



# Operating Procedure

<b>Effective Date</b> October 1, 2017	<b>Number</b> 425.3
<b>Amended</b>	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 425.3 (9/1/14)	
<b>Authority</b> COV § 53.1-10	
<b>Subject</b> <b>OFFENDER USE OF VEHICLES AND MOTORIZED EQUIPMENT</b>	
<b>ACA/PREA Standards</b> 4-4197	
<b>Incarcerated Offender Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Public Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Attachments</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Office of Primary Responsibility</b> Security Operations Manager	

## I. PURPOSE

This operating procedure provides guidance for offenders housed in the Department of Corrections facilities to use vehicles and motorized equipment.

## 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

**Constant Sight Supervision** - Each offender is continually under the observation of a trained staff member i.e., Corrections Officer, DOC Foreman, Supervisor, Teacher, or VDOT Foreman

**Farm Equipment and Machinery** - Motorized equipment such as a riding lawn mower or farm tractor, used for the purpose of grounds upkeep or farm production and maintenance

**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 offender in a work setting where they cannot be observed constantly. In such circumstances, the officer or foreman shall make frequent and consistent checks to ensure the offender'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 (i.e. Human Resources, Offender Management, Internal Audits)

## IV. PROCEDURE

### A. Applicability

1. This operating procedure applies to all offender use of DOC owned, leased, or operated self-propelled vehicles, machinery, and equipment powered by an internal combustion engine. (4-4197)
2. Eligibility requirements for offenders to be assigned to institutional jobs requiring operation of vehicles, machinery, and equipment will be established in the [Offender Work Program Position Description](#) 841\_F15 (see Operating Procedure 841.2, *Offender Work Programs*)
3. Supervision requirements for offenders operating vehicles, machinery, and equipment will be established in the Post Order for security staff who provides supervision or instructions to non-security staff.
4. Offenders may be allowed to operate vehicles, machinery, and equipment within the security perimeter of a facility in accordance with the facility's security level and mission.

5. Approved offenders in Security Level W and 1 may be allowed to operate motorized equipment and vehicles outside the security perimeter while on state property under general supervision. Use of motorized vehicles will be in accordance with the requirements of the Virginia Department of Motor Vehicles.
6. When accompanied by a certified DOC or VDOT employee, offenders in Security Level W and 1 may be allowed to operate motor vehicles off state property.
  - a. Such use will be in accordance with the requirements of the Virginia Department of Motor Vehicles (i.e. possess a valid driver's license and current state license plates).
  - b. Only individual offenders approved by the Regional Administrator will operate vehicles off of state property.
  - c. Only offenders with a valid driver's license will be allowed to operate a motor vehicle requiring a state license plate off state property.

#### B. Staff Training

1. Staff supervising offenders operating motorized vehicles and equipment shall be certified Corrections Officers or non-security employees who have completed applicable training for offender supervision.
2. Supervising staff shall be familiar with the safety requirements, proper operation, and maintenance requirements for the motorized vehicles or equipment in use.
3. Supervising staff shall be 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.
4. Supervising staff shall be trained in emergency response procedures that are relevant to the job assignment.

#### C. Offender Training

1. All offenders shall be trained by qualified staff 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 offender.
2. The Facility Unit Head and the applicable Organizational Unit Head authorizing offender assignment to operate motorized vehicle or equipment shall ensure that documentation of the training is maintained on file in the institution.

#### D. Safety (see Operating Procedure 261.1, *Department Safety Functions*)

1. The supervisor shall ensure that adequate supplies of appropriate personal protective equipment are available.
2. The supervisor shall observe offenders to ensure that required personal protective equipment is being properly used when the equipment is in operation.
3. All equipment safety devices must be maintained in good working order.
4. The supervisor shall have each offender demonstrate the controls and proper operating procedures before allowing the use of motorized vehicles or equipment.
5. Supervising staff shall ensure the safe and secure handling of fuel, lubricants, tools, cutting blades, and other dangerous or hazardous materials.
6. Supervising staff shall observe offenders while using motorized vehicles or equipment to ensure their safe operation.
7. No person shall ride on self-propelled equipment other than in a seat or other structure designed for occupancy. (Note: For example NOT a bucket or railed platform on a "cherry picker" or personnel/scissor lift)
8. Operators of equipment furnished with a roll over protective structure (ROPS) must wear a seat belt

at all times.

9. Supervising staff shall ensure that faulty or damaged motorized vehicles or equipment are immediately removed from service until appropriate repairs are made.
10. Supervising staff shall ensure that adequate liquids and breaks are provided so that offender workers remain hydrated and alert.
11. Appropriate first aid equipment and supplies should be readily available to the supervisor.

E. Security (4-4197)

1. Supervising staff shall provide at least the level of supervision required in the Post Order or instructions. Environmental or operating conditions may require a higher level of supervision.
2. Supervising staff must remain observant of suspicious movement, traffic, or actions of offenders, or other persons in areas where offenders may be assigned to work.
3. Supervising staff shall maintain control of keys and ensure the security of motorized vehicles or equipment when they are not in use and ensure the secure storage of motorized vehicles and equipment at the end of the work day.
4. Supervising staff shall ensure the safe, secure handling of fuel, lubricants, tools, cutting blades, and other dangerous or hazardous materials.
5. Supervising staff shall have the ability to communicate with the facility.
6. Appropriate emergency procedures shall be activated swiftly when needed.

V. REFERENCES

Operating Procedure 261.1, *Department Safety Functions*

Operating Procedure 841.2, *Offender Work Programs*

VI. FORM CITATIONS

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

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.

*Signature Copy on File*

*8/4/17*

A. David Robinson, Chief of Corrections Operations

Date