



Virginia Department of Corrections

Facility Security and Control

Operating Procedure 425.3

Inmate Use of Vehicles and Motorized Equipment

Authority:

Directive 425, *Incarcerated Offender Housing and
Outside Work*

Effective Date: January 1, 2021

Amended:

Supersedes:

Operating Procedure 425.3, October 1, 2017

Access: Restricted Public Inmate

ACA/PREA Standards:

5-ACI-3A-24

Content

Owner/	Randall C. Mathena		
Reviewer:	Director of Security & Correctional Enforcement	<i>Signature Copy on File</i>	11/9/20
		Signature	Date
Signatory:	A. David Robinson	<i>Signature Copy on File</i>	11/16/20
	Chief of Corrections Operations	Signature	Date

REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

Table of Contents

DEFINITIONS	3
PURPOSE	4
PROCEDURE	4
I. Applicability	4
II. Staff Training	4
III. Inmate Training	5
IV. Safety	5
V. Security	5
REFERENCES	6
ATTACHMENTS	6
FORM CITATIONS	6



DEFINITIONS

Constant Sight Supervision - Each inmate 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 facility

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.

Organizational Unit Head - The person occupying the highest position in a DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit e.g. Human Resources, Offender Management, Internal Audit

PURPOSE

This operating procedure provides guidance for inmates housed in Department of Corrections (DOC) facilities to use vehicles 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 eligibility requirements for inmate assignment to an institutional job requiring the operation of vehicles, machinery, and equipment is established in the [Offender Work Program Position Description 841_F15](#); see Operating Procedure 841.2, *Offender Work Programs*.
 - C. The Post Order for security staff or instructions to non-security staff establishes the supervision requirements, constant sight or general supervision, for inmates operating vehicles, machinery, and equipment.
 - D. The Facility Unit Head may allow inmates to operate vehicles, machinery, and equipment within the security perimeter of a facility in accordance with the facility's security level and mission.
 - E. The Facility Unit Head or designee may allow approved Security Level W and 1 inmates to operate motorized equipment and vehicles outside the security perimeter while on state property under general supervision. All use of motorized vehicles will be in accordance with the requirements of the Virginia Department of Motor Vehicles (DMV).
 - F. When accompanied by a certified DOC or VDOT staff member, approved Security Level W and 1 inmates may be allowed to operate motor vehicles off state property.
 1. Inmate use will be in accordance with the requirements of the DMV, i.e., possess a valid driver's license and current state license plates.
 2. Only individual inmates approved by the Regional Administrator will operate vehicles off state property.
 3. Only inmates with a valid driver's license are allowed to operate a motor vehicle requiring a state license plate off state property.
- II. Staff Training
 - A. Staff responsible for supervising inmates who operate motorized vehicles and 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 for the motorized vehicles or 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 motorized vehicles or equipment in use
 3. Trained in emergency response procedures that are relevant to the job assignment
 - C. Organizational Unit Heads will ensure that complete documentation demonstrating that the staff member received the appropriate level of training commensurate to their position and assigned duties is maintained and 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 starting assigned work, staff must provide all inmates with the necessary orientation and training to provide for their safety.
- B. Staff providing the training must be trained and qualified in the proper operation, safety procedures, and the required personal protective equipment for each individual motorized vehicle and type of motorized equipment used by the inmate.
- C. The Facility Unit Head and the applicable Organizational Unit Head authorizing the inmate's assignment to operate motorized vehicle or equipment will ensure that documentation of the training is maintained on file in the institution. Training documentation will include the date(s) of the training, the name of the trainer, the material covered, and the testing method.

IV. Safety

- A. Operating Procedure 303.1, *Department Safety Functions* establishes departmental safety procedures and staff must comply with this operating procedure at all times.
- B. For inmate operation of any motorized equipment the supervisor must:
 - 1. Ensure that adequate supplies of appropriate personal protective equipment are available
 - 2. Observe inmates to ensure that required personal protective equipment is properly used when the equipment is in operation
 - 3. Have each inmate demonstrate the controls and proper operating procedures before allowing to use motorized vehicles or equipment
 - 4. Observe inmates while using motorized vehicles or equipment to ensure their safe operation
 - 5. Ensure the safe and secure handling of fuel, lubricants, tools, cutting blades, and other dangerous or hazardous materials
- C. Supervising staff responsibilities:
 - 1. Ensure that faulty or damaged motorized equipment or vehicles 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. No person will ride on self-propelled equipment other than in a seat or other structure designed for occupancy, e.g., NOT a bucket or railed platform on a "cherry picker" or personnel/scissor lift.
- E. Operators of equipment furnished with seat belts must wear the seat belt at all times.

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 remain observant at all times and will report all suspicious movement, traffic, or actions of inmates, or other persons 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 motorized equipment or vehicles when not in use and the secure storage of motorized vehicles, tools and equipment at the end of the workday.
- D. Supervising staff will ensure the safe, secure handling of fuel, lubricants, tools, cutting blades, and other



dangerous or hazardous materials.

E. Supervising staff must have the ability to communicate with the facility.

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

REFERENCES

Operating Procedure 303.1, *Department Safety Functions*

Operating Procedure 841.2, *Offender Work Programs*

Department Training Matrix

ATTACHMENTS

None

FORM CITATIONS

[Offender Work Program Position Description](#) 841_F15

