



Operating Procedure

Effective Date February 1, 2017	Number 050.4
Amended	Operating Level Department
Supersedes Operating Procedure 050.4 (2/1/14)	
Authority COV §53.1-10	
Subject REPORTING DAILY POPULATION	
ACA/PREA Standards 4-4103, 4-4104, 2-CO-1F-08	
Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Office of Primary Responsibility Chief of Classification	

I. PURPOSE

This operating procedure establishes a standard system for reporting daily population of offenders incarcerated in Department of Corrections facilities, which aids in proper management and utilization of bed space. Under this reporting system, an offender’s assignment and incarceration status will be available within twenty-four hours of a status change.

II. COMPLIANCE

This operating procedure applies to all units 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

Death Row - Beds that may be assigned only to offenders who are currently under sentence to be executed

General Population Beds - Beds that are available for general population offender assignment

Internal Status - The descriptive designation of the offender’s internal assignment, i.e. cadre, corrections construction, segregation

Medical - A hospital bed at a correctional facility or state hospital

Mental Health - A bed assigned at a correctional mental health unit or facility

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

Protective Custody - A classification status and form of custodial management for offenders requesting or requiring separation from other offenders as a result of their personal security needs

Reception - A bed assigned at an established reception center used to initially receive and classify offenders from local jails

Segregation - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of offenders

IV. PROCEDURE

A. The facility count day will begin at midnight each day and end at the following midnight.

B. Reporting

1. Each facility must update offender movement (transports, transfers, bed reassignments, releases, etc.) in VACORIS on a real time basis to maintain a report on offender population movement and report the facility population to Headquarters. (4-4104)
2. VACORIS maintains a master index identifying all offenders who are assigned to each facility. (4-4103, 2-CO-1F-08)

C. Assignable and Special Purpose Bed Management

1. Upon the completion of their disciplinary segregation time, offenders assigned to disciplinary segregation will be returned to a general population bed or referred to the *Institutional Classification Authority* (ICA) for review of appropriate assignment. The Internal Status must be changed in VACORIS to reflect the decision of the ICA.
2. Offenders assigned to a local civilian hospital must have an assignable bed to facilitate their immediate return upon completion of medical services. Offenders out to local civilian hospitals will not be deducted from the facility count; however these offenders will be shown in an out count until they return to the facility.
3. Offenders sent to the *Greensville Infirmiry, Powhatan Infirmiry, MCV Security Ward, Southampton Memorial Hospital Security Ward, or Central State Hospital* will be taken off the count. These offenders will be added to the count at the receiving facility.

D. Court Releases

1. It will be the responsibility of the Facility Unit Head or official designee at the facility to verify the authenticity of all Court orders received ordering the release of an offender for Court appearances.
 - a. Facility staff shall call the Court which issued the order and confirm its validity. If unable to make direct contact with the court, confirmation that the offender is on the court docket should be done through the courts online website at www.courts.state.va.us.
 - b. The Court Order must contain the name of the offender, place of destination, purpose of proceeding, date of release, name of Court ordering the release, and an original or attested signature. Per COV §19.2-310 the clerk of the Court may transmit or make available a copy or copies of the Court Order electronically.
 - c. If there are questions about the Court Order, facility staff will contact the Transportation Coordinator at Central Classification Services for assistance or advice. CCS will contact the Office of the Attorney General if necessary.
2. If a non-DOC law enforcement authority arrives after hours to transport an offender to Court, the Shift Commander in the absence of Records Office Staff will be responsible for confirming identification of the transporting officers, completing Release Documentation, and releasing the offender to the transporting authority in accordance with Operating Procedure 050.3, *Facility Release of Offenders*. No offender shall be released without prior notification and verification without explicit approval of the Facility Unit Head.
3. Offenders sent to a Court within the Commonwealth of Virginia or out of state, will be taken off the count and placed into “out-to-court” status. The *Daily Offender Population and Movement Report* will indicate which jail the offender will be housed. The facility will report the offender in “out-to-court” status on the *Daily Offender and Population Movement Report* until the offender returns.
4. When an offender is sent out to either an in-state or out-of-state Court, and is released by the facility to non-Virginia Department of Corrections agent, the facility’s Records Manager or designee will confirm the offender’s arrival by telephone within twenty-four hours after the offender’s release.
 - a. The Facility Unit Head, or designee, will prepare the Court Appearance Log 050_F5 and maintain a *Court Transportation Log Book* that will show the jurisdiction to which the offender was sent, and the name, address, and title of the responsible law enforcement agency or officer having custody of the offender for Court.
 - b. The facility’s Records Manager, or designee, will confirm the offender’s status, by contacting the jail/agency holding the offender, by telephone every thirty days or until the offender is returned, whichever occurs first.
 - c. All such contacts will be documented on the Court Appearance Log 050_F5. (Note: This action is desirable from a records and legal point of view since mere remand to appear in Court does not relieve the DOC of the offender’s custody, unless a legal Court Order is entered directing the DOC to relinquish custody).

5. Upon completion of a Court appearance, all offenders in “out-to-court” status will be returned to the facility from which they were sent. When the offender is returned to the facility, the Facility Unit Head, or designee, will have authority, based on the action of the Court, to return the offender to an assignable bed, or to place the offender in special housing pending a security reclassification per Operating Procedure 830.1, *Facility Classification Management*.
6. If a legal update is received that indicates an offender is to be released in compliance with a Court Order, the offender will be reported as “release by Court Order” (BCO). If a Court Order is received by a facility that directs the release of an offender, it will be sent immediately to the Manager, Court and Legal Services Section, and no action will be taken to affect their release until a time computation update is received. When there is any question concerning a release, call the Manager, Court and Legal Services Section (804-887-7989) for assistance and/or confirmation.
7. All Court Orders and Court dispositions must be forwarded to the Manager, Court and Legal Services Section, per Operating Procedure 050.1, *Incarcerated Offender Records Management*.

E. Bed Holds

1. Facilities are authorized to hold a bed for up to two calendar days for offenders who are out to Court or out to Medical.
2. Information will be conveyed to the Central Transportation Supervisor, or designee, by the facility that is responsible for reporting available beds to Central Transportation daily.
3. All such offenders will be scheduled for return to the next available general population bed following the facility’s receipt of notice that the offender is ready to return.
 - a. Offenders who are returning from hospital facilities will generally receive first priority.
 - b. Second priority will be given to offenders returning from local or federal confinement for court or other purposes.
 - c. Third priority will be given to those offenders returning to the general population from pre-hearing detention, disciplinary segregation, or segregation.
 - d. These priorities may be revised when impacted by other operational priorities as necessary based on systematic bed management needs as determined by the Director of Offender Management Services, or designee.
4. When unavoidable, an offender returning to a facility for general population placement, who cannot be placed in a general population bed, may be temporarily placed in a special purpose bed (infirmarium, segregation, etc.). Such offenders should be afforded the same privileges as general population, to the extent possible, without disrupting the orderly operation of the special purpose bed sections and facility as a whole. If it appears that such temporary assignments may become protracted, the Offender Management Services should be alerted and assistance requested for other appropriate arrangements.

F. Bed Transactions

1. All offenders must have a designated internal status assigned in VACORIS.
2. Major facilities equipped with local jail facilities (*Powhatan, Virginia Correctional Center for Women, Greensville*) will not report county jail beds as part of assignable or special purpose bed population.
 - a. Upon assignment into these beds, the facility must contact the Manager, Offender Intake Unit to have a VACORIS number assigned, if needed.
 - b. These beds are under the jurisdictional control of the localities involved and will be accounted for by the respective local sheriff housing offenders in one of those facilities.
3. Offenders assigned to the Corrections Construction Unit will be reported daily by the facility housing them at the time. The supervisor of the offenders assigned will insure that they are cleared from the facility before leaving.

V. REFERENCES

Operating Procedure 050.1, *Incarcerated Offender Records Management*

Operating Procedure 050.3, *Facility Release of Offenders*

Operating Procedure 830.1, *Facility Classification Management*

VI. FORM CITATIONS

[Court Appearance Log](#) 050_F5

VII. REVIEW DATE

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

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

Signature Copy on File

12/2/16

A. David Robinson, Chief of Corrections Operations

Date