVDOC Inmate Grievance System, and members of the**

West Virginia Board of Probation and Parole. Staff, in the presence of the inmate, will be allowed to inspect outgoing privileged mail for contraband before it is sealed.

Any mail that you send must have your return address that includes your full name, your DOC number, your housing assignment and your housing facility and address.

Upon your immediate intake at MCC, you will be provided with 3 (three) stamps and envelopes, 1 (one) legal pad, and 1 (one) flex pen with black ink. Any supplies needed after that must be purchased from commissary.

The mailing address for this facility is:

**Martinsburg Correctional Center (MCC)**

**38 Grapevine Rd**

**Martinsburg, WV 25405**

### **PHONE PROCEDURES**

You will have access to public telephones in the dayroom to make collect call to individuals that are on your phone list. You will not be allowed to place three way calls, conference calls, credit card calls, or any other calls of this nature. You may be prohibited from calling specific numbers upon request from the person whose name the phone is listed. The Correctional Hearing Officer or Disciplinary Committee may withdraw telephone privileges for just cause. Any additions or deletions to your phone list may be made by completing an Inmate Telephone Change form and submitting to the Unit Team. It must include your name, housing assignment, the name, phone number, and relationship of the person you wish to add.

If your friends or family have billing questions or wish to arrange for pre-paid minutes, they must contact the service provider directly: Global Tell Link (GTL) 1-877-650-4249.

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

### **COMMISSARY**

Once you're off your initial 72 hour lockdown status, you may be allowed to order a certain number of items from commissary. The items will be delivered to your cell. You will be allowed to order from commissary once each week. Currently, orders are placed on Sundays and delivered on Wednesdays after 1700 hours. You will turn your completed order form into the officers with your dinner trays. You will be allowed to order no more than \$10.00 worth of

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items each week. There will be limitation on the amount of each item you are allowed to order. Items available for purchase through the commissary will be posted in each section. It is your responsibility to purchase hygiene items when you have funds available. Commissary items cannot be taken with you to your next housing facility. (Policy 400.03)

### **INDIGENT PACKAGES**

An inmate who is considered indigent does not need to submit a request to receive an indigent package. A list of indigent inmates is automatically generated through the Business Office. MCC will replace hygiene items (All-In-One and toothpaste) approximately twice a month for those inmates. Your deodorant is expected to last for the duration of your stay. Indigent inmates will be supplied with 3 stamps, 3 envelopes and 5 sheets of paper after being considered indigent for 30 calendar days.

### **LAW LIBRARY**

You will be able to research and print legal material through a CD-ROM program. Once printed, material will be distributed to the inmate. The inmate will submit a voucher to MCC to pay for each page of reference material he requested. The voucher will reflect the total amount necessary to cover the charge of ten cents (.10¢) per page. You must submit your request on a Law Library Request form. Be advised that the information for your specific case is not available. We currently do not provide typewriters or access to the internet.

### **READING LIBRARY**

You will be allowed to keep in your possession, in any combination, up to 3 (three) personal books, newspapers, or magazines that you may have brought to MCC with you. This amount does not include your basic religious text. (ex: a Bible or a Quran) In addition to your personal reading material, you will be allowed to borrow up to a maximum of 3 books at a time from the library. The library cart makes rounds every weekend. Before you will be allowed to borrow new books from the library, you must return your previously borrowed books. Books are borrowed on a first come, first serve basis. You may be able to submit a request for a book that is not available on the library cart, such as religious based books. Inmates cannot pass books with other inmates. Inmate may not leave books in the dayroom for others to pickup.

### **DRESS CODE, GROOMING, HYGIENE**

You are to be fully clothed. This is to include: shoes, socks, boxers, khaki pants, t-shirt, khaki shirt, and your ID, whenever you exit your cell. When you are going to and from the shower your full uniform is required.

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You will be required to maintain a well groomed appearance while you are here at MCC. Your hair length will not exceed the top of your collar or ears, be no more than three (3) inches on the top (there is no minimum), be kept neat and clean. It will have a tapered appearance and cannot be blocked. You are not permitted to have corn rows, plaits, mohawks, or designs, etc into your hair. Side burns will not be flared nor will they extend below the bottom of the ears. Due to your short stay here at MCC the only haircut you will receive is during your initial intake.

All inmates are required to shower a minimum of three (3) times a week. It is your responsibility to ensure you have adequate hygiene supplies. Indigent inmates will have an opportunity to have their hygiene items replaced approximately twice a month.

You are required to shave on a daily basis. No facial hair of any kind is permitted. Failure to shave daily will result in disciplinary action. Any request for a shave pass must be submitted and approved through the Medical Department. If you are granted a shave pass, you must keep it on your person at all times.

### **GRIEVANCES**

Grievance forms will be made available from staff and in the law library. A grievance will be submitted to the Unit Team. The forms will be numbered and recorded by the Unit Team before they will be submitted to the appropriate department for reply. As per Policy Directive 335.00, you have 15 days from the date of the incident to file a grievance and can only file a grievance for one issue at a time. Your grievance will be answered within five (5) business days. If you wish to appeal the grievance to the Warden (G2), initial the form in the appropriate area and resubmit the form. If you wish to appeal the Warden's decision to the Commissioner of Corrections, you will be responsible for sending your grievance to the Commissioner's office.

### **VISITATION**

You will not be permitted visitors while at MCC. If circumstances warrant and you are here for more than 90 days, arrangements may be made for visitation.

### **RELIGIOUS SERVICES**

This facility does not have a full time chaplain on staff. You may request individual session with a reverend by submitting a Unit Request. Religious services for classified inmates are scheduled every Sunday from 0900-1000 hours. Services for unclassified inmates will be scheduled from 1000- 1100 hours. In order to attend services you must submit a Unit Request by 1500 hours on Thursdays. You will be expected to follow classroom rules while attending services.

## **LAUNDRY**

The laundry schedule will be posted in the unit. It is your responsibility to be aware of the schedule for your housing unit.

## **RECREATION**

You will be on a lock-down status for 72 hours (3 days) upon your immediate intake at MCC. You will not have recreation during that time. After your lock-down period, you will be given at least one (1) hour of recreation daily as required by policy directive. A schedule of outside recreation will be posted in each section. Recreation schedules are subject to change without notice.

## **CELL DOORS**

All cell doors are to remain secured at all times. There will be no cell-to-cell visiting. If your cell assignment is on the bottom tier you are not permitted to be on the top tier. At NO TIME will an inmate enter another's cell. The food slot (bean hole) will only be opened for the express purpose of feeding, delivering property, medical services, or as necessary to deliver items to the inmate. Trading or passing any type of property between cells/inmates is prohibited.

## **MENTAL HEALTH**

Mental health services are available at MCC. If you are in need of mental health services, fill out a unit request form. Be sure to include the reason you are seeking mental health services (i.e. depression, anxiety, mood swings, etc...) when filling out the unit request form. You will meet with the psychological assistant at MCC and may be referred to a psychiatrist for medication or a psychologist for group therapy. If you enter MCC, while on psychiatric medications, you will automatically meet with the psychological assistant and then with a psychiatrist.

## **MEDICAL SERVICES**

Be aware that co-pays are charged for many medical services. **NO INMATE WILL BE REFUSED MEDICAL SERVICES DUE TO AN INABILITY TO PAY.** A fee schedule is available in the Division Orientation Manual and upon request. A nurse will be in the pods daily to make rounds. If you have any health related issues, you may direct it to the nurse at that time. If needed, you will be required to complete a Sick Call slip to set an appointment to see the medical staff. You

must be dressed and present your ID to receive medication at pill call. You will go directly to the pill cart. You will immediately return to your cell when you are finished. While in line for med pass, you are not permitted to talk amongst yourselves or to others who are in their cells. An officer will announce the arrival of medical staff. If you do not abide by these rules when receiving your medication you will be subject to disciplinary action as outlined in policy 325.00.

### **FINANCIAL RESPONSIBILITY**

Per Policy Directive 111.06 (Financial Responsibility Program for Inmates) the warden/designee of your receiving facility shall deduct from your earning legitimate court-ordered financial obligations. The warden/designee shall also deduct child support payments from your earnings. The formula for the distribution of your income shall include a percentage deduction not to exceed 40% in aggregate for any court ordered victim restitution, court fees, and child support obligation owed under a support order, including an administrative fee not to exceed a dollar, consistent with the provisions of state code to support the Division of Correction's administration of this financial service. If you have any of these obligations you will receive a letter shortly after your arrival at MCC informing you of what type of fees you are responsible for.

If you owe child support and you wish to apply for a modification, please submit a unit request to your counselor. We will provide you with the appropriate forms.

**\*\*\* NOTE: ALL RULES AND TIMES LISTED IN THIS MANUAL ARE SUBJECT TO CHANGE. \*\*\*\*\***

### **INTAKE AND CLASSIFICATION UNIT CLASSROOM RULES**

All inmates will be required to adhere to the Education Department classroom rules and procedures during the Classification process and while attending programs at other facilities. These include:

1. Follow haircut, shave and dress code requirements.
2. No eating or drinking in the classroom.
3. No disruptive behavior in the testing areas.
4. Cheating, sleeping, and inattentiveness in the classroom will not be tolerated.

**THE FOLLOWING RULES WILL BE ADHERED TO THROUGHOUT THE FACILITY**

1. Inmates will follow all verbal and non verbal commands given by staff.
2. Inmates will keep their cell doors closed and secured at all times.
3. There is no visiting or speaking through cell doors.
4. No inmate is permitted to be in another's cell. If you are past the door frame you will be considered inside the cell.
5. Only inmates assigned to the top tier will be allowed on the top tier. You are not permitted to loiter on the top tier during recreation hours.
6. All inmates must shower a minimum of three times a week to maintain good hygiene. You must shower on your assigned tier.
7. When going to and from the showers, you must be properly clothed as outlined in WVDOC policy.
8. When leaving your cell, you must be clean shaven, properly dressed and have your DOC ID on your person. Properly dressed includes your shoes, socks, pants, t-shirt, khaki shirt, boxers, and your pants must be worn at your waist.
9. All personal garbage will be removed from your cell on a daily basis. You are required to keep your cell in a clean, neat, orderly appearance and ready for inspection at all times.
10. You will have your bed made, and ready for inspection by 0700 hours.
11. You are not allowed to be in your bed, under covers from 0800-1600 hours, unless you have a sick slip from Medical. You must go through the Medical department for a medical exemption.
12. During med pass you must line up in a neat, orderly fashion, there will be no talking in line and you must be properly dressed. You will go directly to the pill cart and immediately return to your cell when you are finished.
13. You are required to consult with your assigned counselor in addressing all issues except for classification issues.
14. You must consult with your Case Manager on program and classification issues.
15. You will not paste, tape or hang anything from your cell walls, ceilings, vents, doors, or windows.
16. You will not tamper with, cover, or smoke your cell lights in any fashion.
17. You will keep your voice at a normal volume at all times. Any yelling or loud behavior is not acceptable.
18. There is no throwing of any items.
19. You are not allowed to have a clothesline in your cell or in the Unit.
20. It is your responsibility to maintain allowable property limits. Property exceeding allowable limits is considered contraband.
21. No horseplay of any kind.

22. You are not allowed in staff or unit offices without permission.
23. You cannot be in the janitor's closet, or supply closets without staff approval.
24. You cannot store cleaning supplies, buckets, brushes, spray bottles or excessive hygiene supplies.
25. You may have a maximum of 1 ½ rolls of toilet paper in your cell. You are required to hand in your empty roll to receive a new roll.
26. You are not allowed to change cell assignments.
27. Do not share you telephone pin numbers with another inmate.
28. You can not be in or pass any red zones without staff approval.
29. There is no interaction between classified and non classified inmates. RE: talking at cell doors, passing notes.

Failure to comply with the written rules and regulations while you are at Martinsburg Correctional Center, or any other WVDOC facility can and will result in disciplinary action as outlined in policy 325.00. Policy 325.00, Discipline of Inmates, outlines the various levels of offenses ranging from Class I to Class III and the possible sanctions that each can incur. The Hearing Officer will schedule a hearing for any Inmate accused of a violation.

# Martinsburg Correctional Center

## Receipt of Orientation Material

Inmate Name: \_\_\_\_\_ DOC# \_\_\_\_\_

Received at MCC: \_\_\_\_\_ Received From: \_\_\_\_\_

Ethnicity:      White              Black              Hispanic              Other: \_\_\_\_\_

**I do hereby verify that the following is true and accurate. I have been issued and/or have in my possession the following items:**

- \_\_\_ One (1) mattress
- \_\_\_ One (1) pillow
- \_\_\_ One MCC Intake Orientation Packet, including policy 325.00 Discipline of Inmates
- \_\_\_ One (1) telephone number submission list
- \_\_\_ One (1) notification of Attorney of Record
- \_\_\_ I have received written, verbal and/or multimedia information on PREA.
- \_\_\_ Received one PREA pamphlet

I can    cannot    read or write.

If I cannot read, I have been given an opportunity to have a counselor read these documents to me. I accept \_\_\_ decline \_\_\_ this opportunity.

\_\_\_\_\_  
Inmate signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

West Virginia Division of Corrections  
Authorization for Release of Information and Consent for Treatment

**Inmate Name:** \_\_\_\_\_

**DOC#:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**SS#:** \_\_\_\_\_

I hereby authorize the medical, mental health and education departments to provide the WV Division of Corrections a copy of mental health screenings, assessments, comprehensive psychological evaluations, and psychological/achievement testing completed in order to assist with the following areas:

- Housing Assignments
- Daily Management
- Parole Hearings
- Classification Hearings

Psychiatric and Psychological Evaluations may be conducted via tele-psych. The provider will review the process of the appointment and follow up verbally at the time service is delivered.

By signing this form, you are acknowledging you were made aware that there are limitations to your confidentiality in any and all contact with mental health professionals during your incarceration. Mental health staff may be required to function in a dual role due in contexts that involve safety, security, wrongful behavior, and duty to warn. Threat assessment, risk management/mitigation, and fitness & competency assessment responsibilities that mental health professionals carry out are responsibilities included in this dual role.

This authorization shall remain in full force and effect until withdrawn in writing by me. I hereby release and agree to hold the provider harmless from any and all liability that may result from such release of information.

**Inmate Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Staff Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

THE INFORMATION REQUESTED IS RECOGNIZED AS CONFIDENTIAL AND WILL BE USED AS INDICATED ABOVE.

Effective Date:

Original – Medical Legal File  
Copy – Classification File



West Virginia Division of Corrections  
Authorization for Release of Information and Consent for Treatment

**Inmate Name:** \_\_\_\_\_

**DOC#:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

**SS#:** \_\_\_\_\_

I hereby authorize the medical, mental health and education departments to provide the WV Division of Corrections a copy of mental health screenings, assessments, comprehensive psychological evaluations, and psychological/achievement testing completed in order to assist with the following areas:

- Housing Assignments
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This authorization shall remain in full force and effect until withdrawn in writing by me. I hereby release and agree to hold the provider harmless from any and all liability that may result from such release of information.

**Inmate Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Staff Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

THE INFORMATION REQUESTED IS RECOGNIZED AS CONFIDENTIAL AND WILL BE USED AS INDICATED ABOVE.

Effective Date:

Original – Medical Legal File  
Copy – Classification File

**WEST VIRGINIA DIVISION OF CORRECTIONS**

**Authorization and Consent to Release**

**All Medical Records and Medical Information**

I, (print your name) \_\_\_\_\_, being competent, eighteen (18) years of age or older, and dully authorized, do willfully and voluntarily authorize the release of all medical records and medical information, including any information on substance abuse without restriction to:

**Martinsburg Correctional Center**

**38 Grapevine Rd**

**Martinsburg, WV 25405**

**Inmate Signature:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE: If the inmate is a minor or otherwise incapacitated, law requires that the legally authorized guardian or custodian authorize or consents to the release of such medical information.**

# WEST VIRGINIA DIVISION OF CORRECTIONS

## General Property Release

Inmate name: \_\_\_\_\_

DOC# \_\_\_\_\_

The West Virginia Division of Corrections (WVDOC) allows me to have and use property other than that issued by the State of West Virginia. In return for these privileges, I release WVDOC and its employees from relating to the loss, damage, or disappearance of property which I obtained through trade, barter, gambling, or any other inmate exchanges and/or the violation of institutional rules as explained in Policy Directive 325.00 Discipline of Inmates, of which I have received a copy.

I release the WVDOC and its employees from any responsibility for loss, damage, or disappearance of my property which results from any escapes in which I am involved.

The WVDOC and its employees will be responsible for the loss, damage, or disappearance of my property only when I am transferred to the hospital, out-to-court, segregation, or any other situation in which I will be away from my assigned living area for more than twenty-four (24) hours. The DOC and/or its employees will only be responsible for the fair value of my property and not the replacement value.

When I am transferred to another living area, my property will be inventoried in my presence. In case of any emergency/medical/psychiatric/security/court appearance situation, the inventory will be witnessed by another staff member, and I will be able to accept the inventory or object to it through the inmate grievance procedure.

The WVDOC and/or its employees will only be responsible for property that appears on the inventory when the WVDOC and/or its employees are negligent in the loss, damage or disappearance of my property. I will be allowed to inspect my property when it is returned to me and make objections regarding its conditions or presence.

If I either refuse to sign the inventory indicating its correctness or refuse to submit my objections in writing through the inmate grievance procedure, I release the WVDOC and its employees from all responsibility for my property.

\_\_\_\_\_  
Inmate signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

WEST VIRGINIA DIVISION OF CORRECTIONS

Veteran's Information Form

Inmate Name: \_\_\_\_\_

DOC: \_\_\_\_\_

Is Inmate a Veteran: \_\_\_\_\_ YES

\_\_\_\_\_ NO

If Yes, please continue

Service Number: \_\_\_\_\_

STATION

DATES

DUTIES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specialized Military Training: \_\_\_\_\_

Status and Condition of Discharge: \_\_\_\_\_

\_\_\_\_\_  
Inmate signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date

**MARTINSBURG CORRECTIONAL CENTER**

**38 GRAPEVINE RD**

**MARTINSBURG, WV 25405**

**NOTIFICATION OF ATTORNEY OF RECORD**

**Inmate Name:** \_\_\_\_\_

**DOC:** \_\_\_\_\_

**The following is/are my attorney(s) of record:**

**Attorney Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Attorney Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**I attest that I understand that I will be required to submit a new form to my Unit Team within 24 hours if any of the above information should change.**

## MARTINSBURG CORRECTIONAL CENTER

### Limits of Confidentiality

The mental health and medical staff provide reports to Martinsburg Correctional Center. Material from your mental health file may be reviewed by the treatment staff in order to accurately prepare these reports.

The mental health, medical, and counseling staff want you to feel comfortable in discussing your personal concerns; however, you need to be aware of special situations in which confidentiality may be limited.

Treatment staff encourages all group members to follow instructions to keep anything said during group sessions to themselves, we cannot guarantee that information discussed during groups will not be shared by other group members. You need to be aware that confidentiality leaks can happen. Inmates found to be sharing information from the group with others could be removed from the group.

Safety and security are very important in prison. To ensure the safety of everyone, mental health staff, medical staff and counseling staff must report situations which could be harmful to yourself, others; a threat to the safe, orderly operation of the facility, such as but not limited to:

1. Escape Planning
2. Planned Violence towards self or others
3. Risk of Suicide
4. Hunger Strikes
5. Inappropriate Relationships with Staff
6. Child Abuse
7. Details of Unsolved Crimes

I have read the information above and have been given the opportunity to ask questions about the Limits of Confidentiality.

---

Inmate signature

---

Date

---

Witness signature

---

Date

WEST VIRGINIA DIVISION OF CORRECTIONS

Immediate Family Form

Inmate Name: \_\_\_\_\_ DOC: \_\_\_\_\_

I do hereby declare that the below listed individuals are members of my immediate family  
(parents, legal guardian, wife, ex-wife, children, step-children, siblings, etc.)

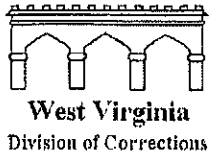
NAME	AGE	ADDRESS	RELATION/MARRIED DATE

\_\_\_\_\_  
Inmate signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date



**MARTINSBURG CORRECTIONAL  
CENTER**



JIM RUBENSTEIN, Commissioner  
SCOTT PAUGH, Warden

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38 Grapevine Rd.  
MARTINSBURG, WEST VIRGINIA 25403  
PHONE: (304) 267-0156  
FAX: (304) 267-0198

**Certificate of Understanding on  
PREA Education**

I, \_\_\_\_\_ do hereby acknowledge that I have  
Print Name  
watched and understand all information that was presented to me in the video "Speaking Up:

Discussing Prison Sexual  
Assault"

\_\_\_\_\_  
Signature & DOC Number

\_\_\_\_\_  
Date



### **Handout for New Intakes**

Mental Health Services are available at Martinsburg Correctional Center (MCC) as well as in all other WVDOC correctional facilities. The goal at MCC is classification, however, mental health services can be initiated at MCC as needed. A mental health professional will meet with you upon intake to explain services that are available which will include the following:

#### **Introduction of Mental Health Services and “What to expect at MCC”**

1. If you are currently prescribed psychotropic medications, you will be scheduled for an appointment with a psychiatrist
2. You will also go through an intake process to include an interview with a psychologist to determine your level of service needs.
3. Depending on the interview with the psychologist, you may be referred for an additional screening and assessment.
4. Upon completion of the mental health assessment and/or psychological evaluation, you will be classified to determine your facility assignment.
5. In addition, you can also submit a unit request form to request an individual or group counseling session with mental health staff.

**SEE NEXT PAGE FOR ADDITIONAL SERVICES**

**You can refer yourself to receive the following individual/group counseling services:**

- 1. Adjusting to Incarceration-** Normalize and learn to cope with adjustment issues for new inmates in the WVDOC.
- 2. Understanding Mood Disorders and Mood Change –** Develop understanding of the basic difference between sadness and depression and when to seek help.
- 3. Continuing Mental Health Service-** Introduce and educate inmates on the importance of continuing mental health services in their next facility and/or the community.