



Operating Procedure

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Amended 4/5/13, 5/31/13, 12/9/13, 4/10/14	Operating Level Department
Supersedes Operating Procedure 810.1 (10/1/11)	
Authority COV §53.1-21, §53.1-23, §53.1-23.2, §53.1-32.1, §53.1-32.2	
ACA Standards 4-4285, 4-4286, 4-4287, 4-4288; 2-CO-4A-01; §115.41, §115.42, §115.43	
Office of Primary Responsibility LOP Committee	

Subject
OFFENDER RECEPTION AND CLASSIFICATION

Incarcerated Offender Access
Yes No

FOIA Exempt Attachments Yes No
Yes No

I. PURPOSE

This operating procedure provides that all offenders newly received into Department of Corrections institutions undergo thorough screening, assessment, and orientation regarding procedures, rules, programs, and services. (4-4285; 2-CO-4A-01)

II. COMPLIANCE

This operating procedure applies to all institutions operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Central Criminal Record (CCR) - The original offender criminal record that is established at reception and stored in the Headquarters Central Criminal Records Section for each offender incarcerated in a DOC institution. With the exception of medical, dental, and mental health records, all original documents are kept in this file.

Health Record - A file that contains information relative to the offender's medical, dental, and mental health condition, and treatment. The Health Record is maintained at the offender's facility of assignment and follows him throughout the term of incarceration. Certain elements of the Health Record, such as physical evaluations and classifications, are also maintained in original or copy form in the Case Record or the Central Criminal Record and Institutional Criminal Record.

High Risk Sexual Aggressor (HRSA) - As identified by the *Classification Assessment* and QMHP assessment, any incarcerated offender at high risk of being sexually abusive

High Risk Sexual Victim (HRSV) - As identified by the *Classification Assessment* and QMHP assessment, any incarcerated offender confirmed as a sexual victim or identified as being at high risk of being sexually victimized

Institutional Criminal Record (ICR) - A duplicate of the Central Criminal Record that is maintained at the DOC institution for use by facility staff

New Offender - Any convicted person transferred to a Department of Corrections institution from a jail or out of state correctional facility to serve a sentence based on a Court conviction or revocation of Parole or Post-Release supervision. Persons previously incarcerated in a DOC institution and returning after a temporary assignment to a non-VADOC facility or failure to complete work release, re-entry, or other programming in a non-VADOC facility are generally not considered new offenders.

IV. PROCEDURE

A. Before Arrival

1. Offender Management Services will generate a manifest in VACORIS to notify the institution of

new offenders to be received including assigned DOC numbers.

2. The facility Records Department will be responsible to monitor VACORIS for new offenders scheduled for intake and provide notification generally the day preceding intake to the relevant facility staff such as:
 - a. Shift Commander
 - b. Medical Department
 - c. Personal Property Office
 - d. Main Gate
 - e. Reception Treatment Staff
 - f. Mental Health Staff
 - g. Department of Correctional Education Staff
3. For each offender beginning a new period of incarceration, the facility Records Department will ensure a new Central Criminal Record and Institutional Criminal Record are established. Central Criminal Records will forward the existing Institutional Criminal Record and Health Record for returning Parole Violators.

B. At Arrival

1. The officer transporting the offender should be directed to deliver to the Records Department staff the warrant or jail credit and any other pertinent documentation, medical information and medications, and any funds belonging to the offender. The Records Department will be responsible to confirm that the offender is legally committed to the facility.
2. Receipts will be issued to the transporting officer for custody of the offender and any funds received.
3. Confidentiality and security of medical information and medications shall be maintained until released to Medical Department staff.
4. The transporting officer should be directed to the appropriate location(s) to unload the offender and the offender's property.
5. Corrections Officers shall take charge of the offender and property after unloading from the transport vehicle.
6. When instructed by Corrections Officers, the transporting officer should remove the transport restraints.
7. The offender's property shall be secured until delivered to a personal property officer.
8. In accordance with Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*, all offenders will be given a complete strip search upon entry to the facility from transportation and be redressed in clean state-issued clothing.
9. Confirm Transfer/Bed Assignment
 - a. When an offender arrives at the facility, the Shift Commander or designee shall confirm the transfer in VACORIS to add the offender to the facility count.
 - b. Facility staff shall select a bed assignment in VACORIS and complete the *Cell Compatibility Assessment*, if needed. When an acceptable assignment is found, the bed location shall be approved with the date, time, and reason for the assignment completed.
 - c. Treatment staff should assist with a *Classification Assessment* if adequate information is not available for the *Cell Compatibility Assessment*.
10. The offender shall be provided a haircut and grooming as needed to comply with Operating Procedure 864.1, *Offender Grooming and Hygiene*.
11. Identification pictures shall be taken and an offender Identification Card issued in accordance with Operating Procedure 410.3, *Offender Movement*.

12. The Facility Unit Head shall ensure that the Gang Specialist shall interview each incoming offender within 5 days of arrival and shall document and photograph tattoos, identifying marks, or other unusual physical characteristics.
 - a. Gang related tattoos, brands, etc. and any gang related information shall be documented and recorded in the DOC GangBusters database and VACORIS in accordance with Operating Procedure 427.1, *Offender Gang Identification and Tracking*, and Operating Procedure 427.2, *DOC Gang Busters Database*.
 - b. Just before the offender is to be transferred to the assigned facility, the Gang Specialist shall conduct a follow-up interview and examination to detect additional display of gang affiliation, ensure that the GangBusters database entry is complete, and ensure a gang alert appears in VACORIS if applicable.
 - c. The facility Gang Specialist is responsible to notify the receiving facility of any gang related information on the offender in accordance with Operating Procedure 427.1, *Offender Gang Identification and Tracking*.
 13. Search/Issue Property
 - a. The Personal Property Officer or designated facility staff will take control of any property transferred with the offender, search it for contraband, enter the property into the VACORIS inventory, and issue allowable items to the offender. Any contraband or items not allowed at the facility must be seized and disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
 - b. Any personal identification documents such as birth certificate, social security card, or driver's license shall be documented in VACORIS and forwarded to the Records Office to be placed in the Institutional Criminal Record.
 - c. The offender shall be provided with the appropriate state issued clothing, linens, and other property.
 14. In accordance with Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*, all offenders will receive a medical and mental health screening by health trained or qualified health care personnel on arrival.
 15. Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 866.1, *Offender Grievance Procedure*, provide for staff to provide initial information on access to health care and the grievance system to the offender on arrival.
 16. On the day of arrival, staff should assist the new offender in notifying their next of kin and family of admission by telephone and/or a free letter.
- C. Living Conditions
1. In general, living conditions for offenders in reception units will be similar to those for offenders in general population units, but there are certain exceptions due to the short stay in reception units and issues related to assimilating the offender into a DOC institution.
 2. Facilities operating "Fast Track" reception units may place additional restrictions on offenders.
 - a. Minimum conditions/ privileges should be those provided for General Detention/Segregation status offenders.
 - b. Such restrictions should not be imposed beyond approximately one week.
 3. A different color or type of clothing may be used to provide visual identification of offenders in reception units.
 4. No visitation should be allowed for offenders in reception units for the first 60 days after receipt into DOC.
 5. No subscriptions to publications should be allowed for offenders in reception units.
 6. Only commissary purchases of hygiene and consumable items should be allowed. No purchases of

televisions, other electronic devices, or items ordered from outside vendors should be allowed for offenders in reception units.

D. Orientation

1. As directed in Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*, each new offender should be given a written *Orientation Manual or Packet*. Each offender should sign an acknowledgement of receiving the *Orientation Manual or Packet*.
2. The facility *Orientation Manual or Packet* should provide basic knowledge of the Virginia Adult Re-entry Initiative and DOC operating procedures governing such areas as offender discipline, grievance procedure, personal property, offender finance/indigent procedures, correspondence, publications, telephone services, visitation, and gang avoidance and related issues.
3. The *Orientation Manual or Packet* should include all necessary facility-specific information.
4. Each facility should hold one or more formal orientation program sessions per week in which a counselor, grievance coordinator, and/or other facility staff review the information in the *Orientation Manual or Packet* and any additional information necessary with offenders that have arrived at the facility since the last formal orientation program.
5. The staff member(s) conducting formal orientation should encourage questions about the information presented, and provide meaningful, appropriate answers and guidance.
6. The staff member(s) conducting formal orientation should ensure that each offender has received a counselor assignment and information on other staff to contact for guidance on facility operations.
7. Attendance at formal orientation is mandatory; offenders who fail to attend as scheduled may be subject to a charge under the Offender Disciplinary Procedure. Each offender should sign an acknowledgement of attending the formal orientation with a general list of the topics covered.
8. Where disability or problems with language or literacy hinder an offender's ability to understand orientation materials, staff presenting the formal orientation program shall access appropriate staff, offender, volunteer, or contract resources to assist the offender. (4-4288)
9. PREA offender education shall be presented and documented in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.

E. Counselor Assignment/Initial Meeting

1. Operating Procedure 841.1, *Offender Program Services*, provides that upon arrival at each DOC facility, each offender is assigned to a counselor to ensure supervision and personal contact; this counselor may be part of a treatment or a unit management team that performs this function.
2. In accordance with facility practice, the assigned counselor should meet with the offender soon after arrival to receive emergency contact information.

F. Reception

1. A counselor or other non-clerical reception center staff shall assess all offenders during reception for their risk of being sexually abused by other offenders or sexually abusive toward other offenders. (§115.41[a])
 - a. The assessment shall be completed and approved within 72 hours of arrival at the facility. (§115.41[b])
 - b. Reception center staff will interview and evaluate all incoming offenders for High Risk Sexual Aggressor (HRSA) and/or High Risk Sexual Victim (HRSV) tendencies utilizing the results of the *Classification Assessment* in VACORIS and available offender records. (§115.41[c], §115.41[d], §115.41[e])
 - i. In order to ensure that sensitive information is not exploited to the inmate's detriment by staff or other inmates, responses to *Classification Assessment* questions regarding an offender's risk of sexual victimization and abusiveness shall only be disseminated in accordance with this

- operating procedure. (§115.41[i])
- c. Notifications for offenders that score as a High Risk Sexual Victim (HRSV) and/or High Risk Sexual Aggressor (HRSA)
 - i. For any offender scoring as a High Risk Sexual Aggressor (HRSA) or a High Risk Sexual Victim (HRSV), the person completing the *Classification Assessment* shall immediately notify the facility Senior QMHP for follow-up in accordance with Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*.
 - ii. For any offender that does not have an *Assaultive Alert* in VACORIS and scores as a High Risk Sexual Victim (HRSV) and/or High Risk Sexual Aggressor (HRSA), the person completing the *Classification Assessment* shall immediately notify the Shift Commander to review for appropriate bed/cell assignment.
 - iii. For any offender that does not have an *Assaultive Alert* in VACORIS and scores as a High Risk Sexual Victim (HRSV) and/or High Risk Sexual Aggressor (HRSA), the person completing the *Classification Assessment* shall immediately enter an *Alert*, type *Assaultive*, with the comment *PREA HRSV* or *PREA HRSA*.
 - d. The DOC shall use information from the *Classification Assessment* to inform housing, bed, work, education, and program assignments with the goal of keeping separate those offenders at high risk of being sexually victimized from those at high risk of being sexually abusive. (§115.42[a])
 - i. When an offender indicates they are transgender or intersex during the *Classification Assessment* or at any time during their incarceration, a “six month follow up” alert shall be placed in VACORIS. A Counselor or the staff member completing the *Classification Assessment* shall add the alert and notify mental health staff by email. (§115.42[d])
 - ii. Staff shall document that they asked the offender during the *Classification Assessment* if they feel vulnerable to being a victim of sexual abuse and record their response in the comments section.
 - e. Offenders identified as HRSV shall not be placed in Special Housing without their consent unless an assessment of all available alternatives has been made, and it has been determined by the QMHP, in consultation with the Shift Commander and Regional PREA Analyst, that there is no available alternative means of separation from likely abusers. (§115.43[a])
 - i. If the facility cannot conduct an assessment immediately, the Shift Commander may place the offender in Special Housing on General Detention for no more than 24-hours while completing the assessment. (§115.43[a])
 - ii. The facility must clearly document the basis for the facility’s concern for the offender’s safety and the reason why no alternative means of separation can be arranged. (§115.43[d])
 - f. Offenders may not be disciplined for refusing to answer or for not disclosing complete information in response to questions asked in the *Classification Assessment* interview. (§115.41[h])
 - g. Within 30 days from the offender’s arrival at the facility, the facility will reassess the offender’s risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the intake screening. (§115.41[f])
2. As directed by Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*, a comprehensive health appraisal and physical examination shall be completed for each offender as soon after arrival as possible, but no later than 14 days after arrival for offenders with identified significant health care problems and 30 days for others. Health Services staff shall assign the appropriate Medical Classification Code
 3. As directed by Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*, all new offenders will undergo a mental health appraisal by a Qualified Mental Health Professional (QMHP).
 - a. A newly received offender who is prescribed psychotropic medication for a mental disorder will be interviewed by the QMHP within one working day of admission to the DOC.

- b. Offenders who are not prescribed psychotropic medication will be interviewed by the QMHP within 14 days of admission to the DOC.
 - c. The QMHP will determine the appropriate Mental Health Classification Code.
4. Dental screening, examination, and classification shall be provided in accordance with Operating Procedure 720.6, *Dental Services*.
 5. In accordance with Operating Procedure 601.4, *Educational Testing*, Division of Education staff shall screen and test as needed to determine each offender's educational needs.
 6. Treatment staff shall meet with the offender as needed to gather demographic information, perform risk and needs assessments and other actions necessary to prepare the offender for incarceration and re-entry. Objectives include:
 - a. COMPAS Lite Risk and Needs Assessment
 - b. *Social History/Family Environmental Information* review and update or entry in VACORIS. If the *Family Environmental Information* was not completed prior to reception, treatment staff shall enter the required information into VACORIS. The information is entered on the *Family Members* tab located in the *Environmental Summary* under *Offender Pages*.
 - i. Family members include biological, adoptive, or step mother, father, sister, brother, daughter, son or the offender's spouse or any other relative that raised the offender.
 - ii. At a minimum the following information if known and as reported by the offender is required:
 - (a) First, Middle, Last, and Maiden name
 - (b) Address and phone number
 - (c) If the family member has been on supervision or incarcerated
 - (d) Date of birth
 - (e) Highest educational level
 - (f) Substance abuse history
 - (g) If the family member has a criminal history
 - c. Sex Offender and Crimes against Minors Registration in accordance with Operating Procedure 735.1.
 - d. Identifying special re-entry needs
 7. Program information should be provided to address:
 - a. Importance of re-entry preparation
 - b. Motivational change program
 - c. Healthy relationships
 - d. Court ordered financial obligations repayment plan
 - e. Beginning Re-entry Savings Plan
 8. Offenders in the reception unit should have access to reading materials, religious services, recreation/ exercise on the same schedule as general population, and work, educational, and rehabilitative programs subject to resource limitations at the institution. (4-4287)

G. Classification

1. Classification of the new offender will proceed once the necessary evaluations and assessments have been completed so that the offender record constitutes a summary admission report including at a minimum the following information: (4-4286)
 - a. Legal aspects of the case
 - b. Summary of criminal history, if any
 - c. Social history/ Family Environmental Information
 - d. Medical, dental, and mental health history
 - e. Occupational experience and interests

- f. Educational status and interest
 - g. Vocational programming
 - h. Recreational preference and needs assessment
 - i. Psychological evaluation
 - j. Staff recommendations
 - k. Pre-institutional assessment information
2. Treatment staff shall complete the *Initial Security Level Scoresheet* and any other necessary documentation necessary for the initial classification.
 3. The Institutional Classification Authority shall review the offender's criminal history, security level, medical classification, mental health classification, social history, risk/needs assessment and any other relevant information to determine recommended institutional assignments.
 4. Classification assignment shall be documented and reviewed in VACORIS in accordance with Operating Procedure 830.1, *Facility Classification Management*.
 5. Except in unusual circumstances, initial reception and orientation of offenders is completed within 30 calendar days after admission to the correctional system. (4-4287)

H. Documentation

The reception, orientation, and classification process shall be documented in VACORIS with necessary reports and documents included in the Health Record (see Operating Procedure 701.3, *Health Records*), Institutional Criminal Record, and Central Criminal Record (see Operating Procedure 050.1, *Offender Records Management*).

V. REFERENCES

Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*
Operating Procedure 050.1, *Offender Records Management*
Operating Procedure 410.3, *Offender Movement*
Operating Procedure 427.1, *Offender Gang Identification and Tracking*
Operating Procedure 427.2, *DOC Gang Busters Database*
Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*
Operating Procedure 601.4, *Educational Testing*
Operating Procedure 701.3, *Health Records*
Operating Procedure 720.1, *Access to Health Services*
Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
Operating Procedure 720.6, *Dental Services*
Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*
Operating Procedure 735.1, *Sex Offender and Crimes against Minors Registration*
Operating Procedure 802.1, *Offender Property*
Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*
Operating Procedure 830.1, *Facility Classification Management*
Operating Procedure 841.1, *Offender Program Services*
Operating Procedure 864.1, *Offender Grooming and Hygiene*
Operating Procedure 866.1, *Offender Grievance Procedure*
Virginia Adult Re-entry Initiative - The Four Year Strategic Plan

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than June 1, 2016.

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4/2/13

A. David Robinson, Chief of Corrections Operations

Date