

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 457.09

EFFECTIVE DATE: 01 June 2023

**SUBJECT: RELEASE TRANSPORTATION
FOR INMATES**

POLICY DIRECTIVE

PURPOSE:

To provide guidelines for the transportation of an inmate from his/her facility of incarceration upon the inmate's lawful release.

REFERENCE:

None.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 457.09, dated 01 July 2012.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR) that have custody of adult inmates. This Policy is available for general distribution and is to be made available for inmate review upon the effective date.

DEFINITIONS:

None.

POLICY:

- I. Any inmate who is lawfully released (e.g., discharged, released to parole supervision, court ordered released, etc.) from an applicable Division of Corrections and Rehabilitation

(DCR) facility, and who does not have other arrangements for transportation from the facility, will be provided transportation.

II. Inmates being released from a **prison unit or community corrections facility** will be provided transportation to his/her county of last commitment or county of his/her approved parole release plan in the following manner:

A. The inmate will be transported to the nearest bus stop/station. A one-way fare will be, or will have been, purchased for the inmate. The fare will be paid using funds set aside in his/her savings required in this policy. Any inmate being released to parole supervision for which a one-way ticket is purchased shall be deemed granted the necessary permission to travel the route established by the bus, but not to deviate therefrom.

B. If the county seat of the county of last commitment or approved parole release plan is closer than the nearest bus, the Superintendent/designee is authorized to transport the inmate to the courthouse in such county seat rather than to the bus.

C. In order to ensure that each inmate has sufficient funds to purchase a one-way bus ticket, the Superintendent/designee, within twelve (12) months of the inmate's projected release and all times, thereafter, shall take all measures to ensure that the inmate has in his/her mandatory savings account a sum sufficient to purchase a bus ticket in accordance with this policy.

1. If necessary, the Superintendent/designee may place a hold on an inmate's spending account and transfer an appropriate amount of money from the inmate's spending account to his/her mandatory savings account in order to pay the above-noted transportation costs.

2. Each Superintendent/designee shall consult with their nearest bus service to arrive at a proper estimate for such fares relative to his/her facility.

3. No inmate shall be excused from saving the proper funds for such fare simply because he/she intends to have private transportation from the facility.

4. In the event an inmate is being released and would not have sufficient funds to purchase a one-way ticket to his/her county of last commitment or approved parole release plan, the difference between the inmate's monies on his/her account and the cost of the fare will be paid using the state purchasing card (P-Card).

III. The following procedures are for inmates being released from a **jail unit**:

A. The inmate will be permitted to place a local or long-distance telephone call to family or friends to arrange transportation.

- B. If the inmate is unable to arrange transportation and taking into consideration factors that will ensure the inmate's safety (e.g., weather, age and physical condition of the inmate, location inmate intends to reside, etc.) the Superintendent/designee has the discretion to transport the inmate as follows:
1. If there is a bus stop/station located convenient to the jail unit, he/she may be transported to the bus stop/station. If the inmate does not have funds available, a one-way fare will be purchased for the inmate using a state P-Card. Any inmate being released to parole supervision for which a one-way ticket is purchased shall be deemed granted the necessary permission to travel the route established by the bus, but not to deviate therefrom.
 2. If the county seat of the county of last commitment or approved parole release plan is closer or more convenient than the nearest bus, the Superintendent/designee is authorized to transport the inmate to the courthouse in such county seat rather than to the bus.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:



William K. Marshall, III Commissioner



Date