

West Virginia Division of Corrections and Rehabilitation Policy Directives

| No. | Topic | Effective Date |
|-------------------------------|--|-------------------|
| BPJ – 102 | Inmate Handbook for Jails | 03 April 2023 |
| SCRJ Handbook | South Central Regional Jail (SCRJ) Handbook | November 2023 |
| 100.00 | Written Instructions | 15 March 2019 |
| 101.00 | Purpose and Mission | 17 August 2020 |
| 101.01 | Standards/Expected Practices and Accreditation | 02 August 2023 |
| 101.02 | Citizen Advisory Board | 01 August 2020 |
| 105.00 | Information Technology | 08 November 2023 |
| 105.08 | Records Management Program | 29 October 2021 |
| 105.09 | Procurement of Technology Resources - Amended | 08 October 2021 |
| 108.00 | Media Contact | 14 October 2022 |
| 108.01 | Freedom of Information Act (FOIA) Requests | 01 February 2021 |
| 109.00 | Lawsuits and Legal Proceedings | 26 October 2020 |
| 109.04 | Evidence Preservation | 25 September 2023 |
| 110.00 | Political Activities | 01 December 2019 |
| 111 | Training and Employee Development | 01 January 2019 |
| 111.03 | Fiscal Control | 25 September 2020 |
| 111.04 | Purchasing Card (P-Card) Program | 31 August 2020 |
| 111.06 | Financial Responsibility Program for Inmates/Residents | 01 December 2023 |
| 111.07 | Jail Processing Fee | 25 September 2020 |
| 111.08 | Medical Holding Accounts for Work Release Inmates | 12 October 2020 |
| 112.00 | Budgetary System | 19 October 2020 |
| 115.00 | Workers' Compensation & Return- to- Work Program | 16 August 2023 |
| 117.01 | Inmate Rent Collection | 01 April 2022 |
| 117.03 | Mandatory Savings | 01 December 2020 |
| 118.00 | Jail Per Diem Costs | 02 August 2023 |
| 120.00 | Grant Application, Approval and Management | 01 September 2019 |
| 121.00 | Financial Audits | 12 October 2020 |

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| 122.00 | Purchasing Guidelines | 01 August 2020 |
| 122.01 | Asset Management | 01 December 2020 |
| 122.03 | Purchase Award Protest | 15 June 2019 |
| 122.04 | Purchasing from Correctional Industries | 01 April 2022 |
| 122.10 | Receiving & Inspection of Commodities or Services | 19 October 2020 |
| 126.00 | Commissary Services | 21 February 2024 |
| 127.00 | Inmate/Resident Benefit Fund | 01 August 2020 |
| 127.01 | Trustee Accounts | 29 October 2021 |
| 129.00 | Code of Conduct and Progressive Discipline – Listed Under Restricted | 08 August 2022 |
| 129.03 | Reporting Arrests and Domestic Violence Protective Orders by Employees | 25 September 2020 |
| 129.04 | Banning Individuals from DCR Grounds/Facilities | 05 October 2023 |
| 129.06 | Hours, Schedules, and Overtime | 01 June 2023 |
| 129.07 | Employee Grievance Procedure | 29 November 2021 |
| 129.08 | Leave Usage | 01 December 2020 |
| 129.09 | Leave Misuse | 01 December 2020 |
| 129.10 | Employee Awards | 15 June 2019 |
| 129.12 | Uniform and Grooming Standards – Listed Under Restricted | 01 September 2021 |
| 129.15 | Severance Pay | 01 August 2020 |
| 129.16 | Employee Exit Interviews | 01 September 2022 |
| 129.18 | Telework | 09 November 2022 |
| 129.20 | Employee Identification (ID) Cards | 05 October 2023 |
| 129.22 | Inmate/Resident Services Prohibited | 21 June 2023 |
| 129.23 | Dress Code for Non-Uniformed Staff - Listed Under Restricted | 29 August 2022 |
| 129.24 | Employee and Inmate/Resident/Parolee Interaction Guidelines | 01 February 2020 |
| 131.00 | Prohibited Workplace Harassment | 19 October 2020 |
| 131.01 | Equal Employment Opportunity and Affirmative Action | 14 December 2020 |
| 131.02 | Probationary Period | 19 April 2023 |
| 132.00 | Non-Uniform Promotion Guidelines | 17 April 2024 |

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| 132.02 | Correctional Officer Promotion | 17 April 2024 |
| 133.00 | Correctional Officer Reallocation | 01 December 2020 |
| 135.00 | Pre-Employment Processing | 14 December 2023 |
| 135.01 | Temporary Employees | 07 October 2022 |
| 135.02 | Salary Requests | 14 December 2023 |
| 136.00 | Tobacco Free Workplace | 25 September 2020 |
| 137.00 | Drug and Alcohol-Free Workplace | 19 April 2023 |
| 138.00 | Employee Performance Appraisals | 01 January 2024 |
| 139.01 | Travel Approval and Reimbursement | 06 September 2023 |
| 140.00 | Personnel Records | 19 October 2020 |
| 141.00 | Code of Ethics | 01 August 2020 |
| 141.01 | Nepotism | 01 August 2020 |
| 141.03 | Other Employment & Certain Volunteer Activities | 29 August 2022 |
| 142.00 | Release of Information from an Inmate's/Offender's Record | 26 July 2021 |
| 142.01 | Release of Inmate/Offender Healthcare Records | 26 July 2021 |
| 143.00 | Employee Assistance Program | 06 March 2023 |
| 146.00 | Confidentiality | 13 March 2024 |
| 147.00 | Honor Guard | 16 May 2022 |
| 148.01 | Physical Agility Testing for Correctional Officers | 01 June 2021 |
| 151.00 | Offender Records | 01 January 2024 |
| 151.02 | Good Time Restoration | 26 July 2021 |
| 151.06 | Good Time Computation | 14 December 2023 |
| 151.07 | Time Sheets | 06 September 2023 |
| 152.01 | Research Activities | 12 October 2020 |
| 152.03 | Offender Information System (OIS) Access | 16 August 2023 |
| 153.00 | Volunteer Program | 14 December 2023 |
| 154.00 | Internships | 21 December 2022 |
| 200.00 | Physical Plant | 06 September 2023 |
| 202.06 | Single-Occupancy Cells/Rooms | 01 June 2021 |

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| 300.00 | Security Manual – Listed Under Restricted | 08 March 2021 |
| 301.00 | Control Center – Listed Under Restricted | 08 March 2021 |
| 303.00 | Shift Logs – Listed Under Restricted | 08 March 2021 |
| 303.01 | DCR Corrections Emergency Operations Center | 08 September 2020 |
| 303.03 | Administrative Duty Officer | 01 August 2020 |
| 304.00 | Patrols and Inspections - Listed Under Restricted | 15 September 2022 |
| 305.00 | Inmate/Resident Count | 17 August 2020 |
| 305.02 | Juvenile Facility Security Checks & Direct Supervision | 02 August 2023 |
| 306.02 | Transportation of Residents and Inmates – Listed Under Restricted | 15 February 2020 |
| 306.03 | Hospital and Medical Appointment Security Post – Listed Under Restricted | 15 June 2019 |
| 307.00 | Control/Restraints – Listed Under Restricted | 19 April 2023 |
| 307.01 | Juvenile Use of Force & Restraints - Listed Under Restricted | 02 August 2023 |
| 308.00 | Contraband Control & Preservation of Physical Evidence | 15 June 2022 |
| 308.03 | Drug Testing | 15 December 2021 |
| 308.06 | Alcohol Abuse Testing | 15 December 2021 |
| 308.12 | X-Ray Scanning Machines | 01 February 2020 |
| 308.13 | Full Body Security Scanning System | 01 August 2022 |
| 309.00 | Key Control – Listed Under Restricted | 15 February 2021 |
| 310.00 | Tool Control | 01 June 2022 |
| 311.00 | Entrance Security Contraband Interdiction | 01 June 2021 |
| 311.06 | Workplace Security | 01 January 2022 |
| 312.03 | Incident Reports | 26 July 2021 |
| 313.03 | Firearms, Non-Lethal Weapons and Security-Related Equipment - Listed Under Restricted | 06 March 2023 |
| 314.03 | Canine Unit – Listed Under Restricted | 15 February 2021 |
| 314.06 | Positive Indication by a CDS Canine - Listed Under Restricted | 15 June 2022 |
| 315.00 | Fire Safety | 15 September 2022 |
| 315.03 | Meetings with Local Supporting Agencies | 15 May 2019 |
| 315.04 | Safety Program | 01 June 2022 |

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| 316.00 | Flammable, Toxic & Caustic Materials | 16 August 2021 |
| 317.01 | Radio Communications – Listed Under Restricted | 29 October 2021 |
| 318.00 | Emergency Response Plans – Listed Under Restricted | 30 April 2021 |
| 318.02 | Employee Work Stoppage – Listed Under Restricted | 30 April 2021 |
| 318.04 | Continuity of Operations Plan (COOP) – Listed Under Restricted | 30 April 2021 |
| 318.05 | Bomb Threats – Listed Under Restricted | 26 July 2021 |
| 318.06 | Drone/Small Unmanned Aircraft System (sUAS) Sightings/Intrusions – Listed Under Restricted | 26 July 2021 |
| 320.00 | Body Armor | 18 April 2022 |
| 321.00 | Special Operations – Listed Under Restricted | 10 March 2023 |
| 322.00 | State Vehicle Operation and Fleet Coordination – Listed Under Restricted | 01 August 2020 |
| 322.01 | Superintendent’s Take Home Vehicle Program – Listed Under Restricted | 06 March 2023 |
| 323.00 | Hostage Situations, Riots & Major Disturbances – Listed Under Restricted | 26 April 2021 |
| 324.00 | Escape Procedures - Listed Under Restricted | 15 June 2022 |
| 325.00 | Discipline of Inmates | 01 September 2021 |
| 325.02 | Computer Access by Inmates/Residents | 26 July 2021 |
| 325.07 | Juvenile Resident Discipline | 15 November 2019 |
| 325.08 | Unit Behavior Management Process | 01 September 2021 |
| 326.00 | Segregation Units (Administrative & Punitive) | 21 December 2022 |
| 326.03 | Special Management Status | 21 December 2022 |
| 326.04 | Juvenile Specialized Housing | 15 November 2019 |
| 328.00 | Access to Courts and Counsel | 30 April 2021 |
| 329.00 | Law Libraries | 29 October 2021 |
| 331.00 | Inmate/Resident Media Access | 12 October 2020 |
| 331.01 | Consular Notification Process | 14 May 2021 |
| 331.02 | Transfer of Inmates Under Federal Treaty | 14 May 2021 |
| 334.01 | Grooming & Personal Hygiene Standards for Inmates/Residents | 15 July 2022 |

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| 335.00 | Inmate Grievance Procedure | 27 May 2022 |
| 335.02 | Juvenile Resident Rights & Grievance Procedures | 08 August 2022 |
| 336.00 | Human Trafficking | 01 November 2019 |
| 400.00 | Admission and Orientation | 21 June 2023 |
| 400.01 | Admission Procedures at Jails & Short-Term Holding Facilities | 03 April 2024 |
| 400.02 | Inmate Photographs & Identification (ID) Cards | 03 April 2024 |
| 400.03 | Inmate's Property (Personal & State-Issued) | 29 August 2022 |
| 400.04 | Medical Receiving Screening at Jails & Short-Term Holding Facilities | 01 February 2021 |
| 400.05 | LiveScan Device Usage | 26 July 2021 |
| 401.00 | Prohibition on Committing Juveniles to Adult Facilities | 02 August 2023 |
| 401.01 | Classification Guidelines | 01 July 2022 |
| 401.03 | Young Adult Offender Classification | 16 August 2023 |
| 401.05 | Selection Criteria for Specific Facilities | 13 March 2024 |
| 401.13 | Special Attention & Special Needs Alerts | 29 August 2022 |
| 401.15 | Notary Public Services | 01 December 2019 |
| 401.16 | Unit Management (Prison, Community Corrections & Juvenile Facilities) | 06 September 2023 |
| 401.19 | Unit Teams in Jail Facilities | 06 September 2023 |
| 402.00 | Food Service | 15 August 2022 |
| 403.00 | Sanitation and Housekeeping | 01 June 2022 |
| 410.00 | Healthcare Services | 07 October 2022 |
| 410.01 | DNA Analysis | 16 August 2023 |
| 410.03 | Keep-On-Person (KOP) Self-Medication Program | 01 October 2022 |
| 410.05 | Involuntary Psychotropic Medication Administration | 02 August 2023 |
| 410.11 | Hunger Strikes | 25 October 2022 |
| 410.12 | Medical Respite Application Procedures | 06 September 2022 |
| 410.14 | Tuberculosis (TB) Testing for Employees | 21 June 2023 |
| 410.15 | Hospice Care for Inmates | 12 April 2023 |
| 410.16 | Mental Health Screenings and Assessments | 21 September 2023 |

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| 410.17 | Narcan Administration | 01 May 2022 |
| 410.18 | Suicide Prevention and Intervention | 08 October 2021 |
| 410.19 | Mental Hygiene Commitment Application Procedures | 09 November 2022 |
| 411.00 | Gender Nonconforming Inmates/Residents | 01 February 2020 |
| 412.00 | Medical Serious Event & Incident Report (SEIR) | 08 November 2023 |
| 424.01 | Medical Co-Payments & Health Services Requests | 08 November 2023 |
| 426.00 | Sheltered Housing Unit | 21 June 2023 |
| 427.00 | Nursing Home Pre-Admission Screening (PAS) | 14 December 2020 |
| 430.00 | Prison Rape Elimination Act (PREA) Compliance | 07 October 2022 |
| 450.02 | Inmates/Residents with Disabilities and the Americans with Disabilities Act (ADA) | 15 December 2021 |
| 451.01 | Presentence Diagnostic Process | 07 October 2022 |
| 453.05 | Residential Substance Abuse Treatment (RSAT) | 03 April 2024 |
| 453.06 | G.O.A.L.S. Substance Abuse Treatment Units | 01 January 2024 |
| 453.07 | Medications for Opioid Use Disorder (MOUD) | 20 March 2024 |
| 454.00 | Reentry and Transition | 21 December 2022 |
| 454.01 | Parole Release Plan | 17 April 2024 |
| 454.07 | Accelerated Parole Program | 21 February 2024 |
| 454.09 | Mandatory Post-Release Supervision | 29 October 2021 |
| 454.10 | Conditional Release | 29 October 2021 |
| 454.11 | Nonviolent Offense Parole Program | 21 February 2024 |
| 454.12 | Out-Processing to Parole Supervision | 06 March 2023 |
| 455.02 | Work Release Unit Criteria | 30 September 2021 |
| 456.00 | Humanitarian Visits | 15 July 2022 |
| 456.01 | Death in Custody | 12 July 2023 |
| 456.03 | Human Gift Registry | 16 May 2022 |
| 457.00 | Discharge Certificates for Convicted Felons | 15 September 2021 |
| 457.02 | Inmate/Resident Release | 22 March 2022 |
| 457.04 | Registration of Offenders | 01 June 2022 |
| 457.08 | Victim Services | 15 February 2020 |

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| 457.09 | Release Transportation for Inmates | 01 June 2023 |
| 457.11 | Extended Supervised Release Notification | 01 December 2020 |
| 460.00 | Medicaid Enrollment Process for Inmates | 26 July 2021 |
| 500.00 | Work Assignment Program | 01 July 2022 |
| 500.05 | Prison Industry Enhancement (PIE) Program | 01 April 2022 |
| 500.07 | Outside Inmate Work Crews | 15 June 2022 |
| 502.00 | Recreation | 01 August 2022 |
| 503.00 | Mail Privileges for Inmates | 16 October 2023 |
| 503.01 | Inmates Voting Absentee Ballots | 01 February 2020 |
| 503.03 | Incoming Publications | 15 June 2022 |
| 504.00 | Tablet Program | 16 August 2023 |
| 504.01 | Telephone Usage by Inmates | 01 February 2023 |
| 505.00 | Visitation Procedures for Adult Facilities | 01 June 2023 |
| 506.00 | Library Services | 01 July 2022 |
| 507.00 | Inmate Marriages | 01 February 2020 |
| 510.00 | Religious Services & Activities | 30 September 2021 |
| 512.00 | Arts and Crafts Program | 20 September 2023 |
| 513.00 | Shelter and Assistance Dog Training | 01 August 2020 |
| 514.00 | Moral Rehabilitation Initiative | 07 June 2021 |
| 514.01 | WVDCR Bible College | 07 June 2021 |
| 514.02 | Peer Mentors | 07 June 2021 |
| 700.00 | Parole Supervision Rules & Regulations | 10 January 2023 |
| 700.05 | Supervision Fees for Offenders Supervised by Parole Services | 15 April 2021 |
| 700.07 | Searches by Parole Services | 15 September 2022 |
| 700.09 | Electronic Monitoring of Offenders Supervised by Parole Services | 15 February 2021 |

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