



# Virginia Department of Corrections

## Supervision and Management in the Community

### Operating Procedure 940.1

#### *Community Residential Programs*

**Authority:**

Directive 940, *Special Programs*

**Effective Date:** May 1, 2023

**Amended:** 5/1/24

**Supersedes:**

Operating Procedure 940.1, May 1, 2020

**Access:**  Restricted  Public  Inmate

**ACA/PREA Standards:** 4-APPFS-2C-04,  
4-APPFS-2C-05; 2-CO-1B-10; §115.12, §115.212

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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.

*The content owner reviewed this operating procedure in April 2024 and necessary changes are being drafted.*

### 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 Residential Program** - Any group home, halfway house, or other physically unrestricting facility used for the housing, treatment, or care of adult probationers/parolees established or operated with funds appropriated to the Department of Corrections from the state treasury and maintained or operated by any political subdivision, combination of political subdivisions, or privately operated agency within the Commonwealth.

**Inmate and Probationer/Parolee** - A person who is serving a state responsible sentence or under community supervision with the Virginia Department of Corrections or other release authority.

**Pass** - A written approval that allows a probationer/parolee to leave the Community Residential Program for a period of time, other than overnight with documented approval from the Program Director or designee. Passes may not exceed four hours.

**Postpartum** – The period just after delivery and usually last six to eight weeks. This ends when the mother’s body has nearly returned to its pre-pregnant state.

**Transition Visit** - An authorized overnight absence from the community residential program intended to provide the probationer/parolee an opportunity to connect with family and community resources in support of their re-entry plan. The Transition Visit must have documented approval from the Program Director or designee and the Chief P&P Officer or designee. Transition Visits may not exceed 72 hours.

## PURPOSE

This operating procedure will inform and guide Department of Corrections (DOC) staff and service providers in the process by which inmates and probationers/parolees are selected, screened, treated, and monitored when they are admitted to a Community Residential Program (CRP).

## PROCEDURE

- I. Community Residential Programs
  - A. All CRPs are listed on Attachment 2, *Statewide Community Corrections Residential Programs*, and must comply with the Standards for Community Confinement Facilities of 28 CFR Part 115, Prison Rape Elimination Act National Standards.
  - B. The DOC must include in all new contracts and contract renewals for the confinement of inmates and probationers/parolees the CRPs obligation to adopt and comply with the Prison Rape Elimination Act National Standards, Attachment 3, Standards for Community Residential Programs, COV §53.1-10, Powers and duties of the Director, COV §53.1-177, Authority of Director; establishment of halfway houses; employment of personnel, and COV §53.1-178, Director to establish standards. (§115.12[a], §115.212[a])
    1. Any new contract or contract renewal must provide for agency contract monitoring to ensure that the contractor is complying with the Prison Rape Elimination Act National Standards. (§115.12[b], §115.212[b])
    2. Only in emergency circumstances in which all reasonable attempts to find a private agency or other entity in compliance with the Prison Rape Elimination Act National Standards have failed, will the DOC enter a contract with any entity that fails to comply with these standards. In such a case, all unsuccessful attempts to find an entity in compliance with standards must be documented. (§115.212[c])
  - C. The DOC will establish participant procedures for the operation of CRPs.
    1. This procedure represent the official position of the DOC and compliance with all instructions is required.
    2. Designated DOC staff meets at least annually with the contractor to review the CRP. (2-CO-1B-10)
  - D. All probationers/parolees accepted by a CRP will be transferred in VACORIS to the P&P District where the CRP is located.
  - E. Any probationer/parolee who is required to register with the Sex Offender and Crimes Against Minors Registry must be assisted as needed with the requirements by the local P&P Office's Sex Offender Supervision Specialist and/or Virginia State Police; see Operating Procedure 735.1, *Sex Offender and Crimes Against Minors Registration*.
  - F. The DOC may purchase bed space from approved vendors to house participants. The bed space is for participants needing residential placement or inpatient substance abuse treatment. Admittance is monitored by the appropriate Regional Administrator or designee.
  - G. CRP staff must make accommodations to allow for probationer/parolee participation in services, appointments, programs, and required activities; see Operating Procedure 801.3, *Managing Inmates and Probationers/Parolees with Disabilities*.
- II. Eligibility
  - A. CRPs may be used for any inmate that has probation, parole, and/or post release supervision upon release from incarceration. Individuals currently under probation, parole, and/or post release supervision may also be referred to the program to assist in recovery/stabilizing efforts or prevent crisis situations. (4-APPFS-2C-04, 4-APPFS-2C-05)

- B. Individuals who are pending felony sentencing, clemency, or sanctioning by Courts of competent jurisdiction, the Governor of Virginia, or the Virginia Parole Board may be referred for participation.

### III. Referral Process

- A. All referrals for DOC CRP bed utilization must come directly from DOC staff.
- B. A *CRP - Community Residential Program Referral Tracker Investigation* must be created under Investigations in VACORIS; see Attachment 5, *CRP Referral Tracker* for additional guidance.
1. A *CRP- Community Residential Program Referral Tracker Investigation* must be created for each CRP an inmate or probationer/parolee is eligible. The *CRP- Community Residential Program Referral Tracker Investigation* will be assigned to the Case Management Counselor/P&P Officer responsible for the investigation.
  2. The Case Management Counselor/P&P Officer is responsible for completion of the *CRP- Community Residential Program Referral Tracker Investigation* once an acceptance or denial is received from the CRP.
  3. The Case Management Counselor/P&P Officer is responsible for documenting which CRP the inmate or probationer/parolee was approved for in the *Response Notes* section of the *CRP- Community Residential Program Referral Tracker Investigation*. If the referral was denied by the CRP, the denial reason must be listed in the *Response Notes* section.
  4. If an inmate is accepted into a CRP, the Case Management Counselor must enter a *Home Plan Investigation* to the P&P District that provides supervision for the CRP; see Attachment 2, *Statewide Community Corrections Residential Programs* for P&P District information.
  5. If an existing probationer/parolee investigation is accepted into a CRP, the P&P Officer must submit a *Transfer Investigation* to the P&P District that provides supervision for the CRP; see Attachment 2, *Statewide Community Corrections Residential Programs* for P&P District information.
- C. Subject to a signed release of information from the prospective participant, the referring P&P District or facility will provide criminal history, medical, psychological, substance use, and any other criminal or social history information required by the CRP to facilitate an acceptance decision.
- D. A completed *Community Residential Program - P&P Referral 940\_F21* is required for all probationers/parolees referred that are currently on community supervision. A *Community Residential Program-Institutional Referral 940\_F22* is required for inmates referred directly from a facility.
- E. A current photo will be provided by the supervising P&P District or facility that is assigned in VACORIS.
- F. Acceptance in the CRP must occur in advance of program participation.
- G. An Agreement to Participate; see Attachment 1, must be executed by each participant.
- H. The reasons for non-acceptance of a referred individual must be returned in writing to the referring P&P District.
- I. Upon request, the Regional Administrator or designee may review referrals, which are not accepted.
- J. Transportation to the CRP will be coordinated between the CRP staff and the sending DOC Unit or P&P District. The CRP staff will assist in transporting participants to and from common transportation locations, i.e., bus stations when applicable.

### IV. Accountability for Movement

- A. Except for time while on Transition Visits or Passes, time out of the CRP must be limited to authorized absences such as fulfilling program obligations, e.g., employment, community service work, treatment, counseling appointments, job interviews, or medical appointments. These must be verified prior to the participant leaving the CRP.

B. The CRP must have a sign in/out system that includes:

1. Destination and phone number
2. Reason for signing out
3. Time and date out
4. Expected time of return
5. Participant's signature at time of departure
6. Staff signature or initials at time of departure
7. Date and time of return
8. Participant's signature at time of return
9. Staff signature or initials at time of return

C. As required in the contract, random telephone or on-site checks will be made to ensure the participant is where they are supposed to be.

D. Approved electronic monitoring program may be used.

E. Participant Curfews

1. Weekday (Sunday - Thursday) 10:00 p.m. to 5:00 a.m.
2. Weekend (Friday - Saturday) 11:00 p.m. to 5:00 a.m.
3. The Program Director may grant an exception to the curfew for a participant who is participating in a pass, transitional visit, treatment program, or employment, which extends after or before curfew begins. Exceptions must be documented and indicate that the participant was instructed to return promptly by the alternative curfew time.

V. Operations

A. Serious Incident Reports

1. Unauthorized Absence

- a. In the event of an unauthorized absence from the CRP, staff must:
  - i. Notify the supervising P&P Officer and Regional Administrator or designee within one hour upon determining the participant is missing.
  - ii. Submit written reports, via e-mail or fax to the supervising P&P Officer and Regional Administrator or designee by the end of the day after the incident occurred.
- b. The supervising P&P Officer must submit an incident report if the participant is a registered sex offender and/or has been convicted of a violent crime in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.

2. Other Serious Incidents

- a. All other serious incidents must be reported within one hour to the supervising P&P Officer and Regional Administrator or designee
- b. The supervising P&P Officer must submit an incident report if the serious incident is committed by a registered sex offender, has been convicted of a violent crime, or the nature of the incident is considered as a newsworthy event in the community in accordance with Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.

B. Medical Expenses

1. Participants are responsible for their own medical and/or health care expenses. The "purchase of services" monies may be used in instances of dire need as defined and authorized by the Chief P&P Officer or designee of the applicable P&P District.

2. Authorization as required will be obtained prior to any commitment of funds. The Chief P&P Officer or designee will exercise sole authority over this decision.

#### C. Bed Utilization, Monthly Progress, and Transition Reports

1. A *Community Residential Program-Monthly Report 940\_F26* will be prepared by the Program Director or designee and sent to the supervising P&P Officer and Chief P&P Officer or designee responsible for the probationer's/parolee's supervision by the tenth working day of the following calendar month covered by the report. The *Monthly Report* will be due by the tenth working day of the month following the calendar month covered by the report. *Monthly Reports* will include results of any new reports for alcohol and other drug testing conducted since the previous report, changes or efforts toward the development of re-entry plans, and family reintegration.
2. Attachment 4, *Data Collection Survey* - will be due by the tenth working day of the month following the calendar month.
3. The CRP will work closely with the supervising P&P Office and the receiving P&P Office in addressing a proposed residence, employment, and other services for the participant to have a smooth transition upon completion of the program.
  - a. The supervising P&P District will submit a *Home Plan* no later than 45 business days before the scheduled program end date to the proposed receiving P&P District. The proposed receiving P&P District will conduct the Home Plan Investigation in accordance with Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.
  - b. The supervising P&P District will submit a *Home Plan* investigation to the originating P&P District within 10 days of the intake date if the proposed release plan is out of state.
    - i. The originating P&P District will submit an ICOTS transfer investigation in accordance with Operating Procedure 920.4, *Interstate Transfer of Supervision*. The supervising P&P District will assist the originating P&P District in reviewing required ICOTS paperwork with the participant.
    - ii. The originating P&P District is required to notify the supervising P&P District if the *Home Plan* investigation has been accepted by the Receiving State and provide reporting instructions. If the *Home Plan* is denied by the Receiving State, both the supervising P&P District and the originating P&P District will work collectively to ensure an alternative *Home Plan* is secured and if a CRP extension is needed.
  - c. The final *Plan* must be submitted to both P&P Districts no later than ten business days before the scheduled end date.

#### D. Financial Records

1. All participants will turn over all funds in their possession upon entry and all funds received thereafter. The Program Director or designee will maintain a financial record for each participant using generally accepted accounting principles to document all funds received and disbursed. Electronic deposits of incoming funds may be used.
2. Program staff must provide each participant a monthly statement indicating deposits, withdrawals, and balance.
3. See Attachment 3, *Standards for Community Residential Programs*, for guidance on fiscal management requirements.

#### E. Compensation to the Commonwealth

1. Participants in CRPs who are employed 40 or more hours a week will pay \$25.00 per week (Monday-Sunday) to defray the cost of their care.
2. Participants who are working less than 40 hours a week will pay \$5.00 for every eight hours worked not to exceed \$25.00 a week.
3. This compensation will be deducted from the participant's account weekly and will be reflected on a

monthly account statement.

4. The Program Director or designee will submit the total amount collected monthly by check to the Regional Administrator for Community Corrections. See *Method of Payment* section of this operating procedure for required reports and payment procedures.

#### F. Additional Fees

1. At its discretion, a CRP may require an additional fee from each participant who becomes employed
2. The additional fee may not exceed \$5.00 for every eight hours worked nor exceed \$25.00 per week (Monday-Sunday).
3. Additional fees will be deducted from the participant's account and will be reflected on a monthly account statement.
4. Additional fees are in addition to and subordinate to payments in the *Compensation to the Commonwealth* section of this operating procedure.

#### G. Maintenance Checks

1. Maintenance checks are designed to provide the participant with funds for personal hygiene needs, transportation, and other personal spending needs.
2. Participants who have sufficient funds in their accounts may receive a weekly maintenance check for a total not to exceed \$80.00.
  - a. A participant may request maintenance checks of less than \$80.00, if desired.
  - b. The request must be documented in writing from the participant and placed in their program record.
3. At no time will the participant receive more than \$80.00 of maintenance funds per week from any source, unless additional funds are approved through a special money request.
4. All maintenance checks will be recorded on the participant's monthly statement. Under no circumstances should the Program Director or staff withhold a participant's maintenance check as a disciplinary action.
5. Maintenance checks are the only expenditures from the participant's account that do not require written approval of a Chief P&P Officer or designee.

#### H. Special Money Request

1. It is recognized that a participant may require additional funds from their account for special purposes. If Court ordered restitution, support, fines, and court costs are required to be paid, the participant will submit a written request to the Program Director or designee to be reviewed and forwarded to the Chief P&P Officer or designee of the supervising P&P District for approval of the expenditure.
2. The approved payment will be forwarded to the appropriate agency/individual by check and a record entered on the participant's monthly statement.
3. The special money request can also be used for purchase of tools for employment purposes, special clothing needs of the participant, and other types of special requests. These requests will be reviewed by program staff for validity and approved by the Chief P&P Officer or designee of the supervising P&P District.

#### I. Alcohol and Other Drug (AOD) Testing

1. All participants who are assigned to a CRP will be required to submit to random AOD testing in accordance with Attachment 1, *Agreement to Participate (CRP)*.
2. The DOC specifically requires that AOD testing be conducted on each participant upon arrival and at a minimum of three times per month including returns from authorized absences.
3. Each time a participant is tested; it must be documented in writing in some form of log at the program and also entered into the participant's program file. A copy of the test results will be submitted to the



supervising Chief P&P Officer or designee.

4. Either the DOC or DOC approved local law enforcement Narcotic Detection Canines will be used to conduct random, unannounced inspections. Other alcohol and drug detection devices approved by DOC may be utilized.

#### J. Passes and Transition Visits

1. Passes and Transition Visits are a privilege and not a right. These are to be earned through positive behavior, good work habits, and a demonstrated ability to warrant such a privilege.
2. Passes are an authorized absence from the CRP for up to four hours that must have documented approval from the Program Director or designee.
  - a. Based on suitability, participants may be granted none or any portion of the stated maximum of four hours.
  - b. There is no provision for the extension of hours allowed for Passes.
3. Transition Visits are an authorized overnight absence from the CRP with documented approval from the Program Director or designee and supervising Chief P&P Officer or designee. Transition Visits may not exceed 72 hours. There is no provision for the extension of hours allowed for Transition Visits including emergency Transition Visits.
  - a. The intended purpose of the Transition Visit is to provide the participant an opportunity to establish connections with family and community resources that will support their re-entry plan e.g., family ties, employment, treatment service, a suitable residence. Transition Visits will be directly linked to clearly defined goals and tasks developed by program staff for the express purpose of enhancing the participant's chances of successful reintegration into the community.
    - i. Transition Visits allow program staff to gauge whether or not the participant has changed those behaviors that resulted in the participant's placement in the CRP, prior to returning to their community. This is accomplished through random telephone checks to the Transition Visit site to ensure participant's compliance with curfews, as well as subjecting the participant to a search for contraband and AOD testing upon their return to the CRP.
    - ii. If CRP and P&P staff determine the participant has violated any rules or conditions of the CRP while on a transition visit, P&P staff will review the nature and seriousness of the violation(s) and consult with the originating P&P Chief Officer or designee for case handling instructions.
  - b. The following number of Transition Visits a participant is eligible is applicable to all participants assigned to a CRP. Based on suitability, participants may be granted none or any portion of the stated maximum:  
  
Transition Visits:  
31 - 60 days = One this period  
61 - 90 days = Two this period  
Over 90 days = Weekly
- c. All participants must submit a completed *Transition Visit Application 940\_F2* to the Program Director or designated program staff to request an overnight visit away from the CRP.
  - i. The Program Director or designee will forward all approved *Transition Visit Applications* to the supervising and/or receiving P&P Office and request an investigation of the proposed Transition Visit at least 21 days prior to the date of the visit.
  - ii. The supervising P&P Office will determine if it is a suitable situation for any participant who requests a Transition Visit to a site other than their proposed home plan or whose home situation is considered unstable.
- d. Upon receipt of the *Transition Visit Application*, the investigating P&P Office has ten working days to investigate the Transition Visit site and respond to the Program Director or designee by fax or phone. Both program staff and the investigating P&P Officer must document the response.
- e. Upon approval by the investigating P&P Office, the Program Director or designee may allow the Transition Visit.

- f. Subsequent Transition Visits to the same address do not require any further investigation by the P&P Office. A program staff member must make and document contact with the proposed Transition Visit site to ensure suitability prior to the visit.
- g. The monitoring of Passes and Transition Visits is required by contract. All Transition Visit sites must have a landline telephone at the location of the Transition Visit site so the participant can be contacted.
  - i. Program staff must randomly contact the participant by telephone or site visit at least two times per 24 hours in order to monitor the participant.
  - ii. Curfew for Transition Visits is 11:00 p.m. until 7:00 a.m. the following day. The participant must not leave the residence during the hours of curfew.
  - iii. Program staff must document that a random telephone/site visit contact was initiated and completed at least once during the hours of curfew.

#### K. Funeral and Death Bed Visits

1. If approved by the Program Director or designee in concurrence with the supervising Chief P&P Officer or designee, a funeral or death bed visit for a close relative of the participant may be granted.
2. Program staff must verify and document in writing the circumstances of the visit and all approvals.
3. A funeral or death bed visit can be allowed regardless of the time the participant has been in the CRP.
4. The maximum time limit for the visit is 72 hours, but overnight visits are discouraged.

#### L. Temporary Travel Permits

1. A *Travel Permit-Out of State 920\_F3*, is required for any participant in a program outside of the Commonwealth of Virginia for less than 31 calendar days and for any participant who wishes to travel out-of-state for a Pass or Transition Visit.
2. These *Travel Permits* require approval by the Chief P&P Officer or designee of the originating P&P District; see Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.
3. Travel to or participation in a program outside of the Commonwealth of Virginia for more than 31 calendar days requires a transfer via the *Interstate Compact for Adult Offender Supervision*; see 920.4 *Interstate Transfer of Supervision*.

#### M. Electronic Technology Supervision

1. Any participant may be placed in one of the DOC approved electronic technology supervision programs.
2. Such monitoring will require the prior approval of the supervising P&P Office and will be conducted in accordance with Operating Procedure 435.5, *Electronic Technology Supervision Programs*.

#### N. Use of Motor Vehicles

1. No participant will have access to a motor vehicle while residing at the CRP.
2. No participant may drive a vehicle to or from the CRP to the job site or drive any motor vehicle for personal reasons while in a CRP.
3. This does not preclude the operation of a motor vehicle by a duly licensed participant while at the job site, but only in connection with employment responsibilities. Program staff will verify a participant's operator's license and that the employer has appropriate insurance on the work vehicle prior to permitting the participant to drive.

#### O. Sanction Process for CRP

1. P&P and CRP staff will review the nature and seriousness of the CRP violation(s) and determine if it would be in the best interest of the participant to remain in the CRP.
2. If the participant is allowed to remain in the program, CRP staff may impose appropriate sanctions with the approval of the Chief P&P Officer or designee of the supervising and originating P&P

Districts.

P. Termination from a CRP

1. Participants who commit violations of their conditions of supervision and/or CRP requirements while in the CRP may be terminated. Termination may result from unauthorized absences, serious incidents, disruptive/ non-cooperative behavior, positive drug and alcohol screens, illegal offenses committed while in the CRP, or for other acts against the rules of the CRP or the conditions of supervision.
2. In the event of a termination, the Program Director must submit a *Residential Program Termination Report 940\_F5* to the supervising P&P Officer and Regional Administrator or designee within one business day of the participant's departure.
3. The supervising P&P Officer will notify the Chief P&P Officer or designee of the supervising and originating P&P District. The originating P&P District may provide specific reporting instructions for the participant to return to the originating P&P District.
4. If the Program Director and the supervising P&P Officer do not agree, the Chief P&P Officer or designee of the originating and supervising P&P District will be consulted.
5. The termination of a participant must be coordinated with the supervising Chief P&P Officer or designee of the supervising P&P District if the originating P&P District arranges for transfer or arrest/detention by law enforcement agents; see Operating Procedure 920.6, *Violation of Supervision Conditions*.
6. In all cases where a participant is terminated from a CRP, the supervising P&P District will transfer the case to the most appropriate sentencing P&P District, and the sentencing P&P District(s) is/are responsible for creation and submission of any Major Violation Report (MVR) to any higher authority (Court, Parole Board, Out-of-state Authority) unless previously agreed to otherwise between sentencing P&P District(s) and the supervising P&P District.
7. During business hours
  - a. The supervising P&P District will notify the sentencing P&P District(s) and await instructions.
  - b. The sentencing P&P District employs one of the following actions:
    - i. Authorizes arrest via PB15 and prepares the MVR, or
    - ii. Returns the participant to the sentencing P&P District by best possible means, to include purchase of public transportation.
8. During non-traditional business days or hours
  - a. The supervising P&P District manages the termination in accordance with local operating procedures, which may include issuance/service of PB15.
    - i. Supervising P&P District staff will notify sentencing P&P District(s) staff of the activity causing termination, and the response of the supervising P&P District.
    - ii. Supervising P&P District staff will transfer the case to the appropriate sentencing P&P District in VACORIS.
    - iii. If a PB15 warrant has not been served, the sentencing P&P District(s) may request the supervising P&P District rescind the warrant, provided the sentencing P&P District returns the participant to the sentencing P&P District by best possible means, to include purchase of public transportation.

Q. Expectant/Postpartum Participants

1. Expectant participants are allowed to be referred and admitted to a CRP if they meet referral/suitability requirements.
2. Expectant participants must inform their assigned P&P Officer or Case Management Counselor and the CRP Director/Case Manager immediately upon confirming their pregnancy.
3. If a participant gives birth or seeks medical care related to their pregnancy while still active in the CRP, they will be temporarily removed from the CRP to seek the necessary medical treatment.

4. Once treatment and/or delivery of a child has been completed and they have been medically cleared, the participant will be allowed to return to the CRP to complete the remaining time left.
5. The newborn will be allowed to return to the CRP with the participant at the discretion of the CRP staff.
6. All transportation and/or medical related financial expenses due to the participants pregnancy and/or birth will be the sole responsibility of the participant, not the DOC or the CRP.

#### R. Retake, Arrest, and Return Protocol

1. Each Program Director or designee in coordination with the supervising P&P Officer will develop and have available a written protocol governing the retake, arrest, or return of a participant to DOC or law enforcement custody.
2. The protocol will include but not be limited to the following: alerts to officials, physical plant issues, training, and briefing of on-duty staff, handling resistance, information sharing, reporting, and other related issues.

#### S. Requests for Extensions

1. A participant's assignment to a CRP may be extended beyond the scheduled release date by the designated Regional Administrator or designee.
2. The Program Director must submit a request for an extension using the *Community Residential Program Extension Request* 940\_F12, to the designated Regional Administrator or designee at least ten business days prior to the scheduled release date and must note the supervising P&P Officer recommendation.

#### T. CRP Completion

1. When the Program Director or designee and the supervising P&P Officer agree on a participant's successful completion of the CRP, they will establish a release date.
2. The Program Director or designee will confirm the release date with the supervising P&P Officer at least ten business days prior to the discharge date.
3. The supervising P&P Officer will notify the Chief P&P Officer or designee of the supervising and originating P&P District.
4. If the Program Director and supervising P&P Officer do not agree on completion, the Chief P&P Officer or designee of the originating and supervising P&P District(s) will be consulted.
5. No participant will remain in the CRP more than 90 days without the written approval of the Regional Administrator or designee.
6. A *Residential Program Discharge Summary* 940\_F7 must be submitted within three working days of program completion.

#### U. Method of Payment

1. The CRP will be paid monthly for services rendered for the previous month.
2. By the tenth of the month following the month of service, the CRP must submit to the DOC Community Corrections Regional Administrator or designee the following documents:
  - a. *Request for Payment – CRP* 940\_F3
  - b. Attachment 4, *Data Collection Survey*
  - c. *Community Residential Program-Monthly Report* 940\_F26
  - d. *Contracted Residential Program Population Report* 940\_F4
  - e. *Compensation to the Commonwealth (CRP)* 940\_F1 and accompanying check made payable to the DOC
    - i. The *Report* must include the name and legal status of the participant and dates of service.

- ii. The payment period will include the date of arrival and will exclude the date of departure.
- 3. Departure and arrival dates must be documented with the designated Regional Office staff using the *Arrival/Departure Notification 940\_F20* with copies provided to the P&P Office that the participant plans to return to. Payments will be made in accordance with the Prompt Payment Act of Virginia.
  - a. The Regional Administrator or designee will then forward these documents and checks to the Chief of Corrections Operations or designee.
  - b. Alternative payment arrangements may be requested of and approved by the Chief of Corrections Operations or designee.

#### V. Report Formats

- 1. All required reports must be in DOC approved formats.
- 2. Acceptable equivalents may be approved by the DOC Contract Administrator.

#### W. Records Management

- 1. Confidentiality - Contractors will be expected to manage the records of participants under DOC supervision in accordance with Operating Procedure 050.1, *Offender Records Management*.
- 2. Retention and Destruction - All books, participant case files, financial records, and other documents relative to the provision of services under this operating procedure and related contracts will be maintained until the DOC provides written authorization to destroy the records. The records must be destroyed by shredding or burning.

#### X. Background Investigations for Contractors

- 1. See Operating Procedure 260.1, *Procurement of Goods and Services*.
- 2. See Operating Procedure 102.3, *Background Investigation Program*.

## REFERENCES

COV §53.1-10, *Powers and duties of the Director*.

COV §53.1-177, *Authority of Director; establishment of halfway houses; employment of personnel*.

COV §53.1-178, *Director to establish standards*.

28 CFR Part 115, *Prison Rape Elimination Act National Standards*

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

Operating Procedure 050.1, *Offender Records Management*

Operating Procedure 102.3, *Background Investigation Program*

Operating Procedure 260.1, *Procurement of Goods and Services*

Operating Procedure 435.5, *Electronic Technology Supervision Programs*

Operating Procedure 735.1, *Sex Offender and Crimes Against Minors Registration*

Operating Procedure 801.3, *Managing Inmates and Probationers/Parolees with Disabilities*

Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*

Operating Procedure 920.4, *Interstate Transfer of Supervision*

Operating Procedure 920.6, *Violation of Supervision Conditions*

## ATTACHMENTS

Attachment 1, *Agreement to Participate (CRP)*

Attachment 2, *Statewide Community Corrections Residential Programs*

Attachment 3, *Standards for Community Residential Programs*

Attachment 4, *Data Collection Survey*

Attachment 5, *CRP Referral Tracker*

**FORM CITATIONS**

*Travel Permit-Out of State 920\_F3*

*Compensation to the Commonwealth (CRP) 940\_F1*

*Transition Visit Application 940\_F2*

*Request for Payment – CRP 940\_F3*

*Contracted Residential Program Population Report 940\_F4*

*Residential Program Termination Report 940\_F5*

*Residential Program Discharge Summary 940\_F7*

*Community Residential Program Extension Request 940\_F12*

*Arrival/Departure Notification 940\_F20*

*Community Residential Program-P&P Referral 940\_F21*

*Community Residential Program-Institutional Referral 940\_F22*

*Community Residential Program-Monthly Report 940\_F26*