

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

Facility Handbooks		
<b>Jails</b>		
<a href="#">All Jails</a>	Resident Handbook for All Jails	Provided by DCR in September 2024
<a href="#">CRJ</a>	Facility Supplement: Central Regional Jail (CRJ)	
<a href="#">ERJ</a>	Facility Supplement: Eastern Regional Jail (ERJ)	
<i>DCR did not provide</i>	Facility Supplement: North Central Regional Jail (NCRJ)	
<a href="#">NRJ</a>	Facility Supplement: Northern Regional Jail (NRJ)	
<a href="#">PHRJ</a>	Facility Supplement: Potomac Highlands Regional Jail (PHRJ)	
<a href="#">SCRJ</a>	Facility Supplement: South Central Regional Jail (SCRJ)	
<a href="#">SRJ</a>	Facility Supplement: Southern Regional Jail (SRJ)	
<a href="#">SWRJ</a>	Facility Supplement: Southwestern Regional Jail (SWRJ)	
<a href="#">TVRJ</a>	Facility Supplement: Tygart Valley Regional Jail (TVRJ)	
<a href="#">WRJ</a>	Facility Supplement: Western Regional Jail (WRJ)	
<b>Prisons</b>		
<a href="#">Denmar</a>	Prison Handbook: Denmar Correctional Center	Provided by DCR in September 2024
<a href="#">Huttonsville</a>	Prison Handbook: Huttonsville Correctional Center	
<a href="#">Lakin</a>	Prison Handbook: Lakin Correctional Center	
<a href="#">Mt. Olive</a>	Prison Handbook: Mt. Olive Correctional Center	
<a href="#">Pruntytown</a>	Prison Handbook: Pruntytown Correctional Center	
<a href="#">St. Mary's</a>	Prison Handbook: St. Mary's Correctional Center	
<a href="#">Stevens</a>	Prison Handbook: Stevens Correctional Center (McDowell)	
<b>All Facilities</b>		
<a href="#">PREA</a>	Prison Rape Elimination Act (PREA) Orientation for Adults	March 2024
<b>Policy Directives</b>		
<b>No.</b>	<b>Topic</b>	<b>Effective Date</b>
<a href="#">100.00</a>	Written Instructions	15 March 2019
<a href="#">101.00</a>	Purpose and Mission	02 December 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 January 2, 2025.**

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

<a href="#">101.01</a>	Standards/Expected Practices and Accreditation	21 May 2024
<a href="#">101.02</a>	Citizen Advisory Board	01 August 2020
<a href="#">101.03</a>	Environmental Responsibility Program	08 November 2024
<a href="#">103.00</a>	Table of Organization	08 November 2024
<a href="#">105.00</a>	Information Technology	08 November 2024
<a href="#">105.08</a>	Records Management Program	29 October 2021
<a href="#">105.09</a>	Procurement of Technology Resources	08 November 2024
<a href="#">106.00</a>	Channels of Communication	20 September 2024
<a href="#">108.00</a>	Media Contact	14 October 2022
<a href="#">108.01</a>	Freedom of Information Act (FOIA) Requests	01 February 2021
<a href="#">109.00</a>	Lawsuits and Legal Proceedings	26 October 2020
<a href="#">109.04</a>	Evidence Preservation	25 September 2023
<a href="#">110.00</a>	Political Activities	01 December 2019
<a href="#">111</a>	Training and Employee Development	01 January 2019
<a href="#">111.03</a>	Fiscal Control	25 September 2020
<a href="#">111.04</a>	Purchasing Card (P-Card) Program	31 August 2020
<a href="#">111.06</a>	Financial Responsibility Program for Inmates/Residents	01 December 2023
<a href="#">111.07</a>	Jail Processing Fee	08 November 2024
<a href="#">111.08</a>	Medical Holding Accounts for Work Release Inmates	12 October 2020
<a href="#">112.00</a>	Budgetary System	19 October 2020
<a href="#">115.00</a>	Workers' Compensation & Return- to- Work Program	16 August 2023
<a href="#">117.01</a>	Inmate Rent Collection	01 April 2022
<a href="#">117.03</a>	Mandatory Savings	01 December 2020
<a href="#">118.00</a>	Jail Per Diem Costs	21 May 2024
<a href="#">120.00</a>	Grant Application, Approval and Management	01 September 2019
<a href="#">121.00</a>	Financial Audits	12 October 2020
<a href="#">122.00</a>	Purchasing Guidelines	01 August 2020
<a href="#">122.01</a>	Asset Management	01 December 2020
<a href="#">122.03</a>	Purchase Award Protest	15 June 2019
<a href="#">122.04</a>	Purchasing from Correctional Industries	01 April 2022

**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 January 2, 2025.**

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

<a href="#">122.10</a>	Receiving & Inspection of Commodities or Services	19 October 2020
<a href="#">126.00</a>	Commissary Services	21 February 2024
<a href="#">127.00</a>	Inmate/Resident Benefit Fund	17 June 2024
<a href="#">127.01</a>	Trustee Accounts	29 October 2021
129.00	Code of Conduct and Progressive Discipline – <b>Listed Under Restricted</b>	08 August 2022
<a href="#">129.03</a>	Reporting Arrests and Domestic Violence Protective Orders by Employees	20 September 2024
<a href="#">129.04</a>	Banning Individuals from DCR Grounds/Facilities	05 October 2023
<a href="#">129.06</a>	Hours, Schedules, and Overtime	01 June 2023
<a href="#">129.07</a>	Employee Grievance Procedure	29 November 2021
<a href="#">129.08</a>	Leave Usage	01 December 2020
<a href="#">129.09</a>	Leave Misuse	01 December 2020
<a href="#">129.10</a>	Employee Awards	15 June 2019
129.12	Uniform and Grooming Standards – <b>Listed Under Restricted</b>	01 September 2021
<a href="#">129.15</a>	Severance Pay	01 August 2020
<a href="#">129.16</a>	Employee Exit Interviews	01 September 2022
<a href="#">129.18</a>	Telework	09 November 2022
<a href="#">129.20</a>	Employee Identification (ID) Cards	05 October 2023
<a href="#">129.22</a>	Inmate/Resident Services Prohibited	21 June 2023
129.23	Dress Code for Non-Uniformed Staff - <b>Listed Under Restricted</b>	29 August 2022
<a href="#">129.24</a>	Employee and Inmate/Resident/Parolee Interaction Guidelines	01 February 2020
<a href="#">130.01</a>	Staffing Formula	20 September 2024
<a href="#">131.00</a>	Prohibited Workplace Harassment	19 October 2020
<a href="#">131.01</a>	Equal Employment Opportunity and Affirmative Action	14 December 2020
<a href="#">131.02</a>	Probationary Period	19 April 2023
<a href="#">132.00</a>	Non-Uniform Promotion Guidelines	18 April 2022
<a href="#">132.02</a>	Correctional Officer Promotion	02 December 2024
<a href="#">133.00</a>	Correctional Officer Reallocation	01 December 2020
<a href="#">135.00</a>	Pre-Employment Processing	23 December 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 January 2, 2025.**

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

<a href="#">135.01</a>	Temporary Employees	07 October 2022
<a href="#">135.02</a>	Salary Requests	14 December 2023
<a href="#">136.00</a>	Tobacco Free Workplace	25 September 2020
<a href="#">137.00</a>	Drug and Alcohol-Free Workplace	19 April 2023
<a href="#">138.00</a>	Employee Performance Appraisals	01 January 2024
<a href="#">139.01</a>	Travel Approval and Reimbursement	06 September 2023
<a href="#">140.00</a>	Personnel Records	19 October 2020
<a href="#">141.00</a>	Code of Ethics	01 August 2020
<a href="#">141.01</a>	Nepotism	01 August 2020
<a href="#">141.03</a>	Other Employment & Certain Volunteer Activities	29 August 2022
<a href="#">142.00</a>	Release of Information from an Inmate's/Offender's Record	26 July 2021
<a href="#">142.01</a>	Release of Inmate/Offender Healthcare Records	26 July 2021
<a href="#">143.00</a>	Employee Assistance Program	06 March 2023
<a href="#">146.00</a>	Confidentiality	13 March 2024
<a href="#">147.00</a>	Honor Guard	16 May 2022
<a href="#">148.00</a>	Training and Employee Development	11 December 2024
<a href="#">148.01</a>	Physical Agility Testing for Correctional Officers	01 June 2021
<a href="#">151.00</a>	Offender Records	01 January 2024
<a href="#">151.02</a>	Good Time Restoration	26 July 2021
<a href="#">151.06</a>	Good Time Computation	18 October 2024
<a href="#">151.07</a>	Time Sheets	06 September 2023
<a href="#">152.01</a>	Research Activities	12 October 2020
<a href="#">152.03</a>	Offender Information System (OIS) Access	16 August 2023
<a href="#">153.00</a>	Volunteer Program	11 December 2024
<a href="#">154.00</a>	Internships	21 December 2022
<a href="#">200.00</a>	Physical Plant	06 September 2023
<a href="#">202.06</a>	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

**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 January 2, 2025.**

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

303.01	DCR Corrections Emergency Operations Center	08 September 2020
<a href="#">303.03</a>	Administrative Duty Officer	01 August 2020
304.00	Patrols and Inspections - <b>Listed Under Restricted</b>	15 September 2022
<a href="#">305.00</a>	Inmate/Resident Count	17 August 2020
<a href="#">305.02</a>	Juvenile Facility Security Checks & Direct Supervision	02 August 2023
306.02	Transportation of Residents and Inmates – <b>Listed Under Restricted</b>	15 February 2020
<a href="#">306.03</a>	Hospital and Medical Appointment Security Post – <b>Listed Under Restricted</b>	15 June 2019
307.00	Control/Restraints – <b>Listed Under Restricted</b>	19 April 2023
307.01	Juvenile Use of Force & Restraints - <b>Listed Under Restricted</b>	18 October 2024
<a href="#">308.00</a>	Contraband Control & Preservation of Physical Evidence	15 June 2022
<a href="#">308.03</a>	Drug Testing	15 December 2021
<a href="#">308.06</a>	Alcohol Abuse Testing	15 December 2021
<a href="#">308.12</a>	X-Ray Scanning Machines	01 February 2020
<a href="#">308.13</a>	Full Body Security Scanning System	01 August 2022
309.00	Key Control – <b>Listed Under Restricted</b>	15 February 2021
<a href="#">310.00</a>	Tool Control	01 June 2022
<a href="#">311.00</a>	Entrance Security Contraband Interdiction	31 July 2024
<a href="#">311.06</a>	Workplace Security	01 January 2022
<a href="#">312.03</a>	Incident Reports	26 July 2021
313.03	Firearms, Non-Lethal Weapons and Security-Related Equipment - <b>Listed Under Restricted</b>	06 March 2023
314.03	Canine Unit – <b>Listed Under Restricted</b>	15 February 2021
314.06	Positive Indication by a CDS Canine - <b>Listed Under Restricted</b>	15 June 2022
<a href="#">315.00</a>	Fire Safety	15 September 2022
<a href="#">315.03</a>	Meetings with Local Supporting Agencies	15 May 2019
<a href="#">315.04</a>	Safety Program	01 June 2022
<a href="#">316.00</a>	Flammable, Toxic & Caustic Materials	16 August 2021
317.01	Radio Communications – <b>Listed Under Restricted</b>	29 October 2021
318.00	Emergency Response Plans – <b>Listed Under Restricted</b>	30 April 2021

**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 January 2, 2025.**

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

318.02	Employee Work Stoppage – <a href="#">Listed Under Restricted</a>	30 April 2021
318.04	Continuity of Operations Plan (COOP) – <a href="#">Listed Under Restricted</a>	30 April 2021
318.05	Bomb Threats – <a href="#">Listed Under Restricted</a>	26 July 2021
318.06	Drone/Small Unmanned Aircraft System (sUAS) Sightings/Intrusions – <a href="#">Listed Under Restricted</a>	26 July 2021
<a href="#">320.00</a>	Body Armor	18 April 2022
321.00	Special Operations – <a href="#">Listed Under Restricted</a>	10 March 2023
322.00	State Vehicle Operation and Fleet Coordination – <a href="#">Listed Under Restricted</a>	01 August 2020
322.01	Superintendent’s Take Home Vehicle Program – <a href="#">Listed Under Restricted</a>	06 March 2023
323.00	Hostage Situations, Riots & Major Disturbances – <a href="#">Listed Under Restricted</a>	26 April 2021
324.00	Escape Procedures - <a href="#">Listed Under Restricted</a>	15 June 2022
<a href="#">325.00</a>	Discipline of Inmates	01 September 2021
<a href="#">325.02</a>	Computer Access by Inmates/Residents	26 July 2021
<a href="#">325.07</a>	Juvenile Resident Discipline	15 November 2019
<a href="#">325.08</a>	Unit Behavior Management Process	01 September 2021
<a href="#">326.00</a>	Segregation Units (Administrative & Punitive)	21 December 2022
<a href="#">326.03</a>	Special Management Status	21 December 2022
<a href="#">326.04</a>	Juvenile Specialized Housing	15 November 2019
<a href="#">328.00</a>	Access to Courts and Counsel	30 April 2021
<a href="#">329.00</a>	Law Libraries	29 October 2021
<a href="#">331.00</a>	Inmate/Resident Media Access	12 October 2020
<a href="#">331.01</a>	Consular Notification Process	14 May 2021
<a href="#">331.02</a>	Transfer of Inmates Under Federal Treaty	14 May 2021
<a href="#">334.01</a>	Grooming & Personal Hygiene Standards for Inmates/Residents	15 July 2022
<a href="#">335.00</a>	Inmate Grievance Procedure	02 December 2024
<a href="#">335.02</a>	Juvenile Resident Rights & Grievance Procedures	08 August 2022
<a href="#">336.00</a>	Human Trafficking	01 November 2019

**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 January 2, 2025.**

## West Virginia Division of Corrections and Rehabilitation

### Facility Handbooks & Policy Directives

<a href="#">400.00</a>	Admission and Orientation	21 June 2023
<a href="#">400.01</a>	Admission Procedures at Jails & Short-Term Holding Facilities	08 November 2024
<a href="#">400.02</a>	Inmate Photographs & Identification (ID) Cards	03 April 2024
<a href="#">400.03</a>	Inmate's Property (Personal & State-Issued)	29 August 2022
<a href="#">400.04</a>	Medical Receiving Screening at Jails & Short-Term Holding Facilities	01 February 2021
<a href="#">400.05</a>	LiveScan Device Usage	26 July 2021
<a href="#">400.06</a>	Weekend Jail Program	08 November 2024
<a href="#">401.00</a>	Prohibition on Committing Juveniles to Adult Facilities	02 August 2023
<a href="#">401.01</a>	Classification Guidelines	01 July 2022
<a href="#">401.03</a>	Young Adult Offender Classification	16 August 2023
<a href="#">401.04</a>	Jail Classification & Housing Assignment	28 June 2024
<a href="#">401.05</a>	Selection Criteria for Specific Facilities	18 October 2024
<a href="#">401.13</a>	Special Attention & Special Needs Alerts	29 August 2022
<a href="#">401.15</a>	Notary Public Services	01 December 2019
<a href="#">401.16</a>	Unit Management (Prison, Community Corrections & Juvenile Facilities)	06 September 2023
<a href="#">401.19</a>	Unit Teams in Jail Facilities	06 September 2023
<a href="#">402.00</a>	Food Service	15 August 2022
<a href="#">403.00</a>	Sanitation and Housekeeping	01 June 2022
<a href="#">410.00</a>	Healthcare Services	07 October 2022
<a href="#">410.01</a>	DNA Analysis	16 August 2023
<a href="#">410.03</a>	Keep-On-Person (KOP) Self-Medication Program	01 October 2022
<a href="#">410.05</a>	Involuntary Psychotropic Medication Administration	02 August 2023
<a href="#">410.11</a>	Hunger Strikes	25 October 2022
<a href="#">410.12</a>	Medical Respite Application Procedures	06 September 2022
<a href="#">410.14</a>	Tuberculosis (TB) Testing for Employees	21 June 2023
<a href="#">410.15</a>	Hospice Care for Inmates	12 April 2023
<a href="#">410.16</a>	Mental Health Screenings and Assessments	21 September 2023
<a href="#">410.17</a>	Narcan Administration	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 January 2, 2025.**

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

<a href="#">410.18</a>	Suicide Prevention and Intervention	08 October 2021
<a href="#">410.19</a>	Mental Hygiene Commitment Application Procedures	09 November 2022
<a href="#">411.00</a>	Transgender Inmates and Residents	02 December 2024
<a href="#">412.00</a>	Medical Serious Event & Incident Report (SEIR)	08 November 2023
<a href="#">424.01</a>	Medical Co-Payments & Health Services Requests	08 November 2023
<a href="#">426.00</a>	Sheltered Housing Unit	21 June 2023
<a href="#">427.00</a>	Nursing Home Pre-Admission Screening (PAS)	14 December 2020
<a href="#">430.00</a>	Prison Rape Elimination Act (PREA) Compliance	07 October 2022
<a href="#">450.02</a>	Inmates/Residents with Disabilities and the Americans with Disabilities Act (ADA)	15 December 2021
<a href="#">451.01</a>	Presentence Diagnostic Process	07 October 2022
<a href="#">453.05</a>	Residential Substance Abuse Treatment (RSAT)	03 April 2024
<a href="#">453.06</a>	G.O.A.L.S. Substance Abuse Treatment Units	01 January 2024
<a href="#">453.07</a>	Medications for Opioid Use Disorder (MOUD)	02 December 2024
<a href="#">454.00</a>	Reentry and Transition	21 December 2022
<a href="#">454.01</a>	Parole Release Plan	09 February 2024
<a href="#">454.07</a>	Accelerated Parole Program	21 February 2024
<a href="#">454.09</a>	Mandatory Post-Release Supervision	20 September 2024
<a href="#">454.10</a>	Conditional Release	29 October 2021
<a href="#">454.11</a>	Nonviolent Offense Parole Program	21 February 2024
<a href="#">454.12</a>	Out-Processing to Parole Supervision	06 March 2023
<a href="#">455.02</a>	Work Release Unit Criteria	18 October 2024
<a href="#">456.00</a>	Humanitarian Visits	15 July 2022
<a href="#">456.01</a>	Death in Custody	18 October 2024
<a href="#">456.03</a>	Human Gift Registry	16 May 2022
<a href="#">457.00</a>	Discharge Certificates for Convicted Felons	15 September 2021
<a href="#">457.02</a>	Inmate/Resident Release	21 May 2024
<a href="#">457.04</a>	Registration of Offenders	01 June 2022
<a href="#">457.08</a>	Victim Services	15 February 2020
<a href="#">457.09</a>	Release Transportation for Inmates	01 June 2023

**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 January 2, 2025.**



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

<a href="#">457.11</a>	Extended Supervised Release Notification	01 December 2020
<a href="#">460.00</a>	Medicaid Enrollment Process for Inmates	26 July 2021
<a href="#">500.00</a>	Work Assignment Program	01 July 2022
<a href="#">500.05</a>	Prison Industry Enhancement (PIE) Program	01 April 2022
<a href="#">500.07</a>	Outside Inmate Work Crews	15 June 2022
<a href="#">502.00</a>	Recreation	01 August 2022
<a href="#">503.00</a>	Mail Privileges for Inmates	16 October 2023
<a href="#">503.01</a>	Inmates Voting Absentee Ballots	01 February 2020
<a href="#">503.03</a>	Incoming Publications	15 June 2022
<a href="#">504.00</a>	Tablet Program	16 August 2023
<a href="#">504.01</a>	Telephone Usage by Inmates	11 December 2024
<a href="#">505.00</a>	Visitation Procedures for Adult Facilities	01 June 2023
<a href="#">506.00</a>	Library Services	01 July 2022
<a href="#">507.00</a>	Inmate Marriages	01 February 2020
<a href="#">510.00</a>	Religious Services & Activities	30 September 2021
<a href="#">512.00</a>	Arts and Crafts Program	20 September 2023
<a href="#">513.00</a>	Shelter and Assistance Dog Training	01 August 2020
<a href="#">514.00</a>	Moral Rehabilitation Initiative	07 June 2021
<a href="#">514.01</a>	WVDCR Bible College	07 June 2021
<a href="#">514.02</a>	Peer Mentors	07 June 2021
<a href="#">700.00</a>	Parole Supervision Rules & Regulations	10 January 2023
<a href="#">700.05</a>	Supervision Fees for Offenders Supervised by Parole Services	15 April 2021
<a href="#">700.07</a>	Searches by Parole Services	15 September 2022
<a href="#">700.09</a>	Electronic Monitoring of Offenders Supervised by Parole Services	15 February 2021

**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 January 2, 2025.**