



# Operating Procedure

<b>Effective Date</b> September 1, 2018	<b>Number</b> 851.3
<b>Amended</b>	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 851.3 (10/1/14)	
<b>Authority</b> COV §53.1-10, §53.1-37	
<b>ACA/PREA Standards</b> 4-4445, 4-ACRS-5A-14, 4-ACRS-5A-20	
<b>Office of Primary Responsibility</b> Director of Security and Correctional Enforcement	

**Subject**  
**COMMUNITY RE-ENTRY VISITS**

**Incarcerated Offender Access** Yes  No   
**Public Access** Yes  No   
**Attachments** Yes  No

## I. PURPOSE

This operating procedure establishes guidelines for request, approval, and supervision of offenders participating in re-entry programs in Department of Corrections institutions whose special circumstances deem them appropriate candidates for Community Re-entry Visits.

## II. COMPLIANCE

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

## III. DEFINITIONS

**Community Re-entry Visit** - Transportation of an offender serving an active prison sentence into the community to facilitate access to community-based services that cannot be accomplished while the offender is incarcerated in the correctional institution

**Institutional Classification Authority (ICA)** - The institution staff person designated to conduct offender case review hearings

**Multi-Disciplinary Committee** - A team of at least three institutional staff members from a range of disciplines within the institution, as designated by the Facility Unit Head or designee to review and evaluate the overall progress of an offender for consideration for participation in a community re-entry visit; normally chaired by the Institutional Classification Authority (ICA) or as designated.

## IV. PROCEDURE

### A. Re-entry Visits

1. Re-entry programs and services are offered to offenders who are nearing their discharge date to facilitate and support their release to the community. Offenders participating in the Intensive Re-entry Program may be provided the opportunity for a Community Re-entry Visit if needed to facilitate access to services upon release.
2. Community Re-entry Visits
  - a. Within the final 30 days of confinement, special circumstances may require that offenders with the need for community-based services upon their release be allowed to leave the facility to apply for services that will be required at release to facilitate a successful re-entry into the community. (4-ACRS-5A-14)
  - b. Those services would be deemed by the Facility Unit Head and Chief P&P Officer to be vital to the offender's successful re-entry, and unavailable without the release of the offender to the community to apply or otherwise facilitate the services to be available upon the offender's release.
  - c. Community Re-entry Visits will be conducted under constant sight supervision of a P&P Officer who has completed a course in security training for non-custodial staff. (4-4445)

3. Community Re-entry Visits should be made available only to those offenders in the Intensive Re-entry Program with special, difficult re-entry cases that require an additional layer of release preparation to improve chances of successful re-entry and reintegration into the community. (4-4445)
4. Staff involved in the offender's re-entry planning should determine at least 45 days before the expected discharge date if a Community Re-entry Visit will be required.
  - a. The need for a Community Re-entry Visit should be communicated to the P&P Officer as designated by the Chief P&P Officer as soon as it is known.
  - b. The designated P&P Officer shall coordinate with the Facility Unit Head and the Chief P&P Officer to plan the Community Re-entry Visit to occur during the last 30 days of incarceration.
  - c. The Community Re-entry Visit should be conducted before the last five days of the offender's confinement to ensure availability of services upon release.

B. Eligibility Criteria for consideration for Community Re-entry Visits:

1. Assigned to Security Level 1 or 2
2. No convictions of crimes of a sexual nature
3. A release plan impediment that requires the offender to be physically released from the correctional facility to apply for benefits, housing, or other community-based services; the following circumstances should be considered:
  - a. Government benefits that require the offender to apply in person
  - b. Personal appearance required to apply for housing, such as at a nursing home
  - c. Employment interviews as approved by the Multi-Disciplinary Review Committee (4-ACRS-5A-20)
  - d. Any other extreme and unusual circumstance, for which a Community Re-entry Visit is the only means to meet a re-entry need as determined by the Facility Unit Head and Chief P&P Officer, based upon the offender's unique situation or geographic locality.
4. Offender should have achieved a high level of engagement in their case plan and their behavior has been exemplary.

C. Suitability Criteria

1. Offenders who are determined to be eligible for a Community Re-entry Visit must also be judged suitable based on positive institutional adjustment and appropriate, meaningful re-entry program participation.
2. Suitability criteria include, but are not limited to:
  - a. The degree of risk to the public as determined by a COMPAS risk assessment instrument and overall criminal history.
  - b. The offender's behavior while incarcerated and during other periods of community-based supervision.
  - c. Escape history

D. Review and Approval Process

1. All relevant information should be gathered by the institutional counselor or the P&P Officer designated by the Chief P&P Officer prior to submitting a written recommendation to the Multi-Disciplinary Committee utilizing the [Community Re-entry Visit Request](#) 851\_F2 .
  - a. An Informal Classification Hearing as defined in Operating Procedure 830.1, *Institution Classification Management*, should be conducted to review and act upon the offender's Community Re-entry Visit request.
  - b. The Informal Classification Hearing will consist of the members of the Multi-Disciplinary Committee and will include the Re-Entry Senior P&P Officer.

- c. A P&P Officer, as designated by the Chief P&P Officer of that district, from the offenders sentencing District should be included in the Multi-Disciplinary team reviewing the offender's application. District participation in this process may be by conference call or other electronic real time means.
2. The [Community Re-entry Visit Request](#) 851\_F2 should be completed using verified information and forwarded to the Facility Unit Head for review.
3. The Facility Unit Head should review the *Community Re-entry Visit Request* and approve or disapprove.
  - a. The Facility Unit Head should carefully consider all available information before making a determination as to the suitability of the offender for a Community Re-entry Visit.
  - b. The Facility Unit Head will consult with the appropriate Chief P&P Officer based on the offender's home plan, discussing the offender's special circumstances and the need for the Community Re-entry Visit.
  - c. Upon agreement of the Facility Unit Head and Chief P&P Officer that the requested Community Re-entry Visit is necessary to meet established release requirements, the *Community Re-entry Visit Request* will be forwarded to the respective Regional Operations Chief for review and approval.
  - d. If approved by the Regional Operations Chief the Facility Unit Head and Chief P&P Officer will be notified and the Chief P&P Officer will notify the appropriate P&P Officer to plan and implement the Community Re-entry Visit.

E. Procedures for conducting the Community Re-entry Visit

1. A P&P Officer designated by the Chief P&P Officer shall escort the offender on the Community Re-entry Visit maintaining constant sight supervision. The P&P Officer shall complete Non-Custodial Institutional training before conducting a Community Re-entry Visit.
2. The P&P Officer will consult, as needed, the Facility Unit Head, Chief P&P Officer, Chief of Security, and Records Manager to arrange the transition visit.
  - a. Established procedures for offender transportation will be executed by the Records Manager or designee, including creation of an *Offender Gate Pass* in VACORIS. (See Operating Procedure 050.3, *Facility Release of Offenders*.)
  - b. The Community Re-entry Visit should be scheduled with the site to be visited to minimize wait times and to ensure that a location other than a public lobby is available for waiting if necessary.
3. The offender will be processed out of the facility as for other transportation including a strip search and being dressed in DOC issued release clothing and state shoes. (See Operating Procedure 411.1, *Offender Transportation*.)
4. Community Re-entry Visits will be conducted utilizing a state vehicle without security screening, preferably a sedan.
  - a. The vehicle will be equipped with two-way radio equipment capable of contacting DOC facilities, the Virginia State Police, or local law enforcement agencies or the P&P Officer will be issued a cell phone for communication with the facility.
  - b. The P&P Officer shall be provided with emergency response protocols and relevant facility and local emergency response agency numbers and contact information.
5. The offender will participate in the Community Re-entry Visits without application of restraints (i.e. handcuffs, leg irons, etc.) during transportation and visit.
6. The P&P Officer supervising the Community Re-entry Visit shall not be armed and no weapons shall be transported in the vehicle.
7. The P&P Officer supervising the Community Re-entry Visit must take the most direct route to the approved location, conduct the essential business, and immediately return to the facility taking the most direct route.

- a. The facility shall provide bag meals, drinks, and offender medication needed during the Community Re-entry Visit
  - b. No stops should be made for food, drinks, or to assist other motorists.
  - c. The offender should not be allowed to interact with the public other than as necessary to accomplish the purpose of the Community Re-entry Visit.
8. Upon return to the facility, the offender shall be processed back into the facility as for other transportation. (See Operating Procedure 411.1, *Offender Transportation*.)
9. In the event of attempted escape from custody by an offender participating in a Community Re-entry Visit, the P&P Officer will make every reasonable effort to prevent the escape.
- a. Transporting staff shall be knowledgeable of the Use of Force Continuum as defined and detailed in Operating Procedure 420.1, *Use of Force*.
  - b. Non-force methods of control should be used whenever possible and the minimum necessary force should be used to gain control only when non-force methods have failed or are not appropriate.
  - c. The P&P Officer may use verbal controls such as persuasion, advice, or warning to resolve the situation.
  - d. If necessary, minimum physical force may be employed to gain control consistent with the employee's self-protection, defense of others, or in prevention of suicide.
  - e. If the offender escapes from custody, the P&P Officer shall take note of the location and direction of flight of the offender and immediately call the facility Master Control with the information.
  - f. Upon receipt of this information, the Master Control Officer will immediately notify Facility Unit Head, or the Administrative Duty Officer and the escape shall be reported by telephone to the OLU Operations Center (804-372-4447).
  - g. The emergency plan governing "escape from transportation" will be immediately implemented.

#### V. REFERENCES

Operating Procedure 050.3, *Facility Release of Offenders*

Operating Procedure 411.1, *Offender Transportation*

Operating Procedure 420.1, *Use of Force*

Operating Procedure 830.1, *Institutional Classification Management*

#### VI. FORM CITATIONS

[Community Re-entry Visit Request](#) 851\_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.

*Signature Copy on File*

*8/2/18*

A. David Robinson, Chief of Corrections Operations

Date