

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	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 April 2025.**

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

101.01	Standards/Expected Practices and Accreditation	21 May 2024
101.02	Citizen Advisory Board	01 August 2020
101.03	Environmental Responsibility Program	08 November 2024
103.00	Table of Organization	08 November 2024
105.00	Information Technology	08 November 2024
105.08	Records Management Program	29 October 2021
105.09	Procurement of Technology Resources	08 November 2024
106.00	Channels of Communication	20 September 2024
108.00	Media Contact & Public Information Program	04 April 2025
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	05 April 2025
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	08 November 2024
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
117.04	Fundraising Guidelines	10 January 2025
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

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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
127.01	Trustee Accounts	29 October 2021
129.00	Code of Conduct and Progressive Discipline – Listed Under Restricted	05 March 2025
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	05 April 2025
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
129.28	Personnel Policy Manual	24 March 2025
130.01	Staffing Formula	20 September 2024
131.00	Prohibited Workplace Harassment	19 October 2020
131.01	Discrimination Prohibited / Equal Employment Opportunity / Reasonable Accommodations	05 April 2025
131.02	Probationary Period	19 April 2023
132.00	Non-Uniform Promotion Guidelines	18 April 2022

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132.02	Correctional Officer Promotion	02 December 2024
133.00	Correctional Officer Reallocation	01 December 2020
135.00	Pre-Employment Processing	23 December 2024
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
148.00	Training and Employee Development	11 December 2024
148.01	Physical Agility Testing for Correctional Officers	05 April 2025
151.00	Offender Records	01 January 2024
151.02	Good Time Restoration	26 July 2021
151.06	Good Time Computation	22 February 2025
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	11 December 2024
154.00	Internships	21 December 2022
200.00	Physical Plant	06 September 2023
202.06	Single-Occupancy Cells/Rooms	20 September 2024

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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	22 February 2025
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	18 October 2024
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

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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	22 February 2025
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	24 March 2025
328.00	Access to Courts and Counsel	30 April 2021
329.00	Law Libraries	29 October 2021
331.00	Media Access by Inmates	05 April 2025
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	02 December 2024
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	22 February 2025
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
400.06	Weekend Jail Program	08 November 2024
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

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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	Transgender Inmates and Residents	02 December 2024
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)	24 March 2025
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)	02 December 2024
454.00	Reentry and Transition	21 December 2022
454.01	Parole Release Plan	09 February 2024
454.07	Accelerated Parole Program	24 March 2025
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

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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	24 March 2025
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	11 December 2024
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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