

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 454.00**

**EFFECTIVE DATE: 21 December 2022**

**SUBJECT: REENTRY AND TRANSITION**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To provide procedures for assisting offenders returning to the community with successful reintegration by tailoring services to meet certain needs and providing release and transition preparation.

**REFERENCE:**

WV Code §15A-4-21.

**RESPONSIBILITY:**

The Director of Offender Services is responsible for enacting a Field Guide to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject including DOC Policy Directive 401.12, dated 15 August 2017; DOC Policy Directive 454.00, dated 01 November 2011; DOC Policy Directive 454.05, dated 01 November 2011; DOC Policy Directive 458.00, dated 01 February 2014; and DOC Policy Directive 454.08, dated 01 October 2014.

**APPLICABILITY:**

All facilities and work units within the Division of Corrections and Rehabilitation (DCR) that have custody of or supervise adult offenders serving a sentence for a felony crime. This Policy is available for general distribution and is to be made available for offender review upon the effective date.

**DEFINITIONS:**

**Case Management Plan:** A plan developed by a Case Supervisor designed to provide program recommendations that most effectively address an offender's criminogenic risks

and needs based upon the use of the LS/CMI; identifying the risk factors of the offender that have been linked to criminal conduct through research.

**Case Supervisor:** The DCR staff member assigned by the Superintendent or Unit Manager to manage the caseload of a particular inmate or group of inmates (e.g., Corrections Case Manager, Reentry Coordinator, Corrections Program Specialist, or Correctional Counselor).

**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.

**Reentry:** The transition of offenders from incarceration back into the community.

**POLICY:**

- I. It is the intent of the Division of Corrections and Rehabilitation (DCR) to provide a structured system of custody and care designed to help offenders make a satisfactory transition upon their release from incarceration. Planning for the successful reentry of offenders begins at the time of intake and continues throughout his/her incarceration and into post-release supervision.
  - A. DCR staff are expected to perform their duties and responsibilities in a manner designed to increase the therapeutic potential of correctional intervention and decrease individual criminogenic risk factors.
  - B. Staff will make effective use of their authority by using the “firm but fair” approach to interacting with offenders.
  - C. Staff will appropriately model and reinforce anti-criminal attitudes and behaviors.
  - D. Staff will work to build professional relationships characterized by mutual respect and open communication.
- II. All inmates serving a felony sentence will undergo screening and assessments, as identified in the Offender Services Field Guide, to identify risks and needs.
  - A. A Level of Service/Case Management Inventory (LS/CMI) Case Management Plan is developed or updated by the inmate’s Case Supervisor as delineated in the Field Guide.
  - B. Guidelines for program recommendations are contained in the Field Guide.
  - C. Each offender will be encouraged to participate in the development and all updates of his/her Case Management Plan and will be provided a copy of the Plan.

- III. Reentry preparation services are provided to the offender population prior to their release to the community. These services include, but are not limited to:
- A. Ensuring the offender has a copy of his/her birth certificate and a state identification card;
  - B. Replacement of an offender's Social Security Card (guidelines contained in the Offender Services Field Guide);
  - C. Arrangements for medical and mental health appointments and medication in the community, including Vivitrol, if appropriate;
  - D. Assistance in applying for or reactivating Medicaid;
  - E. For offenders with United States military service, referral to the Department of Veterans Affairs (referral information contained in the Offender Services Field Guide);
  - F. Information on housing and employment opportunities for released offenders; and
  - G. Information on post-release education, counseling and treatment community resources.

**ATTACHMENT(S):**

None.

APPROVED SIGNATURE:



**Brad Douglas, Acting Commissioner**

12/17/22

**Date**