

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.24

DATE: 01 February 2020

**SUBJECT: EMPLOYEE AND
INMATE/RESIDENT/PAROLEE
INTERACTION GUIDELINES**

POLICY DIRECTIVE

PURPOSE:

To ensure all employees govern their daily interactions with all inmates, residents and parolees under the care and supervision of the Commissioner of the Division of Corrections and Rehabilitation.

REFERENCE:

WV Code 15A-3-4; 15A-4-16 and 15A-3-18.

RESPONSIBILITY:

Superintendents and work unit supervisors are responsible for enacting Operational Procedures if additional procedures regarding employee and inmate/resident/parolee interaction are required at their respective facility or work unit.

CANCELLATION:

DCR Policy Directive 129.24, dated 15 June 2019.

APPLICABILITY:

All units within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

DEFINITIONS:

Employee – Any person who works in or for the WV Division of Corrections and Rehabilitation facilities. For the purpose of this Policy Directive, 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. All employees, regardless of job assignment, are responsible for providing proper care and supervision for the inmate and resident population. In order to accomplish this, all employees shall maintain a professional and business-like manner, while interacting with the inmate and resident population and parolees.
 - A. Employees shall develop only those relationships with inmates/residents/parolees which are necessary for the professional conduct of business and/or which further the overall mission of the Division of Corrections & Rehabilitation, including successful offender reentry and reintegration. The development of romantic relationships with inmates/residents/parolees is prohibited.
 - B. Employees shall not become overly familiar with inmates, residents or parolees by discussing their personal lives, the personal lives of other employees, nor those of any other inmate/resident/parolee, with any inmate/resident/parolee, to include their family and/or acquaintances.
 - C. Employees shall not engage in inappropriate interactions with inmates/residents/parolees, including but not limited to, horse-playing, wrestling, hugging, etc.
 - D. Employees shall not engage in any type of sexual act or sexual relationship with an inmate/resident/parolee.
 - E. Employees or members of their household shall not, either directly or indirectly, solicit, give, offer or accept or agree to accept any unauthorized article, gift, money, goods, loan, favor, service or bribe to/from any inmate/resident/parolee or their friends or family.
 - F. Employees are not to extend or promise to an inmate/resident/parolee special privileges or favors not available to other inmates/residents/parolees except as provided for through official channels.
 - G. Employees shall also not enter into any business relationship with an inmate/resident/parolee. Business relationships include, but are not limited to, sales, leases or rental of property or real property, or of any personal or professional service or other thing of value.
 - H. Other than during authorized job performance related circumstances, employees shall not receive personal services from an inmate/resident/parolee.
 - I. Employees shall not render nor receive written correspondence with an inmate/resident/parolee, except as required during the performance of assigned duties or necessary for the professional conduct of business and/or which further the overall

mission of the Division of Corrections and Rehabilitation, including successful offender reentry and reintegration.

1. In the event unauthorized correspondence from an inmate/resident/parolee is received, the employee shall file an incident report by the end of the duty shift.
 2. Except as required in the performance of duty, employees shall not correspond with members of an inmate's/resident's/parolee's family, friends or other persons acquainted or connected with an inmate/resident/parolee under the care and custody of the Division of Corrections and Rehabilitation. Any unauthorized contact shall be reported by filing an incident report by the end of the duty shift.
- J. Employees shall not receive nor render any telephonic or electronic communication (e.g., texts, emails, social networks, etc.) with an inmate/resident/parolee except in the performance of assigned duties or necessary for the professional conduct of business and/or which further the overall mission of the Division of Corrections and Rehabilitation, including successful offender reentry and reintegration.
1. In the event unauthorized telephonic or electronic contact between an inmate/resident/parolee and employee has occurred, the employee involved shall file an incident report regarding the contact by the end of the duty shift.
 2. Except as required in the performance of duty, employees shall not render nor receive on behalf of an inmate/resident/parolee any telephonic or electronic communication with an inmate/resident/parolee under the care and custody of the Division of Corrections and Rehabilitation. Any unauthorized contact shall be reported by filing an incident report by the end of the duty shift.
- K. If an employee has had any type of social or business relationship with an inmate/resident/parolee, this information will be reported in an incident report by the end of the duty shift. This report should describe the relationship (e.g., went to school together, lived in the same neighborhood, etc.).

- II. Any violation of this policy shall be handled in accordance with progressive discipline and/or State Code.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:


Betsy C. Jividen, Commissioner

1-17-2020
Date