

## GENERAL DISTRIBUTION

WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION

NUMBER: 426.00

EFFECTIVE DATE: 21 June 2023

SUBJECT: SHELTERED HOUSING UNIT

# POLICY DIRECTIVE

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## PURPOSE:

To provide guidelines for housing and assistance for inmates that may not be appropriate for general population due to some physical or mental impairment, yet not so severe that it requires infirmary level care or admission to a mental health unit.

## REFERENCE:

None.

## RESPONSIBILITY:

No additional written instructions on this subject are required.

## CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 426.00, dated 01 April 2015.

## APPLICABILITY:

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

## DEFINITIONS:

**Sheltered Housing Unit:** A handicap-accessible area that provides housing for inmates with special needs. Basic services provided include assistance with personal care, meals, and medication administration.

## POLICY:

- I. The Saint Marys Correctional Center and Jail (SMCC&J) is designated as the Division of Corrections and Rehabilitation (DCR) facility for the housing of selected members of the inmate population in a Sheltered Housing Unit.

- A. The Superintendent/designee and the facility Health Services Administrator shall coordinate the program, and inmates may be considered for this unit under the following circumstances:
1. If the inmate requires assistance with transportation to and from meals.
  2. If the inmate requires assistance to and from the pill call window for medication administration.
  3. If the inmate requires assistance with basic personal care.
  4. If the inmate has a visual impairment that would make housing in general population unsafe.
  5. If the inmate has impaired mobility that would make housing in general population unsafe.
  6. If the inmate is recovering from a surgery or procedure that would prevent placement in general population but would not necessitate infirmary-level care.
  7. Inmates with special circumstances, to include inmates that would not normally meet the criteria for transfer to SMCC&J (e.g., an inmate classified as Level V) may be considered on an individual needs basis as determined by healthcare staff in cooperation with the Director of Correctional Healthcare and the Director of Inmate Classification/Movement.
- B. Inmate orderlies are assigned to work on this unit under the supervision of appropriate healthcare staff. Orderlies do not deliver health care and are not substituted for qualified healthcare staff.
1. Orderlies are appropriately trained by healthcare staff. Training is documented in their record and occurs initially and annually for these positions.
  2. Orderlies are scheduled and available twenty-four (24) hours per day.
  3. Orderlies perform familial duties within the scope of their training and may assist with routine activities of daily living, such as, but not limited to, bathing, shaving, transfers, feeding, toileting, and ambulation when there is not a medical concern.
- C. Inmates assigned to the Sheltered Housing Unit will access sick call for their medical concerns using the same procedure as all other inmates.
- D. A Certified Nursing Assistant (CNA) will be available to the unit twenty-four (24) hours per day, seven (7) days per week. The CNA, although not necessarily stationed on the unit, will be assigned to make daily rounds, be available in case of an emergency,

and to provide assistance as needed. The CNA will have access to a Registered Nurse (RN) twenty-four (24) hours per day, seven (7) days per week.

1. Wound care and some basic medical treatments can be performed on the unit by qualified healthcare staff. Any complicated wound care or treatment will be referred to the infirmary.
2. Medications will be administered on the unit via qualified nursing staff for those inmates who are unable to attend pill call due to a physical reason.

**ATTACHMENT(S):**

None.

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

*William K. Marshall III*

William K. Marshall, III Commissioner

*June 21, 2023*

Date