

## GENERAL DISTRIBUTION

WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION

NUMBER: 400.06

EFFECTIVE DATE: 08 November 2024

SUBJECT: WEEKEND JAIL PROGRAM

# POLICY DIRECTIVE

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## PURPOSE:

To provide policy detailing a coordinated system of admission and booking procedures for inmates sentenced to intermittent periods of confinement in the jail (typically weekends, holidays, or other days normally off from work) as specified in the court order.

## REFERENCE:

WV Code §§15A-5-9, 61-5-8, 62-11A-1a, and 62-12-9; ACA Expected Practices 5-ALDF-2A-18; 5-ALDF-2A-19, 5-ALDF-2A-20, 5-ALDF-2A-21, 5-ALDF-2A-22, 5-ALDF-2A-23, and 5-ALDF-2A-24; Prison Rape and Elimination Act (PREA) §§115.33, 115.41 and 115.42; and National Commission on Correctional Health Care (NCCHC) §J-E-02.

## RESPONSIBILITY:

Superintendents of jail facilities are responsible for enacting facility-specific Operational Procedures and ensuring the requirements of this Policy Directive are included in applicable Post Orders.

## CANCELLATION:

Any previous written instructions on the subject.

## APPLICABILITY:

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

## DEFINITIONS:

**Booking:** A procedure for the admission of a person charged with or convicted of an offense, which includes searching, fingerprinting, photographing, medical screening, and collecting personal history data. Booking also includes the inventory and storage of the individual's personal property.

**LiveScan:** The technology used to capture fingerprints electronically, without the need for the more traditional method of ink and paper. The fingerprints are securely transmitted to a government agency, which performs a criminal history background check.

**Medical Staff Member:** A physician, physician assistant, registered nurse, licensed practical nurse, or other health trained staff member employed by the contractual medical provider.

**Prison Rape Elimination Act (PREA):** A federal law established to address the elimination and prevention of sexual assault and/or sexual harassment in the correctional system.

**Weekend Jail Program:** A sentencing option authorized by state code, under which an inmate is sentenced to intermittent periods of confinement in the jail (typically weekends, holidays, or other days normally off from work) as specified in the court order. For the purposes of this Policy, the term “weekend” will be interpreted to mean the days specified in the court order the inmate is to serve.

**POLICY:**

- I. West Virginia Code allows a sentencing judge or magistrate in his/her discretion, as an alternative to the sentence imposed by statute or ordinance for a crime, to sentence an individual to the “weekend jail program” under which the individual is required to spend weekends or other days normally off from work in the jail.
- II. In order to provide for the safety and security of the facility, the following admission procedures will be completed in sequential order each time an inmate participating in the “weekend jail program” arrives unless specified otherwise.
- III. Inmates who self-report for the “weekend jail program” need to be instructed that all intakes are processed through the back gate. They will need to “walk up” to the intercom on the gate and advise of their arrival. No personal vehicles will be permitted through the back gate.
- IV. Only upon the inmate’s arrival for the first “weekend,” the booking officer reviews commitment paperwork to determine that the inmate is legally committed to the facility and ensures the paperwork is certified, complete, appears valid, and accurate. If inaccuracies exist, the individual is not accepted, and the committing court is contacted immediately.
- V. An officer of the same gender conducts a clothed body search checking for weapons and other obvious contraband in the secure sallyport area. After the pat search is completed, the medical clearance assessment is completed.
  - A. Contraband items not authorized to possess and introduce into the secure area of the facility, and are not considered evidence of a crime, will be dropped into a secure box (where available) located at the initial entry door of each intake area. This secure box

will be emptied by the end of each shift and items will be disposed of in a manner to ensure inmates do not gain access to the items and the items do not enter secure areas.

- B. Each facility's Operational Procedure will ensure seized items, such as weapons, ammunition, drugs, tobacco, and other dangerous materials are not introduced into the secure area of the facility. Items prohibited by WV Code §61-5-8 (alcoholic liquor, non-intoxicating beer, poison, implement of escape, dangerous material, weapon, and controlled substances) are not to be stored in property rooms and will be removed from the secure area of the facility with the exception of telecommunication devices which will be secured in a secure property storage location as identified by the Superintendent/designee.
  - C. All items found in possession of or on the inmate are confiscated, thoroughly searched, and processed as follows.
    - 1. Food items are disposed of and liquids such as alcoholic liquor and non-intoxicating beer are disposed of by pouring down the drain.
    - 2. Prescribed medications in a properly labeled medication container with the inmate's name affixed and within usable date frames, are inventoried as received and immediately provided to the medical staff member conducting the medical clearance assessment.
    - 3. Items that do not fit in the secure box or when a secure box is not available, will cause the Shift Commander or designee to report to the intake location to take immediate control of said items for immediate removal from the secure area.
    - 4. Telecommunication devices (including charger, ear buds, etc.) are confiscated immediately upon discovery and placed in a "valuables locker or drop box" where available or property bag assigned to the inmate.
    - 5. Items that may be evidence of a crime, including illegal substances, are turned over to the Shift Commander. A detailed incident report of the findings will be completed as soon as practical.
  - D. The Inmate Personal Property Inventory (Attachment #1 to Policy Directive 400.01) may be started as items are removed from the inmate and retained.
- VI. The booking officer or medical staff member will observe the inmate and make inquiries about the physical condition of the inmate. The physical condition of the inmate is documented and if necessary, document injuries with photographs.
- A. An inmate in obvious need of medical attention of a degree necessitating treatment by a physician, which may include an obvious positive body scan for suspected drugs or dangerous material detected inside the inmate's body that is not recovered through strip search procedures will be transported by jail staff to an outside medical facility for appropriate treatment.

- B. An appropriate medical staff member completes a medical clearance assessment and becomes part of the inmate's medical record. All inmates are administered a drug screen urinalysis (to be used solely for medical assessment and treatment purposes) and female inmates are additionally administered a pregnancy test prior to body scan procedures.
- VII. The booking officer conducts a body scanner search of each inmate in accordance with Policy Directive 308.13. Inmates who have already been scanned are kept separate from any other inmate waiting for intake processing.
- VIII. The booking officer fingerprints and photographs every inmate on the Livescan device. Three (3) photographs (also known as "mugshots") are taken; front view, left profile and right profile. The three (3) photographs will be immediately uploaded to the Offender Information System (OIS).
- IX. The booking officer begins processing the inmate by recording basic personal data in OIS upon the inmate's arrival for the first "weekend." Each subsequent "weekend" the booking officer **resumes** a booking in OIS. The booking officer will conduct a search of inmate's social security number in OIS to determine any previous record of incarceration. If no record is found, search the inmate's first, middle and last name and/or date of birth for prior incarcerations. The inmate retains the Offender Identification Number (OID#) contained in OIS. The booking officer also completes the following paperwork.
- A. The inmate's name and jurisdiction are placed on the billing sheet.
  - B. A booking/legal file is created if not already available.
  - C. Complete the Booking/Movement to Population Record (Attachment #3 to Policy Directive 400.01).
  - D. Complete the Personal Data Sheet (Attachment #4 to Policy Directive 400.01) by obtaining information from the inmate only upon the inmate's arrival for the first "weekend." On subsequent "weekends" only if the inmate's address has changed since his/her most recent stay will a new Personal Data Sheet need to be completed.
  - E. Cash money is counted, documented on Inmate Funds Confiscated Upon Booking (Attachment #5 to Policy Directive 400.01) as the exact amount, and processed in accordance with established procedures for depositing into the inmate's trustee account and the inmate is issued a receipt.
    - 1. Cash that cannot be processed for any reason (e.g., wrinkled currency that electronic device will not accept) shall have the bottom section of Attachment #5 completed. The cash and a completed copy of Attachment #5 shall be placed in an envelope and secured until fiscal staff is able to process on the next regular business day.

2. No cash is to be placed in the inmate's personal property.
  3. Checks, checkbooks, money orders, credit/debit cards or other funds not authorized for deposit are inventoried and placed in secure storage.
  4. If an inmate states that he/she does not want a coin or a piece of currency deposited to his or her account because it is a rare coin or currency (e.g., gold or silver coin, silver certificate, etc.) this item is to be inventoried and placed in secure storage.
  5. Complete Jail Processing Fee Notice (Attachment #1 to Policy Directive 111.07). The inmate is charged a Jail Processing Fee each and every "weekend." The inmate and fiscal section are provided with a copy of this completed form.
- F. All inmate property is searched, inventoried, and properly recorded on the Inmate Personal Property Inventory (Attachment #1 to Policy Directive 400.01) prior to being placed in secure storage. The description of items will be in sufficient enough detail for easy identification to include condition of the item. A copy of the completed inventory form is provided to the inmate.
1. Searches of all items are critical to ensure that no contraband enters the facility. All property, including clothing worn into the facility, is carefully and thoroughly searched.
  2. All items are removed from containers in which they are carried, and each item examined to ensure that it does not conceal contraband or other unauthorized items.
  3. Care must be taken neither to damage nor destroy personal property. If this should happen, an incident report will be completed by the staff involved.
  4. The following items may be retained by the inmate after being thoroughly searched. This is noted on the Inmate Personal Property Inventory form.
    - a. Corrective eyeglasses (two pair)
    - b. Contact lens (one pair & case)
    - c. Wedding ring/band (one, if legally married, no stones)
- G. Complete intake information in OIS. Upload mugshots from West Virginia State Police website (this step is not required until access becomes available.) Upload all appropriate documents. Photographs of all scars, marks and tattoos, in non-intimate areas (to include genitalia, pubic area, anus, and female breasts) are taken and uploaded to OIS.

- H. Only upon the inmate's arrival for the first "weekend," provide a copy of the *PREA Educational Information* (attachment to the DCR PREA Manual) and have the inmate sign the PREA Offender Education Confirmation (attachment to the DCR PREA Manual).
- I. The Booking Supervisor or Shift Commander is responsible for calculating the sentence for the release date using the Inmate Recap Report in OIS and recording in the release book. The Booking Supervisor or Shift Commander also provides a copy of the court order and recap report to a staff member designated by the Superintendent to ensure the release date is correct.
- X. A medical receiving screening in accordance with Policy Directive 400.04 is conducted by appropriate medical personnel and documented in the inmate's medical record. The medical staff member completing the receiving screening immediately notifies the Shift Commander if it is determined, through risk screening and/or observation, the inmate is suicidal, at risk of suicide, risk of sexual victimization, transgender or gender diverse, or has mental/physical/developmental disabilities requiring other than general population classification.
- XI. Only upon the inmate's arrival for the first "weekend," he or she is issued an Offender Identification Number (OID#) and Personal Identification Number (PIN) for the inmate phone system.
- XII. Each inmate is subjected to an unclothed body search, deloused, showered, and changed into newly issued inmate clothing prior to housing.
- A. An unclothed body search is conducted by the same gender officer. Cross gender and transgender unclothed body searches should be completed by a staff member of the same anatomical make-up and external genitalia as the individual. All clothing removed from the inmate is searched and secured.
- B. The delousing agent is applied by a correctional officer of the same gender in accordance with product instructions regarding required wait time, via a spray bottle or applicator, prior to allowing the inmate to shower. Shower facilities in the intake/booking area are used; required personal hygiene items and linens are provided by the facility.
- C. Inmates are issued initial institutional clothing (1 uniform shirt, 1 pair of uniform pants, 2 pairs of underwear, 1 pair of socks and sandals), bedding/linens (1 blanket, 2 sheets, 1 pillow and case, 1 mattress, 1 towel, 1 washcloth, and 1 laundry bag), and personal hygiene supplies (cup, toothbrush, toothpaste, soap, shampoo, deodorant, and comb). Female inmates are issued a brassiere and both tampons and feminine hygiene pads if needed.
- D. Only upon the inmate's arrival for the first "weekend," he or she is provided a paper copy of the Inmate Handbook as required by BPJ Protocol 102.

- E. Only upon the inmate's arrival for the first "weekend," he or she is provided a copy of Policy Directive 325.00 containing the rules of inmate conduct.
  - F. Only upon the inmate's arrival for the first "weekend," he or she is provided the *Notice of Inmate/Resident Rights Under the Americans with Disabilities Act* as required by Policy Directive 450.02.
  - G. Only upon the inmate's arrival for the first "weekend," he or she is issued an Identification (ID) Card in accordance with Policy Directive 400.02. At the conclusion of each "weekend," this card is retained by the jail and returned to the inmate on each subsequent "weekend."
  - H. The Shift Commander assigns housing, based on various factors including the inmate's gender, severity of charges, availability of holding cells in booking and prior institutional behavioral/disciplinary history.
    - 1. Only upon the inmate's arrival for the first "weekend," an appropriate staff member completes the PREA Screening Assessment (attachment to the DCR PREA Manual) by meeting face-to-face with the inmate. This initial screening assesses the risk of being sexually abused by other inmates or sexually abusive toward other inmates. **As determined by the Screening Assessment, a Sexual Predator will never be housed in the same cell with a Potential Victim or Victim.**
    - 2. Inmates who are violent, suicidal, mentally disordered, demonstrating unusual or bizarre behavior or determined to be in need of professional mental health services, will be housed in a "manned section" in order to observe the inmate's behavior at least every fifteen (15) minutes, until evaluated by a mental health professional.
    - 3. The Shift Commander will ensure the inmate is added to appropriate count forms and count boards.
- XIII. Procedures for uploading the "**booking packet**" to the inmate's record in OIS Document Management in accordance with Policy Directive 400.01 will be followed.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:   
William K. Marshall III, Commissioner

11/8/2024  
Date