

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 450.00

EFFECTIVE DATE: 01 September 2026

**SUBJECT: SOCIAL SERVICES IN
PRISONS AND COMMUNITY
CORRECTIONS FACILITIES**

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure defining the scope of social services available to meet the identified needs of adult inmates and help them to successfully return to the community and reduce the negative effects of confinement.

REFERENCE:

ACA Expected Practices 5-ACI-3D-05; 5-ACI-5E-01, 04 through 10; and 2-CO-4F-01.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

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

DEFINITIONS:

None.

POLICY:

- I. There is a social service program that provides a range of resources appropriate to the needs of inmates, including individual and family counseling, family planning, and parental education, and community services. Social services provide guidance and professional assistance to inmates with family and personal problems; some services may be provided through contractual arrangements with community agencies.

- A. The program is administered and supervised by a qualified, trained person with a minimum of a bachelor's degree in the social or behavioral sciences or related field.
1. The program administrator ensures the needs of the inmate population are identified at least annually to ensure the necessary programs and services are available, including programs and services to meet the needs of inmates with specific types of problems. The review should include an evaluation of academic, vocational, library, religious, and leisure-time programs and services.
 2. Additionally, the program administrator has a formal mechanism to determine appropriate levels of social services staffing. The mechanism used to determine such staffing levels includes at a minimum:
 - Type of inmate population served
 - Type of institution
 - Legal requirements
 - Goals to be accomplished
 3. The facility's use of a "team" approach and use of paraprofessionals, volunteers, and students also may influence the numbers of professional staff required.
- B. Community social service resources are used to augment social services provided in the facility.
- C. Male and female inmates housed in the same facility have equal access to all available services and programs. Neither sex is denied opportunities solely on the basis of their smaller number in the population.
- II. A planned, organized counseling program is provided by persons qualified by either formal education or training.
- A. Staff are available to counsel inmates upon request; provision is made for counseling and crisis intervention services.
 - B. Comprehensive counseling and assistance are provided to pregnant inmates in keeping with their expressed desires in planning for their unborn children.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:


David L. Kelly, Commissioner

08/04/2026
Date