

West Virginia Division of Corrections and Rehabilitation
Facility Handbooks & Policy Directives

| Facility Handbooks | | |
|------------------------------|---|--------------------------------------|
| Jails | | |
| All Jails | Resident Handbook for All Jails | Provided by DCR in September 2024 |
| CRJ | Facility Supplement: Central Regional Jail (CRJ) | |
| ERJ | Facility Supplement: Eastern Regional Jail (ERJ) | |
| <i>DCR did not provide</i> | Facility Supplement: North Central Regional Jail (NCRJ) | |
| NRJ | Facility Supplement: Northern Regional Jail (NRJ) | |
| PHRJ | Facility Supplement: Potomac Highlands Regional Jail (PHRJ) | |
| SCRJ | Facility Supplement: South Central Regional Jail (SCRJ) | |
| SRJ | Facility Supplement: Southern Regional Jail (SRJ) | |
| SWRJ | Facility Supplement: Southwestern Regional Jail (SWRJ) | |
| TVRJ | Facility Supplement: Tygart Valley Regional Jail (TVRJ) | |
| WRJ | Facility Supplement: Western Regional Jail (WRJ) | |
| Prisons | | |
| Denmar | Prison Handbook: Denmar Correctional Center | Provided by DCR in September 2024 |
| Huttonsville | Prison Handbook: Huttonsville Correctional Center | |
| Lakin | Prison Handbook: Lakin Correctional Center | |
| Mt. Olive | Prison Handbook: Mt. Olive Correctional Center | |
| Pruntytown | Prison Handbook: Pruntytown Correctional Center | |
| St. Mary's | Prison Handbook: St. Mary's Correctional Center | |
| Stevens | Prison Handbook: Stevens Correctional Center (McDowell) | |
| All Facilities | | |
| PREA | Prison Rape Elimination Act (PREA) Orientation for Adults | March 2024 |
| Policy Directives | | |
| No. | Topic | Effective Date |
| 100.00 | Written Instructions | 15 March 2019 |
| 101.00 | Purpose and Mission | 17 August 2020 |
| 101.01 | Standards/Expected Practices and Accreditation | 21 May 2024 |

Source: The West Virginia Center on Budget and Policy obtained these policy directives through public records requests to the West Virginia Division of Corrections and Rehabilitation (DCR). Directives without links were requested, but DCR declined to provide. **This list is up to date as of November 1, 2024.**

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| 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 |
| 106.00 | Channels of Communication | 20 September 2024 |
| 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 | 21 May 2024 |
| 120.00 | Grant Application, Approval and Management | 01 September 2019 |
| 121.00 | Financial Audits | 12 October 2020 |
| 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 | 17 June 2024 |

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| 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 | 20 September 2024 |
| 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 |
| 130.01 | Staffing Formula | 20 September 2024 |
| 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 | 18 April 2022 |
| 132.02 | Correctional Officer Promotion | 21 May 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 |

Source: The West Virginia Center on Budget and Policy obtained these policy directives through public records requests to the West Virginia Division of Corrections and Rehabilitation (DCR). Directives without links were requested, but DCR declined to provide. **This list is up to date as of November 1, 2024.**

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| 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 |
| 148.00 | Training and Employee Development | 20 September 2024 |
| 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 | 18 October 2024 |
| 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 | 20 September 2024 |
| 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 |

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| 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 | 31 July 2024 |
| 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 |
| 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 |

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| 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 |
| 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 |

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| 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 |
| 401.04 | Jail Classification & Housing Assignment | 28 June 2024 |
| 401.05 | Selection Criteria for Specific Facilities | 18 October 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 |
| 410.17 | Narcan Administration | 21 May 2024 |
| 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 |

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| 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 | 09 February 2024 |
| 454.07 | Accelerated Parole Program | 21 February 2024 |
| 454.09 | Mandatory Post-Release Supervision | 20 September 2024 |
| 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 | 18 October 2024 |
| 456.00 | Humanitarian Visits | 15 July 2022 |
| 456.01 | Death in Custody | 18 October 2024 |
| 456.03 | Human Gift Registry | 16 May 2022 |
| 457.00 | Discharge Certificates for Convicted Felons | 15 September 2021 |
| 457.02 | Inmate/Resident Release | 21 May 2024 |
| 457.04 | Registration of Offenders | 01 June 2022 |
| 457.08 | Victim Services | 15 February 2020 |
| 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 |

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| 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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