

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.24

EFFECTIVE DATE: 15 October 2025

**SUBJECT: EMPLOYEE AND OFFENDER
INTERACTION GUIDELINES**

POLICY DIRECTIVE

PURPOSE:

To ensure all employees govern their interactions with all offenders under the care, custody or supervision of the Commissioner of the Division of Corrections and Rehabilitation.

REFERENCE:

WV Code §§15A-4-16 and 61-8B-10.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instructions on this subject including DCR Policy Directive 129.24, dated 01 February 2020.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution and is to be included in the Personnel Policy Manual.

DEFINITIONS:

Employee: For the purposes of this Policy, this includes but it is not limited to full time, part-time, temporary, probationary, and permanent status employees of the State of West Virginia; contractors and their employees; interns and volunteers.

Offender: For the purposes of this Policy, this includes adult inmates, young adult offenders, juvenile residents, Youth Reporting Center participants, and those individuals supervised by Parole Services.

POLICY:

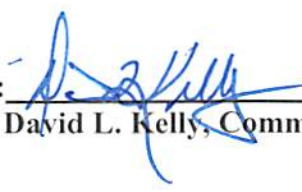
- I. All employees, regardless of job assignment, are responsible for providing proper care and supervision for the offender population. In order to accomplish this, all employees shall maintain a professional and business-like manner, while interacting with offenders.
 - A. Employees shall develop only those relationships with offenders which are necessary for the professional conduct of business and/or which further the overall mission of the Division of Corrections and Rehabilitation (DCR), including successful offender reentry and reintegration. The development of romantic relationships with offenders is prohibited.
 - B. Employees shall not become overly familiar with offenders by discussing their personal lives, the personal lives of other employees, nor those of any other offender, with any offender, to include their family and/or acquaintances.
 - C. Employees shall not engage in inappropriate interactions with offenders, including but not limited to, horse-playing, wrestling, hugging, etc.
 - D. Employees shall not engage in sexual intercourse, sexual intrusion, or sexual contact with an offender.
 - 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 offender or their friends or family.
 - F. Employees are not to extend or promise to an offender any special privileges or favors not available to other offender except as provided for through official channels.
 - G. Employees shall also not enter into any business relationship with an offender. 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 offender.
 - I. Employees shall not render nor receive any written, telephonic or electronic communication (e.g., texts, emails, social networks, etc.) with an offender, 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 DCR, including successful offender reentry and reintegration.

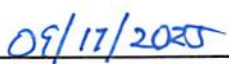
1. In the event unauthorized communication from an offender is received, the employee shall file an incident report by the end of the duty shift.
 2. Except as required in the performance of duty, employees shall not communicate with members of an offender's family, friends or other persons acquainted or connected with an offender under the care and custody of the DCR. Any unauthorized contact shall be reported by filing an incident report by the end of the duty shift.
- J. If an employee has had any type of familial, social or business relationship with an offender, 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: _____


David L. Kelly, Commissioner


Date