

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 401.05**

**EFFECTIVE DATE: 13 March 2024**

**SUBJECT: SELECTION CRITERIA FOR  
SPECIFIC FACILITIES**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To define the systematic role of various facilities within the Division of Corrections and Rehabilitation; to establish and maintain eligibility and selection criteria for placement at those facilities; and to provide procedures for the movement of inmates on the basis of bed availability, consistent with classification procedures without compromising public or facility security.

**REFERENCE:**

WV Code §15A-3-12.

**RESPONSIBILITY:**

No additional written instructions on this subject are required.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 401.05, dated 01 July 2022.

**APPLICABILITY:**

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

**DEFINITIONS:**

None.

**POLICY:**

- I. All Division of Corrections and Rehabilitation (DCR) facilities house inmates at the most appropriate custody level consistent with facility design, public safety, and the needs of the

inmate. It is the practice of DCR that inmates serve their sentences at the lowest possible custody level, keeping in mind the needs of safety for the community, staff, and other inmates.

- II. The systematic role of each facility shall be determined by the Commissioner. The Commissioner may assign special missions to facilities such as diagnostic and classification; receiving/intake units for designated inmates, and specialty treatment units. The systematic role and the eligibility criteria for the selection of inmates for transfer to the following facilities are:

**A. Mount Olive Correctional Center and Jail (MOCC&J)**

1. General population housing for long term incarceration with special units including, but not limited to, mental health unit, acute medical, special management, long-term segregation and administrative segregation and receiving/intake unit for designated inmates.
2. Male inmates classified as Level V to Level I with a potential release date of sixty (60) months or more unless placement has been deemed necessary for medical, mental health or security reasons.
3. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as “in jail available for transfer” (IJAT) in the Offender Information System (OIS) may be moved directly from a jail unit provided they meet all other criteria for placement at MOCC&J.

**B. Northern Correctional Center and Jail (NCC&J)**

1. Special management facility with short-term segregation unit.
2. Male inmates classified as Level V to Level I.
3. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at NCC&J

**C. Huttonsville Correctional Center and Jail (HCC&J)**

1. General population housing with special units including, but not limited to, short-term segregation and short-term administrative segregation.
2. Male inmates classified as Level V (reviewed and selected) to Level I who are serving sentences of Life with Mercy or less.
3. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at HCC&J.

**D. Lakin Correctional Center and Jail (LCC&J)**

1. General population housing for female inmates classified as Level V to Level I with special units including, but not limited to, mental health, acute medical, special management, long-term segregation, and administrative segregation.
2. Receiving/intake unit and diagnostic and classification for female inmates.
3. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at LCC&J.

**E. St. Marys Correctional Center and Jail (SMCC&J)**

1. General population housing with special units including, but not limited to, geriatric unit.
2. Male inmates classified as Level IV to Level I who are less than sixty (60) months to potential release.
3. Inmates with special circumstances that would not normally meet the criteria for transfer to SMCC&J may be considered on an individual basis as determined by medical staff with the Medical Director of Correctional Healthcare and the Director of Inmate Classification and Movement.
4. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at SMCC&J.

**F. Denmark Correctional Center and Jail (DCC&J)**

1. General population housing for male inmates classified as Level III to Level I who are less than forty-eight (48) months to potential release.
2. Inmates may not have an outstanding detainer of high risk on the Offense Severity scales including outstanding warrants.
3. Inmates must be able to seek and retain employment with physical ability verified by facility medical personnel prior to transfer. The inmate must be able to utilize stairs.
4. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at DCC&J.

## **G. McDowell County Correctional Center (MCDO)**

### **1. Stevens Building**

- a. General population housing with special units for male inmates classified as Level IV to Level I who are less than sixty (60) months to potential release.
- b. Inmates with no history of escape in the past thirty-six (36) months.
- c. Inmates with no more than two (2) Class II or one (1) Class I findings of guilty by a Correctional Hearing Officer within the past sixty (60) days. Inmates with a clean disciplinary record will be given priority. Inmates who do not meet the disciplinary criteria may be selected on a case-by-case basis.
- d. Inmates must be mentally and physically capable of functioning at the facility and may not have serious, chronic, limited health problems, mental health problems or be infirmed.
- e. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at the Stevens Building.

### **2. Welch Building**

- a. General population housing with special units for male inmates classified as Level III with low or moderate risk on the Offense Severity scales, with the exception of a sex offender who is classified as Level IV. (Inmates classified as Level V due to disciplinary segregation of a short duration ordered by a Correctional Hearing Officer may remain at the Welch Building as deemed appropriate.)
- b. Inmates with forty-eight (48) months or less to potential release.
- c. Inmates with no history of escape within the past three (3) years.
- d. Inmates with no more than two (2) Class II or one (1) Class I findings of guilty by a Correctional Hearing Officer within the past sixty (60) days. Inmates with a clean disciplinary record will be given priority. Inmates who do not meet the disciplinary criteria may be selected on a case-by-case basis.
- e. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at the Welch Building.

## **H. Salem Correctional Center and Jail (SCC&J)**

1. General population housing with special units for male inmates classified as Level III or lower who are within sixty (60) months of potential release or have been given a deferred decision from the WV Parole Board pending the approval of a home plan. (Inmates classified as Level V due to disciplinary segregation of a short duration ordered by a Correctional Hearing Officer may remain at SCC&J as deemed appropriate.)
2. Inmates transferred for General Population may have no outstanding felony detainers or convictions for 1<sup>st</sup> or 2<sup>nd</sup> Degree Murder or sexual offenses.
3. Inmates transferred from a jail unit for intake must be within one hundred and twenty (120) months of potential release and have no outstanding felony detainers or convictions for 1<sup>st</sup> or 2<sup>nd</sup> Degree Murder. Inmates serving sentences for sexual offenses may be transferred for intake.
4. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at SCC&J.

## **I. Pruntytown Correctional Center and Jail (PCC&J)**

1. General population housing for male inmates classified as Level III (reviewed and selected) to Level I who are within forty-eight (48) months of potential release with low or moderate risk on the Offense Severity scales. Those with high/very high risk on the Offense Severity scales will be reviewed and selected on a case-by-case basis.
2. Receiving/intake unit for designated inmates.
3. Inmates with no more than one (1) Class I finding of guilty by a Correctional Hearing Officer within the past sixty (60) days. Inmates who do not meet the disciplinary criteria may be selected on a case-by-case basis.
4. Inmates with no history of escape within the past three (3) years.
5. Inmates must be physically capable and medically cleared for functioning at PCC&J.
6. Inmates serving sentences for 1<sup>st</sup> or 2<sup>nd</sup> Degree Murder, or sexual offenses are not eligible.
7. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at PCC&J.

**J. Parkersburg Correctional Center and Jail (PBCC&J)**

1. Male inmates classified as Level II to Level I from a receiving/intake unit with low or moderate risk on the Offense Severity scales within sixty (60) months of potential release or have been given a deferred decision from the WV Parole Board pending approval of a home plan.
2. Inmates that are high or very high on the Offense Severity scales may be moved after review and selection by both the facility and the Director of Inmate Classification and Movement/designee.
3. Inmates must be mentally and physically capable of functioning at the facility.
4. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at PBCC&J.

**K. Martinsburg Correctional Center (MCC) – The mission will be as assigned by the Commissioner for male inmates classified as Level V to Level I.**

**L. Ohio County Correctional Center (OCCC)**

1. Male inmates classified as Level II to Level I with low or moderate risk on the Offense Severity scales who are within thirty-six (36) months of potential release and have been reviewed and selected by both the facility and the Director of Inmate Classification and Movement/designee.
2. Inmates must be capable of performing all essential functions of inmates in a work camp either with or without reasonable accommodations.
3. Inmates with high-risk detainers or moderate risk detainers relating to child/adult abuse, sexual offenses, causing death/injury or escape charges will not be eligible for placement.
4. Technical parole violators who have had their parole revoked and time to possible release recalculated who are designated as IJAT in OIS may be moved directly from a jail unit provided they meet all other criteria for placement at OCCC.

**M. Work Camps**

1. Inmates classified as Level I or Level II with low or moderate risk on the Offense Severity scales that have been reviewed and selected by both the facility and the Director of Inmate Classification and Movement/designee that are within thirty-six (36) months of potential release.
2. The inmate must be capable of performing all essential functions required of inmates in a work camp with or without reasonable accommodations.

3. Inmates may not have a high-risk detainer or moderate risk detainer relating to child/adult abuse, sexual offenses, causing death/injury or escape charges.
- N. Eligibility requirements for **Residential Substance Abuse Treatment (RSAT) Units**, including RSAT Units at Community Corrections facilities, are contained in DCR Policy Directive 453.05. Eligibility requirements for transfer to **work release units** are contained in DCR Policy Directive 455.02.
- III. For the purposes of continuity, communication of appropriate information concerning the inmate under consideration for transfer, and proper documentation of inmate transfers, the Director of Inmate Classification and Movement/designee will be notified of all transfers to another DCR facility.
  - IV. Intake may be in the form of newly sentenced inmates or parole violators from jail units or other committing authorities. All movement from a jail unit to a receiving/intake unit must be assigned and approved by the Director of Inmate Classification and Movement/designee.
  - V. Inmates who are eligible candidates for placement at work release units or work camps shall be reviewed monthly for placement.
    - A. A minimum of once per month, a three (3) member panel shall communicate/coordinate (by telephone, video, fax, email, etc.) the review of eligible inmates. The committee shall be composed of two (2) members from the facility where the inmates being considered are currently housed (one from security and one from programs), approved by the Superintendent, and a member of the intended receiving facility, at the minimum rank of Lieutenant/Unit Manager and approved by the facility Superintendent.
    - B. This panel shall conduct an in-depth review and an updated placement evaluation of inmates who have been identified as acceptable. Such review shall be prior to the candidate's transfer to those facilities designated as feeder units by the Director of Inmate Classification and Movement.
    - C. Utilizing the placement evaluation, the panel shall assess each candidate.
      1. The evaluation shall include a thorough review of the inmate under consideration.
      2. A staff person, designated by the Superintendent, shall track each candidate, and ensure that:
        - a. The information on the application is accurate, and the inmate is in fact, eligible for consideration.
        - b. Upon approval for work release placement, letters of notification will be sent to the Court of original jurisdiction and the office of the Prosecuting Attorney as specified in DCR Policy Directive 455.02.

- D. Following the evaluation, the panel shall prepare a list of eligible inmates with recommendations for approval or denial for transfer according to the placement evaluation and forward to the Director of Inmate Classification and Movement/designee for review.
- E. NOTE: For Parkersburg Correctional Center and Jail (PBCC&J), in addition to using this placement evaluation process for the work release unit, it shall be used only for the selection of inmates with high risk on the Offense Severity scales (not for all potential transfers to PBCC&J).
- F. NOTE: For Pruntytown Correctional Center and Jail (PCC&J), a placement evaluation is no longer necessary prior to transfer to PCC&J as inmates are housed in a secure unit for up to thirty (30) days with the stipulation that both a reclassification evaluation and placement evaluation be completed on the inmate before he is moved off the secure unit to another housing unit. The third member of the review panel shall be someone from another facility at the minimum rank of Lieutenant/Unit Manager who is familiar with the review process.
- G. If an inmate is approved for transfer to a work release unit, it will be understood they are also approved for PCC&J, PBCC&J (general population), or work camps. If approved for a work camp, it will be understood they are also approved PCC&J or PBCC&J (general population). If approved for PCC&J, it will be understood they are also approved for PBCC&J (general population). A separate placement evaluation is not necessary.
- H. Following review by the Director of Inmate Classification and Movement/designee, he/she shall approve or disapprove transfers. Each facility Movement Coordinator will be responsible for sending an up-to-date list of inmates approved for PCC&J, PBCC&J (general population), work release units, and work camps to the Director of Inmate Classification and Movement/designee on the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of every month. Actual transfers will occur as space becomes available.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: William K. Marshall III March 13, 2024  
William K. Marshall III, Commissioner Date