

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.22

EFFECTIVE DATE: 21 June 2023

**SUBJECT: INMATE/RESIDENT SERVICES
PROHIBITED**

POLICY DIRECTIVE

PURPOSE:

To ensure that inmate and/or juvenile resident services are not provided to employees on property owned, operated, or leased by the Division of Corrections and Rehabilitation unless authorized by the Commissioner or as a bona fide vocational/educational program.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 129.22, dated 15 February 2021.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Employee – Any person who works for the Division of Corrections and Rehabilitation. For the purposes of this Policy, this includes but it is not limited to, full time, part-time, temporary, provisional, probationary, and permanent status employees of the State of West Virginia; contractors and their employees; and volunteers.

POLICY:

- I. Inmate services for Division of Corrections and Rehabilitation (DCR) employees (as defined above), their family members and any other individual(s) are strictly prohibited. Such services include, but are not limited to, the following.
 - A. Personal car wash/wax/detailing
 - B. Personal barber, beautician
 - C. Personal shoeshine
 - D. Personal sewing/upholstering
 - E. Personal vehicle repair/maintenance
- II. Projects approved by a facility's Arts and Crafts Coordinator to be purchased by DCR employees are authorized.
- III. Work or services, such as but not limited to personal vehicle repair/maintenance and building construction projects, in conjunction with vocational/educational programs in DCR facilities are authorized.
 - A. The Department of Education will provide the "customer" information on the parts and supplies needed for the work or services and associated fees.
 - B. The work and services provided are career and technical education training related, therefore the time required to complete the work or service and the quality of work is not guaranteed.
- IV. The Commissioner reserves the authority for granting future exceptions to any bona fide programs within the agency.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


William K. Marshall III, Commissioner


Date