



Virginia Department of Corrections

Records and Information Management

Operating Procedure 050.4

Reporting Daily Population

Authority:

Directive 050, *Offender Records Management*

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5-ACI-1F-09, 5-ACI-1F-10; 2-CO-1F-08

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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Community Corrections Alternative Program (CCAP) - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*.

General Population Beds - Beds available for inmate's and CCAP probationer's/parolee's assigned to an internal status of general population.

Inmate - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

Internal Status - The descriptive designation of the inmate's internal assignment at the institution e.g., cadre, corrections construction, Restorative Housing (RHU), SD1 and SD2, general population, reception center, Steps to Achieve Reintegration (STAR) Program and others as determined by Central Classification Services staff.

Parole Violator - A bed assigned to an inmate returning to custody from parole.

Probationer/Parolee - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

Protective Custody - A classification status for inmates requesting or requiring separation from other inmates because of their personal security needs.

Special Purpose Beds - Designated non-general population beds for use by inmates assigned to a specific program or certain internal statuses other than general population.



PURPOSE

This operating procedure establishes a standard system for reporting the daily population of inmates and CCAP probationers/parolees, which aids in proper management and utilization of bed space. Under this reporting system, an inmate's and CCAP probationer's/parolee's assignment and status is available within twenty-four hours of a change.

PROCEDURE

- I. Reporting of Daily Population (5-ACI-1F-10)
 - A. Staff must be able to account for the number and location of all inmates and CCAP probationers/parolees assigned to a facility at all times; see Operating Procedure 410.2, *Count Procedures*.
 - B. The facility count day begins at midnight each day and ends at midnight the following day, and the Shift Commander or Assistant Shift Commander must accurately record and reconcile all counts into VACORIS.
 - C. Designated staff at each facility must enter all inmate and CCAP probationer/parolee daily movement i.e., transports, transfers, bed reassignments, releases, etc., into VACORIS on a real time basis so that an accurate daily report on inmate and CCAP probationer/parolee population movement is maintained in VACORIS and available to Headquarters.
 - D. All inmates must have a designated *Internal Status* assigned in VACORIS and staff must update VACORIS as the inmate's internal status at the facility changes.
 - E. VACORIS maintains a master index identifying all inmates and CCAP probationers/parolees assigned to each facility. (5-ACI-1F-09, 2-CO-1F-08)
- II. Inmates and CCAP Probationers/Parolees Out-to- Court
 - A. The Facility Unit Head or official designee is responsible for verifying all *Court Orders* to release an inmate or CCAP probationer/parolee for court appearances and for releasing the inmate from the facility in accordance with Operating Procedure 050.3, *Facility Release of Offenders*.
 - B. Staff will remove inmates and CCAP probationers/parolees sent to court off the facility count and will place the inmate or CCAP probationer/parolee into an "out-to-court" status.
 1. The *Daily Offender Population and Movement Report* will indicate which jail will house the inmate. Due to their probation status, CCAP probationers/parolees are not held in a jail for a court appearance except under warrant or Court Order.
 2. The *Daily Offender and Population Movement Report* will report the inmate or CCAP probationer/parolee in an "out-to-court" status until the inmate or CCAP probationer/parolee returns to the facility.
 - C. Inmates Returning from Court
 1. Upon completion of their court appearance, staff or other transporting authority will return the inmate to their assigned institution.
 2. When an inmate is returned to the institution, the Facility Unit Head or designee, based on the action of the court, will either:
 - a. Return the inmate to an available, suitable bed, or
 - b. Place the inmate in restorative housing pending a security reclassification; see Operating Procedure 830.1, *Institution Classification Management*.
 - D. When staff at a facility receive a legal update that indicates an inmate or CCAP probationer/parolee is to be released in compliance with a Court Order, the inmate or CCAP probationer/parolee will be reported



as “release By Court Order” (BCO).

- E. When staff at a facility receive a Court Order that directs the release of an inmate or CCAP probationer/parolee, staff must send the Court Order to the Manager of Court and Legal Services, immediately and no action will be taken to affect the inmate’s or CCAP probationer’s/parolee’s release until a legal update is received.
1. When there is a question concerning an inmate’s or CCAP probationer’s/parolee’s release, staff should call the Manager of Court and Legal Services for assistance and/or confirmation.
 2. Staff must forward all Court Orders and court dispositions to the Manager of Court and Legal Services; see Operating Procedure 050.1, *Offender Records Management*.

III. Special Purpose Bed Management in Institutions

- A. Upon the completion of an inmate’s assignment to a special purpose bed, staff will return the inmate to a general population bed or refer the inmate to the *Institutional Classification Authority (ICA)* for review and appropriate reassignment. Staff must update the inmate’s *Internal Status* in VACORIS to reflect the ICA’s decision.
- B. Upon an inmate’s completion of medical services at a local civilian hospital, staff must have an assignable bed to facilitate the inmate’s immediate return to the institution.
1. Staff must not deduct inmates out to local civilian hospitals from the institution count.
 2. Staff will count these inmates on an out-count status until they return to the institution.
- C. Staff will drop inmates transported to the *Greensville Infirmary, State Farm Enterprise Unit Infirmary (SFI), State Farm Correctional Center Infirmary (SFIA), MCV Security Ward, Southampton Memorial Hospital Security Ward, or Central State Hospital* from the sending institution’s count. Staff at the receiving facility will add these inmates to the receiving facility count.
- D. When unavoidable, staff may temporarily assign an inmate returning to an institution for general population in a special purpose bed until a general population bed is available.
1. Staff will afford such inmates the same privileges as general population, to the extent possible, provided the provision of these privileges does not disrupt the orderly operation of the program or the facility as a whole.
 2. If it appears that a temporary assignment may last longer than expected, staff should alert Offender Management Services staff and request assistance in making other appropriate arrangements.
- E. Staff will schedule all returning inmates for the next available general population bed following notification that the inmate is ready to return.
1. Inmates will be assigned to a general population bed as follows:
 - a. First Priority - Inmates returning from medical facilities.
 - b. Second Priority - Inmates returning from local or federal confinement for court or other purposes.
 - c. Third Priority - Inmates returning to a general population bed from a special purpose bed assignment.
 2. The Director of Offender Management Services or designee may revise these priorities, as necessary, when impacted by systematic bed management needs based on other operational priorities.

IV. Bed Transactions

A. Bed Holds in Institutions

1. Staff can hold a bed for up to two calendar days for inmates temporarily transferred out of the institution to another location for court, medical, etc.
2. Staff responsible for reporting the facility’s beds available for inmate assignment to central



transportation daily will notify the Central Transportation Supervisor or designee when they place a bed on hold.

B. Local Jail Facilities

1. Institutions equipped with local jail facilities (*State Farm Enterprise Unit, Virginia Correctional Center for Women, Greensville Correctional Center*) will not report county jail beds as assignable or special purpose beds.
2. Upon an individual's assignment to one these beds, staff must contact the Manager of the Inmate Intake Unit to have a VACORIS number assigned, if needed.
3. These beds are under the jurisdictional control of the localities involved and the respective local sheriff will account for the facility's jail beds.

C. Corrections Construction Unit (CCU)

1. Staff at the facility housing CCU inmates will report these inmates daily.
2. The Supervisor of CCU inmates will ensure these inmates are cleared from the facility before leaving.

REFERENCES

COV §19.2-310, *Transfer of prisoners to custody of Director of Department of Corrections*

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*

Operating Procedure 050.1, *Offender Records Management*

Operating Procedure 050.3, *Facility Release of Offenders*

Operating Procedure 410.2, *Count Procedures (Restricted)*

Operating Procedure 830.1, *Institution Classification Management*

ATTACHMENTS

None

FORM CITATIONS

None

