



# Virginia Department of Corrections

## Facility Security and Control

### Operating Procedure 425.3

#### *Inmate Use of Vehicles, Machinery, and Motorized Equipment*

##### **Authority:**

Directive 425, *Inmate Housing and Outside Work Assignments*

**Effective Date:** January 1, 2024

**Amended:** 1/3/25

##### **Supersedes:**

Operating Procedure 425.3, January 1, 2021

**Access:**  Restricted  Public  Inmate

##### **ACA/PREA Standards:**

5-ACI-3A-24

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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 January 2025 and determined that no changes are needed.*

### 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

**Constant Sight Supervision** - A form of supervision where each inmate or CCAP probationer/parolee is continually under the observation of a trained staff member, i.e., Corrections Officer, DOC Foreman, Supervisor, Teacher, or Virginia Department of Transportation (VDOT) Foreman.

**Facility Unit Head** - The person occupying the highest position in a DOC residential facility, such as an institution, field unit, or Community Corrections Alternative Program.

**General Supervision** - A form of supervision where observation by the supervising employee is continuous, but not necessarily constant; an unarmed Officer or foreman supervises the inmate in a work setting where the inmate cannot be observed constantly. In such circumstances, the Officer or foreman must make frequent and consistent checks to ensure the inmate's presence. Such supervision is utilized in dairy work, boiler plant, tractor drivers, wastewater, Corrections Construction Unit, etc.

**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.

**Organizational Unit Head** - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resources, Offender Management, Internal Audit.

**Security Perimeter** - A physical structure, such as a fence or wall that forms a barrier intended to keep inmates and CCAP probationers/parolees inside the facility and unauthorized persons from entering a facility; the perimeter is generally the last physical barrier or set of barriers on the outer edge of the secure compound.



## PURPOSE

This operating procedure provides guidance for inmates housed in Department of Corrections (DOC) institutions to use vehicles, machinery, and motorized equipment.

## PROCEDURE

- I. Applicability
  - A. This operating procedure applies to all inmate use of DOC owned, leased, or operated self-propelled vehicles, machinery, and equipment powered by an internal combustion engine. (5-ACI-3A-24)
  - B. The inmate eligibility requirements for work assignments requiring the operation of vehicles, machinery, and motorized equipment are established in the *Work Assignment Position Description* 841\_F15; see Operating Procedure 841.2, *Inmate Work Programs*.
  - C. The Facility Unit Head or designee will establish the supervision requirements, constant sight or general supervision, for inmates operating vehicles, machinery, and motorized equipment in the Post Order for security staff or the instructions to non-security staff.
    1. The Facility Unit Head may allow inmates to operate vehicles, machinery, and motorized equipment within the security perimeter of an institution in accordance with the institution's security level and mission.
    2. The Facility Unit Head or designee may allow approved Security Level W and Security Level 1 inmates to operate vehicles, machinery, and motorized equipment outside the security perimeter while on state property under general supervision.
    3. Inmates with a valid driver's license are the only inmates allowed to operate a motor vehicle requiring a state license plate off state property.
      - a. All inmate use of vehicles will be in accordance with the requirements of the Virginia Department of Motor Vehicles (DMV) i.e., inmate possess a valid driver's license and the vehicle has a current state license plate.
      - b. When accompanied by a certified DOC or VDOT staff member, Security Level W and Security Level 1 inmates approved by the Regional Administrator may operate motor vehicles off state property.
- II. Staff Training
  - A. Staff supervising inmates who operate vehicles, machinery, and motorized equipment must be either a certified Corrections Officer or a non-security staff member who has completed *Phase I Basic Corrections Officer/Non-Security Orientation* training and who is required to complete the mandatory annual in-service training; see *Department Training Matrix*.
  - B. Supervising staff must be:
    1. Familiar with the safety requirements, proper operation, and maintenance requirements of the vehicles, machinery, or motorized equipment in use
    2. Trained in the safe, secure handling of fuel, lubricants, tools, cutting blades, and other dangerous or hazardous materials related to the vehicles, machinery, and motorized equipment in use.
    3. Trained in emergency response procedures relevant to their position.
  - C. Organizational Unit Heads will ensure:
    1. Appropriate staff maintain complete and accurate documentation confirming the staff member received the appropriate level of training commensurate to their position and assigned duties.
    2. The staff member was given an opportunity to ask questions to ensure their understanding of safety, maintenance, emergency rules, regulations, and procedures.



III. Inmate Training

- A. Prior to an inmate starting their assigned duties, staff must provide the inmate with the orientation and training necessary for ensuring the inmate's safety.
- B. Staff conducting inmate training must be trained and qualified in the safety procedures, required personal protective equipment, and the proper operation of each individual vehicle and type of machine or motorized equipment used by the inmate.
- C. The Facility Unit Head will ensure training documentation is maintained on file in the institution. Training documentation will include the training date(s), the name of the trainer, the material covered, and the testing method.

IV. Safety

- A. Staff must always comply with established departmental safety procedures; see Operating Procedure 303.1, *Department Safety Functions*.
- B. For an inmate to operate any vehicle, machine, or motorized equipment the work assignment supervisor must:
  - 1. Ensure adequate supplies of appropriate personal protective equipment are available.
  - 2. Observe the inmate to ensure the required personal protective equipment is properly used when the vehicle, machine, or motorized equipment is in operation.
  - 3. Have each inmate demonstrate the proper controls and procedures before allowing the inmate to use the vehicle, machine, or motorized equipment.
  - 4. Observe inmates while they are using vehicles, machines, or motorized equipment to ensure safe operation.
  - 5. Ensure the safe and secure handling of fuel, lubricants, tools, cutting blades, and other dangerous or hazardous materials.
- C. Staff supervising the inmate must:
  - 1. Ensure faulty or damaged vehicles, machinery, or motorized equipment are immediately removed from service until appropriate repairs are made.
  - 2. Ensure adequate liquids and breaks are provided so that inmate workers remain hydrated and alert.
  - 3. Maintain all equipment safety devices in good working order.
  - 4. Ensure appropriate first aid equipment and supplies are readily available.
- D. Staff and inmates must ride in the seat or other structure designed for occupancy when using self-propelled motorized equipment e.g., not a bucket or railed platform on a "cherry picker" or personnel/scissor lift.
- E. Staff and inmates using motorized equipment furnished with seat belts must always wear the seat belt.

V. Security (5-ACI-3A-24)

- A. Supervising staff must provide at least the level of supervision required in the Post Order or non-security staff instructions. Environmental or operating conditions may require a higher level of supervision.
- B. Supervising staff must always remain observant and report all suspicious movement, traffic, inmate actions, or other individuals in areas where inmates are working or may be assigned to work to the Shift Commander or other appropriate authority.
- C. Supervising staff must maintain control of all keys and tools and will ensure the security of vehicles, machinery, and motorized equipment when not in use and the secure storage of vehicles, tools, and motorized equipment at the end of the workday.



D. Supervising staff must have the ability to communicate with the institution.

E. Supervising staff must activate appropriate emergency procedures swiftly when needed.

## **REFERENCES**

Operating Procedure 303.1, *Department Safety Functions*

Operating Procedure 841.2, *Inmate Work Programs*

*Department Training Matrix*

## **ATTACHMENTS**

None

## **FORM CITATIONS**

*Work Assignment Position Description 841\_F15*

