



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 810.2

### *Transferred Offender Receiving and Orientation*

#### Authority:

Directive 810, *Reception and Orientation*

**Effective Date:** May 1, 2019

**Amended:** 9/1/19

#### Supersedes:

Operating Procedure 810.2, 5/1/16

**Access:**  Public  Restricted

Incarcerated Offender

**ACA/PREA Standards:** 5-3D-4281-2, 5-3D-4281-4, 5-3D-4281-5, 5-4B-0028, 5-5A-4290, 5-6A-4344; 4-4281-2, 4-4281-4, 4-4281-5, 4-4290, 4-4344; 4-ACRS-3A-03, 4-ACRS-3A-04, 4-ACRS-3A-05, 4-ACRS-3A-06; 2-CO-3C-01; §115.5, §115.33, §115.41, §115.42, §115.43, §115.62, §115.81

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### REVIEW

The Content Owner shall 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.

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## PURPOSE

This operating procedure provides guidance for institution specific receiving and orientation for offenders that were previously classified and received basic orientation to the Virginia Department of Corrections (DOC) during the DOC Reception and Classification process and are arriving at a DOC institution after transfer from another DOC institution.

## PROCEDURE

### I. At Arrival

- A. Upon entry to the institution from transportation, the offender will be given a complete strip search by employees of the same gender as the offender being searched or of the gender indicated on an offender's approved [Strip Search Deviation Request](#) 810\_F2 in accordance with Operating Procedure 445.1, *Employee, Visitor, and Offender Searches* (Restricted).
- B. The Shift Commander or designee will confirm the offender's transfer in VACORIS to add the offender to the institution count.
  1. Prior to bed assignment, each offender must be screened for potential vulnerabilities or tendencies for acting out with sexually aggressive or other violent behavior, and housing assignments made accordingly. (5-3D-4281-2; 4-4281-2)
  2. Institution staff will select an appropriate bed assignment in VACORIS and complete the *Cell Compatibility Assessment*, if needed.
  3. When an acceptable assignment is found, the bed location must be approved with the date, time, and reason for the assignment completed.
- C. The Personal Property Officer or designated 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.
  1. Any contraband or items not allowed at the new institution must be seized and disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
  2. The offender will be provided with appropriate state issued property in accordance with the appropriate *Institutional Property Matrix* attachment provided in Operating Procedure 802.1, *Offender Property*.
- D. Facility staff will check the offender's identification card to ensure the card matches the offender's actual appearance. If the card contains an outdated photograph, a new photograph will be taken, and a new offender identification card will be issued in accordance with Operating Procedure 410.3, *Offender Movement Control* (Restricted).
  1. Identification cards that are outdated, lost, stolen, or damaged through no fault of the offender will be replaced free of charge to the offender.
  2. Offenders will be charged \$2.00 for identification cards that are lost, stolen, or damaged through their own fault. (4-ACRS-3A-06)
  3. 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*.
- E. The institution drug testing coordinator will ensure that the offender is drug tested upon arrival in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.
- F. The offender will be provided initial information on access to routine and emergency health care services and the grievance system in accordance with Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 866.1, *Offender Grievance Procedure*. (5-6A-4344; 4-4344; 4-ACRS-3A-04)



G. See Operating Procedure 940.4, *Community Corrections Alternative Program*, for intake and orientation of offenders to Community Corrections facilities.

## II. Screenings and Assessments

A. The offender will receive a medical and mental health screening by health trained or qualified health care personnel upon arrival in accordance with Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*, and Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*.

B. A counselor or other non-clerical facility staff must 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])

1. A *Classification Assessment* must be completed and approved within 72 hours of arrival at the institution. (§115.41[b], (§115.41[c])
2. The *Classification Assessment* includes a review of the following factors: history of assaultive behavior, potential for victimization, history of prior victimization, special medical or mental health status, escape history, age, enemies or offender separation information, and any other related information. §115.41[e])
3. Institutional staff will 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])
4. Utilizing the results of the *Classification Assessment* in VACORIS and available offender records, staff will screen the offender for potential vulnerabilities or tendencies for acting out with sexually aggressive or other violent behavior, and will interview and evaluate the offender for High Risk Sexual Aggressor (HRSA) and/or High Risk Sexual Victim (HRSV) tendencies. (5-3D-4281-2; 4-4281-2; §115.41[a], §115.41[d])
  - a. Offenders who are subject to a substantial risk of imminent sexual abuse, or are considered to be at risk for additional sexual sexual victimization must be referred to the Psychology Associate who will immediately consult with the Facility Unit Head or designee to recommend immediate action to protect the offender. (§115.62)
  - b. For any offender scoring as a High Risk Sexual Aggressor (HRSA) or a High Risk Sexual Victim (HRSV), the person completing the *Classification Assessment* must immediately notify the Senior Psychology Associate for follow-up in accordance with Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*. (5-3D-4281-4, 5-3D-4281-5; 4-4281-4, 4-4281-5)
  - c. 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* must immediately notify the Shift Commander to review for appropriate bed/cell assignment.
  - d. In order to ensure that sensitive information is not exploited to the inmate's detriment by staff or other offenders, responses to *Classification Assessment* questions regarding an offender's risk of sexual victimization and abusiveness will only be disseminated in accordance with this operating procedure. (§115.41[i])
  - e. Offenders will 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])
  - f. Offenders identified as HRSV will not be placed in the restrictive housing unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate, 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 an assessment cannot be conducted immediately, the Shift Commander may place the offender on General Detention for no more than 24-hours while completing the assessment.



- ii. Institutional staff must clearly document the basis of the institution's concern for the offender's safety, and the reason why no alternative means of separation can be arranged in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (§115.43[d])
5. 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.
  - a. A note documenting that a meeting was offered along with the offender's decision to accept or decline the meeting will be placed in the *Comments* section of the *Classification Assessment*.
  - b. 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.
  - c. If the offender accepts the meeting, the offender must be seen within 14 days of the screening.
  - d. Victims of a recent sexual assault will be referred for medical and mental health care and treatment as necessary in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.
  - e. This information will be strictly limited to medical and mental health practitioners and other staff, as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law. (§115.81[d])
6. 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 will be placed in VACORIS. A Counselor or the staff member completing the *Classification Assessment* will add the alert and notify mental health staff by email. (§115.42[d])
  - a. Transgender and intersex offenders will be required to complete the [Strip Search Deviation Request](#) 810\_F2 in order to express their preference regarding the gender of correctional staff conducting their strip search.
    - i. 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.
    - ii. 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 gender as the offender.
    - iii. If the offender's preference indicates a deviation to same gender strip search procedures will be required, the *Strip Search Deviation Request* will be referred to the Treatment Team for consideration and approval.
    - iv. The Treatment Team meeting must include the PREA Compliance Manager when *Strip Search Deviation Requests* are reviewed.
    - v. The Treatment Team must meet within 14 calendar days to approve or disapprove the *Deviation Request*.
  - b. When a transgender or intersex offender arrives at an institution with an approved [Strip Search Deviation Request](#) 810\_F2, the Counselor or staff member will confirm that a copy of the approved *Strip Search Deviation Request* has been uploaded and that the "six month follow up" alert is documented in VACORIS. Transgender and intersex offenders are not required to complete a new *Request*; the approved *Strip Search Deviation Request* transfers with the offender.
  - c. 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.
  - d. 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.

- e. The Chief of Security will ensure that correctional staff who are conducting offender strip searches are notified when a deviation has been granted and when an offender is received with an approved deviation. The offender must be strip searched in accordance with the approved *Strip Search Deviation Request*.
  - f. The entire strip search of a transgender and intersex offender will be conducted by correctional staff of the sex gender indicated on the *Strip Search Deviation Request* and as approved by the institution 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.
- C. Within five days of arrival, the Facility Unit Head or designee will ensure that the Gang Specialist interviews each incoming offender and will document and photograph tattoos, identifying marks, or other unusual physical characteristics.
1. Gang related tattoos, brands, etc. and any gang related information must be documented and recorded in the VACORIS Gang Module in accordance with Operating Procedure 435.2, *Offender Gang Identification and Tracking* (Restricted).
  2. Just before the offender is to be released or transferred to another institution, the Gang Specialist will 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.
  3. The Gang Specialist must notify the receiving institution, P&P Office gang specialist, or other authority of any gang related information on the offender in accordance with Operating Procedure 435.2, *Offender Gang Identification and Tracking* (Restricted).
- D. Within 21 days from the offender's arrival at the institution, institution staff will meet with the offender and will reassess the offender's risk of victimization or abusiveness based upon any additional, relevant information received by the institution since the intake screening. (§115.41[f])
1. The [PREA Reassessment](#) 810\_F1 must be completed no sooner than 14 days and no later than 21 days after the offender's arrival at the institution.
  2. Completion of the *Reassessment* must be documented as a *PREA Reassessment* in the *Facility Notes* section of VACORIS.
  3. The *PREA Reassessment* must be scanned and uploaded as an external document to the corresponding *PREA Reassessment* note on the same day it is conducted.

### III. Reception, Classification, and Orientation

- A. Each offender is assigned to a Counselor to ensure supervision and personal contact in accordance with Operating Procedure 841.1, *Offender Programs and Services*; this Counselor may be part of a treatment or a unit management team that performs this function.
1. The assigned Counselor will meet with the offender soon after arrival to review their *Re-Entry Case Plan* and help the offender access any resources needed at the institution. If offender's needs or the availability of programs is affected by the transfer, the *Re-entry Case Plan* should be revised within 30 days of the transfer.
  2. The Counselor will review the offender's record to determine if a COMPAS assessment is due; if the COMPAS requirement has not been met, the Counselor must complete the COMPAS assessment within the required time frame. (See Operating Procedure 820.2, *Re-entry Planning*.)
    - a. A COMPAS Lite or COMPAS Re-entry is due within the first 60 days of entry into a DOC institution. A COMPAS Re-entry must be completed within 180 days of receipt into the DOC.
    - b. 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.
- c. The Counselor will work with the offender to develop an *Offender 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.
3. The Counselor will 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 missing a confirmation date must be reported to designated institution staff who is responsible for ensuring that the offender's fingerprints are scanned with the institution's Live Scan equipment and that a State Identification (SID) number and confirmation date is received from the Virginia State Police.
  4. 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.
  5. The Counselor will 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* (Restricted).
    - a. For offenders assigned to Security Level W, 1, and 2, the offender's work classification will 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*".
- B. *Prison Rape Elimination Act (PREA)* offender training and information must be presented and documented in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.
1. An offender received from another institution via transfer will be provided a copy of the appropriate *Zero Tolerance for Sexual Abuse and Sexual Harassment* brochure that includes the Sexual Assault Hotline number.
  2. If documentation of *Preventing Sexual Abuse and Sexual Assault Training* is not found in the offender's record, the offender must be provided the PREA training as described for a new intake. (§115.33[c])
  3. Each institution will ensure that key information is continuously and readily available or visible to offenders through posters, offender handbooks, or other written formats. (§115.33[f])
- C. Orientation Requirements
1. Every institution has procedures, rules, regulations, and methods to access services unique to its mission, physical plant, and security level. (5-5A-4290; 4-4290; 4-ACRS-3A-03, 4-ACRS-3A-04)
    - a. Offenders transferred from one DOC institution to another must receive necessary information in an orientation to the new institution.



- b. Except in unusual circumstances, reception and orientation for offenders transferred from another DOC institution is completed within seven calendar days after admission.
  - c. Additional orientation may be required when an offender moves from one population to another within the institution such as Therapeutic Community, Shared Allied Management Unit (SAM), etc.
  - d. Where disability or problems with language or literacy hinder an offender's ability to understand orientation materials, staff presenting the formal orientation program will access appropriate staff, offender, volunteer, or contract resources to assist the offender. (5-6A-4344; 4-4344; 4-ACRS-3A-05)
2. Each institution will develop a written *Orientation Manual* or *Packet* to be provided to offenders new to the institution to include offenders assigned directly to the restrictive housing unit. (5-4B-0028; 4-ACRS-3A-03)
- a. The Personal Property or other designated staff will provide a copy of the *Orientation Manual* or *Packet* to the offender soon after arrival and prior to any formal orientation session.
  - b. Each offender will sign and date an acknowledgement of receiving the *Orientation Manual* or *Packet*.
  - c. The institution *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.
  - d. The following declaration regarding gangs is to be included in the offender *Orientation Manual* or *Packet* to ensure offenders understand the Department's requirements concerning such behavior.

"The Virginia Department of Corrections has the authority and responsibility to promote a safe and secure environment for those individuals who are employed within the Department's facilities, as well as those persons who are incarcerated. In doing so, the Department has a policy of zero tolerance for any inappropriate or criminal behavior committed by any individual or group of individuals. One factor of such concern is gangs (street gangs, hate groups, cults) and their members. This is to inform you that as an offender under the control or supervision of the Virginia Department of Corrections you are prohibited from joining, recruiting for, associating with, participating in or acting in concert with any individual or group of individuals who may constitute a gang. In addition, you are prohibited from owning, creating, possessing, or passing to other individuals any correspondence, documents, photographs, drawings, jewelry, symbols, or property of any type that contains or indicates gang identifiers, language, or information. Any behavior on your part which indicates such participation may lead to disciplinary, administrative, and/or criminal action against you."
  - e. The institution *Orientation Manual* or *Packet* must include the following information regarding mandated re-entry programming for offenders.
    - i. The DOC developed a streamlined approach of incarceration that follows offenders from their reception into the DOC through re-entry into their community.
    - ii. Every offender releasing from incarceration in Virginia is expected to successfully complete re-entry programming prior to their release.
    - iii. Programming requirements vary by security level; however, all offenders are required to successfully complete the re-entry services available at their designated location.
    - iv. Any offender who refuses re-entry programming will 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 institution.
  - f. The following information on mental health services must be included in the institution *Orientation Manual* or *Packet*.
    - i. Offenders are initially screened on arrival by health trained or qualified health care personnel. If it is determined that further evaluation, monitoring, or treatment is required, the offender will be referred to mental health services.





- ii. It is common for offenders to struggle with feelings of anxiety or sadness and there are mental health staff assigned to each institution for offenders to address these issues.
  - iii. Offenders can request an appointment with mental health staff by submitting a request form to mental health services.
  - iv. Anyone who is concerned that another offender may attempt to hurt or kill them self, encourage the offender to reach out to mental health services for help and report concerns to staff immediately for assistance. Warning signs of suicide among offenders may include the following:
    - (a) Expressions of hopelessness or helplessness
    - (b) Withdrawal from family, friends or normal activities
    - (c) Statements focusing on death, suicide or self-harm
    - (d) Changes in eating, sleeping, recreation, concentration, interests
    - (e) Getting affairs in order (saying good-bye, writing a will, etc.)
    - (f) Giving away personal possessions
  - v. Anyone experiencing a mental health crisis or who observes another offender in distress; please notify a staff member immediately. An offender can write an anonymous request form to mental health staff to express their concerns.
  - g. The *Orientation Manual* or *Packet* must include all institution-specific information required on Attachment 1, *Offender Orientation Manual/Packet-Guidelines* as applicable. (4-ACRS-3A-06; 2-CO-3C-01)
3. Each institution will hold one or more formal orientation program sessions per week in which a Counselor, Grievance Coordinator, and/or other institution staff go over the information in the *Orientation Manual* or *Packet* and any additional information necessary with offenders that have arrived at the institution since the last formal orientation program.
- a. The staff member(s) conducting formal orientation should encourage questions about the information presented, and provide meaningful, appropriate answers and guidance.
  - b. 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 institution operations.
  - c. 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.

## DEFINITIONS OF TERMS USED IN THIS OPERATING PROCEDURE

**Classification** - A process for determining the needs and requirements of offenders; this is an ongoing process that attempts to utilize all relevant information concerning the offender to identify and analyze individual strengths and risks, address individual needs, and encourage proper adjustment to the prison setting and ultimately free society

**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 (§115.5)

**Health Trained Staff** - A DOC employee, generally a Corrections Officer, who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency

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



**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and Psychology Associate 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

**Psychology Associate** - An individual, employed in a designated mental health services position as a Psychologist or Psychology Associate, Psychiatric Provider, Social Worker (Masters level), District Mental Health Clinician, or Registered Nurse, or an individual with at least a Master's degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders

## REFERENCES

Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*  
Operating Procedure 410.3, *Offender Movement Control (Restricted)*  
Operating Procedure 425.1, *Outside Work Assignments (Restricted)*  
Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*  
Operating Procedure 435.2, *Offender Gang Identification and Tracking (Restricted)*  
Operating Procedure 445.1, *Employee, Visitor, and Offender Searches (Restricted)*  
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 802.2, *Offender Finances*  
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 Alternative Program*

## ATTACHMENTS

Attachment 1, *Offender Orientation Manual/Packet-Guidelines*

## FORM CITATIONS

[PREA Reassessment](#) 810\_F1

[Strip Search Deviation Request](#) 810\_F2

