



Operating Procedure

Effective Date May 1, 2016	Number 810.2
Amended 8/16/16, 3/3/17, 5/3/17, 10/23/17, 11/6/17, 1/22/18, 8/1/18, 10/1/18	Operating Level Department
Supersedes Operating Procedure 810.2 (5/1/13)	
Authority COV §53.1-10, §53.1-23, §53.1-32.1, §53.1-32.2	
ACA/PREA Standards 4-4290, 4-4344; 4-ACRS-3A-04; 4-ACRS-3A-05; 4-ACRS-3A-06; 2-CO-3C-01; §115.33, §115.41, §115.42, §115.43	
Office of Primary Responsibility LOP Committee	

Subject
TRANSFERRED OFFENDER RECEIVING AND ORIENTATION

Incarcerated Offender Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	FOIA Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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I. PURPOSE

This operating procedure provides guidance for receiving and orientation of offenders arriving at a Department of Corrections institution after transfer from another Department of Corrections facility.

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

COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) - The DOC approved risk/needs assessment which consists of different versions for community corrections and institutions; COMPAS is a support system for supervision and case-management decisions, a database used in combination with VACORIS, a tool that assesses two critical risks - violence and recidivism and a tool for determining the criminogenic needs that are used to develop case plans and set programing.

Gender Non-Conforming - A person whose appearance or manner does not conform to traditional societal gender expectations.

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

Orientation - A process of instruction designed to provide an offender with the information needed to make a positive adjustment to incarceration in the specific correctional setting.

IV. PROCEDURE

A. Facility Receiving and Orientation

1. This operating procedure covers facility specific receiving and orientation for offenders that have previously been classified and received basic orientation to the Virginia Department of Corrections as part of the DOC Reception and Classification process.
2. Every facility has procedures, rules, regulations, and methods to access services unique to its mission, physical plant, and security level. This operating procedure ensures that offenders transferred from other DOC facilities receive necessary information in an orientation to the new facility. Except in unusual circumstances, reception and orientation for offenders transferred from another DOC facility is completed within seven calendar days after admission. (4-4290)

3. Additional orientation may be required when an offender moves from one population to another within the facility such as Special Housing Unit, Structured Living Unit, Therapeutic Community, or into General Population after being in a special population.
4. See Operating Procedure 940.4, *Community Corrections Facilities and Youthful Offender Program*, for intake and orientation of offenders to Community Corrections facilities.

B. Confirm Transfer/Bed Assignment

1. When an offender being transferred from another DOC facility arrives at the facility, the Shift Commander or designee shall confirm the transfer in VACORIS to add the offender to the facility count.
2. 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. Search/Issue Property

1. In accordance with Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*, all offenders will be given a complete strip search by employees of the same sex as the offender being searched or of the sex indicated on an offender's approved [Strip Search Deviation Request](#) 810_F2 upon entry to the facility from transportation.
2. The Personal Property Officer or designated facility staff will take control of any property transferred with the offender, search it for contraband, check the property against the VACORIS inventory, and issue allowable items to the offender. Any contraband or items not allowed at the new facility must be seized and disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
3. The offender shall be provided with the appropriate state issued property in accordance with the *Institutional Property Matrix* provided in Operating Procedure 802.1, *Offender Property* (see Attachment 2 for male offenders and Attachment 3 for female offenders).

D. Screening and Assessment

1. 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 upon arrival to a facility.
2. Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 866.1, *Offender Grievance Procedure*, require staff to provide initial information on access to health care and the grievance system to the offender within 12 hours after offender's arrival at the facility. (4-4344)
3. The unit drug testing coordinator will ensure that all offenders are drug tested upon arrival in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.
4. A counselor or other non-clerical facility staff shall assess all offenders upon transfer from one DOC facility to another 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. 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])
 - c. 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]

- d. 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.
- e. 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])
- f. When an offender indicates that they experienced prior sexual victimization or previously perpetrated sexual abuse during the *Classification Assessment*, whether it occurred in an institutional setting or in the community, the person completing the *Classification Assessment* must offer the offender a follow up meeting with medical or mental health staff.
 - i. A note documenting that a meeting was offered along with the offender's decision to accept or decline the meeting shall be placed in the *Comments* section of the *Classification Assessment*.
 - ii. Medical and mental health staff must be notified by email that the *Classification Assessment* indicates prior sexual victimization or abuse, and that a meeting with medical or mental health was offered along with offender decision to accept or decline the meeting.
 - iii. If the offender accepts the meeting, the offender must be seen within 14 days of the screening.
- g. 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])
 - i. Transgender and intersex offenders will be required to complete the [Strip Search Deviation Request](#) 810_F2 in order to express their preference regarding the sex of correctional staff conducting their strip search.
 - (a) Completion of the [Strip Search Deviation Request](#) 810_F2 will be documented as a Special Entry in the Facility Notes section of VACORIS with a copy of the Request scanned and uploaded as an external document to the corresponding Special Entry note.
 - (b) Offender refusal to indicate their preference on the *Strip Search Deviation Request* will result in offender strip searches conducted by correctional staff of the same sex as the offender.
 - (c) If the offender's preference indicates a deviation to same sex strip search procedures will be required, the *Strip Search Deviation Request* will be referred to the Treatment Team for consideration and approval.
 - (d) The Treatment Team meeting must include the PREA Compliance Manager when *Strip Search Deviation Requests* are reviewed.
 - (e) The Treatment Team shall meet within 14 calendar days to approve or disapprove the *Deviation Request*.
 - ii. Transgender and intersex offenders who arrive at a facility with an approved [Strip Search Deviation Request](#) 810_F2 in VACORIS are not required to complete a new *Request*; the approved *Strip Search Deviation Request* transfers with the offender.
 - iii. The Institutional Program Manager (IPM) and Chief of Security must be notified of the offender's strip search preference as documented on the *Strip Search Deviation Request*. In the absence of an IPM, notification will be made to the either the Chief of Housing and Programs, Assistant Facility Unit Head, or Facility Unit Head.
 - iv. The PREA Compliance Manager will maintain a list of all transgender and intersex offenders with an approved *Strip Search Deviation Request* and submit the list as it is updated it to the

Facility Unit Head.

- v. The Chief of Security will ensure that correctional staff who are conducting offender strip searches are notified when a deviation has been granted, when an offender is received with an approved deviation, and that the offender must be strip searched in accordance with the offender's *Strip Search Deviation Request*.
- vi. The entire strip search of a transgender and intersex offender will be conducted by correctional staff of the sex indicated on the *Strip Search Deviation Request* and as approved by the facility Treatment Team. Strip searches will not be conducted in a manner that allows for partial strip searches of an offender by male and female corrections staff.
- h. 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 (Restrictive) 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])
- i. 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])
- j. Within 21 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])
 - i. The [PREA Reassessment](#) 810_F1 shall be completed no sooner than 14 days and no later than 21 days after the offender's arrival at the facility.
 - ii. Completion of the *Reassessment* must be documented as a *Special Entry* in the *Facility Notes* section of VACORIS.
 - iii. The *PREA Reassessment* will be scanned and uploaded as an external document to the corresponding *Special Entry* note.

E. Orientation Manual/Packet

1. Each facility should develop a written *Orientation Manual or Packet* to be provided to offenders new to the facility.
2. Generally, the Shift Commander should ensure that Personal Property or other designated staff provide a copy of the *Orientation Manual or Packet* to the offender soon after arrival and prior to any formal orientation session. Each offender should sign an acknowledgement of receiving the *Orientation Manual or Packet*.
3. The facility *Orientation Manual or Packet* should assume that the offender has basic knowledge of DOC operating procedures governing such areas as offender discipline, grievance procedure, personal property/finance, correspondence, publications, telephone services, and visitation. Offenders that arrive from jails and other non-DOC facilities should receive basic information on such subjects in the reception, classification, and orientation process.
4. The facility *Orientation Manual or Packet* must include the following information regarding mandated re-entry programming for offenders.
 - a. The DOC developed a streamlined approach of incarceration that follows offenders from their reception into the DOC through re-entry into their community.
 - b. Every offender releasing from incarceration in Virginia is expected to successfully complete re-entry programming prior to their release.
 - c. Programming requirements vary by facility security level; however, all offenders are required to

successfully complete the re-entry services available at their designated location.

- d. Any offender who refuses re-entry programming shall be subject to disciplinary action in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*, and Operating Procedure 820.2, *Re-entry Planning*, and may be subject to loss of good time, increase in security level and possible transfer to another facility.
5. The *Orientation Manual or Packet* should include all facility-specific information required including at least the following subject areas as applicable. (2-CO-3C-01; 4-ACRS-3A-06)
- a. Names of facility administrators and significant contact persons
 - b. Facility mailing address
 - c. Sexual abuse and assault (PREA) (Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*)
 - d. Searches of offenders and property and monitoring of conversations, movements, and actions through intercom and security video monitor equipment
 - e. Access to Medical and Mental Health services; co-payment procedures
 - f. Grievance process
 - g. Request process
 - h. Facility daily operating schedule, offender movement practices,
 - i. Use of offender ID cards and issuing Replacement ID Cards
 - i. Identification cards that are outdated, lost, stolen, or damaged through no fault of the offender should be replaced free of charge to the offender.
 - ii. Offenders will be charged \$2.00 for identification cards that are lost, stolen, or damaged through their own fault.
 - iii. If offenders do not have sufficient funds in their spend account, the charge will be entered as a loan in accordance with Operating Procedure 802.2, *Offender Finances*
 - j. Offender hair, hygiene, dress code, and living area sanitation
 - k. Facility rules
 - l. Disciplinary process
 - m. Privilege incentive or honor dorm programs
 - n. Safety rules
 - o. Fire/Evacuation emergencies
 - p. Educational programs
 - q. Treatment services
 - r. Work programs/offender pay
 - s. Religious programs
 - t. Visiting privileges, Visiting Brochure, Directions to the facility
 - u. Facility rules for handling offender correspondence, including:
 - i. Offender assumes responsibility for notifying family members and friends of restrictions regarding incoming cash, personal checks, or prohibited photographs
 - ii. Correspondence containing threats, extortion, or other illegal activity may result in prosecution for violation of state or federal laws.
 - iii. Location(s) for deposit of outgoing correspondence
 - iv. Time(s) of pickup for outgoing correspondence
 - v. Time and location of incoming correspondence delivery
 - v. Incoming publications
 - w. Secure messaging
 - x. Telephone system

- y. Personal property
- z. Offender accounts/Indigent services
- aa. Access to operating procedures
- bb. Access to facility services
 - i. Law library and Court appointed attorney access
 - ii. Laundry
 - iii. Commissary
 - iv. Hair care
 - v. Library
 - vi. Recreation programs
 - vii. Other facility services (Movies, Offender Pictures, Ice Cream)
- 6. Prison Rape Elimination Act (PREA) offender training and information shall be presented and documented in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.
 - a. An offender received from another DOC facility via transfer will be provided a copy of the *Zero Tolerance for Sexual Abuse and Sexual Harassment* brochure that includes the Sexual Assault Hotline number.
 - b. If documentation of *Preventing Sexual Abuse and Sexual Assault Training* is not found in the offender's record, the offender shall be provided the PREA training as described for a new intake. (§115.33[c])
 - c. Each facility shall ensure that key information is continuously and readily available or visible to offenders through posters, offender handbooks, or other written formats. (§115.33[f])

F. Counselor Assignment/Initial Meeting

- 1. Operating Procedure 841.1, *Offender Programs and 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 Operating Procedure 841.1, *Offender Programs and Services*, the assigned counselor should meet with the offender soon after arrival to review the offender's *Re-Entry Plan* and help the offender to access any resources needed at the facility.
- 3. The counselor shall review the offender's Demographics page in VACORIS to verify that the State Identification (SID) number is present and has a confirmation date from the Virginia State Police. All SID numbers that are missing a confirmation date shall be reported to the designated staff person to ensure the offender's fingerprints are scanned with the facility's Live Scan equipment and a State Identification (SID) number and confirmation date is received from the Virginia State Police.
- 4. The counselor shall review the offender's work classification and when warranted, assign the offender to the appropriate work classification in VACORIS in accordance with Operating Procedure 425.1, *Outside Work Assignments*.
 - a. For offenders assigned to Security Level 1 and Security Level 2 the offender's work classification shall be updated based on the eligibility criteria.
 - b. The work classification for offenders assigned to Security Level 3 and above will remain "No Outside Work."
- 5. The counselor will review and when necessary enter and/ or update the offender's *Social History/Family Environmental Information* on the *Family Members* tab located in the *Environmental Summary* under *Offender Pages* in VACORIS.
 - a. At a minimum the following information for each family member, if known and as reported by the offender, is required:
 - i. First, Middle, Last, and Maiden name
 - ii. Address and phone number

- iii. If the family member has been on supervision or incarcerated
 - iv. Date of birth
 - v. Highest educational level
 - vi. Substance abuse history
 - vii. If the family member has a criminal history
- b. Family members will include biological, adoptive, or step mother, father, sister, brother, daughter, son or the offender's spouse or any other relative that raised the offender.
6. The counselor shall review the Offender's record to determine if a COMPAS assessment is due. A COMPAS Lite or COMPAS Re-entry is due within the first 60 days of entry into a DOC facility. A COMPAS Re-entry must be completed within 180 days of receipt into the DOC. If the COMPAS requirement has not been met, the counselor shall complete the COMPAS assessment within the required time frame.
 7. Once the assessment has been completed, a Re-entry Case Plan should be developed. Depending on the needs identified by the COMPAS assessment, Re-entry Case Plan Goals and Tasks will help identify the programs that best address any treatment needs. The counselor will help the offender access the programs that address these needs. (see Operating Procedure 820.2 *Re-entry Planning*)
 8. The Counselor will work with the offender to develop a Re-entry Timeline to plan current and/or future programming for the offender. The Re-entry Timeline will be uploaded and documented in VACORIS notes under Timeline in the dropdown. (see Operating Procedure 820.2 *Re-entry Planning*)

G. Formal Orientation

1. Each facility should hold one or more formal orientation program sessions per week in which a counselor, grievance coordinator, and/or other facility staff go over 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.
2. The staff member(s) conducting formal orientation should encourage questions about the information presented, and provide meaningful, appropriate answers and guidance.
3. 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.
4. 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.
5. 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. (4-4344; 4-ACRS-3A-05)

H. Gang Monitoring

1. The Facility Unit Head shall ensure that the Gang Specialist shall interview each incoming offender within five days of arrival and shall document and photograph tattoos, identifying marks, or other unusual physical characteristics. (4-ACRS-3A-04)
2. Gang related tattoos, brands, etc. and any gang related information shall be documented and recorded in the VACORIS Gang Module in accordance with Operating Procedure 427.1, *Offender Gang Identification and Tracking*, and Operating Procedure 427.2, *DOC Gang Information Management*.
3. Just before the offender is to be released or transferred to another facility, the Gang Specialist shall conduct a follow-up interview and examination to detect additional display of gang affiliation, ensure that the VACORIS Gang Module entry is complete, and ensure a gang alert appears in VACORIS if applicable.
4. The facility Gang Specialist is responsible to notify the receiving facility, P&P Office gang

specialist, or other authority of any gang related information on the offender in accordance with Operating Procedure 427.1, *Offender Gang Identification and Tracking*.

V. REFERENCES

- Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*
- Operating Procedure 425.1, *Outside Work Assignments*
- Operating Procedure 427.1, *Offender Gang Identification and Tracking*
- Operating Procedure 427.2, *DOC Gang Information Management*
- Operating Procedure 445.1, *Employee, Visitor, and Offender Searches*
- Operating Procedure 720.1, *Access to Health Services*
- Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
- Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*
- Operating Procedure 802.1, *Offender Property*
- Operating Procedure 820.2, *Re-entry Planning*
- Operating Procedure 841.1, *Offender Programs and Services*
- Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*
- Operating Procedure 861.1, *Offender Discipline, Institutions*
- Operating Procedure 866.1, *Offender Grievance Procedure*
- Operating Procedure 940.4, *Community Corrections Facilities and Youthful Offender Program*

VI. FORM CITATIONS

- [PREA Reassessment](#) 810_F1
- [Strip Search Deviation Request](#) 810_F2

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

The office of primary responsibility reviewed this operating procedure in May 2017 and no changes are needed at this time.

The office of primary responsibility reviewed this operating procedure in May 2018 and no changes are needed at this time.

Signature Copy on File

3/30/16

A. David Robinson, Chief of Corrections Operations

Date