



Division of Corrections



Bob Wise
Governor

M. Christine F. Morris
Secretary of MAPS

Jim Rubenstein
Commissioner

FY 2003-04 ANNUAL REPORT

CORRECTIONS IN

WEST VIRGINIA



St. Marys Correctional Center
St. Marys, WV

The mission of the West Virginia Division of Corrections is to enhance public safety by providing a safe, secure, humane correctional system, including an effective community supervision program, opportunities to prepare offenders for successful re-entry, and sensitivity and responsiveness to victims of crime.



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



**BOB WISE
GOVERNOR**

**JIM RUBENSTEIN
COMMISSIONER**

**M. CHRISTINE F. MORRIS
SECRETARY**

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December 2004

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 2003-2004.

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

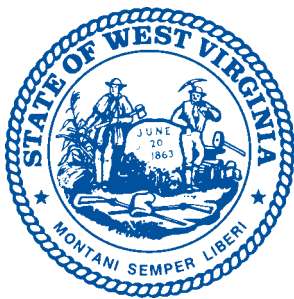


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Message from the Secretary of Military Affairs and Public Safety

It has been an honor, and I must say a pleasure, working the past four years with the West Virginia Division of Corrections. I look forward to many more years of success for both the Division and the Department of Military Affairs and Public Safety.

We have tackled a variety of challenges. One of the most difficult has been operating a safe, efficient correctional system with limited financial resources.

I would love to report that the long-term forecast has changed, but it hasn't. We expect the number of inmates in our system to increase, and we don't foresee an extensive building program. We will attempt to address these problems, but there is no easy fix.

The Department of Military Affairs and Public Safety will continue to encourage the state Legislature to take a hard look at West Virginia's sentencing structure and the effect this structure has on our statewide prison population. Although I am convinced that the state will build facilities when we need to build, I am equally convinced that construction of new buildings is a last option.

In the meantime, we must examine alternative avenues that might keep some inmates out of our institutions.

We're certainly not on an island. Other West Virginia agencies and other states face budget challenges. But that hasn't made the task easier.

We survive because Commissioner Jim Rubenstein and his administrative staff in Charleston have provided creative, sensible direction for the Division. Also, leadership, staff members and correctional officers at facilities around the state have offered effective, solid management. And the Division continues to implement successful education and treatment programs.

The Division also reports, once again, that it has managed a "peaceful" year, another tribute to the staffs at our institutions.

Our people are exceptional. Our facilities are in good shape.

I thank you for an outstanding year.



**Cabinet Secretary
M. Christine F. Morris**

Christy Morris

Message from the Commissioner

Another year has come and gone with many changes being implemented and some yet to come within the Division of Corrections.

Our first all female facility is running smoothly at full capacity and will see an expansion in the coming years to accommodate those females still being housed in the county and regional jails throughout the state.

Our division has adopted a new re-entry philosophy wherein inmates receive specialized programming in order to better prepare them for re-integration into society. We are committed to protecting the citizens of West Virginia and believe that this is a step in the right direction to ensure that our inmates are prepared for the hurdles they may encounter upon their release.



**Commissioner
Jim Rubenstein**

This agency has been working diligently to put into operation a new inmate information system for the entire division that will contain more valuable data needed in the daily operation of each facility. The new Inmate Management Information System (IMIS) is scheduled to be up and running within months. Training is being conducted on a daily basis in order to prepare staff on the “ins and outs” of the system. We are all very excited about this new system and the vast possibilities it will offer.

In closing, I would once again like to thank and complement the staff of the West Virginia Division of Corrections for their support and dedication to this agency. I truly believe that there are no finer employees anywhere in the State of West Virginia. I would not have been able to perform my duties to the extent that I have, had it not been for each and every one of them.

Jim Rubenstein

A handwritten signature in blue ink that reads "Jim Rubenstein". The signature is stylized, with a large, looped initial "J" and a cursive "Rubenstein".

Commissioner



VISION

The vision of the West Virginia Division of Corrections is to be recognized as an innovative leader in providing quality correctional services.

MISSION

The mission of the West Virginia Division of Corrections is to enhance public safety by providing a safe, secure, humane correctional system, including an effective community supervision program, opportunities to prepare offenders for successful re-entry, and sensitivity and responsiveness to victims of crime.

Our Core Values

- Our highest priority is the protection of the public, staff and offenders through the highest degree of professional performance at all times.
- Our integrity is above reproach, as we are accountable to the public, staff and offenders alike.
- We correct offender behavior first and foremost by modeling appropriate behavior.
- We provide and encourage staff to seek out opportunities that develop or enhance professional knowledge, skills and abilities.
- We treat all employees, the public, and offenders with fairness, honesty, consideration and dignity while recognizing diversity.
- We empower our employees to effectively perform their duties to the best of their abilities through training, trust and teamwork.
- We take pride in maintaining the quality of our organization through performance, appearance, and education.
- We embrace professional service over personal desire and provide correctional services, as appropriate, which will positively affect offender management and re-entry.
- We are sensitive to the needs of crime victims and their families and aid them in personal empowerment.
- We exhibit the highest degree of ethical behavior, professional excellence, quality, and competence in all that we do.

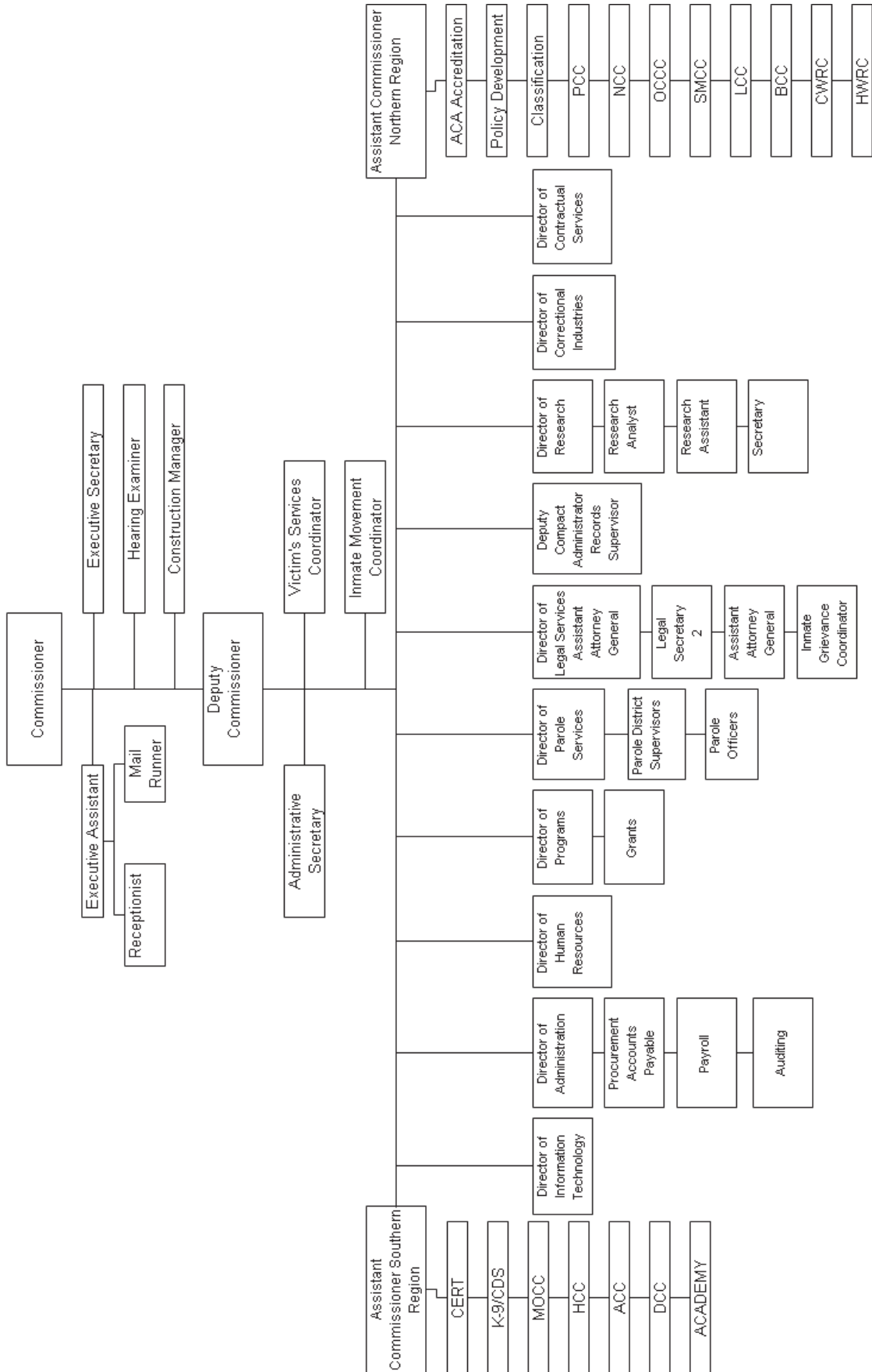
Our Major Accomplishments

- St. Marys Correctional Center completed construction with the federally funded Violent Offender Incarcerated grant to add 192 additional beds
- Anthony Correctional Center and Northern Correctional Facility achieved American Correctional Association (ACA) accreditation. ACA establishes standards for professionally operated correctional facilities. Other facilities are working toward accreditation.
- The National Commission on Correctional Health Care establishes standards to provide health care services for prisons and jails. We are pleased to announce that Ohio County Correctional Center and Northern Correctional Facility, through Prime Care, achieved NCCHC accreditation. Denmark Correctional Center, Huttonsville Correctional Center, Pruntytown Correctional Center, St. Marys Correctional Center, and Mount Olive Correctional Complex, through Correctional Medical Services, also achieved the goal of NCCHC accreditation.
- The Department of Education at Anthony Correctional Center, Huttonsville Correctional Center, Mt. Olive Correctional Complex, Northern Correctional Facility, and St. Marys Correctional Center each received accreditation from the Correctional Education Association for meeting established standards.
- Corrections was able to provide an armored personnel carrier and staff to assist the State Police Special Response Team when a man had barricaded himself in a residence and fired numerous rounds of ammunition at law enforcement personnel in Randolph County.
- A grant was obtained to develop a multi-disciplinary, multi-agency offender re-entry project, whereby offender's needs and risks are appropriately assessed, a case management and re-entry plan is developed, and referrals and linkages are made to services that meet the offenders' needs, reduce risks, hold the offender accountable, provide for victim safety planning, as well as restitution and community supervision. Corrections is working with DHHR, GWIA, Education, Parole Board, Department of Labor, Division of Motor Vehicles, Social Security, and faith-based organizations.
- Throughout the year, Corrections provides staff and inmates to assist communities in need following disasters. Also, inmate labor is provided for many community outreaches and government agencies in an effort to contribute to the community.
- A computerized legal case management record keeping system was implemented by the Legal Services Department.
- Ten of the Division's correctional facilities received licenses to conduct the Batterers Intervention and Prevention Program (BIPPS). This is a major accomplishment due to the prevalence of domestic violence within West Virginia and the number of offenders within the correctional system with a history of domestic violence.
- A new prescriptive case management system was developed through the WV Offender Re-Entry Initiative. This system incorporates best practices and research based methods of targeted case management, which will result in offenders being better prepared to return to society. This is accomplished through focusing on the needs of the individual offender.

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 agency's 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 re-entry. 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 in developing a state of the art Inmate Management Information System.

Organizational Chart

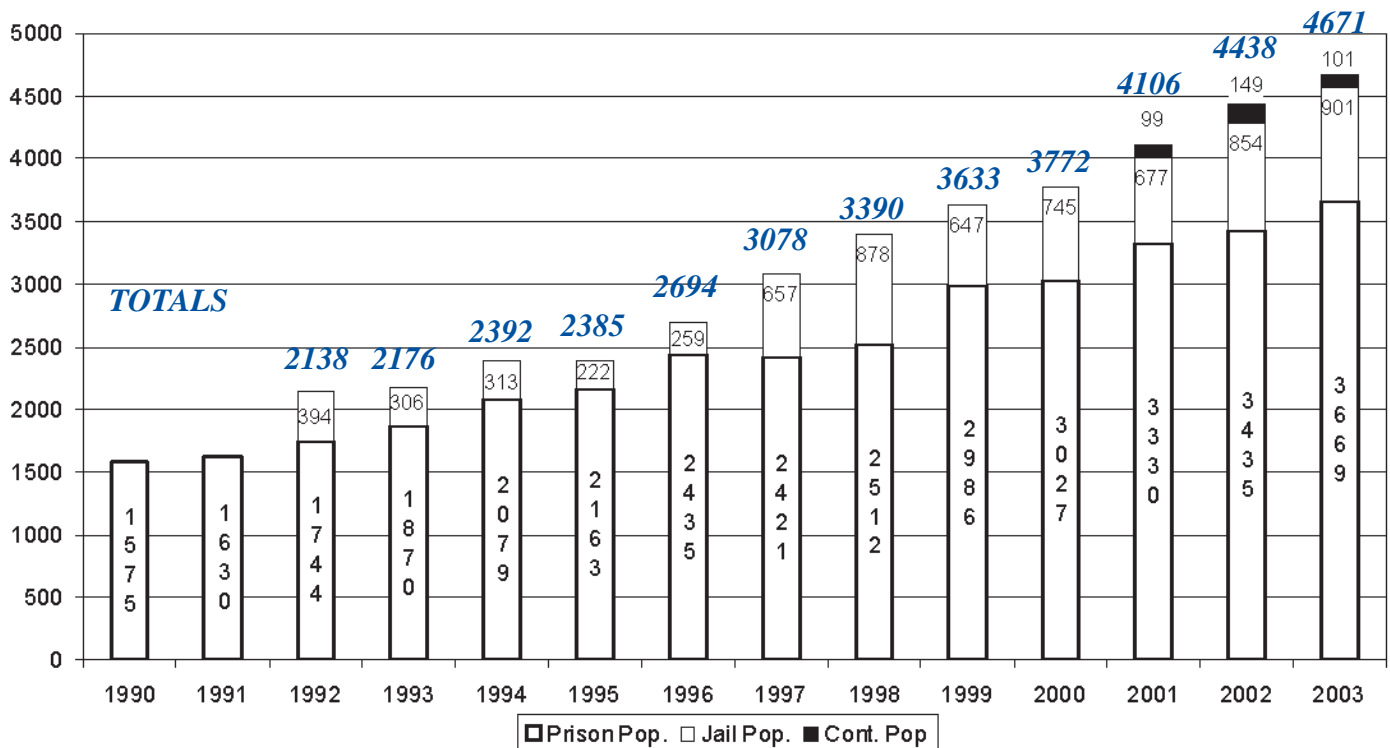


Growth of Corrections in West Virginia

- Since 1995, the sentenced inmate population in state prisons throughout the nation has averaged a growth of 3.3% per year. During this period (1995-2003), fifteen (15) states had an average annual growth of at least 5% per year. **West Virginia had the third highest average annual increase at 8.3%.** Only North Dakota (9.8%) and Oregon (8.7%) had higher average annual growth.
- During 2003, eleven (11) states had an average annual prison population increase of at least 5.0%. North Dakota was the highest with 11.4%. **West Virginia tied for the twelfth highest increase with Alabama at 4.7%.**
- Although **West Virginia has had the third highest average annual percentage increase in prison population since 1995, West Virginia still has the tenth lowest incarceration rate in the nation at 260 inmates per 100,000 of population.** Only Maine, Minnesota, North Dakota, Rhode Island, New Hampshire, Vermont, Nebraska, Massachusetts and Utah had lower incarceration rates.
- In 2003, West Virginia had the **fifth largest percentage (20.3%) of state prisoners held in local or regional jails in the nation because of overcrowding.** Only Louisiana (45.9%), Tennessee (24.7%), Kentucky (23.9%), and Mississippi (20.4%) had a higher percentage of their inmates housed in local or regional jails.
- West Virginia had 129 female inmates in correctional facilities in 1995 and 405 female inmates in 2003. **West Virginia's average annual percentage change in number of female inmates for that eight year period was 15.4%, compared to the national average of 4.9%.**

(Source: U.S. Department of Justice, Bureau of Justice Statistics, *Prisoners in 2003*, November 2004.)

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



WV Division of Corrections Population Forecasts

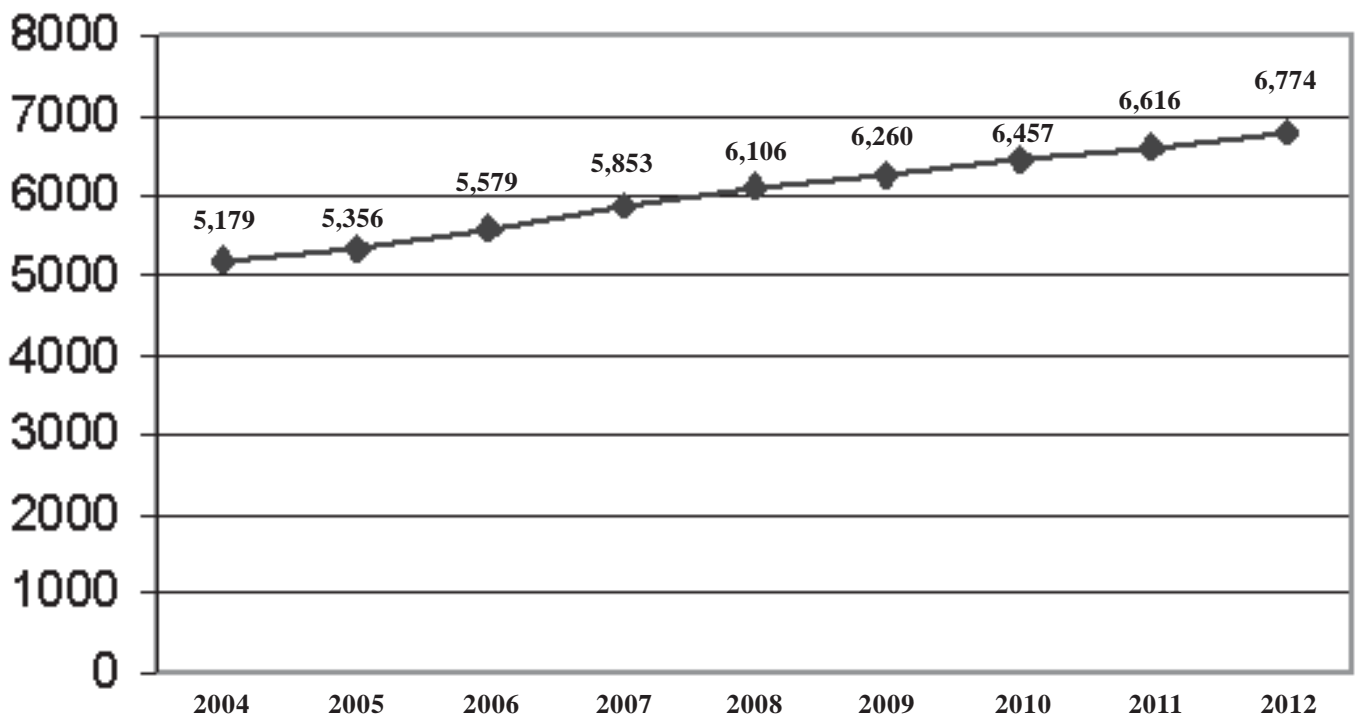
The West Virginia Division of Criminal Justice Services, in collaboration with the George Washington University Institute on Crime, Justice and Corrections, compiled a study in January 2003. The purpose of this study was to give an estimate of the future growth of corrections in West Virginia using scientific methods.

In this study, research team analysts were able to complete this report by reviewing current inmate population trends and analyzing several data extract files provided by the WV Division of Corrections. This report contains projections for the West Virginia adult inmate population through the year 2012. This projection was arrived at using Wizard 2000 projection software, which is a computerized simulation model that mimics the flow of offenders through the state's prison system over a ten-year forecast horizon and produces monthly projections of key inmate groups.

The most important information that is gleaned from this report is the state's prison population forecast. The population forecasts were given for the period of 2002-2012.

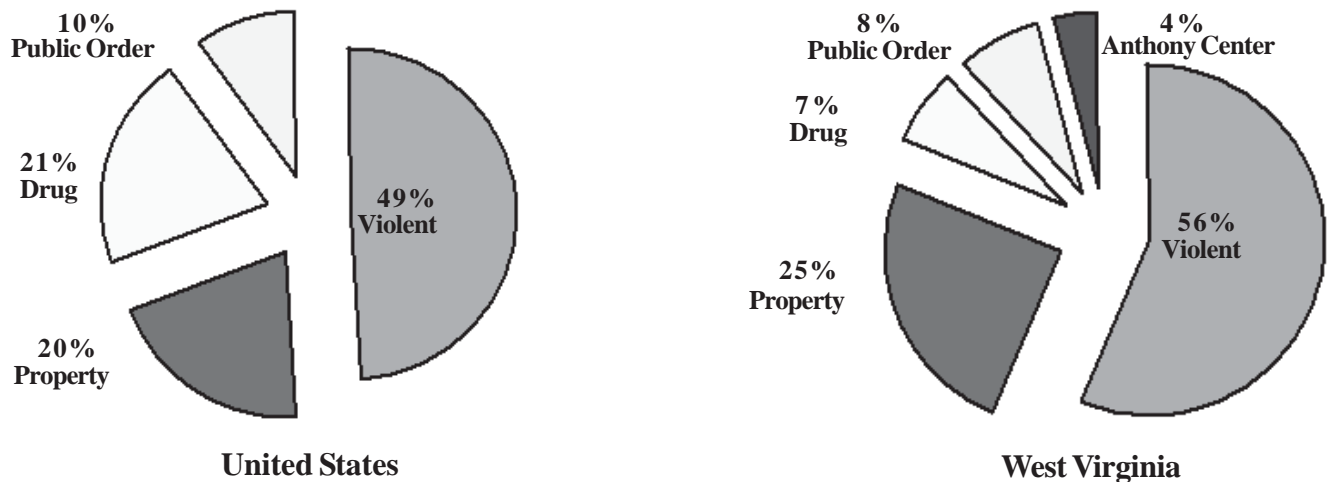
The following chart gives the estimated population growth for the period of 2004-2012, as shown in the George Washington University study.

Chart 2: Estimated growth of WV inmate population, 2004-2012.



The following chart shows the comparison of sentenced inmates by offender groups in West Virginia versus the United States as a whole. These statistics are drawn from the George Washington report from 2002, that was published in January 2003.

Chart 3: Offender Group Comparison, WV vs. United States

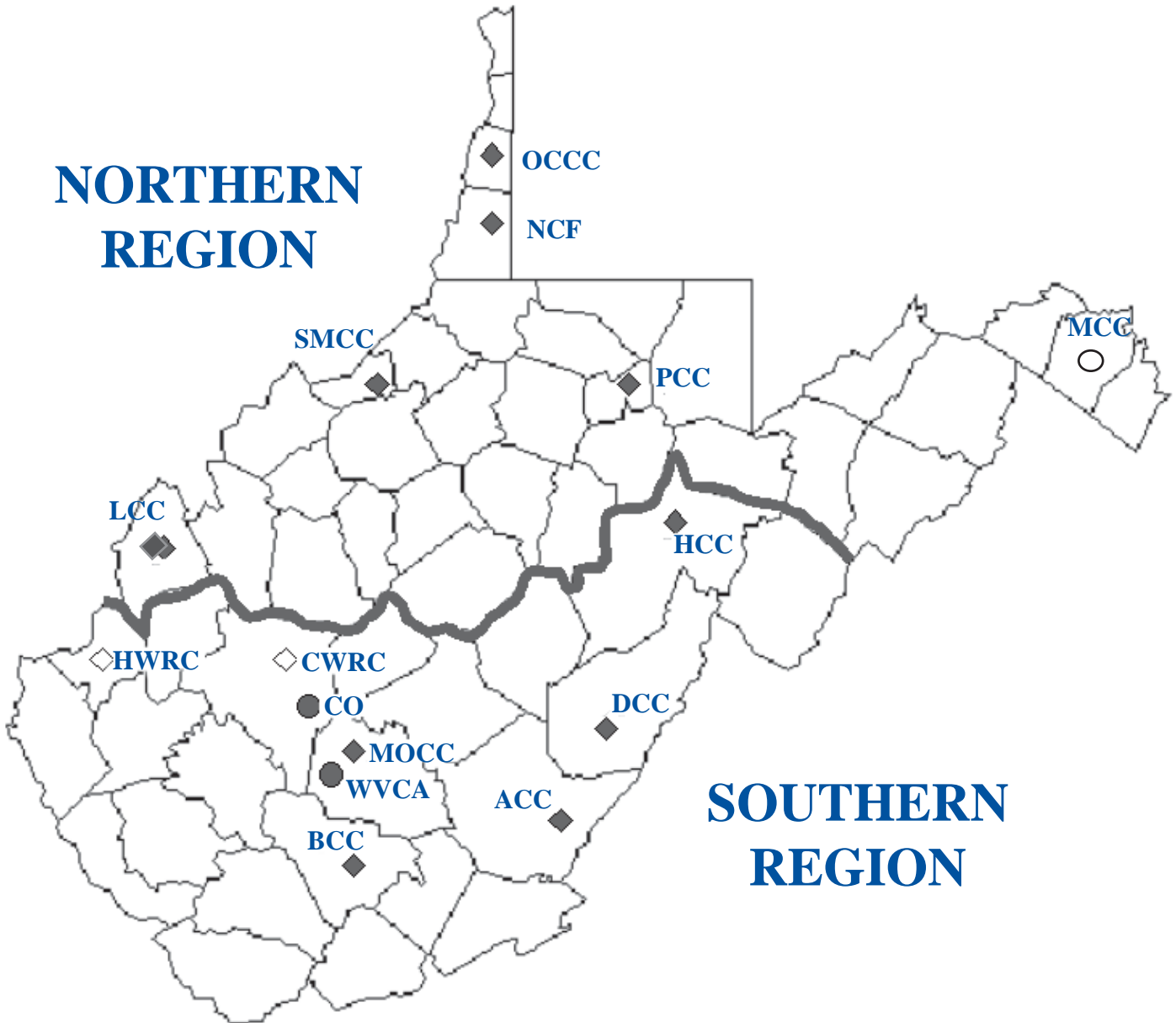


Based on the estimates on population growth that are given in this study, it is estimated that the inmate population for the WV Division of Corrections will increase by 211% over 1993 population levels by 2012. This is a very significant increase and will bring many challenges to the State of West Virginia in accomodating this substantial increase in the inmate population.

The George Washington study did not only look at population projections, but also looked into historical trends in intakes and discharges. Some of the significant findings are as follows:

- The percent of female inmates admitted to the WVDOC in 2001 was twice the average from 1995 to 1999.
- The majority of offenders released from prison were paroled (41.8%) in 2001. However, the majority of sex offenders released from prison discharged their sentence (68.5%) in 2001.
- The parole grant rate average for fiscal years 2000-2002 was 32.5%. This is a significant decrease in the parole grant rate that was observed from 1990 to 1999, which was 46.4%.
- Offenders that are incarcerated for murder, sex crimes, and robbery serve a greater amount of time in WVDOC facilities than all other offender groups.
- The most significant finding for planning purposes is that if the current trends continue, the number of inmates incarcerated in state prisons will increase to 5,853 by 2007 and to 6,774 by 2012.

This material is taken from the study “Correctional Population Forecast 2002-2012: A Study of the State’s Prison Population” by WV Division of Criminal Justice Services and the George Washington University Institute on Crime, Justice and Corrections.



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

Institutions on June 30, 2004

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. A description of the various security levels can be found at the bottom of this page. The **Population Count** column shows the inmate populations at each facility on June 30, 2004 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	195	220
1995	Mount Olive	Fayette	M	Adult	4 - 5	915	792
1937	Huttonsville	Randolph	M	Adult	3 - 4	845	889
1985	Pruntytown	Taylor	M & F	Adult	2 - 3	330	321
1993	Denmar	Pocahontas	M	Adult	3	208	210
1994	Northern	Marshall	M	Adult	1 - 4	253	184
1998	Ohio County	Ohio	M	Adult	3 - 4 - 5	53	41
1998	St. Marys	Pleasants	M	Adult	3	502	496
1972	Charleston WR	Kanawha	M & F	Adult	1	54	40
1983	Huntington WR	Cabell	M & F	Adult	1	63	34
1997	Beckley	Raleigh	M & F	Adult	2	63	44
2003	Lakin	Mason	F	Adult	1-5	235	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 the 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 Annex (304-558-8045) 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 written notification 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>. There is also additional in-depth information on victim services beginning on page 38 of this report.

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 2003-2004 was \$23,582. During that same period the average daily cost per inmate was \$64.61.

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, research and parole services staff, information technology, records, interstate compact, and the inmate movement coordinator.

The Central Office is the hub of most of the happenings within the Division of Corrections. 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, legal services for the division are provided, various inmate programming is administered, parole services are administered, and all inmate movement between County/Regional Jails and the Division of Corrections is managed at the Central Office. The budget for all entities within the agency is managed by the Administration Unit, which is now located at the Correctional Industries building on Leon Sullivan Way in Charleston.

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 the WV Interstate Compact for Supervision of Adult Offenders, 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 29 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. Ms. Fredericks is also a member of the WV State Council for Interstate Compact for the Supervision of Adult Offenders and a member of both the Southern States Correctional Association (SSCA) and the American Correctional Association (ACA).



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, Denmar 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 32 years with the Division of Corrections he has been a member of the first Division of Corrections K-9 Unit located at Huttonsville, promoted to rank of sergeant in 1979 and lieutenant in 1980. Mr. Yardley was Associate Warden of Security at Huttonsville from 1982 to 1993 and was appointed as Warden at the opening of the Denmar 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, which includes Corrections Emergency Response Teams, Crisis Negotiations and the Marksman Observer Teams and the Division's Multi-Purpose and Controlled Dangerous Drug K-9 Units. Additionally, Assistant Commissioner Yardley facilitates the Division's Drug and Criminal Investigation Unit, which also include Security Threat Group Identification and Gang Related Activity.

Office of The Commissioner continued...

Assistant Commissioner Northern Region, Jan Chamberlain

A thirty-three (33) 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 2003-2004.



Loita Butcher

**Legislative Liaison & Executive
Assistant to the Commissioner**

Summary of Legislation That Passed the Legislature in 2004

SB 316: Providing procedures for determining daily cost for certain inmates—This bill extracts certain provisions from the Regional Jail and Correctional Facility Authority's Rule 94CSR3. The rule has provisions for the calculation of cost per inmate, which are not contained in the bill. The bill requires the Authority to adopt and approve a schedule of anticipated operational expenditures for each regional jail. If actual operational costs exceed the approved schedule of operational expenditures by more than 10% in a line item, the Executive Director is to add a temporary surcharge to the cost per inmate day in an amount sufficient to cover the actual expenditures. It also sets forth the responsibility of counties, municipalities, the DOC and other entities to pay the actual cost incurred. Essentially, this bill was to stop the Regional Jail system from becoming a general revenue agency. A unilateral interpretation from Judge Recht in Ohio County changed the way the counties were billed by the Regional Jail system. The Supreme Court asked that he submit a certified question. This has yet to be done. By the Regional Jail Director's account the cost to the state would have been staggering at over \$22 million worth of cost. **EFFECTIVE DATE: JULY 1, 2004**

SB 317: Increasing parolee supervision fee—This bill provided for an increase in the fee paid by a parolee or probationer whose supervision is undertaken by the state from twenty dollars per month to up to forty dollars per month to defray the costs of supervision. **EFFECTIVE DATE: JULY 1, 2004**

SB 319: Relating to centers for housing youthful offenders—This bill provides that a young adult offender is entitled to a hearing before the committing court to review the warden's decision and determine whether the warden abused his or her discretion in finding the offender to be an unfit person to remain at the center. If administrative hearings were held at the center relating to the offender's disciplinary infractions, the state does not have to offer independent proof of the infractions, but may rely on the record made at the center. **EFFECTIVE DATE: JUNE 11, 2004**

SB 406: Relating to victim notification of defendant's release—Pursuant to current law a victim of a crime may be notified of the release of a defendant. Current law, however, required the notification to be in writing. This bill allows the notification to be in writing or by telephone. **EFFECTIVE DATE: JUNE 11, 2004**

SB 533: Authorizing Division of Corrections charge offenders transfer application fee—This bill authorizes, starting July 1, 2004, the DOC to charge an application fee, not to exceed \$100.00, to incarcerated offenders who apply for a transfer out of state under the Interstate Compact for the Supervision of Adult Offenders. The DOC is permitted to retain the fee to offset the cost of operating the Interstate Compact. **EFFECTIVE DATE: JUNE 11, 2004—however the bill states we cannot begin collections until July 1, 2004**

HB 4156: Providing the West Virginia State Police with the ability to define and draw DNA samples from convicted felons for the purpose of maintaining a DNA database—This bill allows the WV State Police to draw DNA samples from any convicted felon under supervision of the criminal justice system. "Supervision" includes probation, parole, prison, county or regional jail, home confinement, and community corrections. The bill specifies that the sample can be used only for purposes of criminal identification of the person providing the sample and provides for destruction of unnecessary samples and DNA. The bill also establishes an absolute right for a prisoner to petition for post-conviction DNA testing and provides a detailed procedure the prisoner is to follow, including how to obtain appointed counsel, matters to be contained in the motion for testing, and guidelines for the court to determine whether to grant DNA testing. The bill provides no right of appeal except by a petition for mandamus or prohibition to the Supreme Court of Appeals. **EFFECTIVE DATE: JUNE 11, 2004**

Administration/Budget



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 2003-2004.

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 2004.

Category	Expenditures	% of Budget Expended
Personal Services (Payroll)	39,263,101	39.00%
Annual Increment	552,833	0.55%
Inmate Payroll	830,965	0.83%
Employee Benefits	17,733,537	17.61%
Utilities	3,737,807	3.71%
Food	4,883,948	4.85%
Other Operating Expenses	6,294,931	6.25%
Repairs & Alterations	797,303	0.79%
Equipment	944,582	0.94%
Inmate Medical	15,105,280	15.00%
Payments to Regional/County Jails and Federal Bureau of Prisons	9,418,875	9.35%
Board of Risk Insurance Premium	1,121,549	1.11%
Total Expenditures	\$100,684,711	100.0%

* Additional Regional Jail and catastrophic medical billings from FY 2004 are still being paid with supplemental appropriations from the Legislature.

Table 3: DOC Over-obligations from previous fiscal years approved for payment by the legislature in the 2004 session.

Category	Amount
Payments to RJA/County Jails	\$1,938,761.32
Inmate Medical/Catastrophic	\$1,210,443.82
Total Over-obligation	\$3,149,205.14

Table 4: DOC Medical/Mental Health Expenditures, FY 2004.

Medical/Mental Health Category	Cost
Total Expenditures	\$15,105,280
Annual Cost Per Inmate	\$4,015
Cost Per Inmate Per Day	\$11.00

Table 5: Cost Per Inmate, Exclusive of Parole Services and Payments to Jails, FY 2004.

Institution	Total Expenditures	Annual Cost Per Inmate	Daily Cost Per Inmate	Food Cost Per Day	Notes
Anthony Correctional Center	\$4,247,049	\$23,810	\$65.23	\$3.01	
Beckley Correctional Center	\$832,302	\$13,872	\$38.01	\$5.13	C
Charleston Work/Study Release Center	\$824,446	\$15,268	\$41.83	\$0.98	C
Denmar Correctional Center	\$3,628,058	\$20,736	\$56.81	\$2.90	
Huntington Work/Study Release Center	\$711,737	\$12,063	\$33.05	\$0.27	C
Huttonsville Correctional Center	\$13,695,217	\$18,459	\$50.57	\$3.91	A
Lakin Correctional Center	\$7,223,708	\$30,225	\$82.81	\$2.78	A
Mount Olive Correctional Complex	\$16,819,848	\$20,562	\$56.33	\$3.66	A
Northern Correctional Facility	\$5,954,066	\$23,534	\$64.48	\$6.22	A & B & C
Ohio County Correctional Center	\$1,212,606	\$22,456	\$61.52	\$2.95	A & C
Pruntytown Correctional Center	\$5,647,432	\$18,894	\$51.76	\$2.35	
St. Marys Correctional Center	\$10,274,393	\$29,705	\$81.38	\$3.67	
AVERAGE COST		\$23,582	\$64.61	\$3.56	

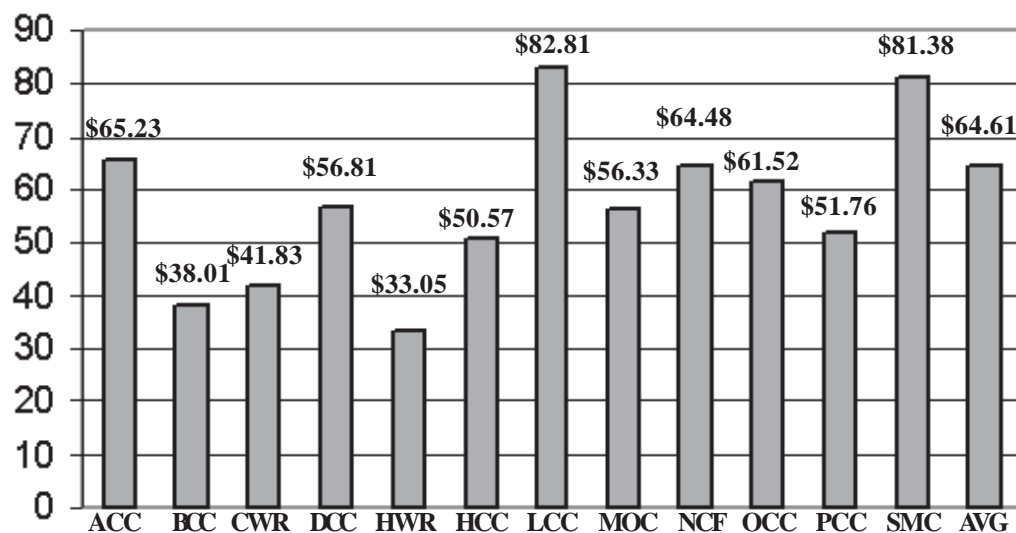
Notes:

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

Chart 4: Inmate Cost Per Day by Institution, FY 2004.





**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

Annual Report FY 2004

The Division of Corrections Human Resources Section within the Central Office is committed to providing quality customer service to a wide variety of internal and external stakeholders. Over the past year, we have continued to focus on our primary charge to create a diverse, results oriented, high performing workforce and to establish strategies to identify, recruit and retain the employee of tomorrow.

The Division continues to fill vacancies as efficiently as practical. At any given time, our vacancy rate is less than 6%. We attribute this solely to the hard work and dedication of our facilities' Human Resource Sections. The Standing Committee on Recruiting continues to focus on issues of diversity by targeting minorities and women for employment opportunity by aggressively taking our recruiting philosophy directly to the communities that we serve. Once again, our recruiting activities at the West Virginia State Fair in Lewisburg and the annual Multi-Cultural Festival in Charleston were quite successful and well received. We would like to recognize Associate Warden of Security Dennis Mynuk of Denmark Correctional Center and Kendra Prine of the Central Office Human Resources Section, respectively, for taking leadership initiative for these two special recruiting events. We are pleased to announce that currently there are more women in leadership roles than at any time in the history of the West Virginia Division of Corrections, but are also of the opinion more must be done to attract and retain minority applicants.

During Fiscal Year 2004, some significant changes took place within our job classification structure. We proposed, and the State Personnel Board approved, the probationary period be extended for all newly hired Correctional Officer positions from the traditional six month period to a twelve month probationary track, allowing for better on-the-job evaluation of our new employees. We also restructured our current Correctional Officer classification titles to allow us the opportunity to be competitive with other state agencies by reallocating Correctional Officer I positions to Correctional Officer II job titles after completion of the newly established twelve month probationary period. Previous to this change, it would take approximately two years to become a Correctional Officer II, placing us at a recruiting disadvantage compared to our sister agencies. We will continue to work with undervalued job classifications as we examine them.

Human Resources also raised the minimum requirements for the Agency's Magistrate positions by proposing to the State Personnel Board the creation of a new classification title of Corrections Hearing Officer and moving the pay grade from twelve to fourteen. By placing this position at pay grade fourteen, it now mirrors the functional job title of Correctional Officer VI and Unit Manager in our facilities' organizational heirarchy.

Human Resources... Continued

We continue to monitor all Workers' Compensation claims under the leadership of Chuck Mankins. Mr. Mankins has entered into agreements with Vocational Rehabilitation firms that will allow our injured workers to return to their jobs as expeditiously as practical, thereby lowering our operating costs and making for better quality of work/life issues as they relate to all employees.

Human Resources also continues to conduct the agency's day-to-day operations. We processed approximately 1,400 personnel transactions during FY 2004 and posted vacant positions as expeditiously as possible. We are also in daily contact with the Wardens and Administrators as they work their way through complex personnel issues, employees with a multitude of personnel related issues, and inquiries from various stakeholders and the general public.

Table 6: Total Positions, June 30, 2004.

Position Type	Total Positions
Administrative	395
Correctional Officers	993
Operations/Services	191
Treatment/Programs	191
Total	1,770

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.



Inmate Movement Coordinator, Rita Albury at Work



Records Employees Libby Quarles (back, left) and Judith Ann Leydon



Charles Houdyschell, Jr., Director of Legal Services

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 the addition of Mr. Boothroyd to the legal section.



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

Legal Services -

Continued

The Legal Section in 2004 has retained all of its staff. This is no small feat considering that between 2001 and 2003, Corrections saw the resignations of four attorneys. With this new stability, the legal section has made numerous strides forward in all areas. The legal section of Corrections is responsible for an array of matters. These matters include defending inmate litigation, defending employee litigation, defending employee grievances, oversight of the inmate grievance process, review of medical respites, policy drafting, contract drafting and an array of other matters including administrative functions expected by Corrections. In addition, the legal section also assumed the legal work for the Parole Board, which has many cases in common with Corrections.

This year, the legal section implemented a computerized case management record keeping system. After the data was input into the computer, over 200 files were closed out and sent to archives. This left approximately 412 cases open and active to be handled by the two attorneys within Corrections.



At work in the Legal Department



Teresa McCourt-Cutlip
Director of Programs

The 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; Catherine Love, Substance Abuse Program Mentor; C.J. Rider, Religious Services Program Mentor; Trudi Blaylock, Crime-Specific Program Mentor (Sex Offender Treatment, Batterers Intervention and Prevention Programs, Crime Victim Awareness, and Anger Control).

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.

Programs:

Offender Programs within correctional facilities are provided through partnerships between the Division of Corrections, the Department of Education-Office of Institutional Education Programs, and Psi-Med, Inc., a contracted mental health service provider. As offenders advance through the system to less secure, community based facilities, services and programs are provided through partnerships with local service providers (i.e., One Stop Centers, Boards of Education, local mental health providers). Facility based programs provided through DOC, DOE, and Psi-Med, Inc., can be categorized into eight (8) general program areas:

Program Area

Program Examples

Educational Studies

Adult Basic Education; GED; Post-secondary Educational Courses

Substance Abuse Programs

Alcohol and Drug Education, Treatment, and Relapse Treatment; Residential Substance Abuse Treatment Units; Faith Based Treatment Programs; AA/NA

Affective Life Skills

Cognitive Restructuring; Anger Control courses; Sex Offender Treatment; Batterers Intervention and Prevention programs

Social Skills Programs

Crime Victim Awareness courses; Parenting/Relationship based courses

Life Skills Programs

Time, Money, and Stress Management; Job Seeking and Keeping training

Transition Skills

Relapse Prevention; Life Planning; Transition Preparation

Religious Services

Faith Based counseling and mentoring services; Interdenominational workshop services; Prison Ministries

Recreational Services

Physical Exercise; team sporting events; health and fitness programs

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 re-entry for inmates returning to the community.

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 also the Division of Juvenile Services and the Regional Jail Authority. During FY 2004, the center tested 9,642 urine samples for DOC facilities and found only 117 or 1.21% to be positive.

Grant Management:

During FY 2004, the Division of Corrections maintained \$13,075,952.00 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 05	Construction & renovation of SMCC and the Drug Testing Center
Residential Substance Abuse Treatment Grant	\$205,300	Oct 03- Sept 04	Maintenance of substance abuse treatment units at six DOC sites
Carl Perkins Post Secondary Ed. Grant	\$22,396	July 03- Sept 04	Support for vocational and technical trade programs throughout DOC
Victims of Crime Assistance Grant	\$97,292	July 03- June 04	Maintenance of the Office of Victim Services & staff training
Criminal History Records Program Grant	\$182,746	Mar 02- Sept 03	Development of a comprehensive offender record keeping and information sharing computer system for the Division of Corrections
Serious/Violent Offender Re-entry Grant	\$1,035,288	July 02- June 06	Development and implementation of the WV Offender Re-entry Program.

Major Achievements and Accomplishments of FY 2004

- The WV Offender Re-entry Initiative, based on the national Offender Re-entry Initiative is designed to improve the transition of offenders from prison to communities. In FY 2004, the WVDOC implemented a major philosophical shift to include offender programs and services as a significant factor in ensuring public safety. With this philosophical shift, the system of case management within the agency has been dramatically transformed to ensure that offenders are better prepared to return to communities with reduced risk of re-offending with new, violent offenses through intensive focus on individual criminogenic risks and needs.
- The DOC enlisted the work of qualified experts from within the agency as Program Mentors to oversee and provide guidance in the areas of Addiction & Substance Abuse treatment, Sex Offender treatment, Anger Control, Crime Victim Awareness, Batterers Intervention & Prevention programs and Religious Services. This ensures quality control of program content and facilitates staff skills.

Major Accomplishments of FY 2004 Continued...

- In March 2004, ten (10) correctional facilities within the West Virginia Division of Corrections became licensed Batterers Intervention and Prevention Program providers through the WV Family Services Protection Board. With the prevalence of domestic violence within West Virginia and the number of offenders with histories of perpetrating domestic violence incarcerated in correctional facilities, this is a major accomplishment in further ensuring the safety of families across the state and in breaking the cycle of domestic violence.
- Significant work has been completed within the agency to bridge the gap between facilities and parole services, ensuring that offenders transitioning from prison to parole are receiving services to stabilize them within the community during the transition process.
- The first validated risk and needs assessment instrument to be used by the Division of Corrections was implemented in May 2004. This instrument will provide case managers and parole officers with validated measures on which to base program planning and supervision levels.

Overview of the WV Offender Re-entry Initiative

The West Virginia Offender Re-entry Initiative is a part of a national initiative to improve the transition of offenders from prison to communities. The WV Division of Corrections has been awarded a \$1 million grant to design and implement a program wherein offenders have a greater opportunity to be successful upon their return to communities, thus protecting the public and reducing victimization. This is a comprehensive program that addresses many aspects of the offender's life, to include: health, mental health, job skills, education, substance abuse, etc. As a part of this initiative, West Virginia has brought together multiple state and local agencies to serve on a steering committee to the project. This Steering Committee guides the process of implementation, ensuring that best practices in each discipline are adhered to and that appropriate linkages between transitioning offenders and service providers are not just available, but strong.

The grant supports the use of a validated risk and needs assessment for the offenders, enhanced parole supervision of offenders, training for staff working to transition offenders, and includes the development of a faith-based mentoring program as well as the development of a plan for victim safety.

Agencies Involved in Offender Re-entry Initiative:

- WV Department of Military Affairs and Public Safety (WVDOC, State Police, and Parole Board)
- WV Department of Health & Human Resources
- WV Department of Education
- WV Department of Transportation
- WV Sheriff's Association
- WV Governor's Workforce Development Office
- Psi-Med, Inc.
- Correctional Medical Services
- Mission West Virginia
- WV Prevention Resource Center

The goals of the initiative are to: (1) prevent re-offending, (2) enhance public safety, (3) re-deploy and leverage existing community resources by fostering linkages and accessing currently provided services, (4) assist the offender to avoid crime, engage in pro-social community activities, and meet family responsibilities, and finally, (5) to ensure program sustainability. There are three phases of the re-entry program. Phase One, Protect and Prepare, consists of institution-based programs. Phase Two, Coming Home, consists of a community based transition. Finally, Phase Three, Staying Home, consists of long-term support that is community based.

Major Accomplishments of the Initiative to Date

Use of the Level of Service Inventory-Revised (LSI-R)

The Level of Service Inventory-Revised is a validated risk and need assessment instrument originally designed for use in the Canadian correctional system. The LSI-R is an objective, quantifiable instrument that provides a consistent and valid method of predicting risk to re-offend, and a reliable means of measuring offender change over time, through re-assessment.

Implementation of Prescriptive Case Management

Prescriptive Case Management is a "targeted" form of case management that addresses each offender's level of risk and need on an individual basis. Training of all Case Managers, Counselors, and Parole Officers in prescriptive case management was completed in FY 2004. Practices and procedures related to this new form of case management went into effect across the agency on July 1, 2004.

Increased and improved partnerships between the WVDOC and other state and local service providers

The large majority of West Virginia's prison population will one day return to communities through discharge of their sentences or parole release. Many of the offenders incarcerated in WV correctional facilities have long-standing addictions, mental illnesses, and difficulty behaving pro-socially, creating a number of societal problems for the State of West Virginia upon their return to communities. The problems faced by the state cannot be overcome by the Division of Corrections acting alone. Collaboration and strong linkages to support services in the areas of: Identification, Housing, Substance Abuse, Mental Health Services and Education and Employment are critical to reducing the likelihood of re-offending.

Electronic Monitoring



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 FY 2004, ninety-three (93) clients were placed on the Electronic Monitoring program. Seven (7) of those clients were out-of-state offenders. Thirty (30) of those clients were removed and re-incarcerated. Eleven (11) clients absconded. The remaining forty-five (45) successfully completed the program.

Major Accomplishments & Events of FY 2004

- The Electronic Monitoring Office moved to 1206 Virginia Street in Charleston from the previous location on Greenbrier Street.
- The program continues to fluctuate between twenty (20) and thirty-five (35) clients on a monthly basis.
- The Electronic Monitoring program is beginning to look into other options for RF and GPS tracking and has several companies coming in for demonstrations and trials.

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 the 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.



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 provide 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 577 email accounts within Corrections and our website <http://www.wvf.state.wv.us/wvdoc>.

Additional 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) and the WV Division of Corrections Office of Research and Planning is working to complete a new Inmate Management Information System (IMIS).

Location and Structure

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

Information Technology Department

Carl Graves, Central Office	Director of Information Technology
Bryant Cramer, Central Office	Information Systems Specialist III
Will Tuckwiller, Central Office	Information Systems Coordinator I
Tracy Jones, Central Office	Information Systems Coordinator I
Randy Arbogast, Southern Region	Information Systems Coordinator II
Howard Harris, Northern Region	Information Systems Coordinator II
Scott Kebler, Lakin	Information Systems Coordinator I

Carl Graves is responsible for the planning, purchasing, and the overall operations of the Office of Information Technology for the Division of Corrections. (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, WVDOC website, emails, Prime computer access, and RACF coordinator. 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 overview and testing of the upcoming Inmate Management Information System (IMIS) and the Information Technology service request program. She also assists in the installation, maintenance and upgrading of WVDOC PC's and peripherals. (tjones1@mail.wvnet.edu)

Randy Arbogast is responsible for the installation, maintenance and upgrading of PC's, peripherals and networking equipment for the DOC facilities in the Southern Region. 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. He is studying to obtain his Network+ certification. (rarbogas@mail.wvnet.edu)

Howard Harris is responsible for the installation, maintenance and upgrading of PC's, peripherals and networking equipment for the Northern Region. Mr. Harris is responsible for network security for all of Corrections. 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)

Scott Kebler is responsible for all PC's, printers, and network equipment at Lakin Correctional Center. Mr. Kebler also assists other IT staff as needed and maintains the institutional communication equipment.



Sandi Jaynes, M.S., Victim Services Manager
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 FY 1999-2000, the DOC received a federal grant to hire a full-time Victim Services Manager. The DOC received another federal grant in June 2003 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 their 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.
- 2,890 victims registered to receive notification from VINE this year, bringing the total number of victims being served by VINE to 4,834. The number of victims registered has more than doubled in the last year.
- Victims can now register to receive notification by e-mail at www.vinelink.com.
- West Virginia is the only state to have someone available 24/7 to answer their questions.

Major Accomplishments & Events of FY 2004

- U.S. Attorney, Southern District, Kasey Warner nominated the WV Division of Corrections for the Professional Innovation in Victim Services Award, which is given by the United States Department of Justice and Office for Victims of Crime. The WV Division of Corrections also received a Certificate of Appreciation from the United States Department of Justice, Office of Justice Programs, and the Office for Victims of Crime for their work in providing direct services to victims.
- The Victim Services Manager attended the National Victims Assistance Academy in Charleston, SC.
- The Victim Services Manager participated in 6 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 Huttonsville Correctional Center for their outstanding contribution for National Crime Victim's Month and Domestic Violence Month. Several domestic violence shelters and victim organizations benefited.
- 1,136 victims received direct services with 185 of them attending parole hearings.
- Two critical Incident Response Teams, one Northern and one Southern, have been formed and 18 staff members from across the state attended a 6 day training in Critical Incident Stress Management, with the national trainers from the International Critical Incident Stress Foundation. This will be a valuable part of our staff victimization program.
- Participated in Victim's Day at the Legislature with representatives from all facilities participating.
- Representatives from DOC facilities attended the Opening ceremony for Operation Reach Out for National Crime Victims Month, which is sponsored by the U.S. Attorney, Southern District. The Corrections Color Guard presented the colors and Sandy Byrd, Counselor and Victim Services Representative from the Huntington Work Release Center sang the Star Spangled Banner. Commissioner Jim Rubenstein was a guest speaker.

Victim Services Accomplishments Continued...

- Representatives from Ohio County Correctional Center and St. Marys Correctional Center participated in the U.S. Attorney, Northern District’s National Crime Victim Awareness program.
- Representatives from DOC facilities participated in the Operation Reach Out Fair held at the Capital Complex for National Crime Victim Awareness Month. They provided games and prizes along with cotton candy for the children.
- “Above and Beyond” Awards were presented to staff members who were nominated by their Wardens for their dedication and work in assisting victims. Commissioner Rubenstein and the Victim Services Manager presented 21 awards at the Crime Victim’s Ceremony at Huttonsville Correctional Center.
- All facilities participated in the National Domestic Violence Awareness Month and in National Crime Victim’s Month with projects that benefited domestic violence shelters and victim organizations.
- The DOC staff, inmates, and communities raised over \$13,000.00 for victim organizations and Domestic Violence Shelters from across the state during Crime Victim’s Month and Domestic Violence Awareness Month.
- A random survey was conducted of victims who attended parole hearings and the evaluations were very positive.
- Mt. Olive Correctional Complex Warden Tom McBride, Mental Health Services Director Sherrill Snyder, and Katie Snyder, a volunteer, donated a plaque from the MOCC staff to Marshall University’s Student Center to commemorate National Domestic Violence Month. The domestic violence hotline number is listed on the plaque.



MOCC Warden Tom McBride, Katie Snyder and Shirrell Snyder presenting plaque to Marshall University Student Center



Staff present for HCC Victim Service and Above & Beyond Award Ceremony

Victim Services Frequently Asked Questions & Answers...

Question: How can I find out where an offender is housed?

Answer: You may call VINE at 1 (866) WV4-VINE or call the Victim Services Manager at (304) 558-2036 ext. 29.

Question: How do I receive notification of a parole hearing?

Answer: By sending a written request with offender's name, your name and address, along with your telephone number to the West Virginia Division of Corrections and the West Virginia Parole Board.

Question: If I don't want to attend a parole hearing, what else can I do?

Answer: You may send a letter to the Parole Board expressing your feelings toward the possibility of parole. You may also speak with the Parole Board without the inmate being present.

Question: Who do I notify if I want to attend a parole hearing?

Answer: The Institutional Parole Officer at the facility where the inmate is incarcerated.

Question: What do I do if I'm receiving unwanted threatening and/or harassing mail from an offender?

Answer: Please notify the Victim Services Manager at (304) 558-2036 ext. 29.

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 WVDOC and the WV Parole Board. The request should include name, address, telephone number, and the offender's name.

WV Division of Corrections
Victim Services Manager
112 California Avenue
Building 4, Room 300
Charleston, WV 25305

WV State Parole Board
112 California Avenue
Building 4, Room 330
Charleston, WV 25305

For More Information:

Contact the Victim Services Manager at (304) 558-2036 ext. 29 or sjaynes@mail.wvnet.edu. After 5:00PM, the Victim Services Manager can be reached by paging her at (304) 361-1203.



Commissioner Jim Rubenstein at HCC Victim's Services Day



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:

St. Marys Correctional Center

Construction continued at St. Marys Correctional Center in Pleasants County during FY 2004. 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 that was completed in June 2004 increased 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. Kitchen equipment replacement and upgrades were also completed.

Design was completed and submitted for bids for additions and renovations to the Dining Hall. This will increase seating capacity from 88 inmates to 200 with separate seating for staff. The estimated cost for this project is \$950,000 and will be complete by May 2005. All funding for renovations at St. Marys has been by VOI/TIS federal grants.

Martinsburg Correctional Center

Renovations to the old Eastern Regional Jail in Martinsburg to transform it into a correctional facility began in June 2003 and are scheduled for completion by September 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 West Virginia Regional Jail and Correctional Facility Authority by sale of bonds.

Lakin Correctional Center

A pre-bid is planned for September 2004 for Phase II, which consists of a 120 bed minimum housing unit and a 9,500 square foot building to house West Virginia Correctional Industries. Phase II cost is expected to be \$5.7 million with an early 2006 completion date. All funding for these projects has been through the West Virginia Regional Jail and Correctional Facility Authority by sale of bonds.

Construction Management Update FY 2004 Continued...

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 renovated the residence 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 were desperately needed at the facility. The project was substantially completed in April 2004. Funding for the project was through the West Virginia Regional Jail and Correctional Facility Authority by sale of bonds.

Huttonsville Correctional Center

Design has begun on a \$15 million project for renovations and upgrades to the facility. Construction documents are scheduled for completion in mid-October 2004, with construction to start by January 2005. Construction will take from 18 to 24 months depending on inmate relocation. The project will add 200 beds to the facility.



PCC Warden's Residence



Part of the interior of the new Building 76 at St. Marys



**Henry Lowery,
Compact Administrator for the Adult Interstate Compact
Central Records Supervisor
Extradition Coordinator**

STAFF:

Diann Skiles, Records Manager
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, 2003, a New Interstate Compact (Interstate Compact for Adult Offender Supervision) was passed which will replace the existing Compact on August 1, 2004. The Governor of West Virginia signed the New Compact Legislation on March 27, 2003, and the law (West Virginia Code 28-7-1) was effective from the date of passage. A State Council has been appointed to exercise oversight and advocacy concerning West Virginia’s participation in Interstate Commission activities and rule making. The State Council consists of Senator Jeffrey Kessler (Chair); Delegate John Pino; Judge Jennifer Walker; Corrections Commissioner Jim Rubenstein; Deputy Corrections Commissioner Wyetta Fredericks; Compact Administrator Henry Lowery; Deputy Director for Probation Mike Lacy; Southern District Parole Supervisor Douglas Workman; and Victims Representative Sue Julian. The State Council met on January 14 to pay a transfer application fee. The legislative body was quick to enact this legislation.

In FY2004, the Interstate Compact Office received 1,033 requests for transfer from other states. Of the 1,033 requests, 173 were for parolees, and 860 were for probationers desiring to transfer to West Virginia. The investigation of the 1,033 transfer requests received resulted in 560 being approved for transfer and 354* being denied transfer with 119 pending on June 30, 2004. On June 30, 2004, West Virginia was supervising 761 probationers and 159 parolees for a total of 920 offenders from other states.

The Interstate Compact Office sent 349 West Virginia requests for transfer to other states. Of the 349 requests, 157 were for parolees, and 192 were for probationers desiring to transfer out of West Virginia. The investigation of the 349 requests resulted in 203 being approved for transfer and 103* being denied transfer, with 43 pending on June 30, 2004. On June 30, 2004, West Virginia had 190 parolees and 213 probationers for a total of 403 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 \$348,515. The West Virginia Legislature has approved an increase of the monthly supervision fee to \$40.00 per month effective July 1, 2004.

During FY 2004, the Extradition Coordinator handled 50 extraditions back to the West Virginia DOC. There were 25 parole violators returned, two escapees returned, and 23 inmates extradited from another state or Federal custody. The 23 inmates were returned to begin serving or to complete serving their West Virginia sentence. Of the 50 extraditions, 36 were transported by DOC employees, and 14 were transported by a private transport company. The 14 private transports cost the Division \$12,585.76. 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, 2004, the Central Records Office was maintaining approximately 7,521 active records.

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. We also run criminal records checks for the Charleston Parole Office on sentenced inmates. During FY 2004, there were 255 employment checks, 5,356 visitor checks, and 33 inmate requests for parole officers.

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



Rita Albury
Inmate Movement Coordinator

Mission Statement

The mission of Inmate Movement is to 1) ensure that beds are filled in a timely manner, 2) reduce the number of inmates housed in Regional and County Jails, 3) review and maintain a smooth flow of inmates between facilities, ensuring the inmates moved are moved in accordance with policy, and 4) communicate with families, lawyers, courts, the Regional Jail Authority and County Jails that still house our inmates regarding our policies and procedures.

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 inmates, both male and female, 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 examples of some of the 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, and also responds to inmate letters regarding movement issues.

Major Accomplishments & Events of FY 2004

- 192 beds were added at St. Marys Correctional Center, allowing for movement from the Regional Jails for parole eligible inmates and inmates having longer sentences who had been housed in the jail for an extended period of time. This also allowed for enhanced movement in our facilities.
- There was improved movement throughout our institutions, resulting in decreasing the turn-around rate for filling beds after movement.



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 2004

- During FY 2004, the Level IV Grievance Board upheld 98% of the decisions made at Level III.
- 12.5% of Level III grievances were granted.
- Grievance hearings were handled and decisions were rendered within the time frame set by the Division of Personnel.
- 48 Level III grievance hearings were held in FY 2004 and 56 Preliminary Parole Violation Hearings were held.
- The top four reasons given for filing grievances were 1) reprimands (verbal and written), 2) suspensions, 3) overtime, and 4) discrimination.

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 ensure 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 2004.

Table 7: Number of DNA samples submitted by DOC facilities by Fiscal Year, FY 1997 to FY 2004.

Institutions	FY 97	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	FY04
MOCC	598	180	168	237	95	82	114	309
ACC	60	33	39	49	67	175	311	326
NCF	212	6	44	17	7	1	4	14
OCCC	0	0	0	4	7	9	6	1
SMCC	0	0	0	11	9	29	69	71
DCC	133	7	13	19	12	20	43	34
HCC	466	43	64	104	193	221	236	191
PCC	91	8	9	4	3	17	51	42
LCF	N/A	N/A	N/A	N/A	N/A	N/A	18	112
CWR	0	0	0	0	0	0	0	2
Totals	1560	277	337	445	393	554	852	1102

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 - 2003.

Institution	1996	1997	1998	1999	2000	2001	2002	2003	Totals
DCC	1	24	34	22	30	22	31	23	187
HCC	0	1	33	31	16	15	31	34	161
MOCC	0	4	5	4	5	3	6	4	31
NCF	2	7	6	13	12	10	11	10	71
PCC	0	8	4	7	4	4	2	1	30
SMCC	0	0	0	19	16	36	25	42	138
Totals	3	44	82	96	83	90	106	114	618

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 or designee. 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 and CNT members train 8 hours every other month .

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. In May 2004, the WVDOC CERT team again took part in the mock riot training at the old WV Penitentiary. This participation was limited due to division-wide budget cuts. However, the WV team did joint scenarios with Emergency Response Teams from Ohio.

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 2005.
- 4) To make requests through the Criminal Justice Services for additional grant funding.
- 5) To develop 40-hour blocks for Levels I, II, and III CERT Training at least twice per year.

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 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.



Charleston Work Release Center

The Center moved to its current location at 607 Brooks Street, Charleston, West Virginia, in April 1982. The 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 inmates. Average daily number during FY 2004 was 54.

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 2004

- Charelston Work Release Center inmates assisted various agencies and communities in the area with many different community service projects. These projects ranged from city beautification projects to assisting with flood relief during the recent flooding in Southern West Virginia.
- Staff and residents raised money to purchase 4 bicycles and assorted toys for underprivileged children for Christmas 2003 and delivered them to the Toys for Tots programs.
- Staff assisted with manning and operation of the Victims Booth at the WV State Capitol for Victims Services Week in April 2004.
- Two veteran staff members retired this year with a combined service of 56 years:
Donald M. Ervin - Administrator, 26 years
Alice Kisor - Accounting Technician III, 30 years
- Inmates raised money for the Women's Safeway House operated by the YWCA. This house is used as a shelter for abused women and children in the Charleston area.
- Rent totaling \$63,370.14 was collected from inmates housed at CWRC for FY 2004. This was placed in the General Fund and applied toward the operating costs of the facility.

CWRC Continued... Community Service

The Charleston Work/Study Release Center is dedicated to providing valuable services to the community. CWRC inmates performed 4,268.50 hours of community service during FY 2004. Services were performed for a variety of agencies. 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.

Table 9: CWRC Community Service hours by location for FY2004.

Location	Hours
CWRC	1,917
WV Div. of Corrections	220
WV Corrections Academy	365
Dept. of Public Safety	144
EPA	4
Red Cross	27
Frank Veltri Thanksgiving Dinner	15
Heart and Hand House	16
REA of Hope Fellowship	199
Christian Worship Center-Oak Hill	147
First Presbyterian-Charleston	2.5
Coonskin Park-Charleston	30
Senior Olympics	12
Religious Coalition for Community Renewal	384
City of Ansted	268
City of Charleston	16
City of Montgomery	344
Division of Juvenile Services	31
Bureau of Employment Programs	121
WV State College	6
Totals	4,268.50

Education

The inmates at CWRC are also offered various opportunities to attend educational classes. Table 10 shows the enrollment in those classes and the number of inmates that successfully completed the class during FY 2004.

Table 10: CWRC Education Class enrollment by type, FY 2004.

Educational Class	# Enrolled	# Completed
GED	3	0
College Courses	2	1
Total	5	1

Treatment

Inmates at CWRC have a variety of treatment programs available to them. Table 11 shows the number of inmates enrolled in each program and the number completing that program before the end of the fiscal year.

Table 11: CWRC treatment program enrollment by type, FY 2004.

Treatment Program	# Enrolled	# Completed
Anger Management Group	5	5
Aladrué III	57	43
AA	96	83
Al-Anon	2	2
Individual Substance Abuse	109	86
NA Meetings	72	62
Individual Counseling	15	12
Prestera DUI Safety Course	2	1
Parenting	5	5
Women's Substance Abuse	7	7
Totals	370	306

Serious Incidents

Table 12 highlights the serious incidents that occurred at CWRC during the fiscal year. Because of the community based nature of CWRC, an escape can include not reporting back from work or furlough on time.

Table 12: Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	1
Assaults on Staff*	0
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.

Other Relevant Information

- Only certain inmates are eligible for the work release program. Inmates convicted of violent crimes, or those with a past history of violence are ineligible for the work release program.
- Inmates at the work release center work in the community and are required to pay rent. This is applied to the operating expenses of the facility and helps to defray some of the costs associated with their housing.
- A larger percentage of the inmate population will eventually leave prison and may need a transitional program to assist their return to the community and their re-establishment of family ties. Work release programs provide this transition for a select group of inmates. Inmates are drug tested at least monthly, provided job/educational opportunities, and supervised during this time.
- It is often felt that inmates do not contribute to society. Work release inmates perform many community service projects; they have participated in everything from assisting with the cleanup during the recent flood disasters to trash pickup on the highways and city streets.

Staff Recognition

Dannette Clark - received the Above and Beyond Award from Victims Services for 2004. Dannette is also active in the community. She is a member of the Charleston Police Department Citizens Police Academy Alumni Association, Neighborhood Assistance Officer (NAO), and a member of the Metropolitan Baptist Church in Charleston. She lives minutes away from the facility and has been called out in emergencies with little or no notice without complaint. She is a true corrections professional.



Correctional Officer II - Dannette Clark

Jamie Estep - as a new Correctional Counselor I, Jamie has stepped up and performed duties well above his position. He performs the function of Institutional Parole Officer, fills in for the Accounting Technician and is qualified as a CIDS Instructor and Firearms Instructor for the Division of Corrections. He assists inmates with their educational, restitution and personal needs. Jamie pitches in wherever needed and epitomizes the team player concept.



Correctional Counselor I - Jamie Estep

Huntington Work/Study Release Center



Renae Stubblefield, Administrator

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

Mission Statement

It is the mission of the Huntington Work/Study Release Center to provide residents opportunities 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.



Huntington Work Release Center

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 2004

- The West Virginia Division of Corrections Commissioner’s Award of Excellence for Outstanding Service to Victims was awarded to the Huntington Work/Study Release Center for the second consecutive year. “The smallest institutions make the biggest impact in service to the community and victims of crimes.”
- This year Huntington Work Release provided a record number of hours of community service to 28 various agencies in the Huntington community.
- The facility raised over \$3,700 for Victim Service 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.
- Congratulations to Correctional Officer II William Beach for successful completion of the Correctional Officer Apprenticeship Program and certification as a Journeyman Correctional Officer through the United States Department of Labor, which resulted in his COII promotion on April 1.
- The successful implementation of Corrections’ new philosophy called Re-entry, which is to prepare the offender for re-entry into society and ensure they remain successful. The entire program has been amended to incorporate Prescriptive Case Management, a very integral part of the West Virginia Offender Re-entry Program.
- HWRC residents paid \$7,666 in fines and restitutions this year.

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 13 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 13: HWRC Community service hours by location, FY 2004.

Location	Hours
Adopt-A-Highway	72.0
Big Brothers/Big Sisters	59.5
Branches Domestic Violence Shelter	127.0
Cammack Children’s Center	31.0
Court Appointed Special Advocate Assoc.	12.0
Cabell County Career Technology Center	18.0
Cabell Huntington Hospital	51.0
Ceredo United Methodist Church	55.0
City of Huntington	5.0
Contact Rape Crisis Center	95.5
Collis P. Huntington Railroad Society	67.5
Ebenezer Outreach Center	126.5
Faith in Action	21.0
Goodwill Industries	887.5
Hands Extended Ministries	512.5
Madie Carroll House Preservations Soc.	60.5
Marshall University Residence Dorms	12.5
Mariner Health Care Center	4.0
Muscular Dystrophy Fish-a-Thon	236.5
Laurelwood	55.0
Renaissance House	38.0
Ronald McDonald House	178.5
Ritter Park Domestic Violence Observance	48.0
Salvation Army	2,222.0
Southwestern Community Action Council	459.5
Spirit of Victory Church	241.0
Time Out Youth Shelter	115.0
Thanks America Celebration	9.0
Team for WV Children-Pennies from Heaven	78.5
Tri-State Area Food Bank	2,226.5
WV Veterans Home	502.0
Totals	7,372.5

Treatment

A variety of treatment programs are available to inmates at HWRC. Table 14 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 14: HWRC Treatment program enrollment by type, FY 2004.

Treatment Program	# Enrolled	# Completing
Aladrue	81	40
REBT	21	8
Individual Counseling	102	50
AA	53	28
NA	120	59
St. Marys Grief Counseling	2	2
New Beginnings	6	1
Pretera Center-DUI	3	3
Totals	86	54



HWRC Adopt-a-Highway Community Service Crew

Serious Incidents

Table 15 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. Because of the community based nature of HWRC an escape can include not reporting back from work or furlough on time.

Table 15: HWRC Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	3
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	3

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



Correctional Counselor I, Sandy Byrd



Unit Manager, Donna Trimboli

Education

The inmates at HWRC are also offered various opportunities to attend educational classes. Table 16 shows the enrollment in those classes and the number of inmates that successfully completed the class during the fiscal year.

Table 16: HWRC Education Class enrollment by type, FY 2004.

Educational Classes	# Enrolled	# Completed
GED	9	2
College Courses	3	2
Totals	12	4

Staff Recognition

Sandy Byrd, Correctional Counselor I was designated as Employee of the Quarter for exceptional performance of duty from January 1, 2004, to March 31, 2004. Ms. Byrd's genuine caring disposition toward people and her positive attitude displayed on the job went beyond acceptable conduct and is to be commended. As a result, she was highly favored by inmates and staff. Sandy's dependability, flexibility and the ability to multi-task in a small facility was observed with heartfelt appreciation. Finally, her passion in the area of Victims Services is reflected by her dedication and hard work in victim services projects which ultimately resulted in Huntington Work Release Center receiving the Commissioner's Award of Excellence for Outstanding Service to Victims for the second consecutive year.

Unit Manager **Donna Trimboli** was designated Employee of the Quarter for the period of April 1, 2004, to June 30, 2004. Ms. Trimboli's keen sense of responsibility, leadership ability, organizational skills, initiative and diligence to perform her job, combined with her ability to work without supervision, long work hours, enthusiasm and the ability to adapt to any assignment or situation reflects significant achievement. She has proven to be of valuable assistance to HWRC and therefore, deserves to be commended.

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 of felony offenders while providing programming and skills to assist in overcoming addictions.

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 63.

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.



Beckley Correctional Center

Beckley Correctional Center became a dual faceted facility in April 2002 when we added a work release unit to our program. Beckley Correctional Center still maintains an intensive treatment program for DUI offenders. Once the DUI offenders complete six months of the program, they become eligible for review for work release status and if approved will be moved to the work release unit. BCC also receives inmates on work release status from Pruntytown Correctional Center. Treatment staff provided inmates with 10,390 hours of programming this fiscal year even though we have been without a Substance Abuse Therapist since May of this year.

Major Accomplishments & Events of FY 2004

- BCC held fundraisers for Domestic Violence Month and Victim Awareness Month raising approximately \$31,000.00, which was donated to the Women's Resource Center. To raise the money, displays were set up at the local shopping centers. Volunteer staff and offenders also participated in the purple ribbon campaign for Domestic Violence Month.
- BCC had 95% of its Correctional Officers qualified in the 40 caliber handgun, OC, CIDS, and First Aid/CPR. All employees also finished the fiscal year with the required 40 hours of training.
- BCC had zero escapes during the fiscal year.
- BCC staff has implemented the Re-entry Initiative/LSI-R Program.
- BCC's inmate population remained at near capacity for a majority of the year.
- A great deal of community service work was completed for various worthwhile causes for FY 2004.

Staff Recognition

Beckley Correctional Center recognizes **Melba Yates**, Accounting Technician III, for her dedication to duty during the year. Mrs. Yates has displayed a dedication to duty in carrying out her responsibilities, which frequently goes above and beyond reasonable expectations. Ms. Yates has worked many times with symptoms of cold or flu. During June 2004, she was hospitalized due to illness - but returned to her duties earlier than could have been expected. Also, her dependability on a daily basis is an asset to the center and Division of Corrections.



Accounting Technician III - Melba Yates

Beckley Correctional Center also recognizes Correctional Officer II **Richard Hodges**, who acts as Lead Officer of a shift. Officer Hodges has displayed leadership in the performance of his duties that serves as a model for all officers. Officer Hodges has consistently improved his leadership skills over the years. Beckley Correctional Center appreciates his contributions to the facility.



Correctional Officer II - Richard Hodges

BCC Continued...

Community Service

Beckley Correctional Center had nearly 2,500 hours of community service work completed for various worthwhile causes during the year. Table 17 shows the community service locations and the hours spent working on each project during FY 2004.

Table 17: BCC Community service hours by location, FY 2004.

Location	Hours
Adopt-a-Highway	64
Alderson Park	91
Division of Juvenile Services	135
Interstate 64	100
Little Beaver State Park	1,448
Gauley Bridge PSD	122
Parole Services	114
Pinecrest Hospital	119
Beckley City Police	40
WV Corrections Academy	180
Stoco Reunion	60
Totals	2,473



BCC - Building 2 Female Housing Unit

Treatment

Beckley Correctional Center averages approximately 1,000 hours of programming and treatment per month. Table 18 shows how many inmates were enrolled in each program and how many successfully completed each program during the fiscal year.

Table 18: BCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
BIPPS	53	51
Domestic Violence Ed	70	70
Crime Victim Awareness	148	148
Alad rue I	0	0
Alad rue II	44	43
Alad rue III	128	125
Cornerstone	75	74
12 Step Group	66	65
Anger Management	62	60
Stress Management	16	16
Thinking for a Change	80	80
Relapse Prevention	73	71
Big Book Study Group	112	112
Alcohol Affects/Effects	83	83
Smoking Cessation	12	12
Women's Issues in Recovery	14	14
99 Days and a Wake Up	12	12
HIV T&C	109	109
Totals	1,157	1,145

* Please note that BCC inmates are also involved in ongoing AA, NA, and one-on-one counseling meetings while incarcerated at the Beckley Correctional Center.

Serious Incidents

Table 19 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 19: BCC Serious incidents by type, FY 2004.

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

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



BCC - Building 3 Male Housing Unit

Other Useful Information

- Contrary to common misconception, only work release inmates (level 1) are authorized to receive furloughs and passes according to Divisional Classification Policy. Non-work release inmates (level 2) are not authorized passes and furloughs under this policy, but may be eligible for a job assignment or work crew outside the confines of the institution or possible consideration for work release status.
- Inmates are not eligible for direct transfer from a regional jail to BCC, they must first complete the DOC's classification process and maintain appropriate behavior before being considered for transfer to BCC.
- Inmates with work release status are permitted to find a job and work at a business in the community or they may be assigned a job. Non-work release inmates are not eligible to work in businesses in the community, but are assigned jobs such as work crews for the Division of Highways, or at the Pinecrest Hospital laundry.
- The inmates at the Beckley Correctional Center pay rent for living at the Center. Work Release inmates pay \$4.00 per day to offset the cost of housing and meals, as well as other operational expenses. Non-Work Release inmates pay a reimbursement fee based upon the amount that they earn.

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-Sentence Diagnostic Evaluations on and providing necessary services for Adult Male Diagnostic offenders who have been committed to the custody of the Commissioner 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.



Anthony Correctional Center

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 2004

- ACC earned ACA accreditation. ACA standards address services, programs and operations essential to effective correctional management. Through accreditation, an agency is able to maintain a balance between protecting the public and providing an environment that safeguards the life, health, and safety of offenders and staff. Up to date ACA policies and procedures function as a management tool for agencies and facilities throughout the world.
- ACC Education Department earned CEA Accreditation.
- ACC Medical Department earned NCCHC Accreditation.
- ACC erected a security fence.
- Department of Programs implemented a Phase Program that puts more responsibility on the offender in regard to their progress in completing the program.
- Recreation Department installed a new volleyball court.

ACC Continued.

Major Accomplishments Continued

- ACC successfully implemented an informal system of discipline.
- A yearly rotation program was implemented for all uniform staff.
- Modifications were made to the water treatment plant to enhance production.
- Pumps in the waste water treatment plant were upgraded to a larger, more efficient type of pump.
- Fire protection equipment was modified to meet Board of Risk and Fire Marshal specifications.

Community Service

Anthony Center Inmates were involved in assisting in a variety of Community Service projects during FY 2004. Table 20 shows the number of hours that were spent on each project.

Table 20: ACC community service hours per project for FY 2004

Location	Hours
AA/NA Volunteers	93
US Forest Service	24
Alderson Park	64
Greenbrier County Courthouse	24
White Sulfur Springs Civic Center	24
Totals	229

Treatment

Inmates at ACC are offered various types of treatment programs during their incarceration. Table 21 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 21: ACC Treatment program enrollment by type of program, FY2004

Treatment Program	# Enrolled	# Completed
Aladrue I	282	280
Aladrue II	282	275
Aladrue III	282	250
Anger Management	167	167
Crime Victim Awareness	144	144
Sex Offender GET Classes	45	45
AA	230	230
NA	260	260
BIPPS	49	49
Total	1,741	1,700



Construction on ACC Security Fence Begins

Serious Incidents

Table 22 shows the serious incidents that took place at ACC during FY 2004.

Table 22: ACC Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	7
Assaults on Inmates*	64
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	71

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

Education

Inmates at ACC are offered various types of educational or treatment programs during their incarceration. Table 23 shows the number of inmates enrolled and the number completing each class during FY 2004. Please note that all inmates are involved in vocational education and Affective Life Skills education while incarcerated at ACC.

Table 23: ACC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
GED	127	102
College Classes	80	80
Post Secondary	116	116
Basic Skills	58	58
WV State Welding	12	12
Fire Marshal		
Apprenticeship/Electric	10	10
High School Diploma	4	4
Totals	407	382

Other Useful Information

- The Anthony Correctional Center does not house juvenile offenders. Only adult offenders are housed at the Anthony Correctional Center.
- A twenty-four bed, sixty day Diagnostic Unit is located at the Anthony Correctional Center
- All offenders must actively participate in treatment, educational and vocational programs, recreational activities and work details.
- ACC houses only offenders who have committed felonies.
- The minimum stay at ACC is six months, while the maximum is two years. The average incarceration at ACC is between nine and ten months.
- All components of the education program must be completed before release is recommended. A GED does not constitute completion of these requirements.



ACC Garden with New Security Fence in Background

Denmar Correctional Center



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

Mark Williamson, Warden

Mission Statement

The Mission of Denmar Correctional Center is to provide Inmates, Staff and the Public with a secure and safe environment, to provide 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.



Denmar Correctional Center

Major Accomplishments & Events of FY 2004

- One of the major community service projects for this past year occurred at the Hillsboro Elementary School. The gymnasium floor was damaged due to high winds and a roof collapse. Inmates volunteered to remove the existing gym floor that was weather damaged along with roofing material. The inmates volunteered 235 hours of their personal time to accomplish the task.
- Additional security cameras on the housing units were installed, completing the project on the facility's interior.
- Seven (7) underground storage tanks were removed.
- The Denmark Correctional Emergency Response Team (CERT) scored a 100% on their annual evaluation.
- Renovations continue at Denmark. The Maintenance Department continues working toward 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 interior of the building will be renovated this coming winter.
- The Education Department continues to maintain CEA Accreditation and provides a variety of classes from Basic Education to Vocational Classes to Computer Classes. The two new vocational classes, Electricity and Facilities Maintenance, continue to operate at full capacity. In FY 2004, inmates enrolled in 898 separate classes, completing 530. Due to transfer/parole/discharge, many inmates were unable to complete classes. The Education Department sponsors two Inmate Graduation Ceremonies a year to recognize inmate accomplishments in these programs.
- After being NCCHC (National Commission on Correctional Health Care) accredited in 1999, the 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 re-accredited by NCCHC in March 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 supervise 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-six (26) presentations at area schools, church groups, etc.
- A Crime Victim Awareness Seminar was held on April 21, 2004, at Denmark Correctional Center. Inmates at DCC raised \$490.00 for the Family Refuge Center's Children's Fund in Lewisburg, WV. Several guest speakers attended the seminar and provided valuable information to staff and inmates on victim awareness. The guest speakers included Trudi Blaylock from the DOC, Sgt. Michael Lynch from the WV State Police, Monica Accord, Community Outreach Coordinator, Family Refuge Center, Lewisburg, WV, Terry Mansheim, Family Resource Center Counselor, Danatte Brady-Condon, Family Resource Counselor and Trudy Laurensen, Director of CYAC, Lewisburg, WV.
- The Regional Jail Authority has provided video teleconferencing equipment for use in the Multi-Purpose Building. This building is currently utilized for Parole Hearings, Court Hearings, and has the potential for many other uses such as meetings, training, telemedicine, etc.

DCC Continued. Community Service

DCC's inmate Vietnam Veterans Association (VVA) Chapter has provided valuable services to the community such as Adopt-a-Highway clean-up. 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 2004 Annual Greenbrier River Watershed Clean-up on April 3, 2004. Inmates from Denmar did roadside clean-up and began work on cleaning up an illegal dump on Denmar Road, collecting over 175 bags of garbage, including the body of a Ford Pinto. Table 24 shows the community service locations and the hours spent working on each project during FY 2004.

Table 24: DCC Community Service hours by location, FY 2004.

Location	Hours
Watoga State Park	4,747.50
Pocahontas County DOH	10,054.25
Greenbrier County DOH	14,661.50
Marlinton Crew	4,032.50
Hillsboro School	500.00
Flood Crew	699.00
Pocahontas County Schools	446.50
Adopt-a-Highway	136.00
Greenbrier River Watershed	72.00
Total	35,349.25



Pinto Body Removed During Greenbrier River Watershed Project

Treatment

Inmates at DCC are offered various types of treatment programs during their incarceration. Table 25 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 25: DCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Aladrue I	26	26
Aladrue II	110	110
Aladrue III	134	93
REBT	95	95
Sex Offender Treatment	32	Ongoing
V.O.C.A.L.	7	Ongoing
Impulse Control	11	Ongoing
Thinking for a Change	30	22
Pre-Parole Orientation	152	152
AA/NA	49	Ongoing
Social Control Theory	55	55
Crime Victim Awareness	93	72
Totals	794	625



DCC DOH Work Crew

Serious Incidents

Table 26 shows the serious incidents that took place at Denmar Correctional Center during the fiscal year. DCC had no escapes during the year and there were few incidents of violence against inmates and staff.

Table 26: DCC Serious Incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	1
Assaults on Inmates*	4
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

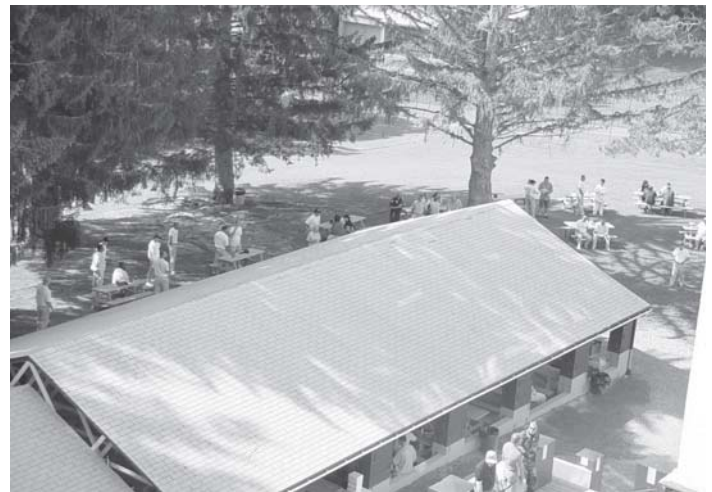
Inmates at DCC are offered various types of educational programs during their incarceration. Table 27 shows the number of inmates enrolled and the number completing each class during FY 2004. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 27: DCC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
Academic Classes (GED & ABE)	155	49
Advanced Computers	86	36
Basic Computers	296	184
College Classes	5	5
Electricity	47	22
Facility Maintenance	60	12
Transition Skills	234	212
Employability Skills	15	10
Totals	898	530



Members of the Denmar CERT Team



Inmate Open House at DCC

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 Security Division 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 a Legislative Act.



Huttonsville Correctional Center

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 toward 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 2004

- The most significant story for FY 2004 was the process of enhancing security systems at Huttonsville Correctional Center. This is changing the the culture of the facility. While these security enhancements are not all completed, the first steps were taken to deal with three longstanding security problems. The facility is well on its way to accomplishing the goal of accountability and control in accordance with NIC and ACA standards. The steps taken to meet these standards are as follows:
 1. The key watch system was purchased and has already influenced the staff's notions of a secure environment.
 2. Tool control, nearly complete with cages, shadow boxes, and reporting systems has provided staff with a new way of looking at safety and security.
 3. Building a secure armory (the external portion is completed) that meets NIC standards for the storage of weapons and munitions provides another change to this end.
- On August 10, 2003, an investigation involving the introduction of contraband (marijuana, alcohol, creatine and food) was started. With assistance and collaboration from other agencies, Investigator Denver Rosier was successful in obtaining felony pleas from four inmates, one employee, and one civilian. Two other civilians pled to misdemeanor crimes and one civilian entered into a diversionary agreement.
- Huttonsville Correctional Center is proud to announce the formation of an Employee Association.
- Operation Foxtrot (inmate movement necessary to fill 200 beds at St. Marys Correctional Center) went smoothly thanks to the efforts of all staff. Massive internal moves were required to accomodate the operation, which impacted on the workload of all HCC employees.
- The K-9 Training Center at HCC was created, and charged with the responsibility of training all K-9 handlers and dogs in the DOC and some from Juvenile Services.
- HCC was the proud recipient of the Commissioner's Award for Excellence for Service to victims.
- HCC created a Transportation Unit.
- A safe, secure Arts and Crafts Program was put in place after the old program closed.
- The Randolph County Prosecuting Attorney's Office presented awards to Correctional Officer Travis Bennett and Sgt. James Adkins for their involvement in a shootout at Kerens, WV.

HCC Continued...

Staff Recognition

HCC is proud to recognize Officer **Alan Simmons** and Cpl. **A. G. Vanscoy** for their motivation to assist the facility in reaching its goals. Both individuals have provided their special skills to renovate K-9 kennels, construct an armory and install key watch, conduit, and cameras. With the general maintenance requests and other projects assigned to the maintenance department, the additional special requests would not be progressing to the extent they have without the willingness of these two employees to apply their special skills. Their positive, determined attitudes have saved the facility money and time.

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 28 shows the community service locations and the hours spent working on each project during FY 2004.

Table 28: HCC Community service hours by location, FY 2004.

Location	Hours
Cass Scenic Railroad	12,970
Department of Highways	5,016
Farm Commission	18,384
Other Projects - (Includes County School paint crews, Forest Festival events, Camp Pioneer, Davis & Elkins College, and Coalton Days)	5,008
Totals	41,378

Treatment

Inmates at HCC 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: HCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Aladrue I	999	541
Aladrue II	525	266
Aladrue III	298	171
Anger Control	264	134
Domestic Violence	111	83
Crime Victim Awareness	69	38
Alcoholics Anonymous	5,738	2,510
Narcotics Anonymous	7,097	2,433
Religion/HOPE	172	172
COPE	1,026	1,026
Employment Skills/Job Readiness	92	75
Individual/Group Counseling	1,192	1,192
Relapse Prevention	34	21
Coping Skills II, III, IV	11	8
Peer Helpers 1-12	370	329
Totals	17,998	8,999

HCC also has a 12 month Therapeutic/Substance Abuse Unit. For FY 2004, there were 172 inmates enrolled in the program, with 70 successfully completing the program. 100 inmates are still enrolled.

Table 30: HCC Therapeutic/Substance Abuse enrollment by program, FY 2004.

Program Name	Avg. Monthly Attendance
AA	90
NA	92
Small Substance Abuse Groups	100
Phase Up	92
Self Esteem	11
Big Book	6
Peer Group	95
Total Average Monthly Attendance	486

Serious Incidents

Table 31 shows the serious incidents that took place at HCC during the year.

Table 31: HCC Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	1
Assaults on Staff*	14
Assaults on Inmates*	30
Inmate Death by Natural Causes	2
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	47

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



Construction on New HCC K-9 Kennel



Members of HCC K-9 Team with their Dogs

Education

Inmates at HCC are offered various types of educational programs during their incarceration. Table 32 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 32: HCC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
ABE/GED	351	86
Aquaculture	31	20
Automotive Tech	38	18
Electricity	58	24
Facilities Maintenance	44	19
Horticulture	41	15
Information Technology	119	103
Life Skills	116	84
Metals Technology	41	33
Mill & Cabinet Making	29	13
Parenting Skills	152	124
Thinking for a Change	117	82
Totals	1,137	621

Many HCC inmates were awarded vocational certificates during FY 2004. Table 23 shows the number of education certificates that were awarded by HCC in FY 2004

Table 33: HCC Vocational Education Certificates awarded, FY 2004

Certifications Awarded	# of Certifications Awarded
Apprentice Electrician	18
ASE	9
GED	19
HVAC	14
Journeyman Electrician	4
Laubach Literacy Tutor Training	11
NCCER	64
Network +	2
Transition Skills Diploma	12
Welding Certifications	43
Totals	196

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-effective 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 2002. 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.



Lakin Correctional Facility for Women

Major Accomplishments & Events of FY 2004

- K-9 team established - Due to the custody level of inmates housed at Lakin, a Canine Unit was established. Cpl. Kevin Dugan and COI Robin Ramey were selected and on June 11, 2004, both graduated from the thirteen week formal training with their dogs “Dowell” and “Mugsy.”
- CERT Team formed and initial training began - In May 2003, Lakin began the process to establish the Lakin CERT Team. The twelve member team selection was made in January 2004, and training began the same month, with subsequent trainings one day a month thereafter. The top leadership team, consisting of Team Leader Lt. Nathan Lyle, and Squad Leaders Sgt. Paul Stump and Sgt. Greg Dickinson, has completed Phase I of Cert Basic Training and are scheduled to attend Phase II in the near future.
- Utilization of Community Work Crews - In the first year, LCC was able to implement work crews in performance of over 200 hours in labor for various agencies throughout the community.
- NCVRW fundraising goals exceeded - Through the efforts by both staff and inmates, LCC’s first National Crime Victims’ Rights Week fundraising events raised a total of \$2,000; an amount that exceeded the original goal by \$500.
- No escapes, murders, or significant incidents - During the first year of full staffing and operation, Lakin was free from serious incidents. Through commitment to professionalism and despite inexperience, the transition of opening the facility, transporting inmates from around the state and settling into routine daily operations went smoothly. LCC’s first year was a tremendous success.
- The greatest achievement of Lakin Correctional Facility for Women is that its presence in the Mason County Bend Area has been both extremely positive and multi-dimensional. Area residents have seen that Lakin, as well as the Division of Corrections, is committed to the total prosperity of this community; that prisons are not merely warehouses, but rehabilitation centers; and that LCC is here to be a synergistic part of the community wherein it resides.



Lakin Correctional Facility - Front Entrance

LCC Continued... Treatment

Inmates at LCC are offered various types of treatment programs during their incarceration. Table 34 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 34: LCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Aladrue I	170	159
Aladrue II	121	91
Aladrue III	16	2
Crime Victim Awareness	67	28
SDT Phase I	10	10
SDT Phase II	10	ongoing
Domestic Violence	9	9
Chronic Maintenance	18	ongoing
Totals	421	299+



Interior view of a Pod at LCC

Serious Incidents

Table 35 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 2003-2004.

Table 35: LCC Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	8
Assaults on Inmates*	4
Inmate Death by Natural Causes	1
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	13

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

Education

Inmates at LCC are offered various types of educational programs during their incarceration. Table 36 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 36: LCC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
GED	99	40
Adult Basic Education	119	Ongoing
Business Education	152	Ongoing
Facility Maintenance	86	Ongoing
Transitional Skills	330	1
Total	786	41+

Employee Recognition

Captain **J.D. Sallaz** - Captain Sallaz brought both experience and professionalism to Lakin when he came on board, after a 27 year career with the Point Pleasant Police Department. Having formerly served as Chief of Police and Captain of the police force, Captain Sallaz was no stranger to the responsibilities inherent in supervision. From day one, he has been a trustworthy commander of shift operations and the officers in his charge. Referred to as “the most dedicated employee Lakin has,” J.D. made great strides in his knowledge of Corrections, not only through the Academy training, but also by the initiative to search out information independently. J.D. is always the “go to” guy on his shift. His easy going manner and patience under stressful situations have navigated many days when the shift was short handed. Through dedication, hard work, knowledge and the ability to lead, Captain Sallaz has earned the respect of everyone who has ever worked with him. He is a consummate professional and Lakin Correctional Facility for Women is fortunate to have J.D. on staff.

Accounting Tech II **Sherry Thomas** - Sherry Thomas earned the reputation of being a very dedicated and hard working member of the Lakin team early on in her employment. Sherry is friendly and helpful to everyone, often going out of her way to lend a hand to a co-worker. Sherry’s supervisor, Business Manager Stacy Duncan, counted Sherry as a lifesaver during the year end closing, when Sherry not only performed her duties but also pitched in to help with accounts payable. Sherry has never had an “it’s not my job” attitude, even taking time to help Stacy, who was new on the job, learn about managing the yearly budget. Sherry is conscientious and courteous. Co-workers, as well as all of our vendors, enjoy working with her. Her value as an employee is priceless, not only because of the quality of her work, but also, and more importantly, because of the quality of her character.



Captain J.D. Sallaz



Accounting Tech II Sherry Thomas (right) assisting Business Manager Stacy Duncan

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

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.

History cont...

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 2004

- The quality of Life Program has been successfully implemented to update the current Administrative Segregation Classification of inmates utilizing a process that is behavior driven with a progressive incentive system consisting of 5 levels. This program encourages appropriate behavior through behavior modification and programs participation and/or compliance. Quality Level assignments are not classification levels, but are behavior based decisions. Quality Levels One through Five shall be reduced independent of a disciplinary action or due process hearing, as quality of life incentives are based strictly on appropriate behavior.
- A new contractual agreement between MOCC and the American Correctional Association (ACA) was signed in April 2004. This was due to the ACA implementing the fourth edition of accreditation standards for adult correctional facilities in 2003 and WVDOC Policies (based on the new standards) being implemented in January 2004. Subsequently, MOCC Operational Procedures and Post Orders have been revised in order to comply with the changes in accreditation standards and divisional policies. MOCC is currently slated for the ACA Accreditation Audit in the spring of 2005. ACA teams representing each operational division of the facility have been formed for the purpose of assisting in the facility's endeavor to attain national accreditation through the use of internal reviews, inspections and audits.
- During the week of July 10, 2003, the National Commission on Correctional Health Care provided written notice that their Accreditation Committee met on June 27, 2003, and voted to accredit MOCC for its compliance with NCCCHC standards for health services in prisons. In addition, the Education Department's CEA accreditation was renewed.
- The MOCC Domestic Violence Project team conducted a closing ceremony in the MOCC Chapel. A check was presented to Christina Bailey and Ora Follmer of the Women's Resource Center of Beckley in the amount of \$5,606.39. In addition, a check in the amount of \$1,700.00 was presented to Michele Baranaskas and Margaret Molitor of The Kanawha County Children's Advocacy Council.
- MOCC has completed their Monument Memorial project, honoring fallen staff (line of duty deaths). The monument lists the names, date of death and manner of death for correctional employees covering the dates of March 1926 - April 2004. Also engraved is the following message: "To Our Fallen Heroes-You have been taken from us and our hearts are sad, but you give us strength knowing you have left with us your knowledge, devotion, professionalism, and courage. Gone but Not Forgotten.
- MOCC completed construction on the new Wellness Center. This program encourages exercise and good nutritional habits for all MOCC staff. The main floor of the center is for weight training, with the second floor for cardio and aerobic activity.

MOCC Continued...

Community Service

Outside activities by MOCC inmates are not permitted, due to the fact that they are housed in a maximum security institution. The following is a list of services available to the inmates:

- Campbell Memorial Baptist Church underwrites shipping expenses so that inmates will have holiday care packages to send to their families on Christmas, Easter, and Mother's and Father's Days.
- Rev. Robert Totten, Jr., and his church provide a bag of "Christmas Treats" for inmate distribution.
- A.G. and Kate Buining from Holland, who tour the U.S. and visit various prisons visited Mt. Olive to provide a County/Gospel music program.
- Kairos Prison Ministry conducted two three-day seminars for two groups of inmates during FY 2004.
- Appalachian Bible College brought their Bell Choir to the Complex for a Christmas Program in 2003.
- Temple of Faith Ministries in Cross Lanes conducted special services in the gym in 2004.
- The Religion Department conducted a faith based substance abuse program called Bridge Builders in 2003. Approximately 19 men enrolled in the program and approximately 16 completed it.
- The Gideons distribute New Testaments annually at MOCC.
- Rev. Paul Wharton from Immaculate Conception/St. Anthony's Catholic Church and his congregation donated materials to have window coverings (folding doors) made for the stage area in the Chapel.
- Prison Fellowship donated thirty chairs to the Chapel.
- Inmates are permitted to tithe or make donations to legitimate outside ministries.
- Prison Fellowship, a national ministry, provides an Angel Tree program for inmate children annually. Approximately 80 inmates participate on a yearly basis.

Treatment

Inmates at MOCC are offered various types of treatment programs during their incarceration. Table 37 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 37: MOCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Aladrue I	168	84
Aladrue II	84	60
Aladrue III	34	16
Group Counseling	11	5
AA/NA	60	Ongoing
Quality of Life	40	0
Totals	397	165

Staff Recognition

Lt. **Michael Cliver** - His outstanding accomplishments occurred during a temporary upgrade to Captain from May 2003 to July 2004. As Watch Commander on night shift, Lt. Cliver began disciplinary actions that were fair and equitable resulting in a positive morale and work ethic. He also helped to unite two shifts as one team and bridged the gap between Programs and Security to focus on a positive work environment. He mandated professional attitudes and appearance and steadily reduced overtime. Lt. Cliver is an original thinker that has the ability to foresee the need for certain work and has the initiative to organize and accomplish the job promptly and effectively. He has demonstrated exceptional ability in troubleshooting when unusual problems have arisen and has volunteered to work long hours to ensure that his subordinate staff could attend collateral duties. Lt. Cliver is an extremely reliable team member that readily accepts the responsibility normally assigned to a higher rank.



MOCC's Lt. Mike Cliver

Serious Incidents

Table 38 shows the serious incidents that occurred at MOCC during FY 2004. 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 38: MOCC Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	64
Assaults on Inmates*	9
Inmate Death by Natural Causes	7
Inmate Death by Homicide	1
Inmate Death by Suicide	1
Totals	82

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



Deputy Warden Mike Coleman and Warden Thomas McBride in front of new monument for Correctional Officers killed in the line of duty

Education

Table 39 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 39: MOCC Education class enrollment, FY 2004.

Education Class	# Enrolled	# Completed
Accounting I	18	11
Adult Basic Education - GED	153	7
Advanced Anger Control	31	31
Anger Without Violence	72	63
Anger & Social Skill	11	10
Assertiveness	35	35
Braille	1	1
Business Law	20	18
Business Math	16	12
Business Principles Mgmt.	5	5
CLN 5 Secrets	18	18
CLN Everyday Math	16	16
CLN Science	16	16
CLN Social Studies	12	12
COBOL	12	12
Cognitive Skills I	57	51
Cognitive Skills II	29	28
Cognitive Skills III	13	12
Consumer Math	18	16
Counseling	17	17
Criminality	4	4
Critical Thinking I	22	18
Critical Thinking II	10	7
Culinary Arts	20	4
Destinations	20	20
Empathy & Responsibility	25	21
Facility Maintenance	51	20
GED Pre-Test	54	52
Graphic Communications	56	20
Grief & Loss	4	4
Hit the Ground Running	41	32
Hit the Ground Running (Computer)	24	4
Incarceration, Grief & Loss	6	6
Introduction to Computers	38	20
Introduction to Hospitality	9	0
Janitorial Class	30	19
Keyboarding	85	10
Life Skills	37	12
Math Calculator	19	5
Mavis Beacon	5	0
Metals Technology	65	0
Microsoft Office	17	15
OPENGATE	32	32
Parenting Skills	34	32
Poetry	5	3
Quality of Life (18 month course)	104	0
Refresher Math	33	23
Refresher Writing	18	16
Relationships	22	21
Social Skills	21	19
Stress Management	31	31
TABE	241	236
Transitions	7	7
Windows 95	9	6
Work Keys	24	24
Totals	1,793	1,134

Northern Correctional Facility



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Evelyn Seifert, Warden

Mission Statement

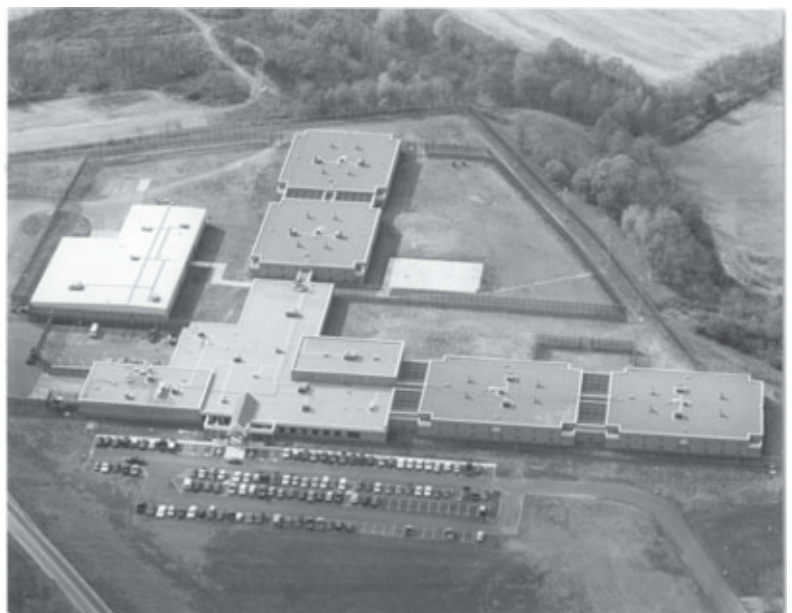
It is the policy of the Northern Correctional Facility to maintain a mechanism which ensures that the Northern Correctional Facility is established as an integral part of a corrections department or system by means of statutes that set forth its purpose and stipulates that its mission of providing a 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 Northern Correctional Facility inmates and the concerns of staff, is fulfilled as under the delegated authority of the Commissioner of the West Virginia Division of Corrections. All Northern Correctional Facility Operational Procedures are reviewed annually and updated as appropriate.

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.

Northern Correctional Facility is one of only two facilities under the DOC umbrella that have achieved ACA accreditation.

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.



Ariel View of Northern Correctional Facility

Major Accomplishments & Events of FY 2004

- The Northern Correctional Facility employees are committed to achieving and maintaining excellent standards of operations and rehabilitation as demonstrated by the continued Accreditation by the American Correctional Association. In addition, the Education Department has been accredited by the Correctional Education Association and PrintEd. Medical Services were accredited by the National Commission of Correctional Healthcare.
- There were no escapes during the Fiscal Year.
- There were no suicides during the Fiscal Year.
- NCF reported no drug violations for FY 2004.
- NCF implemented the Federal Re-entry Initiative.

Staff Recognition

Northern Correctional Facility's Employee of the Year for 2003 was Correctional Officer **Brandy Ghent**.

Northern Correctional Facility's Employees of the Quarter for FY 2004 were Correctional Counselor **Mike Rose**, Correctional Counselor **Rick Strait**, Correctional Counselor **Tom Lawther**, and Correctional Officer **Kevin Thomas**.



Northern Correctional Facility Entrance

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 40 shows the community service locations and the hours spent working on each project during FY 2004.

Table 40: NCF Community service hours by location, FY 2004.

Location	Hours
Division of Highways, Ohio Co.	4,771.0
Division of Highways, Brooke Co.	3,619.0
Division of Highways, Hancock Co.	4,977.5
Division of Highways, Marshall Co.	5,029.0
Marshall Co. Board of Education	162.0
Northern Correctional Facility	1,560.0
City of New Cumberland	485.0
Hunting and Fishing Club (Range)	59.5
Ohio County Interstate 70	3,006.5
City of Cameron	170.0
DOH Administration Building	482.5
DOH District 6	832.5
City of McMechen	817.5
Department of Public Safety	75.0
Totals	26,047.0



Inmate Sandblasting NCF Entrance

Treatment

Inmates at NCF are offered various types of treatment programs during their incarceration. Table 41 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 41: NCF Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Aladrue I	66	31
Aladrue II	55	43
Anger Management	12	8
Thinking for a Change	33	23
CVA Class	53	37
GET I	18	8
GET II	15	Ongoing
Parenting From a Distance	42	30
DART	37	34
BIPPS	24	12
Totals	355	226



DOH Project in Hancock County

Serious Incidents

Table 42 shows the serious incidents that took place at NCF during FY 2004. 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 42: NCF Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	6
Assaults on Inmates*	7
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	13

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

Answers to Common Misconceptions About NCF

Misconception: Northern Regional Jail and Correctional Facility is a Regional Jail.

Fact: This facility contains two agencies in the same building. Northern Regional Jail serves Hancock, Brooke, Ohio, Marshall and Whetzel Counties as a Regional Jail. Northern Correctional Facility serves as a Division of Corrections facility for the state of West Virginia housing adult male convicted felons.

Misconception: Inmates are locked in their cells twenty-four hours a day.

Fact: Inmates are out of cells between the hours of 7:00AM and 10:00PM for school, work, treatment programs, religious services and recreation.

Education

Inmates at NCF are offered various types of educational and treatment programs during their incarceration. Table 43 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 43: NCF Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
GED	124	11
College Courses	25	25
Carpentry	75	6
Printing Tech	92	18
Pre-Vocational Assessment	58	58
Transition Skills	35	30
Totals	409	148

In addition to the above listed educational and treatment programs, the Northern Correctional Facility has two contracted programs in effect. An ongoing Electrician Class is conducted at the facility, which is supervised by Mr. William Martin. Dr. George Larimer, Licensed Psychologist, offers Disassociative Abuse and Rehabilitative Therapy (DART) two times a week.

Ohio County Correctional Center



1501 Eoff Street
Wheeling, WV 26003
(304) 238-1007 Phone
(304) 238-1009 Fax

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 the 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 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 four (4) 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 2004

- The establishment of the Ohio County Correctional Center as a successful community service based correctional center. Currently, the facility operates with four (4) community service crews employing 25 to 30 inmates in varying job assignments and responsibilities.
- The successful re-accreditation of the facility through the National Commission of Correctional Health Care.
- The establishment of four (4) community service crews operating from the institution throughout the local counties.
- The physical expansion of the Ohio County Correctional Center to include office space, a control center, garage and lobby area.
- No positive drug screening results on any inmate received or housed during the year.
- The success of the Crime Victim Awareness and Domestic Violence Month activities during the past year.

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 44 shows the community service locations and the hours spent working on each project during FY 2004.

Table 44: OCCC Community service hours by location, FY 2004.

Location	Hours
Local Churches	240
Road Cleanup - Cemetery	100
2 DOH Crews	25,000
City of Moundsville Crew	3,000
WV Penitentiary Crew	5,000
Moundsville Pistol Club	100
Moundsville Mound Museum	80
NLECTTC	80
ROPE Program	60
Work Details at Ohio Co. Correctional	200
Totals	33,860



OCCC Housing Unit

Treatment

Inmates at OCCC are offered various types of treatment programs during their incarceration. Table 45 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 45: OCCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Anger Management	15	13
Crime Victim Awareness	30	25
AA/NA	27	Ongoing
Aladrue I	28	26
Aladrue II	24	23
Total	124	87

Staff Recognition

- **Debbie Croft**, Correctional Counselor II, has been recommended for special recognition for outstanding performance in the area of domestic violence and crime victim awareness.
- **Kathy Conner**, Office Assistant III, and **Ann Ickler**, Office Assistant II, were named Employees of the Quarter during FY 2004.

Serious Incidents

Table 46 shows the serious incidents that took place during the fiscal year at OCCC.

Table 46: OCCC Serious incidents by type, FY 2004.

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.

Education

Inmates at OCCC are offered various types of educational and treatment programs during their incarceration. Table 47 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 47: OCCC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
GED	12	2
Legal Research	6	3
Totals	18	5



OCCC Administration Office

Pruntytown Correctional Center



Jim Ielapi, Warden

PO Box 159
Grafton, WV 26354
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(304) 265-6120 Fax

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. With the preparation for the WV Offender Re-entry Program occurring during this fiscal year, the mission of providing a safe and secure environment for the inmates and the community took on an added meaning. The goal of the program is to provide inmates with every reasonable opportunity to identify and overcome any issues which may have led to their incarceration. This will increase the probability of inmates going home, supporting their families, working within their communities and generally being successful.

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 midyear 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 co-ed facility. These females had previously been housed under contract with the Federal Correctional Institution for Women in Alderson, WV.



Pruntytown Correctional Center

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.

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 2004

- The single most significant accomplishment during this year was the restoration of the historic Warden's residence. Built in the early 1920's and not having Wardens in residence since 1994, the house had become dilapidated and a budget deficit. Plans began in 2000 to restore the house to its original condition. In May 2004, the Training, Operations, and Business Offices moved into the newly renovated building. Once again, this elegant structure is serving the Division of Corrections operationally while adding beauty to the campus.
- The Medical Unit at Pruntytown achieved a 97.68% on their Correctional Medical Services internal audit in June 2004. This exceeded both NCCHC and ACA standards.
- PCC prepared for the implementation of the WV Offender Re-entry Program by having the DOC Director of Programs present information to the Citizens Advisory Board, interested community members, staff and inmates. A regular column in the Warden's newsletter was also created to brief staff on the initiative. Information was also shared with members of the local Rotary Club. Unit management staff also received training on specific areas of the Initiative including LSI-R assessment and Prescriptive Case Management.
- On May 28, a dedication was held for the Frank "Gunner" Gatski Athletic Complex. Over 100 people attended the dedication. In attendance were Mr. Gatski and members of his family, Commissioner Jim Rubenstein, Secretary of State Joe Manchin, NFL Hall of Famer Sam Huff, and Chip Slaven from the Governor's Office.
- In June, ground was broken for the construction of a much-needed multi-purpose building adjacent to Unit 20. This building is being constructed by inmates under the instruction of the building construction teacher.
- Interdiction efforts have been complemented through the implementation of stricter visitation guidelines and by the designation of a Visitation Coordinator as a collateral duty for one of our top ranked Officers.
- A record number of inmates are preparing for successful re-integration by improving their basic education and learning life skills. A total of 79 inmates earned their GED during this year.

PCC Continued...

Major Accomplishments & Events of FY 2004 cont...

- Three members of our staff who had been serving with the military to support operations in Iraq returned safely from their activation status. These included Dona Bonfantino, Lawrence Taylor and Barbara Adams.
- PCC again attained 100% completion of the training hours required for staff during the 2003-2004 fiscal year.
- PCC is actively participating in the PEIA Pathways to Wellness Program.
- PCC's participation in activities in observance of Domestic Violence Awareness Month and Crime Victim Awareness Month increased significantly this year. These activities centered on educating the inmate population, staff, and the community. They also provided support to the local domestic violence shelter.
- Participation in community service projects by staff and inmates totaled 146,971+ hours.
- A program sponsored by the Department of Education in conjunction with the Literacy Council allowed forty-two male and female inmates to record their reading of children's books on to tape to be sent home to their children and grandchildren. This was the second year for this very successful project.
- The Department of Education funded and hired a full-time Adult Basic Education Teacher during this year.
- The Department of Education developed and implemented a videotape education library for use by the inmates.
- The Recreation Department continued their sponsorship of the community softball league for teams from Taylor and surrounding counties. Inmates also participated by having a team in both the Women's and Men's league and helping to referee games.
- The success rate of inmates leaving the Substance Abuse Treatment Unit at PCC increased this year. The ratio of inmates successfully completing parole is one out of three inmates leaving the program.
- Inmates from the Substance Abuse Unit continued to present information on addiction and recovery to youth including panel presentations at the Sheriff's Leadership Camp, Fairmont State University, Gore Transitional School, and Tri-County High School.

Staff Recognition

PCC would like to recognize Correctional Officer I **Andrea Duckworth Burnside** for her achievement of a Master's Degree in Criminal Justice. She was awarded her degree in May 2004 in a collaborative program between Marshall University and Fairmont State University. Andrea began her employment at PCC on March 1, 2003, while enrolled in the Graduate Program and continued her studies around her work schedule in order to complete the program in two years. It is also noted that during the same time frame, she got married and became pregnant with her first child.

PCC would also like to posthumously recognize Captain **James Reed** for his long dedication and service to the WVDOC and the Pruntytown Correctional Center. He began his employment at the Industrial School for Boys in 1961 and transferred to the WV Penitentiary in 1981. He returned to Pruntytown upon its reopening in 1985 and eventually obtained the rank of Captain and served as the dayshift Shift Commander. He retired on December 31, 2003, with over forty-two years of service. Captain Reed passed away on February 21, 2004, leaving his wife Wanda, who continues to serve as the Food Service Supervisor at PCC.

Community Service

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

Table 48: PCC Community service hours by location, FY 2004.

Location	Hours
Rotary Club of Grafton	150
Pilot Dogs, Inc.	143,800
Ronald McDonald House	Various
Rape and Domestic Violence Info Center	30
Taylor Co Board of Education	5
American Baptist Women	60
VA Hospital and nursing homes	Various
National Cemetary	64
Anna Jarvis Elementary	480
Pruntytown Elementary	520
Valley Falls State Park	80
Taylor Co Humane Society	400
Valley Falls State Park	240
Grafton State Police	3
Castle Creek Playground	96
City of Bridgeport	400
VFW Post 3081	24
Relay for Life	315
Historical Society	12
Fairmont DHHR Offices	60
Fairmont Community Development Partnership	200
Parkersburg Parole Office	32
Totals	146,971+

Treatment

Inmates at PCC 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: PCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Aladrue I	186	186
Aladrue II	89	86
Aladrue III	196	On-going
Anger Management	81	80
Sex Offender Treatment	4	On-going
CVA	40	26
Domestic Violence	27	20
Committed to Change	12	8
Co-Dependency	191	191
Totals	826	597

Serious Incidents

Table 50 shows the serious incidents that took place at PCC during FY 2004. Incidents of violence against inmates and staff were rare.

Table 50: PCC Serious incidents by type, FY 2004.

Incident Type	# of Incidents
Escapes	1
Assaults on Staff*	0
Assaults on Inmates*	6
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	7

*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 51 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 51: PCC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
College Classes:		
Intro to Business 1102	28	25
History 1108	18	8
Management 2209	25	19
Personal Financial Lit 2230	31	26
Other Educational Programs:		
ABE/GED	183	79
ACT Preparation	30	16
Building Construction	22	8
Blueprint Reading	89	40
Business Basics	63	16
Workplace Safety	45	45
Computer Literacy	125	59
Electrical Codes	41	17
Floriculture	9	5
OSHA Fork Lift Certification	69	69
Horticulture	26	10
Employment Maturity	511	511
Landscape Design	67	24
Literacy Tutor Training	31	27
Life Skills	210	97
OSHA Construction Safety	338	167
Parenting	100	50
Reading Project	35	17
Transitions 99 Days	108	64
WV Welcome	19	13
Totals	2,223	1,412

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 low functioning 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.



Overhead View of St. Marys Correctional Center

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 2004

- The completion of the construction and renovation of Building 76, which provided 192 additional beds, a new facility entrance, inmate visitation area, staff weight room along with shower and locker rooms.
- Secured the necessary funding to expand the existing dining room to accommodate the increased inmate population. A pre-bid meeting was conducted onsite on June 29, 2004.
- Opened the new unit (Building 76) in February 2004. This increased our population to 512.
- SMCC continues to participate in the following community type events: American Red Cross Blood Drive held twice a year at the facility, American Cancer Society's "Relay for Life", Special Olympics Law Enforcement Torch Run/Walk, and Cops and Lobsters supporting Special Olympics. SMCC is also recognized for proudly hosting the annual bench press classic.
- SMCC is proactive in educating the surrounding communities with Domestic Violence Awareness.
- Completion of a new K-9 kennel.

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 52: SMCC Community service hours by location, FY 2004.

Location	Hours
Tyler County School Bus Garage	19
Boreman Elementary School	14
City of Sistersville	16
St. Marys and Sistersville Police Barracks	12
Lakin Correctional Facility	
State Police Barracks - Hundred	48
Grantsville Community Center	56
SMCC - Tree Removal	3
Folsom Fire Department, Belmont Water Department, Parkersburg Parole Office, Jackson Middle School - Vienna	134.5
Totals	302.5

Staff Recognition

Katie Pratt, Supervisor I, supporting the Institutional Post Office was selected as our “Employee of the Year - 2003”.

Aaron Westfall, Corrections Counselor, was recognized for teaching a class called “Thinking for a Change” to the Second Chance Program. This program is a tool to enhance positive reinforcement to the inmates suffering from substance abuse and addiction.

Serious Incidents

Table 53 shows the serious incidents that took place at SMCC during the fiscal year.

Table 53: SMCC Serious incidents by type FY 2004.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	4
Assaults on Inmates*	2
Inmate Death by Natural Causes	2
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	8

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



Katie Pratt - SMCC 2003 Employee of the Year

Treatment

Inmates at SMCC are offered various types of treatment programs during their incarceration. Table 54 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 54: SMCC Treatment program enrollment by type of program, FY 2004.

Treatment Program	# Enrolled	# Completed
Alad rue I	450	443
Alad rue II	260	253
Alad rue III	58	56
Money Management	132	127
AIDS Awareness	10	10
12 Step Group Therapy	9	9
Crime Victim Awareness	184	180
Crime Victim Module	60	58
Dysfunctional Families	58	57
BIPPS	65	65
GET I	34	34
GET II	40	40
Rational Emotional Therapy	275	271
Anger Control	322	313
Stress Management	225	218
Parenting	66	62
Thinking for a Change	28	28
Jobs Skills	30	29
Victim Empathy	14	14
Alcoholics Anonymous	537	Ongoing
Totals	2,857	2,267



New Inmate Dorm - SMCC Building 76

Education

Inmates at SMCC are offered various types of educational treatment programs during their incarceration. Table 55 shows the number of inmates enrolled and the number completing each class during FY 2004. 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 55: SMCC Education class enrollment by type of class, FY 2004.

Education Class	# Enrolled	# Completed
GED Prep	67	1
ABE/GED	102	21
Life Skills	105	101
Distance Learning	348	214
Post Secondary	30	29
Hit The Ground Running	65	43
Microsoft Office Specialist	32	24
Electrical Program (NEC)	33	7
Business & Law	26	22
Contractor’s Licensing	28	13
Totals	836	475



New K-9 Kennel at St. Marys



West Virginia University Institute of Technology
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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

Staff development within the WVDOC provides a four phase training program for sworn and civilian staff of the Division of Corrections. Orientation, Basic, In-Service, and Specialized Training comprise these facets of development. Correctional and Parole Officers employed by the state (to include McDowell County Correctional Center) complete Basic Training and Specialized Training sponsored or conducted by the Academy

Initially, 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.

To foster staff development and align with the national training model, the Academy is a separate unit within the DOC. The chief executive officer of the Academy is the Director of Training. The Director reports to the Assistant Commissioner of the Southern Region. In addition to exercising responsibility and authority over all staff training, the Director of Training supervises Correctional Hearing Officers. Correctional Hearing Officers administer and operate the formal inmate disciplinary process in all adult facilities operated by the Division of Corrections.



WV Corrections Academy - Montgomery

The Corrections Academy has continued to offer an up-to-date curriculum and promulgate positive change in the Division of Corrections. The West Virginia Corrections Academy curriculum has been recognized as being among the best in the nation. After a National Institute of Justice sponsored assessment of the academy, WVCA was asked to play a role in an "invitation only" committee at Excelsior College in Albany, NY, to foster the skills of other agencies in the realm of curriculum development and implementation. 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.

History Continued...

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.

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. For 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 mission of the agency is rooted in a paramilitary structure. While the majority of Basic Training trainees are uniformed correctional officers, there are many non-uniformed staff as well. For this reason, the Academy Basic experience instills personal discipline, strict adherence to the chain of command, the concept of teamwork and compliance with rules and regulations.

The Academy seeks to accomplish these goals through a tightly controlled training environment. Trainees are required to perform work details, stand inspections, participate in physical fitness training and are subject to curfew. Personal behaviors and habits are monitored.

Encouragement and proper supervision of staff are critical for success of the program. Trainees are guided through the program by a Class Advisor, and a staff duty officer provides supervision in the evening hours.

Major Accomplishments & Events of FY 2004

- One of the most successful ventures the Academy undertook over the past year was an extensive, intense review of the Academy’s curriculum by Excelsior College (under the auspices of a National Institute of Justice grant). After a two day basic, in-service and specialized training assesment of the curriculum, the Excelsior team briefed the Academy on what their recommendations would be to Excelsior College. Excelsior College is accredited by the Middle States Association of Colleges and Schools. Its purpose is to allow adult learners to attend whatever schools and institutions are geographically and/or financially available to them and assimilate earned credits. This process allows for maximum flexibility not only in academic programming, but also in the lives of students. The general recommendations of the Excelsior team are as follows:

Basic Training curriculum was massed into block credits recommended for 11 credit hours, lower division, 100-200 level coursework.

In-Service/Specialized Training curriculum was recommended for upper division credits, 300-400 level course work.

Correctional Counseling and Correctional Integrated Defensive Tactics Instructor Course - 2 hours each

Firearms Instructor Course and Marksmen Observer - 3 hours each

Total = 10 hours of 300-400 level coursework recommended

- Also, in connection with Excelsior College, the Academy was selected as one of the top Law Enforcement/Corrections curriculum design and development departments in the country. We were invited to be part of a ten member committee to develop curriculum for teaching other states’ agencies and municipalities on “how to develop curriculum.”
- The Academy continued its pioneering in leadership development courses. New courses were added to the curriculum for everything from character in leadership to situational leadership. Some such courses were the introduction of “Fundamentals of Correctional Leadership,” a popular correspondence course. Leadership was also a pervasive course covering a number of leadership topics.
- Once again, the Division of Personnel (DOP) 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 for both the DOP and WVDOC to meet training mandates and become more professional and proficient agencies.
- This is the third straight year that training completion percentages have increased. Despite the war on terror, hospitalization of staff and other reasonable issues, the Academy has stayed the course and provided top of the line opportunities for WVDOC staff. We are proud to see that our Institutional Training Officers have met the challenge of training staff in their respective facilities regardless of the hindrances that may come their way.

WVCA Continued...

In-Service Training

The total training hours for FY 2004 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 of 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 56: DOC staff training hours, FY 2004.

Location	Total Staff Training Hours
ACC	9,866.45
BCC	1,436.00
Central Office	1,748.25
CWRC	1,031.00
Correctional Industries	893.00
DCC	8,325.25
HWRC	811.50
HCC	20,313.40
LCC	18,102.00
MOCC	24,746.09
NCF	10,423.25
Northern Parole	2,326.00
OSCC	3,338.00
PCC	9,128.00
Southern Parole	1,613.00
SMCC	22,719.75
WVCA	2,137.00
Totals	138,957.94

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.

- **Fundamentals of Supervision**
- **Case Management Training - LSI-R Prescriptive Case Management**
- **Defensive Driving**
- **Crisis Negotiation Training**
- **Corrections Integrated Defensive System 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**
- **A “New” Training for Staff Trainers**
- **Leadershift**
- **Fundamentals of Correctional Leadership**
- **OC Training**
- **Firearms Instructor Course**

Basic Training

Five basic training courses were conducted by WVCA during FY 2004. Table 57 below shows the enrollment for the different classes throughout the year.

Table 57: WVCA basic training courses, FY 2004.

Basic Classes	# Enrolled	Ending Date
161st	44	August 2003
164th	42	October 2003
166th SMC on-site	30	October 2003
168th	15	January 2004
170th	43	April 2004
Totals	174	



In the Classroom at WVCA

WVCA meets the training needs of more agencies than just the DOC. Table 58 below shows the enrollment in WVCA Basic training by agency.

Table 58: WVCA basic training enrollment by Agency, FY2004.

Agency	# Enrolled
Division of Corrections	165
County Jails	7
Parole Services	2
Totals	174



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 2004

- Parole Services caseloads are at an all-time high with an average total caseload of approximately 1,750 during the past year.
- The Enhanced Supervision Program and the Electronic Monitoring Program merged in May 2004, allowing us to add a third Enhanced Supervision Officer and transferring our non-compliant offenders for intensive supervision as well as electronic monitoring.
- Parole Services prepared a detailed statewide report concerning our offenders' employment status.
- West Virginia Parole Services continues to rank below the national average for offenders returned to prison through revocation of parole.
- To raise money for needed supervision services, the parole supervision fee was raised from \$20 per month per offender to \$40 per month per offender.
- Participation in offender re-entry programs have resulted in Parole Services using a validated risk/needs assessment instrument and building police/parole partnerships for community treatment and supervision of offenders.

WV Parole Staff Recognition

Enhanced Supervision Officer **Stan Workman** working in the Beaver Parole Office and Enhanced Supervision Officer **William Cobasky** working in the Clarksburg Parole Office:

In the year 2000, Parole Services received a federal grant to start intensive supervision services for its probationers and parolees. The purpose of the program was to: (1) facilitate personal contact with offenders after regular office hours and on weekends and holidays, (2) identify offenders deemed to be at high risk for committing new serious or violent crimes, (3) share information and training with local law enforcement and social service agencies, (4) develop skills and contacts needed to implement community-based problem solving partnerships with social service agencies, law enforcement and volunteer groups, (5) assist with apprehension of parole absconders, (6) transport of offenders, and (7) participate in local drug and violent crime task forces. The grant for this project ended in June 2004, but the enhanced parole supervision program continues largely due to the efforts of these two dedicated professionals who have put vast amounts of time and effort into making this supervision program a success. The results of their work and the work of other field parole officers has been a continuing low number of parole violators returning to prison while still providing adequate public safety for West Virginia citizens. Congratulations to Stan Workman and Bill Cobasky for a job well done.



Enhanced Supervision Officer
Stan Workman



Enhanced Supervision Officer
William Cobasky

Common Misconceptions Answered

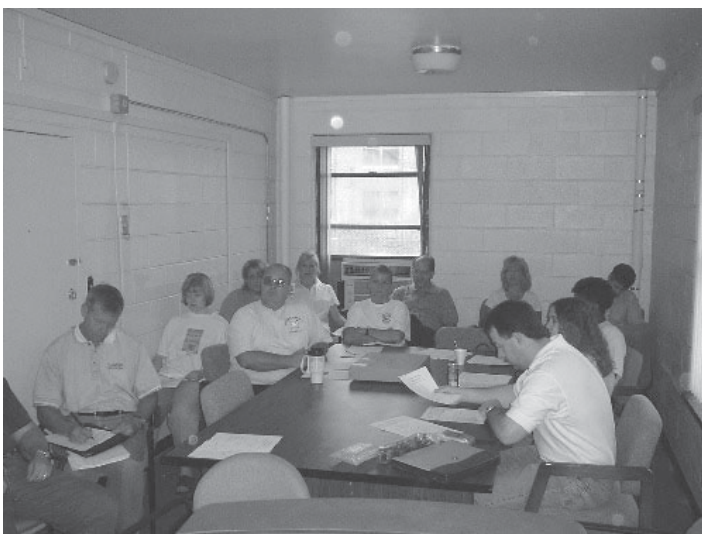
Offenders are not sent back to prison for any violation of parole, but are sent back only if the violation itself or the totality of violations represents a likely public safety risk.

Offenders from another state can only be sent back to their home state only if an arrest warrant is made by that state, pursuant to Interstate Compact rules.

Parole Officers regularly visit offenders at their homes or workplaces and often in the evening hours or on weekends and holidays.

Parole Services Public Service

In FY 2004, Parole Services provided 2,870 hours of community service, as a condition of parole to 48 locations throughout the State of West Virginia. Locations included hospitals, Goodwill Industries, Salvation Army, County Libraries, County Parks and Recreation, State Police, Sheriff's Departments, Boys Club, senior citizen centers, animal shelters, food pantries and churches.



Parole Officer Safety Training

Parole Services Regions

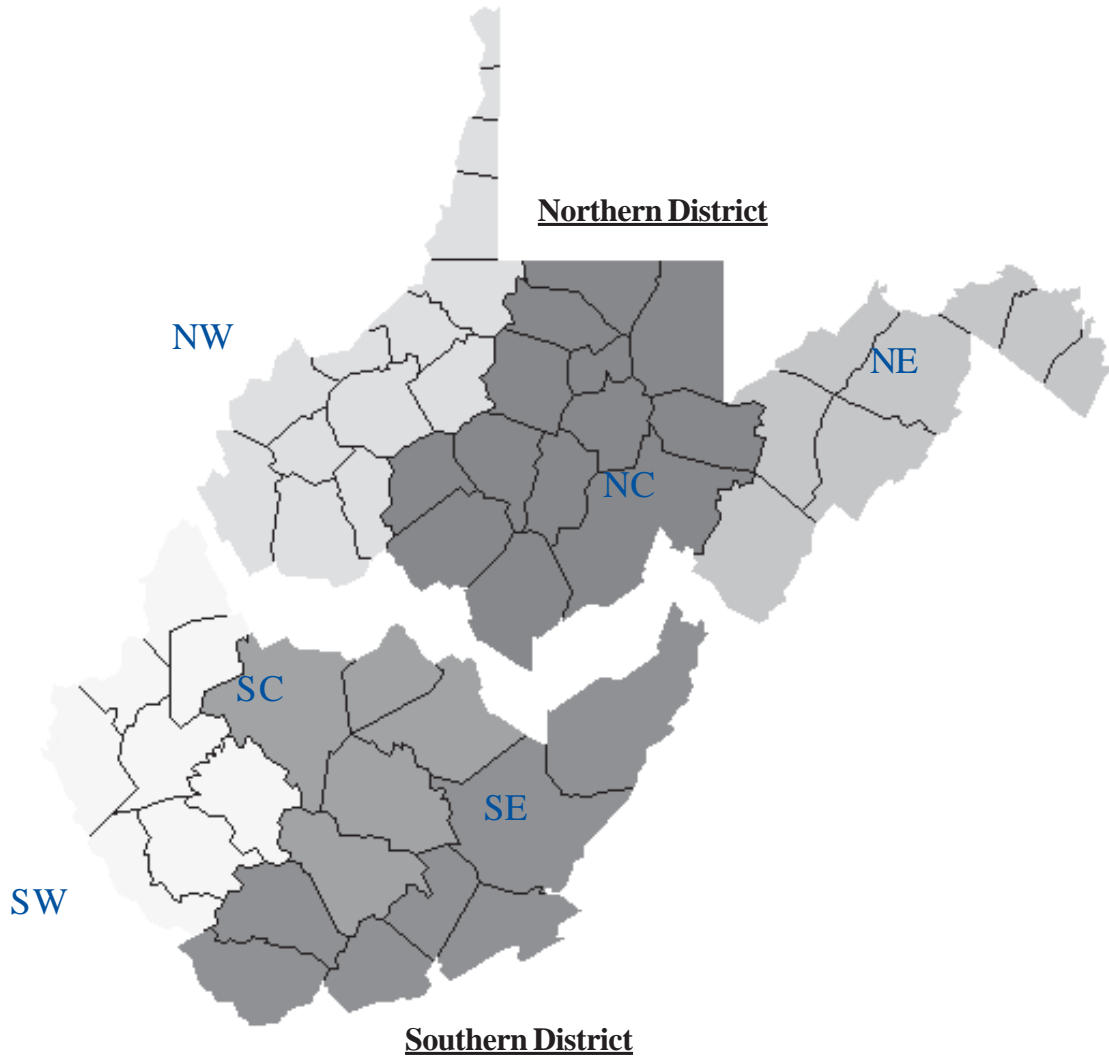


Chart 5: Parole Services Regions

Major Accomplishments & Events of FY 2004

- WV Correctional Industries managed to make a profit and prevent closures and layoffs despite many challenges. FY 2004 saw budget cuts, deficits, a volatile global economy, rising fuel and raw material costs. All of these factors affect WV Correctional Industries because it is a business entity that must be self-sufficient because all funding comes from sales and there is no legislative funding.
- WV Correctional Industries retired debt service on equipment in the print shop located at the Northern Regional Jail and Correctional Facility in Moundsville, WV. This accomplishment will reduce expenditures for this operation by \$181,000 per year.
- Further debt reduction was accomplished on the equipment in use at the Quick Copy operation in Charleston. The combined debt for Quick Copy and the print shop at the Northern Regional Jail and Correctional Facility was initially \$2,500,000. As of June 30, 2004, this debt had been reduced to \$140,000 and Correctional Industries plans on retiring this in its entirety in August 2004. This will result in reduced expenses for the current fiscal year of \$60,000 per month, or \$720,000 on an annualized basis for the Quick Copy operation.
- The necessary equipment and raw materials were purchased to begin manufacturing cubicle panel systems. Panel systems will greatly enhance the furniture lines of WV Correctional Industries and help us to be more competitive. A few systems have already been manufactured and sold. This operation is located at the Mount Olive Correctional Complex.
- A state of the art smoke/fire alarm system and central heat and air was installed in the Correctional Industries building at 617 Leon Sullivan Way in Charleston. This helps to further protect employees and aids in their comfort while at work.

Employee Recognition

All WV Correctional Industries employees must share the “employee of the year” recognition because of our success during the period of this report. Many employees assumed extra duties because of vacancies and unfilled positions. They all remained positive and performed as a team in spite of the challenges imposed upon them by outside forces. Plant superintendents and shop supervisors performed well in spite of the spending freeze and ultimate reduction of equipment and raw materials inventories and still managed to make timely deliveries. Administrative staff in the Business Office managed to undertake a system of improved internal controls requiring them to change procedures and maintain production at the same time. For this, all employees must share “employee of the year”.

Common Misconceptions of WV Correctional Industries

1. *WV Correctional Industries is a private sector company.*

WV Correctional Industries is a subdivision of the WV Division of Corrections. It is made up of state employees who use inmate labor to manufacture products for sale to state government and political subdivisions. The operation of WV Correctional Industries reduces inmate idleness in state correctional facilities.

2. *WV Correctional Industries is an appropriated entity of state government.*

WV Correctional Industries is a business entity that must be self-sufficient and operate solely from revenues from sales. We receive **no appropriation** from the Legislature.

3. *WV Correctional Industries has an unfair advantage because of cheap inmate labor rates.*

While Correctional Industries does have cheap labor rates, there is also a higher rate of overhead than most companies. Operations must be within the confines of lockdowns, security issues, the lack of trained and educated inmate staff, government bureaucracy and the state procurement system, all of which demand extra time and resources.

4. *WV Correctional Industries has millions of dollars and doesn't have the cash flow problems that other state agencies experience.*

WV Correctional Industries had revenues of \$7,074,412, but it also had expenditures of \$7,068,059. This left a slim \$6,000 profit. Correctional Industries experienced several instances during the year where accounts payables in excess of \$150,000 were on the books with insufficient funds to cover fixed costs. Invoices were forced to be held until the cash flow improved. Fortunately, all invoices due were paid within a timely period.

5. *It is cheaper to purchase from other sources than from WV Correctional Industries.*

WV Correctional Industries cannot always provide products at the cheapest price. West Virginia is a small, rural state with an extremely limited market. Correctional Industries can only sell to state government and political subdivisions within West Virginia. This combination of factors creates a small volume sales environment and often causes higher prices for our raw materials. We believe that if items are purchased from Correctional Industries consistently that we can save customers money. Products are fully guaranteed. The money spent with WV Correctional Industries remains in West Virginia and in state government. A price cannot be put on reducing inmate idleness within state correctional facilities. Moreover, products from Correctional Industries are usually of a better quality than those sold by competitors who often have their products manufactured overseas.

Table 59 shows the amount of profit or loss that was incurred at each of the shops that West Virginia Correctional Industries operates. This is broken down further by the product lines that is produced in the various shops.

Table 59: WV Correctional Industries Profit/Loss Information (Cash Basis), FY 2004

Unit or Section	Expenditures	Revenues	Profit/Loss
Administration	\$ 835,771	\$ 0	\$ (835,771)
Transportation	\$ 203,420	\$ 0	\$ (203,420)
MOC-Janitorial Shop	\$ 83,020	\$ 41,711	\$ (41,309)
MOC-License Tags Shop	\$ 481,484	\$ 904,426	\$ 422,942
MOC-Screened Sign Shop	\$ 103,302	\$ 137,543	\$ 34,241
MOC-Panel System Shop	\$ 45,181	\$ 22,698	\$ (22,483)
MOC-Engraving Shop	\$ 52,352	\$ 25,763	\$ (26,589)
MOC-Welding Shop	\$ 65,129	\$ 169,420	\$ 104,291
MOC-Admin/Maintenance	\$ 31,767	\$ 0	\$ (31,767)
HCC-Braille Shop	\$ 87,747	\$ 150,235	\$ 62,488
HCC-Furn. Manufacturing	\$ 778,524	\$ 652,775	\$ (125,749)
HCC-Furniture Refinishing	\$ 1,159	\$ 12,099	\$ 10,940
HCC-Automotive Parts	\$ 65,550	\$ 226,864	\$ 161,314
HCC-Admin/Maintenance	\$ 5,452	\$ 0	\$ (5,452)
PCC-Janitorial Supply	\$ 203,959	\$ 273,978	\$ 70,019
PCC-Linens	\$ 144,177	\$ 205,747	\$ 61,570
PCC-Seating	\$ 374,627	\$ 497,923	\$ 123,296
PCC-Admin/Maintenance	\$ 3,044	\$ 0	\$ (3,044)
NCC-Printing	\$ 1,230,287	\$ 1,249,967	\$ 19,680
NCC-Admin/Maintenance	\$ 1,378	\$ 0	\$ 1,378
DCC-Upholstery	\$ 79,789	\$ 74,280	\$ (5,509)
DCC-Inmate Clothing	\$ 171,550	\$ 283,932	\$ 112,382
DCC-Admin/Maintenance	\$ 5,791	\$ 0	\$ (5,791)
SMC-Inmate Clothing	\$ 27,414	\$ 29,238	\$ 1,824
SMC-Mattress Shop	\$ 224,516	\$ 273,384	\$ 48,868
SMC-Validation Decals	\$ 152,173	\$ 247,080	\$ 94,907
SMC-Admin/Maintenance	\$ 2,031	\$ 0	\$ (2,031)
Quick Copy	\$ 1,171,306	\$ 1,061,076	\$ (110,230)
Central Stockroom	\$ 430,783	\$ 520,628	\$ 89,845
IHY-Hygiene Kits	\$ 5,376	\$ 13,345	\$ 7,969
Totals	\$ 7,068,059	\$ 7,074,112	\$ 6,053



Office of Research & Planning
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Brad Douglas, Director of Research & Planning

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 and Planning 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:

- Brad Douglas, Director
- Chris Price, Research Analyst
- Karen Nichols, Research Assistant
- Kathleen Shirkey, Secretary

Major Accomplishments & Events of FY 2004

- The Director of the Office of Research, Jim Philips, retired on June 30, 2003, after over thirty years of service to the people of the State of West Virginia and the West Virginia Division of Corrections.
- During Fiscal Year 2004, Brad Douglas, former Research Analyst was promoted to Director of the Office of Research after the retirement of former Director Jim Philips.
- A new research analyst was hired effective June 1, 2004.
- In April 2004, the Office of Research moved to the Central Office location at 112 California Avenue in Charleston from the former office on Virginia Street in Charleston.
- Collaborated with WV Criminal Justice Services in compiling prison population projections for the future.
- Worked with the Sex Offender Management Committee in the evaluation of a proposed grant.
- Collaborated with the Re-entry Committee in the evaluation of the re-entry initiative.

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 60 and Chart 7 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 60: 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 7: Average DOC inmate population by calendar year, 1990-2003.

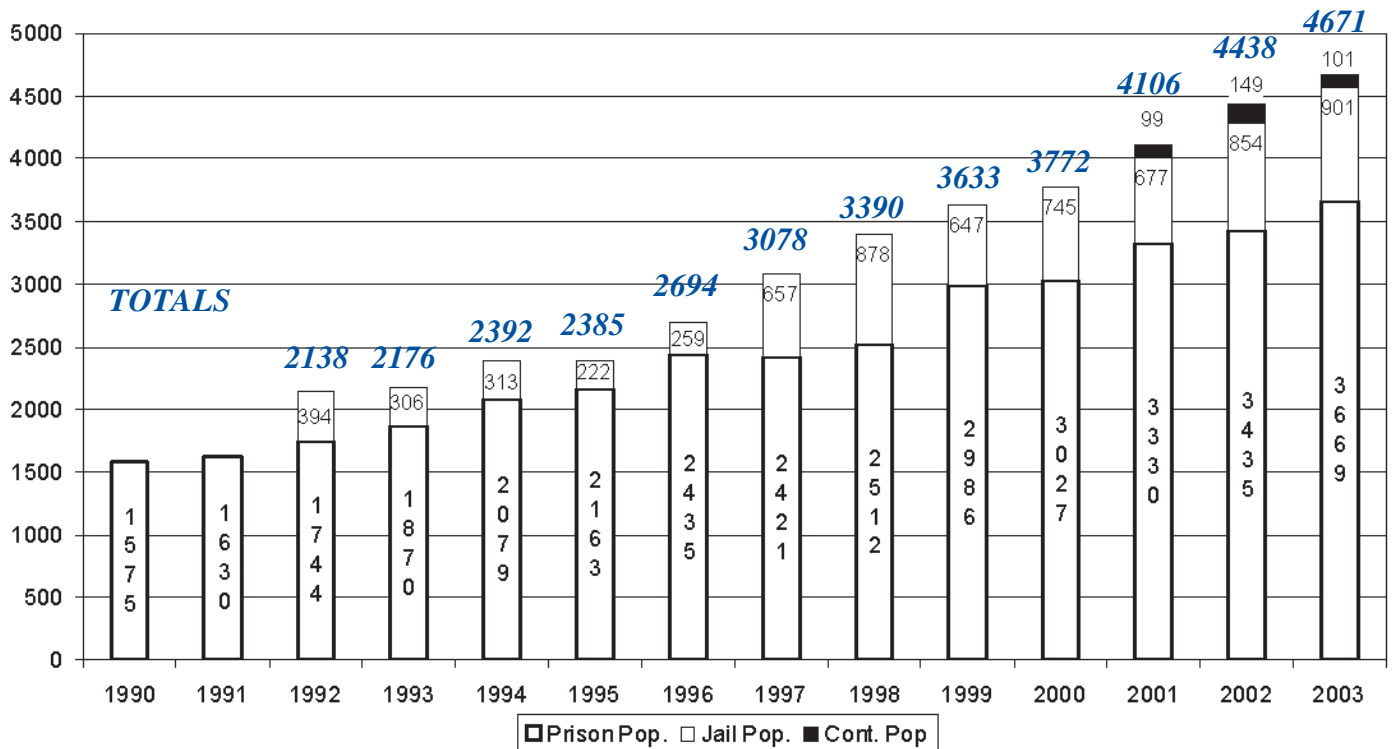
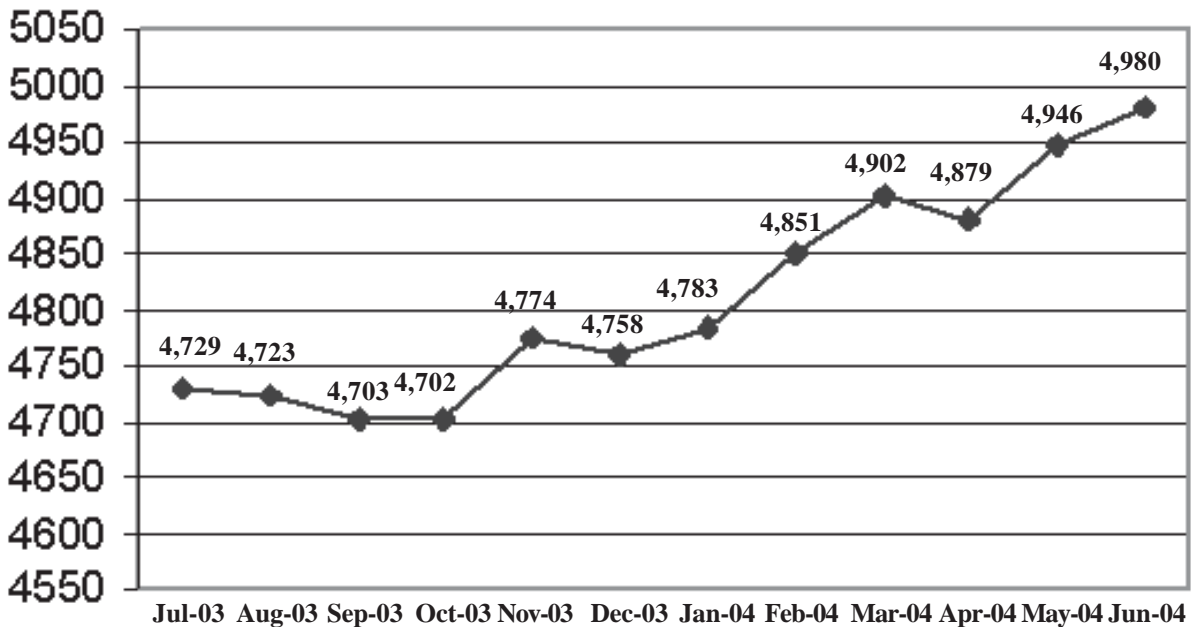


Table 61 and Chart 8 show the end of month inmate population in DOC institutions and the end of month inmate population that have been committed to the DOC but are awaiting prison space in county/regional jails during FY 2003-2004.

Table 61: DOC End of Month Population Figures, FY 2003-2004.

Month	Prison Population	Jail Population	Totals
Jul-03	3806	923	4729
Aug-03	3811	912	4723
Sep-03	3800	903	4703
Oct-03	3813	889	4702
Nov-03	3808	966	4774
Dec-03	3790	968	4758
Jan-04	3783	1000	4783
Feb-04	3835	1016	4851
Mar-04	3951	951	4902
Apr-04	3965	914	4879
May-04	3997	949	4946
Jun-04	3987	993	4980

Chart 8: End of Month inmate population by month, FY 2004.



Office of Research Continued...

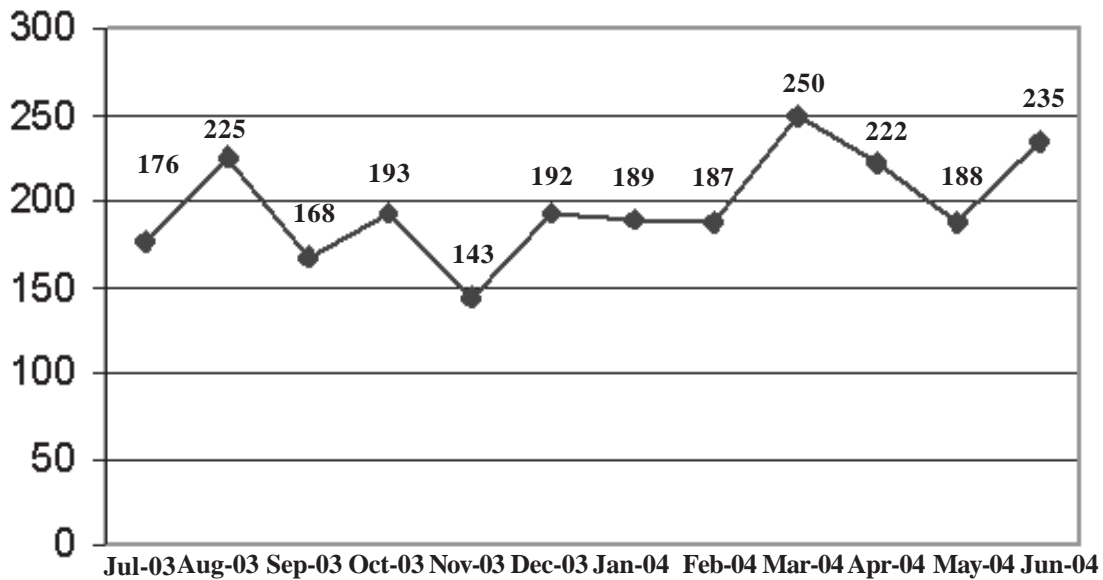
Commitments to DOC

Table 62 shows the number of inmates committed to DOC custody during FY 2003-04. During the fiscal year 1,702 of commitments were Regular commitments while Diagnostic, Parole Violation Technical, Parole Violation Felony, and Anthony Center Commitments made up the remainder.

Table 62: Inmate commitments to DOC custody, FY 2004.

Month	Regular	Diagnostic	PVT	PVF	AC	Total Commitments
Jul-03	127	15	14	0	20	176
Aug-03	151	17	27	0	30	225
Sep-03	122	13	11	2	20	168
Oct-03	128	12	36	0	17	193
Nov-03	102	17	11	2	11	143
Dec-03	149	13	12	0	18	192
Jan-04	146	10	16	0	17	189
Feb-04	151	13	8	0	15	187
Mar-04	166	15	32	5	32	250
Apr-04	163	18	21	0	20	222
May-04	137	12	17	1	21	188
Jun-04	160	23	24	2	26	235
Totals	1,702	178	229	12	247	2,368

Chart 9: Inmate commitments to DOC custody, FY 2004.



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.

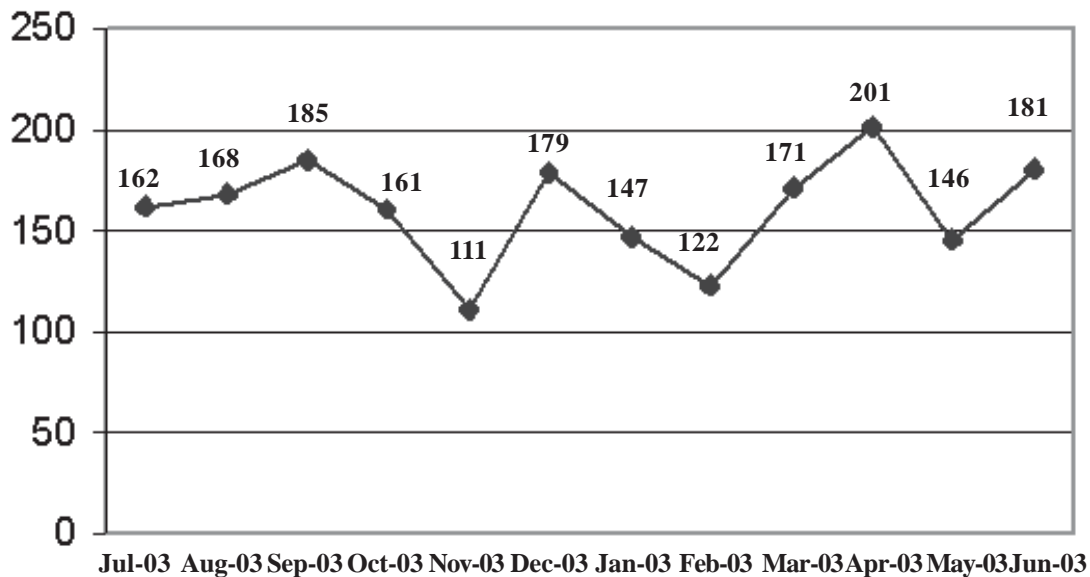
Releases from DOC Facilities

Table 63 shows the releases from DOC institutions during FY 2004. The majority of releases were for parole (746) while Discharge, Court Ordered Release, Diagnostic, and others comprised the remainder of the total. The majority of Court Ordered releases were from ACC, a youthful offender facility, see page 52 for more information.

Table 63: Inmate releases from Division of Corrections prisons, FY 2004

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-03	67	0	0	0	9	1	4	38	34	9	162
Aug-03	65	0	0	0	15	0	1	56	26	5	168
Sep-03	74	0	0	0	19	0	0	39	43	10	185
Oct-03	60	0	0	0	14	0	1	44	24	18	161
Nov-03	36	0	0	0	14	2	0	30	21	8	111
Dec-03	75	0	0	0	14	0	1	45	35	9	179
Jan-04	55	0	0	0	15	1	1	40	30	5	147
Feb-04	40	0	0	0	9	1	2	35	31	4	122
Mar-04	65	1	0	0	17	2	0	45	35	6	171
Apr-04	88	0	0	0	9	1	1	41	36	25	201
May-04	53	0	0	0	16	0	1	31	32	13	146
Jun-04	68	0	0	0	15	0	0	32	42	24	181
Totals	746	1	0	0	166	8	12	476	389	136	1,934

Chart 10: Inmate releases from Division of Corrections prisons, FY 2004.



* **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, 2004. This report only includes data on those inmates in the physical custody of the DOC as of June 30, 2004. 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 64: Crime Categories

Crime Category	# of Inmates	% of Inmates
Against the Person	2,257	57.26%
Against Property	783	19.86%
Against Public Order	574	14.56%
Drug Crimes	328	8.32%
Total	3,942	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 65: Against the Person Subcategories.

Against the Person Subcategories	# of Inmates	% of Inmates
Assault	215	5.45%
Child Abuse	53	1.34%
Homicide	722	18.32%
Kidnapping	51	1.29%
Robbery	382	9.69%
Sexual Offenses	834	21.16%
Total	2,257	57.26%

Table 66: Assault Offenses.

Assault Offenses	# of Inmates	% of Inmates
Domestic Violence	22	0.56%
Malicious Assault	69	1.75%
Unlawful Assault	76	1.93%
Wanton Endangerment Inv/Firearm	34	0.86%
Assault During the Commission of a felony	5	0.13%
Assault on a Police Officer	5	0.13%
Battery	3	0.08%
Abuse of Incapacitated Adult	1	0.03%
Totals	215	5.45%

Table 67: Child Abuse Offenses.

Child Abuse Offenses	# of Inmates	% of Inmates
Child Abuse Resulting in Injury	22	0.56%
Child Neglect Resulting in Injury	22	0.56%
Contributing to Delinquency of Minor	1	0.03%
Failure to Report Child Abuse	2	0.05%
Failure to Pay Child Support	6	0.15%
Totals	53	1.34%

Table 68: Homicide Offenses.

Homicide Offenses	# of Inmates	% of Inmates
Murder: First Degree	505	12.81%
Murder: Second Degree	133	3.37%
DUI Causing Death	31	0.79%
Habitual Offender*	7	0.18%
Voluntary Manslaughter	43	1.09%
Attempt to Kill/Injure by Poison	3	0.08%
Totals	722	18.32%

*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 69: Kidnapping Offenses.

Kidnapping Offenses	# of Inmates	% of Inmates
Kidnapping	46	1.17%
Abduction	5	0.13%
Totals	51	1.29%

Table 70: Robbery Offenses.

Robbery Offenses	# of Inmates	% of Inmates
Aggravated/Armed Robbery	246	6.24%
Unaggravated Robbery	136	3.45%
Totals	382	9.69%

Table 71: Sexual Offenses.

Sexual Offenses	# of Inmates	% of Inmates
Film Minor in Sexually Explicit Conduct	6	0.15%
Incest	64	1.62%
Sexual Abuse By Parent/Guardian	146	3.70%
Sexual Abuse: First Degree	105	2.66%
Sexual Abuse: Second Degree	1	0.03%
Sexual Abuse: Third Degree	2	0.05%
Sexual Assault of a Spouse	3	0.08%
Sexual Assault: First Degree	264	6.70%
Sexual Assault: Second Degree	130	3.30%
Sexual Assault: Third Degree	104	2.64%
Failure to Register as a Sex Offender	3	0.08%
Dist. Matter Depicting Minor in Explicit Act	2	0.05%
Obscene Material/Seducer Child	1	0.03%
Prepare/Distribute Obscene Mat. to Minor	3	0.08%
Totals	834	21.16%

Crimes Against Property

Table 72: Property Subcategories.

Against Property Subcategories	# of Inmates	% of Inmates
Arson	42	1.07%
Burglary	540	13.70%
Stolen Property	201	5.10%
Totals	783	19.86%

Table 73: Arson Offenses.

Arson Offenses	# of Inmates	% of Inmates
Arson: First Degree	18	0.46%
Arson: Second Degree	14	0.36%
Arson: Third Degree	8	0.20%
Burn/Attempt to Burn Insured Prop.	1	0.03%
Manufacturing an Incendiary Device	1	0.03%
Totals	42	1.07%

Table 74: Burglary Offenses.

Burglary Offenses	# of Inmates	% of Inmates
Breaking and Entering	200	5.07%
Burglary	313	7.94%
Entry of Bld. other than Car/Dwelling	8	0.20%
Entering Without Breaking	19	0.48%
Totals	540	13.70%

Table 75: Stolen Property Offenses.

Stolen Property Offenses	# of Inmates	% of Inmates
Bringing Stolen Property into State	7	0.18%
Embezzlement	5	0.13%
Grand Larceny	139	3.53%
Petit Larceny	5	0.13%
Receive/Transfer Stolen Goods/Vehicle	18	0.46%
Shoplifting: Third Offense	24	0.61%
Joyriding	3	0.08%
Totals	201	5.10%

Crimes Against Public Order

Table 76: Against Public Order Subcategories.

Against Public Order Subcategories	# of Inmates	% of Inmates
Fraudulent Activities	302	7.66%
Miscellaneous Codes	117	2.97%
Prostitution	1	0.03%
Traffic Offenses	149	3.78%
Weapon Offenses	5	0.13%
Totals	574	14.56%

Office of Research Continued...

Table 77: Fraudulent Activities Offenses.

Fraudulent Activities Offenses	# of Inmates	% of Inmates
Counterfeiting	1	0.03%
Forgery/Uttering	221	5.61%
Make/Issue Worthless Checks	3	0.08%
Obtain Money/Prop./Services by False Pre.	26	0.66%
Fraudulent Schemes	35	0.89%
Welfare Fraud	4	0.10%
Computer Fraud	2	0.05%
Obtaining Prop./Serv. w/ False Credit Card	10	0.25%
Totals	302	7.66%

Table 78: Miscellaneous Codes Offenses.

Miscellaneous Codes Offenses	# of Inmates	% of Inmates
Aiding and Abetting	3	0.08%
Accessory Before the Fact	2	0.05%
Creat. Emer. Sit. for Incap. Adult	1	0.03%
Conspiracy/Attempt to Commit a Felony	76	1.93%
Disarming Police Officer	1	0.03%
Identity Theft	3	0.08%
Escape	7	0.18%
Failure to Perform Official Duties	1	0.03%
Leaving Scene of Personal Injury	1	0.03%
Resisting Arrest	15	0.38%
Threat of Retaliation Against Public Official	1	0.03%
Obstructing an Officer	2	0.05%
Failure to Appear in Court	4	0.10%
Totals	117	2.97%

Table 79: Prostitution

Prostitution	# of Inmates	% of Inmates
Prostitution	1	0.03%
Total	1	0.03%

Table 80: Traffic Offenses.

Traffic Offenses	# of Inmates	% of Inmates
Driving On Suspended License	17	0.43%
Driving Under the Influence (DUI)	127	3.22%
Leaving the Scene of an Accident	1	0.03%
Traffic: Other	4	0.10%
Totals	149	3.78%

Table 81: Weapon Offenses.

Weapon Offenses	# of Inmates	% of Inmates
Possession of Firearm by Felon	2	0.05%
Brandishing Weapon on Educational Prop.	2	0.05%
Commission of a Felony with a Firearm	1	0.03%
Totals	5	0.13%

Drug Related Crimes

Table 82: Drug Offenses.

Drug Offenses	# of Inmates	% of Inmates
Create/Del/Poss w/Int to Counterfeit	7	0.18%
Man/Del/Poss w/Intent Schedule 5	2	0.05%
Man/Del/Poss w/Intent Schedule 1,2,3	278	7.05%
Man/Del/Poss w/Intent Schedule 4	17	0.43%
Obtaining Drugs Thru Misrepresentation	18	0.46%
Sale/Manufacture of Drug Paraphernalia	4	0.10%
Transporting Cont. Subst. into State	2	0.05%
Totals	328	8.32%

Life Sentences

Table 83: Life Sentences.

Sentence	# of Inmates	% of Inmates
Habitual Life	11	0.3%
Life W/Mercy	276	7.0%
Life Without Mercy	230	5.8%
Totals	517	13.1%

Table 83 shows the number of inmates serving a life sentence in DOC Institutions on June 30, 2004. 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 84: Security Classifications.

Security Classification	# of inmates	% of inmates
Receiving/Holding	341	8.65%
Community	48	1.22%
Minimum	846	21.46%
Medium	1,257	31.89%
Close	1,229	31.18%
Maximum	221	5.61%
Totals	3,942	100%

Table 84 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 15 for an explanation of the different security classifications.

Inmate Demographics

The following tables show demographic information on the inmates in prison at midyear 2004.

Table 85: Inmates By Race & Gender.

Race & Gender	# of Inmates	% of Inmates
Asian Males	2	0.05%
Asian Females	0	0.00%
Black Males	520	13.19%
Black Females	33	0.84%
Hispanic Males	9	0.23%
Hispanic Females	0	0.00%
Native American Males	14	0.36%
Native American Females	1	0.03%
White Males	3,048	77.32%
White Females	315	7.99%
Totals	3,942	100%

Table 86: Inmates By Age Groups.

Age Group	# of Inmates	% of Inmates
Under 20	40	1.01%
20-29 Years	1,290	32.72%
30-39 Years	1,106	28.06%
40-49 Years	953	24.18%
50-59 Years	410	10.40%
60-69 Years	118	2.99%
70-79 Years	24	0.61%
80 and Over	1	0.03%
Totals	3,942	100%

Table 87: Inmates By Education Level.

Education Level	# of Inmates	% of Inmates
Did Not Graduate High School	1,314	33.33%
GED	1,547	39.24%
High School Graduate	800	20.29%
Post High School Education	281	7.13%
Totals	3,942	100%

Table 88: Inmates By Marital Status.

Marital Status	# of Inmates	% of Inmates
Divorced	935	23.72%
Married	727	18.44%
Single	2,032	51.55%
Separated	159	4.03%
Widowed	89	2.26%
Totals	3,942	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, 2004. 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, 2004. Unless otherwise noted each inmate is represented only once in each table.

Table 89: Crimes Against the Person - Jail Inmates.

CRIME	# of Inmates
Domestic Violence	21
Malicious Assault	24
Unlawful Assault	25
Wanton Endangerment Inv/Firearm	4
Assault during the commission of a Felony	7
Assault on a Police Officer	3
Child Abuse Resulting in Injury	5
Child Neglect Resulting in Injury	2
Sale of a Child	1
Permitting Child Abuse	1
Possession of Child Pornography	1
Murder: First Degree	10
Murder: Second Degree	8
DUI causing Death	10
Voluntary Manslaughter	14
Child Neglect Resulting in Death	0
Attempt to Commit Murder	3
Kidnapping	6
Abduction	1
Aggravated Robbery	64
Unaggravated Robbery	14
Film Minor in Sexually Explicit Conduct	0
Incest	7
Sexual Abuse by Parent/Guardian	26
Sexual Abuse: First Degree	36
Sexual Assault: First Degree	16
Sexual Assault: Second Degree	9
Sexual Assault: Third Degree	26
Failure to Register as a Sex Offender	4
SUBTOTAL	348

Table 90: Crimes Against Property - Jail Inmates.

CRIME	# of Inmates
Arson: First Degree	14
Arson: Second Degree	2
Arson: Third Degree	1
Arson: Fourth Degree	2
Use of Incendiary Device	1
Breaking and Entering	47
Breaking without Entering	14
Burglary	61
Bringing Stolen Property into State	1
Possession of Stolen Property	3
Embezzlement	4
Grand Larceny	42
Petit Larceny	3
Receive/Transfer Stolen Goods	7
Shoplifting: Third Offense	3
SUBTOTAL	205

Table 91: Crimes Against Public Order - Jail Inmates.

CRIME	# of Inmates
Forgery/Uttering	55
Obtain Money/Prop/Services by False Pretenses	5
Unauthorized Access to Computer Service	1
Aiding and Abetting	3
Conspiracy/Attempt to Commit a Felony	56
Fraudulent Schemes	9
Soliciting Prostitution/Other	0
Escape	1
Extortion	0
Felon with Possession of a Firearm	3
Bribery	0
Failure to Pay Child Support	5
Trans. Controlled Sub/Weapon into Prison	0
Failure to Appear in Court	2
Driving on Suspended License	5
Driving Under the Influence (DUI)	60
Fleeing Officer while DUI	21
Possession of Weapon on State/School Property	0
Counterfeiting	0
Credit Card Fraud	2
Identity Theft	1
Attempting to Pass Worthless Check	1
SUBTOTAL	230

Table 92: Drug Offenses - Jail Inmates.

CRIME	# of Inmates
Possession/Man./Del. w/Intent Sch 1-5	155
Parole Violators	63

GRAND TOTAL **1,001**

County of Commitment of DOC Inmates in Prison

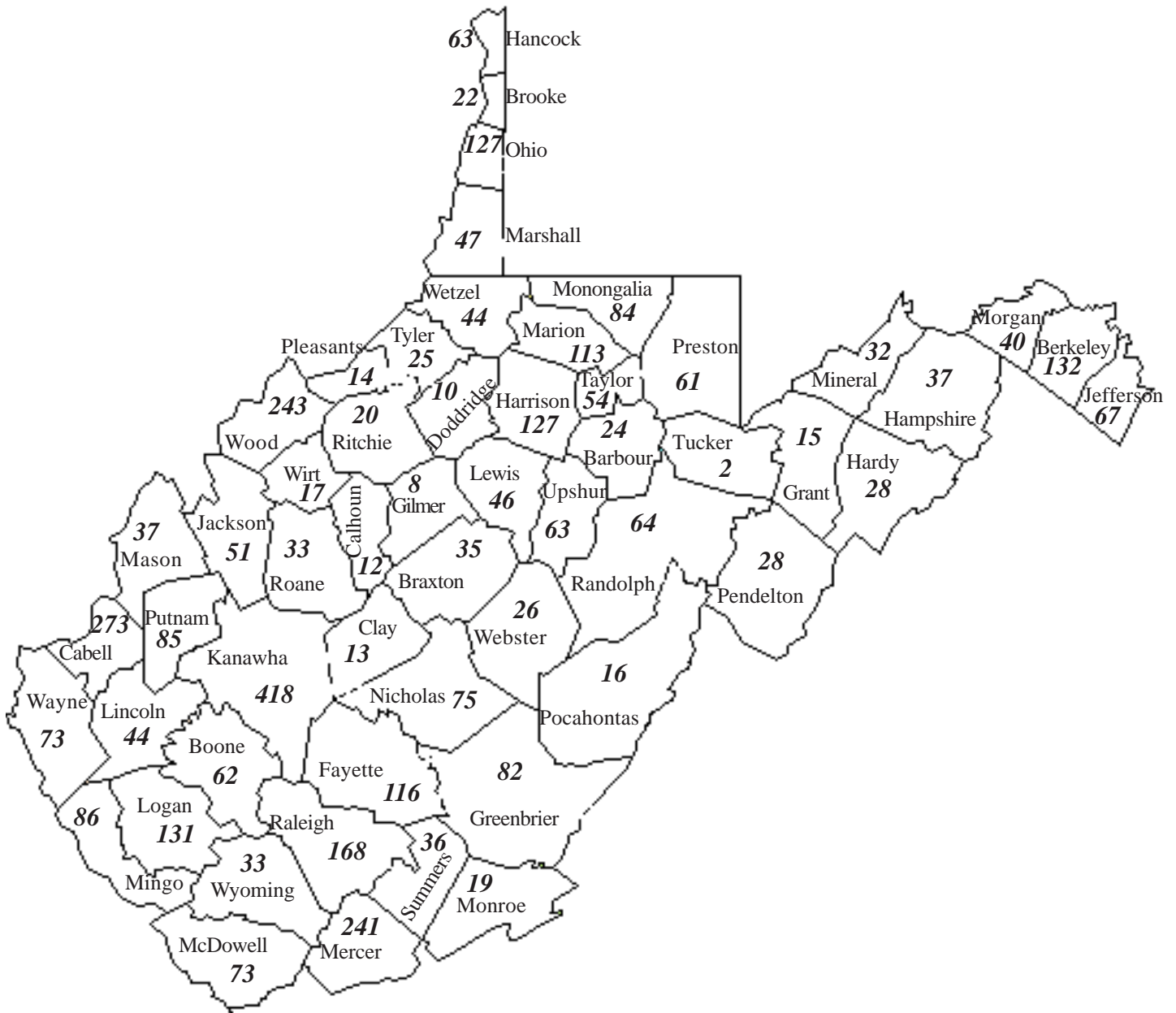


Chart 11: County of Commitment of DOC Inmates in Prison June 30, 2004.

Chart 11 shows the County of Commitment for DOC Inmates in Prison on June 30, 2004 by Most Serious Crime. Kanawha County currently has the most sentenced offenders in DOC prisons, followed by Cabell Wood, and Mercer Counties. Tucker County had the least sentenced offenders in DOC prisons with two (2).

Office of Research Continued...

DOC Parole & Probation Population Statistics

On June 30, 2004, there were 1,728 total clients under the supervision of DOC Parole Services. Of those 1,728 people it should be noted that over half (920) were out of state cases. It should also be noted that the majority of those cases were male and Caucasian (1,223). Caucasians made up a total of 1,518 of the client population while African Americans comprised 191 of the total clients. Males made up 81.19% of the client population, while females comprised 18.81% of the total clients.

Table 93: Parole Services Clients on June 30, 2004 by type.

Client Type	# of Clients	% of Clients
West Virginia Parolees	808	46.76%
Out of State Probationers	761	44.04%
Out of State Parolees	159	9.20%
Totals	1,728	100%

Chart 12: Client percentages by type - June 30, 2004.

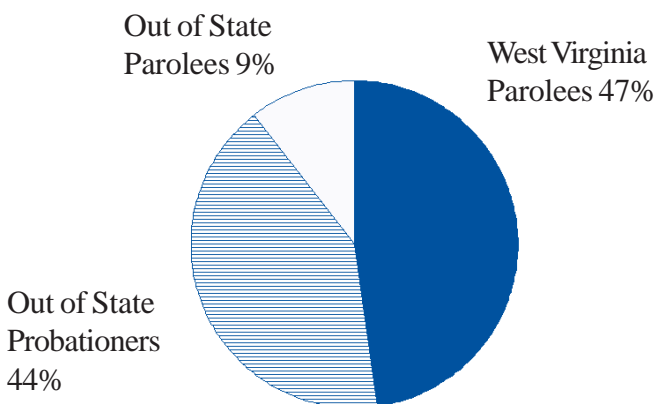


Table 94: Parole Services Clients by Race & Gender on June 30, 2004.

Race & Gender	# of Clients	% of Clients
African American Male	163	9.43%
African American Female	28	1.62%
Other Male	17	0.98%
Other Female	2	0.12%
Caucasian Male	1,223	70.78%
Caucasian Female	295	17.07%
Totals	1,728	100%

Table 95: Parole Services Clients by Age Categories on June 30, 2004.

Age Category	# of Clients	% of Clients
Under 20	17	0.98%
20-29	606	35.07%
30-39	576	33.33%
40-49	361	20.89%
50-59	125	7.23%
60-69	40	2.31%
70 and Over	3	0.17%
Totals	1,728	100%

Table 96: Parole Services Clients by Education Category on June 30, 2004.

Education Category	# of Clients	% of Clients
None to 6th Grade	20	1.16%
7th to 9th	210	12.15%
10th to 11th	258	14.93%
12th	515	29.80%
GED	477	27.60%
Some College	183	10.59%
College Degree or More	38	2.20%
Unknown	27	1.56%
Totals	1,728	100%

Table 97: Parole Services Clients by Marital Status on June 30, 2004.

Marital Status	# of Clients	% of Clients
Divorced	416	24.07%
Married	467	27.03%
Separated	105	6.08%
Single	707	40.91%
Widow/Widower	23	1.33%
Unknown	10	0.58%
Totals	1,728	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, 2004. Each client is represented by their most serious crime.

Table 98: Crime Categories, June 30, 2004.

Crime Category	# of Clients	% of Clients
Against the Person	409	23.67%
Against Property	536	31.02%
Against Public Order	404	23.38%
Drug Crimes	379	21.93%
Total	1,728	100%

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

Table 99: Against the Person Offenses, June 30, 2004.

Against the Person Offenses	# of Clients	% of Clients
Aggravated Robbery	72	4.17%
Child Abuse	17	0.98%
Domestic Violence	6	0.35%
Malicious Assault/Wounding	77	4.46%
Kidnapping	14	0.81%
Murder	62	3.59%
Sex Crimes	97	5.61%
Stalking	6	0.35%
Robbery	24	1.39%
Vehicular Homicide	5	0.29%
Wanton Endangerment	5	0.29%
Habitual Offender	7	0.41%
Misdemeanor Assault	8	0.46%
Battery	9	0.52%
Total	409	23.67%

Table 100: Property Offenses, June 30, 2004.

Against Property Offenses	# of Clients	% of Clients
Arson	11	0.64%
Breaking and Entering	122	7.06%
Burglary	128	7.41%
Embezzlement	25	1.45%
Grand Larceny	100	5.79%
Shoplifting	30	1.74%
Theft/Stolen Property	95	5.50%
Other Miscellaneous Prop. Crimes	25	1.45%
Total	536	31.02%

Table 101: Against Public Order Offenses, June 30, 2004.

Against Public Order Offenses	# of Clients	% of Clients
Credit Card Fraud	13	0.75%
Fraudulent Schemes	42	2.43%
Making Worthless Checks	11	0.64%
Forgery/Uttering	124	7.18%
Driving Under the Influence	111	6.42%
Weapons Offenses	13	0.75%
Other Miscellaneous Offenses	90	5.21%
Total	404	23.38%

Table 102: Drug Offenses, June 30, 2004.

Drug Offenses	# of Clients	% of Clients
Drug Offenses	379	21.93%
Totals	379	21.93%

Table 103: Parole Services Clients Offense Type, June 30, 2004.

Offense Type	# of Clients	% of Clients
Felony Offenses	1,542	89.24%
Misdemeanor Offenses	186	10.76%
Totals	1,728	100%

Monthly Average Parole Services Caseloads by County

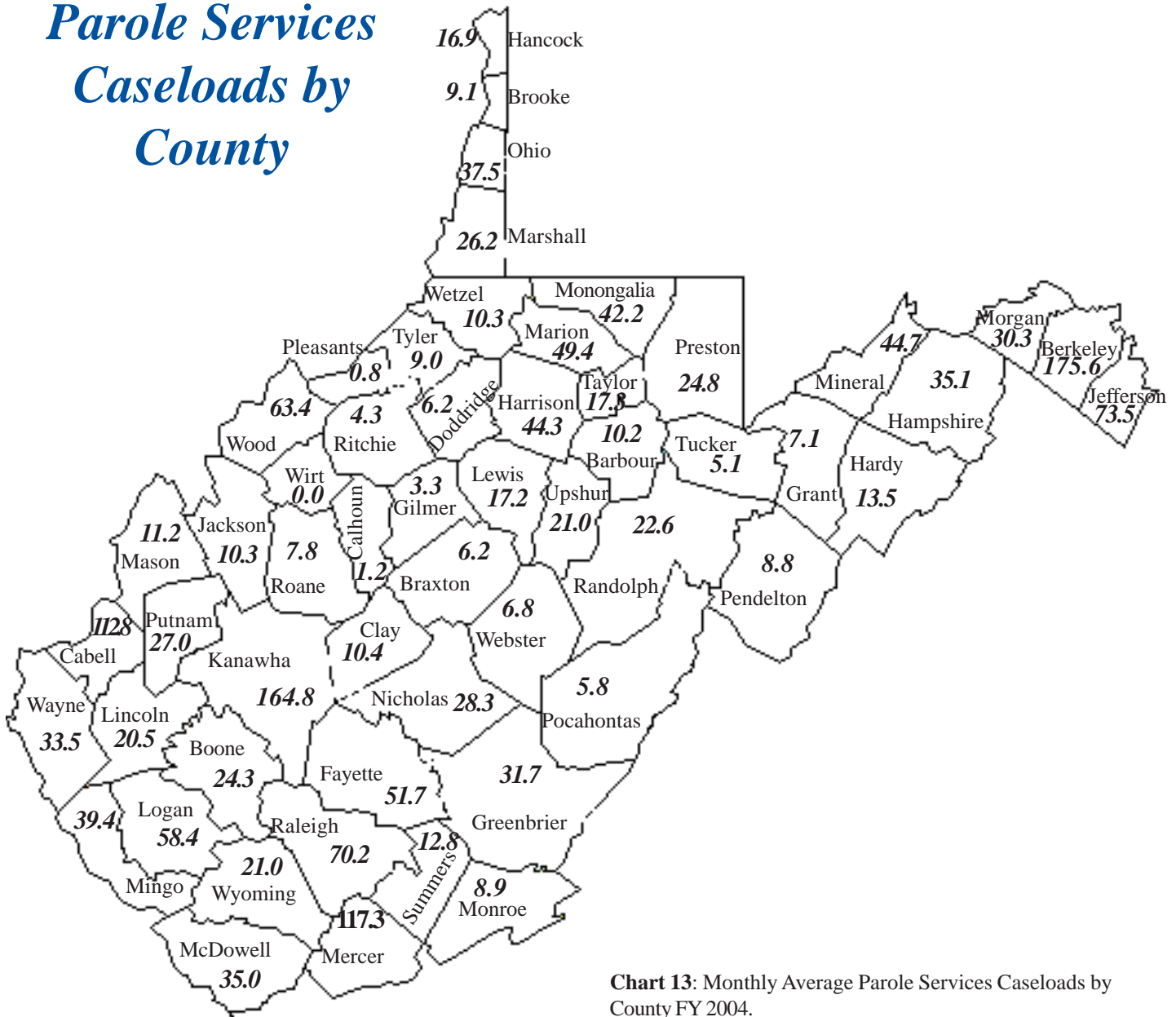


Chart 13: Monthly Average Parole Services Caseloads by County FY 2004.

Chart 13 shows the average monthly Parole Services caseloads by county for FY 2004. Berkeley County had the highest monthly average, followed by Kanawha, Mercer, Cabell, and Jefferson 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 Jefferson Counties border other states and supervise a large number of interstate compact cases.

Wirt County had the lowest monthly average caseload with no clients during the year. Pleasants County had the next lowest average caseload by averaging just under one (1) client per month.

Interstate Compact Cases supervised in WV- Originating State on June 30, 2004

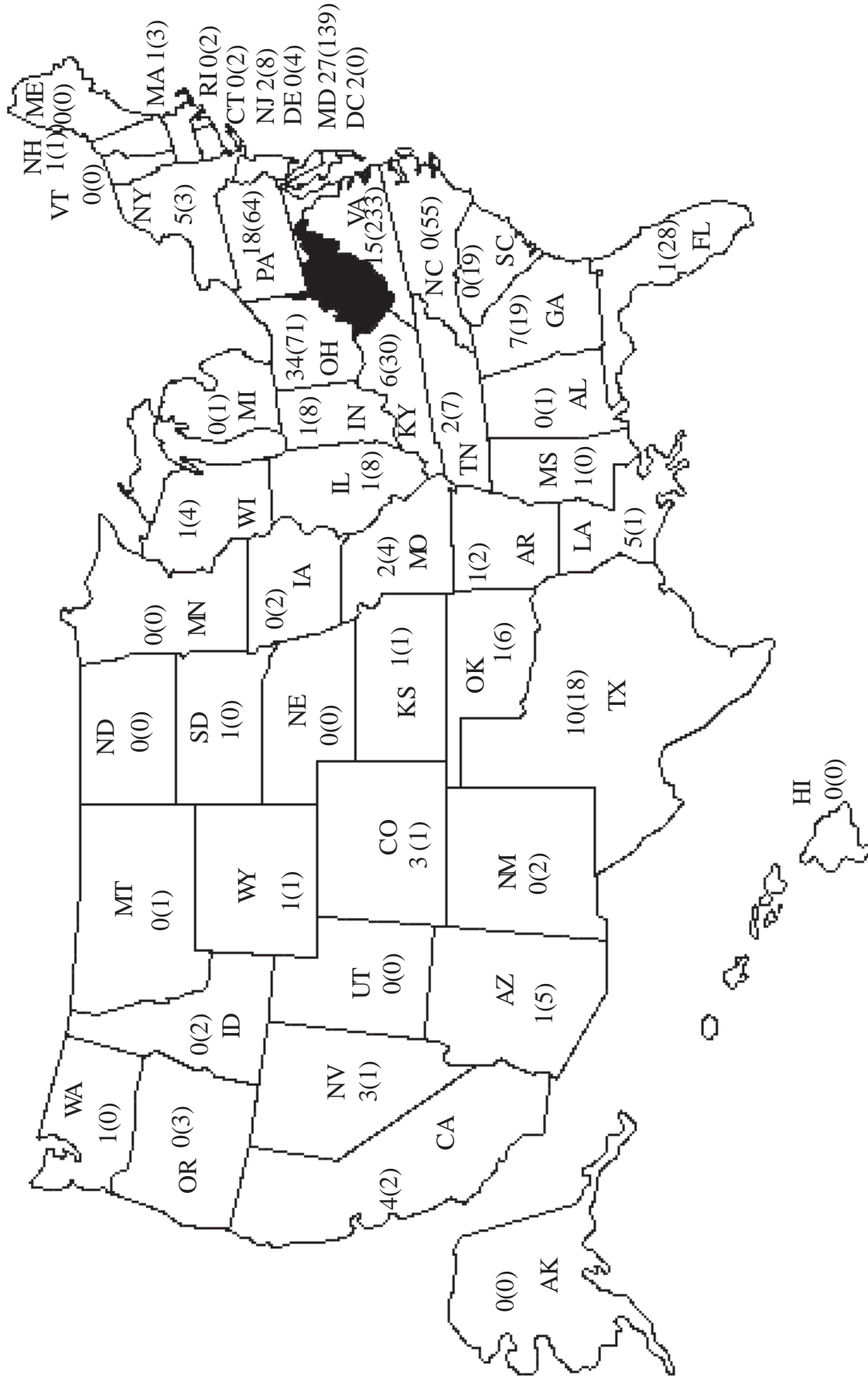


Table 104: Summary of Compact Type - 2003 vs 2004.

Compact Type	June 30, 2003	June 30, 2004
Out of State Probationers	744	761
Out of State Parolees	153	159
Totals	897	920

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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