



Division of Corrections



Joe Manchin III
Governor

James W. Spears
Secretary of MAPS

Jim Rubenstein
Commissioner

FY 2004-05 ANNUAL REPORT

CORRECTIONS IN

WEST VIRGINIA



Memorial for Fallen Correctional Employees at Mount Olive Correctional Complex

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



JOE MANCHIN III
GOVERNOR

JIM RUBENSTEIN
COMMISSIONER

JAMES W. SPEARS
SECRETARY

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December 2005

Honorable Joe Manchin III
Governor of West Virginia

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

Dear Governor Manchin,

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 2004-2005.

We hope that this report will 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 is with pleasure that I present the Division of Corrections' Annual Report.

Shortly after my appointment as Cabinet Secretary in January 2005, I met with DOC leadership to understand the Division's mission, goals, critical issues and strengths, as well as its ability to effectively function and perform its public safety mission. It is apparent to me since becoming Cabinet Secretary; the Corrections' staff continues to offer effective and meaningful programs to inmates that help ensure a smooth and successful reintegration back into mainstream society.



**Secretary
James W. Spears**

The Division has achieved significant success during the year and I applaud DOC's leadership for their efforts to develop and implement creative and innovative ways to ensure mission accomplishment.

With a focus on safety, the Division, however, faces severe overpopulation issues, staff recruitment and retention concerns and, like many other state offices, a restrictive budget; making the performance of DOC's leadership instrumental to the overall success of the Division.

While these and other noteworthy issues cannot and will not be rectified overnight, DOC leadership and I share a common focus in terms of ensuring the Division succeeds; while ensuring the safety of the staff, inmates and the general public remain priority number one.

This report reflects the Division and the Department's ongoing commitment to public safety. Working in corrections demands 24 hour vigilance. The Division makes a difference because of its staff; their attitude, conduct, dedication and loyalty to each community, inmate and the State.

As Cabinet Secretary, I look forward to supporting and leading the Division's efforts and for continued success as we serve West Virginia together.

*James W. Spears
Cabinet Secretary,
WV Department of Military
Affairs and Public Safety*

Message from the Commissioner

It is an honor and a pleasure to be providing this message on behalf of the West Virginia Division of Corrections once again this year under the guidance of Governor Joe Manchin III and Cabinet Secretary James W. Spears.

Newly elected Governor Joe Manchin III has brought on board a new energy and a positive outlook for the future of the State of West Virginia and its population. This energy has carried over to this agency as well as we strive to make our division run more efficiently and to be more cost effective.

We are currently putting the finishing touches on the Martinsburg Correctional Center in order to begin receiving inmates into the facility. The Martinsburg Correctional Center will serve as an intake center for new arrivals and will then feed into institutions throughout the state.

In addition to Martinsburg, we have ongoing construction at the Huttonsville Correctional Center to increase the housing capacity at that institution to 1,121 inmates. Both of these projects were undertaken in an attempt to relieve some of the severe overcrowding issues we are currently facing. However, this is just the beginning as we will pursue other projects in the future striving to eliminate the backlog of state-sentenced inmates currently housed in the Regional Jail system.

The IMIS (Inmate Management Information System) has been implemented and has been a welcome addition to our inmate tracking system. This system allows staff access to more consolidated inmate information regarding location, programming, disciplinary history, etc. without having the need to make many phone calls or obtaining a hard copy of the inmates file. With IMIS we also have the capability of adding more informational units in the future.

I would be remiss if I did not recognize the valuable employees that work for this agency. They are the hardest working and most remarkable group of individuals I have known and I am proud to have them as part of the Corrections Team.

In closing, I look forward to what the future holds for this division and will endeavor to adhere to our mission and the goals we have set forth for this agency.



**Commissioner
Jim Rubenstein**

Jim Rubenstein

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

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.
- We resolve all situations, in which the course of action is in doubt, by erring on the side of security and public safety.

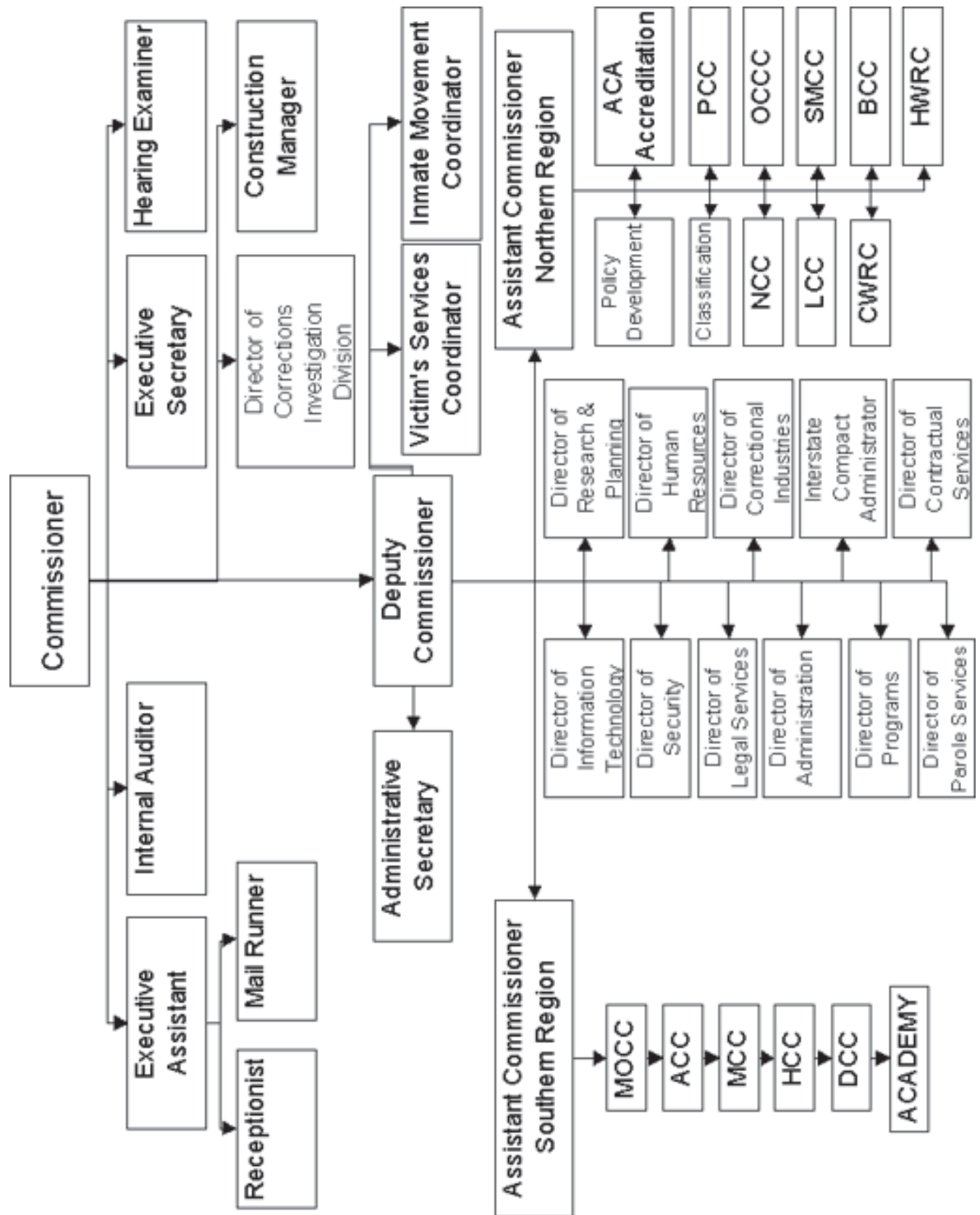
Our Major Accomplishments

- Inmate Management Information System (IMIS) became operational after 2 years of collaboration and development between the West Virginia Division of Corrections and Information Services & Communication (IS & C).
- The division initiated a plan to develop policy directives and operational procedures to conform to the PREA (Prison Rape Elimination Act). The West Virginia Corrections Academy also developed a rollout plan for training of employees.
- The division completed the implementation of the Serious and Violent Offender Reentry Program.
- The West Virginia Division of Corrections assisted the Division of Criminal Justice Services and Statistical Analysis Center with the West Virginia Correctional Population Forecast for 2004-2014.
- A memorial for Fallen Correctional Employees was unveiled at Mount Olive Correctional Complex.
- Facilities and Parole Services continued their dedication to Community Service.
- The West Virginia Division of Corrections continued to ensure public safety by collaborating with outside agencies and the public.
- A committee was formed to study and make recommendations on the Uniformed Promotion Policy.
- Construction began on a \$15 million project for renovations and upgrades to the Huttonsville Correctional Center.
- Lakin Correctional Center began construction of Phase II of the facility. Phase II consists of a 120 bed minimum housing unit as well as a 9,500 square foot building to house WV Correctional Industries and a teaching kitchen.
- Renovations continued on the old Eastern Regional Jail in Martinsburg. The \$3.0 million project will house 120 inmates.
- Construction began on the Education/Multi-Purpose Building at Pruntytown Correctional Center.
- The West Virginia Division of Corrections received the Geneva Foster Pioneer Award during “Operation Reach Out.” Geneva Foster was a pioneer in victim advocacy. Her grass roots work and dedication ultimately led to changes in the criminal justice system.
- Parole Services contracted with Employment Specialists in order to provide intensive case management for those offenders that are unemployed. These counselors are stationed at selected Parole Offices throughout the state.
- The division now has an Investigation Unit. Brad Hudson was chosen by the Commissioner to be the Director.
- A new position, Director of Security, was established. Michael Coleman, former Deputy Warden at Mount Olive Correctional Complex was selected for this position.

Our Goals

- **Overcrowding:** The most important goal for the Division is to address and control prisoner overcrowding to the extent possible. This includes a variety of issues such as construction, inmate movement, classification and others.
- **Human Resources Improvements:** The Division's second priority is to examine methods to improve employee retention, facility/unit staffing, increase recruitment efforts, and improve employee compensation.
- **Capitol Improvements:** The third strategic goal for the Division is to begin a series of capitol improvement efforts, including: a new Central Office, a new WV Corrections Academy, and renovations to existing buildings in order to meet fire safety and other standards.
- **Reentry:** The fourth priority for Corrections is to continue to develop, implement, and perform programs and methods designed to improve an offenders chances of successfully reentering society.
- **Information Technology Improvements:** The fifth strategic goal of the Division to begin a program of improvements to the Division's existing Information Technology resources. This includes staffing level improvements, budget/funding acquisition, customer service, and functionality/equipment concerns.

Organizational Chart

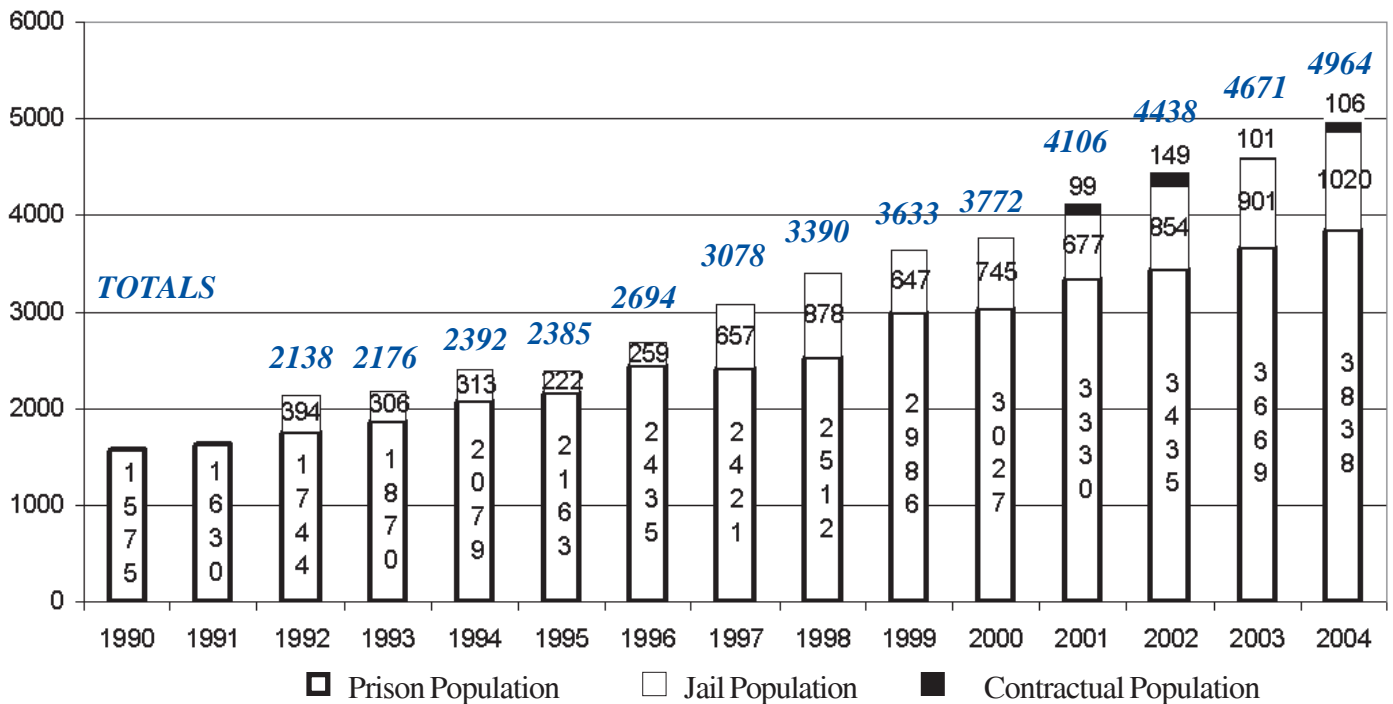


Growth of Corrections in West Virginia

- Since 1995, the sentenced inmate population in state prisons throughout the nation has averaged a growth of 3.2% per year. During this period (1995-2004), sixteen (16) states had an average annual growth of at least 5% per year. **West Virginia had the third highest average annual increase at 8.2%.** Only North Dakota (9.6%) and Wisconsin (8.5%) had higher average annual growth.
- During 2004, ten (10) states had an average annual prison population increase of at least 5.0%. Minnesota was the highest with 11.4%. **West Virginia had the eighth highest increase with 6.5%.**
- Although **West Virginia has had the third highest average annual percentage increase in prison population since 1995, West Virginia still has the eleventh lowest incarceration rate in the nation at 277 inmates per 100,000 of population.** Only Maine, Minnesota, North Dakota, Rhode Island, New Hampshire, Vermont, Nebraska, Massachusetts, Utah, and Washington had lower incarceration rates.
- In 2003, **West Virginia had the fifth largest percentage (21.3%) of state prisoners held in local or regional jails in the nation because of overcrowding.** Only Louisiana (47.3%), Kentucky (28.5%), Tennessee (25.4%), and Mississippi (22%) 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 459 female inmates in 2004. **West Virginia's average annual percentage change in number of female inmates for that nine year period was 15.1%, compared to the national average of 4.8%.**

(Source: U.S. Department of Justice, Bureau of Justice Statistics, *Prisoners in 2004*, October 2005.)

Chart 1: DOC average prison and jail populations by year, 1990-2004.



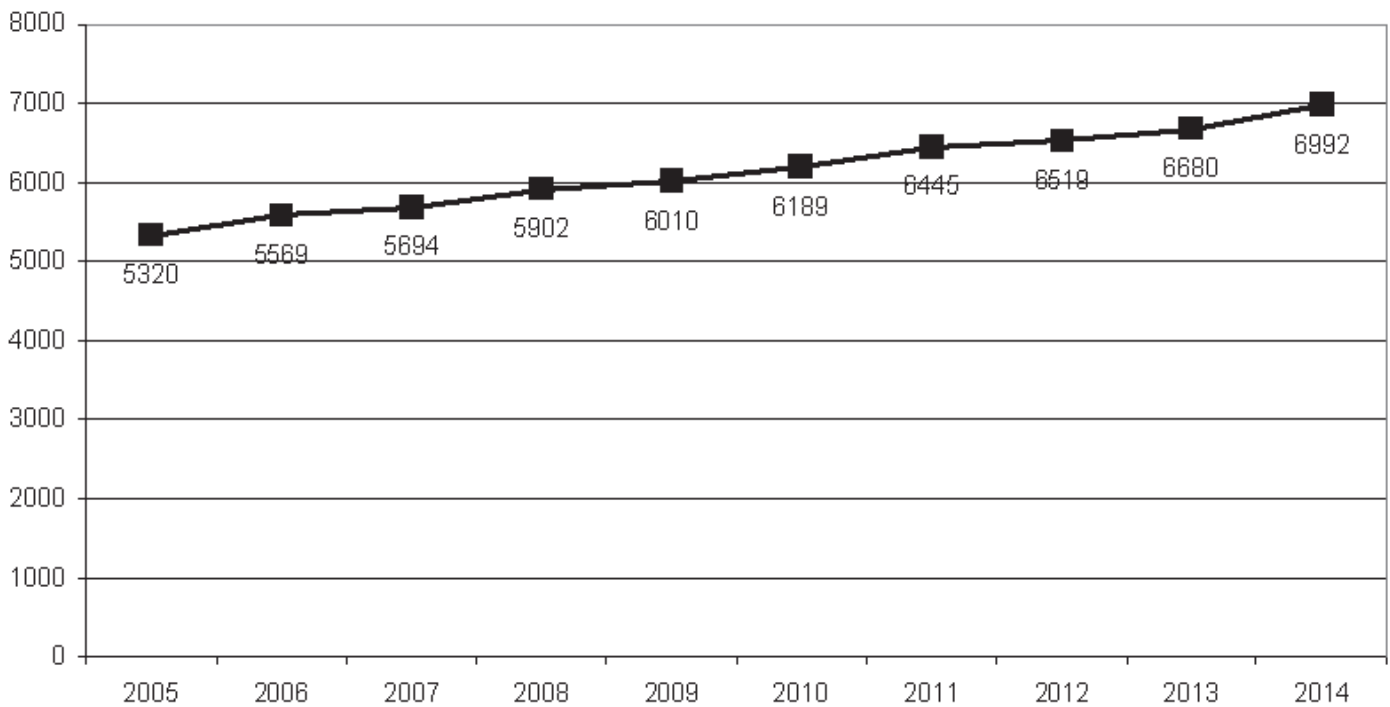
WV Division of Corrections Population Forecasts

The West Virginia Division of Criminal Justice Services - Statistical Analysis Center, in conjunction with other professionals in the research and criminal justice fields, published “West Virginia Correctional Population Forecast 2004-2014” in February 2005. The purpose of this study was to give an estimate of the future growth of corrections in West Virginia using scientific methods.

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 Office of Research & Planning. This report contains projections for the West Virginia adult inmate population through the year 2014. 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.

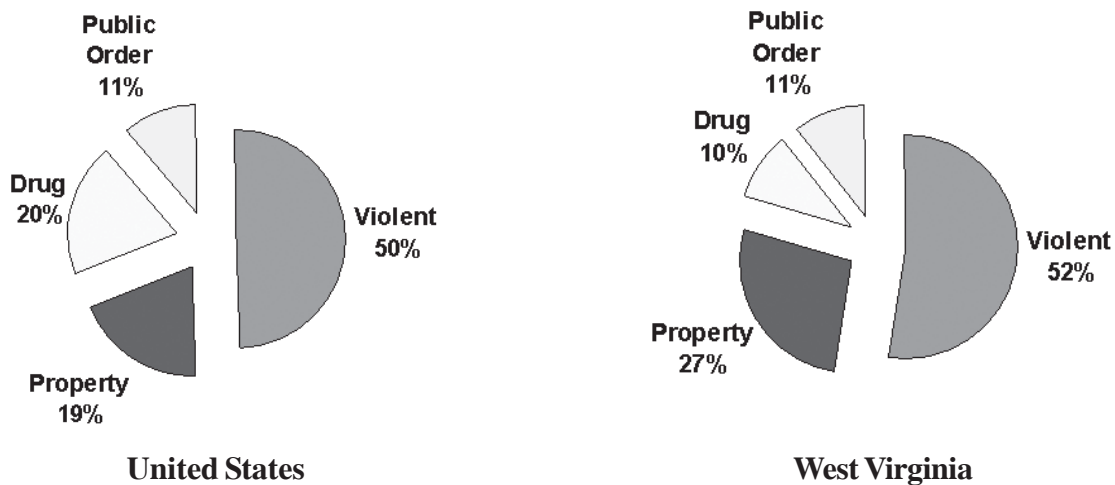
The following chart gives the estimated population growth for the period of 2004-2014, as shown in the study.

Chart 2: Estimated growth of WV inmate population, 2004-2014.



The following chart shows the comparison of sentenced inmates by offender groups in West Virginia versus the United States as a whole.

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

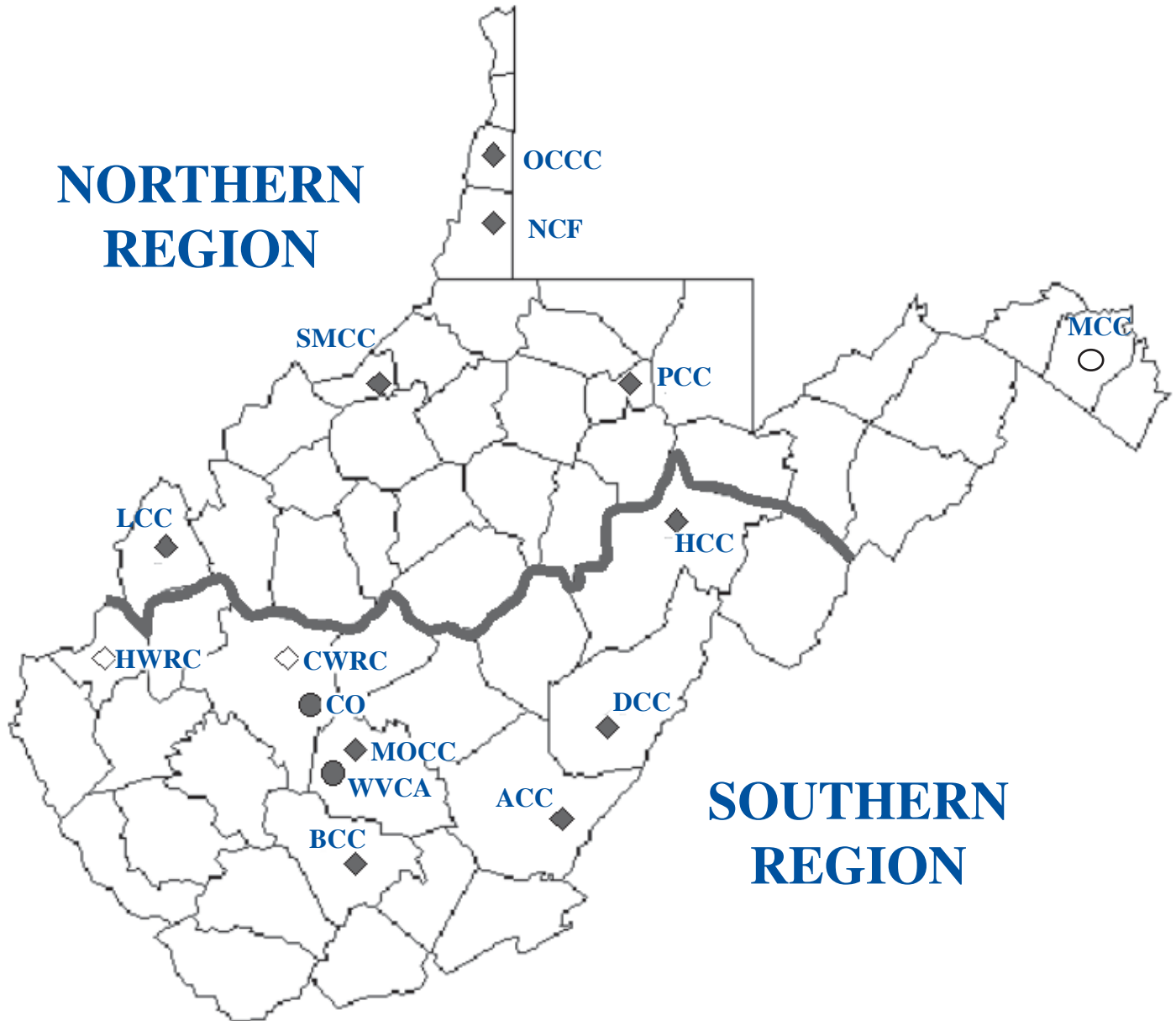


Based on the estimates on population growth that are given in this study, the inmate population for the WV Division of Corrections will increase by 38% between 2004-2014. This translates into 183 to 197 additional inmates per year. This is a very significant increase and will bring many challenges to the State of West Virginia in accommodating this substantial increase in the inmate population.

Other significant findings are as follows:

- The WV prison population is growing at a faster pace compared to other states. In 2003, WV ranked 3rd in the nation in terms of annual percent change since 1995 at 8.3%.
- At the end of 2004, a total of 5,067 inmates comprised the confined correctional population in West Virginia.
- Between 1998 and 2003, there were general increases in property offense admissions, coupled with reductions for all violent offenses.
- In 2003, nonviolent offenders comprised 71.9% of all new admissions.
- 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 6,010 by 2009 and to 6,992 by 2014.

This material is taken from the study “Correctional Population Forecast 2004-2014: A Study of the State’s Prison Population” by WV Division of Criminal Justice Services - Statistical Analysis Center.



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, 2005

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, 2005 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	198	220
1995	Mount Olive	Fayette	M	Adult	4 - 5	967	792
1937	Huttonsville	Randolph	M	Adult	3 - 4	872	889
1985	Pruntytown	Taylor	M & F	Adult	2 - 3	359	321
1993	Denmar	Pocahontas	M	Adult	3	206	204
1994	Northern	Marshall	M	Adult	1 - 4	252	184
1998	Ohio County	Ohio	M	Adult	3 - 4 - 5	57	41
1998	St. Marys	Pleasants	M	Adult	3	506	484
1972	Charleston WR	Kanawha	M & F	Adult	1	60	40
1983	Huntington WR	Cabell	M & F	Adult	1	65	34
1997	Beckley	Raleigh	M & F	Adult	2	60	44
2003	Lakin	Mason	F	Adult	1-5	254	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 those who are placed on Special Management Status (Protective Custody) and those 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 2004-2005 was \$23,736. During that same period the average daily cost per inmate was \$65.03.

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 30 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 33 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-four (34) 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 2004-2005.



Loita Butcher
Legislative Liaison & Executive
Assistant to the Commissioner

Summary of Legislation that passed the Legislature in 2005

HB 2471 – Relating to inmate funds; establishing a financial responsibility program for inmates; and requiring wardens to deduct a portion from inmate's earnings to be used to satisfy child support payments and legitimate court-ordered financial obligations- Completed legislative action. The purpose of this program is to set aside a portion of the inmate's earnings to meet a portion of any court ordered financial obligations, including child support obligations, victim restitution and court fees; assists the inmate in developing a financial plan for meeting said obligations; proposes to cap the deduction of an inmate's income to pay toward all of the aggregate court ordered obligations to a maximum of 40% of the offender's income; and allows the Division of Corrections to assess an administrative fee not to exceed \$1.00 to support the administration of the service

HB 2476 – Relating generally to parole and parole proceedings – This bill completed legislative action. The purpose of this bill is to authorize the Commissioner of the Division of Corrections to issue subpoenas for essential evidence and witnesses to compel their attendance or production at parole revocation hearings.

HB 2482 – Relating to including jails within the context of certain criminal acts by incarcerated persons. This bill provides a specific crime for setting fire to a correctional facility and includes regional jails in the current definition of whom a criminal must be in the custody of to constitute criminal culpability for illegal acts within correctional facilities.

HB 2483 – Repeal of section relating to escape of convicts and rewards. This bill repeals current language, which states a warden of a correctional institution may post an award of up to \$500 for return of an inmate.

HB 2523 – Making it a crime for released inmates to contact correctional employees and requiring that inmates be advised of such prohibition upon release. This bill makes the contacting of a Division of Corrections employee, by a released inmate, a misdemeanor unless that contact is required by law. Penalties are up to ten days in jail or up to a \$500 fine or both.

HB 2991 – Providing criminal penalties for aiding escape and specifying items that are unlawful to deliver to or be possessed by individuals in custody or confinement. This bill added cell phones to the list of contraband; created offenses for possession by inmates of listed items of contraband and provided penalties for each.

HB 3010 – Providing that the Commissioner of Corrections may authorize wardens or administrators to establish imprest funds for transporting inmates. This bill adds creation of an imprest fund by a warden or administrator within the authorized activities of the Commissioner of Corrections. The Commissioner gives consent and the warden or administrator creates the fund, which is used solely for funding transport of inmates and any ancillary costs. The employee transporting the inmate is responsible for completing a voucher within five days of the trip and accrued expense. It also removes the residence approved by the Commissioner of Corrections language concerning the warden's residence.

SB 183 – Relating to inmate accounts and property and authorizing the warden of a correctional facility to allow an inmate to withdraw money from the inmate's mandatory savings account for the purpose of preparing the inmate for reentry into society. This bill will allow an inmate, with the authorization of the warden of the correctional facility in which the inmate is incarcerated, to withdraw money from his or her mandatory savings account for the purpose of preparing for reentry into society.

SB 491 – Repealing article establishing compact for out of state parolee supervision. This bill repealed the old Interstate Compact for the Supervision of Parolees and Probationers which was originally adopted in 1937.



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 2004-2005.

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 2005.

Category	Expenditures	% of Budget Expended
Personal Services (Payroll)	\$41,144,247	34.7%
Annual Increment	\$586,275	0.5%
Inmate Payroll	\$761,352	0.6%
Employee Benefits	\$18,251,790	15.4%
Utilities	\$4,332,970	3.7%
Food	\$5,087,225	4.3%
Other Operating Expenses	\$9,744,722	8.2%
Repairs & Alterations	\$732,275	0.6%
Equipment	\$1,115,953	0.9%
Inmate Medical	\$16,685,546	14.1%
Payments to Regional/County Jails and Federal Bureau of Prisons	\$22,858,689	19.3%
Board of Risk Insurance Premium	\$1,237,870	1.0%
Less Reimbursements	\$(3,878,668)	-3.3%
Total Expenditures	\$118,660,246	100.0%

* Additional Regional Jail and catastrophic medical billings from FY 2005 are still being paid with supplemental appropriations from the Legislature.

Table 3: DOC Medical/Mental Health Expenditures, FY 2005.

Medical/Mental Health Category	Cost
Total Expenditures	\$16,685,546
Annual Cost Per Inmate	\$4,319
Cost Per Inmate Per Day	\$11.83

Table 4: Cost Per Inmate, Exclusive of Parole Services and Payments to Jails, FY 2005.

Institution	Total Expenditures	Annual Cost Per Inmate	Daily Cost Per Inmate	Food Cost Per Day	Notes
Anthony Correctional Center	\$4,068,764	\$24,558	\$67.23	\$3.61	
Beckley Correctional Center	\$873,523	\$14,320	\$39.21	\$5.58	C
Charleston Work/Study Release Center	\$833,324	\$15,432	\$42.25	\$2.42	C
Denmar Correctional Center	\$3,634,430	\$20,950	\$57.36	\$3.37	
Huntington Work/Study Release Center	\$812,652	\$13,744	\$37.63	\$3.17	C
Huttonsville Correctional Center	\$13,768,400	\$18,741	\$51.31	\$3.81	A
Lakin Correctional Center	\$5,988,972	\$28,640	\$78.41	\$2.75	A
Mount Olive Correctional Complex	\$16,620,541	\$20,558	\$56.28	\$3.43	A
Northern Correctional Facility	\$6,177,919	\$24,419	\$66.86	\$6.54	A & B & C
Ohio County Correctional Center	\$1,278,743	\$22,835	\$62.52	\$2.90	A & C
Pruntytown Correctional Center	\$5,806,380	\$19,605	\$53.67	\$2.39	
St. Marys Correctional Center	\$10,692,990	\$24,609	\$67.37	\$3.50	
Total Agency Wide Expenditures	*\$91,690,880	\$23,736	\$65.03	\$3.61	

*Less Parole Services & Jail

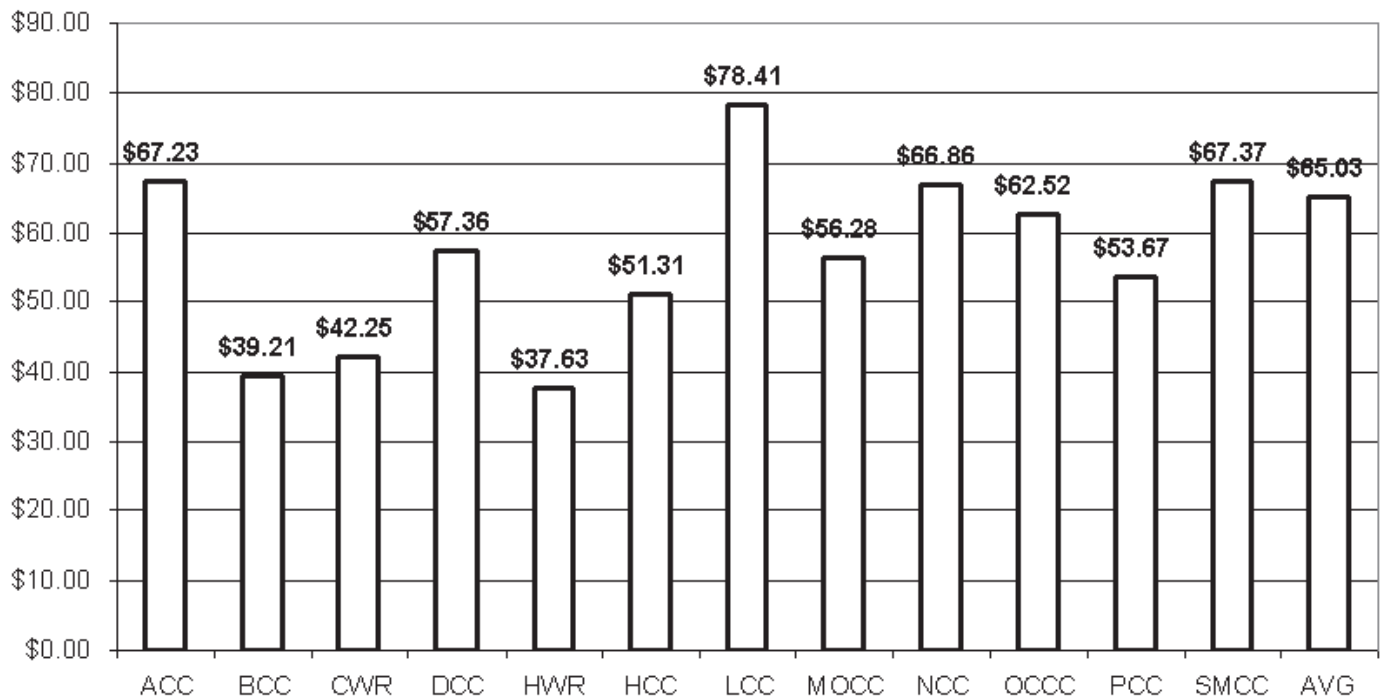
Notes:

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 2005.





**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 2005

The Division of Corrections Human Resources Section continues to provide responsive customer service, while attempting to balance employee interests with the Agency's goals. During Fiscal Year 2005, their primary focus was on the staffing of the soon to be opened Martinsburg Correctional Center. In October 2004, the Division of Corrections hosted a Town Meeting with over 100 citizens attending. This department attended job fairs and offered the Correctional Officer Video Exam on numerous occasions, and would like to especially thank Warden Bill Fox of St. Marys Correctional Center for providing staff to assist. Human Resources could not have accomplished what they did without his assistance. Huttonsville Correctional Center, Mount Olive Correctional Complex, Pruntytown Correctional Center and Lakin Correctional Center also offered assistance. The Grand Opening of Martinsburg Correctional Center is scheduled for October 2005.

Last summer, Human Resources also approached the State Personnel Board with the creation of a new job title, Corrections Business Manager, with an entry level salary competitive with the job market for a position of such importance. The minimum requirements for the position were also expanded. This proposal allows the Division of Corrections to seek out a more qualified applicant while at the same time offering a more competitive salary structure for this position.

Human Resources also appointed a Committee of Wardens, Deputy Wardens and Directors to study and make recommendations on the Uniformed Promotion Policy. The Committee's recommendations were compiled into a Policy and they are pleased to state that the revised Policy is in place and results are what were anticipated.

Staffing levels indicate the Agency is once again having difficulty filling Correctional Officer positions. The Agency attended many job fairs in FY 2005. Denmark Correctional Center once again took the lead on manning a very well received recruiting booth at the West Virginia State Fair. Thousands of visitors visited the booth and provided the agency with great exposure at little cost. Out-of-the-box thinking is again in order so that the Division of Corrections has an applicant pool in place ready to go to work. Our male/female ratio in the uniformed ranks is very good, but could be better. Minority hiring is also improving, but the DOC is nowhere near where they want to be in this area.

Employee relations is good at this time. The Agency had a record year in terms of the filing of grievances as numbers indicate our human resources philosophy, as well as training provided by the West Virginia Corrections Academy, is working.

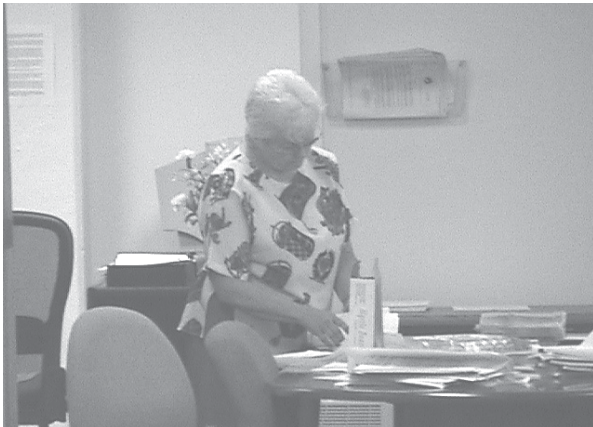
FY 2005 was somewhat a successful year. We'll continue to strive to reach that balance between public employee rights and the goals of the Division of Corrections.

Human Resources... Continued

One of the challenges of the Human Resource Department is helping staff new facilities. Shown below is Commission Jim Rubenstein at the opening ceremony of Martinsburg Correctional Center.



Commissioner Jim Rubenstein



Jeane Dew at Work in Human Resource's Dept.

WVDOC Employee of the Year



Commissioner Jim Rubenstein presenting Officer Brody Mayle with WVDOC Employee of the Year Award.

Table 5: Total Positions, June 30, 2005.

Position Type	Total Positions
Administrative	310
Correctional Officers	1039
Operations/Services	195
Treatment/Programs	291
Total	1,835

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.



**173rd Academy Class Formation
Human Resources Department is always recruiting good candidates to staff the facilities.**



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.



**Diane Coleman, Beverly Gandee, Christina Steele, Senior Assistant Attorney General
Charles Houdyschell, Jr., Assistant Attorney General John Boothroyd**

Legal Services - Continued

The Legal Section of the Division of Corrections also has two secretarial staff, Diane Coleman and Christina Steele, and one corrections program specialist senior, Beverly Gandee. The legal section is responsible for defending hundreds of inmate lawsuits, dozens of employee grievances, drafting and reviewing policies, contracts and inmate medical respites, among many other tasks. Additionally, Ms. Gandee processes inmate grievances and appeals. Among the types of cases assigned to the legal section are civil rights cases in both federal and state courts, habeas corpus cases, mandamus proceedings, and court of claims proceedings.

In 2004-2005, Legal was directed to meet the requirements of electronic case filing in one federal district. This requirement has been met and provides an additional benefit of allowing corrections to place all of its signed policy directives in electronic Portable Document Format (PDF). When utilized by Corrections, extensive cost savings can be realized by reducing the cost of updating paper policies and wider dissemination to staff.



At work in the Legal Department



Teresa McCourt
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 (July-Oct. 2004); Leah Frazier, Program Specialist; Keva Hamilton, Secretary; 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 Division of Corrections, Department of Education, and Psi-Med, Inc., can be categorized into eight (8) general program areas:

Program Area

Educational Studies

Program Examples

Adult Basic Education; General Equivalency Diploma; Post-secondary Educational Courses.

Substance Abuse Programs

Alcohol and Drug Education, Treatment, and Relapse Prevention; Residential Substance Abuse Treatment Units; Faith Based Treatment Programs; AA/NA; Women's Addiction Services.

Affective/Social Skills

Cognitive Restructuring; Anger Management; Crime Victim Awareness; Parenting/Relationship-Based Courses; Trauma Programs for Women; Domestic Violence Intervention and Prevention for Women.

Crime Specific Programs

Sex Offender Treatment; Batterers Intervention & Prevention Programs.

Life Skills Programs

Time, Money, and Stress Management; Job Seeking and Keeping Training; Relapse Prevention; Life Planning; Transition Preparation.

Religious Services

Faith Based counseling and mentoring services; Interdenominational worship 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, Division of Juvenile Services and the Regional Jail Authority. During FY 2005, the center tested 12,234 urine samples for DOC facilities and found only 220 or 1.8% to be positive.

Grant Management:

During FY 2005, the Division of Corrections maintained \$12,983,998.00 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	\$170,000	Oct 04- Sept 05	Maintenance of substance abuse treatment units at six DOC sites.
Carl Perkins Post Secondary Ed. Grant	\$16,333	July 03-Sept 04	Support for vocational and technical trade programs throughout DOC.
Victims of Crime Assistance Grant	\$104,292	July 04-June 05	Maintenance of the Office of Victim Services & staff training.
Incarcerated Sex Offenders Grant	\$26,182	July 04-June 05	Develop and implement an evidence based, comprehensive system of managing & treating the incarcerated sex offender.
Trauma Grant for Female Offenders	\$17,075	July 04-June 05	Provide the most appropriate, gender-responsive services to female offenders experiencing trauma to reduce their likelihood of re-offending.
Domestic Violence Offenders Grant	\$32,450	July 04-June 05	Provide the most appropriate services to the DV offender in an effort to reduce their likelihood of re-offending.
Serious/Violent Offender Re-entry Grant	\$1,052,286	July 02- June 06	Development and implementation of the WV Offender Re-entry Program.

Major Accomplishments of FY 2005

- The Office of the Director of Programs provided a total of 370 hours of specialized training to programs staff across the agency in the facilitation of specialized programs; assessment of offender risk/need; case management skills; management of incarcerated sex offenders; gender-responsive and trauma-informed services for female offenders.
- The Sex Offender Program utilized by the Division of Corrections was evaluated by a national-level consultant and as a result modified and implemented to incorporate a three-tiered approach to treatment: 1) Psycho-educational; 2) Cognitive-Behavioral; and 3) Relapse Prevention.

Major Accomplishments of FY 2005 Continued...

- Case Management staff began utilizing and relying on research-based, validated risk assessment instruments for the sex offender and domestic violence offender populations.
- The Division of Corrections, in partnership with the Dept. of Education and PsiMed, Inc., implemented a new Anger Management curriculum in December 2004.
- The agency consulted with Dr. Stephanie Covington, a nationally renowned expert on gender-responsive services for the female offender population, and implemented Dr. Covington's addictions programs: *Helping Women Recover* and *A Woman's Way through the Twelve Steps*.
- Those facilities housing female offenders were trained by Dr. Maxine Harris' Washington, DC based agency, *Community Connections*, in trauma-informed services for the women housed within corrections, and a new program addressing issues of victimization and violence in the lives of women, *Trauma Recovery and Empowerment Program* was implemented.
- The Division of Corrections worked collaboratively with the WV Family Services Protection Board to implement corrections-based standards into the statewide Batterers Intervention and Prevention Programs licensing procedures.

Highlights of Goals for FY 2006

- *Implement Therapeutic Communities within selected facilities.*
- *As a part of the Re-entry Initiative, implement a Transition House offering shelter plus services for offenders returning to the community.*
- *Implement a pilot Faith-Based Mentoring Program for paroling offenders in the Kanawha Valley area.*
- *In collaboration with local and state victim advocates, implement Victim Safety Planning upon the release of violent offenders.*
- *Collaboratively provide comprehensive training for the state on the Re-entry of Sexual Offenders.*
- *Revise current Division of Corrections substance abuse programs, to include a cognitive behavioral component to the programs and ensure appropriate emphasis on relapse prevention.*
- *Pilot the containment model, utilizing supervision, treatment, and polygraph examiners, in the supervision of sex offenders on parole.*

Assessment of Risk & Need within the Division of Corrections

The Division of Corrections focuses offender programs on a case-by-case basis as deemed appropriate to address the criminogenic risk and need of each individual offender. The assessments utilized by the Division of Corrections in ensuring appropriate matching of resources with level of need are research based assessment tools that have been validated and normed to appropriate criminal justice populations.

- **Level of Service Inventory-Revised (LSI-R)**
The Level of Service Inventory–Revised (LSI–R) is a quantitative survey of attributes of offenders and their situations. The LSI–R helps predict parole outcome, success in correctional halfway houses, institutional misconducts, and recidivism.
- **Addiction Severity Index (ASI)**
The ASI is a semi-structured interview designed to address seven potential problem areas in substance abusing patients, and provides an overview of problems related to substances, rather than focusing on any single area.
- **Minnesota Multiphasic Personality Inventory-2 (MMPI-2)**
The MMPI-2 is the most widely used personality inventory. It provides descriptive and diagnostic information by assessing an individual’s psychological characteristics. Social and personal maladjustment, as well as, psychological dysfunction can be identified.
- **Wide Range Achievement Test- Revision 3 (WRAT 3)**
The WRAT is a brief achievement test. It is used as an indicator for potential difficulties with learning that the individual may experience.
- **BETA III**
The BETA-3 is a brief intelligence test that correlates well with the more comprehensive intelligence tests such as the Wechsler Adult Intelligence Scale
- **Trail Making Test**
The Trails tests serve as a brief neurological screening, with the ability to assess nonverbal reasoning ability, task persistence, planning ability, attention and concentration. By assessing these areas, the results of this instrument can show impairments in the frontal lobe of the brain.
- **Minnesota Sex Offender Screening Tool-Revised (MnSOST-R)**
The MnSOST-R gives a formal and uniform process to identify high-risk predatory and violent sex offenders.
- **Rapid Risk Assessment for Sex Offender Recidivism (RRASOR)**
The RRASOR provides a more accurate view of offenders with “sexual deviances” that do not have “violent” tendencies. (i.e. pedophiles, incestuous offenders)
- **Violence Risk Appraisal Guide (VRAG)**
The VRAG is an actuarial tool for the prediction of violent recidivism. The tool gives the probability (from zero to 100%) that an offender will commit a new violent offense within a specified period of community access. The VRAG has been validated with the domestic violence perpetrator population.

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.

Leading into FY 2005, thirty-two (32) clients were on the program. An additional seventy-seven (77) clients were placed on the Electronic Monitoring program. Fifty (50) successfully completed the program, twenty-five (25) were arrested, two (2) absconded, five (5) went to treatment, and the remainder were still in the program after the fiscal year ended.

Major Accomplishments & Events of FY 2005

- Brian Greenwood, an employee of the WV Division of Corrections completed the Electronic Monitoring Fee Program and it became operational in May 2005. This was done in addition to his normal job duties.
- Fifty (50) clients completed the program at a savings of approximately \$663,355.17 to the taxpayers of WV in jail fees.
- 30 June 2005 marked the end of the Electronic Monitoring Programs third year.

Common Misconceptions and Questions

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

Per Policy Directive 700.09

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.

- **The Electronic Monitoring Program is a fail safe instrument that will ensure the offender obeys his/her curfew.**

False. The Electronic Monitoring equipment is only as good as the parole officer makes it. This equipment has been designed to monitor the subject's activity to and from the home. If a client violates their curfew it is up to the parole officer to write up the violation, contact the offender and determine what course of action is necessary in that particular case.

- **No phone/power service=No Electronic Monitoring in the home.**

False. As long as the Home Monitoring Receiver Unit has power in the home, an offender may be monitored. The unit will continue to operate for approximately 2-3 days on battery life, after a power source has been removed.

- **Unable to pay for the service=No Electronic Monitoring in the home.**

False. The program has been set up to provide a sliding scale for those unable to pay the full \$6.00 per day.

- **The West Virginia Division of Corrections' Electronic Monitoring Program is associated with the County Home Confinement System.**

False. We only deal with those individuals that are on parole from the state of West Virginia.



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, Training Academy, Correctional Industries, Parole Board (Outside Agency), Work/Study Release Centers - (Two locations), Correctional Centers – (Twelve locations), and Parole Offices – (Fifteen locations). We maintain network equipment composed of 33 routers, 54 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>.

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 DOC Office of Research and Planning is working to complete Phase II of our Inmate Management Information System (IMIS). Phase II will consist of Phase I enhancements, Parolee Information and Management, Inmate Grievances, and Visitation Tracking.

Accomplishments...

The completion of Phase I of the web based IMIS (Inmate Management Information System) program costing \$1,300,000. Phase I included:

Inmate Entry	Contacts	Inmate Update
Disciplinary Action	Inmate Search	Home & Employment Plans
General Inquiry	Inmate Visitation	Bed Assignments
Inmate Images	Classification	Inmate Movement
Parole Hearing Results	Risk Assessment	Sentence Adjustment
Victim List/Details	Programs	Reports
Help Screens		

Information Technology Department

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.

Carl Graves is responsible for 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, hubs, WVDOC website, emails, security of IMIS, and Prime computer access. 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 Inmate Management Information System (IMIS) and the Information Technology service request program, prepares reports for the IRS and social security administration. She also assists in the installation, maintenance and upgrading of WVDOC PC's and peripherals and has just recently moved into programming. (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 of WV. 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 WVDOC facilities in the Northern Region of WV. 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. (skebler@mail.wvnet.edu)



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.
- 5,615 victims registered to receive notification from VINE this year, bringing the total number of victims being served by VINE to 10,244. The number of victims registered has more than doubled in the last year.
- Vine received 2,401 telephone calls to inquire about offenders or to register for telephone notification and 5,138 victims received telephone notification calls.
- 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 2005

- The WV Division of Corrections received the Geneva Foster Pioneer Award during "Operation Reach Out." U.S. Attorney, Southern District, Kasey Warner nominated the WV Division of Corrections for this award. Operation Reach Out is an event designed to raise awareness for Victim's Rights. It is dedicated to Ms. Geneva Foster who was a pioneer in what we now call victim advocacy.
- The Corrections Victim Advisory Committee awarded the "Commissioners Award of Excellence in Victim's Services" to Mount Olive Correctional Complex and the Beckley Correctional Center for their outstanding contributions for National Crime Victim's Month and National Domestic Violence Month.
- 1,423 victims received direct services with 220 of them attending parole hearings.
- 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.
- Representatives from Ohio County Correctional Center, Northern Correctional Center and St. Mary's Correctional Center participated in the U.S. Attorney, Northern District's National Crime Victim Awareness Program.
- All facilities participated in National Domestic Violence Awareness Month and in National Crime Victim's Month resulting with projects that benefited domestic violence shelters and victim organizations.
- Representatives from DOC facilities participated in the Operation Reach Out Fair held at the Capitol Complex for National Crime Victim Awareness Month. They provided games and prizes along with cotton candy for the children.

Victim Services Accomplishments Continued...

- The DOC staff, inmates and communities raised \$27, 053.15 for victim organizations and domestic violence shelters 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 evaluations were positive.
- Mt. Olive Correctional Complex remodeled the Family Services Child Therapy Room as part of National Crime Victims Awareness Program.
- Training was provided for all parole officers in victim safety planning and victimology. National Trainers, Anne Seymour and Trudy Gregorie conducted the training.
- Victim Services, Parole Services, WV Coalition Against Domestic Violence, FBI Victim Coordinator and local advocates developed and implemented guidelines for parole officers working with domestic violence incidents with parolees.
- Victim Services and Re-entry developed safety planning strategies for parole officers, victim services representatives, and chaplains to assist victims when the offender is released on parole.
- Staff Victimization Committee has been formed to develop and implement a program to assist staff if victimized in the line of duty.
- Cheryl Chandler, Executive Assistant and Lead Victim Services Representative from Mount Olive Correctional Complex received an Honorary Geneva Foster Pioneer Award from the U.S. Attorney, Southern District, for her work in victim assistance.



Deputy Commissioner Wyetta Fredericks, Warden Tom McBride, Anne Seymour, Executive Assistant Cheryl Chandler, Trudy Gregorie, Victim Services Manager Sandi Jaynes.



BCC Administrator David Ballard and Commissioner Jim Rubenstein.

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 5:00 PM, the Victim Services Manager can be reached by paging her at (304) 361-1203.



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

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 cost for this project was \$1.02 million and was completed June 2005. All funding for renovations at St. Marys has been by VOI/TIS federal grants.

Upgrades to the security fencing were bid in late FY04/05 with work to start in August 05. The cost of this project will be approximately \$61,500.00

Martinsburg Correctional Center

Renovations to the old Eastern Regional Jail in Martinsburg into a correctional facility continued during FY04/05. Silling Associates Inc. were the architects for the project. Brechbill & Helman Construction Co. was the contractor for the renovations. The \$3.0 million project will house 120 inmates. Funding is through the WV Regional Jail and Correctional Facility Authority by sale of bonds.

Lakin Correctional Center

Construction began on Phase II that consists of a 120 bed minimum housing unit, a 9,500 square foot building to house WV Correctional Industries and a teaching kitchen. Phase II cost is expected to be \$6.2 million with a September 2006 completion date. All funding for these projects has been through the WV Regional Jail and Correctional Facility Authority by sale of bonds.

Huttonsville Correctional Center

Construction began on a \$15.0 million project for renovations and upgrades to the facility in April 2005. Construction is scheduled for completion December 2006. Construction consists of converting Units "D" and "F" from dormitories to cells which will add 200 beds, re-roofing several building, new security fencing and other upgrades/repairs to the facility.

Construction Management Update FY 2005
Continued...



Construction on Dormitories at HCC



New Inmate Dining Hall at SMCC



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

STAFF:

Diann Skiles, Records Manager
Terri VanFossen, Records Assistant
Steven Fox, Records Assistant
Mary Ashby, 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 is formed pursuant to West Virginia Code 28-7-1, and is responsible for coordinating the interstate transfer and supervision of adult offenders. Interstate transfer encompasses both adult offenders transferred from West Virginia to other states for supervision; and the transfer of adult offenders 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.

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.

In FY 2005, the Interstate Compact Office received 838 requests for transfer from other states. Of the 838 requests, 147 were for parolees, and 691 were for probationers desiring to transfer to West Virginia. The investigation of the 838 transfer requests received resulted in 527 being approved for transfer and 248* being denied transfer with 63 pending on June 30, 2005. On June 30, 2005, West Virginia was supervising 763 probationers and 159 parolees for a total of 922 offenders from other states.

Interstate Compact and Central Records Continued...

The Interstate Compact Office sent 252 West Virginia requests for transfer to other states. Of the 252 requests, 129 were for parolees, and 123 were for probationers desiring to transfer out of West Virginia. The investigation of the 252 requests resulted in 158 being approved for transfer and 54* being denied transfer, with 40 pending on June 30, 2005. On June 30, 2005, West Virginia had 197 parolees and 203 probationers for a total of 400 offenders supervised by other states. On August 1, 2004, a Transfer Application Fee of \$50.00 per application was initiated for offenders desiring to transfer out of West Virginia to help offset the costs of Annual Membership Dues assessed against West Virginia. During FY 2005, the Interstate Compact Office collected \$8,950 in Application Fees, whereas, the Division of Corrections payment for annual dues was \$18,000.

Under West Virginia State Law, DOC supervised parolees and probationers are required to pay a \$40 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 \$651,105.

During FY 2005, the Extradition Coordinator handled 59 extraditions back to the West Virginia DOC. There were 39 parole violators returned, 1 escapee returned, and 19 inmates extradited from another state or Federal custody. The 19 inmates were returned to begin serving or to complete serving their West Virginia sentence. Of the 59 extraditions, 25 were transported by DOC employees, and 34 were transported by a private transport company. The 34 private transports cost the Division \$25,284.07. 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, 2005, the Central Records Office was maintaining approximately 7,875 active records.

The Central Records Office operates a WEAPON (West Virginia Automated Police Network) and NCIC (National Crime Information Center) Terminal to enter wanted parole violators; run criminal records checks on prospective employees; run criminal record checks on visitors to prison; and run criminal records checks for the Charleston Parole Office on sentenced inmates. During FY 2005, there were 636 record checks run. During FY 2005, WEAPON (NCIC) Terminals were also placed at Mt. Olive Correctional Complex and St. Marys Correctional Center to run criminal record checks on visitors to prisons and prospective employees at prisons.

*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.

The movement coordinator also 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. Ms. Albury also serves on committees that impact on movement, for example classification issues.

This position works closely with the Legal Division to ensure compliance with the Supreme Court Master Plan to eliminate the backlog of state sentenced inmates housed in regional jails and also testifies in county courts on movement issues related to the Division of Corrections.

Major Accomplishments & Events of FY 2005

- 1,912 offenders were admitted to West Virginia Division of Corrections Facilities during FY 2005.
- This office coordinated 169 humanitarian visits (deathbed and funeral) for incarcerated offenders during FY 2005.



**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 of FY 2005

- During FY 2005, the Level IV Grievance Board upheld 100% of the decisions made at Level III.
- 30% of the grievances scheduled were settled/withdrawn during the Level III process.
- Grievance hearings were handled and decisions were rendered within the time frame set by the Division of Personnel.
- 32 Level III Grievance Hearings were held in FY 2005, this shows a 33% reduction from the previous fiscal year.
- 36 Preliminary Parole Violation Hearings were conducted out of the 117 scheduled.
- Promotions and Pay Increases were the top reasons for filing grievances.



**Kate Lucas,
Director of Contractual Services**

One Mountainside Way
Mount Olive, WV 25185
(304) 442-7213 Phone
(304) 442-7225 Fax

The Division of Corrections contracts approximately twenty percent of its operational dollars annually. The major contracts include critical and potentially litigious inmate services such as the provision of medical and mental health care, dietary requirements, law libraries and telephone services. Additionally, agreements enable the DOC to maintain vital security systems and equipment in the facilities; provide electronic monitoring in the community; and to support the commitment to victims' services through the Victim's Information Notification Everyday system.

This office was created by Commissioner Rubenstein in June 2003, with the stated mission of consolidating and coordinating contracts throughout the Agency. The major goals are:

- To promote fiscal responsibility by identifying potential savings through contracting of goods and services.
- To eliminate duplication of effort and realize savings through consolidation Agency wide.
- To educate and assist the Agency in the development of service proposals.
- To liaison with Agency personnel and vendors to create and enhance mutually beneficial partnerships.
- To ensure vendor accountability to the Agency and the State of West Virginia through contract monitoring.



2880 N. Pleasants Highway
St. Marys, WV 26170
(304) 684-5500 Phone
(304) 684-5506 Fax

**Brad Hudson,
Director of Corrections Investigation Unit**

Mission Statement

The mission of the Corrections Investigation Unit is to provide professional investigative resources to the West Virginia Division of Corrections and its facilities, employees and the general public. To ensure that all alleged violations of division policy are investigated in a thorough, professional and impartial manner.

The Corrections Investigation Division (CID) was created in February 2005, by Commissioner Rubenstein. Currently CID is staffed by a Director, who reports directly to the Commissioner, and five investigators. Brad Hudson, was chosen to head up this unit. Investigators maintain offices at Mt. Olive Correctional Complex, Huttonsville Correctional Center, St. Marys Correctional Center, Lakin Correctional Facility for Women, Pruntytown Correctional Center and Northern Correctional Center.

The Corrections Investigation Division investigates all allegations of criminal and administrative misconduct occurring within DOC facilities. CID Investigators also act as Division of Corrections liaisons to all local, state and federal law enforcement agencies.



**Michael Coleman,
Director of Security**

Mission Statement

To coordinate security operations including, but not limited to standardizing security related policies, procedures and practices, special operations readiness and response, drug interdiction, intelligence gathering and analysis, security inspections and audits.

Michael Coleman was appointed Director of Security for the Division of Corrections in April 2005. Mr. Coleman is a 21 year veteran of the Division of Corrections having served at the West Virginia Penitentiary, Corrections Academy and Mount Olive Correctional Complex.

While assigned to the West Virginia Penitentiary, he served as a line Correctional Officer, Sergeant, Protective Custody Unit Commander, Training Sergeant and on the Corrections Emergency Response Team. He served 7 ½ years on CERT, serving in every position on the team up to Assistant Team Leader. He was a certified instructor in Firearms, Chemical Munitions, Distraction Devices, Less Lethal Munitions and Defensive Tactics.

Mr. Coleman served at the Corrections Academy as the Staff Supervisor with the rank of Lieutenant. He was the ranking uniformed advisor to the Director of Training and was responsible for the daily operation of Basic Training classes for state, county and regional jail employees. He served as Chief Firearms Instructor and Use of Force Training Coordinator.

Starting in January 1995, Mr. Coleman served at the Mount Olive Correctional Complex as Executive Assistant to the Warden, Associate Warden-Operations, Associate Warden-Security and Deputy Warden. He also served as Acting Warden for 14 months. Mr. Coleman is a graduate of numerous training courses conducted by and through the West Virginia Corrections Academy, the National Institute of Corrections, the Federal Law Enforcement Training Center and others.

The Commissioner has assigned the Director of Security to exercise responsibility and authority for:

- Correctional Hearing Officers
- Chemical Urinalysis Screening Center and Program
- Intelligence Officers, Intelligence Gathering and Analysis
- Corrections Emergency Response Team
- Crisis Negotiation Team
- Canine Unit
- Security Task Force and Commissioner's Liaison Officer with Chiefs of Security in all centers and institutions
- Security Audits, Inspections and Site Visits
- Review of Use of Force Incidents
- Inventory and Inspection of Firearms, Less Lethal Weapons, Munitions and Force Equipment

Special Operations



Lt. Chuck Collett

Steve Yardley, Assistant Commissioner
Special Operations Team Leader

Michael Coleman, Director of Security
Special Operations, Asst. Team Leader

Major Ronnie Williams
Southern Region CERT Commander



Paul Lyttle



Capt. Paul Simmons

Capt. Paul Simmons
Northern Region CERT Commander

Paul Lyttle
CNT Commander

Lt. Chuck Collett
Director, K9 Training Center



Major Ronnie Williams

Mission Statement

To provide for the selection, training and special equipping of correctional officers and employees to deliver specialized security support and response on a statewide basis. Special Operations is aimed at, but not limited to escapes, riots, hostage takings, institutional disturbances, crowd control, cell extractions, interdiction and detection of illegal drugs and Task Force Operations with other public safety agencies.

Special Operations consists of three components: the Corrections Emergency Response Team (CERT), the Crisis Negotiation Team (CNT) and K9 Unit.

CERT is organized into two Regions with each institutional CERT Team Leader reporting jointly to their Warden and the Regional CERT Commander. During FY 2005 CERT adopted a progressive operator training model. A two week Level 2 Operator course was completed and a Level 3 (Master) Operator course is planned for next year. CERT also conducted another two week Marksman/Observer School which was attended by officers from the Division of Corrections and the State Police.

CNT is organized statewide with each institutional CNT Leader reporting jointly to their Warden and the state CNT Commander. CNT conducts a demanding two week Basic Crisis Negotiator Course for newly selected negotiators. CNT negotiators are also able to be used to defuse potentially volatile confrontations with uncooperative inmates, which do not involve the taking of hostages, in an effort to avoid the use of force to the extent practicable.

K9 Training Center is headquartered at Huttonsville. K9 Units are in place at Mount Olive, Huttonsville, St. Marys, Pruntytown and Lakin. K9 handlers are trained to work with Patrol canines and Controlled Dangerous Substance canines. Patrol teams are trained to conduct physical security patrols, track escapees, contain and control crowds and partner protection. CDS teams are trained to detect a variety of illegal drugs. During FY 2005 a Dual Trained Handler pilot program was launched at Mt. Olive with handlers being trained to work both types of canines. This concept has since been adopted at Huttonsville and we plan to implement it at Pruntytown within the next 12 to 24 months.

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.

In the past 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 6 shows the number of DNA samples gathered during FY 1997 through FY 2005.

Table 6: Number of DNA samples submitted by DOC facilities by Fiscal Year, FY 1997 to FY 2005.

Institutions	FY 97	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	FY04	FY05
MOCC	598	180	168	237	95	82	114	309	289
ACC	60	33	39	49	67	175	311	326	329
NCF	212	6	44	17	7	1	4	14	1
OCCC	0	0	0	4	7	9	6	1	5
SMCC	0	0	0	11	9	29	69	71	23
DCC	133	7	13	19	12	20	43	34	14
HCC	466	43	64	104	193	221	236	191	176
PCC	91	8	9	4	3	17	51	42	42
LCF	N/A	N/A	N/A	N/A	N/A	N/A	18	112	60
CWR	0	0	0	0	0	0	0	2	0
Totals	1560	277	337	445	393	554	852	1102	939

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 7 below shows the number of sex offenders registered by each DOC prison since the law was passed.

Table 7: Number of inmates registered at each institution by calendar year, 1996 - 2004.

Institution	1996	1997	1998	1999	2000	2001	2002	2003	2004	Totals
DCC	1	24	34	22	30	22	31	23	27	214
LCC									5	5
HCC	0	1	33	31	16	15	31	34	30	191
MOCC	0	4	5	4	5	3	6	4	9	41
NCF	2	7	6	13	12	10	11	10	9	80
PCC	0	8	4	7	4	4	2	1	1	31
SMCC	0	0	0	19	16	36	25	42	45	183
Totals	3	44	82	96	83	90	106	114	126	745

Note that the Work Releases, BCC, and ACC do not normally house sex offenders and are not included in Table 7. Also note that SMCC opened in late 1998 and LCC opened in 2004.

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



Jeff Stinnett, Administrator

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

Mission Statement

The purpose of the Charleston Work Release Center is to provide inmates with the opportunity to re-enter society with the skills necessary to lead a law abiding, productive life. The goal of the Charleston Work Release Center is to better prepare inmates for life's challenges without sacrificing public safety.

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

History cont.

The Center moved to its current location at 607 Brooks Street, Charleston, West Virginia, in April 1982. The first administrator was Donald M. Ervin. 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 2005 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, a typewriter, and educational and job related videos for inmate's use.

Major Accomplishments & Events of FY 2005

- On 17 August 2004 the Charleston Work Release Center kitchen sustained serious damage from fire . Due to the swift action of staff, the inmates were safely evacuated and no one was injured. However it was necessary to close the kitchen until repairs could be completed. With the quick assistance of the WV Division of Corrections Fiscal personnel, arrangements were made with a contractor to provide food to the inmates as well as for the total renovation of the kitchen. Inmate feeding went without interruption during the remodeling. Charleston Work Release Center now has a modern, updated kitchen equal to any restaurant!
- 01 July 2004, Don Ervin, long time administrator retired with 25 years and 8 months service. 01 August 2004, Jeff Stinnett was chosen as the Administrator. Jeff began his corrections career at Charleston Work Release in 1993 as a Correctional Officer, was promoted to Correctional Counselor, then Unit Manager, and also served as the Institutional Training Coordinator.
- \$12,500.00 was paid in restitution to victims, fines, and court costs by Charleston Work Release Center Inmates.
- Over 3,600 hours of community service was performed by CWRC Inmates for over 20 agencies/municipalities.
- Charleston Work Release Center is giving back to the community in many ways and doing their part to improve the local area. CWRC has entered into an agreement with the City of Charleston to maintain the city block that encompasses the New Appalachian Power Ballpark. Supervised inmates pick up litter and weeds along this route on a regular basis to ensure the area remains neat and clean for the public.
- Charleston Work Release Center Correctional Officers participated in Officer Training with Parole Officers. This training was designed to train officers in scenarios that may be encountered while conducting on-site checks of inmates on furlough in the community. This training will assist an officer and help with public safety.
- Officers D. Gillespie, K. Hudson, & D. Whittington were promoted to Corporals.
- Several CWRC personnel have been trained as facilitator/trainers in the following: Firearms, CPR/First Aid, Urinalysis/Alco Sensor, Correctional Integrated Defensive Systems, Anger Management, Aladrué, and Female Trauma Abuse.

CWRC Continued...

Community Service

The Charleston Work/Study Release Center is dedicated to providing valuable services to the community. CWRC inmates performed 3,612 hours of community service during FY 2005. 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 8: CWRC community service hours by location, FY 2005.

Location	Hours
Appalachian Power Park	67
City of Montgomery	159
Coonskin Park	39
Heart and Hand Store	13
Kanawha County Judicial Annex	9
Northwestern Little League	25
Town of Rand Community	70
Rea of Hope Substance Abuse Center	658
Roark Sullivan Lifeway Center	108
Samaritan Inn	919
St. Anthony's School	456
St. Mark's Church	66
Smith Street Station	426
WVDOC Central Office	94
WVDOC Academy	96
WV Division of Highways	198
WV Institute of Spirituality	8
WV State Police (So. Charleston)	196
WV State University	5
Totals	3612

Education

The inmates at CWRC are also offered various opportunities to attend educational classes. Table 9 shows the enrollment in those classes and the number of inmates that successfully completed the class during FY 2005. 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 9: CWRC Education Class enrollment by type, FY 2005.

Educational Class	# Enrolled	# Completed
GED	9	0
College Courses	1	0
Total	10	0

Treatment

Inmates at CWRC have a variety of treatment programs available to them. Table 10 shows the number of inmates enrolled in each program and the number completing that program before the end of the fiscal year.

Table 10: CWRC treatment program enrollment by type, FY 2005.

Treatment Program	# Enrolled	# Completed
Anger Management Group	1	1
Aladrue III	51	38
AA	107	On going
Domestic Violence	3	3
Individual Substance Abuse	89	69
DUI Safety Course	1	1
Crime Victim Awareness	12	11
Parenting	11	6
Totals	275	129

Serious Incidents

Table 11 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 11: CWRC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	2
Assaults on Inmates*	1
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.

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 work for private employers in all areas; restaurants, construction, office work, etc., as well as state agencies. There are currently 4 Division of Highway work crews manned by CWRC inmates. Money earned by inmates is turned in and maintained in an account monitored by a designated staff person. Inmates may request funds weekly for needed items or to pay court ordered restitution, child support, etc. Inmates are permitted to carry \$40.00 on their person.
- Inmates at the work release center 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 reestablishment 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 flood disasters to trash pickup on the highways and city streets.



CWRC Inmates performing community service

Staff Recognition

Juanita Drake, Secretary I was hired 01 October 2004. She worked at Mount Olive Correctional Complex and Central Office prior to working at CWRC. Juanita distinguished herself as a team player early on at CWRC by volunteering to do whatever was necessary to fulfill the mission. She has filled in as record clerk, trustee clerk, and is involved in the IMIS audit. Her attention to detail has helped to discover and prevent violations by inmates. She was recognized as the Charleston Work Release Employee of the Quarter for the 2nd Quarter of 2005. The WV Division of Corrections and Charleston Work Release Center are extremely fortunate to have Juanita on board.



From left to right: Pamela Baldwin and Juanita Drake

Pamela Baldwin -was hired as the Unit Manager and began work 16 November 2005. Pam began her corrections career 14 years ago as a Parole Officer located at Clarksburg, WV. She has proven to be a perfect fit in work release by using the knowledge she gained while in Parole Services. Based on her input, many procedures have been implemented. She is in tune with the needs of the facility and the inmates. She conducts the weekly “town hall meetings” with the inmate population. This has enabled inmates to have a forum to voice their opinions/concerns and has prevented small issues from becoming unmanageable. She has also brought her expertise in formulating new procedures regarding inmate furloughs. Pam is a welcome addition to the CWRC Team!

Huntington Work/Study Release Center



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

Renae Stubblefield, Administrator

Mission Statement

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

Huntington Work Release Center 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 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 2005

- The single most important achievement for not only the Huntington Work/Study Release Center, but for the entire Division is the West Virginia Offender Re-entry Initiative. As a result of this initiative, especially the two phases with which HWRC is most involved is designed to prepare offenders for transition from institutional life to parole supervision in the community, the facility has achieved noteworthy statistics. In an effort to promote autonomy by helping offenders become more responsible citizens and then teaching them how to become productive in their lives, the facility has collected:
 - › **\$89,155.00 in rent for the 2005 fiscal year**
 - › **\$38,962.76 in fines, restitution and child support**
- In addition, the re-entry initiative has required the center to make available treatment programs, educational opportunities and services for offenders to assist them in successful transition. The abundance of classes, programs and services that are gender specific has never been offered in Huntington Work Release Center history. This is quite an accomplishment!
- The Division of Corrections implemented an Employee Awards Policy in October 2004. The policy was designed to establish and maintain a mechanism that ensures employees are identified and recognized for specific acts of heroism, bravery or notable accomplishments. It was also designed to establish guidelines to identify those individuals who have distinguished themselves through the performance of those acts or accomplishments. The **Corrections Good Conduct Medal** is an award given to employees below a Pay Grade 13 who have demonstrated good conduct for three (3) consecutive years within the Division of Corrections. At Huntington Work Release Center, the following staff received this award: Trena Douglas, Ed Fetty, Tammy Mays, Jacqueline Newman, Rick Smith, Renae Stubblefield, Donna Trimboli, Sherry Weaver, Bobby Williams and David Zirkle.
- This year the facility provided almost 10,000 hours of community service to 28 various nonprofit agencies and churches in the Huntington community. In addition, the center raised almost \$3,000 for the Muscular Dystrophy Association.
- Staff Historical Moment: In December 2004, a rank structure was developed for correctional line staff, thus creating three Corporal positions which are filled by Roy Belville, Jennifer Henderson and William Beach.
- Additional staff reallocations and promotions occurring this fiscal year has assisted in the increase of employee morale.
- On February 1, 2005, we became one of the first facilities to be **completely smoke-free**. This was another historical and monumental mile stone polished with a very smooth transition. Staff and offenders are to be commended for making the necessary adjustments for such a difficult change.

HWRC Continued.

Community Service

The Huntington Work/Study Release Center adopted the logo “Serving Our Community” and has lived up to that motto. Their focus has been to “give back to our community.” Table 12 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 12: HWRC Community service hours by location, FY 2005.

Location	Hours
Adopt-A-Highway	44.0
Big Brothers/Big Sisters	81.5
Baptists in Community Church	37.5
Cammack Children’s Center	18.0
Cabell County Victim Services	88.5
Guyandotte Civil War Days	16.0
Cabell Huntington Hospital	48.0
Mildred Mitchell Bateman Hospital	7.0
City of Huntington	7.0
Contact Rape Crisis Center	27.0
Collis P. Huntington Railroad Society	79.5
Ebenezer Outreach Center	2012.0
Muscular Dystrophy	53.5
Goodwill Industries	1051.5
Hands Extended Ministries	1356.5
Madie Carroll House Preservations Soc.	49.0
Marshall University Residence Dorms	2.0
Muscular Dystrophy Bass Tournament	196.5
Laurelwood Transitional Living	123.0
Tsunami Relief Funds	19.5
Ronald McDonald House	147.5
Salvation Army	19.0
Southwestern Community Headstart	44.0
Spirit of Victory Church	773.0
Time Out Youth Shelter	23.0
WV Veterans Home	39.5
Tri-State Area Food Bank	3,251.5
Totals	9, 615.0

Treatment

A variety of treatment programs are available to inmates at HWRC. Table 13 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 13: HWRC Treatment program enrollment by type, FY 2005.

Treatment Program	# Enrolled	# Completing
Aladrue III	68	32
Pre-Marital Counseling	01	01
Individual Counseling	04	04
AA	31	18
NA	82	47
DUI Class	04	02
Totals	190	104

Education

The inmates at HWRC are also offered various opportunities to attend educational classes. Table 14 shows the enrollment in those classes and the number of inmates that successfully completed the class during the fiscal year.

Table 14: HWRC Education Class enrollment by type, FY 2005.

Educational Classes	# Enrolled	# Completed
GED	8	6
College Courses	1	1
Totals	9	7

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 2005.

Incident Type	# of Incidents
Escapes	4
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	4

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

Staff Recognition

Corporal Jennifer Henderson was voted by her peers to receive special recognition for her excellent work performance. Jennifer began her Corrections career on February 15, 1997. She was promoted to a Correctional Officer II on July 31, 1999. She received her Corporal promotion February 1, 2005. The Administration awarded her Employee of the Quarter for Outstanding Achievement from April 1, 2005 to June 30, 2005. During this period she was recognized for assuming various additional duties with a positive attitude and completing those tasks with excellence. She willingly adjusted her work schedule in order to diligently fulfill the duties and responsibilities of Institutional Training Officer. She willingly assists other staff members in completing their assigned duties. She did an outstanding job on revising two extremely important facility manuals: The Institutional Familiarization Notebook and the Orientation Notebook. Her achievement, improved professionalism and enthusiasm reflect great credit upon herself .



Corporal Jennifer Henderson



Tammy Mays

Tammy Mays was also voted by her peers to receive special recognition for going above and beyond her responsibilities to get the job done. Tammy began her Corrections career on July 3, 1995. In July 2002, she was promoted to Secretary I. Tammy is a very conscientious employee who sets high standards to achieve. She has a strong work ethic in doing things right. Her work productivity far exceeds average because of her willingness not only to provide administrative relief but to assist fellow coworkers with their workloads and is a tremendous help to the inmates. She is quite a team player and an excellent “Miss Fix-It” when it comes to office equipment. Last but certainly not least, should the Division ever create a position for Editor for any and all types of publications, Tammy should be considered because she has mastered the skill of proofreading, a must for any professional office who practices high standards of achievement!



HWRC Inmate performing community service



Blankets displayed at area hospital made by HWRC Inmates.

Beckley Correctional Center



David Ballard, Administrator

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

Mission Statement

*To change inmate conduct through effective community supervision programs that facilitate inmate re-entry into the community.
To promote a culture which mentors and encourages staff professionalism, career enhancement, positive morale and pride.*

History

Established in 1974 as Beckley Work Release Center, the facility was reorganized in 1997 and renamed Beckley Correctional Center (BCC). BCC is a minimum-security community correctional facility located on the grounds of Pinecrest State Hospital. BCC has a current capacity of 68 male and female inmates. Inmates assigned to BCC must be within 18 months of possible release.

BCC operates two main components consisting of a Residential Substance Abuse Treatment (RSAT) Unit and a Work Release Unit. All BCC inmates must participate in a regimented and intense treatment program. Programs available at BCC are: Life Skills, Adult Basic Education, Crime Victim Awareness, Substance Abuse Treatment, Anger Management, Domestic Violence, Batterers Intervention and Prevention.



Front View of Beckley Correctional Center

Inmates are required to work assigned jobs while at the facility as well as perform a minimum of 80 hours of Community Service work. BCC provides community service to the following agencies/organizations: City of Beckley (Parks & Recreation, Police Department, Public Works Department, Renaissance), West Virginia Corrections Academy, West Virginia Division of Highways, West Virginia Division of Natural Resources (State Parks), West Virginia Parole Services, Habitat for Humanity, Salvation Army and West Virginia Peer Recovery Network, Women's Resource Center and The Raleigh County Just for Kids Program.

Major Accomplishments & Events of FY 2005

- David Ballard was named Administrator of the Beckley Correctional Center in December 2004. Mr. Ballard began his career with the Division of Corrections in May 1994 as a Correctional Officer at the West Virginia Penitentiary in Moundsville. Upon closure of the penitentiary Mr. Ballard transferred to Mount Olive Correctional Complex (MOCC). At MOCC Mr. Ballard worked his way through the ranks, serving as a Correctional Officer, Counselor, Case Manager, Program Specialist, Lieutenant and Captain. His last assignment at MOCC was Segregation Commander, having responsibility and authority over the management and operation of the maximum-security segregation units, housing the most violent, high-risk, dangerous and disruptive inmates in the state.

Mr. Ballard's collateral duties at MOCC included ACA Coordinator for the Security Division and Team Leader of the Crisis Negotiation Team.

Since his administration began, Mr. Ballard has developed and implemented Operational Procedures consistent with DOC Policy, as well as a reorganization of staff and duties. Both staff and inmate morale have increased due to a more efficient and consistent environment.

- Development of Operational Procedures consistent with Policy Directives and ACA Standards for Adult Community Residential Services.
- Implementation of a Rank Structure with the addition of three Corporals and establishment of a formal chain-of-command.
- Major improvement in the operation and organization of the facility resulting in a more efficient workforce, elimination of the duplication of resources, reduction of paperwork and significant increase in staff morale.
- Due to the increased costs for inmates care, custody and the upkeep of the facility, inmate rent was increased for the first time in over ten years. Approval for this raise was granted by Commissioner Rubenstein and the rent increase took effect 01 April 2005. This increase also affected and benefitted Charleston and Huntington Work Release Centers.
- Expansion of the Community Service Program, seeking out new organizations in need of assistance.
 - Raleigh County Resource Drop-In Center (WV Peer Recovery Network)
 - Habitat for Humanity, Re-Store and Administrative Office
 - City of Beckley
- October 2004 was dedicated as Domestic Violence Awareness Month. A grand total of \$7,500.00 was raised and donated to the Raleigh County Women's Resource Center. Beckley Correctional staff and inmates organized various public awareness events in Beckley that ran the entire month. The single most important achievement of this project was an increased public awareness to the needs of victims of domestic violence.
- April 2005 was dedicated as Crime Victim Awareness Month. A total of \$3,010.00 was raised through various awareness activities. BCC staff presented the Raleigh County Just For Kids Program and the Women's Resource Center each with \$1,505.00 and commemorative plaques. Both organizations were extremely pleased and thankful for our efforts.
- Implementation of CDS Canine scans on a semi-regular basis to assist in drug interdiction.

BCC Continued...

Community Service

Beckley Correctional Center had approximately 9,702 hours of community service work completed for various worthwhile causes during the year. Table 16 shows the community service locations and the hours spent working on each project during FY 2005.

Table 16: BCC Community service hours by location, FY 2005.

Location	Hours
Beckley Board of Public Works	1696
Crime Victim Awareness Project	101
Raleigh County Resource	376
Habitat for Humanity	94
Little Beaver State Park	2425
Salvation Army	931
Parole Services	186
Stoco Community Reunion	118
Women's Resource Center	70
WV Corrections Academy	180
Beckley Correctional Center	3525
Totals	9,702



Henry Reed presenting check to Women's Resource Center



Corporals Thomas, Herron, & Hodges

Treatment

Beckley Correctional Center offers the following Treatment/Programs. Table 17 shows how many inmates were enrolled in each program and how many successfully completed each program during the fiscal year.

Table 17: BCC Treatment program enrollment by type of program, FY 2005.

Treatment Program	# Enrolled	# Completed
BIPPS	45	41
Crime Victim Awareness	97	87
Aladrue II	27	24
Aladrue III	29	24
AA Meetings	60	Ongoing
NA Meetings	60	Ongoing
Totals	318	176

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

Other Useful Information

- Beckley Correctional Center is not entirely a work release center. We operate two components consisting of a work release unit and a residential substance abuse treatment unit. Inmates in the work release unit receive all privileges of a work release center allowed by policy.
- Inmates are not received at Beckley Correctional Center straight from the court system. Their intake into the West Virginia Division of Corrections begins at a more secure facility where they must meet certain classification criteria to be approved for transfer to our facility.
- Beckley Correctional Center does not "hire out" inmates to private parties as "day laborers". Inmates are either assigned jobs or must seek out permanent employment within the community.
- The inmates at the Beckley Correctional Center pay rent for living at the Center. Work Release Inmates pay \$5.00 per day to offset the cost of housing and meals, as well as other operational expenses.

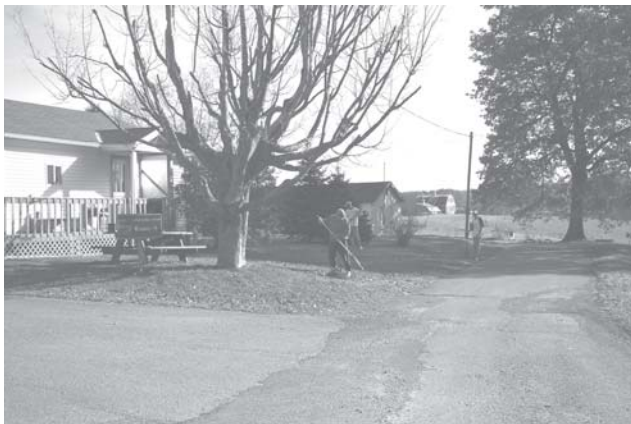
Serious Incidents

Table 18 highlights the serious incidents that occurred at BCC during the fiscal year. BCC is proud to report that there were no assaults on staff or other inmates 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 18: BCC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	1
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	1

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



Inmates working on BCC Grounds



BCC-Building 2 Male Housing Unit

Staff Recognition



Case Manager Teresa Gregory

Beckley Correctional Center recognizes Case Manager **Teresa Gregory** for exceptional performance of duty. Ms. Gregory's contribution and dedication to duty was superlative. During the recent reorganization of Beckley Correctional Center, Mrs. Gregory's duties and responsibilities were greatly affected. Her willingness to accept change has served as a positive example for her fellow employees. In addition to performing her primary duties as Institutional Parole Officer and Furlough Officer, Mrs. Gregory also served as Work Assignment Coordinator, Community Service Coordinator and volunteered time to represent the Division of Corrections at various events at the State Capitol during the 2005 Legislative Session. Her selfless dedication has made her an extremely valuable asset, not only to Beckley Correctional Center, but also to this entire division.



Corporal David Thomas

Beckley Correctional Center also recognizes **Cpl. David Thomas** for exceptional performance of duty. Cpl. Thomas' contribution and dedication to duty was also superlative. Since promotion to Corporal, he has demonstrated effective leadership and supervisory skills and constantly works to instill the mission, vision and core values of the division and the facility in his subordinates. Cpl. Thomas has taken initiative in making decisions and in recommending changes to several procedures that resulted in more efficient operation of the facility. In addition to his primary duties as a Shift Commander, Cpl. Thomas has recently been appointed as the new Institutional Training Coordinator and also serves as the facility Property Officer. His selfless dedication has also made him an extremely valuable asset, not only to Beckley Correctional Center, but also to this entire division.

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.

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 Aladrué, GED and ABE (Adult Basic Education) are full-length programs consistent with those at other facilities.

Major Accomplishments & Events of FY 2005

- In October 2004 Anthony Correctional Center underwent an ACA (American Correctional Association) monitoring visit and were found to be in compliance.
- In December 2004, ACC began housing adult female offenders again. Staff at ACC are required to deal with three separate populations (Adult females, adult diagnostics, and youthful offenders). Staff work together and handle the responsibility as smoothly as possible.
- Facility went tobacco free for offenders.
- The West Virginia Health Department conducted an inspection of the food service department and received a 100% rating.
- The Federal Communications Commission License was renewed till 2015.
- Recreation Department installed a new walking track for offender and staff use.

ACC Continued.

Answers to Common Misconceptions & Questions about ACC

- Misconception:** ACC is a juvenile facility.
Fact: ACC houses young adult offenders and adult females.
- Question:** Does ACC have a diagnostic unit?
Answer: Yes, ACC has a 24 bed, 60 day Diagnostic Evaluation Unit
- Question:** Is ACC a camp?
Answer: No, ACC is a correctional center and inmates are under direct supervision and all movement is regulated
- Question:** Does ACC only house “petty offenders?”
Answer: No, ACC houses offenders that have committed a variety of crimes that include crimes against property and or persons including sex offenders. We also house several offenders that have committed drug offenses.

Community Service

Anthony Center Inmates were involved in assisting in a variety of Community Service projects during FY 2005. Table 19 shows the number of hours that were spent on each project.

Table 19: ACC community service hours per project for FY 2005.

Location	Hours
US Forest Service	32
Alderson Park	24
Cummings Creek Victory Chapel	8
Totals	64

Treatment

Inmates at ACC are offered various types of treatment programs during their incarceration. Table 20 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 20: ACC Treatment program enrollment by type of program, FY2005

Treatment Program	# Enrolled	# Completed
Aladrue I	269	269
Aladrue II	247	247
Aladrue III	230	225
Anger Management	150	145
Crime Victim Awareness	169	160
Sex Offender GET Classes	40	40
AA	225	225
NA	180	180
BIPPS	35	35
Total	1,545	1,526

Staff Recognition

Employee of the Year at Anthony Correctional Center was **David Barker**, Building Maintenance Supervisor I. He is a dedicated employee and a team player. He maintains exceptional attitude and professionalism and performs additional duties as assigned without complaints, without hesitation. His attendance is exemplary and his dedication to the mission of the facility goes without question when evaluating his performance. Mr. Barker meets or exceeds all expectations in his job performance.



ACC Employee of the Year CO David Barker

West Virginia Division of Corrections

Serious Incidents

Table 21 shows the serious incidents that took place at ACC during FY 2005.

Table 21: ACC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	20
Assaults on Inmates*	61
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	81

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



ACC Picnic Shelter and Walking Track under construction

Education

Inmates at ACC are offered various types of educational or treatment programs during their incarceration. Table 22 shows the number of inmates enrolled and the number completing each class during FY 2005. Please note that all inmates are involved in vocational education and Affective Life Skills education while incarcerated at ACC.

Table 22: ACC Education class enrollment by type of class, FY 2005.

Education Class	# Enrolled	# Completed
GED	108	89
College Classes	90	80
High School Diploma	5	5
WV State Welding	10	10
Fire Marshal		
Apprenticeship/Electric	10	10
Totals	223	194

Other Useful Information

- Plans to construct a picnic shelter from Inmate Benefit Funds are underway. Groundbreaking started the week of 09 May 2005.
- Our Programs Department is in the process of beginning a “Therapeutic Community” in B-Building.
- All offenders must actively participate in treatment, educational and vocational programs, recreational activities and work details.
- Substance Abuse Therapist Tim Hoover went on active military duty and served in Iraq. Fortunately, Tim has completed his tour of duty and returned to work.
- All components of the education program must be completed before release is recommended. A GED does not constitute completion of these requirements.

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.



Major Accomplishments & Events of FY 2005

One of the accomplishments for this past year occurred in the Education Department at Denmar Correctional Center. The Correctional Education Association (CEA) conducted an audit of our educational services. We received a 100% score on our audit. This is attributed to the hard work of Lead Teacher Bobby Buckland and the Educational Staff.

The Education Department 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 the 2004-2005 Fiscal Year, inmates enrolled in 564 separate classes, completing 437. Due to transfer/parole/discharge, some inmates were unable to complete classes. Education averaged 49% of the total inmate population as students. Seventeen (17) inmates obtained their General Equivalency Diplomas (GED's) this year. The Education Department sponsored an Inmate Graduation Ceremony this year to recognize inmate accomplishments in Educational and Vocational Programs.

Some of Denmar's most recent accomplishments for the fiscal year are:

- Obtained the Morse Watchman Key Watcher System. The system will be installed in the near future.
- Installed additional security alarms on some exterior doors.
- The Community Service Work Crew Hours were 31,254.25.
- Installed emergency lighting on all floors.
- Inmate crew painted the Hillsboro Library.
- Removed several dangerous trees inside the perimeter of the fence.
- Upgraded our video conferencing system to the Polycom System.
- Held a ceremony honoring Officers who served in Iraq.
- Constructed a new addition to the Water Plant for compliance with EPA Regulations.
- Inmate crew painted the Gymnasium at Marlinton Middle School.
- The 12th Annual Open House was held on 13 August 2005. We had 269 visitors attending that day.
- Installed new dental equipment.

Renovations continue at Denmar. The Maintenance Department continues to work towards improvements on the compound, including renovating existing structures so that they may be utilized. The exterior of Building 12 has been renovated and a new roof installed. The interior of the building will be renovated this coming winter.

The Water Plant has purchased equipment to continually monitor the NTU's (National Turbidity Unit) in the water mandated by the EPA with the authorization of the Federal Safe Drinking Water Act as well as West Virginia State Code under Chapter 6, Article 13, and Section 6-1. The process of adding on an additional room, for a computer that was required to comply with the EPA standards, was also completed.

DCC Continued. Community Service

In addition to the Community Services listed in the table below, the Violent Offenders Counseling and Learning (VOCAL) group at DCC gives oral presentations to area schools, youth groups, churches, and troubled youth in the community. These presentations address the effects of drugs, alcohol, peer pressure, decision making, and various other topics. Mark Wegman, Unit Manager, and supporting Security Personnel supervises the 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 19 presentations this Fiscal Year.

Table 23: DCC Community Service hours by location, FY 2005.

Location	Hours
Watoga State Park	5,171.75
Pocahontas County DOH	10,831.00
Greenbrier County DOH	12,044.50
Marlinton Crew	2,563.00
Hillsboro School	460.00
Marlinton School	120.00
Pocahontas County High School	42.00
Adopt-a-Highway	12.00
Pocahontas County Solid Waste	10.00
Total	31,254.25



DCC Inmate Work Crew at Watoga State Park

Treatment

Inmates at DCC are offered various types of treatment programs during their incarceration. Table 24 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 24: DCC Treatment program enrollment by type of program, FY 2005.

Treatment Program	# Enrolled	# Completed
Aladrue I	86	86
Aladrue II	98	98
Aladrue III	87	72
REBT	45	45
Sex Offender Treatment	22	Ongoing
V.O.C.A.L.	9	Ongoing
Impulse Control	7	Ongoing
Anger Management	7	7
Pre-Parole Orientation	175	175
AA/NA	225	Ongoing
BIPPS	22	17
Crime Victim Awareness	68	61
Totals	851	561

Note: Some of the classes are designed to be ongoing, therefore cannot be completed.

Staff Recognition

A reception was held to honor the DCC personnel who served in the Iraq War. Certificates of appreciation from Governor Joe Manchin were presented. From left to right: Associate Warden Security-Dennis Mynuk, COII Steven Lewis, COII Mike Hardesty, and Corporal David Peacock.



DCC's Veterans of Iraq War

Serious Incidents

Table 25 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 25: DCC Serious Incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	2
Assaults on Inmates*	4
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	6

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

Other Useful Information

Denmar currently employs eighty-nine (89) people that work for the Division of Corrections. In addition, another fourteen (14) work for Correctional Medical Services, seven (7) in the Education Department and two (2) in Correctional Industries. Based on a Staffing Analysis that was conducted at Denmar in January of 2001, Denmar continues to request additional funding for personnel and operational increases.

We upgraded our video teleconferencing equipment for use in the Multi-Purpose Building to the Polycom System. Currently it is utilized for Parole Hearings, Court Hearings and has the potential for many other uses such as meetings, training, telemedicine, etc.

The Staff at DCC and Central Office Staff held ceremonies honoring our Heroes that returned from the Iraq War. A luncheon was held and the Officers were awarded certificates from Joe Manchin III, Governor of West Virginia. Those honored were David Peacock, Joel Ignos, William Hardesty, Randolph Cutlip and Steven Lewis.

Our Correctional Industries Department presently makes boxer shorts, t-shirts, khaki pants and shirts, elastic waistband pants for DOC female offenders, orange elastic waistband pants and v-neck shirts for Regional Jail Authority inmates and reupholsters furniture for government agencies. Currently thirty-five (35) inmates are employed in Industries on a daily basis.

Our Arts & Crafts Program currently utilizes 10 inmates that produce a variety of items such as drawings, wall clocks, grandfather clocks, small furniture, jewelry boxes, glass etching, intarsia woodworking and a wide range of other woodworking projects.

Education

Inmates at DCC are offered various types of educational programs during their incarceration. Table 26 shows the number of inmates enrolled and the number completing each class during FY 2005. 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 26: DCC Education class enrollment by type of class, FY 2005.

Education Class	# Enrolled	# Completed
Academic Classes		
(GED & ABE)	60	18
Advanced Computers	19	12
Basic Computers	124	69
College Classes	2	2
Electricity	26	20
Facility Maintenance	28	14
Transition Skills	296	230
Employability Skills	7	3
Totals	562	368

Huttonsville Correctional Center



PO Box 1
Huttonsville, WV 26273
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(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. Huttonsville Correctional Center was the fifth largest employer in Randolph County at the end of FY 2005 with a staff of 302. When the new addition is completed the number of positions will increase to 390.

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 2005

- The most significant story during FY 2005 is the groundbreaking in May 2005 beginning the construction to update portions of the prison which was constructed in 1939. This construction will begin to replace the dormitory style housing located on the north side of the building to a controlled cell, direct supervision environment. This construction will accommodate an additional 205 inmates.

In preparation a total of 276 inmates were relocated. The institution as a whole came up with a plan to consolidate the inmates on one side of the prison and to reduce the count by only 26 inmates. In order to place inmates appropriately and expand the Therapeutic Community population, 1,000 inmates were moved during a ten day period. With this consolidation, staff also had to be relocated to different areas and readjust to their working environments. Throughout this period we have experienced only minor problems. This has been a great team effort on the part of all Huttonsville Staff.

Huttonsville Correctional Center has acquired an additional eighty-five staff positions to accommodate the new housing and provide direct supervision on existing dormitories.

- In April, a division-wide "Top Dog Competition" was hosted at Huttonsville Correctional Center. Members of the Maryland DOC K-9 Division served as evaluators for this event. WV Division of Juvenile Services assisted with the competition exercises.
- Therapeutic Community/Substance Abuse Unit celebrated a five year anniversary and those staff have developed draft standards for agency review for Therapeutic Community expansion agency wide.
- Phase I remodeling of the Statewide K-9 Training center was completed, with the addition of a new roof and exterior painting. Phase II remodeling began June 2005.
- Computer generated tool inventories for the shops on the compound were established; this requires the signatures of the AWS, Tool Officer and Area Supervisor. At this time approximately 65% of the shops are complete.
- The purchase of three additional Morris Key Box systems for the facility, for Emergency Keys, the Medical Department and the Canine Building. Completion of installation will bring us to full key compliance.
- This year six of our investigations conducted by our investigator have resulted in prosecution in state or federal court.
- Air conditioning was installed for the living units of Unit G Therapeutic Community.
- A full time Director of Classification is in place, as well as an Office Assistant for each Unit Management Team.

HCC Continued...

Staff Recognition

Captain Grover Rosencrance is the day shift commander and has been instrumental in reducing overtime hours. He exhibits an excellent work attitude, work ethic and serves as a positive role model for other staff. In addition to his regularly assigned duties he serves as the Administrative Segregation Chairperson and is the main point of contact for Massaro Construction Company. Captain Rosencrance also served as chairperson for our recent Inmate Open House, and did so in an exemplary manner, and as a result of his efforts we experienced no glitches.



Stuart Strong is a Substance Abuse Therapist on our Therapeutic Community. Stuart performs his duties in this unit in an exemplary manner. Due to the current construction project there is an additional 48 inmates double bunked on that

unit and Stuart has taken on these additional duties without complaint. He has developed standards for a state review, for the agency wide expansion of the Therapeutic Community. As part of that project he has hosted Administrative Staff from all other facilities and practitioners and facilitators. Stuart represents the program in a very professional manner and is certainly a valuable asset to this institution.

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 27 shows the community service locations and the hours spent working on each project during FY 2005.

Table 27: HCC Community service hours by location, FY 2005.

Location	Hours
Cass Scenic Railroad	12,094
Department of Highways	5,964
Farm Commission	14,270
Other Projects - (Includes Randolph County Schools, Forest Festival, Valley Chapel, Camp Pioneer, Davis & Elkins College)	5,049
Totals	37,377

Treatment

Inmates at HCC are offered various types of treatment programs during their incarceration. Table 28 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 28: HCC Treatment program enrollment by type of program, FY 2005.

Treatment Program	# Enrolled	# Completed
Aladrue I	600	306
Aladrue II	600	339
Aladrue III	311	111
Anger Management	13	4
Sexual Offender	48**	
Crime Victim Awareness	90	46
Alcoholics Anonymous	70*	
Narcotics Anonymous	97*	
BIPPS	35	4
Smoking Cessation	7	1
Totals	1871	811

Totals do not include the classes with *. *Denotes Average Weekly Enrollment for FY 2005. **Average Monthly Enrollment for FY 2005

HCC also has a 12 month Therapeutic/Substance Abuse Unit. For FY 2005 there were 195 inmates enrolled in the program with 52 successfully completing the program, with the rest still enrolled. This is a 12 month program.

Table 29 : HCC Therapeutic/Substance Abuse enrollment by program, FY 2005.

Program Name	Average Monthly Attendance
AA	102
NA	105
Small Substance Abuse Groups	40
Phase Up	121
Self Esteem	9
Peer Group	118
Totals	495

Serious Incidents

Table 30 shows the serious incidents that took place at HCC during the year.

Table 30: HCC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	1
Assaults on Staff*	32
Assaults on Inmates*	16
Inmate Death by Natural Causes	1
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	50

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



Canine Training Center at HCC



Inmate Dormitory at HCC

Education

Inmates at HCC are offered various types of educational programs during their incarceration. Table 31 shows the number of inmates enrolled and the number completing each class during FY 2005. Note that many of the inmates that did not complete a class left the facility because of discharge, parole, etc. and did not necessarily “fail” the program.

Table 31: HCC Education class enrollment by type of class, FY 2005.

Education Class	# Enrolled	# Completed
ABE/GED	307	114
Aquaculture	35	22
Automotive Tech	21	13
Electricity	47	15
Facilities Maintenance	26	11
Horticulture	37	21
Information Technology	135	106
Life Skills	128	86
Metals Technology	38	34
Mill & Cabinet Making	27	24
Parenting Skills	94	81
Thinking for a Change	141	82
Totals	1,036	609

Many HCC inmates were awarded vocational certificates during FY 2005. Table 32 shows the number of education certificates that were awarded by HCC in FY 2005

Table 32: HCC Vocational Education Certificates awarded, FY 2005

Certifications Awarded	# of Certifications Awarded
Apprentice Electrician	29
ASE	5
GED	21
HVAC	11
Journeyman Electrician	4
Laubach Literacy Tutor Training	30
NCCER	86
OSHA Safety Standards	43
Transition Skills Diploma	27
Welding Certifications	18
Totals	274

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 Center 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. Our current bed capacity is 290 with construction well under way for our 120 bed dormitory that is expected to be completed the Summer of 2006.



Lakin Correctional Facility for Women

Major Accomplishments & Events of FY 2005

- The single most important achievement of Lakin Correctional Facility for Women in FY 2005 is that the Medical Department achieved NCCHC accreditation and the Education Department achieved CEA accreditation.
- LCFW began double bunking in June, increasing our population by (50) fifty inmates making our count around 290 in the month of August.
- There were no officers injured in the line of duty in the FY 2005, nor has there ever been since Lakin Correctional Facility opened its doors.
- The Community Work Crew has assisted in various projects within the community, some of which include: cleaning local libraries, painting the inside of the county court house, and cleaning sidewalks for the town; all duties were performed without incident.
- Twenty students earned their GED and five completed an area of basic education.
- Lakin Correctional Facility has established a reading/law library complete with Dewey Decimal System.



Lakin Correctional Facility - Front Entrance

LCC Continued... Treatment

Inmates at LCC are offered various types of treatment programs during their incarceration. Table 33 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 33: LCC Treatment program enrollment by type of program, FY 2005.

Treatment Program	# Enrolled	# Completed
Aladrue I	314	161
Aladrue II	292	119
Aladrue III	138	*ongoing
Crime Victim Awareness	63	49
Motivational Enhancement	65	*ongoing
Womens Way/12 Steps	18	*ongoing
Ind. Substance Abuse Counseling	470	*ongoing
C.O.P.E.	209	*ongoing
Totals	1569	329

*Ongoing classes had an additional 133 completions for a total of 462 completions.

Table 34: LCC Community Service hours by location 2005.

Location	Hours
Mason & Jackson County Fairgrounds	25
State Police Barracks	50
Town of Mason	25
New Haven Community Building	15
Mason County Court House	60
Krodel Park	50
Mason County Farm Museum	50
Lakin Correctional Center	150
Totals	425



LCC Medical Department receiving award

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 2004-2005.

Table 35: LCC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	2
Assaults on Inmates*	3
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 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 2005. 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 2005.

Education Class	# Enrolled	# Completed
GED	67	20
Adult Basic Education	57	Ongoing
Business Education	107	Ongoing
Facility Maintenance	43	Ongoing
Transitional Skills	218	Ongoing
Total	492	20+



LCC Education Department receiving award

Staff Recognition



Cpl. Shelby Searls was selected as Employee of the Year. Cpl. Searls has an impeccable attendance record. He has shown his dedication to LCFW, his fellow officers and to WVDOC by first being reliable, hard working, and dependable. Cpl. Searls performs his duties to a high standard and demonstrates what is taught through the WVDOC Academy and that is to be Fair, Firm and Consistent with the inmates. Cpl. Searls' work ethic is at such a high level that it would be difficult for anyone to match his commitment. He is well liked by all his fellow officers and administrative staff. He exemplifies how an officer should conduct themselves on a daily basis.



Sgt. Stephen Frum has been and continues to be a valuable resource to Lakin Correctional Facility. He accepts every task & mission he is given with enthusiasm. Sgt. Frum is a team player and steps up to the plate when needed. He is currently filling in as the ACA Coordinator until the position is filled. Sgt. Frum is very thorough with his work regardless of the position he fills. Stephen has used (0) zero sick leave hours since his employment in the fall of 2002, which makes him extremely dependable to his fellow co-workers and to the Facility. Sgt. Frum has also obtained his Masters Degree in Criminal Justice while employed at Lakin Correctional Center.



Warden Dale Humphreys, Cpl. Charles Perkins, COII Ryan Russell, COII Adam Sparks, Cpl. Timothy Farley, Lt. Nathan Lyle, and Commissioner Jim Rubenstein

Military Personnel, from the Lakin Correctional Facility, were presented awards and honored by Warden Dale Humphreys and Commissioner Jim Rubenstein on the 29th Day of July, 2005 for their courageous efforts and sacrifice in making this the greatest nation in the world. The dedication to duty and esprit de corps displayed by these Correctional Officers is to be commended and recognized by all those who enjoy the freedoms in this great nation, of which is provided by these correctional officers and those who serve in our Nation's Military. The West Virginia Division of Corrections and the Lakin Correctional Facility for Women felt compelled to honor these Correctional Officers as a small token of appreciation for the service they provide this State and this Country. These Correctional Officers are a credit to the United States, the State of West Virginia, the West Virginia Division of Corrections and the Lakin Correctional Facility for Women.

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 to work 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 of FY 2005

Fallen employees who died in the line of duty were honored during a memorial dedication ceremony for the WVDOC at Mt. Olive on 13 October 2004. The following fallen employees were honored:

Earl Lanfitt, Correctional Officer at WV Penitentiary, was stabbed to death on 11 March 1926 in the Prison Dining Room. The employee dining room at MOCC was named in memory of his life.

Phillip Ketchum, Correctional Officer Intern at WV Penitentiary, was shot to death during an escape attempt from the prison bus on 04 December 1941, Ketchum's father was Warden of the Penitentiary at the time. The employee wellness center at MOCC was named in memory of his life.

James Paugh, Correctional Officer at Huttonsville Correctional Center, was killed in a motor vehicle accident on 28 November 1967. The Ash Hall Housing Unit was renamed in memory of his life.

William Quilliams, Correctional Officer at WV Penitentiary, was stabbed to death on 05 October 1972. The segregation unit at MOCC was already named in memory of his life and was rededicated.

Pauline Stuart, Parole Officer, was stabbed to death on 01 August 1977 during a home check on a parolee. A general population housing unit was already named in her honor and rededicated in her memory.

Betty Slayton, Correctional Trainer at WV Corrections Academy, was killed in a motor vehicle accident on 09 October 2003. The employee training center was named in her honor.

John "Bob" Tyler, Facilities Maintenance Equipment Technician at MOCC, died of a heart attack on 14 April 2004 while on duty at the maintenance building. The maintenance building was named in memory of his life.

Members of the Ketchum, Slayton, and Tyler families were in attendance at the dedication and were presented with a memorial flag at the conclusion of the ceremony. The WVDOC Honor Guard presented the national and state colors, and the MOCC Rifle Team provided a 21 gun salute. As a special remembrance of the fallen members, a flag was flown over the United States Capital Building in Washington D.C.



Officers at Memorial for Fallen Employees



Memorial for Fallen Employees

MOCC Continued...

Events

- On 25 August 2004 at approximately 0905 hours the institution went into lockdown to conduct a contraband search of the entire institution. No serious incidents were reported.
- MOCC Deputy Warden Michael Coleman was selected as Director of Security for the West Virginia Division of Corrections. MOCC Associate Warden of Security William Vest was selected as the Deputy Warden for MOCC.
- Kanawha Hospice Care conducted training sessions, that provided information to staff, concerning hospice training that will be delivered to inmate volunteers for inmates requiring hospice care.
- The State Board of Education honored the “Transitions Skills Program” offered by the West Virginia Department of Education at MOCC with its award for the program year.
- The US Attorney’s West Virginia Crime Victim Assistance Committee and the NCVRW Planning Committee selected Cheryl Chandler, Executive Assistant as one of the honorees for the 2005 National Crime Victims’ Rights Geneva Foster Award.

Facts

- Maximum housing capacity has increased 44% over the single occupancy design capacity (759) of opening day approximately 10 yrs. ago. Infrastructure such as number of classrooms, dining room capacity, medical, mental health, other program/support service, and physical plant space remain unchanged.
- Employees on MOCC payroll come from over 20 counties. In addition to the **368** employees on MOCC payroll, the following are employed by other Departments within Corrections, agencies or contractual agreements:

Correctional Industries	05
Correctional Academy	03
Contractual	19
Department of Education	11
Contract Medical	53
Contract Mental Health	17
Contract Food Service	11

Total including MOCC employees **487**

Staff Recognition



Kim Boggs, Payroll Supervisor

Payroll Supervisor **Kim Boggs** was hired as an Office Assistant II in 1994. Since then, she has been promoted to Payroll Supervisor. Ms. Boggs’ leadership in her current position demands recognition. All tasks performed in the payroll department must be completed accurately and properly. The Warden’s Office cannot recall receiving a complaint from a staff member concerning their paycheck and/or service from the payroll department at MOCC. The success is contributed to Ms. Boggs’ administration of all activities within the department. Kimberly Boggs is a model employee.



Mark Hershman, Correctional Officer

Officer Mark Hershman was hired as a Correctional Officer in 1995. Officer Hershman does not abuse his sick leave benefits, volunteers for overtime on a regular basis, and is dedicated to MOCC. As of July 2005, Officer Hershman had more than 1200 hours of sick leave available. In addition, Officer Hershman donated more than 90 hours of annual leave to employees in need. Officer Hershman is reliable and handles inmates in a fair, firm, & consistent manner. Officer Hershman is an exemplary example of a Correctional Officer.

Mount Olive Correctional Complex has 167 employees with 5 or more years of credited service. Above which are two that were recognized this year.

Serious Incidents

Table 37 shows the serious incidents that occurred at MOCC during FY 2005. 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 37: MOCC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff	20
Assaults on Inmates	10
Inmate Death by Natural Cause	12
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	42

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

Treatment

Inmates at MOCC are offered various types of treatment programs during their incarceration. Table 38 shows how many inmates were enrolled in those programs and how many successfully completed each program during the fiscal year.

Table 38: MOCC Treatment program enrollment by type of program, FY 2005.

Treatment Program	# Enrolled	# Completed
Alad rue I	40	17
Alad rue II	23	01
Alad rue III	10	08
AA/NA	20	Ongoing
Quality of Life	70	21
Totals	163	47

Education

Table 39 shows the number of inmates enrolled and the number completing each class during FY 2005. 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 2005.

Education Class	# Enrolled	Completed
Accounting I	1	1
ACE Testing	2	2
Adult Basic Education (GED)	193	193
Advanced Anger Control	16	13
Anger & Social Skills	8	6
Anger Without Violence	5	4
Assertiveness	11	10
Business Law	32	25
CLN 5 Secrets	15	15
CLN Career Transitions	4	4
CLN Everyday Math	11	11
CLN Learn to Earn	18	18
CLN Social Studies	3	0
Cognitive Skills I	33	30
Cognitive Skills II	24	20
Cognitive Skills III	14	12
Computer Programming	42	33
Consumer Math	24	18
Critical Thinking I	13	11
Critical Thinking II	25	23
Destinations	39	39
Empathy & Responsibilities	23	20
Facility Maintenance	31	4
GED Pre-Test	23	23
Graphic Communications	41	14
Hit the Ground Running	42	30
Hit the Ground Running (Computer)	34	14
Introduction to Computers	23	6
Introduction to Hospitality	12	0
Janitorial Class	10	10
Keyboarding	86	74
Literature Appreciation	22	10
Math Calculator	28	20
Metals Technology	51	20
Microsoft Office	1	1
MRT	15	0
Open Lab	124	114
OPENGATE	36	31
Presentation Graphics	31	31
Printing Technology	25	18
ProStart	15	0
Quality of Life	154	26
Refresher Math	42	30
Refresher Writing	12	10
Stress Management	14	10
TABE Testing/Learning Styles	100	100
Transitions	18	18
Work Keys	15	8
Woodcock Johnson Testing	5	5
GED	193	22
College Courses	128	121
Total	1887	1278

Northern Correctional Facility



RD 2 Box 1
Moundsville, WV 26041
(304) 843-4067 Phone
(304) 843-4073 Fax

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 Minimum Custody (Level I) and 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.



Aerial View of Northern Correctional Facility

Major Accomplishments & Events of FY 2005

- 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 on Correctional Healthcare.
- There were no escapes during the Fiscal Year.
- There were no suicides during the Fiscal Year.
- No Serious incidents of Assault/Injury.
- NCF reported no drug violations for FY 2005.
- NCF implemented the Federal Re-entry Initiative.

Staff Recognition

Northern Correctional Facility would like to recognize the following: Employee of the Year for 2005 was Correctional Counselor **Dale Griffith**. Employees of the Quarter for FY 2005 were Correctional Counselor **Dale Griffith**, Correctional Officer **Judy Townsend**, Correctional Counselor **Pete Nanney**, and Supervisor **Joanie Hill**.



Counselor Dale Griffith



Supervisor Joanie Hill



Counselor Pete Nanney



Correctional Officer Judy Townsend

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 2005.

Table 40: NCF Community service hours by location, FY 2005.

Location	Hours
Division of Highways, Ohio Co.	6,480.5
Division of Highways, Brooke Co.	5,432.0
Division of Highways, Hancock Co.	4,544.5
Division of Highways, Marshall Co.	4,369.5
Marshall Co. Board of Education	150.0
Northern Correctional Facility	1,308.5
Division of Highways, Sand Hill	50.0
Division of Highways, Tyler County	1,050.0
Ohio County Interstate 70	395.0
City of Cameron	170.0
DOH Administration Building	109.5
DOH District Garage	10.0
DOH District 6	709.0
Totals	24,778.5

The Northern Correctional Facility also held fund-raisers for Victim Services, a blood drive for the American Red Cross, and a Relay for Life to benefit the American Cancer Society. The facility's economic impact on the community is estimated to be six million dollars.

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 2005.

Treatment Program	# Enrolled	# Completed
Aladrue I	71	39
Aladrue II	41	34
Anger Management	20	20
Thinking for a Change	24	22
CVA Class	58	38
Sex Offender Phase I	9	6
Sex Offender Phase II	7	Ongoing
Parenting Skills	35	21
BIPPS	20	20
Totals	285	200

A range of programs is offered by the Religious Department: Bible Study, Choir, Prison Fellowship. The choir performs at various in-house functions. Religious Coordinator Jeff Benedict oversees the religious volunteer groups, while continuing to schedule all services to the inmate population of all major religious denominations, reflective of the inmate needs.



NCC Inmate Work Crew at work.

Serious Incidents

Table 42 shows the serious incidents that took place at NCF during FY 2005. 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 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	5
Assaults on Inmates*	11
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	16

*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 7:00 AM and 10:00 PM for school, work, treatment programs, religious services and recreation.

Misconception: Corrections Officers are armed with weapons.

Fact: Officers are only armed when escorting inmates outside the facility.

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 2005. 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 2005.

Education Class	# Enrolled	# Completed
GED	117	9
College Courses	25	24
Carpentry	81	37
Printing Tech	89	49
Pre-Vocational Assessment	67	66
Life Skills	18	6
Employability Skills	21	13
99 Days & Get-up	102	86
Totals	520	290



Northern Correctional Facility Entrance

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 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 (Behavior Improvement Unit) 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 such as Aladrue I & II, Crime Victim Awareness, Anger Management, AA/NA, GED, post secondary education, and individual counseling.



History cont...

The facility currently operates as a minimum-security institution that houses up to 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 2005

- During the September Floods of 2004, assistance was provided to the area by the facility and inmates.
- The expansion and renovation of the facility which included painting, renovation of the control room, new security cameras in the pods, and new monitors in the control area.
- The implementation of the Re-Entry Initiative.
- The forward movement and progress made in trying to achieve ACA accreditation.
- The expansion of inmate work crews to six, consisting of six inmate workers on each crew.



Bill Yurcina, Officer Tibbs receiving award, and Jan Chamberlain

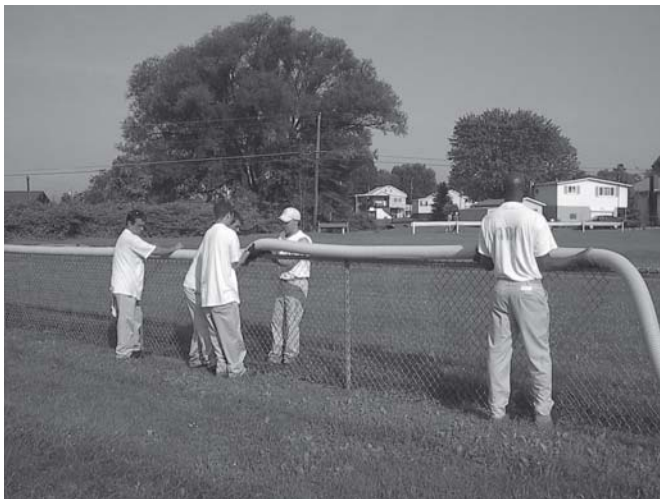
OCCC Continued...

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 2005.

Table 44: OCCC Community service hours by location, FY 2005.

Location	Hours
Local Churches	240
Road Cleanup - Cemetery	700
DOH Crews	70,000
City of Moundsville Crew	3,600
WV Penitentiary Crew	2,000
Juvenile Services	80
Ohio County Commission	200
Ohio County Correctional Center	1000
NLECTTC	80
ROPE Program	60
Totals	77,960



OCCC Community Service

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 2005.

Treatment Program	#Enrolled	#Completed
Anger Management	14	12
Crime Victim Awareness	8	6
AA/NA	14	Ongoing
Aladrue I	43	42
Aladrue II	43	42
99 Days/Wake Up	25	16
Transition Skills	17	17
Total	164	135



OCCC Community Service



OCCC Housing Unit

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 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	1
Assaults on Inmates*	2
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.

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 2005. 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 2005.

Education Class	# Enrolled	# Completed
GED	19	0
Legal Research	3	2
Totals	22	2

Staff Recognition

- Lt. Harry Frey** received the Commissioner’s Achievement Medal for the capture of an escaped inmate without assistance or without taking his own well being into account. It was through this unselfish act that he demonstrated his dedication and professionalism with regards to himself, the Ohio County Correctional Center and the Division of Corrections.
- Kathy Conner** was chosen Employee of the Year for her exceptional performance, dedication and consistently demonstrating a positive team attitude with regards to the facility and the Division of Corrections.



Lt. Harry Frey



Kathy Conner

Pruntytown Correctional Center



Jim Ielapi, Warden

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Grafton, WV 26354
(304) 265-6111 Phone
(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.

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 coed 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 2005

- Construction of the Education/Multi Purpose Building adjacent to Unit 20 by the Department of Education's Building Construction Class.
- There were no major incidents.
- Another class of four Pilot Puppies completed their year of socialization training by female inmates and were returned to Pilot Dogs, Incorporated for specialized guide dog training.
- Success rate of inmates leaving residential substance abuse program continues to increase, with one of three inmates leaving the program successfully completing parole. Additionally, this year saw an all time high, with 51 inmates completing the treatment program.
- Construction and placement of brick entrance signs by the Department of Education's Building Construction Class.
- Electric Upgrade completed for Units 18 and 19, as well as doubling the size of the transformer. Also installed a larger secondary feeder to reduce the low voltage, which had plagued the Administration Building.
- Presentations by the inmates on the Substance Abuse Treatment Unit to students and the public at Gore Middle School, Fairmont State University, and the Sheriff's Leadership Camp at Camp Virgil Tate.
- Inmate's participation in "Read to my Child" program, which promotes literacy for the children left behind by their parent's incarceration.
- Construction of an outside weight-lifting area for Unit 24 by the Department of Education's Building Construction Class.
- Continued participation by Pruntytown Inmates in receiving Forestry Firefighter Training.

PCC Continued...

Staff Recognition



The late Anthony Powroznik and his partner Rusty

Correctional Officer Anthony Leon Powroznik died unexpectedly 18 March 2005. His parents, wife and two children survive him. Anthony was to be presented the Medal for Lifesaving for his actions at a car wreck on 13 December 2004, which helped to preserve the life of a female occupant. Anthony began his career as a Correctional Officer at the West Virginia Industrial Home for Youth on 17 September 2001, and then transferred to Pruntytown Correctional Center on 01 December 2002. He was selected for the CDS K-9 program and after his successful completion of the training, was promoted to the rank of Corporal 01 February 2005. He was also a member of the West Virginia Division of Corrections/Pruntytown Correctional Center CERT (Correctional Emergency Response Team). Anthony Powroznik will be missed by all.



Commissioner Jim Rubenstein and CO Brody Mayle

Correctional Officer Brody Mayle was selected as Pruntytown Correctional Center's Employee of the Year and also as the West Virginia Division of Corrections Employee of the Year. This recognition was given for his work on a special detail assignment beginning in May 2004, supervising inmate labor at the Martinsburg Correctional Center. This assignment, which concluded in May 2005, required Brody to be away from his family and friends. Not only did he supervise inmate labor, he drew on his own expertise to get the job done. Officer Mayle assisted in interviewing prospective employees, completing drug screens and background checks for prospective employees, advising and counseling applicants regarding the application and pre-employment process, and conducting the civil service video examination for prospective correctional officers.



PCC Inmate Construction Crew



PCC Welcome Sign erected by Inmate Construction Crew

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 2005.

Location	Hours
Marion County DHHR	32
Harrison County DHHR	304
Ronald McDonald House	75
Domestic Violence Awareness Month	72
Taylor County Courthouse	32
Crime Victim Awareness Month	3
Lost Creek Festival	40
Valley-Wetzel H.S.	192
Anna Jarvis Elementary	638
Pruntytown Elementary	75
Fairmont Community Development	619
Taylor County Humane Society	606
Salvation Army-Grafton	32
Division of Natural Resources	48
City of Bridgeport	726
Totals	3494



Multi Purpose Building built by Construction Class

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 2005.

Treatment Program	# Enrolled	# Completed
Aladrue I	237	237
Aladrue II	146	146
Aladrue III	203	195
Anger Management	27	27
Sex Offender Treatment	4	On-going
CVA	128	99
BIPPS	18	10
Committed to Change	27	13
Co-Dependency	191	191
Totals	981	918

Serious Incidents

Table 50 shows the serious incidents that took place at PCC during FY 2005. Incidents of violence against inmates and staff were rare.

Table 50: PCC Serious incidents by type, FY 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	1
Assaults on Inmates*	5
Inmate Death by Natural Causes	0
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	6

*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 2005. 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 2005.

Education Class	# Enrolled	# Completed
College Classes	47	36
ABE/GED	197	47
ACT Preparation	15	12
Building Construction	32	14
Blueprint Reading	29	14
Business Basics	62	22
Workplace Safety	86	86
Computer Literacy	67	34
Electrical Codes	34	16
Fork Truck	90	90
Job Readiness	457	457
Horticulture	24	10
Landscape Design	32	10
Block Laying	9	9
Life Skills	155	95
OSHA Construction Safety	241	130
Parenting	65	37
Reading Program	25	25
Transitions 99 Days	113	97
WV Welcome	18	18
Literature Volunteer	13	10
OSHA Gen. Ind.	36	25
Small Business Dev.	70	49
Totals	1,917	1,343

St. Marys Correctional Center



William Fox, Warden

2880 N. Pleasants Hwy.
St. Marys, WV 26170
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(304) 684-5506 Fax

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 2005

- The completion of the construction and renovation of the dining room. Saint Mary's Correctional Complex is now able to cut their feeding time from two hours to one. The new construction/renovation has made the dining room more staff friendly, and creates an atmosphere that is conducive to successful job performance. The new construction has also provided a more secure environment for food preparation.
- Prepared the facility for a new time clock system for staff. This new activity will allow us to monitor the use of staff working hours in an actual time manner.
- 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. Our facility is successfully conducting Residential Substance Abuse Treatment, along with administering the Reentry Initiative Program to the inmate population.
- SMCC was able to fill the position of ACA.(American Correctional Association) Director. Ms. Sandra Treat has accepted the challenge of bringing SMCC into compliance with ACA standards.



New addition to Inmate Dining Hall-SMCC



Inside the New Inmate Dining Hall - SMCC

SMCC Continued...

Community Service

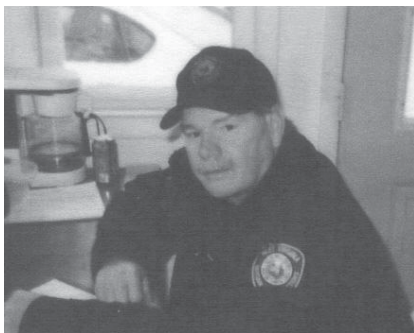
SMCC operates an inmate job program called the Community Service Crews. The crews work not only in Pleasants County, but also the surrounding counties of Tyler, Wetzel, Wood, and Ritchie. Below are some examples of the type of contribution these inmates have made to the community.

Table 52: SMCC Community service hours by location, FY 2005.

Location	Hours
Tyler County 4-H Building	36
Senior Citizens Building, New Martinsville	10
Folsom Fire Department	167
St. Marys Football Stadium	63
Tyler County Alumni Association	63
Community Building, Wilber	11
Water Department, Belmont	11
Totals	361

Staff Recognition

Raymond Frank Sellers, was selected as our “Employee of the Year - 2004”. Officer Sellers was selected because of his willingness to serve SMCC and his demeanor of always wanting to help his fellow worker.



Raymond Frank Sellers - SMCC 2004 Employee of the Year

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 2005.

Incident Type	# of Incidents
Escapes	0
Assaults on Staff*	3
Assaults on Inmates*	4
Inmate Death by Natural Causes	1
Inmate Death by Homicide	0
Inmate Death by Suicide	0
Totals	8

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

Brian Metz, Correctional Officer II, received a Humanitarian Award from Governor Joe Manchin, for his extraordinary gift of life to area resident Lyle Dearth, Jr. Officer Metz voluntarily donated a part of his liver for Mr. Dearth to undergo a life saving transplant. This presentation was made by Commissioner Jim Rubenstein.



CO II Brian Metz-Humanitarian Award

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 2005.

Treatment Program	# Enrolled	# Completed
Alad rue I	131	126
Alad rue II	201	195
Alad rue III	113	113
Crime Victim Awareness	264	259
Dysfunctional Families	86	84
BIPPS	19	17
GET I	58	58
GET II	74	74
GET III	8	8
Anger Control	143	138
Stress Management	97	94
Parenting	49	46
Thinking for a Change	30	30
Totals	1273	1242

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 2005. 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 2005.

Education Class	# Enrolled	# Completed
GED Prep	36	2
ABE/GED	114	15
Work Keys	49	31
Distance Learning	185	185
Post Secondary	76	62
Hit The Ground Running	99	60
Microsoft Office Specialist	47	7
Electrical Program (NEC)	41	23
Business & Law	71	28
Electrical Contractor’s Licensing	3	3
99 Days and A Get Up	145	110
HVAC	2	2
ASE Components	5	5
Master Electricians	3	3
Totals	876	536



Commissioner Jim Rubenstein and Warden William Fox presenting certificates from Governor Joe Manchin to SMCC’s Military Personnel. SMCC’s Military Personnel are identified through the following: Bottom row-COII Jason Tallman, COII Brian Metz, Cpl. Brian Moler. Top row-Commissioner Jim Rubenstein, Warden William Fox, Cpl. Roger Greathouse, COII Michael Cottrill, and COII Jared Collins.



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Randy Perdue, Director

Mission Statement

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

History

The West Virginia Corrections Academy provides training for sworn and civilian staff, including Parole Officers, employed by the West Virginia Division of Corrections. Upon initial hiring, each employee will go through Orientation training at their facility. Each corrections employee who works within a correctional facility is also required to complete a 6 week residential Basic Training Program. Each year after, employees must attend In- Service or Specialized training and complete 16 or 40 hours depending on job classification. For a copy of the Academy's Annual Training please visit us at <http://www.wvf.state.wv.us.wvdoc.wvca.htm>.

Formerly, the Division of Corrections training was administered and operated through the West Virginia State Police Academy. In 1982, then Commissioner of Corrections, W. Joseph Coy, recognized the need for positive changes in the division's organizational culture and line operations. One of the actions taken to effect 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 Division of Corrections. The chief executive officer of the Academy is the Director of Training, who exercises responsibility and authority over all staff training. The Director reports to the Assistant Commissioner (southern region).



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, West Virginia Corrections Academy 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 2005

- In light of the 2003 Prison Rape Elimination Act, the Academy developed the following rollout plan and has begun its implementation within the West Virginia Division of Corrections.

PREA (Prison Rape Elimination Act) Rollout Plan for Training

Training for Trainers to Institutional Training Officers to teach at respective facilities.

Institutional Training Officers first train “Training for Trainers” qualified staff at their respective facilities to assist with division wide saturation training.

First train executive staff at facilities.

Second, train line staff and their supervisors (as they will deal with this issue together and in the most direct fashion).

Third, remaining staff shall be trained concerning PREA.

Incorporate PREA training into the institutional orientation program.

A PREA “refresher training” course will be mandatory for all staff every two years.

Also there were three Phase I Training Classes of the Correctional Emergency Response Team (CERT) over the past several months. The first fully integrated CERT training manual with detailed instructions and photos was developed by the Academy as well as the curriculum as a whole. This training was conducted at the old West Virginia Penitentiary in Moundsville, West Virginia.

- A new partnership with the West Virginia Public Service Commission (PSC) was also formed during the last interim. The Academy’s Director of Training, Randy Perdue coordinated with the PSC’s, Mrs. Linda Lions to have several of their employees certified in our defensive tactics system (Correctional Integrated Defensive System).
- The continued integration of the reentry philosophy was a success. The basic training curriculum has numerous courses that specifically stress the need for and fact that offender reentry begins on day one as offenders enter our facilities; classes such as Classification Systems, Unit Management, Staff and Inmate Misconduct and Basic Communication Techniques are just a few.
- The WVDOC Training Advisory Board met and voted to extend what had been a five week training class for “correctional titled staff” and a three week class for “non correctional titled staff”. Firearms and OC (Oleo Capsicum better known as Pepper Spray) training will continue to be offered during a seventh week.
- Another initiative to ensure that recertifications in mandatory areas of training are occurring was also undertaken. This plan allowed for instructors (in respective subject matter, firearms, BCT (Basic Communicatin Techniques, etc.) from various facilities to come to the Academy and train with lead subject matter instructors to not only recertify those staff but to also enhance their level of training skills.

WVCA Continued...

In-Service Training

The total training hours for FY 2005 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.

The total training hours illustrated below were reported for the WVDOC during the FY 2005. These totals reflect hours reported by the operating units and include Orientation, Basic, and In-Service Training.

Table 56: DOC staff training hours, FY 2005.

Location	Total Staff Training Hours
ACC	8,705.65
BCC	1369.50
Central Office	1,850.25
CWRC	1,695.00
Correctional Industries	739.00
DCC	6,514.60
HWRC	814.50
HCC	20,440.00
LCC	17,621.66
MCC	7805.00
MOCC	24,118.14
NCF	9,015.50
Parole Services	1240.50
OCCC	8466.00
PCC	9,128.00
SMCC	14,020.75
WVCA	2,270.00
Totals	135,814.05

Vision

To be recognized as the nation's leading authority in correctional training and staff development.

Core Values

Academy Personnel will:

- **Be open, ethical, and responsive to all persons within the Division and other agencies throughout the state and the nation.**
- **Foster a quality, encouraging work environment free of bias and respectful of each individual.**
- **Maintain a philosophy that all employees are equally worthy of excellence.**
- **Consistently “do the right thing” to best enhance employee effectiveness and program efficiency.**
- **Actively solicit and promote collaboration with shareholders in determining needs, setting objectives, determining best practices, and evaluating/validating programs and services.**
- **Exemplify the ultimate ethical and moral behavior and adhere to the highest standard of personal conduct.**
- **Maintain a standard of excellence in every endeavor.**

Note.....

Division total training percentages were up 4% from last year. The following institutions/departments completed 100 % of their training requirements:

Charleston Work Release Center, Huntington Work Release Center, Ohio County Correctional Center, Pruntytown Correctional Center, Parole Services, West Virginia Corrections Academy, and Martinsburg Correctional Center.

Basic Training

Five basic training courses were conducted by WVCA during FY 2005. Table 57 below shows the enrollment for the different classes throughout the year.

Table 57: WVCA basic training courses, FY 2005.

Basic Classes	# Enrolled	Ending Date
171st	30	August 2004
172nd	37	November 2004
173rd	40	March 2005
174th (MCC On Site)	28	April 2005
175th (MCC-On Site)	21	May 2005
176th	20	July 2005
Totals	176	

The National Institute of Corrections Training offered the following classes and 39 WVDOC employees benefited from these courses.

Table 58: National Institute of Corrections Training Classes FY2005.

Course	# Attending
Prison Rape Elimination Act	23
PREA Video	10
Managing of Women & Minorities	3
Classification of High Risk Offenders	3
Totals	39



173rd Basic Training Class during Physical Fitness Class



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, 36 parole officers-six of which are regional directors with caseloads, and 10 clerical staff.

Major Accomplishments & Events of FY 2005

- Parole Services caseloads are at an all-time high with an average total caseload of approximately 1,895 during the past year.
- Parole Services personnel began Reentry Supervision Details throughout the entire state after normal work hours. These after hours supervision details have been ongoing since 1998, however with the assistance of grant money, we have been able to pay some limited overtime to Parole Officers that participate in these details. By focusing on the serious and violent offenders under supervision throughout the state, we have enhanced the overall public safety of the citizens of West Virginia.
- Parole Services started teaching a Community Corrections Class at the WV State Police Academy. We teach a 2-hour block to the basic class and a 4 hour block to the cadet class.
- Parole Services contracted with Sex Offender Counselors in order to provide treatment to all sex offenders under supervision. These counselors are stationed at selected Parole Offices throughout the state.
- Last year the parole officers collected over \$600,000 in supervision fees of \$40 a month from probationers and parolees.
- Parole Services contracted with Employment Specialists in order to provide intensive case management for those offenders that are unemployed. These counselors are stationed at selected Parole Offices throughout the state.

Parole Services Community Service

In FY 2005, Parole Services provided 9,097 hours of community service, as a condition of parole to different locations throughout the State of West Virginia. In FY 2004 2,870 hours of community service was provided. The following is a list of the locations for this year:

Mason County Fairgrounds	HCW Animal Shelter
Faith Food Pantry	Huntington City Mission
AD Lewis Community Center	Hands Extended
Laurelwood	Wahama Choir
WCCSO, Inc.	Adkins/Rollins Senior Ctr.
Ceredo Christian Church	City of Hartford
Legends Treatment Center	Panther Baptist Church
Berwind Pentecostal Center	Lex Community Center
Mercy Seat Baptist Church	City of Kimball
Mahegan Church	Pocahontas County Library
Brushford Armory	Oceana Church of God
Ronceverte Public Library	ASCO Food Bank
City of Northfork	McDowell County Com.
Mt. View Middle School	City of Bartley
Clay County Courthouse	Pleasant Dale Baptist Church
VA Hospital, Beckley WV	Charleston Parole Office
Team Agape, Inc.	United Way
Beaver Parole Office	Chain Breakers
Domestic Violence Awareness	YMCA, Beckley WV
Peer Recovery Network	Covenant House
City of Richwood	Outside Aid
Salvation Army	Crossroads Union Mission
NA/AA Recovery Program	Fayette Continuous Care
Children's Miracle Network	Christ's Kitchen
Jefferson Memorial Hospital	WV State Police
Hampshire County	Pendleton County
Shenandoah Amateur Radio	Local Churches
Carroll County	Dept. of Natural Resources
Dry Fork Senior Center	Salvation Army
Morning Star Church	Soup Opera of Fairmont

McDowell County Solid Waste Authority
High Knob Church of the Living God
Carnebrake Pentecostal Church
Cape Coalwood Restoration Association
PineHaven Homeless Shelter
Emmanuel Tabernacle Baptist Church
Southern WV Fellowship Home
Storm Haven Homeless Shelter
Kanawha County Fellowship Home
WV Mental Health Consumers Association
Human Resources, Charleston WV
Nicholas County Animal Shelter
Fayette County Youth Soccer League
Morgan County Sheriff's Department

WV Parole Staff Recognition



Parole Officer Scott Colbert

Scott Colbert received the Commissioners Meritorious Service Medal Award for this fiscal year/employee of the year for Parole Services. Scott has taken steps to implement a strong collaborative partnership with the Law Enforcement and Social Services Agencies in his community resulting in improved public safety services. His selfless dedication has made him an extremely valuable asset to the WVDOC.

Common Misconceptions/Questions Answered

What is the difference between Parole and Probation?

Parole supervision is after someone is released from prison. Probation is when the offender is supervised and has not been to prison.

Who can revoke parole?

The Parole Board is the only entity that has the authority to revoke parole.

Are Parole Officers Law Enforcement Officers?

Parole Officers work for the Division of Corrections and only some of them are authorized to carry weapons.

Do Parole Officers have the authority to search without a warrant?

Parole Officers have the authority to search without a warrant.

Is a Parole Officer on the Parole Board?

The Parole Officer is not a part of the Parole Board. The Governor appoints the Parole Board Members. Parole Officers are hired through Civil Service.

Parole Services Regions

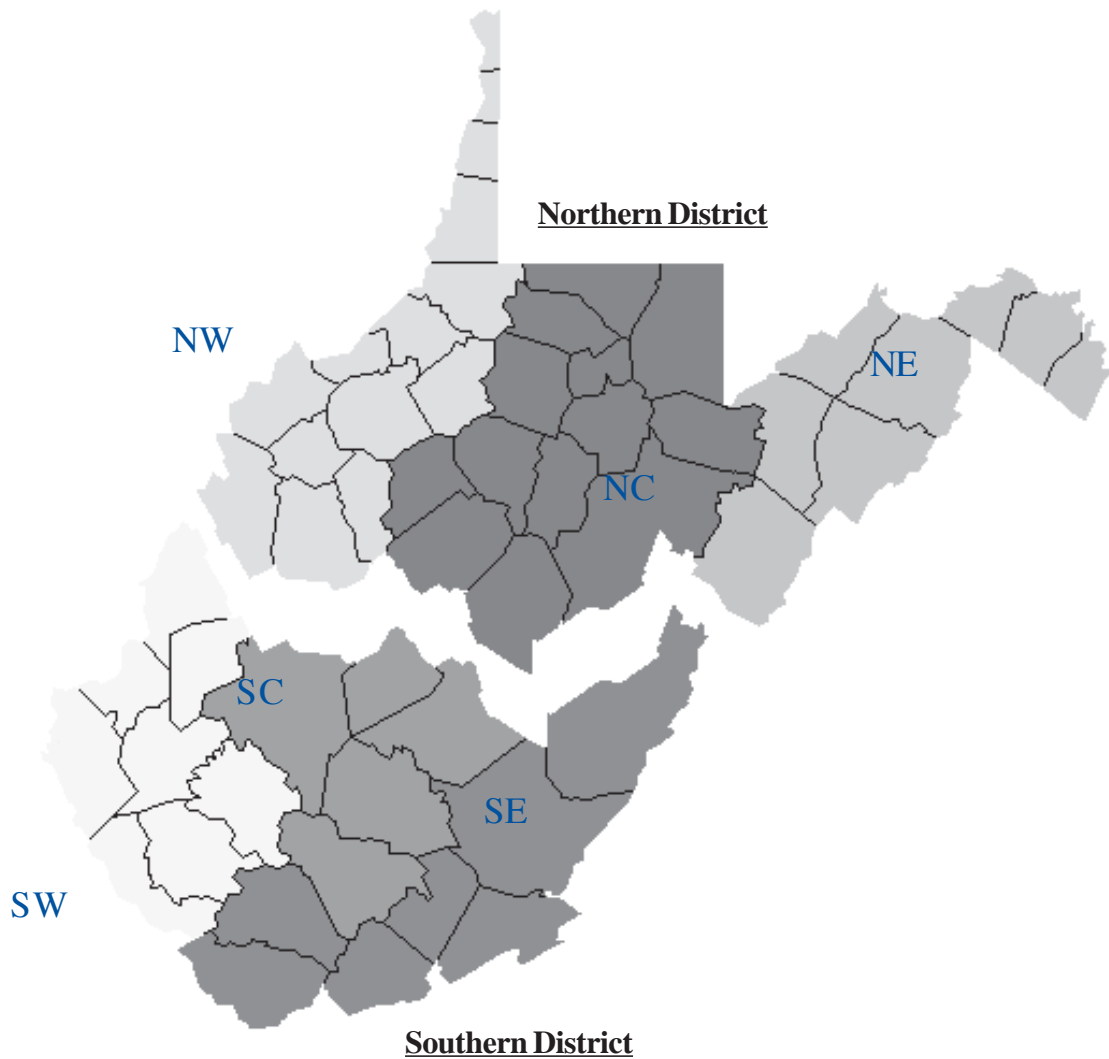


Chart 5: Parole Services Regions

Parole Office Locations

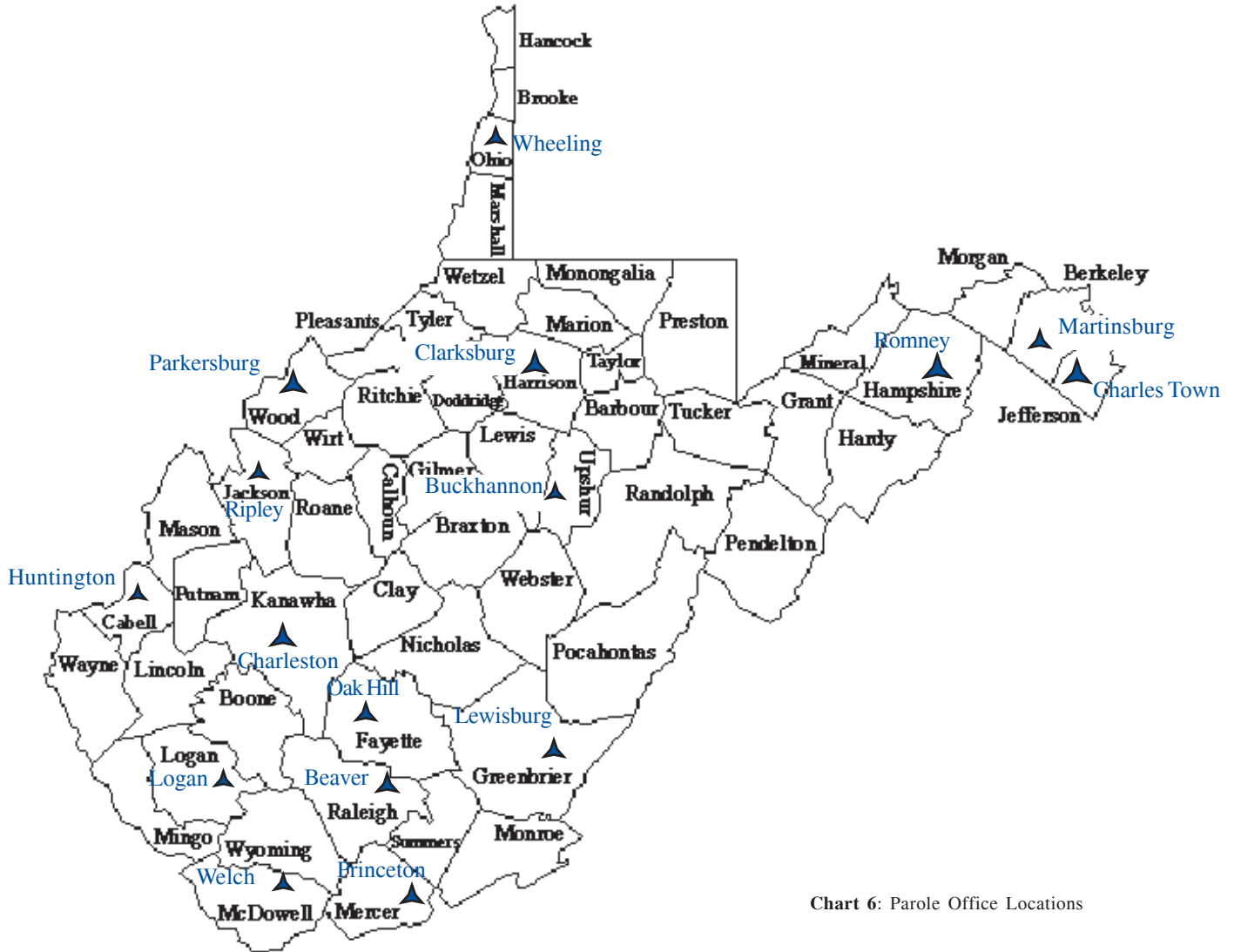


Chart 6: Parole Office Locations

Note: See the DOC Directory in the back of this report to learn how to contact your local parole office.



Office of Research & Planning
112 California Ave., Room 300
Charleston WV 25305
(304) 558-2036 Phone
(304) 558-5934 Fax

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
- Jared Bauer, Research Analyst
- Karen Nichols, Research Assistant
- Angela May, Secretary

Major Accomplishments & Events of FY 2005

- Performed ongoing data collection and tracking on Parole Hearings, National Corrections Reporting Program forms, exit interviews, Monthly Activity Reports, Monthly Parole Statistical Reports, and other databases.
- Produced a report analyzing DOC Employee Psychologicals for the Human Resources unit.
- Performed a comprehensive revamp of all data collection procedures, switching to an electronic method of data submission.
- Produced report entitled “DUI Offender Profile 2005” that updated important information and statistics on the DUI Offender population in the Division of Corrections. The report can be viewed at <http://www.wvf.state.wv.us/wvdoc/research.htm>
- Ongoing collaboration with the Division of Criminal Justice Services - Statistical Analysis Center to produce prisoner population forecasts.
- Produced report analyzing DOC employee exit interviews for the Human Resources unit.
- The Office of Research and Planning assisted the Serious and Violent Offender Reentry Initiative by compiling information on inmate Level of Service Inventory - Revised assessment instruments and serving on the SVORI Re-entry Steering Committee.
- Performed an internal review and analysis of Beckley Correctional Center recidivism rates.
- In February 2005, the DOC’s new Inmate Management Information System (IMIS) went live. IMIS replaced the old “TRACK” program and provides greatly increased data access and information to DOC employees and automates some processes to save staff time and reduce costs. The Office of Research and Planning assists the DOC Information Technology unit with the design and project management of this ongoing effort to improve and expand the DOC’s inmate information capabilities.

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 59 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 2,208 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 626 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 59: DOC average yearly inmate population, Calendar Year 1991-2004.

Cal. Year	Prison Pop	Jail Pop	Cont. Pop	Totals
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
2004	3838	1020	106	4964

Chart 7: Average DOC inmate population by calendar year, 1991-2004.

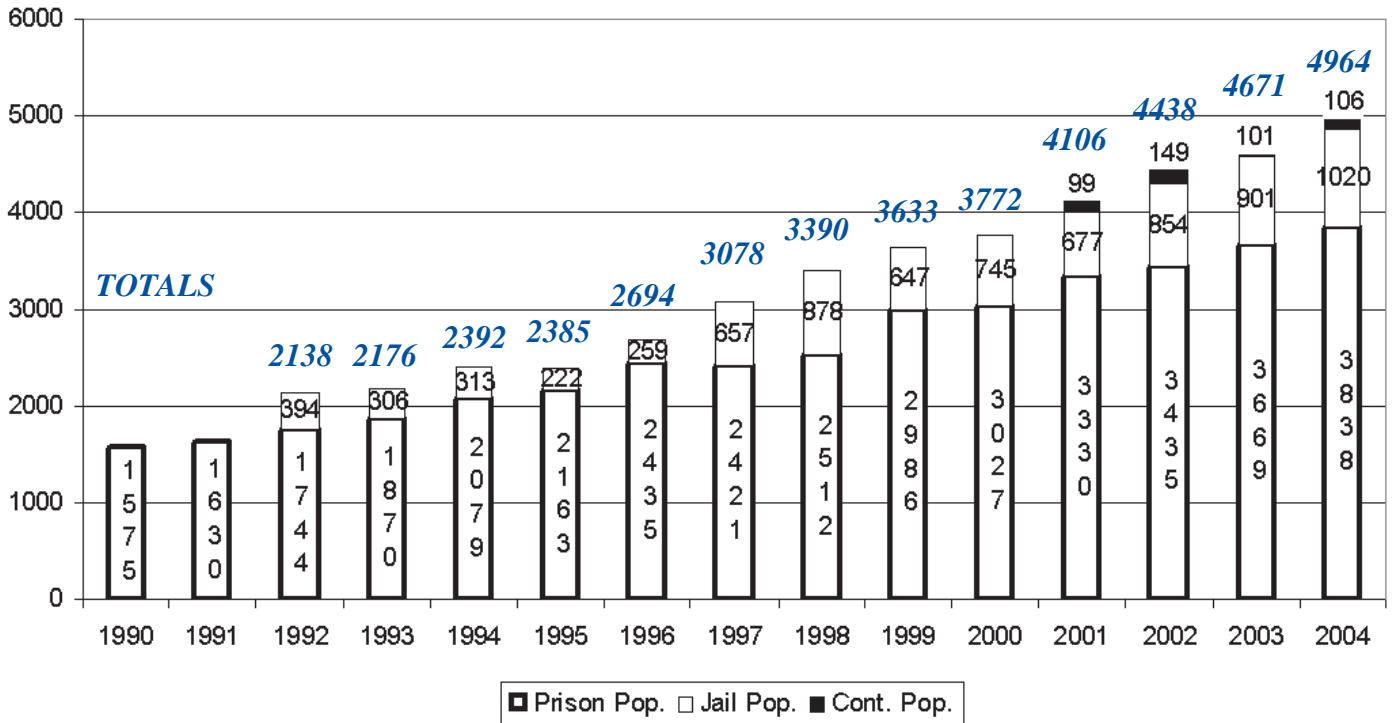
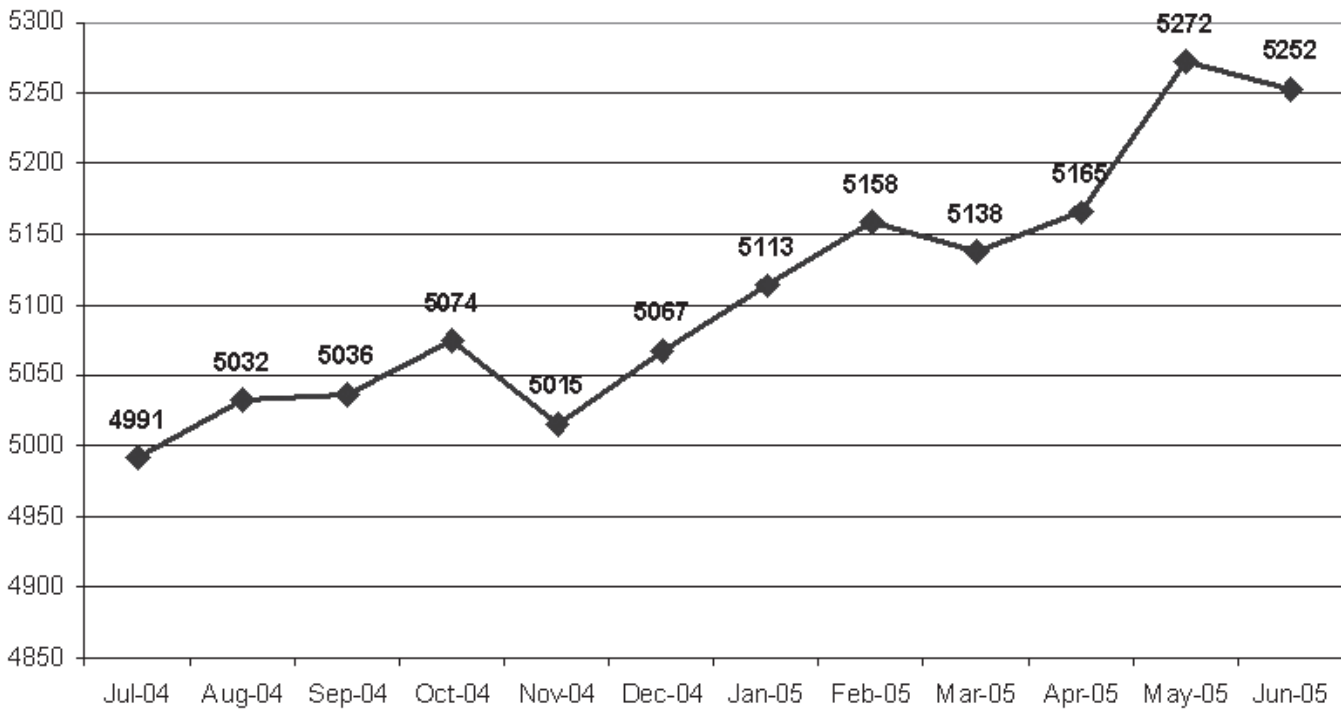


Table 60 and Chart 8 show the end of month inmate population in DOC institutions and the end of month inmate population that have been committed to the DOC but are awaiting prison space in county/regional jails during FY 2004-2005.

Table 60: DOC End of Month Population Figures, FY 2004-2005.

Month	Prison Population	Jail Population	Totals
Jul-04	3972	1019	4991
Aug-04	3966	1066	5032
Sep-04	3968	1068	5036
Oct-04	3948	1126	5074
Nov-04	3956	1059	5015
Dec-04	3990	1077	5067
Jan-05	3985	1128	5113
Feb-05	3975	1183	5158
Mar-05	3955	1183	5138
Apr-05	3982	1183	5165
May-05	3978	1294	5272
Jun-05	3966	1286	5252

Chart 8: End of Month inmate population by month, FY 2005.



Office of Research Continued...

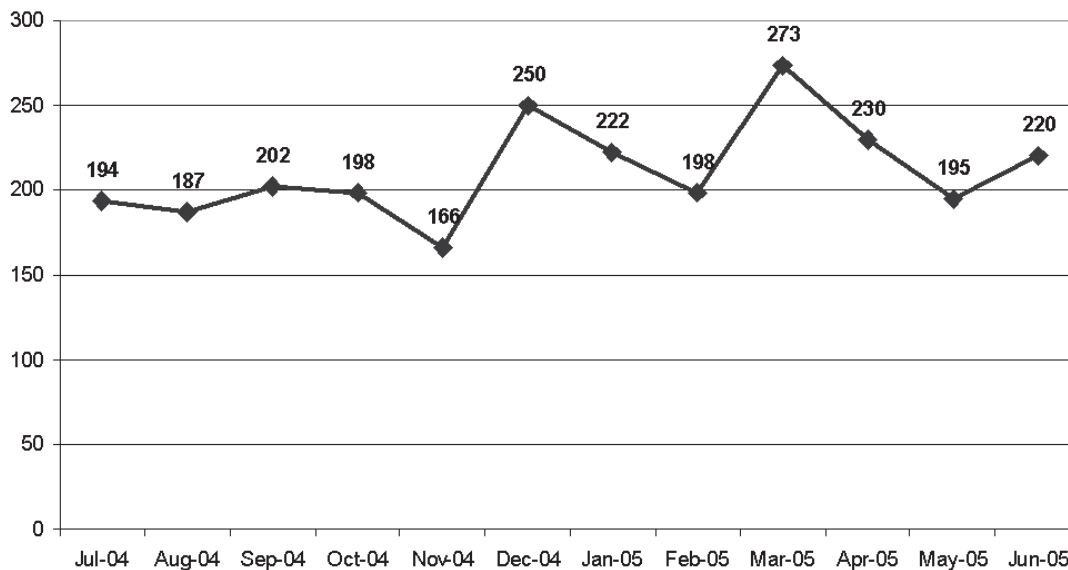
Commitments to DOC

Table 61 shows the number of inmates committed to DOC custody during FY 2004-05. During the fiscal year of commitments were Regular commitments while Diagnostic, Parole Violation Technical, Parole Violation Felony, and Anthony Center Commitments made up the remainder.

Table 61: Inmate commitments to DOC custody, FY 2005.

Month	Regular	Diag	PVT	PVF	Home Conf. Revoked	Home Conf. Par Rev.	Prob. Viol. Felony	Prob. Viol. Tech.	AC	Esc Returned	Returned As Fit	Total
Jul-04	152	11	15	0	0	0	0	0	16	0	0	194
Aug-04	150	15	1	0	0	0	0	0	21	0	0	187
Sep-04	145	13	22	5	0	0	0	0	17	0	0	202
Oct-04	156	11	15	0	0	0	0	0	16	0	0	198
Nov-04	148	8	6	0	0	0	0	0	4	0	0	166
Dec-04	172	18	35	0	0	0	0	0	25	0	0	250
Jan-05	138	4	27	1	4	2	4	20	22	0	0	222
Feb-05	125	3	21	1	4	1	5	26	11	0	1	198
Mar-05	130	15	56	0	5	0	7	31	29	0	0	273
Apr-05	122	19	23	0	7	0	10	30	19	0	0	230
May-05	107	8	26	0	3	0	4	28	19	0	0	195
Jun-05	119	12	23	0	4	0	4	35	21	2	0	220
Totals	1664	137	270	7	27	3	34	170	220	2	1	2535

Chart 9: Inmate commitments to DOC custody, FY 2005.



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.
- Home Conf. Revoked:** Commitment for revoked home confinement, supervised by local jurisdiction.
- Home Conf. Par Rev.:** Commitment for revoked home confinement- parole.
- AC:** Commitment to the young adult facility, Anthony Correctional Center.
- Esc Returned:** Escaped from DOC facility and returned to complete sentence.
- Returned as Fit:** Returned by Court to Anthony Correctional Center to complete program.

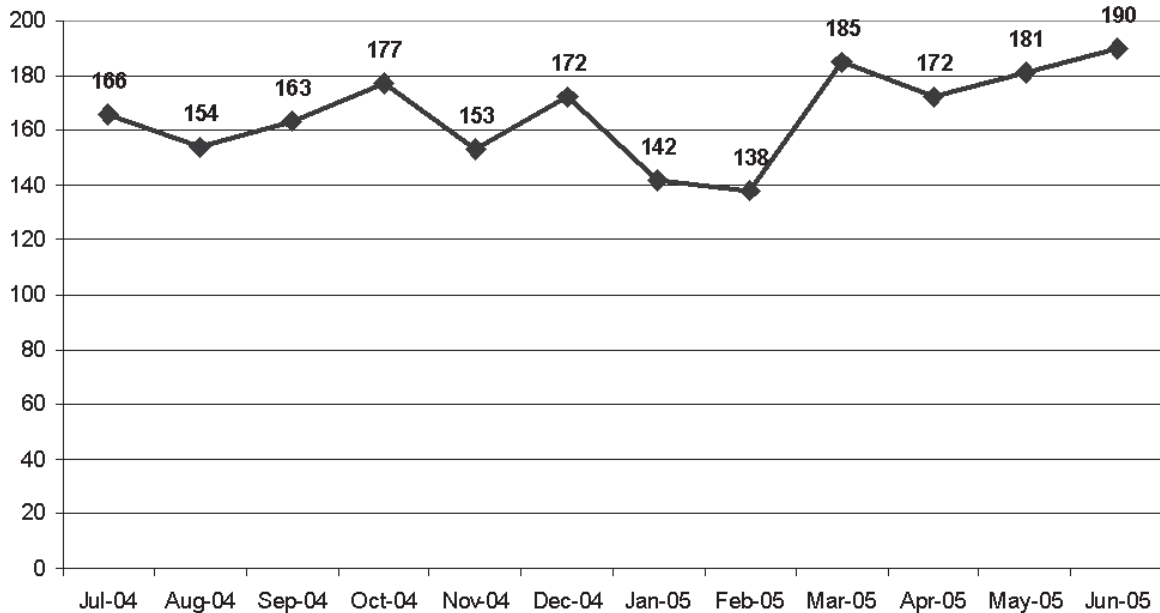
Releases from DOC Facilities

Table 62 shows the releases from DOC institutions during FY 2005. The majority of releases were for parole (880) 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 66 for more information.

Table 62: Inmate releases from Division of Corrections prisons, FY 2005

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-04	66	0	0	0	12	0	2	44	34	8	166
Aug-04	64	0	0	0	14	3	1	36	30	6	154
Sep-04	48	0	0	0	15	0	2	55	34	9	163
Oct-04	87	0	0	0	9	1	1	44	26	9	177
Nov-04	64	0	0	0	13	1	2	41	19	13	153
Dec-04	75	0	0	0	9	0	0	37	37	14	172
Jan-05	60	0	0	0	19	0	2	35	26	0	142
Feb-05	60	0	0	0	12	2	1	42	21	0	138
Mar-05	100	0	0	0	14	2	3	42	24	0	185
Apr-05	86	0	0	0	18	0	0	41	27	0	172
May-05	86	0	0	0	13	0	0	42	40	0	181
Jun-05	84	0	0	0	19	0	0	54	33	0	190
Totals	880	0	0	0	167	9	14	513	351	59	1993

Chart 10: Inmate releases from Division of Corrections prisons, FY 2005.



* **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 WDOC 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 Inmate Management Information System (IMIS) on June 30, 2005. This report only includes data on those inmates in the physical custody of the DOC as of June 30, 2005. Unless otherwise noted each inmate is represented only once in each table.

Crime Statistics

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

Table 63: Crime Categories

Crime Category	# of Inmates	% of Inmates
Against the Person	2,147	56.28%
Against Property	754	19.76%
Against Public Order	612	16.04%
Drug Crimes	302	7.92%
Total	3,815	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 64: Against the Person Subcategories.

Against the Person Subcategories	# of Inmates	% of Inmates
Assault	209	5.48%
Child Abuse	39	1.02%
Homicide	695	18.22%
Kidnapping	89	2.33%
Robbery	341	8.94%
Sexual Offenses	774	20.29%
Total	2,147	56.28%

Table 65: Assault Offenses.

Assault Offenses	# of Inmates	% of Inmates
Domestic Violence	34	0.89%
Malicious Assault	75	1.97%
Unlawful Assault	77	2.02%
Wanton Endangerment Inv/Firearm	14	0.37%
Assault During the Commission of a felony	6	0.16%
Assault on a Police Officer	3	0.08%
Battery	0	0.00%
Totals	209	5.48%

Table 66: Child Abuse Offenses.

Child Abuse Offenses	# of Inmates	% of Inmates
Child Abuse Resulting in Injury	25	0.66%
Child Neglect Resulting in Injury	14	0.37%
Totals	39	1.02%

Table 67: Homicide Offenses.

Homicide Offenses	# of Inmates	% of Inmates
Murder: First Degree	471	12.35%
Murder: Second Degree	129	3.38%
DUI Causing Death	26	0.68%
Habitual Offender*	21	0.55%
Voluntary Manslaughter	41	1.007%
Attempt to Kill/Injure by Poison	3	0.08%
Attempted Murder	2	0.05%
Child Neglect/Abuse Resulting in Death	2	0.05%
Totals	695	18.22%

*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 68: Kidnapping Offenses.

Kidnapping Offenses	# of Inmates	% of Inmates
Kidnapping	22	0.58%
Abduction	67	1.76%
Totals	89	2.33%

Table 69: Robbery Offenses.

Robbery Offenses	# of Inmates	% of Inmates
Aggravated/Armed Robbery	226	5.92%
Unaggravated Robbery	115	3.01%
Totals	341	8.94%

Table 70: Sexual Offenses.

Sexual Offenses	# of Inmates	% of Inmates
Child Pornagraphy Creating/Possession	9	0.24%
Incest	22	0.58%
Sexual Abuse By Parent/Guardian	127	3.33%
Sexual Abuse: First Degree	128	3.36%
Sexual Abuse: Second Degree	1	0.03%
Sexual Abuse: Third Degree	3	0.08%
Sexual Assault of a Spouse	0	0.00%
Sexual Assault: First Degree	225	5.90%
Sexual Assault: Second Degree	106	2.78%
Sexual Assault: Third Degree	142	3.72%
Failure to Register as a Sex Offender	11	0.29%
Totals	774	20.29%

Crimes Against Property

Table 71: Property Subcategories.

Against Property Subcategories	# of Inmates	% of Inmates
Arson	35	.92%
Burglary	523	13.71%
Stolen Property	196	5.14%
Totals	754	19.76%

Table 72: Arson Offenses.

Arson Offenses	# of Inmates	% of Inmates
Arson: First Degree	15	0.39%
Arson: Second Degree	7	0.18%
Arson: Third Degree	6	0.16%
Burn/Attempt to Burn Insured Prop.	0	0.00%
Willfully Setting Fire on Lands	0	0.00%
Attempt to Commit Arson	7	0.18%
Totals	35	0.92%

Table 73: Burglary Offenses.

Burglary Offenses	# of Inmates	% of Inmates
Breaking and Entering	237	6.21%
Burglary	286	7.50%
Entry of Bldg.. other than Car/Dwelling	0	0.00%
Totals	523	13.71%

Table 74: Stolen Property Offenses.

Stolen Property Offenses	# of Inmates	% of Inmates
Bringing Stolen Property into State	5	0.13%
Embezzlement	8	0.21%
Grand Larceny	134	3.51%
Petit Larceny	3	0.08%
Receive/Transfer Stolen Goods/Vehicle	28	0.73%
Shoplifting: Third Offense	18	0.47%
Totals	196	5.14%

Crimes Against Public Order

Table 75: Against Public Order Subcategories.

Against Public Order Subcategories	# of Inmates	% of Inmates
Fraudulent Activities	309	8.10%
Miscellaneous Codes	167	4.38%
Prostitution	1	0.03%
Traffic Offenses	128	3.36%
Weapon Offenses	7	0.18%
Totals	612	16.04%

Office of Research Continued...

Table 76: Fraudulent Activities Offenses.

Fraudulent Activities Offenses	# of Inmates	% of Inmates
Counterfeiting	1	0.03%
Forgery/Uttering	230	6.03%
Make/Issue Worthless Checks	2	0.05%
Obtain Money/Prop./Services by False Pre.	67	1.76%
Fraudulent Registration	2	0.05%
Welfare Fraud	4	0.10%
Unauthorized Access to Computer Service	3	0.08%
Totals	309	8.10%

Table 77: Miscellaneous Codes Offenses.

Miscellaneous Codes Offenses	# of Inmates	% of Inmates
Aiding and Abetting	4	0.10%
Creat. Emer. Sit. for Incap. Adult	3	0.08%
Conspiracy/Attempt to Commit a Felony	124	3.25%
Identity Theft	9	0.24%
Escape	4	0.10%
Intimidate Judicial Officer/Witness	2	0.05%
Failure to Pay Child Support	5	0.13%
Transporting Cont. Sub/Weapon Prison	1	0.03%
Obstructing an Officer	5	0.13%
Failure to Appear in Court	8	0.21%
Cruelty to Animals	1	0.03%
False Reports Concerning Bombs or Other	1	0.03%
Totals	167	4.38%

Table 78: Prostitution

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

Table 79: Traffic Offenses.

Traffic Offenses	# of Inmates	% of Inmates
Driving On Suspended License	20	0.52%
Driving Under the Influence (DUI)	76	1.99%
Fleeing Officer While DUI	30	0.79%
Leaving the Scene of an Accident	2	0.05%
Totals	128	3.36%

Table 80: Weapon Offenses.

Weapon Offenses	# of Inmates	% of Inmates
Persons Prohibit from Pos. Firearm	5	0.13%
Placing/Possessing Explosives	2	0.05%
Totals	5	0.13%

Drug Related Crimes

Table 81: Drug Offenses.

Drug Offenses	# of Inmates	% of Inmates
Create/Del/Poss w/Int to Counterfeit	12	0.31%
Man/Del/Poss w/Intent Schedule 5	0	0.00%
Man/Del/Poss w/Intent Schedule 1,2,3	207	5.43%
Man/Del/Poss w/Intent Schedule 4	12	0.31%
Man/Del/Poss w/Intent Schedule 1 or 2 Narc.	61	1.60%
Obtaining Drugs Thru Misrepresentation	8	0.21%
Operating Drug Laboratory	2	0.05%
Totals	302	7.92%

Life Sentences

Table 82: Life Sentences.

Sentence	# of Inmates	% of Inmates
Habitual Life	18	0.5%
Life W/Mercy	291	7.6%
Life Without Mercy	210	5.5%
Totals	519	13.1%

Table 82 shows the number of inmates serving a life sentence in DOC Institutions on June 30, 2005. 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 83: Security Classifications.

Security Classification	# of inmates	% of inmates
Receiving/Holding	305	8%
Community	38	1%
Minimum	687	18%
Medium	1,373	36%
Close	1,145	30%
Maximum	267	7%
Totals	3,815	100%

Table 83 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 2005.

Table 84: Inmates By Race & Gender.

Race & Gender	# of Inmates	% of Inmates
Asian Males	1	0.03%
Asian Females	0	0.00%
Black Males	469	12.29%
Black Females	37	0.97%
Hispanic Males	12	0.31%
Hispanic Females	0	0.00%
Native American Males	14	0.37%
Native American Females	1	0.03%
White Males	2,908	76.23%
White Females	355	9.31%
Multi-Racial Males	17	0.45%
Multi Racial Females	1	0.03%
Totals	3,815	100%

Table 85: Inmates By Age Groups.

Age Group	# of Inmates	% of Inmates
Under 20	45	1.18%
20-29 Years	1,298	34.02%
30-39 Years	1,003	26.29%
40-49 Years	909	23.83%
50-59 Years	408	10.69%
60-69 Years	129	3.38%
70-79 Years	22	0.58%
80 and Over	1	0.03%
Totals	3,815	100%

Table 86: Inmates By Education Level.

Education Level	# of Inmates	% of Inmates
Did Not Graduate High School	1,708	44.77%
GED	1,287	33.74%
High School Graduate	553	14.50%
Post High School Education	267	7.00%
Totals	3,815	100%

Table 87: Inmates By Marital Status.

Marital Status	# of Inmates	% of Inmates
Divorced	937	24.6%
Married	722	18.9%
Single	1,901	49.8%
Separated	163	4.3%
Widowed	92	2.4%
Totals	3,815	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, 2005. 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, 2005. Unless otherwise noted each inmate is represented only once in each table.

Table 88: Crimes Against the Person - Jail Inmates.

CRIME	# of Inmates	% of Inmate
Domestic Violence	20	1.51%
Malicious Assault	30	2.26%
Unlawful Assault	39	2.94%
Wanton Endangerment Inv/Firearm	14	1.06%
Assault during the commission of a Felony	5	0.38%
Assault on a Police Officer	9	0.68%
Child Abuse Resulting in Injury	7	0.53%
Child Neglect Resulting in Injury	2	0.15%
Sale of a Child	0	0.00%
Permitting Child Abuse	0	0.00%
Possession of Child Pornography	0	0.00%
Murder: First Degree	21	1.58%
Murder: Second Degree	20	1.51%
DUI causing Death	5	0.38%
Voluntary Manslaughter	22	1.66%
Child Neglect Resulting in Death	2	0.15%
Attempt to Commit Murder	5	0.38%
Kidnapping	5	0.38%
Abduction	2	0.15%
Aggravated Robbery	97	7.32%
Unaggravated Robbery	38	2.87%
Film Minor in Sexually Explicit Conduct	3	0.23%
Incest	6	0.45%
Sexual Abuse by Parent/Guardian	31	2.34%
Sexual Abuse: First Degree	32	2.41%
Sexual Assault: First Degree	29	2.19%
Sexual Assault: Second Degree	16	1.21%
Sexual Assault: Third Degree	70	5.28%
Failure to Register as a Sex Offender	4	0.30%
SUBTOTAL	534	40.27%

Table 89: Crimes Against Property - Jail Inmates.

CRIME	# of Inmates	% of Inmates
Arson: First Degree	13	0.98%
Arson: Second Degree	4	0.30%
Arson: Third Degree	4	0.30%
Arson: Fourth Degree	3	0.23%
Use of Incendiary Device	1	0.08%
Breaking and Entering	66	4.98%
Breaking without Entering	29	2.19%
Burglary	52	3.92%
Bringing Stolen Property into State	2	0.15%
Possession of Stolen Property	0	0.00%
Embezzlement	1	0.08%
Grand Larceny	45	3.39%
Petit Larceny	5	0.38%
Receive/Transfer Stolen Goods	12	0.90%
Shoplifting: Third Offense	8	0.60%
SUBTOTAL	245	18.48%

Table 90: Crimes Against Public Order - Jail Inmates.

CRIME	# of Inmates	% of Inmates
Forgery/Uttering	69	5.20%
Obtain Money/Prop/Services by False Pretenses	7	0.53%
Unauthorized Access to Computer Service	0	0.00%
Aiding and Abetting	1	0.08%
Conspiracy/Attempt to Commit a Felony	100	7.54%
Fraudulent Schemes	10	0.75%
Retaliate Against Public Official	1	0.08%
Escape	3	0.23%
Extortion	0	0.00%
Felon with Possession of a Firearm	7	0.53%
Bribery	0	0.00%
Failure to Pay Child Support	6	0.45%
Trans. Controlled Sub/Weapon into Prison	3	0.23%
Driving on Suspended License	13	0.98%
Driving Under the Influence (DUI)	60	4.52%
Fleeing Officer while DUI	25	1.89%
Possession of Weapon on State/School Property	1	0.08%
Counterfeiting	2	0.15%
Credit Card Fraud	8	0.60%
Identity Theft	3	0.23%
Animal Cruelty	2	0.15%
SUBTOTAL	321	24.21%

Table 91: Drug Offenses - Jail Inmates.

CRIME	# of Inmates	% of Inmates
Possession/Man./Del. w/Intent Sch 1-5	226	17.04%

GRAND TOTAL

1,326

County of Commitment of DOC Inmates in Prison

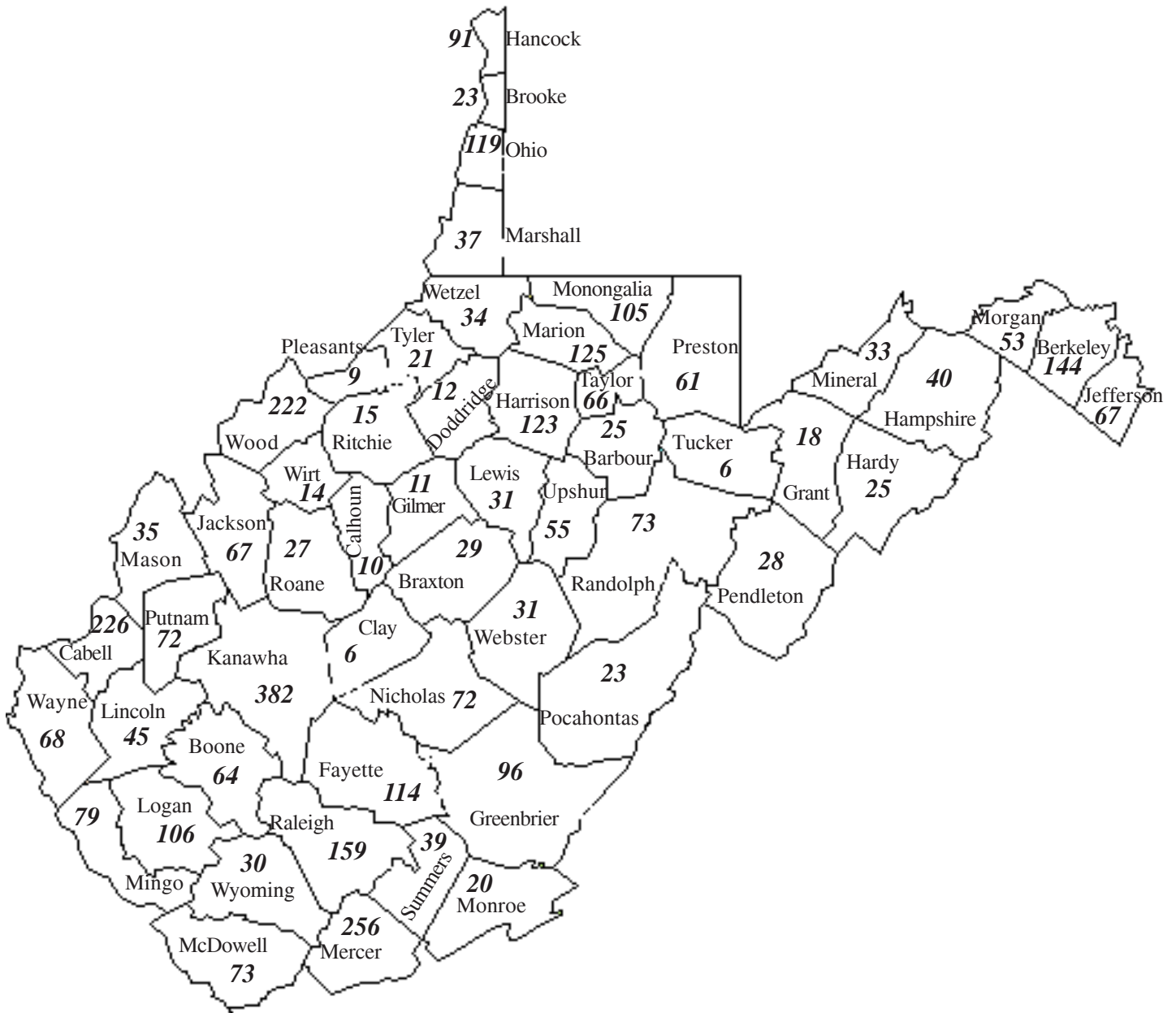


Chart 11: County of Commitment of DOC Inmates in Prison June 30, 2005.

Chart 11 shows the County of Commitment for DOC Inmates in Prison on June 30, 2005 by Most Serious Crime. Kanawha County currently has the most sentenced offenders in DOC prisons, followed by Mercer, Cabell, and Wood Counties. Tucker County and Clay County had the least sentenced offenders in DOC prisons with six (6) each.

Office of Research Continued...

DOC Parole & Probation Population Statistics

On June 30, 2005, there were 1,895 total clients under the supervision of DOC Parole Services. This was an increase of 9 % over the previous year. Of those 1,895 people it should be noted that 922 were out of state cases. It should also be noted that the majority of those cases were male and Caucasian (1,368). Caucasians made up a total of 1,673 of the client population, while African Americans comprised 208 of the total clients. Males made up 82.17 % of the client population, while females comprised 17.83% of the total clients.

Table 92: Parole Services Clients on June 30, 2005 by type.

Client Type	# of Clients	% of Clients
West Virginia Parolees	973	51.35%
Out of State Probationers	763	40.26%
Out of State Parolees	159	8.39%
Totals	1,895	100%

Chart 12: Client percentages by type - June 30, 2005.

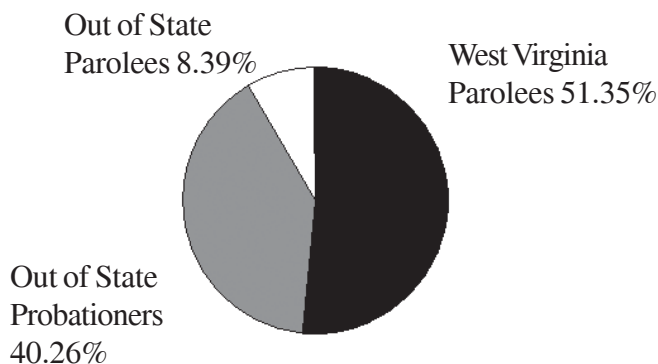


Table 93: Parole Services Clients by Race & Gender on June 30, 2005.

Race & Gender	# of Clients	% of Clients
African American Male	177	9.34%
African American Female	31	1.64%
Other Male	12	0.63%
Other Female	2	0.11%
Caucasian Male	1,368	72.19%
Caucasian Female	305	16.09%
Totals	1,895	100%

Table 94: Parole Services Clients by Age Categories on June 30, 2005.

Age Category	# of Clients	% of Clients
Under 20	8	0.42%
20-29	637	33.61%
30-39	616	32.51%
40-49	433	22.85%
50-59	157	8.28%
60-69	40	2.11%
70 and Over	4	0.21%
Totals	1,895	100%

Table 95: Parole Services Clients by Education Category on June 30, 2005.

Education Category	# of Clients	% of Clients
None to 6th Grade	23	1.21%
7th to 9th	241	12.72%
10th to 11th	260	13.72%
12th	549	28.97%
GED	543	28.65%
Some College	218	11.50%
College Degree or More	33	1.74%
Unknown	28	1.48%
Totals	1,895	100%

Table 96: Parole Services Clients by Marital Status on June 30, 2005.

Marital Status	# of Clients	% of Clients
Divorced	410	21.64%
Married	536	28.28%
Separated	113	5.96%
Single	806	42.53%
Widow/Widower	22	1.16%
Unknown	8	0.42%
Totals	1,895	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, 2005. Each client is represented by their most serious crime.

Table 97: Crime Categories, June 30, 2005.

Crime Category	# of Clients	% of Clients
Against the Person	454	23.97%
Against Property	579	30.55%
Against Public Order	456	24.06%
Drug Crimes	406	21.42%
Total	1,895	100%

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

Table 98: Against the Person Offenses, June 30, 2005.

Against the Person Offenses	# of Clients	% of Clients
Aggravated Robbery	84	4.43%
Child Abuse	14	0.73%
Domestic Violence	10	0.53%
Malicious Assault/Wounding	93	4.91%
Kidnapping	14	0.74%
Murder	73	3.86%
Sex Crimes	109	5.75%
Stalking	2	0.11%
Robbery	24	1.27%
Vehicular Homicide	4	0.21%
Wanton Endangerment	13	0.69%
Habitual Offender	8	0.42%
Misdemeanor Assault	5	0.26%
Extortion	1	0.05%
Total	454	23.97%

Table 99: Property Offenses, June 30, 2005.

Against Property Offenses	# of Clients	% of Clients
Arson	16	0.84%
Breaking and Entering	136	7.17%
Burglary	145	7.65%
Embezzlement	24	1.26%
Grand Larceny	150	7.91%
Shoplifting	25	1.31%
Theft/Stolen Property	72	3.79%
Other Miscellaneous Prop. Crimes	11	.58%
Total	579	30.55%

Table 100: Against Public Order Offenses, June 30, 2005.

Against Public Order Offenses	# of Clients	% of Clients
Credit Card Fraud	20	1.05%
Fraudulent Schemes	58	3.06%
Making Worthless Checks	17	0.89%
Forgery/Uttering	134	7.07%
Driving Under the Influence	124	6.54%
Weapons Offenses	14	0.73%
Other Miscellaneous Offenses	89	4.69%
Total	456	24.06%

Table 101: Drug Offenses, June 30, 2005.

Drug Offenses	# of Clients	% of Clients
Drug Offenses	406	21.42%
Totals	406	21.42%

Table 102: Parole Services Clients Offense Type, June 30, 2005.

Offense Type	# of Clients	% of Clients
Felony Offenses	1,821	96.09%
Misdemeanor Offenses	74	3.91%
Totals	1,895	100%

Monthly Average Parole Services Caseloads by County

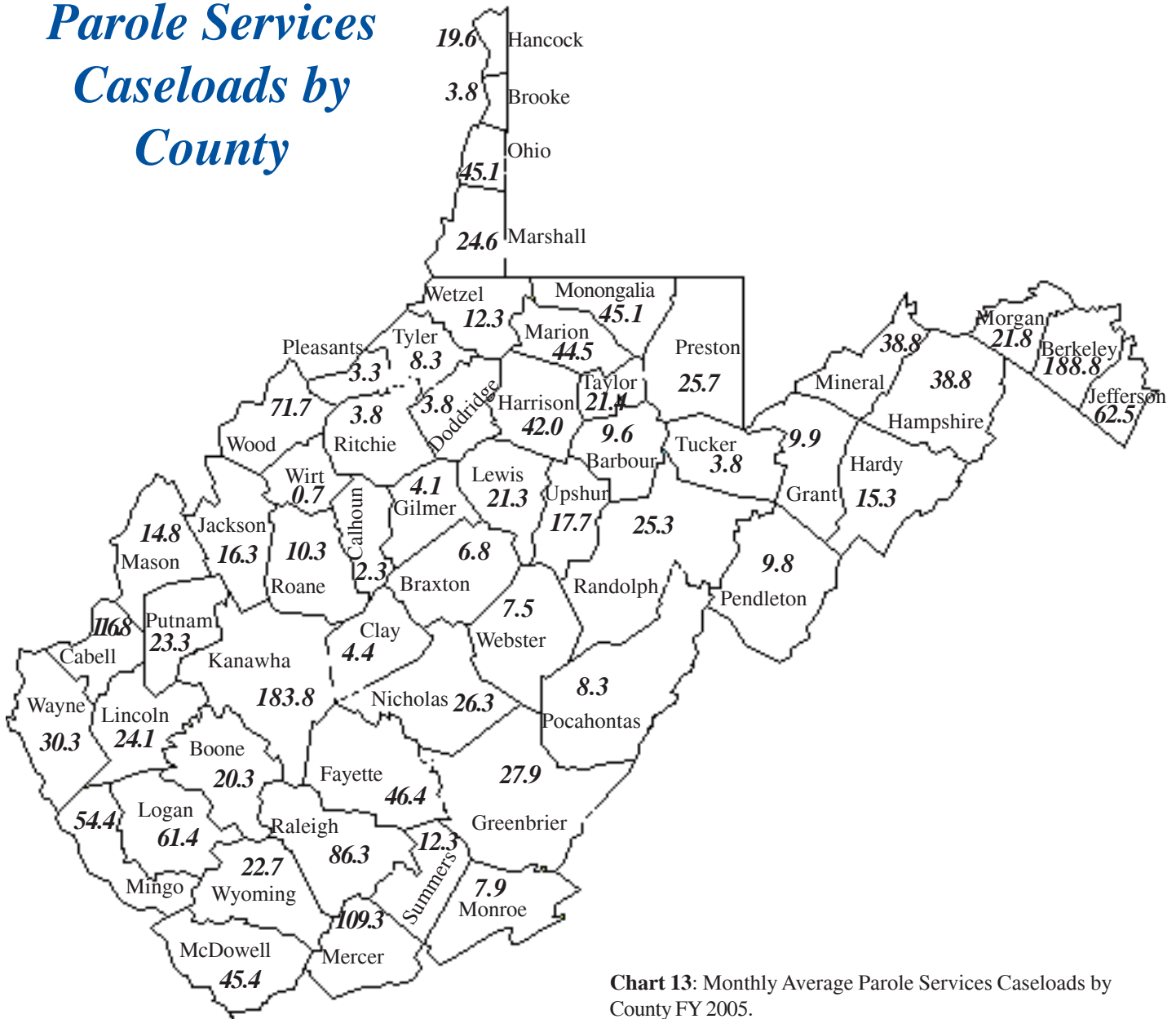


Chart 13: Monthly Average Parole Services Caseloads by County FY 2005.

Chart 13 shows the average monthly Parole Services caseloads by county for FY 2005. Berkeley County had the highest monthly average, followed by Kanawha, Cabell, Mercer and Raleigh Counties. Some reasons for these high numbers are the fact that Kanawha, Cabell, Raleigh have high populations compared to the rest of the state while Berkeley and Mercer 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, 2005

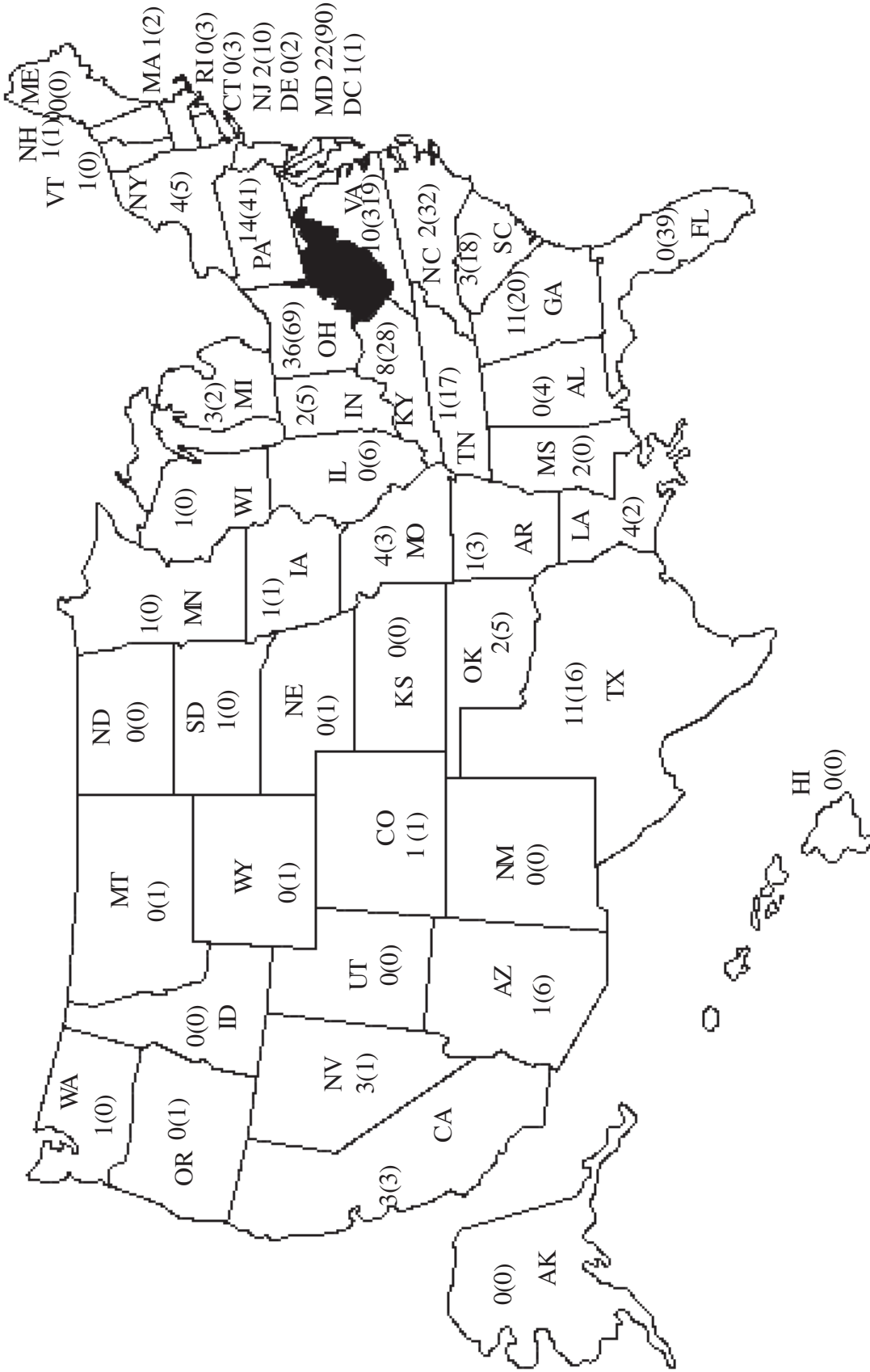


Table 103: Summary of Compact Type - 2004 vs 2005.

Compact Type	June 30, 2004	June 30, 2005
Out of State Probationers	761	763
Out of State Parolees	159	159
Totals	920	922

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

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Phone/Address Directory



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

Central Office

Jim Rubenstein, Commissioner
Steve Yardley, Deputy Commissioner
Division of Corrections
State Capitol Complex
112 California Ave.
Bldg. 4, Room 300
Charleston, WV 25305

Regional Offices

Northern Region

Jan Chamberlain, Asst. Commissioner
Email: jchambe1@mail.wvnet.edu
999 11th Street
Moundsville, WV 26041
(304) 843-4142 Phone
(304) 843-4144 Fax

Institutions

Anthony Correctional Center

Scott Patterson, Warden
Email: spatter1@mail.wvnet.edu
Box N-1, HC 70
White Sulphur Springs, WV 24986
(304) 536-3911 Phone
(304) 536-3916 Fax

Beckley Correctional Center

David Ballard, Administrator
Email: dballard@mail.wvnet.edu
111 S. Eisenhower Drive
Beckley, WV 25801
(304) 256-6780 Phone
(304) 256-6782 Fax

Charleston Work Release

Jeff Stinnett, Administrator
Email: jstinnet@mail.wvnet.edu
607 Brooks Street
Charleston, WV 25301
(304) 558-2763 Phone
(304) 558-1537 Fax

Denmar Correctional Center

Mark Williamson, Warden
Email: markwill@mail.wvnet.edu
HC 64, Box 125
Hillsboro, WV 24946
(304) 653-4201 Phone
(304) 653-4855 Fax

Huntington Work Release

Renae Stubblefield, Administrator
Email: rstubble@mail.wvnet.edu
1236 5th Avenue
Huntington, WV 25701
(304) 529-6885 Phone
(304) 529-0205 Fax

Huttonsville Correctional Center

William Haines, Warden
Email: whaines@mail.wvnet.edu
PO Box 1
Huttonsville, WV 26273
(304) 335-2291 Phone
(304) 335-4256 Fax

Lakin Correctional Center

Dale Humphreys, Warden
Email: dhumphr@mail.wvnet.edu
11264 Ohio River Road
West Columbia, WV 25287
(304) 674-2440 Phone
(304) 675-6199 Fax

Martinsburg Correctional Center

Scott Paugh, Warden
Email: spaugh@mail.wvnet.edu
38 Grapevine Rd.
Martinsburg WV 25401
(304) 267-0156 Phone
(304) 267-0196

Mt. Olive Correctional Complex

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Email: tmcbride@mail.wvnet.edu
1 Mountainside Way
Mt. Olive, WV 25185
(304) 442-7213 Phone
(304) 442-7225 Fax

Northern Correctional Center

Evelyn Seifert, Warden
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RD 2 Box 1
Moundsville, WV 26041
(304) 843-4067 Phone
(304) 843-4073 Fax

Ohio County Correctional Center

William Yurcina, Administrator
Email: wyurcina@mail.wvnet.edu
1501 Eoff Street
Wheeling, WV 26003
(304) 238-1007 Phone
(304) 238-1009 Fax

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