



Division of Corrections



Bob Wise
Governor

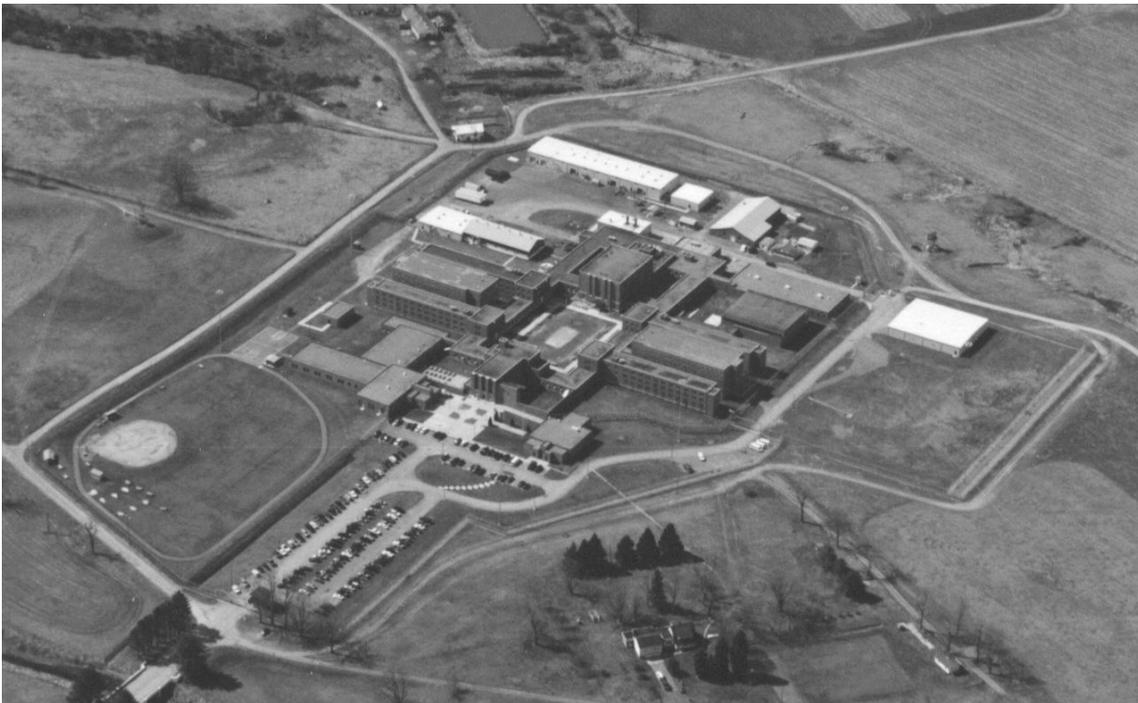
Joe Martin
Secretary of MAPS

Jim Rubenstein
Commissioner

FY 2002-03 ANNUAL REPORT

CORRECTIONS IN

WEST VIRGINIA



Huttonsville Correctional Center

*IT IS THE MISSION OF THE WEST VIRGINIA DIVISION OF CORRECTIONS
TO PROVIDE A SAFE, SECURE AND HUMANE CORRECTIONAL SYSTEM FOR
THE PUBLIC, STAFF AND OFFENDERS.*



STATE OF WEST VIRGINIA
DEPARTMENT OF MILITARY AFFAIRS & PUBLIC SAFETY
DIVISION OF CORRECTIONS



BOB WISE
GOVERNOR

JIM RUBENSTEIN
COMMISSIONER

JOE MARTIN
SECRETARY

OFFICE OF THE COMMISSIONER
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February , 2003

Honorable Bob Wise
Governor of West Virginia

Capitol Building
1900 Kanawha Blvd., East
Charleston, WV 25305

Dear Governor Wise,

In accordance with Chapter § 5-1-20 of the West Virginia Code, the Division of Corrections respectfully submits its annual report for the fiscal year 2002-2003.

We hope that this report would serve to illustrate the Division's progress during the year as well as providing a valuable reference source for DOC statistics and information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Rubenstein".

Jim Rubenstein
Commissioner

Office of The Commissioner

Jim Rubenstein
Commissioner

Wyetta Fredericks
Deputy Commissioner

Steve Yardley
Assistant Commissioner
Southern Region

Jan Chamberlain
Assistant Commissioner
Northern Region



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***...EFFECTIVE SERVICES IN
AN EFFICIENT MANNER.***



Challenges abound for the Department of Military Affairs and Public Safety agencies. For the third straight year, the department's 11 agencies seek to successfully handle the critical budget issue the state is facing. West Virginia is not unusual. Almost every state is staring at considerable budget woes. In fact, West Virginia is actually in better shape than most states. But that doesn't mean we're not looking at every possible way to offer effective services in an efficient manner.

The Division of Corrections is, of course, in a unique position. Since the agency has no control over the rate inmates are sent to its institutions, it will be spared the immediate challenge of significantly cutting its overall budget. But Corrections is certainly not exempt in dealing with economic threats to our state's and nation's economy. Once again, services and employees will be stretched to their limits this year, and it will take resolve and solid management to keep the division and its institutions running smoothly.

I believe that Commissioner Jim Rubenstein and the entire Division of Corrections will continue to move forward with a progressive and creative - yet sensible - approach to management of our facilities. We absolutely accomplished that in 2003. The Division of Corrections began operating the Lakin Correctional Center for women and implemented an aggressive electronic monitoring program for parolees. The division also received notification of ACA Accreditation of the Anthony Correctional Center.

Successful implementation of education and treatment programs remain primary concerns throughout the division. And once again, I have been extremely pleased to report to Governor Wise and legislators that the professionalism of the DOC's administrators and correctional officers have authored another peaceful year within our facilities.

We are obviously going to always be tough on crime in West Virginia. That should never change. But we also understand that we cannot compromise the effective way the division is managing our prisons. We will continue to take a hard look at West Virginia's sentencing structure and encourage the Legislature to, if necessary, take its own corrective measures in this regard.

Joe Martin
Cabinet Secretary

***CORRECTIONS PROFESSIONALS
STEWARDS FOR
BETTER BALANCE***



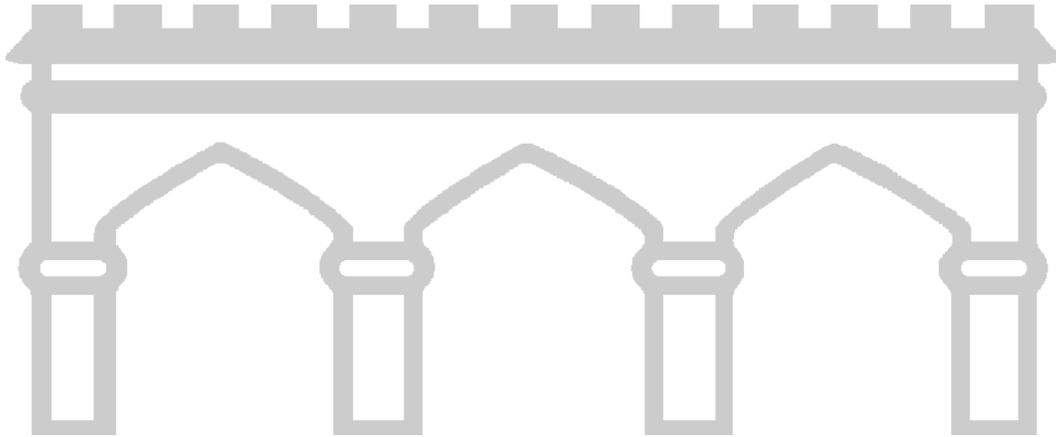
While many people realize and understand the function and daily operations of the Division of Corrections, many fail to recognize and appreciate those working within the agency and the critical role they play in maintaining our mission to provide a safe, secure and humane correctional system for the public, staff and offenders.

The employees of the Division of Corrections are truly professionals. They have chosen a career in the corrections field knowing the risks involved. Yet they are always willing to “go the extra mile” for the benefit of the agency, the public or a fellow employee. Their dedication, loyalty and flexibility always amazes me. Whether it is through the rehabilitation and care of offenders, dealing with offender family issues, providing victim services, parole supervision, administrative or public safety issues, the staff excel at being stewards for better balance.

From Correctional Officers to Wardens; Office Assistants to Executive Level Staff, we all strive to make this agency the best it can be and I am honored to have each of them on my team everyday. They are to be commended and recognized for the work they do for this Division. Each and every one of them is, without a doubt, a true Corrections Professional.

*Jim Rubenstein
Commissioner*

Our Mission



It is the mission of the West Virginia Division of Corrections to provide a safe, secure and humane correctional system for the public, staff and offenders.

Our Values

- ◆ We respect and value our responsibility to provide a safe, secure and humane correctional system for community, victims, staff and offenders.
- ◆ We value our dedicated, well-trained staff, as they are our most valuable asset.
- ◆ We value research and data based policy and program development: “Best Practices”.
- ◆ We value the development of leadership skills in administrators and employees .
- ◆ We value our responsibility of being good stewards of the taxpayers dollar and the image that ‘Corrections does more with less’.
- ◆ We value the importance of developing quality consumer relations; our consumers being the citizens of WV, victims, the staff and offenders.
- ◆ We value our integrity and are dedicated to demonstrating quality performance in West Virginia’s Corrections system.
- ◆ We believe in administrative, staff and offender accountability.
- ◆ We value an innovative approach, using process improvement teams, to develop policy and operational procedures based on sound correctional judgement.
- ◆ We value collaborative efforts with sister agencies in maximizing the utilization of WV’s scarce resources.
- ◆ We value the mission of the Governor’s Family Violence Coordinating Council to “*Create a Safer State of Family for West Virginia*” and are committed to working toward this goal through Victims Services and Batterers Intervention Prevention Programs.

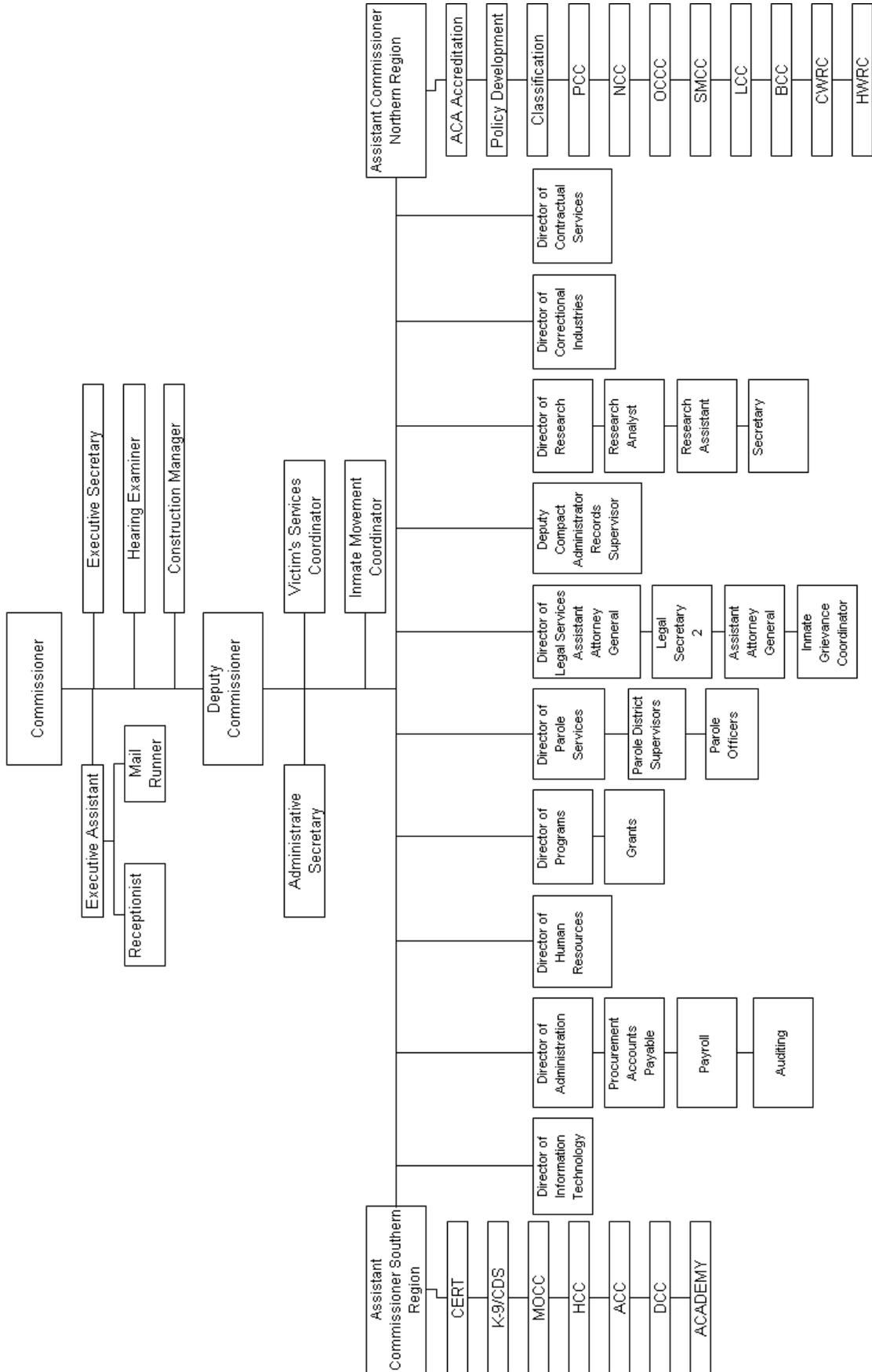
Our Major Accomplishments

- **Lakin Correctional Center:** A smooth and successful transition for approximately 240 inmates began on January 29, 2003, when Lakin Correctional Center received its first female offenders. The facility was operating at full capacity, 240 inmates, by the end of February.
- **American Correctional Association Accreditation:** Anthony Correctional Center and Northern Correctional Center have been recommended for accreditation audit this year.
- **National Commission on Correctional Health Care (NCCHC) Accreditation:** NCCHC, is a provide, not-for-profit organization that has developed national standards for health services in prisons. PrimeCare at Ohio County Correctional Center and Northern Correctional Center and Correctional Medical Services at Pruntytown Correctional Center, St. Marys Correctional Center, Denmar Correctional Center, Huttonsville Correctional Center and Mt. Olive Correctional Center achieved the goal of compliance with established standards.
- **Correctional Education Accreditation and Awards:** Congratulations to our correctional educators and the WV Department of Education-Institutional Education Programs for achieving national accreditation from the Correctional Education Association (CEA) at Anthony Center. Huttonsville, Mt. Olive, Northern Regional Jail & Correctional Facility, Denmar and St. Marys Correctional Center also hold CEA Accreditation. Additionally, CEA also named Mark Hedrick, Special Needs Teacher at Northern as one of nine National Teacher of the Year - Congratulations Mark! And last, but not least, St. Marys Correctional Center was honored by receiving the Special Needs Program Award of the Year by the WV Adult Education Association.
- **WV State Council for Interstate Compact for Supervision of Adult Offenders:** The 2003 Legislative session provided new legislation and mandates establishing a WV State Council for Interstate Compact for supervision of probationers and parolees transferring into and out of the State of WV. Commissioner Rubenstein, Deputy Commissioner Fredericks, Henry Lowery, Compact Administrator and Southern Parole Supervisor Doug Workman will serve on the Council along with Senator Jeffrey Kessler, Chair, Delegate John Pino, Supreme Court Director of Probation Services Mike Lacy, Judge Jennifer Bailey-Walker and Sue Julian, Team Coordinator for the WV Coalition of Domestic Violence.
- **Victims Services:** WV Division of Corrections was recognized for its commitment and promise that “crime victims are to be treated with respect, dignity and sensitivity”. The Honorable Kasey Warner, United States Attorney, Southern District of West Virginia nominated the WV Division of Corrections for the National Crime Victim Service Award.
- **Emergency Response and Preparedness:** Huttonsville Correctional Center Security Team assisted law-enforcement officials with the Randolph County critical incident (standoff) which occurred on May 19, 2003 in Montrose, WV. Warden Haines and Associate Warden Tim Murphy immediately responded to local law enforcement officers in need, by providing an Armored Personnel Carrier, which transported the WV State Police Special Response Team to their target area. One man had barricaded himself in a residence and fired numerous rounds of ammunition at law enforcement personnel. Sgt. James Adkins and Cpl. Travis Bennet received special recognition from Randolph County Prosecutor and Law Enforcement agencies for their assistance.
- **Disaster Relief:** Our agency, staff and inmates, provided disaster relief to communities who experienced disasters.
- **“For the Sake of the Children”:** Our state has a significant number of sex offenders incarcerated; they constitute over 20% of our population. Additionally, research tells us that over 65% of sexual offenses go unreported. In June 2003, MOCC and Psi-Med invited Law Enforcement, Sexual Abuse Counselors, and criminal justice practitioners into the prison to hear a panel of inmates speak to how they groomed their victims, their victim’s families and the communities. The goal was to heighten awareness of interventions that need to take place within our communities and the criminal justice communities to better manage this critical issue. Special recognition is given to Trudi Blaylock, Therapist, who had the vision, took the initiative and developed the program. The response from participants was overwhelmingly positive. For 7 years she worked specifically with the sex offender population in treatment.
- **Electronic Monitoring:** Parole Services initiated an electronic monitoring program to aid in management of parolees and reduce the number of inmates that may otherwise have to be incarcerated.

Our Goals

- **Managing WV's rapidly growing prison population:** To work with the legislative, executive and judicial branches of government, establish internal operating procedures to maintain control over the state's growing prison population.
- **Accreditation:** To establish American Correctional Association coordinators in each facility to establish operational procedures consistent with nationally established professional standards in prison operations.
- **Interstate Compact for Supervision of Adult Offenders:** To facilitate the statutory changes for the Interstate Compact for Supervision of Adult Offenders.
- **Victims Services:** To continue strengthening the victims services program in order to ease the pain and suffering that has been caused, restore justice and collaborate with Victims Advocates throughout the state.
- **Emergency Response & Preparedness:** Strengthen the agencies preparedness for critical incidents through ongoing training of Corrections Emergency Response Teams and Crisis Negotiators Teams, and collaborate with communities to manage critical incidents.
- **Community Service:** Continue our outreach to communities in beautification projects and disaster relief.
- **Public Safety:** Strengthen our public safety initiative by better preparing offenders for successful reentry. Collaborate with other critical stakeholders to develop a comprehensive program and continuum of care from institutions to community.
- **Inmate Management Information System:** To establish a long-term plan to collaborate with IS&C to develop a state-of the art Inmate Management Information System.

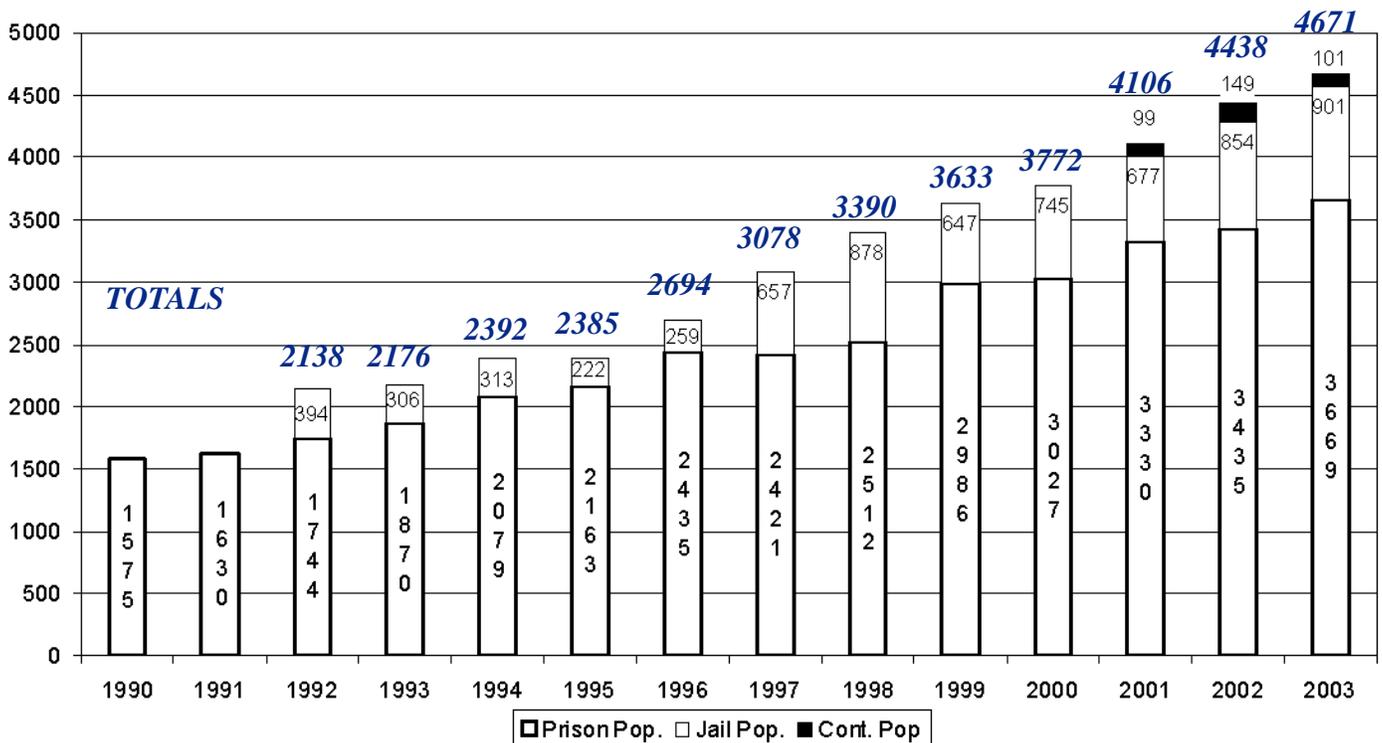
Organizational Chart

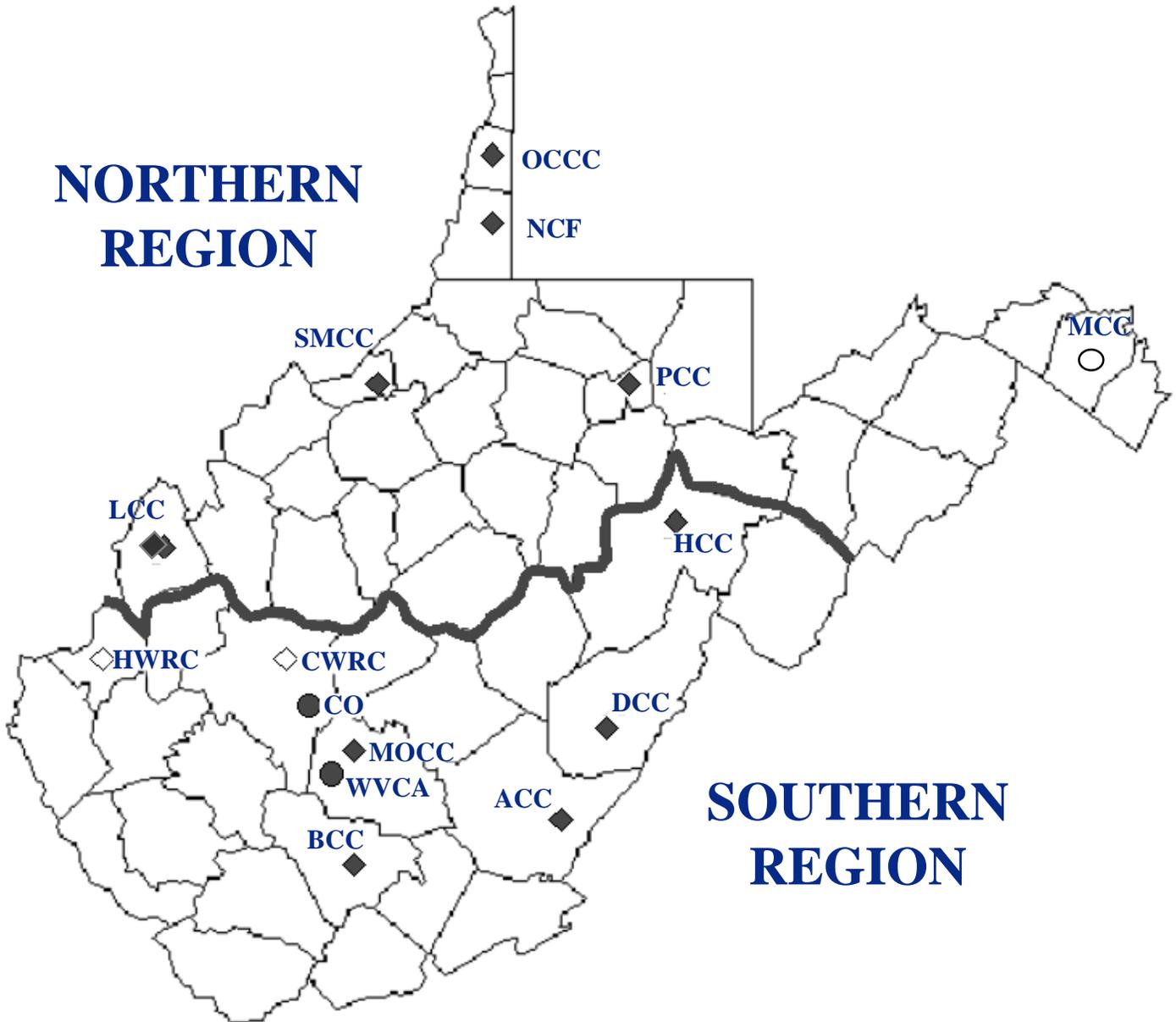


Growth of Corrections in West Virginia

- The state prison inmate population in the U.S. has grown 27% from 1995 to 2002. During that eight-year period, twelve states increased their sentenced inmate populations by at least 50%. **West Virginia had the fourth highest increase of 81.4%** during that period. North Dakota, Idaho, and Oregon were the only states with higher growth rates than West Virginia.
- During 2002, only seven states have had an average annual prison population increase of at least 5.0%. Maine was the highest with 11.5%. **West Virginia was sixth with 7.8%.**
- Although **West Virginia had the sixth highest annual percent increase in prison population** during 2002 in the nation, **West Virginia had the eighth lowest incarceration rate.** Only Minnesota, Maine, North Dakota, New Hampshire, Vermont, Massachusetts and Rhode Island had lower incarceration rates.
- In 2002, West Virginia had the **fourth largest percentage (21.3%) of state prisoners held in local or regional jails in the nation because of overcrowding.** Only Louisiana (44.9%), Tennessee (26.9%), and Kentucky (23.0) had a higher percentage of their inmates housed in local jails.
- West Virginia had 129 female inmates in correctional facilities in 1995 and 362 female inmates in 2002. **West Virginia's average annual percent change in number of female inmates for that seven-year period was 15.9% compared to the national rate of 5.2%.**
(Source: U.S. Department of Justice, Bureau of Justice Statistics, *Prisoners in 2002*, August 2003.)

Chart 1: DOC average prison and jail populations by year, 1990-2003 .





LEGEND:

- ◆ Correctional Institution.
- ◇ Work/Study Release Center.
- Other Offices or Buildings.
- Institutions Under Construction.
- Denotes Regional Border.

Northern Region:

- OCCC: Ohio County Correctional Center
- NCF: Northern Correctional Facility
- SMCC: St. Marys Correctional Center
- PCC: Pruntytown Correctional Center
- LCC: Lakin Correctional Center
- MCC: Martinsburg Correctional Center (under const.)

Southern Region:

- HCC: Huttonsville Correctional Center
- DCC: Denmar Correctional Center
- ACC: Anthony Correctional Center
- BCC: Beckley Correctional Center
- MOCC: Mount Olive Correctional Complex
- CWRC: Charleston Work/Study Release Center
- HWRC: Huntington Work/Study Release Center
- CO: Central Office
- WVCA: West Virginia Corrections Academy

The following table shows some of the major characteristics of DOC institutions. The **Year Open** column describes the year the facility was brought under the control of the DOC. The **Location** column shows where the facility is located geographically. The **Gender** column indicates the sex of offenders housed in that institution; **M** indicates that the facility houses males only, while **F** shows that the facility houses females only. A **M&F** in the gender column indicates that the facility houses both males and females. The **Population Type** column shows what age groups the facility houses. The **Security Level** column shows the security classifications of the inmates at each facility. You will find a description of the various security levels at the bottom of this page. The **Population Count** column shows the inmate populations at each facility on June 30, 2003 and the **ACA Rated Capacity** column shows the facility's bed capacity by American Correctional Association standards.

Table 1: General information for Correctional Institutions.

Year Open	Institution Name	Location	Gender	Population Type	Security Level	Population Count	ACA Rated Capacity
1970	Anthony	Greenbrier	M & F	Youth/Adult	2	215	220
1995	Mount Olive	Fayette	M	Adult	4 - 5	984	792
1937	Huttonsville	Randolph	M	Adult	3 - 4	926	889
1985	Pruntytown	Taylor	M & F	Adult	2 - 3	357	321
1993	Denmar	Pocahontas	M	Adult	3	207	210
1994	Northern	Marshall	M	Adult	1 - 4	255	184
1998	Ohio County	Ohio	M	Adult	3 - 4 - 5	54	41
1998	St. Marys	Pleasants	M	Adult	3	315	302
1972	Charleston WR	Kanawha	M & F	Adult	1	51	40
1983	Huntington WR	Cabell	M & F	Adult	1	62	34
1997	Beckley	Raleigh	M & F	Adult	2	57	44
2003	Lakin	Mason	F	Adult	1-5	239	240

Security Level	Description
1	Community
2	Minimum
3	Medium
4	Close
5	Maximum

- **Level 1 (Community):** The least restrictive custody classification within the Division. Inmates classified as Level 1 are eligible to be considered for placement in community programs or work release.
- **Level 2 (Minimum):** A custody classification which allows inmates to function more freely within the confines of the institution/facility/center. Inmates in Level 2 classification are eligible for selection to a work crew or job assignment that is not within the confines of the institution/facility/center and possible consideration for work release.
- **Level 3 (Medium):** A custody which permits inmates to function somewhat freely within the confines of the institution/facility/center.
- **Level 4 (Close):** The next to most severe and restrictive custody relating to housing and movement. Inmates classified to Level 4 custody include Special Management Status (Protective Custody) prisoners and inmates who are placed in the Behavior Improvement Unit.
- **Level 5 (Maximum):** The most severe and restrictive custody relating to housing and movement. Inmates classified to Level 5 custody include those housed in Segregation, Administrative Segregation, and Detention Units. The custody level also includes those inmates who are parole ineligible or discharge ineligible.

Misconceptions/Frequently Asked Questions

The following are some of the most commonly asked questions dealing with corrections in West Virginia.

Misconceptions

1. “The DOC determines how long inmates serve in prison.”

The DOC does not determine the length of stay for inmates. Sentences are set by the West Virginia Code and are applied by the judicial system after an offender has been convicted of a crime. The West Virginia Parole Board can also determine the length of stay for an offender through their authority to parole eligible inmates.

2. “Judges can sentence convicted offenders to a specific correctional institution.”

Offenders are sentenced to the custody of the Commissioner of Corrections and it is his responsibility to determine where an offender is housed based on certain variables such as, crime committed, security classification, etc. This authority is given to the Commissioner of Corrections in West Virginia Code 25-1-5.

Frequently Asked Questions

1. “How can I find out sentencing, release, or any other information about a specific inmate?”

Call the institution where the inmate is located and talk to the records clerk. If the institution is unknown call the DOC Central Office Records Section. See the DOC Agency Directory at the end of this report for contact information.

2. “What is the current recidivism rate?”

For those offenders released in 1994 only 14% have been convicted of a new felony and returned to a DOC Institution by June 30, 1999.

3. “What is the difference between a County/Regional Jail and a DOC Institution?”

Offenders who have received a sentence of less than a year, in most cases for a misdemeanor, or those who are being held in pretrial detention are typically committed to a County/Regional Jail. Offenders receiving sentences of more than a year, usually a felony, are committed to the DOC. Offenders committed to DOC are typically housed in County/Regional Jails until bed space is opened for them. The order in which they are transferred is based on Parole Eligibility Date, or in exceptional cases as approved by the DOC.

4. “What is the Internet address for the DOC website?”

The DOC website is located at <http://www.wvf.state.wv.us/wvdoc/>.

5. "I am interested in career opportunities with the DOC. Who should I contact?"

Contact the Director of Human Resources at the DOC Central Office (304-558-2036) or contact the DOC institution in your area (see contact information in the back of this report).

6. "My relative is housed in a DOC Institution which is located across the state from my place of residence. Can you transfer my relative to a correctional institution that is closer to my home?"

Inmate transfers and movement are dictated by such conditions as that inmate's security level, programming needs, etc. These variables make it impossible to house every inmate in a convenient location for their family.

7. "What is the difference between Probation and Parole?"

Probation is a form of pre-incarceration supervision that is administered by the county and state court systems; it is not the responsibility of the DOC. However, DOC Parole Services does supervise out of state probationers as part of Interstate Compact.

Parole is a form of post-incarceration supervision that is administered by Parole Services, a section within the DOC. Parole is the primary way inmates are released from DOC Institutions.

8. "How does Good Time affect an inmate's sentence?"

Each inmate sentenced to the DOC, except Anthony Correctional Center commitments and those sentenced to a life sentence, receives one day of good time for each day served. This reduces the maximum sentence to one-half, barring the loss of good time for institutional rule violations.

9. "I am a **crime victim** and I wish to be notified when a certain inmate is released. Whom do I contact and how?"

Victims who are interested in being notified should submit a written request for notification (identifying the inmate) to the Division of Corrections Central Records Office. (See directory at end of report for address information.) It is very important that DOC staff are notified of any change in status or address in order to insure that everyone receives their notification letter.

Please note that this is a separate request from the written request to the West Virginia Parole Board asking for notification of parole interviews and parole releases. Also please note that the DOC and the Parole Board are separate authorities and written requests must be sent to both entities.

Further information on DOC Victim Services is available at <http://www.wvf.state.wv.us/wvdoc/victimservices.htm>

10. "How much does it cost to house an inmate in a DOC Institution for a year/day?"

The average annual cost per inmate during FY 2002-2003 was \$18,179. During that same period the average daily cost per inmate was \$49.80..

DOC Central Office



Capitol Complex Bldg 4, Third Floor
112 California Avenue
Charleston, WV 25305
(304) 558-2036 Phone
(304) 558-5934 Fax

The West Virginia Division of Corrections' Central Office is located on the third floor of Building 4 at the WV State Capitol Complex and houses approximately 40 people including the Commissioner, Deputy Commissioner, legal, fiscal, and parole services staff, information technology, records, interstate compact personnel, and the inmate movement coordinator.

The Central Office is the hub of most of the happenings within the Division of Corrections. The budget for all entities within the agency is managed by the Administration Unit, records on every inmate within the prison system are maintained, the computer system is monitored, division-wide research studies are completed, grants are written and managed, and all inmate movement between County/Regional Jails and the Division of Corrections is managed at the Central Office.

Central Office personnel are contacted daily by citizens, parolees, other state agencies, and legislative representatives to answer questions, assist with problem solving or to supply statistical or budgetary information on specific issues.

Commissioner Jim Rubenstein



Jim Rubenstein was appointed Commissioner of the West Virginia Division of Corrections in June 2001 after serving as Acting Commissioner since February 2001 and is tasked with the responsibility to oversee the day to day operations of the Division of Corrections throughout the entire State of West Virginia.

Mr. Rubenstein has over two-decades in the corrections profession. Mr. Rubenstein began his career with Corrections in 1973 as a Correctional Officer at the Forestry Camp for Boys. He also served as a Recreation Coordinator, a Correctional Officer, and a Counselor at the WV Industrial School for Boys. Mr. Rubenstein went on to serve as a Corrections Case Manager and Corrections Unit Manager at Pruntytown Correctional Center. In 1994, Mr. Rubenstein was named Superintendent of Anthony Correctional Center. In late 1998, he was named Deputy Warden of St. Marys Correctional Center and was instrumental in the conversion of that facility from a state hospital to a medium security correctional institution. On June 1, 1999, Mr. Rubenstein was appointed to the position of Deputy Commissioner of Institutional Operations and served in that position until his appointment as Commissioner.

His qualifications and skills offer him a unique opportunity to bring insight and experience to the DOC. His career in corrections has prepared him with the management abilities, training and development skills, and interpersonal communications expertise necessary to promote programs, technology and training within the DOC.

Commissioner Rubenstein is affiliated with the following organizations: Member of the Association of State Correctional Administrators (ASCA), member of the American Correctional Association (ACA), Secretary for the Regional Jail and Correctional Facility Authority Board, member and former President of the WV Association of Correctional Employees (WV ACE), member of Southern States Correctional Association (SSCA), member of Holley Strength Systems, Buckhannon Power Team, United States Powerlifting Federation and National Association of Strength Athletes.

Office of The Commissioner continued.

Deputy Commissioner Wyetta Fredericks

Wyetta Fredericks was appointed as Deputy Commissioner for the Division of Corrections June 1, 1999.

Deputy Commissioner Fredericks has served the public and the Division of Corrections for 28 years. She began her career working with juveniles at Anthony Correctional Center. In 1980 she accepted the Deputy Warden's position, and shortly thereafter was appointed Warden at the WV State Prison for Women, Pence Springs, WV. When WV DOC contracted with the Bureau of Prisons to house the female offender population and provide a wide array of accredited services to this population, then Warden Fredericks facilitated the transition and

worked with the administration of the Bureau and the Federal Correctional Institution, Alderson, WV. Additionally, Deputy Commissioner Fredericks served as the Superintendent of Anthony Correctional Center, Administrator of Beckley Work/Study Release Center and the Director of Programs for the agency. In order to stay abreast of national trends and "What Works in Offender Intervention" Deputy Commissioner Fredericks attends national correctional symposiums, reviews literature and research regarding correctional programming and operations, and networks with other State Correctional Departments and the Bureau of Prisons.

Deputy Commissioner Fredericks is responsible for overseeing correctional programs, medical and mental health, community services, research, special projects, grants, administration, contractual services, human resources, correctional industries, records and information management. She is committed to "Best Practices" in correctional services. In the area of grants, the DOC increased grant funded projects to include funding for a Victim Services Program, Enhanced Parole Supervision, Substance Abuse Treatment, grant funding to provide enhancements for Criminal Information Management Systems, and obtained a multi-agency federally funded Offender Reentry Grant. The significant growth of corrections has necessitated enhanced development of training programs for Corrections Emergency Response Teams and Crisis Negotiation Teams. Ms. Fredericks obtained technical assistance from the Department of Justice to advance our preparations to manage critical incidents. She is a strong believer in collaborations and is working with the WV Coalition Against Domestic Violence to develop Batterer's Intervention Prevention Programs for offenders and to create a "Safer State of Family" through new program development and implementation.

Ms. Fredericks has served as West Virginia's State Representative to the Southern States Correctional Association, which encompasses 14 states. This past year she served as the Chair for the Governor's Family Violence Coordinating Council, and serves on Boards for the Violent Offender Incarceration Block Grants, the Violence Against Women Act, and the Victims of Crime Act.



Assistant Commissioner Southern Region, Steve Yardley

Assistant Commissioner Steve Yardley was appointed in 1998 to oversee the Southern Regional facilities that include Mount Olive Correctional Complex, Huttonsville Correctional Center, Denmark Correctional Center, Anthony Correctional Center and the WV Corrections Academy.



Mr. Yardley began his career with the West Virginia Division of Corrections in 1973 as a correctional officer at Huttonsville Correctional Center. During his 30 years with the Division of Corrections he has been a member of the first Division of Corrections K-9 Unit, promoted to rank of sergeant in 1979 and lieutenant in 1980. Mr. Yardley was appointed to the position of Associate Warden of Security at Huttonsville in 1982 and served in that capacity until 1993, when he was appointed as Warden at the Denmark Correctional Center, where he served for five years.

Mr. Yardley served with the US Marine Corps from 1966-1969 including a 13 month tour in Vietnam and was a member of US Marine Corps Drill Team and Presidential Honor Guard in Washington, DC. After being honorably discharged from the Marine Corps he attended and graduated from Fairmont State College.

Assistant Commissioner Yardley is a member of the Southern States Correctional Association and the Association of Correctional Employees. In addition to the duties as Assistant Commissioner for the Southern Region, Mr. Yardley is in charge of the Division's Emergency Response Team development and the Division's Multi-Purpose and Controlled Dangerous Drug K-9 Units.

Office of The Commissioner continued.

Assistant Commissioner Northern Region, Jan Chamberlain

A thirty-two (32) year veteran of the West Virginia Division of Corrections, Jan began his career as a Counselor at the former West Virginia Penitentiary where he was instrumental in the establishment of a Classification Unit for the facility.

Within two (2) years, Jan was promoted to the position of Planner II. He worked directly with counseling and clerical support staff to ensure the implementation of institutional programs, conducted individual and group counseling sessions for the inmate population, researched and responded to requests for information from outside agencies, and created both the Intake and Exit Orientation Programs for the institution.

When advanced to a Planner III position in 1976, Jan continued to provide supervision to the twenty-five (25) employees assigned to the Classification Unit. In addition to the aforementioned duties, he worked directly with other Division of Corrections' facilities to effect the movement of inmates through the correctional system, maintained contacts with local and federal courts, and supervised the coding of information and data entry necessary to computerize the inmate files. He was also directly involved in the opening of a Reception Unit at the West Virginia Penitentiary.

Prior to the closing of the West Virginia Penitentiary and following an upgrade to the position of Corrections Program Manager I, Jan became directly responsible for preparing Operational Procedures for both the Northern Regional Jail and Correctional Facility and the Mount Olive Correctional Complex prior to their opening. He also responded to requests for information as directed by the Warden and/or Deputy Warden.

Upon the opening of the Northern Regional Jail and Correctional Facility, he continued to draft, update, and disseminate Operational Procedures for the facility. In addition to completing special projects at the request of the Warden, Jan also served as the Project Manager for the ACA accreditation process. As the Project Manager, he was responsible for the coordination of efforts of staff members involved in the accreditation process by ensuring compliance with mandated standards. These efforts came to fruition when the facility was awarded the state's first national accreditation from the American Correctional Association in 1999.

In July of 1999, Jan was appointed Assistant Commissioner for the Northern District of West Virginia. In this capacity, he is responsible for overseeing the operation of eight (8) correctional facilities assigned to the Northern District. In addition, he coordinates the work effort of both Division of Corrections' ACA Accreditation Managers as they pursue accreditation and Directors of Classification statewide. As directed by the Commissioner, Jan has assumed responsibility for drafting, revising, and issuing the Division's Policy Directives.

Jan's educational background includes a Bachelor of Arts Degree from West Liberty State College and participation in a wide range of specialized courses during his employment with the West Virginia Division of Corrections. In honor of his years of dedication and service to the division, Jan was selected as the Employee of the Year for 1998 at the Northern Regional Jail and Correctional Facility.



Legislative Issues

The Commissioner's Office is committed to working with the executive and legislative leadership to update WV Code as it pertains to the Division of Corrections and respond to requests for information related to sentencing and other issues that impact on the agency's responsibilities. Corrections is pleased to report that significant legislation was passed this year that will hold offenders accountable and facilitate more cost efficient correctional operations. The following list highlights legislation that was passed during FY 2002-2003.



Loita Butcher
Legislative Liaison & Executive
Assistant to the Commissioner

HOUSE CONCURRENT RESOLUTION NO. 60

SENATE CONCURRENT RESOLUTION NO. 42

Joint Committee on Government and Finance to appoint an interim committee to study the feasibility of providing retirement programs for emergency medical system personnel, Division of Natural Resources conservation officers, **Division of Corrections employees**, municipal police officers in the Public Employees Retirement System and Division of Juvenile Services employees suited to the unique characteristics of their employment and also study the feasibility of including them in the Deputy Sheriff's Retirement System.

SENATE BILL NO. 424 – Relating to governor's authority to authorize the commissioner of corrections to consent to transfers of convicted offenders under a federal treaty requiring consent of inmate and requiring inmate be informed of rights and procedures in a language he or she understands.

SENATE BILL NO. 654 – Relating to community corrections generally; eligibility for community corrections supervision; extended supervision for certain sex offenders; supervision where available through community corrections; fees; procedures and penalties.

HOUSE BILL NO. 2092 – Relating to establishing within the governor's committee on crime, delinquency and correction a research component relating to criminal sentencing and requiring reports.

HOUSE BILL NO. 2705 – Relating to the supervision of adult offenders and authorizing and directing the governor to execute a compact for the supervision of adult offenders. This bill will significantly change how our current interstate compact evolves.



The Administration Section is responsible for the following functions: budget development, financial accounting-auditing, payroll, inventory management, fleet management, P-Card program, and purchasing.

The following tables show pertinent fiscal information for FY 2002-2003.

Nancy Swecker, Director of Administration

Table 2: DOC General Revenue Expenditures by Category Inclusive of Institutions, Parole Services, Academy, Central Office, and Special Services, FY 2002-2003.

Category	Expenditures	% of Budget Expended
Personnel Services	\$38,236,508	39.2%
Annual Increment	\$519,222	0.5%
Inmate Payroll	\$800,692	0.8%
Employee Benefits	\$15,568,337	16.0%
Utilities	\$3,440,091	3.5%
Food	\$4,377,470	4.5%
Other Operating Expenses	\$5,985,626	5.8%
Repairs & Alterations	\$676,640	0.7%
Equipment	\$988,541	1.0%
Inmate Medical	\$12,610,827	13.0%
Payments to Regional/County Jails and Federal Bureau of Prisons	\$13,580,110	14.0%
Board of Risk Insurance Premium	\$683,332	0.7%
Total Expenditures	\$97,467,396	100.0%

Table 3: DOC Over-obligation submitted to the Court of Claims, FY 2002-2003.

Category	Amount
Payments to RJA/County Jails	\$1.9 Million
Inmate Medical/Catastrophic	\$0.8 Million
Total Over-obligation	\$2.7 Million

Table 4: DOC Medical/Mental Health Expenditures, FY 2002-2003.

Medical/Mental Health Category	Cost
Total Expenditures	\$12,610,827
Annual Cost Per Inmate	\$3,388
Cost Per Inmate Per Day	\$9.28

Please note that the Annual Cost Per Inmate calculations above exclude Northern Correctional Facility inmates due to the dual operation of that facility.

Table 5: Cost Per Inmate, Exclusive of Statewide Inmate Medical/Mental Health, FY 2002-2003.

Institution	Total Expenditures	Annual Cost Per Inmate	Daily Cost Per Inmate	Food Cost Per Day	Notes
Anthony Correctional Center	\$4,060,261	\$18,885	\$51.73	\$5.16	
Beckley Correctional Center	\$862,397	\$15,130	\$41.45		D
Charleston Work/Study Release Center	\$887,328	\$17,399	\$47.66		D
Denmar Correctional Center	\$3,578,058	\$17,285	\$47.35	\$4.76	
Huntington Work/Study Release Center	\$721,135	\$11,631	\$31.86		D
Huttonsville Correctional Center	\$13,427,519	\$14,501	\$39.72	\$3.57	A
Lakin Correctional Center	\$4,440,076	\$18,578	\$50.89	\$3.29	A
Mount Olive Correctional Complex	\$17,524,786	\$17,810	\$48.79	\$3.31	A
Northern Correctional Facility	\$5,896,185	\$23,122	\$63.34		A & B & D
Ohio County Correctional Center	\$1,277,177	\$23,651	\$64.79		A & D
Pruntytown Correctional Center	\$5,671,370	\$15,886	\$43.52	\$4.28	
St. Marys Correctional Center	\$9,316,898	\$29,577	\$81.03	\$4.76	C
AVERAGE COST	\$63,223,114	\$18,179	\$49.80		

Notes:

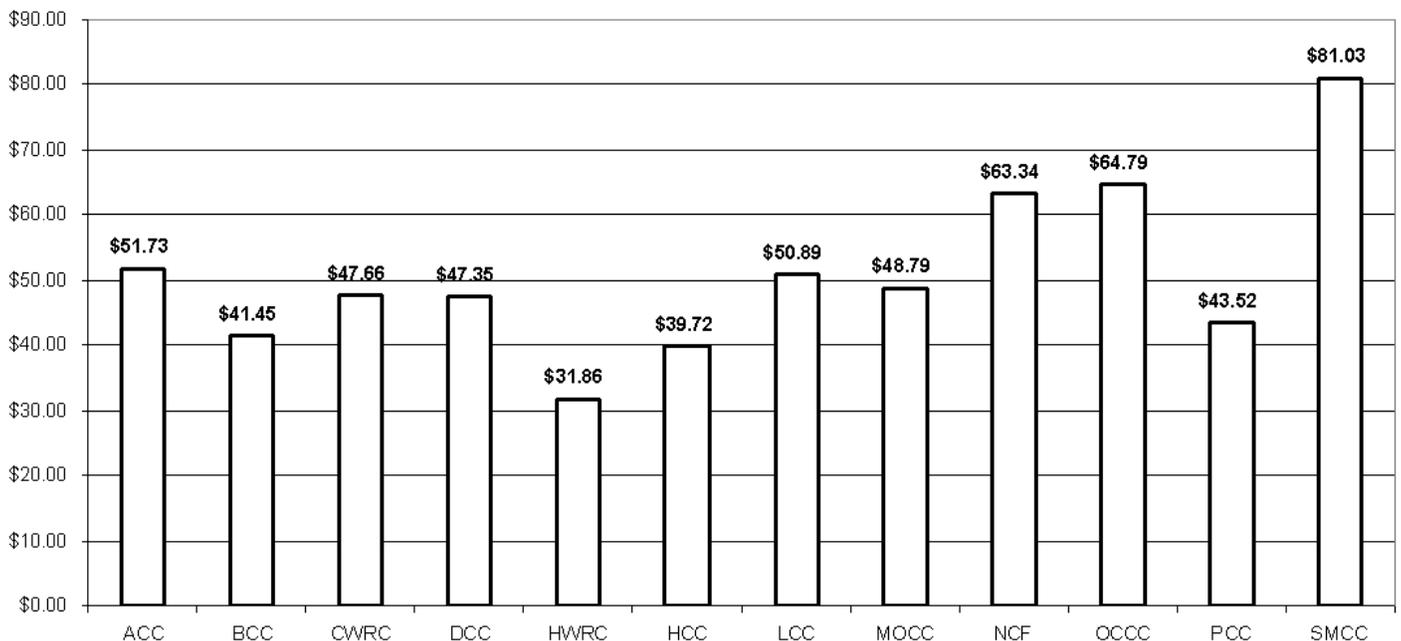
A - Contracted Food Service.

B - Northern Correctional Facility is operated jointly by the Division of Corrections and the Regional Jail and Correctional Facility Authority. Data reflects the cost to DOC and some services to RJA inmates.

C - St. Marys Correctional Center was not fully operational as we continue with housing expansion projects, therefore, the annual cost per inmate was skewed unfavorably in FY 2002.

D - The cost per day is offset by inmate reimbursements at this institution.

Chart 2: Inmate Cost Per Day by Institution, FY 2002-2003.



Human Resources



**Wayne Armstrong, Director
of Human Resources**

*For more information about jobs with the
West Virginia DOC or other state agencies, go to*

<http://www.state.wv.us/admin/personel/>

or contact the DOC Human Resources section

The Division of Corrections' Human Resources Section takes pride in providing quality customer service to all entities within the Agency. We make serving you and the institutions our highest priority. On any typical day, Kendra Prine, Jeane Dew and myself attempt to assist the Division of Corrections in solving a wide variety of personnel related issues.

We strive to walk that fine line that exists when balancing employee rights with ensuring the agency is taking personnel actions consistently, legally and appropriately. We process approximately 1,400 electronic personnel transactions a year. This electronic processing allows efficiency and expedites the hiring process for new employments by allowing us to track the transactions through the system.

The filling of vacant positions in an expeditious manner is still a high priority with us. Our vacancy rate has been consistently less than 10%. In December 2002, we proudly informed the Commissioner's Leadership Meeting attendees that the Agency had a three percent (3%) vacancy rate in our security ranks and a three percent (3%) vacancy rate in our non-uniformed positions. Mount Olive Correctional Complex at one point in the spring of 2003 boasted that they had no vacancies! Ms. Terri Arthur, Human Resources Manager at the facility, deserves recognition here for her continuing efforts in staffing Mount Olive Correctional Complex.

Recruiting has been a primary focus of Human Resources throughout the year. We again brought recruiting to the forefront by having each institution provide a representative to assist in the creation of the Agency's Calendar Year Recruiting Plan. We met at the West Virginia Corrections Academy, directing our focus on recruiting materials for the West Virginia State Fair. We are pleased to report that efforts at the State Fair were deemed a success. Dennis Mynuk, Associate Warden of Security from Denmark Correctional Center, took a leadership role for the Agency and our efforts at the State Fair were successful based upon the hard work and effort of many people. Human Resources created some recruiting materials



Chris Price



Bill Wimer

including a flyer touting the Agency and a simplified frequently asked questions document in a cost effective manner. We tried to provide Mr. Mynuk with the tools necessary for the success of the project and we are extremely proud that the agency was so well represented at West Virginia's State Fair. We look forward to next year's fair. (Thanks to all Division of Corrections Wardens, Directors and Administrators for their contributions! Special thanks to Correctional Industries for being there!)

As your Human Resources Section within Central Office, we are proud to serve the needs of the employees and managers within the Division of Corrections and the citizens of the State of West Virginia. Without you, we would not exist and we recognize our charge is to professionally serve the Agency and the State of West Virginia with dignity and humility as situations dictate. We take this responsibility to you very seriously.

Table 6: Total Positions, June 30, 2003.

Position Type	Total Positions
Administrative	223
Correctional Officers	955
Operations/Services	130
Treatment/Programs	246
Total	1,554

Positions included in each category:

- **Administrative:** Commissioners/Wardens/Administrators, Program Managers, Administrative Services Managers/Assistants, Office Assistants/Secretaries, Legal Personnel, Payroll, and Accounting/Financial Personnel.
- **Correctional Officers:** Correctional Officers I through VII.
- **Operations/Services:** Building Maintenance/Facilities Personnel, Food Services, Computer Personnel, Corrections Magistrates, Correctional Trainers, and Correctional Industries Personnel.
- **Treatment/Programs:** Counselors, Therapists, Programs Specialists, Recreations Personnel, Medical Personnel, and Parole Officers.



Bob Casto



Sara Harris



WV Division of Corrections



The West Virginia Division of Corrections would like to take this opportunity to recognize those staff members that have been called upon for active military duty. The following correctional staff spent at least sometime on active duty during the past year and we would like to thank them for their dedication and honor.

Anthony Correctional Center

Michael Brady
Timothy Hoover

Corrections Academy

Craig Roberts

Denmar Correctional Facility

Joel Ignos
David Peacock
Steven Lewis
William Hardesty
Randolph Cutlip

Huttonsville Correctional Center

James Adkins
David Anderson
Travis Bennett
Charles Brown
James Hartman
Scott Judy
Troy McCauley
Donald Mowery
Jeff Rider
Timothy Sands
Charles Suloff
Jacob Workman

Lakin Correctional Center

Muriel S. Kidd
Nathan Lyle
Charles Perkins
Ryan Russell



WV Division of Corrections



Mt. Olive Correctional Complex

Michael Bunch
Margaret Clifford
Roy Copeland
Donnie Daniels
James Fleaming
Scott Hartley
Zachary Hill
Jason Hudson
Jeremy James
Brian Mattox
Chris Pettry
Ricky Scarbro
Chris Smith
Toby Stover
Brian Lilly
Timmy Nicholas
Ricky Nottingham
Seth Swanson
Kevin Sumpter
John Williams

Northern Correctional Center

Russell Powell
Charles Spencer
Jerry Spencer
Chad Vanscyoc

Ohio County Correctional Center

Francis Tibbs

Parole Services

John Radnoczi

Pruntytown Correctional Center

Barbara Adams
Dona Ward Bonfantino
David McClelland
Lawrence Taylor

St. Marys Correctional Center

Kelly Adams
Kenneth Bonar
Roger Greathouse
Harold Hardbarger
John Laulis
Brian Metz
James Myers
Denzil Satterfield
Todd Strickler
Jason Tallman



Charles Houdyschell Jr., Director of Legal Services

“Doing more with less” is very much the theme of the Division of Corrections Legal Section. The most recent inventory of case files revealed that the legal section was dealing with 581 cases. Of these 581 cases, 84 were federal civil rights claims, 279 were circuit court claims which ranged from civil rights to habeas corpus claims, 70 were employee grievance files at the various levels and 148 were court of claims cases. As one can easily tell, the vast majority of these cases involve active litigation. To handle this caseload, the corrections legal section, when “fully staffed”, consists of 2 Assistant Attorney Generals, 2 secretaries and 1 Corrections Program Specialist.

In 2003, Charles Houdyschell Jr. became Director of Legal Services for Corrections. Mr. Houdyschell graduated from the West Virginia University College of Law in 1991. Since that time, he has accumulated vast experience in criminal law and prison litigation which is a tremendous asset to the agency. In mid-August, 2003, John Boothroyd joined the legal section of the Division of Corrections. Mr. Boothroyd is also a seasoned litigator. He graduated from the University of Michigan Law School in 1993. The Division of Corrections field and central office have been very pleased with his addition to the legal section.

In April 2003, the legal section regained its long time secretary Diane Coleman. Ms. Coleman had taken maternity leave for the birth of twin girls. There is not enough space in this article to articulate all that Ms. Coleman does for this section. However, to highlight some important areas, Ms. Coleman has proved to be a truly great schedule coordinator. Given the immense litigation case load, her scheduling work is akin, in function and importance, to that of an air traffic controller in Atlanta. In addition to scheduling Ms. Coleman coordinates hearing dates with the field. Without this function litigation could not proceed. In 2003, the legal section was also fortunate to receive the addition of Sara Harris, another truly great secretary. Ms. Harris provides the legal section with desperately needed transcription skills, willingness to rise to new challenges and a keen sense of organization. Ms. Harris, in addition to Ms. Coleman’s presence, has placed the support staff of the legal section at a quality level never before seen by this agency.

In Mr. Houdyschell's short time as Director of Legal Services, in addition to personally defending many cases, he has implemented operations which are consistent with the fiscal constraints of the agency and quality legal representation. His objective of reviewing cases and assigning them to the attorneys assigned to Corrections has substantially reduced the number of cases that were being referred to outside counsel. This ultimately has been a cost savings to the agency and the taxpayers. He is in the process of networking our computers system with the new case management system at the Attorney General's office, so that we can better track and manage our legal cases. He is also committed to advance preparation of the client for legal cases and is responsive to the field and administrative staff's legal inquiries.

In addition to handling a large volume of cases, the legal section oversees the inmate grievance and disciplinary appeal process. More specifically, the legal section, primarily through Ms. Beverly Gandee, Corrections Program Specialist, Sr., reviews the appeals and prepares the Commissioner's final decision in these countless appeals. Ms. Gandee's thoroughness and attention to detail demonstrates her commitment to making the process meaningful. In addition to inmate appeals, the legal section, also through Ms. Gandee, deals with thousands of letters from the general public and inmate population.

Further, the legal section is proactive in staff education and training. The legal section has presented seminars to staff members on the inmate grievance procedures and regularly provides legal updates to the Wardens and Administrators at the Division's leadership meetings. The Division of Corrections has kept legal at the forefront of technology in this area with state-of-the-art laptop computers capable of running Microsoft Power Point. In the upcoming year, legal plans to expand the training and to conduct a workshop for parole officers.



John Boothroyd, Assistant Attorney General, Charles Houdyschell, Jr., Assistant Attorney General
Beverly Gandee, Diane Coleman and Sara Harris



Teresa McCourt-Cutlip
Director of Programs

In October 2002, Commissioner Jim Rubenstein redefined the role of the former Director of Special Services position in an effort to better meet the agency's needs in gaining and maintaining consistency in critical service areas across the field. The Director of Special Services position was succeeded by the current position of the Director of Programs. The newly formed Office of the Director of Programs is responsible for providing leadership in four major areas within the Division of Corrections: the Unit Management System, Grant Management, the Drug Testing Center, and Offender Programs and Services.

Staff of the Office of the Director of Programs: Bob Casto, Administrative Assistant; Keva Hamilton, Secretary; Barry Sullivan, Drug Testing Center Manager; Twylia McGuire, COII.

Mission Statement

It is the mission of the Office of the Director of Programs to offer support services, direction, and guidance to the leadership team and rehabilitative practitioners of the West Virginia Division of Corrections in an effort to ensure the most appropriate and responsible utilization of resources in providing consistent and structured offender programs that follow best practice models of implementation and evaluation, provide opportunities for offender success, and contribute to the safety of the public, the offenders, and employees.

The Unit Management System:

Unit Management is a multi-disciplinary team approach to inmate management which emphasizes delegated autonomy and placement of decision making personnel in close proximity to the inmate population. Unit Management is intended to facilitate a balanced application of the concepts of punishment, incarceration, deterrents, and treatment of inmates thereby, enhancing public safety, maintaining a safe and secure correctional environment, and providing a positive reentry for inmates returning to the community. The multi-disciplinary team consists of the following team members:

- Corrections Unit Manager, having responsibility for all unit operations, programs, and activities
- Corrections Case Manager, having responsibility for the development and monitoring of inmate treatment plans, inmate classification, and other caseload tasks
- Correctional Counselor, having responsibility for ensuring inmates' basic living needs are met, providing crisis counseling, and serving as an inmate behavior and relations coordinator.
- Unit Officer, having responsibility for duties essential to maintaining facility security and public safety
- Unit Office Assistant, performing clerical duties related to the operation of the unit

Drug Testing Center:

The urinalysis-testing program operated by the Division of Corrections provides both random and as needed drug testing for all DOC facilities, parole services, and facilities of the Division of Juvenile Services and Regional Jail and Correctional Facility Authority. During FY 2002-2003, the Center tested 10,430 urine samples for DOC facilities and only 177 or 1.70% were found to be positive.

Offender Programs:

The DOC is dedicated to providing quality, cost-effective programs that have an evidence and research base. The Director of Programs meets with all Associate Wardens of Programs, Program Heads of small facilities, and Academy and Parole Services representatives on a quarterly basis to ensure quality control and consistency in the area of offender programs. Additionally, three Program Mentors work throughout the agency in specialized program areas to provide technical support and expertise to program facilitators and leadership within the agency.

Recently, the WVDOC streamlined programs that were being offered to offenders within correctional facilities, eliminating those programs that were found to be duplications, that were not of an evidence-based design, and/or that were not validated. The remaining streamlined programs can be categorized into eight (8) general program areas: Educational Studies, Substance Abuse Programs, Affective Skills Programs, Social Skills Programs, Life Skills Programs, Transition Skills Programs, Religious Services, Recreational Services.

Grant Management:

During FY 2002-2003, the Division of Corrections maintained \$13,579,183.00 in federal grant funds. Grant funds are utilized as follows:

<u>Grant Title</u>	<u>Award</u>	<u>Grant Period</u>	<u>General Purpose</u>
Violent Offender Incarceration & Truth in Sentencing Grant	\$11,532,930	Nov 97- Mar 04	Construction & renovation of SMCC and the Drug Testing Center
Residential Substance Abuse Treatment Grant	\$218,152	Oct 02- Sept 03	Maintenance of 6-12 month substance abuse treatment units within BCC, ACC, HCC, PCC, LCC & training for RSAT unit staff
Carl Perkins Post Secondary Ed. Grant	\$16,333	July 02- Sept 03	Support for vocational and technical trade programs throughout the Division of Corrections' facilities
Victims of Crime Assistance Grant	\$97,292	July 02- June 03	Maintenance of the Office of Victim Services & Staff training
Criminal History Records Program Grant	\$535,546	Dec 00- Sept 03	Development of a comprehensive offender record keeping and information sharing computer system for the Division of Corrections
Serious/Violent Offender Reentry Grant	\$1,000,288	July 02- June 05	Development and implementation of the WV Serious and Violent Offender Reentry Program.
Drug & Violent Crime Control Grant	\$178,642	July 01- June 02	Maintenance of substance abuse programs for offenders, staff training and support for the Drug Testing Center



Carl Graves, Director of Information Technology

Mission

The mission of the Division of Corrections Information Technology Department is to provide technical service and expertise to all institutions and departments within corrections. We will maintain the PC's, printers, and the network equipment that provides the connectivity to communicate information within corrections and between state agencies. We will strive to compliment the mission of the Division of Corrections and to provide the highest quality and level of timely services and information to administrators and staff.

Support

The Information Technology Department is responsible for the computer and network support of: Corrections Central Office, Office of Research, Training Academy, Correctional Industries, Parole Board (Outside Agency), Work/Study Release Centers - (Two locations), Correctional Centers – (Eleven locations), and Parole Offices – (Fifteen locations). We maintain network equipment composed of 32 routers, 50 switches, 16 wireless access points, 500+ PC's and 100+ printers. This department supports 475 email accounts within corrections and our website <http://www.wvf.state.wv.us/wvdoc>

Goals

1. Acquire funds for continual technology upgrades and additions of Network and peripheral equipment.
2. Implement partnerships with other agencies on Federal, State, County, and local levels.
3. Invest in the development and retention of highly skilled Information Technology professionals.
4. Provide the necessary equipment and software for training staff to teach all employees of corrections the technological skills needed for job performance.
5. Provide top quality support and services to all institutional staff.
6. Determine where new computer-based technology is needed by staff to improve productivity.
7. The Information Technology Department in conjunction with the Information Services & Communications Division (IS&C) is working to develop a new Inmate Information System.

Location and Structure

The Information Technology Department operates at the Division of Corrections Central Office located within the Capitol Complex in Charleston, WV and three remote locations.

Information Technology Department

Central Office

Carl Graves	Director Information Technology
Bryant Cramer	Information Systems Specialist III
Will Tuckwiller	Information Systems Coordinator I
Tracy Jones	Information Systems Coordinator I
Randy Arbogast	Information Systems Coordinator II
Howard Harris	Information Systems Coordinator II
Sid Kidd	Information Systems Coordinator I
Scott Kebler	Information Systems Coordinator I

Carl Graves is responsible for the planning, purchasing, and the overall operations of the Office of Information Technology for the Department. (cgraves1@mail.wvnet.edu)

Bryant Cramer is responsible for the administration of the WVDOC network. This includes but is not limited to the installation, maintenance and upgrading of routers, switches, and hubs. Mr. Cramer is A+ and Enterasys certified and pursuing OCP (Oracle Certified Professional) certification. (bcramer@mail.wvnet.edu)

Will Tuckwiller is responsible for the installation, maintenance and upgrading of WVDOC servers, pc's and peripherals. This includes both hardware and software support. He installs physical wiring at WVDOC institutions related to network communications and assists in the administration of the WVDOC network. (wtuckwil@mail.wvnet.edu)

Tracy Jones is responsible for the newly formed WVDOC IT helpdesk. Ms. Jones is also responsible for Telecommunication Change Requests (TCR's), Email requests, and is the agencies RACF coordinator. (tjones1@mail.wvnet.edu)

Randy Arbogast is responsible for the installation, maintenance and upgrading of pc's, peripherals and networking equipment for the Southern region. This includes both hardware and software support. He installs physical wiring at WVDOC institutions related to network communications and assists in the administration of the WVDOC WAN. Mr. Arbogast is A+, Enterasys and Fiber Optic certified. Mr. Arbogast is studying to obtain his Network+ certification. (rarbogast@mail.wvnet.edu)

Howard Harris is responsible for the installation, maintenance and upgrading of pc's, peripherals and networking equipment for the Northern Region. This includes both hardware and software support. He installs physical wiring at WVDOC institutions related to network communications. Mr. Harris is A+ and CCNA (Cisco Certified Network Associate) certified. (hharris1@mail.wvnet.edu)

Sid Kidd & Scott Kebler are responsible for network and computer upkeep at Lakin Correctional Center. Mr. Kidd is currently on Active Military Status.



Sandi Jaynes M.S., Victim Services Manager
Temporary Licensed Social Worker
Clinically Certified Forensic Counselor
Clinically Certified Domestic Violence Counselor

Mission Statement

The West Virginia Division of Corrections is committed to the promise that crime victims are to be treated with respect, dignity, and sensitivity. We are committed to building a mutual understanding among victims, their families, community victim groups, and correctional staff while providing balance to the criminal justice system for victims of crimes.

The West Virginia Division of Corrections being highly aware of and sensitive to the pain and suffering of crime victims, established Victim Services in June 2001. At the close of FY99-00, the DOC received a federal grant to hire a full-time Victim Services Manager. The DOC received another federal grant in June 2002 to continue providing dedicated services to victims. The Victim Services Manager's responsibilities include, but are not exclusive to:

- Providing direct services to victims.
- Working with local, state, and national victim groups, prosecutors, and the WV Parole Board to meet the needs of victims and to hold offenders accountable for his/her behavior.
- Being the voice for victims in the Division of Corrections and the WV Legislature.
- Training staff regarding sensitivity to victims' issues.
- Overseeing the automated Victim Information and Notification Everyday (VINE) program.
- Continuation of the Victim Assistance at Parole Hearings program.
- Establish a staff victimization program.
- Continue the Corrections Victims Advisory Committee to assist in developing programs to better assist victims.

VINE:

- The automated Victim Information Notification Everyday (VINE) service was activated in December 2002. Victims can call 1-866-WV4-VINE to find custody status information on inmates in the WV Division of Corrections or to register to receive automatic phone notification when an offender's status changes.
- 1,234 victims registered to receive notification from VINE, bringing the total number of victims being served by VINE to 2,145.

Major Accomplishments & Events of FY 2002-2003

- Victim Assistance in Corrections Training was held for Institutional Parole Officers, Victim Services Representatives, and Deputy Wardens by two nationally renowned trainers from the Office for Victims of Crime.
- Statewide training was held for the group facilitators of the Crime Victim Awareness (Empathy) Program. Program has been implemented in ten (10) facilities.
- The Victim Services Manager participated in 14 Sex Offender Community Notification Meetings with the West Virginia State Police and the Sex Offender Registry.
- The Commissioner's Award of Excellence in Victim Services plaques were awarded to Huntington Work Release and Mount Olive Correctional Complex for their outstanding contribution for National Victim's Month and Domestic Violence Month. Several domestic violence shelters and victim organizations benefited.
- 1,424 victims received direct services with 324 of them attending parole hearings.
- Corrections Victim Advisory Committee was established.
- The Victim Services Manager received the advocate of the year award from the United States Attorney's Office, Southern District.
- Participated in Victim's Day at the Legislature with representatives from all facilities attending and Operation Reach Out for Victims Month.
- All facilities participated in Domestic Violence Awareness Month and in National Crime Victim's Month with projects that benefited domestic violence victims and shelters.
- Random survey was conducted of victims who attended parole hearings and the evaluations were very positive.

Request for Notification of Releases or Parole Hearings:

It is important to note that the WV Division of Corrections and the WV Parole Board are separate entities. Victims wishing to be notified regarding offender releases and/or parole hearings should submit a letter of request to both the WV Division of Corrections and the WV Parole Board.

West Virginia Division of Corrections
112 California Avenue
Building 4, Room 300
Charleston, WV 25305

West Virginia State Parole Board
112 California Avenue
Building 4, Room 307
Charleston, WV 25305

FOR MORE INFORMATION:

Contact the Victim Services Manager at (304)558-2036, ext. 29 or sjaynes@mail.wvnet.edu.



Bill Wimer, Construction Manager

The DOC Construction Manager is responsible for overseeing Corrections construction projects across the State of West Virginia. The following are some of the construction projects currently underway in the DOC:

Lakin Correctional Center

Lakin Correctional Center for Women, a new \$25+ million, 240 bed facility in Mason County began construction on 18APR00. The project was completed September 2002. Lakin employs approximately 160 employees. Prebid is scheduled for August 5, 2003 for Phase II which consists of a 120 bed minimum housing unit and a 22,000 square foot building to house WV Correctional Industries and WV Division of Tourism warehouse. Phase II cost is expected to be \$4.5 million with an early 2005 completion date. All funding for these projects has been through the WV Regional Jail and Correctional Facility Authority by sale of bonds.

Martinsburg Correctional Center

Renovations to turn the old Eastern Regional Jail in Martinsburg into a correctional facility began in June 2003 and are scheduled for completion in June 2004. Silling Associates Inc. was selected as architect for the project. Brechbill & Helman Construction Co. is the contractor for the renovations. The \$3.0 million project will house 120 inmates. Funding is through the WV Regional Jail and Correctional Facility Authority by sale of bonds.

St. Marys Correctional Center

Construction continued at St. Marys Correctional Center in Pleasants County during FY 2002/2003. Construction began in March 2002 on renovations to the North/South Building and Site Lighting package, part of the projected \$18.5 million in renovations needed at the facility. The \$3.8 million in renovations, with a scheduled completion date of September 2003, will increase bed space by 192 beds for a total of 496 inmates at the facility. The Site Lighting consisted of high mast lighting and supplemental lighting to increase security at the facility. All funding for renovations at St. Marys has been by VOI/TIS federal grants.

Pruntytown Correctional Center

Construction began in January 2002 on renovations to the old warden's residence at Pruntytown Correctional Center in Taylor County. The \$0.6 million project will be renovated into administrative offices for the facility, freeing up program space at the main building. Also added to the project was \$180,000 in paving repairs that was desperately needed at the facility. Completion is scheduled for July 2003. Funding is through the WV Regional Jail and Correctional Facility Authority by sale of bonds.



PCC Wardens Residence, side view.



Entrance to Lakin Correctional Center.



PCC Wardens Residence, front view.



Paving project at PCC.



**Henry Lowery,
Deputy Interstate Compact Administrator
Central Records Supervisor**

STAFF:

Diann Skiles, Records Manager
Loretta Sue Miller, Records Assistant
Terri VanFossen, Records Assistant
Judith Ann Leydon, Interstate Compact Assistant
Elizabeth “Libby” Quarles, Supervision Fee
Sarah Roach, Weapon Terminal Operator/Records

The West Virginia Adult Interstate Compact Office was formed pursuant to West Virginia Code 28-6-1, and is responsible for coordinating the interstate transfer and supervision of adult probationers and parolees. Interstate transfer encompasses both adult probationers and parolees transferred from West Virginia to other states for supervision; and the transfer of adult probationers and parolees from other states to West Virginia for supervision. In addition, the Adult Interstate Compact Office is responsible for returning escapees, parole violators, and sentenced inmates under the Uniform Extradition Act, and is responsible for the Interstate Agreement on Detainers Act, which provides for detaining and return of persons pending charges in West Virginia from other states or federal authorities.

On June 19, 2002, a New Interstate Compact (Interstate Compact for Adult Offender Supervision) was passed when the 35th State (Pennsylvania) signed it into law. This New Compact is intended to replace the present (Old) Compact but **ONLY** applies to those states that have adopted it. The Governor of West Virginia signed the New Compact Legislation on March 27, 2003, and the law (West Virginia Code 28-7-1) is in effect from passage. West Virginia did not repeal the Old Compact law; therefore, both Compacts are in existence in West Virginia. The New Compact will operate under the rules of the Old Compact until the New Compact Commission passes the rules of operation (projected for November 2003).

In FY 2003, the Interstate Compact Office received 1,053 requests for transfer from other states. Of the 1,053 requests, 182 were for parolees, and 871 were for probationers desiring to transfer to West Virginia. The investigation of the 1,053 transfer requests received resulted in 596 being approved for transfer and 334* being denied transfer with 123 pending on June 30, 2003. On June 30, 2003 West Virginia was supervising 730 probationers and 160 parolees for a total of 890 offenders from other states.

The Interstate Compact Office sent 407 West Virginia requests for transfer to other states. Of the 407 requests, 266 were for parolees, and 141 were for probationers desiring to transfer out of West Virginia. The investigation of the 407 requests resulted in 179 being approved for transfer and 173* being denied transfer, with 55 pending on June 30, 2003. On June 30, 2003, West Virginia had 180 parolees and 179 probationers for a total of 359 offenders supervised by other states.

Under West Virginia State Law, DOC supervised parolees and probationers are required to pay a \$20 per month supervision fee to DOC. The Central Records Office is responsible for the record keeping of all such fees collected. For the 12 months of the current year, the collected fees amounted to \$309,862.

During FY 2003, the Extradition Coordinator handled 70 extraditions back to the West Virginia DOC. There were 44 parole violators returned, 2 escapees returned, and 24 inmates extradited from another state or Federal custody. The 24 inmates were returned to begin serving or to complete serving their West Virginia sentence. Of the 70 extraditions, 45 were transported by DOC employees, and 25 were transported by a private transport company. The 25 private transports cost the Division \$22,619.69. The cost of the DOC transports was not maintained.

The Central Records Office maintains files on all DOC Inmates in DOC custody, DOC Inmates in a Regional or County Jail, DOC Contracted Institutions, DOC Inmates in Federal or another state's custody, DOC Parolees both in and out of state, and Probationers and Parolees transferred to or out of West Virginia pursuant to the Interstate Compact. On June 30, 2003, the Central Records Office was maintaining approximately 7,196 Active Records.

On June 19, 2003 the West Virginia Supreme Court of Appeals filed their decision in the State of WV ex rel, Randy Bailey V. State of WV Division of Corrections. The Supreme Court ruled in favor of the inmate's position; basically stating that each inmate earns one day of good time for each day he or she is incarcerated and that the Division of Corrections can only take away good time that the inmate has actually earned up to that point. This is a major change to how the DOC has been operating and results in the DOC needing to audit the files on every inmate in our custody or on parole that have lost good time. The Audit needs to determine if we have taken good time that was not yet earned and if so, restore the good time wrongly taken.

The Central Records Office operates the Division's WEAPON (NCIC) Terminal to enter wanted parole violators and run criminal records checks on prospective employees and visitors to prison. They also run criminal records checks for the Charleston Parole Office on sentenced inmates. During FY 2003, there were 239 employment checks, 5,169 visitor checks, and 78 inmate requests for parole officers.

*Denial of transfers includes denials of transfer and cancellation of transfer requests.



John C. Smith
Electronic Monitoring Coordinator

Mission Statement

It is the goal of the Electronic Monitoring Office to increase the number of individuals being placed on the Electronic Monitoring Program through education within Institutions and the added use by the Parole Board.

About Electronic Monitoring

On May 1, 2002, Policy Directive 700.09 was signed by Commissioner Jim Rubenstein allowing the Division of Corrections to place a parolee on electronic monitoring equipment for the purpose of enhancing supervision and deterring technical parole violators from being returned to a DOC facility. The Electronic Monitoring Program was created to help alleviate some of the overcrowding issues that continue to plague our state. The program began operating on July 10, 2002 in Kanawha County and has since spread throughout the entire state.

During the first year of the Electronic Monitoring Program, there were 103 clients placed on the EM Program. This figure includes nine (9) which were out-of-state probationers and thirty-one (31) were removed from the program and re-incarcerated. The remaining sixty-three (63) clients are currently on the program or have successfully completed the program.

Major Accomplishments & Events of FY 2002-2003

- The Electronic Monitoring Program saved the Division of Corrections \$886,950 in jail fees from July 1, 2002 to June 30, 2003.
- The Electronic Monitoring Program for parolees becomes effective in Policy Directive 700.09 on May 1, 2002.
- The first clients were placed on the program July 10, 2002.
- The Electronic Monitoring Program has averaged 33 clients per month for the first year.
- The Parole Board began using Electronic Monitoring as a special condition in the late spring of 2003.

Common Misconceptions and Questions

- Who is eligible to be placed on the Electronic Monitoring Program?

Per Policy Directive 700.09 B -

Offenders who pose a potential risk to the community will receive priority placement in the program. Offenders with any of the following in their history, but not limited to, may be candidates for the Electronic Monitoring Program:

- a) Violence or threatened violence toward any person.
- b) Extensive drug trafficking/sales and/or managerial roles in these types of activities.
- c) Deviant or criminal sexual behavior with or without violence.
- d) Potential and/or ability to cause extensive financial harm to organization(s) or individual(s).

Offenders with a history of non-compliant behavior while under supervision and whose failure to comply with supervision creates a substantial risk to the community will receive consideration for Electronic Monitoring Program:

- a) Offenders who test positive for illegal drug use on numerous occasions or offenders abusing alcohol with associated behaviors.
- b) Offenders committing new criminal conduct while under supervision.
- c) Offenders continued under supervision by the Parole Board for serious violations constituting criminal conduct, absconding or blatant technical violations, or offenders likely to be returned to prison by the Parole Board if charges are submitted for review.
- d) Offenders who have made bond while awaiting pending parole violations hearings.

- Does the equipment monitor the individual's daily activities?

Yes and No. The system is designed to let the Parole Officer set a home schedule for each offender. The system monitors the client's presence within a particular radius from the Electronic Monitoring equipment. It does not, however, monitor their movement once they have breached the maximum radius at which the equipment is set.

- Does the Parole Officer have to change the offender's schedule every time they ask?

No. The Parole Officer knows their client better than anyone else. Any decision deemed appropriate by the Parole Officer regarding schedule changes is completely satisfactory with the Electronic Monitoring Office. Also note that all schedule changes need to be sent to the office at least 24 hours in advance.

- MYTH: Parolees can not be placed on the system if they can't afford the \$6.00 per day charge for the use of the equipment.
- FACT: Parole Officers can submit a fee waiver to the Electronic Monitoring Office. The waiver may cover a part or all of the fees required.



Rita Albury
Inmate Movement Coordinator

Mission Statement

To ensure that movement is done safely and efficiently while filling empty beds in a timely fashion and to move inmates from the county and regional jails as quickly as possible.

The main responsibility of this office is to monitor bed availability within the Division of Corrections and coordinate movement to fill these beds. This includes movement of all individuals, both male and female, inmates sentenced for Diagnostic Evaluation, Technical and Felony Parole Violators, Anthony Center Young Adults, and those sentenced to the custody of the WV Division of Corrections. This involves all Division of Corrections facilities, regional jails, a contracted facility and some county jails. This office monitors bed availability in the intake centers and coordinates the movement of inmates from the regional and county jails to the intake centers in the most expeditious manner without compromising public or institutional security. Issues such as sentencing orders, security issues, medical or mental health concerns, parole eligibility dates and transportation coordination factor into the movement of inmates.

Another responsibility is to coordinate movement within Division of Corrections facilities. Transfers between institutions, transfers to work release, disciplinary moves, medical or mental health moves, separation issues, Interstate Compact transfers, humanitarian visits (deathbed and funeral) and court ordered transports are some of the types of moves that are coordinated through this office. Bed availability is monitored on a daily basis and any vacant beds are filled as quickly as possible.

This office interacts with inmate families, regional and county jails, attorneys, probation and parole officers, WV Parole Board, all Division of Corrections institutions, as well as, respond to inmate letters regarding movement issues.

Major Accomplishments & Events of FY 2002-2003

- The opening of Lakin Correctional Center for Women enabled the Division of Corrections to move all female inmates from Alderson Federal Prison Camp, Anthony Correctional Center, Ohio County Correctional Center and county and regional jails to one location. This allowed the Division of Corrections to convert 48 beds at the Anthony Correctional Center from adult female commitments to male Anthony Center commitments. At the Ohio County Correctional Center, the institution was converted from female to male technical parole violators. During this period there were over 350 inmates moved.
- Revisions were made in the movement process which focused movement on parole eligibility dates which enabled inmates to move better throughout the Division of Corrections.



Paula Gardner
Hearing Examiner

Mission Statement

It is the mission of the Hearing Examiner to provide a fair and impartial hearing for the employees of the Division of Corrections and a prompt probable cause hearing to parolees who have been charged with violations.

The Division of Corrections Hearing Examiner holds all Preliminary Parole Violation Hearings statewide. Decisions at this hearing are made on whether or not a Parole Officer has enough evidence to detain a parolee in jail. Should probable cause be found, the case is forwarded to the Parole Board for revocation proceedings.

The Hearing Examiner, as the Commissioner's representative, conducts all third level grievance hearings throughout the Division of Corrections. If the grievant is not satisfied with the decision made at this level they may appeal to the State Employees Grievance Board.

The Hearing Examiner also conducts EEO Investigations as appointed by the Commissioner.

In the Division of Corrections the Hearing Examiner reports directly to the Commissioner.

Major Accomplishments & Events of FY 2002-2003

- During the FY 2003, the Level IV Grievance Board upheld 99% of the decisions made at Level III.
- Grievance hearings have decreased in number.
- Preliminary Parole Violation Hearings are conducted in a timely manner.
- Grievance hearings are handled and a decision rendered within the time frame set by the Division of Personnel.
- EEO investigations are now handled by more of the Division's EEO Counselors, thus distributing the workload more evenly.

More things are happening in the DOC than can be outlined in this report. However, the following projects deserve special attention. They are projects that do not fall into an easy category but are important to the success and growth of the DOC.

Community Services

The DOC is committed to providing valuable services to the community and taxpayers. In order to fulfill this obligation, **each** DOC institution performs various community service projects throughout the year. Many of these projects are listed in subsequent pages under each institution's section of this report. These lists are certainly not all inclusive. Each institution contributes to more projects than can be detailed in this report.

Inmates perform community service everyday and in many ways that are not always evident to the public. The majority of DOC correctional institutions have inmate road crews that help maintain their community's roadways through maintenance and/or litter pickup. Inmates also provide labor to other government agencies at no cost to the public. Inmates clean government offices and even help in new prison construction in order to reduce labor costs. Inmates at some institutions participate in presentations before area schools in an effort to teach children that there are serious consequences to criminal behavior.

The DOC's number one concern is **public safety**. Certain questions are always asked. "What security classification is appropriate for this project?" and "What is the required level of supervision to insure public safety?" are only some of the issues that must be addressed before a project is approved for participation.

If you have or know of a community service project that you feel might be appropriate for DOC inmates simply call your local DOC correctional institution (see directory listing in the back of this report). If your project is appropriate for DOC inmates, and it is determined that it can be completed without compromising **public safety**, then the DOC might be able to help.

Recently, the DOC has provided inmate work crews and inmate/employee donations to assist with flood relief efforts in southern West Virginia.

DNA Databank

The State DNA Databank was created to assist law enforcement in the identification and apprehension of criminals and is administered by the West Virginia State Police. The State DNA Databank is the repository of DNA samples collected under provisions of WV Code § 15-28- J. et.seg., which states “Any person convicted of a violent or sex related crime as of July 1, 1995 or any person convicted after July 1, 2000 in violation of section five or thirteen, article two, chapter sixty-one of this code, section one, two, three, four, five, seven, eleven, twelve (when that offense constitutes a felony) or sub section (a) of section thirteen, article three of said chapter, section three, four, five or 10, article three of said chapter of section three, article four of said chapter, shall provide a blood sample to be used for DNA analysis.”

The DOC contributes to this project by performing mandatory blood draws during the intake process on each offender that matches the above criteria. The samples are then DNA coded and the information is provided to the State Police for entry into the Databank. Table 7 shows the number of DNA samples gathered during FY 1997 through FY 2003.

Table 7: Number of DNA samples submitted by DOC facilities by Fiscal Year, FY 1996-1997 to FY 2002-2003.

Institutions	FY 97	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03
MOCC	598	180	168	237	95	82	114
ACC	60	33	39	49	67	175	311
NCF	212	6	44	17	7	1	4
OCCC	0	0	0	4	7	9	6
SMCC	0	0	0	11	9	29	69
DCC	133	7	13	19	12	20	43
HCC	466	43	64	104	193	221	236
PCC	91	8	9	4	3	17	51
Lakin							18
Totals	1560	277	337	445	393	554	852

Sex Offender Registration

Beginning in late 1996, the DOC, as required by WV Code § 15-12-2, began registering sex offenders with the West Virginia State Police. A sex offender is registered upon release by discharge or parole and is required to sign a letter of responsibility explaining their obligation to inform the State Police of address changes, etc. Table 8 below shows the number of sex offenders registered by each DOC prison since the law was passed.

Table 8: Number of inmates registered at each institution by calendar year, 1996 - 2002.

Institution	1996	1997	1998	1999	2000	2001	2002	Totals
DCC	1	24	34	22	30	22	31	164
HCC	0	1	33	31	16	15	31	127
MOCC	0	4	5	4	5	3	6	27
NCF	2	7	6	13	12	10	11	61
PCC	0	8	4	7	4	4	2	29
SMCC	0	0	0	19	16	36	25	96
Totals	3	44	82	96	83	90	106	504

Note that the Work Releases, BCC, and ACC do not normally house sex offenders and are not included in Table 8. Also note that SMCC opened in late 1998.

Special Projects continued.

Crisis Incident Management System (CIMS)

Corrections Emergency Response Team (CERT)

Crisis Negotiation Team (CNT)



Captain Paul Simmons

Northern Regional CERT Commander

Captain Ronnie Williams

Southern Regional CERT Commander

Dave Jones

Northern Regional CNT Commander

Paul Lyttle

Southern Regional CNT Commander

The West Virginia DOC CERT outside of MOCC after the August 2000 inmate sit-down.

Mission Statement

To provide emergency response capability and first response teams to designated facilities within the Division of Corrections. This response is aimed at but not limited to, escapes, riots, hostage situations, crowd control, cell extractions and any other facility disturbance requiring personnel with specialized training and equipment.

In the fall of 1998, the WV Division of Corrections committed to the philosophy that development of a division-wide emergency response team was warranted. After the Division's CERT policy was written, and the team leaders were selected, the Academy developed team leader training manuals and conducted the initial team leader's training. The Southern and Northern Regional CERT Commanders are now responsible for their individual team member's training.

Personnel Selection Process: The interview panel consists of the facility's Warden, the Regional Commander, and the Assistant Commissioner. Prior to the interview, each applicant must pass a psychological evaluation; a physical fitness test conducted by Academy personnel, and must have accomplished certain training criteria.

In 2000, specialized training expanded for the CERT and eleven precision riflemen were trained in an 80 hour advanced marksmanship course. The team of riflemen is known as the Marksman/Observers. Additionally, two CERT officers were selected to attend a nationally recognized school in tactical breaching.

In 2002, employees were screened and selected for the Crisis Negotiation Team. They received 86 hours of negotiation training at the WV Corrections Academy. A national expert recommended by the National Institute of Corrections conducted the training.

Currently, the CERT receives 48 hours of training per year in the following areas:

- 1) Team Composition and Responsibilities
- 2) Tactical Movement
- 3) Tactical Communication
- 4) Stealth Entry Techniques
- 5) Dynamic Entry Techniques
- 6) Search and Clear Operations
- 7) Multiple Entry Point Assaults
- 8) Tactical Munitions
- 9) Weapons Qualification
- 10) Defensive Tactics
- 11) O.C. Certification
- 12) Map Reading/Land Navigation

The Marksman/Observers are required to train 8 hours per month in addition to normal CERT training.

MOCK RIOT

In May of 2003, the WV DOC CERT was represented at the three-day nationwide mock riot training conducted at the old WV Penitentiary at Moundsville, WV. There were thirteen states represented. These states competed in the tactical team training scenarios. In the overall competition, the WV DOC CERT took a third place finish, and placed second in the obstacle course competition.

Short Term Goals

- 1) To continue to fill vacant staff positions throughout the division.
- 2) To continue to utilize the 10-33 Surplus Property Program for equipment.
- 3) To send as many CERT members as possible to the Mock Riot training in May of 2004.
- 4) To make requests through the Criminal Justice Services for additional grant funding.

Long Term Goals

- 1) To form our mission, training and equipment needs for our hostage rescue teams.
- 2) Continued technology and training research to enhance our current program.
- 3) To schedule and conduct additional Mock training scenarios, i.e. escape, riot and crowd control.

Correctional Institutions

Work/Study Release

The DOC operates two Work Release/Study Centers that house both male and female offenders. The offender must have been convicted of a nonviolent crime and be within one year of parole eligibility or discharge before they are considered for transfer to a Work/Study Release Center.

Inmates at a Work/Study Release Center must complete 80 hours of community service after transfer to the center. Afterwards they are assigned paying jobs in the community. Part of their wages are used to compensate the DOC for their housing costs.

Charleston Work/Study Release Center



Donald M. Ervin, Administrator

607 Brooks Street
Charleston, WV 25301
(304) 558-2763 Phone
(304) 558-1537 Fax

Mission Statement

It is the practice of the Charleston Work/Study Release Center to provide a safe, secure and humane correctional facility for the public, staff and inmate population assigned to the institution.

Consistent with the direction and instruction of the Commissioner this facility will be operated in an efficient and professional manner at all times. This will be accomplished through the use and practice of Operation Procedures developed by the Administration of this facility. CWRC will conform to the Principles of Unit Management and Direct Supervision.

History

The Charleston Work/Study Release Center was established in October of 1972, with the assistance of a Federal Grant. The Center was considered an extension of Huttonsville Correctional Center. It was located just off Kanawha Boulevard at #4 Columbia Avenue, in Charleston and was one of the first such facilities to open nationwide under this pilot project. The Center housed twenty-five (25) male inmates that were carefully selected from Huttonsville. The first assigned administrator was Savannah Evans.



The Center moved to its current location at 607 Brooks Street, Charleston, West Virginia, in April of 1982. First administrator was Donald M. Ervin. Mr. Ervin departed in 1984 to assume other duties and eventually returned in 1989 and serves as the current administrator. During the period of 1983 to 1990 the Center housed up to One Hundred-fifteen (115) inmates both male and female. When Pence Springs closed on March 12, 1983, twenty-nine female inmates were transferred to this facility. The center was grossly overcrowded.

Under a reorganization and remodeling plan implemented in 1991, the center now comfortably houses forty-eight males and twelve female offenders, for a total of sixty. Average daily number during 2002/2003 FY was 49.

The two-story brick structure has eight male rooms and two female rooms, six administrative offices, plus kitchen, dining and storage facilities and a renovated trailer, to accommodate AA/NA meetings and Parole Board Hearings, etc... It also has computers, typewriter, education and job related videos for inmate's use.

Major Accomplishments & Events of FY 2002-2003

- Charleston Work Release Center hosted a delegation of judicial and legal officials from Brazil who were in West Virginia as guests of the WV State Bar. They were given a tour of the facility and briefed on daily operations by Administrator Don Ervin and Deputy Administrator Ray Swach.
- Correctional Officers Jamie Estep, CO II and Phillip Driggs, CO II completed a 2 week Firearms Instructor course conducted at the WV Corrections Academy. They are now certified to instruct division wide.
- Charleston Work Release Center had no escapes during this reporting period.
- Charleston Work Release Center was presented with two plaques this year for service to the community. Coonskin Park presented a plaque for inmate assistance during their Christmas Holiday Lights Program and the Religious Coalition for Community Renewal presented a plaque for CWRC's ongoing involvement throughout the year with various projects within their organization.

CWRC Continued.

Community Service

The Charleston Work/Study Release Center is dedicated to providing valuable services to the community. CWRC inmates performed 3,637 hours of community service during FY 2003. Services were performed for a variety of agencies such as : Coonskin Park, Hawks Nest State Park, Religious Coalition for Community Renewal, Southcentral Region Parole Services, DOC Office of Research, Charleston Police Department, WV Corrections Academy, and the WV Division of Highways. If you have a community service project in the Charleston area that you think could benefit from the work of the inmates at CWRC please contact the Center at 558-2763.



Inmates from CWRC working on DOH crews.

Treatment

Inmates at CWRC have a variety of treatment programs available to them. Table 9 shows the number of inmates enrolled in each program and the number completing that program before the end of the fiscal year.

Table 9: CWRC treatment program enrollment by type, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladru III	42	20
AA	122	64
Al-Anon	5	4
Individual Substance Abuse	130	66
Group Substance Abuse	8	7
Individual Counseling	26	16
Pretera DUI Safety Course	5	4
Totals	338	181

Staff Recognition

- Raymond Swach, Deputy Administrator** served the West Virginia Division of Corrections for 28 years. He began his employment on July 15, 1972 at Huttonsville Correctional Center. He transferred to Central Office and served as Chief of Operations and Director of Parole Services. He worked the last five years as Deputy Administrator of Charleston Work Release. He retired on June 30, 2003.
- Clarence Douglas, Unit Manager** became employed with the Division of Corrections at Mt. Olive Correctional Complex on October 1, 1997. Prior to that he retired from the U.S. Air Force and served two terms as Sheriff of Clay County. He transferred to Charleston Work Release Center on October 1, 1998 and retired June 30, 2003.

Serious Incidents

Table 10 highlights the serious incidents that occurred at CWRC during the fiscal year. CWRC is proud to report that there were no escapes or other serious incidents committed during the year. Because of the community based nature of CWRC an escape can include not reporting back from work or furlough on time.

Table 10: Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	0
Assaults on Inmates*	0
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	0

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



CWRC Department of Highways crew



Huntington Work/Study Release Center



1236 5th Avenue
Huntington, WV 25701
(304) 529-6885 Phone
(304) 529-0205 Fax

Renae Stubblefield, Administrator

Mission Statement

It is the mission of the Huntington Work/Study Release Center to provide residents the opportunity through educational and employment programs to discover, develop and enhance personal behaviors, habits and skills necessary for a successful transition from prison to the community and the maintenance of a productive life, while making a valuable contribution to society.

History

Huntington Work/Study Release Center is a minimum-security facility that houses 66 inmates (12 females and 54 males) charged with nonviolent crimes, who have a year or less of their minimum sentence to serve before being interviewed by the Parole Board.

HWRC was established in October 1983 and began operation in February 1984. The three-story brick building is located in downtown Huntington, West Virginia. The first floor of the facility contains the control room, administrative offices, resident library, female dormitory, dining hall, and kitchen. The second floor houses four male dormitories and the third floor accommodates storage for filing and supplies.



History cont.

The Mayor of Huntington proclaimed July 18, 1986 to be “Huntington Work/Study Release Center Day” to recognize the Center for its service to the community.

Residents participated in programs such as building a new marina along the Ohio River, preparing municipal swimming pools for the summer, renovating city buildings, landscaping, building playgrounds for schools and homeless children and helping build homes for Habitat for Humanity.

Other residents work in restaurants, nursing homes, apartment buildings, motels, dry cleaning establishments, mattress factories, and telemarketing companies. Some residents take advantage of educational and vocational opportunities by attending Marshall University, Tri-State Opportunity Industrialization Center, and Cabell County Career Technology Center.

Major Accomplishments & Events of FY 2002-2003

- The West Virginia Division of Corrections Commissioner’s Award for Excellence for Outstanding Service to Victims was awarded to the Huntington Work Release Center. “The smallest institution makes the biggest impact in service to the community and victims of crime”.
- This year HWRC provided 7,372 hours of community service, the highest ever in the history of the Center. Types of community service projects include the purchase and assembly of playground equipment for children at Renaissance, crocheted blankets for the Neo-natal unit at an area hospital, and assisted in the flooding project in Southern West Virginia.
- HWRC has raised over \$1,500.00 for Victim Services projects in the Huntington community this year to include raising money for the Abused Children’s Summer Camp and for Branches Domestic Violence Shelter for Women. For this HWRC received the Commissioner’s Award of Excellence for Outstanding Service to Victims.
- HWRC has taken a step further in its service to the community by taking on three new community service projects this year to include serving on the Cabell County Victims Advisory Board, providing assistance to the first “Court School” in Cabell County for children who will be called to appear in court for incidents of physical or sexual abuse and the formation of a speaking team (of offenders) to speak to teen offenders in area juvenile facilities.

HWRC Continued. Community Service

The Huntington Work/Study Release Center adopted the logo “Serving Our Community” and this year lived up to that motto. Their focus has been to “give back to our community.” Table 11 shows the large variety of community service locations and the amount of hours inmates spent at each. If you have a community service project that you feel might benefit from the involvement of HWRC, contact the Center at 529-6885.

Table 11: HWRC Community service hours by location, FY 2002-2003.

Location	Hours
Adopt-a-Highway	94.5
Barnett Child Care Center	127.5
Big Brothers/Big Sisters of the Tri-State	233.0
Branches Domestic Violence Shelter	333.5
Cabell County Career Technology Center	130.5
Cabell Huntington Hospital	80.0
Ebenezer Community Center	729.0
Ebenezer Day Care	39.0
Goodwill Industries	1048.0
Hands Extended Ministries	961.5
Madie Carroll House	83.5
Muscular Dystrophy Fish-a-Thon	210.5
National Guard Armory	92.0
Prestera Center (Laurelwood)	102.0
Renaissance	62.0
Ronald McDonald House	29.0
Salvation Army	1317.0
Spirit of Victory Church	10.0
Southwestern Community Action	842.0
Team for WV Children	19.5
Tri-State Area Food Bank	478.5
Victims Project	13.0
West Virginia Veterans Home	337.0
Totals	7,372.5

Treatment

A variety of treatment programs are available to inmates at HWRC. Table 12 shows the enrollment in those programs and the number of inmates that successfully completed the programs during the fiscal year. Note that some treatment programs are ongoing and do not have a definable completion time.

Table 12 : HWRC Treatment program enrollment by type, FY 2002-2003

Treatment Program	# Enrolled	# Completing
Aladrue III	54	36
REBT	32	18
Totals	86	54

Staff Recognition

- Rick Smith (Business Manager) also known as “Money Man” is recognized among his peers as Employee of the Year. Rick began his employment at Huntington Work Release Center on September 4, 1986. The majority of staff selected Rick because of all the little things he does to help the staff and the Center operate smoothly. He is characterized as hard working, extremely motivated to get things done and very dependable when it comes to ensuring every piece of equipment and machinery is working properly.
- Sandy Byrd (Correctional Counselor I) is also recognized by her peers as Employee of the Year. Sandy began employment at HWRC on May 1, 2002. The majority of staff selected Sandy because of her caring disposition and positive attitude when dealing with Victim Services projects. She was instrumental in helping the facility obtain the Commissioner’s Award of Excellence this year for victim service projects.

Serious Incidents

Table 13 highlights the serious incidents that occurred at HWRC during the fiscal year. HWRC is proud to report that there were no violent incidents committed by inmates during the year. There were no escapes and no narcotics found during K-9 sweeps. Because of the community based nature of HWRC an escape can include not reporting back from work or furlough on time.

Table 13: Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	0
Assaults on Inmates*	0
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	0

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



HWRC plants a Memory Garden in honor of those who have been victims of domestic violence.

Education

The inmates at HWRC are also offered various opportunities to attend educational classes. Expansion of their rehabilitation services will include a new class for female offenders called “New Beginnings” and additional vocational training. Table 14 shows the enrollment in those classes and the number of inmates that successfully completed the class during the fiscal year.

Table 14: HWRC Education Class enrollment by type, FY 2002-2003.

Educational Classes	# Enrolled	# Completed
GED	10	2
Blue Print Auto Cad	1	
Beginning Computer	3	3
Beginning Sign Language	2	2
Totals	16	7



HWRC completes construction on playground equipment for Branches.

Beckley Correctional Center



111 S. Eisenhower Drive
Beckley, WV 25801
(304) 256-6780 Phone
(304) 256-6782 Fax

Melvin Cox, Administrator

Mission Statement

To provide a safe, secure, and structured environment for housing felony offenders while providing programming and skills to assist in overcoming alcohol addiction.

History

Beckley Correctional Center has provided programming/treatment for DUI and drug offenders since December 1997, when it was converted from a Work Release Center to a Correctional Center. The Center houses up to 68 offenders, 8 of which can be female. The average population for the fiscal year was 54.

The Center, located on the grounds of Pinecrest Hospital, consists of five (5) buildings - three of which house offenders, offices, kitchen and dining room. Two buildings are used for storage.



In April 2002, Beckley Correctional Center added a Work Release Unit to our program. (While Beckley Correctional Center still provides intensive treatment programs for DUI offenders and offenders completing the program may be moved to the Work Release Unit as they become eligible.) BCC also receives inmates on work release status from Pruntytown Correctional Center. Beckley Correctional Center provided offenders with 11,176 hours of treatment/programming this fiscal year.

Major Accomplishments & Events of FY 2002-2003

- Four BCC Officers received instructor training:
 Larry Herron, CIDS Instructor
 Kathleen Wetzel, Firearms Instructor
 Lewis Armstrong, CPR/First Aid Instructor
 Kevin Wriston, Trainer
- Eight BCC employees attended training on “Unit Management - Leadership Challenges”
- All BCC staff exceeded forty hours of in-service training.
- Correctional Counselor Henry Reed attended all required training working towards becoming a certified Batterers Intervention Prevention Program (BIPPS) Instructor.
- BCC staff and inmates participated in several projects in April 2003 for Crime Victims Awareness Month. A display board highlighting the Division’s and BCC’s mission to raise awareness and assist victims of crime was on display at the Raleigh County Public Library in Beckley for the entire month of April.
- BCC staff and inmates participated in projects during October 2002, for Domestic Violence Awareness Month. BCC worked in conjunction with Parole Services, Beaver, WV office to tie purple ribbons around trees and light poles in uptown Beckley.

Staff Recognition

Employees of the Quarter:

Phil Davis, Unit Manager	July 1, 2002 to September 30, 2002
Larry Herron, Correctional Officer II	October 1, 2002 to December 30, 2002
Lewis Armstrong, Correctional Officer II	January 1, 2003 to March 31, 2003
Teresa Gregory, Case Manager	April 1, 2003 to June 30, 2003

BCC Continued.

Community Service

Beckley Correctional Center had more than 1,600 hours of community service work completed for various worthwhile causes during the year. Table 15 shows the community service locations and the hours spent working on each project during FY 2002-2003.

Table 15: BCC Community service hours by location, FY 2002-2003.

Location	Hours
Adopt-a-Highway	12
Alderson Park	122
Division of Juvenile Services	135
Interstate 64	276
Little Beaver State Park	608.5
McDowell County	160
Parole Services	10
Pinecrest Hospital	139
Salvation Army Thrift Store	112
WV Corrections Academy	68
Totals	1,642.5



COII, Kathleen Wetzel (2nd row, 3rd from left) attended Firearms Instructor Training at the Corrections Academy and is now a certified firearms instructor.

Treatment

Beckley Correctional Center averages approximately 1,000 hours of programming and treatment per month. Table 16 shows how many inmates were enrolled in each program and how many successfully completed each program during the fiscal year.

Table 16: BCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
AA	102	102
NA	84	84
Cornerstone	75	72
Domestic Violence Prev	69	62
BIPPS	34	33
Crime Victim Awareness	72	67
Relapse Prevention	71	73
Aladrué I	2	2
Aladrué II	10	10
Aladrué III	49	49
Religious Services	16	16
HIV Testing/Counseling	79	79
Stress Management	22	22
Anger Management	41	39
Alcohol Affects/Effects	80	79
Alcohol Education	34	33
Big Book Study Group	29	27
One on One Counseling	58	58
99 Days & a Wake up	21	21
Thinking for a Change	45	42
Urinalysis/Alco-senor	150	150
Visitation (new arrivals)		
Behavior & Expectations	150	150
Inmate Orientation	150	150
Work Release Orientation	13	13
Smoking Cessation	3	3
Problem Solving	45	45
Parenting	15	14
Women's Issues/Recovery	6	6
Totals	1,525	1,501

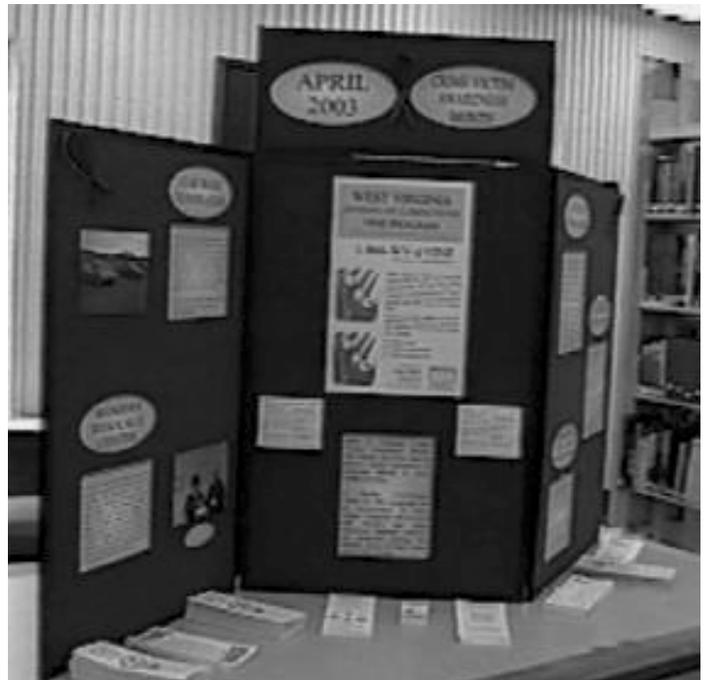
Serious Incidents

Table 17 highlights the serious incidents that occurred at BCC during the fiscal year. BCC is proud to report that there were no escapes committed during the year. Because of the community based nature of BCC an escape can include not reporting back from work or furlough on time.

Table 17: Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	0
Assaults on Inmates*	0
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	0

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



A display board highlighting Crime Victim Awareness Month was displayed at the Raleigh County Public Library during the month of April.



John Coll presents a check to the staff of the Women's Resource Center. Over \$240.00 was collected during the car wash fundraiser to assist victim's of domestic violence.

Anthony Correctional Center



Box N-1, HC 70
White Sulphur Springs, WV 24986
(304) 536-3911 Phone
(304) 536-3916 Fax

Scott W. Patterson, Warden

Mission Statement

As the West Virginia Division of Corrections' Young Adult Offender facility, it is the Mission of the Anthony Correctional Center to ensure the safety and security of the public, staff, and offenders by providing training, supervision, encouragement, and evaluation for staff so that they can make available the programs, services, leadership, and guidance necessary to those young adult offenders committed to our custody to afford them the best possible opportunity for reformation and to encourage self-discipline so as to increase the possibilities of the young adult offenders' successful reintegration into society.

It is also our Mission to ensure the safety and security of the public, staff and offenders by performing Pre-Sentenced Diagnostic Evaluations in providing necessary services for Adult Male Diagnostic offenders who have been committed to the custody of the Commissioner of the Division of Corrections.

History

The Anthony Correctional Center (ACC) is located in Neola, West Virginia on Route 92 in Greenbrier County, 15 miles north of White Sulphur Springs. The construction of a new facility was started December 1996 and was completed and opened August 1998. In addition, an existing dormitory was renovated to house 64 residents in a structured, intensive substance abuse program. At the present time ACC has a capacity of up to 220.



The overall program of the Anthony Correctional Center is within the guidelines set forth by the State Legislature in West Virginia Code Chapter 25, Section 4, Article 4. This Code directs the Anthony Correctional Center Program to include at a minimum:

1. A work program
2. Educational program
3. Recreational program
4. Counseling program with an emphasis on substance abuse and life skills

Each resident is committed to ACC as a result of their sentencing judge suspending the original sentence of their specific crime and handing down a sentence of six months to two years at ACC. Those sentenced to ACC must have committed their crime on or after their 18th birthday and be sentenced prior to their 23rd birthday. This time frame is set by the State Legislature as outlined in State Code Chapter 25, Section 4, Article 6. This applies to any crime other than an offense punishable by life sentence. If, in the opinion of the Warden, the offender proves to be an unfit person to remain in ACC, the offender is returned to the committing court to be dealt with further according to law.

Since the length of stay at the Anthony Correctional Center is short in comparison with other adult correctional facilities within the State of West Virginia, most programs at this institution are a shortened version of those at the other facilities. Some programs such as Aladrue, GED and ABE are full-length programs consistent with those at other facilities.

Major Accomplishments & Events of FY 2002-2003

- After much hard work, dedication, and perseverance, the Anthony Correctional Center has been recommended for ACA Accreditation. The visiting auditor's committee reviewed the facility and found that it was in 100% compliance with the mandatory standards and 97.9% compliance with the non-mandatory standards.
- The ACC Medical Department received NCCHC Accreditation and the ACC Educational Department was reaccredited by the CEA.
- Construction of a barrier wall in the "attic" area to secure the Administrative Section of the facility from the remainder of the main building was completed.
- Upgraded the pumps in the wastewater treatment plant to a larger more efficient type of pump.
- Modifications to the water treatment plant to enhance production were completed.
- Installation of additional fire protection in the visitation area to meet Board of Risk and Fire Marshal's specifications were completed.

ACC Continued.

Community Service

ACC residents participate in a variety of community service projects throughout the year. A total of 242 hours were spent on the projects outlined below.

- Assisting Forest Service in clean-up of Sherwood Lake and Bluestone Recreational Parks.
- Helping local communities clean cemeteries, lots and other areas.
- Adopt-a-Highway
- Helped clean-up flood area in Rupert, WV.
- Greenbrier County Courthouse moving bookshelves and books.

Treatment

Inmates at ACC are offered various types of treatment programs during their incarceration. Table 18 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 18: ACC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrue I	280	280
Aladrue II	280	250
Aladrue III	280	225
Anger Management	250	240
Crime Victim Awareness	250	240
Totals	1,340	1,235



New Armory under construction at ACC.

Serious Incidents

Table 19 shows the serious incidents that took place at ACC during the fiscal year.

Table 19: Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	2
Assaults on Inmates*	36
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	38

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



ACC Residents work in the facility's garden.

Education

Inmates at ACC are offered various types of educational or treatment programs during their incarceration. Table 20 shows the number of inmates enrolled and the number completing each class during FY 2002-2003.

Table 20: ACC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
GED	164	87
College Classes	153	120
Totals	317	207

Staff Recognition

Tammy Arbogast has faithfully and diligently served the Anthony Correctional Center, the Division of Corrections, and the people of the State of West Virginia since 1976. She began her career as an assistant to the Child Nutrition Program and has since served as a Clerk I, Accounting Assistant, Clerk III and currently is an Accounting Tech III. The ACC Business Office could not function as efficiently or effectively as it does without Tammy.

Margaret Fraley has served as the Secretary to the Warden since 1983. She began her career in 1982 as a Clerk I and Clerk II in the business office. In 1991 her title was changed from Clerk III to Secretary. The State, the DOC, and the Anthony Correctional Center owe a debt of gratitude to Margaret. She is, without a doubt, one of the DOC's stellar performers, and the ACC Warden couldn't get along without her.

Denmar Correctional Center



HC 64, Box 125
Hillsboro, WV 24946
(304) 653-4201 Phone
(304) 653-4855 Fax

Mark Williamson, Warden

Mission Statement

To provide Inmates, Staff and the Public with a Secure and Safe Environment: To promote responsibility to one's self and society: to enhance the skills necessary for self-development, serving to maintain a positive and productive style of living.

History

The Denmar Correctional Center (DCC) is located near Hillsboro in Pocahontas County, West Virginia. Originally opened as a state hospital for treatment of tuberculosis patients, the hospital was later utilized as a long-term health care facility for the chronically ill. The Denmar Hospital was closed in 1990.

In February 1993, the Pocahontas County Commission conveyed the deed for the former Denmar Hospital to the West Virginia DOC for conversion to a state correctional institution. During the 1993 session of the West Virginia Legislature, funds were appropriated to the DOC for renovation of the facility now known as Denmar Correctional Center.



Major Accomplishments & Events of FY 2002-2003

- The Denmark Medical Department successfully passed the National Commission on Correctional Health Care reaccreditation in March of this year. The procedure is very intense and complex. Achieving National Commission on Correctional Health Care Certification is the “icing on the cake”. Achieving this prestigious award has brought recognition and credibility to Denmark’s programming. Denmark team members, in partnership with the health care staff, created an atmosphere in which quality health services are delivered. In a professional, efficient and effective manner, fostering an optimal level of staff, inmate and client satisfaction.
- Renovations continue at Denmark Correctional Center. Work is presently being done to touch-up the outside and painting the inside of the building. The Maintenance Department continues to work towards improvements on the compound, including renovating existing structures so that they may be utilized. The exterior of Building 12 has been renovated and a new roof installed. The Recreation Building that was renovated last year has been painted and the Recreation Yard has received several upgrades. Those include the installation of several metal benches, fencing, and new backstop for the softball field. New doors have been purchased to be installed at the Check Door and the Old Wing Stairwell. The Water Plant has now purchased equipment to continually monitor the NTU’s (National Turbidity Unit) in the water mandated by the EPA with the authorization of the Federal Safe Drinking Act, as well as, West Virginia Code under Chapter 6, Article 13, and Section 6-1.
- The Education Department at Denmark Correctional Center continues to maintain CEA Accreditation and provides a variety of classes from Basic Education to Vocational Classes to Computer Classes. The two new vocation classes, electricity and facilities maintenance, continue to operate at full capacity. In the 2002-2003 Fiscal Year, inmates enrolled in 901 separate classes, completing 396. Due to transfer/parole/discharge, inmates were unable to complete classes. Education averaged 47% of the total inmate population as students. Seventeen (17) inmates obtained their General Equivalency Diplomas (GED) this year.
- After being NCCHC(National Commission on Correctional Health Care) accredited in 1999, our Medical Unit continues to provide a high standard of medical treatment. The medical services are contracted out to Correctional Medical Services. The Medical Unit was reaccredited by NCCHC in March of 2003.
- The VOCAL Program (Violent Offenders Counseling and Learning) consists of a group of inmates that give oral presentations to area schools, youth groups, churches and troubled youth on the effects of drugs and alcohol, peer pressure, decision making and various other topics. Mark Wegman, Unit Manager, and supporting Security Personnel, supervises this program. In addition to the topics addressed by the inmates, staff give presentations on working in a correctional facility and working for the State of West Virginia. The VOCAL Program gave twenty-three (23) presentations at area schools, church groups, etc.
- The Correctional Industries Department at Denmark Correctional Center presently makes boxer shorts, t-shirts and reupholsters furniture for government agencies. Correctional Industries is currently expanding by producing khaki pants and shirts for Division of Corrections use. Correctional Industries is also exploring the possibility of providing inmate clothing to inmates housed in the regional jails throughout the state. Currently twenty-six (26) inmates are employed in Industries. This is projected to increase to thirty-five (35) inmates once industries is fully operational.

DCC Continued. **Community Service**

DCC's inmate VVA Chapter has provided valuable services to the community such as Adopt-a-Highway clean-up and working on the local Boy Scout Club House. An inmate crew also participated in setting up tents for the Annual Boy Scout Retreat near Seneca State Forest. The Adopt-a-Highway clean-up covers approximately six (6) miles of highway in Pocahontas County. There was also an inmate crew that participated in the 2003 Annual Greenbrier River Watershed Clean-up on April 5, 2003. Inmates from Denmar did roadside cleanup and began work on cleaning up an illegal dump on Denmar Road, collecting over 125 bags of garbage. Table 21 shows the community service locations and the hours spent working on each project during FY 2002-2003.

Table 21: DCC Community Service hours by location, FY 2002-2003.

Location	Hours
Watoga State Park	4,041.75
Pocahontas County DOH	11,766.75
Greenbrier County DOH	20,828.25
Greenbrier River Trail	2,208.00
Town of Marlinton	5,618.25
Marlinton Nazarene Church	189.00
Pocahontas County Schools	288.00
Totals	44,940.00



Greenbrier County Department of Highways

Treatment

Inmates at DCC are offered various types of treatment programs during their incarceration. Table 22 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 22: DCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrue I	74	74
Aladrue II	127	127
Aladrue III	164	149
HOPE	896	896
REBT	128	128
Sex Offender Treatment	38	Ongoing
V.O.C.A.L.	7	Ongoing
Domestic Viol. Awareness	41	41
Impulse Control	217	Ongoing
Relationship Building	21	21
Thinking for a Change	11	7
Pre-Parole Orientation	185	185
AA/NA	1,120	Ongoing
Social Control Theory	90	90
Crime Victim Awareness	85	68
Totals	3,204	1,786

Serious Incidents

Table 23 shows the serious incidents that took place at Denmar Correctional Center during the fiscal year. DCC had no escapes during the year and incidents of violence against inmates and staff were low.

Table 23: DCC Serious Incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	0
Assaults on Inmates*	4
Inmate Death by Natural Causes	1
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	5

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



DCC Recreation Yard

Education

Inmates at DCC are offered various types of educational programs during their incarceration. Table 24 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 24: DCC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
Academic Classes	131	24
Advanced Computers	86	61
Basic Computers	318	235
College Classes	9	0
Electricity	56	18
Facility Maintenance	44	18
GED	37	17
Lifeskills	15	9
Workplace Skills	205	14
Totals	901	396



Cabinet made by DCC’s Arts & Craft Department

Huttonsville Correctional Center



PO Box 1
Huttonsville, WV 26273
(304) 335-2291 Phone
(304) 335-4256 Fax

William Haines, Warden

Mission Statement

The mission of the Huttonsville Correctional Center is to provide a safe and secure correctional environment for the public, staff and offenders in a professional, efficient and effective manner to include implementation of programs to ensure offenders are provided with the necessary care, discipline, training, and treatment to prepare them for re-entry into society.

History

The Huttonsville Correctional Center (HCC) is located near Huttonsville in Randolph County, approximately 18 miles south of Elkins, WV on U.S. Route 250. It was created by an act of the Legislature in 1937 to relieve overcrowding at the West Virginia Penitentiary. It remained a branch of the parent institution until 1947, at which time the Legislature established it as a separate entity – the West Virginia Medium Security Prison. In 1970, HCC received its current name by Legislative Act.



Living quarters at HCC consist of military style dormitories in the original building and single cell housing in the new units. An Intake Unit was established upon the opening of the new additions. Huttonsville Correctional Center is the fifth largest employer in Randolph County with a staff of over 250.

History cont.

There are many educational programs, both vocational and academic, offered to inmates by The State Department of Education. These classes give the inmates an opportunity to engage in rehabilitation efforts during their incarceration. Inmates are able to attend classes in the Adult Basic Education Program to work towards or obtain GED certificates. Vocational courses offered include Auto Mechanics, Auto Body, Welding, Machine Shop, Carpentry, Masonry, Electrical, and Computer Lab.

Major Accomplishments & Events of FY 2002-2003

- Huttonsville Correctional Center assisted numerous law enforcement agencies in a stand off where a subject had barricaded himself in a residence and fired numerous rounds of ammunition at law enforcement personnel. HCC supplied an Armored Personnel Carrier, six (6) Correctional Officers, an L8 37MM Munitions Launcher and numerous rounds of munitions for a thirteen (13) hour stand-off in Montrose, WV. HCC staff was utilized with other law enforcement personnel for outside/inner perimeter and two of these officers were solely responsible for getting the Special Response Team of the WV State Police to their target area. These officers established what valuable assets they could be as a support team to a public safety issue that generated in the community. They established extreme professionalism, ability to adapt to the situation, executed their training and showed extreme courage by placing their own lives on the line. No doubt because of their presence, lives were saved and injuries were reduced.
- Huttonsville Correctional Center participated in and honored Crime Victims Rights Week. This event allowed both inmates and staff to contribute donations and honor victims of various organizations and crimes.
- Huttonsville Correctional Center participated in Cancer Relay for Life. The event was a great success with approximately seventy-five (75) staff and their families participating. Huttonsville Correctional Center received the Spirit Award.

Staff Recognition

Sgt. Kevin Vandevender and Sgt. James Adkins were solely responsible for getting the Special Response Team to the WV State Police to their target area during the thirteen (13) hour standoff in the Montrose, WV incident.

They established extreme professionalism, ability to adapt to an emergency situation, executed their training and showed extreme courage while placing their own lives on the lines.

HCC Continued. Community Service

In order to provide some benefit to the community HCC participated in a variety of community service projects during the fiscal year. Table 25 shows the community service locations and the hours spent working on each project during FY 2002-2003.

Table 25: HCC Community service hours by location, FY 2002-2003.

Location	Hours
American Cancer Society/Relay for Life	168
Beverly Elementary School	442
Cass Scenic Park	13,060
Coalton	232
D&E College	120
Department of Highways	11,482
Elkins Middle School	544.5
Elkins Mountain State Forest Festival	1,186
Randolph County Board of Education	490
Randolph County Emergency Squad	49
Tygart Valley Fire Department	180
Tygart Valley High School	48
Totals	28,001.5



CERT Training exercise at Summersville, WV

Treatment

Inmates at HCC are offered various types of treatment programs during their incarceration. Table 26 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 26: HCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrue I	700	482
Aladrue II	512	332
Aladrue III	331	209
Anger Control	312	201
Aids Awareness	7	7
Domestic Violence	9	9
Dysfunctional Families	10	10
Parenting Skills	9	9
Substance Abuse-GATE	14	14
Helping Agencies	327	204
Religion of Hope	237	237
Substance Abuse-HOPE	221	221
Emp. Skills/Job Read	182	182
Emp. (Ed Dept)	45	37
RCT	235	154
Domestic Violence-RCT	110	77
Crime Victim Awareness	23	15
Totals	3,284	2,400



Members of the HCC CERT attended the Marksman/Observer Course

Serious Incidents

Table 27 shows the serious incidents that took place at HCC during the year.

Table 27: HCC Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	1
Assaults on Staff*	25
Assaults on Inmates*	25
Inmate Death by Natural Causes	1
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	52

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



On May 19, 2003 local authorities requested the assistance of HCC CERT and the use of the Armored Personnel Carrier during a stand-off with a fugitive.

Education

Inmates at HCC are offered various types of educational programs during their incarceration. Table 28 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 28: HCC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
Aquaculture	10	7
Auto Body	32	17
Electricity	73	11
Facilities Maintenance	32	15
ABE/GED	326	17
Horticulture	31	7
Information Technology	213	70
Life Skills	204	135
Metals Technology	40	24
Parenting Skills	126	95
Thinking for a Change	41	17
Totals	1,128	415

Certifications Awarded	# of Certifications Awarded
A+	3
Apprentice Electrician	11
ASE	20
Journeyman Electrician	3
Laubach Literacy Tutor Training	10
NCCER	28
Network+	3
OSHA	27
Totals	105

Lakin Correctional Center



11264 Ohio River Road
West Columbia, WV 25287
(304) 674-2440
(304) 674-6199 (fax)

Dale Humphreys, Warden

Mission Statement

It is the policy and mission of Lakin Correctional Facility for Women to maintain a safe, secure, humane and cost-efficient correctional institution for the public, staff, and inmate population and that provides work, education, and other self-improvement opportunities to assist female offenders in becoming law-abiding citizens.

History

Lakin Correctional Facility opened its doors to staff in September 2003. The majority of the staff were new to corrections. On January 28, 2003, Lakin received its first inmates. By the end of February, the facility was at full capacity. Although this was a very difficult task for newly trained staff, the transition of processing 240 inmates went smoothly.



Major Accomplishments & Events of FY 2002-2003

- Lakin Correctional Center received its first group of inmates in January 2003.
- LCC was at full capacity by the end of February 2003.
- LCC's law library is now fully functional.
- Education classes are successful.
- Three academy classes were held at Lakin Correctional Center.

Staff Recognition

- Colleen Wilt, Correctional Officer 1, was recognized as June Employee of the Month. She was commended for her efforts in recognizing that an inmate was in possession of contraband.
- Sherry Thomas, Accounting Tech II, was commended for the excellent job that she does as Purchasing Agent and was named July Employee of the Month.



LCC Continued.

Treatment

Inmates at LCC are offered various types of treatment programs during their incarceration. Table 29 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 29: LCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrué	50	50
CVA - Started in July 2003	0	0
Totals	50	50

Serious Incidents

Table 30 shows the serious incidents that took place at LCC during the year. The center is pleased to report that there were no escapes during FY 2002-2003.

Table 30: LCC Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	1
Assaults on Inmates*	1
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	2

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



First class of Correctional Officer I firearm qualifying.

Education

Inmates at LCC are offered various types of educational programs during their incarceration. Table 31 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 31: LCC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
GED	44	
ABE/GED	47	
Intro to Computer	15	
Keyboarding	15	1
Beginning Computers	15	
Office Skills	13	1
Business Math	12	
Facility Maintenance	79	
Cultural Diversity	12	9
Cognitive Skills 1	30	22
RR/DRP	30	23
Criminality	15	11
Anger & Social Skills	28	24
Assertiveness & Aggression	15	13
Job Search	13	13
Incarceration/Grief & Loss	12	10
Parenting	15	14
Employment Maturity	15	10
Critical Thinking	15	10
Stress Management	14	11
Totals	454	172



Interior views of a Pod at LCC.



Mount Olive Correctional Complex



Tom McBride, Warden

1 Mountainside Way
Mt. Olive, West Virginia 25185
(304) 442-7213 Phone
(304) 442-7225 Fax

Mission Statement

The mission of the Mt. Olive Correctional Complex is five - fold, to:

- *Provide for the custody, control and care of adult, male felons who have been convicted of severe crimes against man or nature and committed to the custody of the DOC.*
- *Preserve order in all facilities by the safe, secure and humane management of the highest risk inmates in the custody of the DOC.*
- *Prevent duplication of resources by providing medical and mental health care for the most ailing and infirmed inmates in the custody of the DOC.*
- *Restructure inmate conduct through behavior driven and cognitive restructuring programs, as appropriate, that facilitate the inmate controlling his own behavior within the facility, transfer to a less secure facility or reintegration into society.*
- *Develop and empower professional correctional staff to manage high-risk inmates and to function as effective leaders and team members.*

History

Built as a replacement for the aging West Virginia Penitentiary at Moundsville, the Mount Olive Correctional Complex (MOCC) is situated on a 120-acre site near the Mount Olive Church in Fayette County. Total construction costs for the project were \$61.8 million. The facility's 19 buildings are encompassed by a secure perimeter fence approximately one mile long. Approximately 80 acres are inside the secure perimeter. Extensive use is made of both electronic and manual security controls with provision for central control.

The transfer of inmates from the old West Virginia Penitentiary at Moundsville began during February 1995. Transfers were completed during March 1995 without incident and the old West Virginia Penitentiary at Moundsville was closed.



Rear View of the MOCC Administration Building

History cont.

Mt. Olive Correctional Complex was designed to operate on the principles of unit management and direct supervision. These principles are used in the daily administration and operation of the facility. Unit Management is a multi-disciplinary team approach to offender management in which a team of Case Managers, Counselors, and Correctional Officers are assigned to each housing unit. Direct supervision is based upon frequent, informal contact between staff and inmates, staff modeling of appropriate behaviors for the inmate population and inmates being held accountable for their behavior.

Mt. Olive Correctional Complex has its own post office, power plant, fuel depot, water supply, central warehouse, maintenance garage, gymnasium, chapel, library, classrooms, food service and laundry. Professionals, through contractual agreements, provide medical, dental, mental health, and food service.

Vocational, social skills, and educational services are provided by the West Virginia Department of Education. A certified teacher provides each inmate with an academic and vocational education assessment. Adult Basic Education courses are offered and emphasis is placed upon each inmate entering the prison without his high school diploma working towards his GED. Vocational courses, as well as college courses are available through the West Virginia University Institute of Technology. All business courses offered have been approved for articulation at West Virginia University Institute of Technology.

Major Accomplishments & Events of FY 2002-2003

- The National Commission on Correctional Health Care (NCCHC) is a private, not-for-profit organization that has developed national standards for providing health services in correctional facilities. The NCCHC grants accreditation to facilities that comply with its published standards. Mt. Olive Correctional Complex voluntarily requested that the National Commission on Correctional Health Care conduct an on-site survey to verify the facility's compliance with the 2003 NCCHC Standards for Health Care in Prisons. On June 27, 2003, Correctional Medical Services/Mt. Olive Correctional Complex achieved its goal of compliance with the NCCHC Standards for Health Services in Prisons.
- West Virginia Division of Corrections Commissioner's Award of Excellence for Outstanding Service to Victims was awarded to MOCC for 2002.
- The Family Protection Service Board approved to renew for a year, the Domestic Violence Perpetrator Intervention Program, also known as The Batterers Program at MOCC. This Program is the first of its kind to be offered in a maximum-security prison in the United States.
- MOCC raised more than \$4,789.00 during the year for various community charities. Items totaling more than \$1,000.00 were also donated to various charities.
- During the month of June 2003, the Mt. Olive Correctional Complex and Psi-Med invited Law Enforcement, Sexual Abuse Counselors, Criminal Justice Services and Social Services to participate in a training workshop titled "For the Sake of the Children." A panel of sex offenders, along with their counselors, at the Mt. Olive Correctional Complex shared information about the sex offender's history. Approximately forty-four guests were in attendance and agreed that the information shared between offenders and professionals will assist with the victims of sexual abuse and increase knowledge beyond textbook definition.

MOCC Continued.

Community Service

Inmates at Mt. Olive contribute to surrounding communities with various projects completed throughout the year. Some of the more interesting community service projects completed at MOCC during the fiscal year are detailed below.

- MOCC collected \$1,700 for Victim Awareness Month “Operation Reach Out”. All proceeds went to the Building Fund for the Children’s Advocacy Center/Kanawha City.
- MOCC sponsored several American Red Cross Blood Drives throughout the year. The American Red Cross required a minimum of fifty donors per day. MOCC exceeded all minimum requirements.
- MOCC collected \$1,219 for the American Cancer Society Relay for Life. The Event was conducted at the WVU-Tech Stadium from 11:30 a.m. to midnight. Additionally, twenty-one employees played in a charity softball game against Montgomery General Hospital at Boomer to benefit the Cancer Society.
- MOCC raised \$1,000 in monetary donations from staff, inmates and the community for National Domestic Violence Month. MOCC held a Teddy Bear Drive and collected hygiene items, baby items, cleaning supplies and nonprescription medicine totaling approximately 1,000 items. All proceeds went to the Fayette County Women’s Resource Center.
- Ray Nichols, Department of Education/Vocations leads the MOCC inmates assigned to his FMT Class to make children’s wooden toys. The toys are donated to needy children each year during Christmas.
- A Committee of inmates from MOCC sponsored the Third Annual Children’s Fund-Raising Softball Tournament to raise money for the Patchwork Children’s Shelter in Charleston, WV. MOCC inmates paid \$5 to play in the tournament, while teams from the community paid \$100 each. A total of \$1,870 was collected and presented to Patchwork.

Treatment

Inmates at MOCC are offered various types of treatment programs during their incarceration. Table 32 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 32: MOCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrue I	115	85
Aladrue II	95	68
Aladrue III	28	09
Individual Counseling	168	158
Smoking Cessation	40	12
AA/NA	60	34
Totals	506	366

Staff Recognition

- MOCC commemorated the first anniversary of the worst terrorist attack in U.S. history. Approximately 240 employees and inmates attended the ceremony held in the gym on Wednesday, September 11. Victims and their families were honored with patriotic songs and Chaplain C.J. Rider presented an inspirational message. Three awards were presented during the ceremony related to actions/activities last September. Those awarded were: MOCC Correctional Officer John Williams, who received a commendation from the Commissioner of Corrections for Active Military Service and a flag from the U.S. Capitol from Congressman Rahall. MOCC Captain Rick Nottingham also received a letter of appreciation from Commanding General 3rd U.S. Army for supervisory support of U.S. Army Reserve and National Guard and a flag from the U.S. Capitol from Congressman Rahall. Additionally, MOCC received an award from U.S. 3rd Army for outstanding support of Guard and Reserve Soldiers deployed in support of Operation Enduring Freedom.

Serious Incidents

Table 33 shows the serious incidents that occurred at MOCC during FY 2002-2003. As Mount Olive is a maximum-security facility it houses the worst kind of inmate and usually has a number of violent incidents (see note below). However, no escapes occurred at Mount Olive during the year.

Table 33: MOCC Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	73
Assaults on Inmates*	17
Inmate Death by Natural Causes	8
Inmate Death by Homicide	0
Inmate Death by Suicide	1
Totals	99

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



*American Cancer Society
Relay for Life*

Education

Table 34 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 34: MOCC Education class enrollment, FY 2002-2003.

Education Class	# Enrolled	# Completed
GED	197	13
Anger Control (Reg. & Adv.)	87	87
Accounting I	12	12
APC	8	8
APM	6	6
Auto Repair	31	31
Anger w/out Violence	42	42
Affective Skills & Communications	22	22
Braille	1	1
Business Law	14	14
Business Math	20	20
Business Principles Mgmt.	15	15
Criminality	35	35
Critical Thinking	20	20
Destinations	15	15
Empathy & Responsibility	20	20
Facility Maintenance	48	48
Metals Technology	48	48
Graphic Arts	24	24
Graphic Arts - College	17	17
Hit the Ground Running	24	24
Incarceration, Grief & Loss	18	18
Janitorial Class	2	2
Life Skills	31	31
Moral Recognition Therapy	27	27
Math Calculator	12	12
Keyboarding/Microsoft	50	50
Parenting Skills	45	45
Rational Emotive Therapy	31	31
Relationships	27	27
Life Beyond Loss	21	21
Refresher Math	25	25
Refresher Writing	19	19
Affective Social Skills	17	17
Transitions	39	39
Windows 95	6	6
Work Keys	10	10
Totals	1,086	902

Northern Correctional Facility



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Evelyn Seifert, Warden

Mission Statement

It is the policy of the Northern Regional Jail and Correctional Facility to maintain a mechanism which ensures that the NCF is established as an integral part of a corrections department or system by means of statutes that set forth its purpose and stipulates that its mission of providing a safe, secure, and humane environment for the public, staff, and inmate population, while improving the delivery of correctional services by being more responsive to the needs of all NCF DOC inmates and the concerns of staff, is fulfilled as delineated within NCF Operational Procedures that are promulgated by the NCF Warden under the delegated authority of the Commissioner of the West Virginia Division of Corrections.

Northern Correctional Facility (NCF) and Northern Regional Jail are housed in the combined Northern Regional Jail and Correctional Facility, in Moundsville. The facility is the only one of its combined nature in West Virginia. It was dedicated in August 1994.

NCF is the only correctional facility in West Virginia accredited by the American Correctional Association (ACA), having met ACA's rigorous standards.

NCF's inmate custody levels range between a Minimum Custody (Level I) through Maximum Custody (Level V). The inmate population is solely comprised of adult male felons.

NCF operates under a unit management philosophy, wherein inmate-housing pods are divided into separate units. Each unit has an assigned team of treatment and security staff, who are under the general supervision of a Unit Manager.



Major Accomplishments & Events of FY 2002-2003

- The Northern Correctional Facility lost ten (10) employees to retirement from October 2002 through May 2003. These employees had a combined total of two hundred forty-one (241) years of service.
- The Northern Correctional Facility participated in several community projects. The Marine Corp. recognized NCF for our contributions to the Marine Corp's 2002 Toys for Tots Program in which toys were provided to 13,000 children.
- The Northern Correctional Facility participated in the Marshall County Relay for Life 2003 and raised over six hundred dollars (\$600) for the American Cancer Society.
- NCF raised money for Easter Seals by participating in "Donut Delivery Days" and "Jeans Day".
- The Northern Correctional Facility participated in two blood drives with the Central Blood Bank and collected a total of forty-eight (48) units.
- During the NCCHC Audit of PrimeCare Medical, the auditors were very impressed and made positive comments concerning the maintenance and upkeep of the facility. Our Maintenance Department does an excellent job on the facility's upkeep.
- In line with the national effort to stop the domestic violence cycle, representatives of the Northern Regional Correctional Facility and the Moundsville Police Department launched a campaign to inform local residents of the frequency of domestic violence locally and what can be done to stop the "cycle of violence".

NCF Continued.

Community Service

In order to provide some benefit to the community NCF participated in a variety of community service projects during the fiscal year. Table 35 shows the community service locations and the hours spent working on each project during FY 2002-2003.

Table 35: NCF Community service hours by location, FY 2002-2003.

Location	Hours
Division of Highways, Ohio Co.	1,906.5
Division of Highways, Brooke Co.	2,404.
Division of Highways, Hancock Co.	3,387.5
Division of Highways, Marshall Co.	4,964.5
Division of Highways, Interstate 70	644.5
City of Moundsville	612.5
Marshall Co. Board of Education	138.
City of New Cumberland	539.5
Old West Virginia Penitentiary	97.5
Limestone Presbyterian Church	3.5
Metropolitan Church	10.5
St. Francis Xavier Church	18.5
Hunting & Fishing Club	633.5
Northern Correctional Facility	929.5
City of Cameron	152.5
Cameron Baptist Church	12.0
Rosby's Rock	2.5
Bethlehem Temple	9.5
Marshall County Chamber of Commerce	4.5
Totals	16,471.0

Treatment

Inmates at NCF are offered various types of treatment programs during their incarceration. Table 36 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 36: NCF Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrue I	57	33
Aladrue II	22	12
AA	329	27
Anger Management	39	31
Batterers Intervention	18	8
Crime Victim Awareness	61	28
DART	138	14
GET I	4	4
GET II	43	9
NA	468	39
Parenting From a Distance	14	8
Thinking For a Change	28	21
Transactional Analysis	20	13
Totals	1241	247

Staff Recognition

- **Office Assistant II, Sue Toland** was selected as Employee of the Year for 2002. Ms. Toland is a very dedicated and hard working employee.
- **Mark Hedrick, Adult Basic Education and General Education Development Instructor**, was awarded Region II Correctional Education Association's Teacher of the Year Award for 2003.

Serious Incidents

Table 37 shows the serious incidents that took place at NCF during FY 2002-2003. No escapes occurred at NCF during the year. Incidents of violence among inmates and incidents of violence against staff were also relatively low for the year.

Table 37: NCF Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	7
Assaults on Inmates*	11
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	18

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



NCC Education Department

Education

Inmates at NCF are offered various types of educational and treatment programs during their incarceration. Table 38 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 38: NCF Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
GED	139	12
Computer Skills	60	Ongoing
Carpentry	77	39
Graphic Arts	75	11
Transition Skills	52	42
College Courses	45	35
Totals	448	139



NCC Correctional Officers in Operations Room

Ohio County Correctional Center



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William Yurcina, Administrator

Mission Statement

The Mission of the Ohio County Correctional Center is to provide a safe, secure and humane correctional system for the public, staff and offenders. Its specific mission is to receive male technical parole violators for the purposes of preparing them for placement on community service crews and/or second chance program offered at St. Marys Correctional Center.

History

The Ohio County Correctional Center (OCCC) was opened in April 1998, when the West Virginia Division of Corrections began leasing the Old Ohio County Jail (built in 1974) for the purpose of housing female offenders. During the next five (5) years the facility supervised female offenders with varying classification levels to include segregation and BIU status offenders. The facility continued with this mission until the opening of the Lakin Correctional Center for Women in 2003.

In March of 2003 the Ohio County Correctional Center began housing male (technical parole violators) offenders for the purpose of preparing them to work with area community service crews and/or to participate in the St. Marys Correctional Center's Second Chance Program for parole violators. In addition to employment opportunities that are available to the population, the facility also offers a variety of educational and counseling programs (Aladrue I & II, Crime Victim Awareness, Anger Management, AA/NA, GED, post secondary education, individual counseling, religion, visitation, commissary and a variety of recreational equipment).



History cont.

The facility currently operates as a minimum-security institution that houses between 54-55 offenders at any one time. The facility currently employs three (3) community service crews that do work for the Department of Highways, the Old West Virginia Penitentiary and volunteer work with local schools, churches and throughout the community.

Major Accomplishments & Events of FY 2002-2003

- The transition of the facility from a female to male population. During February and March of 2003 the Ohio County Correctional Center transported the females from the institution to the newly constructed Lakin Correctional Facility for Women. During this time the facility had to be renovated, repaired, new staff hired/trained, and preparations completed for the intake of male parole violators. During the month of March all transfers were completed and by April OCCC was transitioned into a male only facility.
- Development of Community Service Crews. During the year, three (3) community service crews were developed for the facility. Two (2) are assigned through the Department of Highways and one (1) is employed by the Moundsville Economic Development Center for work at the Old West Virginia Penitentiary.
- Expansion of the facility. During the year, (with the moving of the Ohio County Sheriff's Department) the institution acquired much needed office space. A control center had to be renovated along with several offices and holding cells. Staff needed to be trained, staffing patterns adjusted and repairs completed. Work will be completed in January 2004.
- National Commission on Correctional Health Care (NCCHC) Accreditation. During FY 2003 the Ohio County Correctional Medical Department received accreditation for its medical department in June 2003.

OCCC Continued.

Community Service

In order to provide some benefit to the community OCCC participated in a variety of community service projects during the fiscal year. Table 39 shows the community service locations and the hours spent working on each project during FY 2002-2003.

Table 39: OCCC Community service hours by location, FY 2002-2003.

Location	Hours
West Virginia Penitentiary	40
Scared Straight Program	10
AEP Building	24
Department of Highways - Ohio Co.	360
Department of Highways - Marshall Co.	120
Department of Highways - Brooke Co.	80
Department of Highways - I70	40
R.O.P.E. Program - West Liberty	10
R.O.P.E. Program - Wheeling Park	20
NRJ&CF	200
Ohio County Sheriffs Office	80
Moundsville Work Crew	500
Ohio County Correctional Facility	200
Totals	1,684



OCCC Housing Unit

Treatment

Inmates at OCCC are offered various types of treatment programs during their incarceration. Table 40 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 40: OCCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Aladrue	36	36
Anger Management	20	16
Alcoholics Anonymous	13	Ongoing
Narcotics Anonymous	28	Ongoing
Commitment to Change	21	21
Crime Victim Awareness	19	19
SOT	6	Ongoing
Parenting from a Distance	12	12
Total	155	104

Staff Recognition

- **Lt. Harry Frey** has assumed the duties of the Chief Correctional Officer of the facility, as well as, the apprehension of an inmate escapee that occurred earlier this year.
- **OAIII Kathy Conner and OAII Ann Ickler** have continued to be the cornerstone of the facility handling many tasks daily. Without these individuals, the operation of the facility would not be what it is today.

Serious Incidents

Table 41 shows the serious incidents that took place during the fiscal year at OCCC.

Table 41: OCCC Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	1
Assaults on Staff*	4
Assaults on Inmates*	0
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	5

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.

Education

Inmates at OCCC are offered various types of educational and treatment programs during their incarceration. Table 42 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 42: OCCC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
GED	21	2
Psychology	12	11
Legal Research	4	1
Transition Skills	23	19
Totals	60	33



OCCC Administration Office

Pruntytown Correctional Center



Jim Ielapi, Warden

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MISSION STATEMENT

The mission of the Pruntytown Correctional Center continues to be to provide a safe and secure environment for the inmates, community and staff. This mission takes on added importance with the volume of inmates who leave these rounds each day with a civilian supervisor to accomplish work assignments. The need for careful selection of these inmates is imperative for their safety as well as the civilian workers they work with, and the community at large. Our mission has also had to remain foremost in our minds as the Division has struggled with the ongoing problem of how to fill empty beds. The mission of safety and security has to be balanced at all times with the risks we are willing to take when electing new population of inmates to fill our beds. With the advent of the new women's prison at Lakin, we have also had to continue our focus of services for our female population.

History

The Pruntytown Correctional Center (PCC), formerly known as the West Virginia Industrial Home for Boys, is located at Pruntytown near Grafton in Taylor County. The facility, which first opened in 1891, operated as a state correctional institution for delinquent boys until January 1983, when it was closed and the juveniles were transferred to the West Virginia Industrial Home for Youth near Salem. Pruntytown remained vacant and idle until mid-year 1985.

After much renovation and remodeling, the facility was reopened as Pruntytown Correctional Center in November 1985, to house minimum security male inmates. In December 1988, the Division of Corrections began moving nearly sixty female inmates to the Pruntytown Correctional Center, creating a coed facility. These females had previously been housed under contract with the Federal Correctional Institution for Women in Alderson, WV.



History cont.

The entire facility has a total of 23 buildings which includes 5 housing units, administration building, medical unit, gymnasium, dining hall, vehicle storage, greenhouse, female classroom, 3 staff housing units, a State Police Office and a variety of small buildings providing for arts and crafts and storage. This facility has the unique distinction of having a state highway (US 250) running through the middle of it.

The male inmate capacity is now established at 292, while the female capacity is 79, for a total capacity of 371. The female inmate population consists of all security classifications, while the male population consists of primarily minimum security, although a small percentage have been medium security custody inmates which PCC has received from Huttonsville Correctional Center, Denmar Correctional Center and St. Marys Correctional Center.

Primary emphasis is placed on inmates having work assignments during the day with various counseling and educational opportunities available during the evening hours. Over 145 inmates work off-grounds daily for other state and municipal agencies such as the Division of Highways, the National Cemetery and Fairmont State College.

Major Accomplishments & Events of FY 2002-2003

- Paving of the institutional roadways and parking lots completed.
- Held successful Mother's Day and Father's Day yard visitation with refreshments.
- The capture of escapee Roger Knuckles who escaped from PCC on April 9, 2002 and was apprehended on March 11, 2003 by Pulaski County, Virginia Sheriff's Department.
- Division of Personnel Correctional Officer testing now done on-site.
- Education Department providing satellite for teleconference and educational opportunities.
- Sponsorship of community softball league, including teams from the male and female population and a staff team.
- Renovation of former Warden's residence to provide additional administrative office space.
- Continued involvement in many charitable and community based projects including:
 - Ronald McDonald House Charities - collected pop tabs and empty ink jet cartridges year round; donated 100 inmate-made quilts/afghans at Christmas and 63 blankets/afghans, 13 stuffed animals and other arts and crafts at Easter; and contributed framed pictures, clothing, food, toys and paper products from staff.
 - Relay for Life - Pruntytown Pacers, Cancer Erasers team, consisting of 13 staff and 1 outside volunteer, raised \$5,800 for the American Cancer Society through various fund-raisers and individual collections.
 - Collected personal hygiene items for patients at VA Medical Center in Clarksburg.

PCC Continued.

Major Accomplishments & Events of FY 2002-2003 cont.

- Implementation of the automated annual/sick leave system.
- Hired CPA as the Business Manager
- Retirement of Correctional Officer IV Ed Miller with 25 years service, Correctional Officer II Dick Mankins with 9+ years service and Case Manager Lowell Mason with 20 years of service.
- Generation of a monthly financial statement in the inmate commissary.
- General increase in educational opportunities provided by Department of Education, including an increase in amount of inmates accomplishing GEDs by 27%. Also the Department of Education's completion of standardized Life Skills curriculum for use in all adult facilities.
- Appointment of James J. Ielapi as Warden in July 2002.
- Promotions of Debra Minnix to Deputy Warden, Linda Rubenstein to Associate Warden of Operations, Sarah Trickett to Unit Manager, and Amy Woodruff to ACA Accreditation Manager, upgrade of payroll assistant Helen Cleavenger's position to Administrative Services Assistant 1 and upgrade of Chief Correctional Officer Louie Stevens' position to Associate Warden of Security.
- Installation of sewer line from the former Warden's residence, across the ball field to the State Police Headquarters by the city, with assistance in the installation and reclamation of the area by PCC staff and inmates.
- Upgrade of physical plant by maintenance department including: installation of a new hot water regulator and recirculating pump on Unit 24; and completion of priming and painting the eaves, doors and windows on Units 18 and 19.
- Continuation of outside inmate work crews with approximately 100-120 inmates participating daily without any escapes or serious incidents.
- Completion of records unit audit for SYSCON project.
- Received accreditation for the next two years from the National Commission on Correctional Health Care.
- With a total of 1,437 urinalysis screens completed, only 4 were positive for illicit drug use.
- Continuation of program by female inmates to provide care and training to dogs for one year for Pilot Dogs, Incorporated to be later trained as guide dogs.
- Projects for Victims Awareness Month and Domestic Violence Awareness including inmate statements for Victim Empathy Wall and visit by Project Clothesline, sponsored by RDVIC.
- Support of Operation Enduring Freedom and Operation Iraqi Freedom by developing the Wall of Remembrance, letters and packages of support for those staff and staff members families serving with the armed forces, patriotic door decorating contest and continuation of Remembrance Services on the 11th of each month.
- Seven staff members attended Corrections Day at the Legislature and set up display highlighting PCC.
- Provided a display and staff representation for Career Days at Glenville State College and West Virginia University.
- Continuation of PACE (Pruntytown Association for Correctional Employees) - our employee association provides financial assistance to staff during times of hardship, sponsors the staff Christmas party and annual summer picnic and makes donations to community causes.
- The Controlled Dangerous Substance Canine Handlers assigned to PCC dedicated 1,156.25 hours conducting 3,147 drug scans and 3 demonstrations. These scans were performed at PCC, HCC, MOCC, Taylor County Jail, Lewisburg and Martinsburg Parole Offices, FCI Morgantown, Bridgeport High School, Hampshire County High School, Hampshire County High School Adult Learning Center, Liberty High School and United Technical Center.
- PCC also served as the Training Center for the CDS Canine Program, dedicating 408 hours of basic CDS canine handling classes, 351 hours to basic CDS canine training for replacement dogs, 599.50 hours to monthly recertification and monthly training and an additional 37 hours to retraining for handlers.

Staff Recognition

Pruntytown Correctional Center would like to recognize all their staff for the tremendous job they perform daily.

Community Service

Below are some examples of the type of contribution these inmates have made to the community.

Table 43: PCC Community service hours by location, FY 2002-2003.

Location	Hours
Pruntytown Elementary	600
Camp Towles (1st crew)	80
National Cemetary	200
City of Bridgeport	360
Genesis Youth Crisis Center	50
Camp Towles (2nd crew)	72
Relay for Life	54
Salvation Army	30
Totals	1,446

Treatment

Inmates at PCC are offered various types of treatment programs during their incarceration. Table 44 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 44: PCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
Alad rue I	306	305
Anger Management	56	52
Alad rue II	233	221
Alad rue III	184	184
Codependency	81	79
Unit 19 Residential Treat.	34	18
Unit 18 Pre-Treatment	55	34
Sex Offender Treatment	5	4
Domestic Violence	20	20
Victim Empathy	74	74
Crime Victim Awareness	18	18
AA Meeting (Weekly)	3,315	3,315
NA Meeting (Bimonthly)	1,117	1,117
Totals	5,498	5,441

Serious Incidents

Table 45 shows the serious incidents that took place at PCC during FY 2002-2003. Incidents of violence against inmates and staff were rare.

Table 45: PCC Serious incidents by type, FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	1
Assaults on Inmates*	7
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	8

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.

Education

Inmates at PCC are offered various types of educational and treatment programs during their incarceration. Table 46 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily "fail" the program.

Table 46: PCC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
GED/ABE	198	85
College Courses	90	61
ACT Preparation	20	10
Blueprint Reading	79	51
Business Basics	21	9
Computer Studies	88	61
Electronic Codes	20	14
Floriculture	45	7
Job Readiness	469	465
Landscape Design	50	5
Laubach Literacy Voluntary Train	26	11
Life Skills	174	125
OSHA Construction Safety	289	184
Survival Skills	12	11
Transitions	67	59
WV Welcome	32	11
Totals	1,680	1,169

St. Marys Correctional Center



William Fox, Warden

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Mission Statement

St. Marys Correctional Center's mission is to provide for the custody, control and care of convicted adult male felons who have been convicted of severe crimes against man or nature. SMCC is a medium security facility for the West Virginia Division of Corrections designed to house offenders departmentally classified as Level III, Level II and Level I custody. Offenders departmentally deemed as geriatric or chronically ill may also be assigned to SMCC.

History

The St. Marys Correctional Center (SMCC) is located three-miles north of St. Marys on State Route 2 in Pleasants County. It was formerly known as the Colin Anderson Center, which was established in 1932 by an Act of the Legislature. The Colin Anderson Center was closed in the Spring of 1998, at which time funding was provided to renovate the facility as a correctional center.

In the early spring of 1998, the DOC began the preparation needed to house adult male minimum to medium security inmates at SMCC and in November of the same year Phase I of the construction was underway. A security fence was installed around the perimeter and the institution tapped into the local water system.



History cont.

In December 1999, after the installation of security doors/windows and the transformation of the former Modular Treatment Building into six housing units, Phase I construction was completed allowing SMCC to house 306 inmates. Two more construction phases are planned and after Phase III is completed SMCC will have the capacity to house over 700 offenders.

In addition to general population offenders, the targeted population includes geriatric, special needs, and chronic medical offenders with lower custody classification.

Major Accomplishments & Events of FY 2002-2003

- SMCC Medical Department received accreditation from the National Commission on Correctional Health Care.
- Secured funding for the construction and renovation of Building 76, which is scheduled to receive an additional 192 inmates this fall.
- Replaced three (3) reznor units in the Main Dining Room. These replaced thirty year old units.
- Replaced HVAC Unit in the 75 Building. The older unit was thirteen years old.
- SMCC participates in a blood drive with the American Red Cross twice a year.
- SMCC participates in Relay for Life, which supports the American Cancer Society, and West Virginia Law Enforcement Torch Run, which supports Special Olympics.



SMCC Continued.

Community Service

SMCC operates an inmate job program called the Community Service Crews. The crews work not only in Pleasants County, but also the surrounding counties of Tyler, Wetzel, Wood, and Ritchie. Below are some examples of the type of contribution these inmates have made to the community.

Table 47: SMCC Community service hours by location, FY 2002-2003.

Location	Hours
Pleasants County Elementary School	37.5
Pleasants County Board of Education	76.5
Tyler County Old High School	15.5
St. Marys Park	8
Tyler County Museum	17
St. Marys Marina	36
St. Marys Correctional Center	40
Wetzel County Boat Races	4.5
Totals	235

Staff Recognition

- Major Donnie Stonebreaker, Chief Correctional Officer, was selected as “Employee of the Year”, by his co-workers.
- Sgt. Steve Stanley, Institutional Training Officer, has maintained a perfect record in achieving 100% employee training.

Serious Incidents

Table 48 shows the serious incidents that took place at SMCC during the fiscal year.

Table 48: SMCC Serious incidents by type FY 2002-2003.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	2
Assaults on Inmates*	1
Inmate Death by Natural Causes	1
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	4

*Assaults can include: weapons, fist, push, bodily waste, spit, or verbal incidents.



Correctional Officer walks the grounds at SMCC

Treatment

Inmates at SMCC are offered various types of treatment programs during their incarceration. Table 49 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 49: SMCC Treatment program enrollment by type of program, FY 2002-2003.

Treatment Program	# Enrolled	# Completed
AA 12-Step Group	35	Ongoing
AA/NA	89	Ongoing
Advanced RET IV	12	Ongoing
Advanced RET I	14	Ongoing
Advanced RET II	18	Ongoing
Advanced RET III	14	Ongoing
Aids Awareness	54	54
Alad rue I	257	254
Alad rue II	281	278
Alad rue III	176	173
Anger Control	157	157
Anger Management	42	39
BASS	55	52
Batterer's Intervention	17	Ongoing
Crime Victim Awareness	150	Ongoing
Domestic Violence	137	134
Dysfunctional Families	111	108
Education Module	22	22
Geriatric Activity	19	Ongoing
Geriatric Bingo	27	27
Geriatric Money Management	2	2
Job Skills	118	118
Money Management	85	82
Parenting	162	159
Rational Emotive Therapy	185	182
Stress Management	37	37
Thinking for a Change	72	72
Victim Empathy	121	121
Totals	2,469	2,071

Education

Inmates at SMCC are offered various types of educational treatment programs during their incarceration. Table 50 shows the number of inmates enrolled and the number completing each class during FY 2002-2003. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily "fail" the program.

Table 50: SMCC Education class enrollment by type of class, FY 2002-2003.

Education Class	# Enrolled	# Completed
ABE/GED	97	20
GED Prep	54	2
Distance Learning	286	164
Post Secondary	46	29
Hit the Ground Running	14	14
Microsoft Office Specialist	36	Ongoing
Life Skills	80	71
Electrical Program	30	10
Business & Law (Bldg. Trade)	34	30
Totals	677	340



SMCC staff discuss the ongoing construction



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Randy Perdue, Director

Mission Statement

The mission of the West Virginia Corrections Academy is to provide an aggressive training program to develop exemplary corrections professionals, enhance job performance, sharpen skills, foster team spirit, professionalism, and integrity.

History

The West Virginia Corrections Academy (WVCA) provides a four phase training program for sworn and civilian staff of the DOC. These phases are Basic, Orientation Program, In-Service and Specialized Training. Correctional Officers employed by county and other state agencies complete Basic Training and attend Specialized Training programs sponsored or conducted by the Academy.

Formerly, the Division of Corrections training function was administered and operated through the WV State Police Academy. In 1982, then Commissioner of Corrections, W. Joseph McCoy, recognized the need for positive changes in the division's organizational culture and line operations. One of the actions taken to affect these changes was the creation of the West Virginia Corrections Academy.

In September 1982 the Academy began operations located in Randolph County near the Huttonsville Correctional Center. In August 1987 the Academy was moved to the campus of West Liberty State College located near the city of Wheeling in Ohio County. It was relocated once again in August 1996 to its current location on the campus of WV University Institute of Technology in Montgomery, Fayette County.

The Academy is a separate unit within the Division of Corrections. The chief executive officer of the Academy is the Director of Training. The Director reports to the Assistant Commissioner (Southern Region). In addition to exercising responsibility and authority over all staff training, the Director of Training supervises Correctional Magistrates. Correctional Magistrates administer and operate the formal inmate disciplinary process in all adult facilities operated by the Division of Corrections.



Since its creation, the Academy has played a vital role in effecting positive change in the Division of Corrections. All four phases of the training program have helped to accomplish these changes. In-service and Specialized Training constitutes the largest percentage of training hours in a given year.

Basic Training has been a vital tool in the introduction, development and establishment of "esprit de corps", the importance of quality and teamwork, a common base of theoretical and operational knowledge, skills and abilities, and fosters an environment which stresses continuing training and education for career-minded individuals.

History Cont.

Basic Training accomplishes these ends through many means. Administrators, Academy Staff and former students talk about the “Academy experience.” One of the most valuable parts of that experience is the residential nature of Academy Basic Training. From the entirety of the training cycle, each student spends his and her training days with peers. This has and continues to yield many positive results for the Division of Corrections and in turn the people of West Virginia.

The public safety function of the agency is paramilitary in its structure and operation. The majority of Basic Training trainees are uniformed correctional officers. For this reason, the Academy Basic experience must instill personal discipline, strict adherence to the chain of command, the concept of teamwork and compliance with rules and regulations.

Major Accomplishments & Events of FY 2002-2003

- Over the past fiscal training year, the academy has sought to and has successfully solidified the unit management concept by integrating numerous Unit Management Leadership Challenges Courses. The unit management concept vision focused on by the commissioner has been cast throughout the division.
- The Academy developed a new weapons defense system (Weapons Response Tactics, W.R.T). This course has been taught to a small group of instructors throughout the division and is being assimilated into the Correctional Integrated Defensive System curriculum. A larger class for both C.I.D.S. and W.R.T. instructors will be held during the coming training year. At the Director’s request these courses were taught, developed, and provided by in house subject matter experts/trainers at no additional cost to the division. These courses have been assessed by the Federal Bureau of Investigation S.W.A.T. Tactics instructor for this region. Special Agent Terry Schwartz states that it is one of the best programs he has ever seen.
- The Crisis Negotiation Team (C.N.T.) has not only made its entry into the division’s arsenal, but has seen its proficiency grow and take a positive shape. Currently, there are plans to bring the WVDOC C.N.T. together with the Federal Bureau of Prisons and Federal Bureau of Investigations Negotiations training staff. This partnership is sure to proliferate and be of great benefit to the division.
- Once again, the Division of Personnel (D.O.P.) has worked very well with the Academy this past year. Adjunct instructors within the Division were utilized to teach mandatory Fundamentals of Supervision courses to WVDOC employees. This allows both the DOP and the WVDOC to meet training mandates and become more professional and proficient agencies.
- At the onset of fiscal year 2003 WVCA has endeavored to form two new partnerships. These are to be with the Federal Bureau of Prisons and the Federal Bureau of Investigations. This training alliance will allow for WVDOC staff to not only receive top of the line training opportunities, but also receive these at no cost to the State of West Virginia. The academy is currently looking at all the relevant areas that may be partnered in during the next year.
- The Director of Training’s initiative in having academy trainers certified by Microsoft to train computer skills for the division continued to be an extraordinary benefit to the state. This initiative was in fact an enormous savings for the agency over the past fiscal year. Once again this year, the Division has saved thousands of dollars because of self-certifying in all disciplines that used to be contracted to private organizations, i.e. defensive tactics, firearms, tactical team training, and computer training. The number of total training hours in relation to the budget clearly exhibits this tremendous accomplishment.
- In the realm of continuing education and staff development/benefits, the academy has forged new articulation agreements with several colleges throughout the State of West Virginia. One of these agreements was with Mountain State University, which can be attended via satellite locations practically anywhere in the state. In fact, West Virginia University Institute of Technology and Mountain State have already been placed into facilities for consultation with staff. There is now a staff “college benefits” brochure at all facilities that can be obtained through either the Human Resources or Training Departments. Also, there is an ongoing assessment by Excelsior College based out of New York. This college will enable staff to gain lower and upper level division college credit hours for not only basic training, but in-service and specialized training classes as well.

WVCA Continued.

In-Service Training

The total training hours for FY 2002-2003 were reported as follows for the DOC. These totals reflect hours reported by the various operating units of the DOC and include Orientation, In-Service and Specialized Training. The total training hours required for each institution includes the 155 hours Basic Training for those employees during their first year, the 40 hour orientation required for all new employees, and the 40 hours in-service training required annually for all employees in contact with inmates on a regular basis. Those employees with no contact or minimal contact with inmates are required to complete 16 in-service training hours per year.

Table 51: DOC staff training hours, FY 2002-2003.

Location	Total Staff Training Hours
ACC	8,764.20
BCC	948.00
Central Office	2,035.00
CWRC	1,191.00
Correctional Industries	705.00
DCC	9,563.00
HWRC	1,020.00
HCC	11,471.39
LCC	8,290.00
MOCC	20,797.10
NCF	6,440.00
Northern Parole	1,422.00
OSCC	1,734.50
PCC	7,547.00
Southern Parole	1,433.00
SMCC	11,517.25
WVCA	1,526.00
Totals	96,404.44

Specialized Courses

In addition to overseeing staff training hours and basic training, WVCA offers a variety of specialized courses to DOC employees. Below is a list of some of those courses offered during the past fiscal year.

Firearms Instructor Course
Case Management Training
Classifications Systems
Crisis Negotiation Training
Corrections Integrated Defense System Instructor Course
Weapons Response Tactics Instructor Course
First Aid Instructor Course
First Responders Course
Marksman/Observer Course (Precision Riflemen)
Principle Centered Leadership
Staff Sexual Misconduct
Scenario Based Training for Parole Officers
Training for Staff Trainers
Unit Management Workshop
OC Training

Basic Training

Eight basic training courses were conducted by WVCA during FY 2002-2003. Table 52 below shows the enrollment for the different classes throughout the year.

Table 52: WVCA basic training courses, FY 2002-2003.

Basic Classes	# Enrolled	Ending Date
153rd	56	July 2002
154th	55	Oct 2002
155th	34	Oct 2002
156th	15	Jan 2003
157th	37	Jan 2003
158th	53	Mar 2003
159th	48	May 2003
160th	48	June 2003
Totals	346	



In the Classroom at WVCA.

WVCA meets the training needs of more agencies than just the DOC. Table 53 below shows the enrollment in WVCA Basic training by agency.

Table 53: WVCA basic training enrollment by Agency, FY 2002-2003.

Agency	# Enrolled
Division of Corrections	258
County Jails	19
Division of Juvenile Services	69
Totals	346



Class 164 Flag Carriers.



2 on 1 Drills at WVCA.



Delbert Harrison
Director of Parole Services

Dianne Poindexter
Supervisor of Northern District

Doug Workman
Supervisor of Southern District

Mission Statement

Parole Services is dedicated to ensuring public safety, adjusting the behavior of offenders to acceptable community standards, protecting the interests of the victims of crime and producing a secure environment for all people in the State of West Virginia through effective community supervision.

Parole Services is responsible for the supervision of all West Virginia parolees, out of state parolees, and out of state probationers. West Virginia is divided into two parole districts and six parole regions. Within those regions there are 15 parole offices and 35 parole officers, six of which are regional directors with caseloads and 10 clerical staff.

Major Accomplishments & Events of FY 2002-2003

- West Virginia Parole ranks 11th among the states in parole success rates.
- West Virginia Parole ranks 4th among the states in sending the fewest number of parole violators back to prison.
- Selected parole officers have been trained and armed with weapons.
- The Enhanced Supervision Program continues to grow statewide.
- Parole Services has selected a validated risk/needs assessment tool.
- Electronic Monitoring has saved thousands of dollars spent on jail fees.
- Parole Services developed an Absconder Capture Unit.

WV Parole Staff Recognition

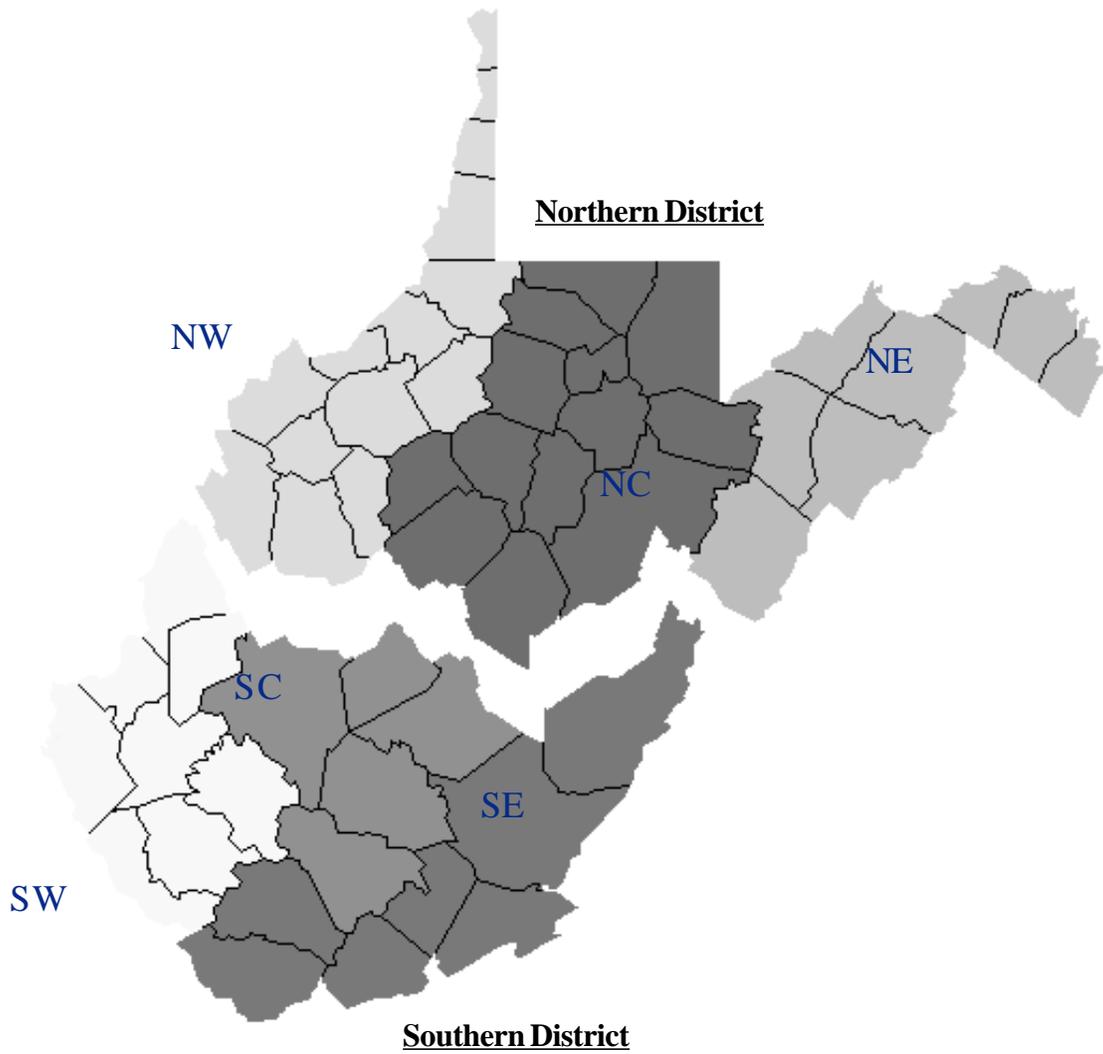
- Tom Long, Southeastern Parole Regional Director has been with the Division for 28 years having started his career on March 1, 1975. Tom has been a leader in Parole Services serving on many of its important committees and task forces dedicated to promoting effective parole supervision and treatment policies. Tom has been a proven dependable resource for the betterment of Parole Services and the offenders he supervises.
- Robert Arnold, Northcentral Parole Regional Director. He and his staff have participated in and promoted all programs in Parole Services to ensure quality supervision and treatment services. He has pioneered the use in his region of electronic monitoring of offenders, enhanced supervision of offenders, Parole Services Absconder Unit member working closely with the DEA and Federal Marshal's Service in his area. He has dedicated his staff and supervised offenders to community service projects throughout his region. The Division appreciates his determination to do a quality job.



Pictures from Northern District Parole Officer Training held last year.



Parole Services Regions





George Hampton, Director

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Mission Statement

The mission of West Virginia Correctional Industries is to provide programs within correctional facilities that reduce inmate idleness, which contributes to a safe prison environment. In providing the marketable skills training, it increases the offender's likelihood of successful reentry into society.

Background

WV Correctional Industries employs approximately 265 inmates at eight different locations across the State of West Virginia, in an effort to provide the inmates with training and work ethic experience and facilitate their adjustment once they re-enter society upon release.

While maintaining this commitment to maximize inmate employment, WVICI also strives to generate enough revenue to support the inmate work program as we operate self-sufficiently. WVICI operates at no cost to taxpayers by using funds created through the sale of products and services.

Even though we are a manufacturing company within a state agency, we face many unique challenges that a private sector manufacturer would not face. Private industries use the latest and greatest equipment and technology; we can not have these luxuries because it would significantly reduce the number of inmates that we could employ. Labor intensive production allows us to employ a larger number of inmates. Production is frequently curtailed for reasons such as lockdowns, emergency situations, medical visits, behavior problems of an inmate and other circumstances. Typically, an inmate works an average of seven hours per day and when one of the above referenced issues occur, this further diminishes production in our shops.

Another challenge that we face on almost a daily basis is losing trained inmate workers due to parole, transfers and other reasons. Frequent retraining increases operating costs, affects production time and decreases output.

Nonetheless, WVCi is a most successful entity within the State of West Virginia and takes great pride in our inmate workers' talents and skills, our quality products and our very dedicated and committed civilian employee staff.

With an increase in the prison population, WVCi will continue to enhance and increase our production shops in an attempt to employ additional inmate workers.

Our primary customers are state agencies; however, county and local government agencies purchase from us as well.

Overall Financials

The financials at the end of FY 2002-2003 ended with more than seven million in revenue. Table 54 shows Gross Revenues and Expenses for Correctional Industries during FY 2002-2003. The Expenses category includes Business Unit expenses in addition to administrative office costs and payroll costs.

The Revenue/Expenditures shown here are reported on a cash basis. Issues such as aged receivables; inventory; depreciation expense, etc. are not included in this cash basis report.

Table 54: Gross Revenues vs. Expenses, FY 2002-2003

Gross Revenues and Expenses	Total
Revenues	\$7,438,394.27
Expenses	\$7,380,728.75
Difference	\$ 57,665.52



DCC Inmates working in a WV Correctional Industries Shop.



Office of Research
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Charleston WV 25301
(304) 558-3332 Phone
(304) 558-4937 Fax

James H. Phillips, Director of Research

Mission Statement

Our mission is to apply scientific methods and the professional tools of research and planning to serve the Division of Corrections regarding correctional development, improvement and achievement of goals set forth by the agency, the Governor and the Legislature.

History

The Office of Research was established in March 1998 and is responsible for the collection and analysis of inmate and corrections information, as well as, the production of various reports and projects. The office routinely compiles and archives population statistics, commitment vs. release statistics, inmate and parole demographic information, crime statistics and more. Much of this information is detailed in the following pages.

The office is also involved in numerous special projects such as information requests from Legislators, Inmate Population Forecasting, and specialized research publications. This Annual Report is one such publication, and this office is responsible for its production.

The office consists of: James H. Phillips, Director
Brad Douglas, Research Analyst
Karen Nichols, Research Assistant
Kathleen Shirkey, Secretary

This past year Director Jim Phillips retired after 32 years of service to the WV Division of Corrections. We would like to thank him for his leadership in starting the Office of Research, for his many years of dedication to the agency, and to wish him a happy and restful retirement.

Major Accomplishments & Events of FY 2002-2003

- Collaborated with the WV Criminal Justice Statistical Analysis Center and George Washington University to produce an updated inmate population forecast for West Virginia.
- Continued archiving data from the “Institutional Monthly Report of Activities” that is submitted to the Office of Research. This report is combined with a monthly report received from each parole officer into a monthly publication for DOC leadership positions.
- Continued and improved data archiving from the National Corrections Reporting Program (NCRP).
- Continued archiving data on each parole hearing conducted by the West Virginia Parole Board.
- The DOC Office of Research recently worked with the Commissioner’s Office and other state criminal justice leaders to produce the statistical information necessary for the Short and Long Term plans submitted to the WV Supreme Court.
- The DOC Office of Research provided planning and project management services to both the Inmate Information Management System project and the Victim Information & Notification Everyday (VINE) project.
- The DOC Office of Research recently conducted an updated study on recidivism in West Virginia. The report “Recidivism in West Virginia Corrections - Prisoners Released in 1994-1997” can be found on the WV Division of Corrections website.
- The Office of Research, formerly located on Greenbrier Street in Charleston was hit hard by the June 2003 floods. Much of the building was severely damaged and the office was forced to relocate to 1206 Virginia Street, East. We are happy to say that the move went well and research staff are hard at work at their new location.

Other research publications by the Office of Research can be found on the Internet at:

<http://www.wvf.state.wv.us/wvdoc/research.htm>

Office of Research Continued.

DOC Prison Population Statistics

Table 55 and Chart 9 show the total average inmate population in DOC institutions and the total average inmate population that have been committed to the DOC but are awaiting prison space in county/regional jails during the past 13 years. During that period the inmate population held in DOC institutions increased by a total of 2,094 inmates.

Inmates that were committed to the DOC but were waiting in county/regional jails for bed space in DOC facilities increased by a total of 507 inmates since record keeping began in 1992.

The DOC also houses inmates in the McDowell County Correctional Center, this population is represented in the "Cont. Pop" column.

Table 55: DOC average yearly inmate population, Calendar Year 1990-03.

Cal. Year	Prison Pop	Jail Pop	Cont. Pop	Totals
1990	1575	-	0	1575
1991	1630	-	0	1630
1992	1744	394	0	2138
1993	1870	306	0	2176
1994	2079	313	0	2392
1995	2163	222	0	2385
1996	2435	259	0	2694
1997	2421	657	0	3078
1998	2512	878	0	3390
1999	2986	647	0	3633
2000	3027	745	0	3772
2001	3330	677	99	4106
2002	3435	854	149	4438
2003	3669	901	101	4671

Chart 9: Average DOC inmate population by calendar year, 1990-2003.

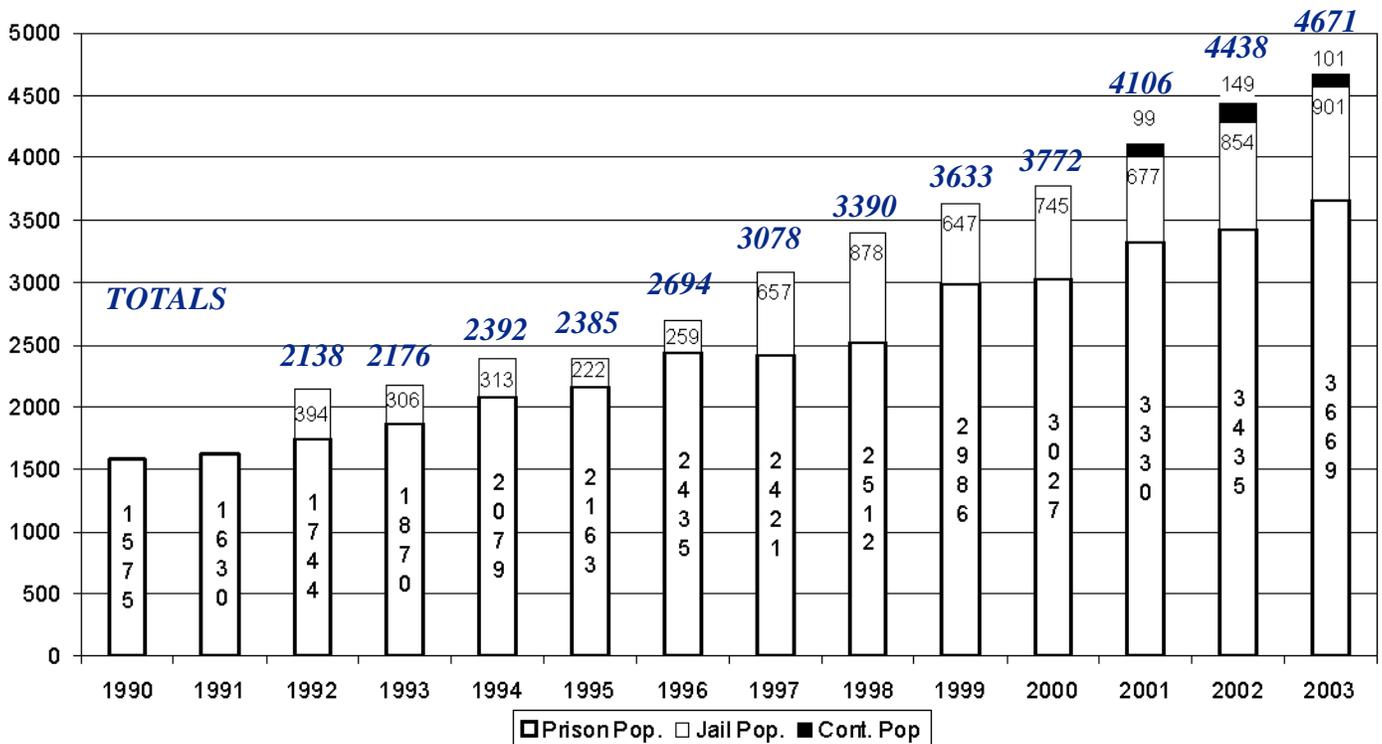
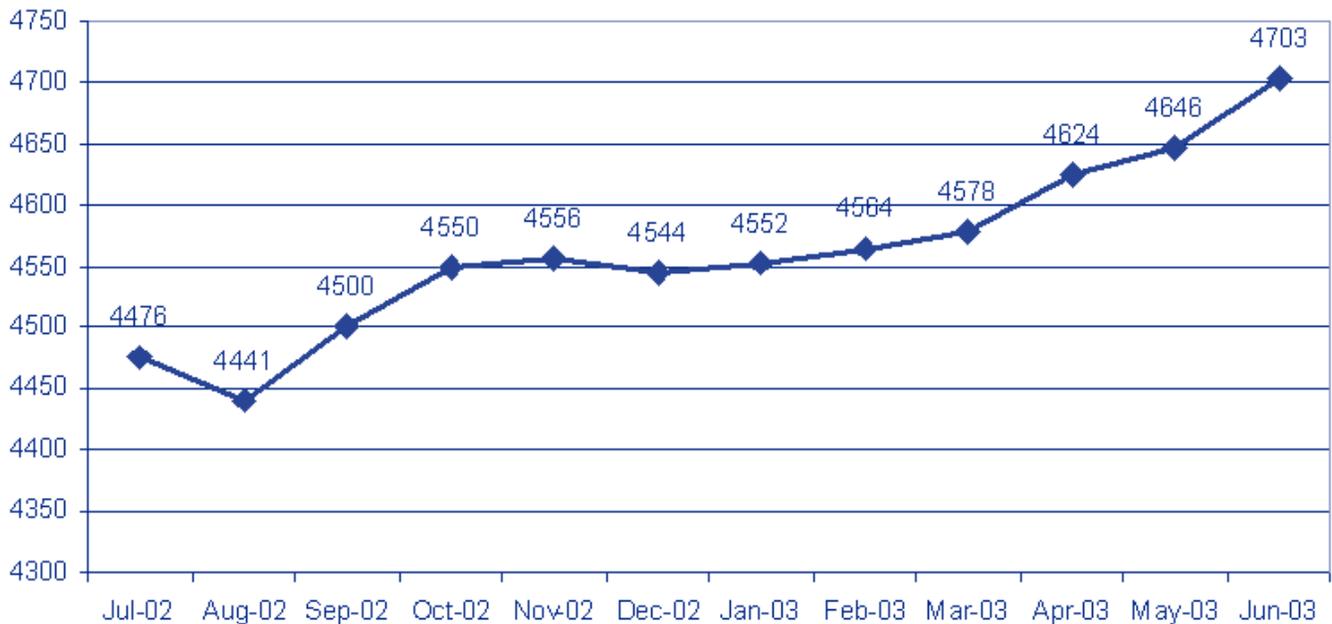


Table 56 and Chart 10 show the end of month inmate population in DOC institutions and the end of month inmate population that have been committed to the DOC but are awaiting prison space in county/regional jails during FY 2002-2003.

Table 56: DOC End of Month Population Figures, FY 2002-2003.

Month	Prison Population	Jail Population	Totals
Jul-02	3580	896	4476
Aug-02	3590	851	4441
Sep-02	3584	916	4500
Oct-02	3588	962	4550
Nov-02	3580	976	4556
Dec-02	3576	968	4544
Jan-03	3589	963	4552
Feb-03	3592	972	4564
Mar-03	3787	791	4578
Apr-03	3807	817	4624
May-03	3819	827	4646
Jun-03	3822	881	4703

Chart 10: End of Month inmate population by month, FY 2002-2003.



Office of Research Continued.

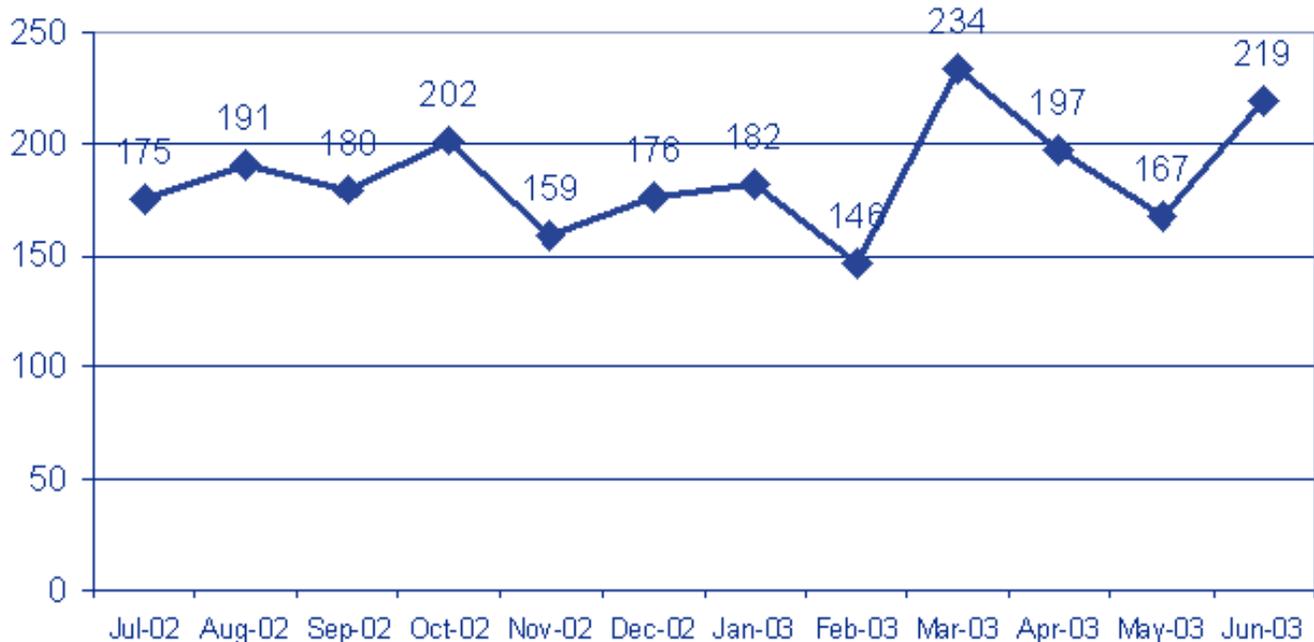
Commitments to DOC

Table 57 shows the number of inmates committed to DOC custody during FY 2002-03. During the fiscal year 69% of commitments were Regular commitments while Diagnostic, Parole Violation Technical, Parole Violation Felony, and Anthony Center Commitments made up the remainder.

Table 57: Inmate commitments to DOC custody, FY 2002-2003.

Month	Regular	Diagnostic	PVT	PVF	AC	Total Commitments
Jul-02	125	12	21	2	15	175
Aug-02	127	15	23	0	26	191
Sep-02	136	11	14	0	19	180
Oct-02	143	13	21	0	25	202
Nov-02	110	10	12	0	27	159
Dec-02	136	22	7	0	11	176
Jan-03	132	15	17	2	16	182
Feb-03	106	16	4	0	20	146
Mar-03	146	18	30	3	37	234
Apr-03	132	19	23	1	22	197
May-03	110	19	15	0	23	167
Jun-03	145	15	29	0	30	219
Totals	1548	185	216	8	271	2228

Chart 11: Inmate commitments to DOC custody, FY 2002-2003



Abbreviation Guide:

Regular: Regular Commitment to a DOC facility of an appropriate security level.

Diagnostic: Commitment for evaluation purposes in order to assist Judges in making sentencing decisions.

PVT: Commitment returning a parolee to prison for a technical revocation.

PVF: Commitment returning a parolee to prison for a new felony.

AC: Commitment to the young adult facility, Anthony Correctional Center.

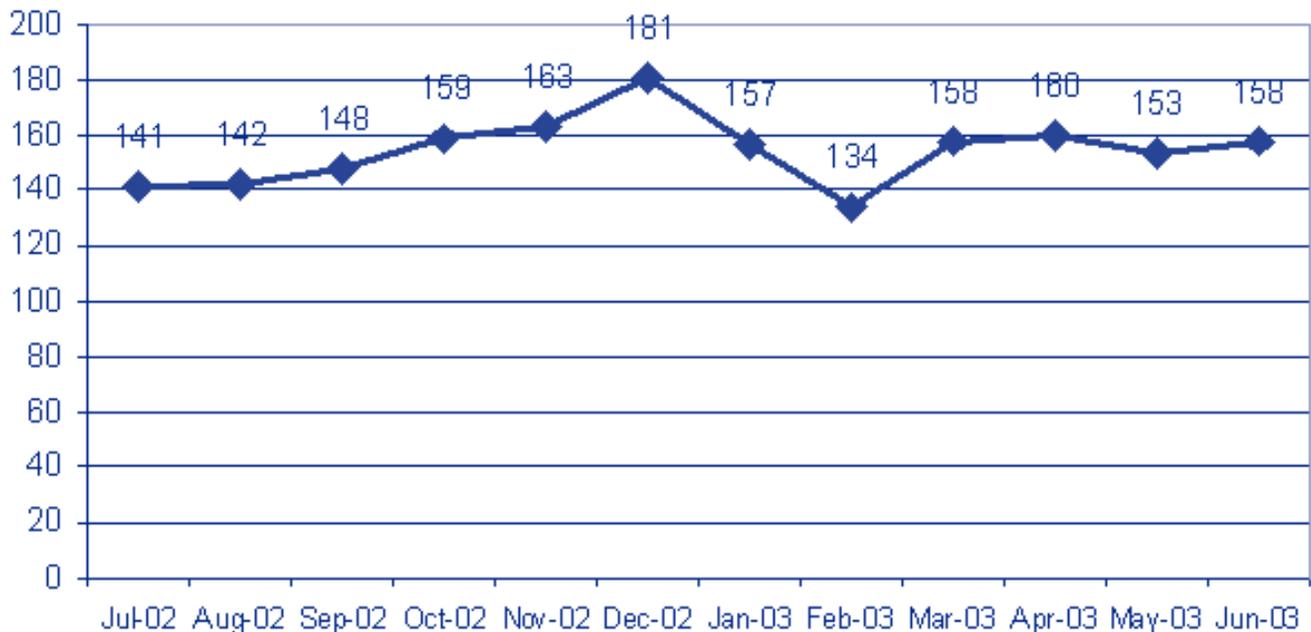
Releases from DOC Facilities

Table 58 shows the releases from DOC institutions during FY 2002-2003. The majority of releases were for parole (44%) while Discharge, Court Ordered Release, Diagnostic, and others comprised 56% of the total. The majority of Court Ordered releases were from ACC, a youthful offender facility, see page 52 for more information.

Table 58: Inmate releases from Division of Corrections prisons, FY 2002-2003

Month	# of Inmates Paroled	Medical Respite	Conditional Pardon	Full Pardon	Diagnostic Releases	Escape	Death	# of Inmates Discharged	Court Ordered Release	Left Regional/ County Jails	Total Releases
Jul-02	65	0	0	0	15	0	1	35	25	0	141
Aug-02	54	0	0	0	18	0	1	29	20	20	142
Sep-02	66	0	0	0	15	0	1	38	21	7	148
Oct-02	65	0	0	0	13	0	0	34	27	20	159
Nov-02	63	0	0	0	8	0	3	51	24	14	163
Dec-02	65	0	0	0	19	0	0	41	41	15	181
Jan-03	78	0	0	0	15	0	2	37	20	5	157
Feb-03	71	0	0	0	14	0	1	24	14	10	134
Mar-03	60	0	0	0	14	1	0	42	24	17	158
Apr-03	69	0	0	0	15	0	1	31	36	8	160
May-03	71	0	0	0	18	1	1	28	26	8	153
Jun-03	80	0	0	0	22	0	1	28	21	6	158
Totals	807	0	0	0	186**	2	12	418	299*	130***	1854

Chart 12: Inmate releases from Division of Corrections prisons, FY 2002-2003.



* **Court Ordered Release:** Although an inmate can be released from prison by court order for various reasons, the data in this column typically indicates releases from Anthony Correctional Center, a special young adult correctional institution.

** **Diagnostic Releases:** Diagnostic commitments to the DOC are typically for a temporary period of 60 days after which the inmate is released and reconsidered by the court.

*** **Left Regional/County Jails:** This column represents those inmates that are sentenced to WVDOC custody but for some reason are released before transfer to a DOC facility.

Office of Research Continued.

The data presented in this report was gathered from the DOC Automated Inmate Tracking system on June 30, 2003. This report only includes data on those inmates in the physical custody of the DOC as of June 30, 2003. Unless otherwise noted each inmate is represented only once in each table. Please note that these statistics do not include 60-Day Diagnostic Evaluation commitments.

Crime Statistics

The DOC categorizes each crime into three separate levels, the specific crime, the crime subcategory, and the crime category.

Table 59: Crime Categories

Crime Category	# of Inmates	% of Inmates
Against the Person	2095	60
Against Property	802	23
Against Public Order	535	15
Drug Crimes	316	9
Total	3748	100%

Each of the above categories are broken down into subcategories and specific crimes below.

The following tables break down the category “Against the Person” above into subcategories and those subcategories into specific crimes.

Table 60: Against the Person Subcategories.

Against the Person Subcategories	# of Inmates	% of Inmates
Assault	206	6
Child Abuse	47	1
Homicide	683	20
Kidnapping	47	1
Robbery	368	11
Sexual Offenses	744	21
Total	2095	60%

Table 61: Assault Offenses.

Assault Offenses	# of Inmates	% of Inmates
Domestic Violence	25	1
Malicious Assault	69	2
Unlawful Assault	72	2
Wanton Endangerment Inv/Firearm	31	1
Assault During the Commission of a felony	4	0
Assault on a Police Officer	1	0
Battery	4	0
Totals	206	6%

Table 62: Child Abuse Offenses.

Child Abuse Offenses	# of Inmates	% of Inmates
Child Abuse Resulting in Injury	29	1
Child Neglect Resulting in Injury	18	1
Totals	47	1%

Table 63: Homicide Offenses.

Homicide Offenses	# of Inmates	% of Inmates
Murder: First Degree	485	14
Murder: Second Degree	115	3
DUI Causing Death	36	1
Habitual Offender*	8	0
Involuntary Manslaughter	0	0
Voluntary Manslaughter	36	1
Attempt to Kill/Injure by Poison	3	0
Totals	683	20%

*An Habitual Offender has been sentenced to Life W/ Mercy under a repeat offender statute. The sentencing statute can be used for nonviolent or non-homicide related crimes.

Table 64: Kidnapping Offenses.

Kidnapping Offenses	# of Inmates	% of Inmates
Concealing/Removing Child from Custody	1	0
Kidnapping	39	1
Abduction	7	0
Totals	47	1%

Table 65: Robbery Offenses.

Robbery Offenses	# of Inmates	% of Inmates
Aggravated/Armed Robbery	270	8
Unaggravated Robbery	98	3
Totals	368	11%

Table 66: Sexual Offenses.

Sexual Offenses	# of Inmates	% of Inmates
Film Minor in Sexually Explicit Conduct	7	0
Incest	50	1
Sexual Abuse By Parent/Guardian	124	4
Sexual Abuse: First Degree	88	3
Sexual Abuse: Second Degree	1	0
Sexual Abuse: Third Degree	2	0
Sexual Assault of a Spouse	3	0
Sexual Assault: First Degree	249	7
Sexual Assault: Second Degree	121	3
Sexual Assault: Third Degree	97	3
Failure to Register as a Sex Offender	2	0
Totals	744	21%

Crimes Against Property

Table 67: Property Subcategories.

Against Property Subcategories	# of Inmates	% of Inmates
Arson	38	1
Burglary	554	16
Stolen Property	210	6
Totals	802	23%

Table 68: Arson Offenses.

Arson Offenses	# of Inmates	% of Inmates
Arson: First Degree	20	1
Arson: Second Degree	10	0
Arson: Third Degree	7	0
Burn/Attempt to Burn Insured Prop.	1	0
Willful Setting Fire on Lands	0	0
Attempt to Commit Arson	0	0
Totals	38	1%

Table 69: Burglary Offenses.

Burglary Offenses	# of Inmates	% of Inmates
Breaking and Entering	234	7
Burglary	309	9
Entry of Bld. other than Car/Dwelling	11	0
Totals	554	16%

Table 70: Stolen Property Offenses.

Stolen Property Offenses	# of Inmates	% of Inmates
Bringing Stolen Property into State	6	0
Embezzlement	4	0
Grand Larceny	151	4
Petit Larceny	3	0
Receive/Transfer Stolen Goods	18	1
Shoplifting: Third Offense	28	1
Totals	210	6%

Crimes Against Public Order

Table 71: Against Public Order Subcategories.

Against Public Order Subcategories	# of Inmates	% of Inmates
Fraudulent Activities	263	8
Miscellaneous Codes	95	3
Prostitution	1	0
Traffic Offenses	167	5
Weapon Offenses	9	0
Totals	535	14%

Office of Research Continued.

Table 72: Fraudulent Activities Offenses.

Fraudulent Activities Offenses	# of Inmates	% of Inmates
Counterfeiting	2	0
Forgery/Uttering	204	6
Make/Issue Worthless Checks	4	0
Obtain Money/Prop./Services by False Pre.	48	1
Fraudulent Registration	0	0
Welfare Fraud	3	0
Unauthorized Access to Computer Service	2	0
Totals	263	8%

Table 73: Miscellaneous Codes Offenses.

Miscellaneous Codes Offenses	# of Inmates	% of Inmates
Aiding and Abetting	7	0
Bigamy	1	0
Creat. Emer. Sit. for Incap. Adult	2	0
Conspiracy/Attempt to Commit a Felony	54	2
Destroy or Conceal a Will	1	0
Identity Theft	3	0
Escape	4	0
Extortion	1	0
Intimidate Judicial Officer/Witness	2	0
Failure to Pay Child Support	7	0
Trans. Controlled Sub/Weapon into Prison	3	0
Trespassing	0	0
Obstructing an Officer	8	0
Unlawful Manufacture of Liquor	0	0
Destruction of Property	0	0
Failure to Appear in Court	2	0
Totals	95	3%

Table 74: Traffic Offenses.

Traffic Offenses	# of Inmates	% of Inmates
Driving On Suspended License	9	0
Driving Under the Influence (DUI)	155	4
Fleeing Officer While DUI	2	0
Leaving the Scene of an Accident	1	0
Totals	167	5%

Table 75: Weapon Offenses.

Weapon Offenses	# of Inmates	% of Inmates
Concealed Dangerous Weapon	0	0
Carry Deadly Weapon W/O License	2	0
Brandishing Weapon on Educational Prop.	4	0
Placing/Possessing Explosives	1	0
Commission of a Felony with a Firearm	2	0
Totals	9	0%

Drug Related Crimes

Table 76: Drug Offenses.

Drug Offenses	# of Inmates	% of Inmates
Create/Del/Poss w/Int to Counterfeit	8	0
Man/Del/Poss w/Intent Schedule 5	4	0
Man/Del/Poss w/Intent Schedule 1,2,3	270	8
Man/Del/Poss w/Intent Schedule 4	20	1
Obtaining Drugs Thru Misrepresentation	11	0
Sale/Manufacture of Drug Paraphernalia	3	0
Totals	316	9%

Life Sentences

Table 77: Life Sentences.

Sentence	# of Inmates	% of Inmates
Habitual Life	43	1
Life W/Mercy	289	8
Life Without Mercy	224	6
Totals	556	15%

Table 77 shows the number of inmates serving a life sentence in DOC Institutions on June 30, 2003. The vast majority of these inmates are serving life for murder, however, kidnapping offenses can carry a life with mercy sentence as well. In addition, Habitual Lifers are serving Life w/Mercy sentences for repeat offenses.

Security Classification

Table 78: Security Classifications.

Security Classification	# of inmates	% of inmates
Receiving/Holding	451	12
Community	65	2
Minimum	765	20
Medium	1157	31
Close	1024	27
Maximum	286	8
Totals	3748	100%

Table 78 shows the security classification breakdown for those inmates in DOC prisons at midyear. Inmates classified as Receiving/Holding have not been through the formal classification process and are most likely still assigned to an intake/diagnostic unit. See page 9 for an explanation of the different security classifications.

Inmate Demographics

The following tables show demographic information on the inmates in prison at midyear 2003.

Table 79: Inmates By Race & Gender.

Race & Gender	# of Inmates	% of Inmates
Asian Males	2	0.1
Asian Females	0	0.0
Black Males	535	14.3
Black Females	36	1.0
Hispanic Males	16	0.4
Hispanic Females	0	0.0
Native American Males	14	0.4
Native American Females	1	0.0
White Males	2852	76.1
White Females	292	7.8
Totals	3748	100%

Table 80: Inmates By Age Groups.

Age Group	# of Inmates	% of Inmates
Under 20	45	1.2
20-29 Years	1251	33.4
30-39 Years	1072	28.6
40-49 Years	884	23.6
50-59 Years	379	10.1
60-69 Years	96	2.6
70-79 Years	20	0.5
80 and Over	1	0.0
Totals	3748	100%

Table 81: Inmates By Education Level.

Education Level	# of Inmates	% of Inmates
Did Not Graduate High School	1303	34.8
GED	1488	39.7
High School Graduate	711	19.0
Post High School Education	246	6.6
Totals	3748	100%

Table 82: Inmates By Marital Status.

Marital Status	# of Inmates	% of Inmates
Divorced	852	22.7
Married	721	19.2
Single	1925	51.4
Separated	163	4.3
Widowed	87	2.3
Totals	3748	100%

Office of Research Continued.

Inmates Housed in County/Regional Jails by Crime Category

The data presented in the following tables was gathered from the DOC CJISD (County/Regional Jail Inmates Sentenced to DOC) computer system on June 30, 2003. This report only includes data on those inmates sentenced to the DOC but in the physical custody of County or Regional Jails as of June 30, 2003. Unless otherwise noted each inmate is represented only once in each table.

Table 83: Crimes Against the Person - Jail Inmates.

CRIME	# of Inmates
Domestic Violence	5
Malicious Assault	20
Unlawful Assault	29
Wanton Endangerment Inv/Firearm	13
Assault during the commission of a Felony	3
Assault on a Police Officer	4
Child Abuse Resulting in Injury	5
Child Neglect Resulting in Injury	2
Murder: First Degree	26
Murder: Second Degree	16
DUI causing Death	7
Voluntary Manslaughter	14
Child Neglect Resulting in Death	1
Attempt to Commit Murder	1
Kidnapping	7
Abduction	1
Aggravated Robbery	69
Unaggravated Robbery	21
Film Minor in Sexually Explicit Conduct	5
Incest	12
Sexual Abuse by Parent/Guardian	26
Sexual Abuse: First Degree	39
Sexual Assault: First Degree	23
Sexual Assault: Second Degree	13
Sexual Assault: Third Degree	43
Sexual Procuring	0
Failure to Register as a Sex Offender	4
SUBTOTAL	409

Table 84: Crimes Against Property - Jail Inmates.

CRIME	# of Inmates
Arson: First Degree	8
Arson: Second Degree	1
Arson: Third Degree	0
Arson: Fourth Degree	0
Breaking and Entering	44
Burglary	49
Bringing Stolen Property into State	0
Embezzlement	0
Grand Larceny	32
Petit Larceny	1
Receive/Transfer Stolen Goods	4
Shoplifting: Third Offense	3
SUBTOTAL	142

Table 85: Crimes Against Public Order - Jail Inmates.

CRIME	# of Inmates
Forgery/Uttering	19
Obtain Money/Prop/Services by False Pretenses	16
Leaving the Scene of an Accident	4
Welfare Fraud	0
Unauthorized Access to Computer Service	0
Aiding and Abetting	0
Conspiracy/Attempt to Commit a Felony	35
Soliciting Prostitution/Other	0
Escape	2
Extortion	1
Felon with Possession of a Firearm	1
Bribery	0
Failure to Pay Child Support	2
Trans. Controlled Sub/Weapon into Prison	0
Failure to Appear in Court	2
Driving on Suspended License	1
Driving Under the Influence (DUI)	47
Fleeing Officer while DUI	17
Possession of Weapon on State/School Property	0
Counterfeiting	0
Credit Card Fraud	0
Identity Theft	1
SUBTOTAL	148

Table 86: Drug Offenses - Jail Inmates.

CRIME	# of Inmates
Possession/Man./Del. w/Intent Sch 1-5	94
Parole Violators	81

GRAND TOTAL **874**

County of Commitment of DOC Inmates in Prison

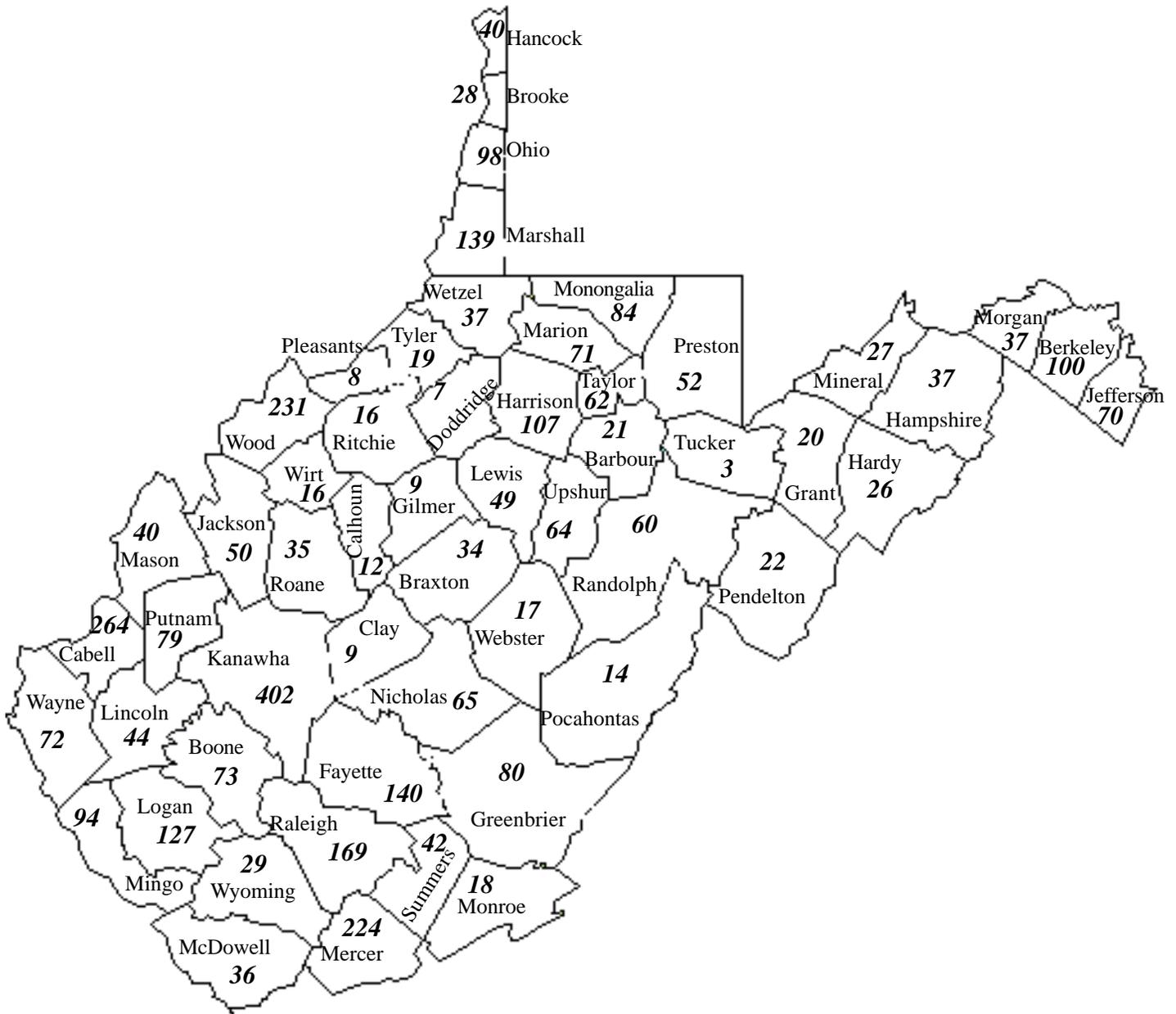


Chart 13: County of Commitment of DOC Inmates in Prison June 30, 2003.

Chart 13 shows the County of Commitment for DOC Inmates in Prison on June 30, 2003 by Most Serious Crime. Kanawha County currently has the most sentenced offenders in DOC prisons, followed by Cabell and Wood Counties. Tucker County had the least sentenced offenders in DOC prisons with 3.

Office of Research Continued.

DOC Parole & Probation Population Statistics

On June 30, 2003, there were 1,729 total clients under the supervision of DOC Parole Services. Of those 1,729 people it should be noted that over half (52%) were out of state cases. It should also be noted that the majority of those cases were male and Caucasian (70%). Caucasians made up a total of 88% of the client population while African Americans comprised 12% of the total clients. Males made up 80% of the client population while females comprised 20% of the total clients.

Table 87: Parole Services Clients on June 30, 2003 by type.

Client Type	# of Clients	% of Clients
West Virginia Parolees	826	48%
Out of State Probationers	742	43%
Out of State Parolees	161	9%
Totals	1,729	100%

Chart 14: Client percentages by type - June 30, 2001.

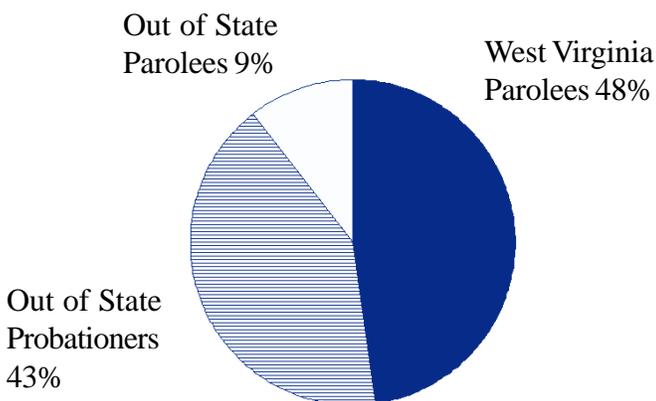


Table 88: Parole Services Clients by Race & Gender on June 30, 2003.

Race & Gender	# of Clients	% of Clients
African American Male	175	10%
African American Female	30	2%
Other Male	8	0%
Other Female	1	0%
Caucasian Male	1202	70%
Caucasian Female	313	18%
Totals	1,729	100%

Table 89: Parole Services Clients by Age Categories on June 30, 2003.

Age Category	# of Clients	% of Clients
Missing	3	0%
Under 20	11	1%
20-29	606	35%
30-39	562	33%
40-49	388	22%
50-59	115	7%
60-69	42	2%
70 and Over	2	0%
Totals	1,729	100%

Table 90: Parole Services Clients by Education Category on June 30, 2003.

Education Category	# of Clients	% of Clients
None to 6th Grade	20	1%
7th to 9th	222	13%
10th to 11th	265	15%
12th	513	30%
GED	471	27%
Some College	202	12%
College Degree or More	19	1%
Unknown	17	1%
Totals	1,729	100%

Table 91: Parole Services Clients by Marital Status on June 30, 2003.

Marital Status	# of Clients	% of Clients
Divorced	388	22%
Married	470	27%
Separated	114	7%
Single	738	43%
Widow/Widower	14	1%
Unknown	5	0%
Totals	1,729	100%

Parole Services Clients Crime Statistics

The following statistics represent those WV Parolees, Out of State Parolees, and Out of State Probationers that DOC Parole Services had under supervision as of June 30, 2003. Each client is represented by their most serious crime.

Table 92: Crime Categories, June 30, 2003.

Crime Category	# of Clients	% of Clients
Against the Person	361	20.9%
Against Property	538	31.1%
Against Public Order	453	26.2%
Drug Crimes	377	21.8%
Total	1,729	100%

Each of the above categories are broken down into specific crimes below.

Table 93: Against the Person Offenses, June 30, 2003.

Against the Person Offenses	# of Clients	% of Clients
Aggravated Robbery	53	3.1%
Child Abuse	13	0.8%
Domestic Violence	6	0.3%
Malicious Assault/Wounding	75	4.3%
Kidnapping	15	0.9%
Murder	50	2.9%
Sex Crimes	84	4.9%
Stalking	3	0.2%
Robbery	28	1.6%
Vehicular Homicide	3	0.2%
Wanton Endangerment	6	0.3%
Habitual Offender	6	0.3%
Misdemeanor Assault	17	1.0%
Terrorist Threats	2	0.1%
Total	361	20.9%

Table 94: Property Offenses, June 30, 2003.

Against Property Offenses	# of Clients	% of Clients
Arson	10	0.6%
Breaking and Entering	113	6.5%
Burglary	152	8.8%
Embezzlement	24	1.4%
Grand Larceny	105	6.1%
Shoplifting	18	1.0%
Other Miscellaneous Prop. Crimes	116	6.7%
Total	538	31.1%

Table 95: Against Public Order Offenses, June 30, 2003.

Against Public Order Offenses	# of Clients	% of Clients
Credit Card Fraud	13	0.8%
Fraudulent Schemes	53	3.1%
Making Worthless Checks	12	0.7%
Forgery/Uttering	117	6.8%
Driving Under the Influence	134	7.8%
Weapons Offenses	16	0.9%
Other Miscellaneous Offenses	108	6.2%
Total	453	26.2%

Table 96: Drug Offenses, June 30, 2003.

Drug Offenses	# of Clients	% of Clients
Drug Offenses	377	21.8%
Totals	377	21.8%

Table 97: Parole Services Clients Offense Type, June 30, 2003.

Offense Type	# of Clients	% of Clients
Felony Offenses	1,569	91.0%
Misdemeanor Offenses	160	9.0%
Totals	1,729	100.0%

Monthly Average Parole Services Caseloads by County

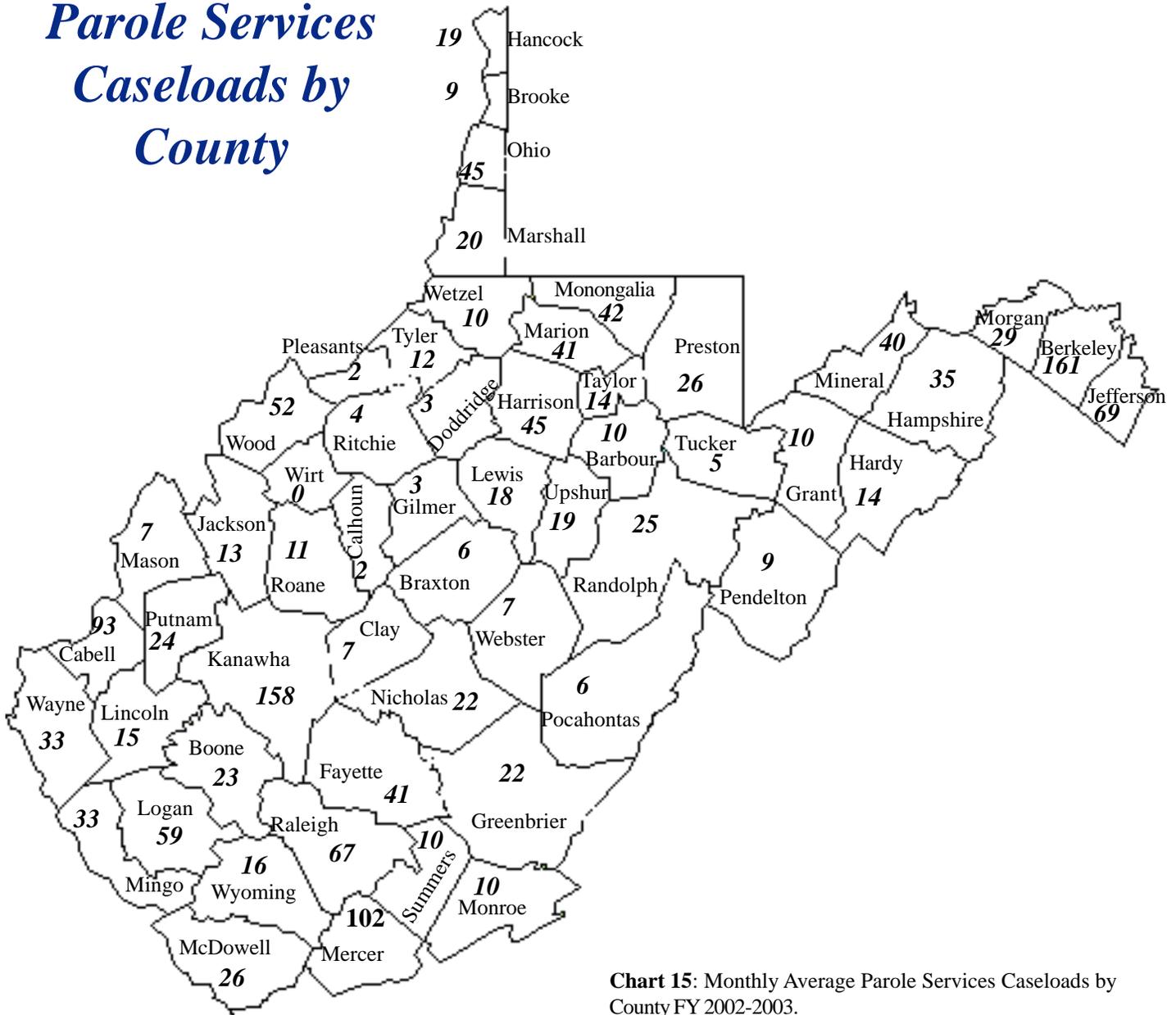


Chart 15: Monthly Average Parole Services Caseloads by County FY 2002-2003.

Chart 15 shows the average monthly Parole Services caseloads by county for FY 2002-2003. Berkeley County had the highest monthly average, followed by Kanawha, Cabell, Mercer, and Raleigh Counties. Some reasons for these high numbers are the fact that Kanawha and Cabell have high populations compared to the rest of the state while Berkeley, Mercer, and Wood Counties border other states and supervise a large number of interstate compact cases.

Wirt County had the lowest monthly average caseload with less than one client. Pleasants County had the next lowest average caseload with only 2 clients.

Interstate Compact Cases supervised in WV- Originating State on June 30, 2003

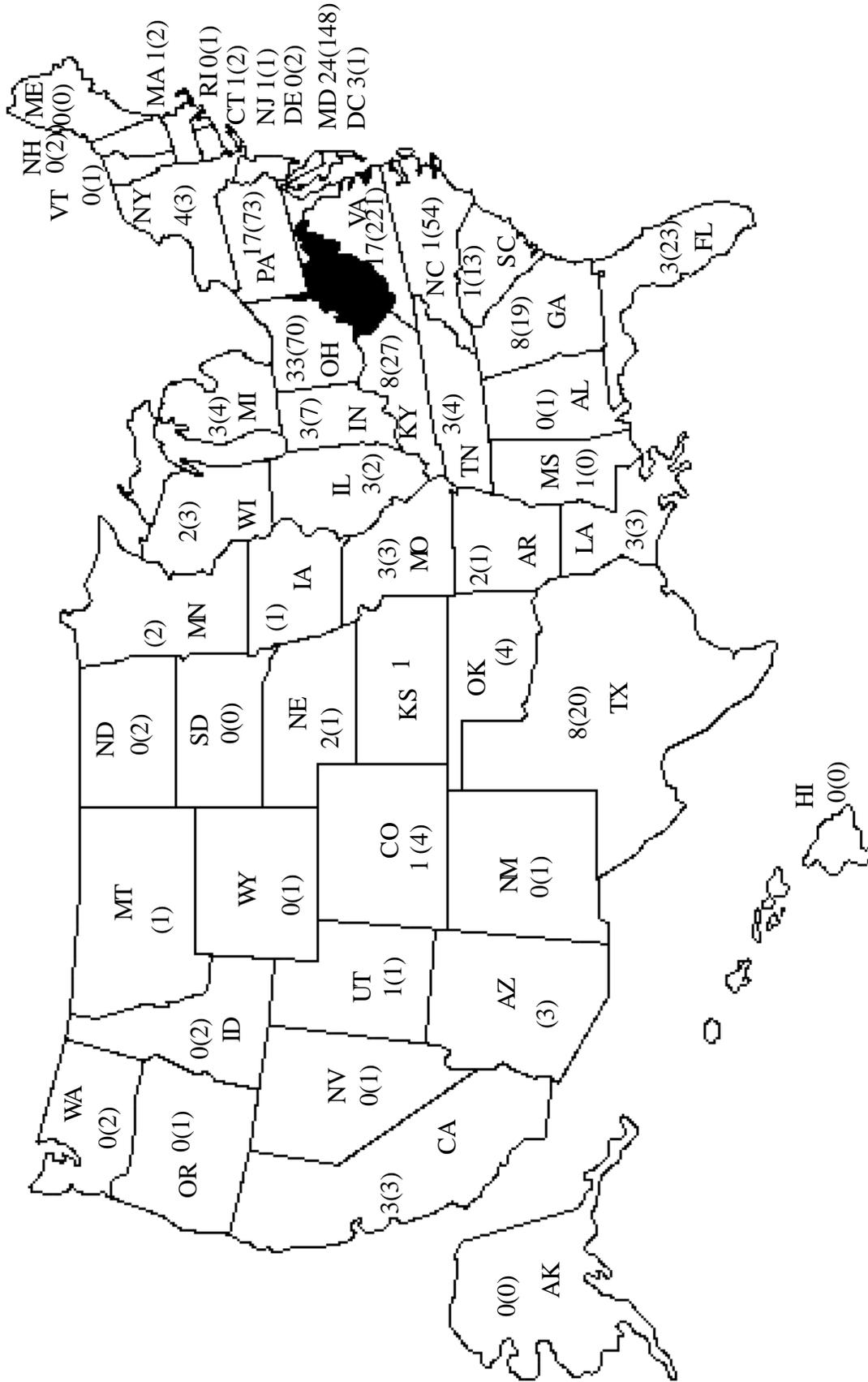


Table 98: Summary of Compact Type - 2002 vs 2003.

Compact Type	June 30, 2002	June 30, 2003
Out of State Probationers	613	742
Out of State Parolees	150	161
Totals	763	903

The numbers above represent the number of interstate compact cases being supervised by Parole Services from each originating state. The first number shows the number of parole cases being supervised and the number in parenthesis is the number of probation cases being supervised.

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Phone/Address Directory



Visit the WV Division of Corrections website at:
<http://www.wvf.state.wv.us/wvdoc/>

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Wyetta Fredericks, Deputy Commissioner
Division of Corrections
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(304) 536-3916 Fax

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(304) 653-4855 Fax

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West Columbia, WV 25287
(304) 674-2440 Phone
(304) 675-6199 Fax

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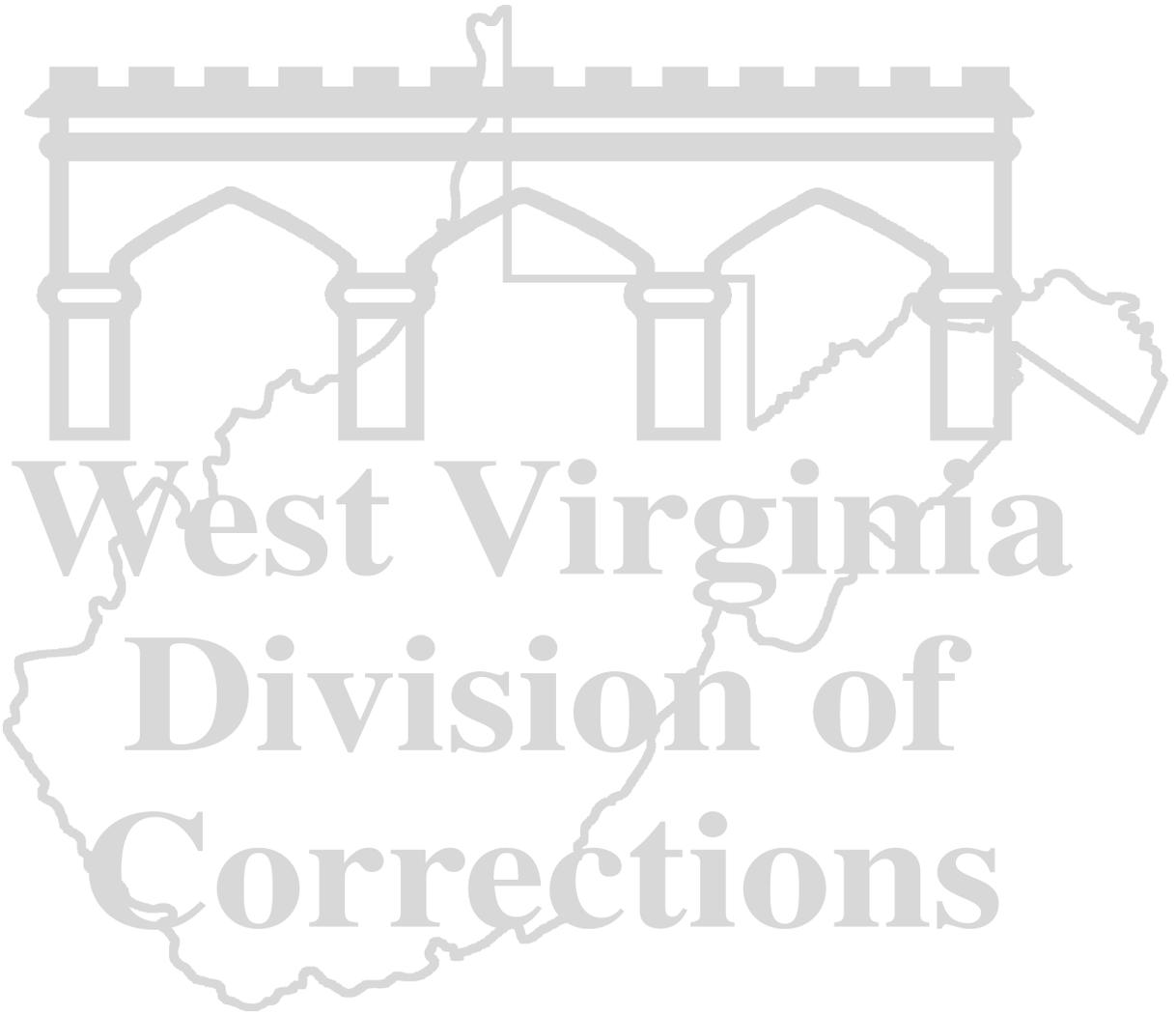
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