

EXHIBIT A

**WV Regional Jail and Correctional Facility Authority
Policy and Procedure Statement**

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Document Number 17001
Effective Date: May 15, 1997**

- CHAPTER:** Admission and Orientation
- SUBJECT:** Inmate Admission Procedures
- REFERENCE:** WV Jail Standards - 18.1; WV Code 15-2-24(g); Policy 12001, 12002, 18002 and 18003
- CANCELLATION:** Policy and Procedure Statement No. 17001, dated 6 January 1989
- POLICY:** The admission process of all new and transferred inmates shall be implemented immediately upon the inmates arrival. Booking personnel shall ensure the following:

- a. All inmates are identified;
- b. Commitment papers are complete and accurate;
- c. Inmate property is properly recorded and any unauthorized property is removed from inmates;
- d. Each inmate to be assigned to a housing unit has bathed and changed into newly issued clothing;
- e. Medical, dental, and mental health screening are completed;
- f. Basic personal data is recorded;
- g. Basic rules and regulations are explained to inmates before their assignment to a housing unit;
- h. Housing is assigned and personal toiletry items are issued unless the inmate is to be released within eight hours.

Regional jails shall not accept persons who are being committed solely because of the initiation of procedures for involuntary commitment pursuant to West Virginia Code, 27-5-1 et. seq., or who have been charged only with the offense of public intoxication.

PROCEDURE A: Arrival of Inmate and Initial Processing

1. When an inmate arrives, usually they will be escorted by a law enforcement officer. The officer must have a certified court order committing the inmate.
2. When an inmate is being transferred from another facility, the inmate's institutional file and medical record file may be delivered by the escorting officer. Prior to their departure, the escorting officer will be provided a receipt for any files and a receipt for transfer of the inmate.

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3. The Booking Officer shall complete the following prior to the departure of the escorting officer:
 - a. Review the commitment papers to ensure papers are certified, valid on their face, and accurate. If inaccuracies exist, the inmate shall not be accepted, and the committing court shall be contacted immediately.
 - b. Sign any detainer and return a copy to the escorting officer. The original is retained for records.
 - c. Complete the physical identification of the inmate. This can be accomplished by asking questions related to confidential information contained in the accompanying records and comparing photographs, fingerprints and other identifying characteristics.
 - d. Prepare admission receipt; provide one copy to the escorting officer and retain the original for records.
 - e. Sign transfer receipts for the escorting officer.
 - f. Check inmate for injuries and chemical exposure as outlined in Procedure B.

PROCEDURE B: Check for Injury

1. The Booking Officer will not accept custody of an inmate in obvious need of medical attention as determined by a medical staff member, unless the escorting officer provides a written statement from a physician verifying that the inmate has been treated and is not in need of treatment or hospitalization.
2. The Booking Officer or medical staff member will make inquiries about the physical condition of the inmate from the escorting officer and the inmate being received.
3. If the inmate exhibits symptoms of exposure to an aerosol defense spray such as Oleoresin Capsicum or Chemical Mace, the booking officer will request the assistance of the shift supervisor and a medical staff member to determine if the inmate is in need of medical treatment.
4. The escorting agency will be requested to complete an aerosol exposure form to assist in this assessment. If the escorting agency refuses to provide the information requested, or is unable to do so for what ever reason, medical staff will make their assessment based upon observations of, and information provided by the inmate to determine:
 - a. the inmate is need of medical treatment or hospitalization and cannot be committed to the facility unless the escorting agency provides

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documentation of treatment from a physician, or show treatment was offered but refused by the inmate; or

- b. The inmate is not in need of medical treatment and may be accepted. Decontamination procedures as contained in existing policy will be implemented as soon as is practical.

3. The Booking Officer or medical staff member will observe the behavior of the inmate being received to ensure that he is not injured.

4. The Booking Officer and the medical officer will document the physical condition of inmates being received. This will be entered into the jail log and on the medical screening form.

PROCEDURE C: Preliminary Search

1. A correctional officer will conduct a complete pat search of inmates being received to ensure that the inmates do not have contraband in their possession when entering the jail facility.

2. When the officer discovers anything on an inmate which may be evidence of a crime, the officer will:

- a. Confiscate this item(s)
- b. Notify the Shift Supervisor that such items have been found in the possession of the inmate.
- c. Complete an incident report as soon as possible and submit it to the Shift Supervisor

3. The Shift Supervisor will record all significant information from the officer regarding such findings in the jail log and notify the appropriate law enforcement agency.

PROCEDURE D: Booking Officer's Processing Duties

1. The following procedures shall be followed by the Booking Officer to process the new admission:

- a. research inactive records to determine any previous record of admission if there is previous admission; the previously assigned number be reassigned otherwise the

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- next sequential number will be assigned to the new admission;
- b. Notify Central Control;
- c. Notify the Administration section by supplying inmate name and number;
- d. A complete set of forms will be taken to the records room for inclusion in the file;
- e. Record the admission, entering inmate's name assigned number, time and date admitted, sex, status, offense, committing court in the file;
- f. Enter information in the jail log and inmate information system; and
- g. Enter relevant information on daily census form, and update locator board.

PROCEDURE E: Inmate Property Inventory

1. Inmates admitted to regional jail facilities shall not be allowed to possess valuables, money, or potentially dangerous property. Jail personnel shall inventory and store all property taken from inmates being admitted, and will issue a receipt to the inmate.
2. All inmates entering the regional jail facility shall be pat searched for weapons or contraband.
3. Clothing worn into the facility and removed during showering, shall be carefully inspected for contraband. Shoes and socks are to be removed and searched. Shoes are to be visually checked inside; heels and soles are to be checked. A thorough search of the inmate's person shall be conducted when appropriate.
4. Property shall be carefully and thoroughly searched. All items shall be removed from containers in which they are carried and each item examined to ensure that it does not conceal contraband or other unauthorized items. Care must be taken neither to damage nor destroy personal property. If this should happen, a report will be completed by the staff involved and turned in to the Shift Supervisor along with the damaged or destroyed property.
5. The officer will list all property on the inmate's property form and provide the inmate with a copy, verified and signed by the Shift Supervisor and the inmate, as a receipt for all property.

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6. The booking officer will enter the amount of the inmate's funds on the inmate's booking information sheet and provide a receipt for all funds placed in the inmate's account.

7. The Shift Supervisor or designee will package, label, and store the inmate's property in the inmates' property storage room.

PROCEDURE F: Initial Clothing, Bedding, Personal Hygiene, and Linen Issue

1. Each inmate shall be provided *institutional* clothing.

2. A clothing issue form shall be completed for the new inmate and placed in the clothing file located in the inmate property storage room.

3. The clothing issue form shall be completed indicating type, size, and quantity of clothing issued.

4. The standard initial clothing issue provided to new inmates upon assignment to a housing unit shall include:
 - a. 2 - two piece uniforms
 - b. 3 - pairs of briefs
 - c. 3 - pairs of socks
 - d. 1 - pair of thongs
 - e. 1 - laundry bag identified by room number
 - f. 2 - brassieres (for female inmates)

5. Each inmate shall receive replacement clothing as needed on the next laundry day for the housing unit.

6. The standard bedding issue provided to the new inmate shall include:
 - a. 1 - Mattress
 - b. 1 - Pillow
 - c. 2 = Sheets
 - d. 1 - Pillowcase
 - e. 1 - Towel
 - f. 1 Washcloth
 - g. 1 Blanket

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7. Each inmate shall be provided a personal hygiene kit containing the following items:
 - a. Soap
 - b. Toothpaste
 - c. Toothbrush
 - d. Comb
 - e. Cup

8. The officer will document the items issued on the appropriate inventory log.

PROCEDURE G: Telephone Calls by New Admissions

1. The Booking Officer shall inform all new inmates upon admission that the regional jail allows inmates to make up to three completed local, or long distance, collect telephone calls to secure counsel, bond, or to contact family or friends. Such calls must be limited to a reasonable time period not to exceed five minutes. This allowance is not extended to inmates transferred to the regional facility from other correctional facilities.

2. The Booking Officer will allow the inmate to use the telephones located in the intake lobby as soon as the initial steps of admission have been completed.

3. The Booking Officer will log all calls made by the inmate on the back of the inmate's admission form.

4. The Booking Officer will allow the inmate as much privacy as possible, consistent with security and supervision requirements.

PROCEDURE H: Inmate Identification/Booking

1. All persons arrested and committed to a regional jail facility shall be finger printed and photographed.

2. A total of two (2) fingerprint cards shall be completed for each new inmate, as follows:
 - a. One (1) Criminal Investigation Bureau (CIB) of the Department of Public Safety fingerprint card, and
 - b. One (1) Federal Bureau of Investigation (FBI) fingerprint card

3. A total of four (4) photographs shall be taken of each new inmate, charged or sentenced for a felony; two (2) frontal view and two (2) side view. The photographs shall be

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maintained at the facility. One (1) frontal view shall be utilized for the Inmate Identification Card.

4. A descriptive data sheet shall be completed on each new inmate committed to the regional jail facility. Information shall include, but not be limited to, remarks concerning identifying marks and/or unusual physical characteristics.

PROCEDURE I: Mental Health Screening

1. The medical staff member will screen and observe all inmates being admitted for possible mental health problems. The staff member will attempt to determine if the inmate is:

- a. Disoriented (the inmate must know who he is, where he is, the date, and what is taking place around him);
- b. Seriously aggravated and displaying inappropriate behavior (such as not being able to control anger or having visions or hallucinations);
- c. Seriously depressed and having suicidal thoughts.

2. If the medical staff member determines that the inmate may be in need of professional mental health services, the medical staff member will inform the Shift Supervisor and the Director of Medical Services.

3. If the Shift Supervisor contacts the mental health center, the supervisor will describe the inmate's behavior to the mental health center's contact person.

4. The Shift Supervisor will record in the jail daily log all information and instructions from the mental health worker.

5. The Shift Supervisor will cause the inmate to be placed in an unoccupied holding cell and observe the inmate's behavior at least every fifteen (15) minutes, until the mental health worker arrives at the facility.

6. The Shift Supervisor will ensure that all items which could be used by the inmate to harm himself are taken from the inmate.

7. The Shift Supervisor will ensure that the instructions from the mental health worker are carried out.

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8. If the Medical Director or Mental Health Worker determines that the inmate is in need of hospitalization, the Shift Supervisor will make arrangements to have the inmate transported to the hospital.

9. The Shift Supervisor will document all actions taken to ensure the safety of the inmate in the jail daily log.

10. If the Medical Director or Mental Health Worker determines that the inmate is not in need of hospitalization, but is in a questionable state, the Shift Supervisor will ensure that all instructions from the Medical Director or Mental Health Workers are carried out.

11. The Shift Supervisor will ensure that the counselor, and next shift is informed and understands all instructions to be carried out regarding any inmate who is in a questionable state.

12. The Medical Director will ensure that follow-up treatment is provided to inmates in need of treatment.

PROCEDURE J: Shower

1. Each inmate committed to a regional jail facility will be required to delouse and shower prior to being placed in a housing unit.

2. Shower facilities in the intake and booking area will be used; required personal hygiene items and linens will be provided by the facility

PROCEDURE K: Inmate Orientation

1. The Booking Officer will ensure each admitted inmate has a copy of the regional jail facility's rules and regulations.

2. If an inmate does not understand or speak English, jail personnel will arrange for an interpreter to read the rules to the inmate in the inmate's language. Arrangements will also be made for continued communication with the inmate while the inmate is confined.

3. The Booking Officer will ensure that each inmate understands the facility's rules and regulations. If the officer suspects or is informed that the inmate cannot read, the rules and regulations will be read by an officer to the inmate.

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4. Completion of orientation shall be documented by a statement that is signed and dated by the inmate.

PROCEDURE L: Screening Interview

1. Screening interviews will be conducted by a counselor or trained interviewer within 3 days of the time of admission, excluding weekends.

2. The Counselor or trained interviewer will review the jail log each morning and afternoon to determine which inmates are to be interviewed.

3. The screening interviews will be held in the Counselor's office, unless security requirements require an alternate site.

4. The Counselor or trained interviewer will notify the Central Control when an inmate is to be interviewed.

5. The Counselor or trained interviewer shall attempt to, during the screening interview, obtain the following information from the inmate:

- a. Alias(es)
- b. Nickname(s)
- c. Race/Ethnic Origin
- d. Religion
- e. Nationality
- f. Date of Birth
- g. Age
- h. Marital Status
- i. Number of Children (if any)
- j. Other Family Relations
- k. Place of Employment
- l. Military Status

6. Interviews should not be conducted in a "mechanical fashion" manner. The Counselor or trained interviewer will conduct the interview in an unhurried, professional, personalized manner in-order to obtain information necessary to properly evaluate the inmate.

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PROCEDURE M: Inmate Classification

1. The Shift Supervisor will be responsible for the interim classification of incoming inmates, in accordance with Policy #20002.

PROCEDURE N: Initial Inmate Housing Assignment

1. Incoming inmates will be housed in accordance with the results of the interim classification.

2. The Shift Supervisor will log all housing assignments in the daily log, and place the inmate's name on the locator board.

3. The Shift Supervisor will ensure that new inmates are personally observed by a correctional officer at least every thirty minutes. A schedule of at least 15 minutes observation shall be required for new inmates who are violent, suicidal, mentally disordered or who demonstrate unusual or bizarre behavior.

4. Prior to being placed in a Housing Unit, the inmate will be assigned a Photo Identification Card.