

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 400.00**

**EFFECTIVE DATE: 21 June 2023**

**SUBJECT: ADMISSION AND  
ORIENTATION**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To provide guidelines for the screening and assessment of inmates at admission. And to ensure inmates at “receiving/intake” units and inmates received through intra-agency transfers receive a thorough orientation to the facility’s procedures, rules, programs, and services.

**REFERENCE:**

Prison Rape Elimination Act (PREA) §§115.16, 115.33, 115.41 and 115.42.

**RESPONSIBILITY:**

Superintendents are responsible for enacting Operational Procedures and ensuring the requirements of this Policy Directive are included in applicable Post Orders. Superintendents are also responsible for ensuring the development of a facility-specific inmate handbook.

**CANCELLATION:**

Any previous written instruction on the subject including DOC Policy Directive 400.00, dated 01 July 2014.

**APPLICABILITY:**

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

**DEFINITIONS:**

**Level of Service/Case Management Inventory (LS/CMI):** A fully functioning case management tool and an assessment that measures the risk and need factors of adult offenders.

**POLICY:**

- I. The admission process in all “receiving/intake units” at Division of Corrections and Rehabilitation (DCR) adult facilities shall include, at a minimum, the following:
  - A. Determination that the inmate is legally committed to the facility.
  - B. Thorough searching of the individual and possessions checking for contraband.
  - C. Disposition of personal property. In accordance with DCR Policy Directive 400.03, inmate’s property will be inventoried, searched, and properly recorded on an inventory form.
  - D. Shower and hair care, if necessary.
  - E. Issuing clean, laundered institutional clothing, bedding and linens in accordance with DCR Policy Directive 400.03 and basic personal hygiene items in accordance with DCR Policy Directive 334.01.
  - F. Photographing (scars, marks, and tattoos) and fingerprinting, including notation of identifying marks or other unusual physical characteristics in accordance with DCR Policy Directive 400.02.
  - G. Medical, dental, and mental health screening.
  - H. Assigning to a housing unit. Unclassified and classified inmates will not be housed together.
  - I. Recording basic personal data and information in the Offender Information System (OIS).
  - J. Explaining mail and visiting procedures.
  - K. Assisting inmates in notifying the next of kin and families of admission.
  - L. Assignment of registered number to the inmate (if not already assigned).
  - M. Giving written orientation materials to the inmate.
  - N. Documenting any reception and orientation procedures completed.
- II. The *Prison Rape Elimination Act (PREA) Screening Assessment* will be completed on each inmate within twenty-four (24) hours of arrival at the facility to assess vulnerability to victimization or perpetration. A reassessment will be completed using the same screening assessment within thirty (30) days of initial screening. The target timeframe for the reassessment is between day twenty (20) and day thirty (30).

- III. As identified in the *Offender Services Field Guide for Adult Offenders*, a summary admission report is prepared on each newly admitted inmate using the Level of Service/Case Management Inventory (LS/CMI) Interview Guide. This includes, at a minimum the following information:
- legal aspects of the case
  - summary of criminal history if any
  - social history
  - medical, dental, and mental health history
  - occupational experience and interests
  - educational status and interests
  - vocational programming
  - recreational preference and needs assessment
  - psychological evaluation
  - staff recommendations
  - pre-institutional assessment information
- IV. Additional assessments and screenings will be completed as required by the *Offender Services Field Guide* to identify criminogenic risks and needs. Inmates will participate in the development of their LS/CMI Case Management Plan addressing their individual risks and needs which will be completed within thirty (30) calendar days of intake/admission.
- V. There shall be a program for inmates during the reception period.
- A. The daily program includes interviews, tests, and other admission-related activities, including distribution of information on programs and services.
- B. Inmates are provided reading materials, are permitted to attend religious services, receive exercise on the same schedule as the general population, and perform work assignments on the unit.
- VI. Orientation includes formal classes, distribution of written materials about the facility's programs, rules, and regulations, and appropriate discussions concerning orientation matters between staff and new inmates. Orientation is also used to observe inmate behavior and identify special problems. Orientation should begin within twenty-four (24) hours of the inmate's intake/admission.
- A. Each inmate will be provided the following written materials:
1. DCR Policy Directive 325.00 Discipline of Inmates - containing the rules of inmate conduct.
  2. *Notice of Inmate/Resident Rights Under the Americans with Disabilities Act* - informs inmates of their right to non-discrimination on the basis of disability and the procedure they must follow for requesting a reasonable accommodation.

3. *PREA Educational Brochure* – reviewed with each inmate and includes procedures for reporting incidents or suspicions of sexual abuse or harassment and the inmate’s right to be free from sexual abuse, sexual harassment, and retaliation for reporting such incidents. Each inmate will sign an acknowledgement form confirming this training.
  4. A facility-specific inmate handbook, which includes at a minimum information on the following:
    - a. Classification
    - b. Commissary
    - c. Drug and Alcohol Testing
    - d. Educational and Vocational Classes
    - e. Fire Safety
    - f. Food Service
    - g. Good Time Credit
    - h. Grievance Procedure
    - i. Health Care and Medical Co-Pays
    - j. Housekeeping and Sanitation
    - k. Inmate Counts
    - l. Inmate Services/Counseling
    - m. Library Services
    - n. Mail and Phone Procedures
    - o. Movement Procedures
    - p. Personal Hygiene & Grooming, Clothing and Linens, and Laundry
    - q. Prison Rape Elimination Act (PREA) – The offender orientation attached to the PREA Manual may be included for this purpose.
    - r. Recreation
    - s. Religious Services and Activities
    - t. Rules of Conduct
    - u. Searches of Inmates and Facility
    - v. Tablets
    - w. Trustee Accounts
    - x. Visitation
  - B. Written orientation materials shall be translated into an inmate’s own language as appropriate. When a literacy problem exists, a staff member shall assist the inmate in understanding the materials.
  - C. Although orientation materials, including the inmate handbook, may be provided electronically on the tablets, each inmate will also receive a paper copy.
- VII. Admission and orientation procedures will be documented on the Admission & Orientation Process Checklist (**Attachment #1**) and signed by the inmate and witnessing staff member. Completed forms will be uploaded to OIS Document Management.

- VIII. Inmates received through **intra-agency transfers** from other DCR prisons or community corrections facilities shall receive an orientation to the new facility. Except in unusual circumstances, orientation will be completed within seven (7) calendar days after arrival.
- A. The *Prison Rape Elimination Act (PREA) Screening Assessment* will again be completed on each inmate within twenty-four (24) hours of arrival at the new facility to assess vulnerability to victimization or perpetration. A reassessment will be completed using the same screening assessment within thirty (30) days of initial screening. The target timeframe for the reassessment is between day twenty (20) and day thirty (30).
- B. Each inmate will again be provided the following written materials:
1. DCR Policy Directive 325.00 Discipline of Inmates
  2. *Notice of Inmate/Resident Rights Under the Americans with Disabilities Act*
  3. *PREA Educational Brochure* – reviewed with each inmate and includes procedures for reporting incidents or suspicions of sexual abuse or harassment and the inmate’s right to be free from sexual abuse, sexual harassment, and retaliation for reporting such incidents. Each inmate will sign an acknowledgement form confirming this training.
  4. A facility-specific inmate handbook, which includes at a minimum the same handbook information listed above.
- C. Each inmate will sign and date a statement documenting the completion of the orientation program. Completed forms signed by witnessing staff will be uploaded to OIS Document Management.

**ATTACHMENT(S):**

- #1 Admission & Orientation Process Checklist

APPROVED SIGNATURE: \_\_\_\_\_

*William K. Marshall III*

William K. Marshall, III Commissioner

*June 21, 2023*  
Date

## West Virginia Division of Corrections & Rehabilitation

### Admission & Orientation Process Checklist

Inmate Name \_\_\_\_\_

OID# \_\_\_\_\_

Date of Admission \_\_\_\_\_

| Process                                                                                                                                             | Date/Staff Initials |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. Determination that the inmate is legally committed to facility.                                                                                  | _____ / _____       |
| 2. Thorough searching of the individual and possessions checking for contraband.                                                                    | _____ / _____       |
| 3. Disposition of personal property (property inventoried).                                                                                         | _____ / _____       |
| 4. Shower and hair care, if necessary.                                                                                                              | _____ / _____       |
| 5. Issuing clean, laundered clothing, bedding and linens and personal hygiene items.                                                                | _____ / _____       |
| 6. Photographing (scars, marks, and tattoos) and fingerprinting, including notation of identifying marks or other unusual physical characteristics. | _____ / _____       |
| 7. Medical, dental, and mental health screening.                                                                                                    | _____ / _____       |
| 8. Assigning to housing unit.                                                                                                                       | _____ / _____       |
| 9. Recording basic personal data and information in OIS.                                                                                            | _____ / _____       |
| 10. Explaining mail and visiting procedures.                                                                                                        | _____ / _____       |
| 11. Assisting inmates in notifying their next of kin and families of admission.                                                                     | _____ / _____       |
| 12. Assignment of registered number to the inmate (if not already assigned).                                                                        | _____ / _____       |
| 14. Giving written orientation materials to the inmate.                                                                                             | _____ / _____       |
| • <u>DCR Policy Directive 325.00 Discipline of Inmates.</u>                                                                                         | _____ / _____       |
| • <i>Notice of Inmate/Resident Rights Under the Americans with Disabilities Act.</i>                                                                | _____ / _____       |
| • <i>PREA Educational Brochure, signed PREA Training Confirmation.</i>                                                                              | _____ / _____       |
| • Facility-Specific Inmate Handbook.                                                                                                                | _____ / _____       |
| 16. Documentation of any reception and orientation procedures completed.                                                                            | _____ / _____       |
| 17. PREA Screening Assessment.                                                                                                                      | _____ / _____       |

\_\_\_\_\_  
 Inmate Signature

\_\_\_\_\_  
 Witnessing Staff Signature and Title