



Operating Procedure

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ACA/PREA Standards 4-APPFS-1B-01, 4-APPFS-1B-02, 4-APPFS-1B-03, 4-APPFS-1B-04, 4-APPFS-1B-05, 4-APPFS-1B-06, 4-APPFS-1B-07, 4-APPFS-1B-08, 4-APPFS-1B-09, 4-APPFS-1B-10	
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Office of Primary Responsibility Chief of Corrections Operations	

Subject
COMMUNITY CORRECTIONS INVESTIGATIONS

I. PURPOSE

This operating procedure provides direction and guidance to Department of Corrections Community Corrections personnel for completing Presentence and other criminal and social history investigations and reports in an accurate, relevant, and timely manner so that decisions affecting public safety can be made promptly based on the best available information. Procedures address requirements for submittal, dissemination, and confidentiality of investigations.

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

Criminal History Record Information - Records and data collected by criminal justice agencies on adult individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal charges, and any disposition arising there from. The term shall not include juvenile record information which is controlled by COV §16.1-226 et seq., criminal justice intelligence information, criminal justice investigative information, or correctional status information. (Reference Code of Virginia §9.1-101)

Criminal Street Gang - Any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities; (ii) which has an identifiable name or identifying sign or symbol; and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction. (COV §18.2-46.1)

Gang Member or Associate - A person whose self-proclamation, activity, behavior, or status as a recognized gang leader, member, or associate, or whose activity or behavior indicates gang involvement

Investigation - A request for information submitted to a Virginia Community Corrections Unit from an outside unit such as Court, Parole Board, Interstate Compact Unit, Community Release Unit, DOC Institution, another Probation and Parole Office (P&P Office), etc. Investigations include:

- **Community Corrections Alternative Program Investigation** - A two-step process for an offender to be considered for a CCAP requiring an investigation type of *Community Corrections Alternative Program Evaluation* and an investigation type of *Community Corrections Alternative Program Referral*
- **Drug Court Evaluation** - A request or order to determine if an offender is eligible for a Drug Court program
- **Early Termination** - A request from a supervising P&P Office to a different sentencing P&P Office to

request that the sentencing Court release an offender from supervision. See Operating Procedure 920.5, *Termination of Supervision*.

- **Electronic Monitoring Investigation** - A request from the Parole Board or other entity for a P&P District to determine an offender's eligibility for being placed on electronic monitoring. See Operating Procedure 435.4, *Electronic Monitoring Program*.
- **Home Plan Investigation** - A request from the Community Release Unit or other entity to evaluate an offender's proposed Home Plan. See Operating Procedure 820.2, *Re-entry Planning*.
- **ICOTS Entry** - A request from Interstate Compact Community Supervision to P&P Offices alerting them to offenders who have proposed an out-of-state release plan. The P&P Office is to determine 1) if the offender owes them a probation or post release obligation 2) if the plan is suitable for submission and then if so, prepare an ICOTS Transfer Request when the offender is 4 months or less to release.
- **Interstate Transfer Investigation**- A request from another state to evaluate an offender for supervision in the P&P District. See Operating Procedure 920.4, *Interstate Transfer of Supervision*. The P&P District must complete a home visit/investigation within 45 calendar days of receipt of the Transfer Request by VA Interstate Compact Unit to determine suitability of the proposed transfer plan.
- **Major Violation** - Notification from a supervising P&P Office to a different sentencing P&P Office that an offender has violated Conditions of Supervision and a Major Violation Report is needed. See Operating Procedure 920.6, *Violation of Supervision Conditions*.
- **Other** - A request from an outside unit for information or report not covered by the other investigation types
- **Out-of-State Record Check** - A request originating from another state for Virginia Criminal History information on an offender.
- **Pardon Investigation** - A request, generally from the Parole Board or Secretary of the Commonwealth, to evaluate an offender for pardon or other action by the Governor's office.
- **Prescription Monitoring Program (PMP)** - An electronic system maintained by the Virginia Department of Health Professions to monitor the dispensing of all Schedule II, III, and IV controlled substances that collects prescription data available to limited authorized users to assist in deterring the illegitimate use of prescription drugs and prevent prescribed medication from being illegally diverted into the community
- **Prescription Monitoring Program Director** - The Virginia Department of Health Professions administrator designated to establish, maintain and administer an electronic system (COV §54.1-2520) to monitor the dispensing of all Schedule II, III, and IV controlled substances as defined in the Drug Control Act (COV §54.1-3400 et seq.)
- **Prescription Medication Investigation Officer** - Designated DOC P&P Officers authorized by the Prescription Monitoring Program Director to access the database
- **Presentence Report** - A criminal and social history of an offender prepared prior to the sentencing event.
- **Record Check** - A request from another P&P Office or other entity for local Criminal History information on an offender.
- **Sentencing Guidelines** - Standardized instruments designed to provide clear and explicit guidance to the Court in determining appropriate punishments.
- **Sexually Violent Predator Investigation** - A request to evaluate a sexually violent offender for conditional release.
- **Sexually Violent Predator 6 Month Report** - A Probation and Parole Officer's report to the Court on the offender's progress and adjustment in the community while on the Court's conditional release on a [Sexually Violent Predator Progress and Adjustment Report](#) 735_F12 per COV §37.2-912. See Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*.
- **Transfer Request** - A request from an assigned P&P Office to another P&P Office to evaluate an offender for transfer of supervision. See Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.

- **Victim Impact Statement** - A request to prepare information on the effects of an offense on the victim
- **Youthful Offender Investigation** - A request or order that an offender be evaluated for sentencing as a Youthful Offender

IV. PROCEDURE

A. Investigation Reporting Requirements

1. Presentence investigations and other criminal and social history reports shall be prepared in the Department of Corrections approved format and submitted to the sentencing Court and/or other appropriate agencies for review as directed by the Court and in accordance with the Code of Virginia.
2. All reports shall be completed and submitted within time limits and contain objective, relevant, and accurate data.
3. Aliens - Notification to Central Criminal Records Exchange
 - a. An inquiry shall be made as to the citizenship of any felon referred for a *Presentence Report* or placed on probation supervision without the benefit of a *Presentence Report*.
 - b. In any felony case in which the individual is not a United States citizen or when United States citizenship is in question, The Department of State Police [Suspected Alien Reporting Form \(SP-229\)](#) (see Attachment 2 for sample) shall be prepared.
 - c. This form will be completed following sentencing and submitted to:
Department of State Police
Central Criminal Records Exchange
Box 27472
Richmond, Virginia 23261-7472
Attn.: INS Reporting Section
FAX: (804) 674-8530
4. COV §52-8.6 requires reporting of all gang members to the Virginia State Police.
 - a. P&P Officers shall submit to the P&P Office's Gang Specialist a [Gang Observation Report](#) 435_F1 and [Gang Observation Report - Tattoo Locator](#) 435_F1 (see Operating Procedure, 435.2 *Offender Gang Identification and Tracking*) to report any suspicion of gang activity and membership among offenders.
 - b. The Gang Specialist will be responsible to investigate and report the offender's gang membership as required.

B. Presentence Report (4-APPFS-1B-01)

1. When ordered by the Court, a *Presentence Report* (see Attachment 3 for sample) shall be completed and distributed in accordance with COV §19.2-299.
 - a. See VACORIS Help Pages such as *Manage PSI Report* for instructions to enter information for the *Presentence Report*.
 - b. See *Presentence Investigation Manual* (Attachment 1) for guidance in completion of certain sections of the *Presentence Report*.
 - c. A supervisor or designee may review presentence reports at any time and at any frequency to ensure accuracy, appropriateness, and timeliness. All *Presentence Reports* and recommendations are subject to review and approval by a supervisor prior to submission to the Court. (4-APPFS-1B-07)
 - d. The presentence investigation process is reviewed by the agency periodically in consultation with the Court. (4-APPFS-1B-08) The Chief P&P Officer should consult with the Court about once per year to review elements of the presentence investigation process such as the number of *Presentence Reports* requested and the quality of the *Reports* provided to the Court.
2. The primary purpose of the *Presentence Report* is to provide the Court with offender information so it may determine the most appropriate disposition.

- a. Institutions use the report in classifying and developing re-entry plans for offenders, the Parole Board uses the report in considering offenders for parole, and Community Corrections personnel use the report in the performance of their duties.
- b. A *Presentence Report* is not to be prepared unless ordered by the Court.
- c. Where the Court allows recommendations, the P&P Officer may identify possible special conditions during the presentence investigation. (4-APPFS-1B-05)
 - i. Based on a professional analysis of the verified information, the reports should include recommendations or information about sentencing options or sanctions other than incarceration for which the offender is eligible and special conditions of supervision. (4-APPFS-1B-06)
 - ii. These conditions may be listed in the Community Resources section of the *Presentence Report* or attached as statements of possible eligibility for programs.
3. It is the responsibility of the investigating P&P Officer to interview the offender, gather, verify, and carefully evaluate pertinent information from social agencies, law enforcement agencies, the defendant's family, employers, etc. Other authorized staff may collect some of the raw data for the *Presentence Report*.
4. All information contained in the reports shall be verified if possible. Any unverified information should be clearly indicated as unverified.
5. Each *Presentence Report* should include the following minimum timely, relevant, and accurate information: (additional information may be required by the Court) (4-APPFS-1B-03)
 - a. Adult Criminal Record
 - b. Available Juvenile Court Records
 - c. Educational Background
 - d. Family Environmental Information
 - e. Employment
 - f. Information regarding the accused's participation or membership in a criminal street gang
 - g. History of substance abuse
 - h. Any physical or health-related problems as may be pertinent
 - i. Restitution Information
 - j. Circumstances of the instant offense
 - k. Proposed supervision, where applicable
6. In some instances, it will be necessary for the investigating P&P Officer to obtain a [Victim Impact Statement](#) (DCJS Website) for inclusion in the *Presentence Report*. (4-APPFS-1B-04)
 - a. Completion of the *Victim Impact Statement* may involve interviewing the victim to obtain pertinent information for the Court.
 - b. The *Victim Impact Statement* may also be utilized by the Criminal Injuries Compensation Fund for victim's compensation claims.
7. If it becomes necessary to gather information from another P&P Office, a request for the information should be made by electronic mail or other suitable method.
8. The completed *Presentence Report* must be *LOCKED* in VACORIS using the submit button before being submitted to the sentencing Judge, Commonwealth's Attorney, and Defense Attorney at least five days prior to the sentencing hearing unless waived by the Judge. (4-APPFS-1B-02) A *Presentence Report* cannot be edited once it is completed; corrections and changes must be made by creating an *Addendum* (see Attachment 4 for sample)
9. Once the Court has conducted the sentencing hearing, the sentencing information shall be entered into VACORIS.
10. The *Presentence Report* becomes a confidential document following the sentencing hearing. (4-

APPFS-1B-10)

- a. The report is sealed by the Court upon the entry of the sentencing order and thereafter made available only by Court order, except as outlined below.
 - b. Such reports shall be made available at any time to any criminal justice agency as described in COV §9.1-101, as well as to any agency where the offender is referred for treatment. **(4-APPFS-1B-09)**
 - c. The report shall also be made available to counsel for any person who has been indicted jointly for the same felony as the subject of the report.
 - d. If the subject is later charged with a new felony, the report may be released to his attorney.
 - e. See the section on *Criminal Investigative Information* in Operating Procedure 050.1, *Offender records Management* for more information.
11. If a *Presentence Report* was not completed, the appropriate pages of the *Presentence Report* may be prepared and used as a “short form” report if needed i.e., for program referrals.

C. Sentencing Guidelines

1. *Sentencing Guidelines* are required in all felony cases for which a sentencing guideline is available. The date of the offense dictates the appropriate guideline to prepare.
2. *Sentencing Guidelines* are normally prepared in conjunction with a *Presentence Report* or as requested by the Court. When a *Presentence Report* is not prepared, the Commonwealth’s Attorney should be encouraged to prepare *Sentencing Guidelines* for the Court.
3. P&P Office personnel needing assistance in the preparation of sentencing guidelines should consult the appropriate *Virginia Sentencing Guidelines Manual* and the Virginia Criminal Sentencing Commission staff.

D. Drug Screening, Assessment, Testing, and Treatment

1. All non-capital felony offenders and specified misdemeanor offenders whose offense occurred after January 1, 2000 will be screened and, if indicated or ordered, assessed for substance abuse. Screenings and assessments will be conducted in accordance with local unit practice.
2. COMPAS is the currently approved screening and assessment tool.
3. The degree of alcohol and drug severity will be provided to the Court on Page 8 of the *Presentence Report* or using the *Substance Abuse Information* offender page in VACORIS.
4. Screenings and Assessments must be conducted by trained staff under the general oversight of a Certified Substance Abuse Counselor (CSAC). Based on the assessment, the Court or unit staff may require substance abuse education and treatment for the offender if available and as deemed appropriate.

E. Prescription Medication Investigations

1. In accordance with COV §54.1-3405, only P&P Officers approved by the Virginia Department of Health Profession’s Prescription Monitoring Program may access the Prescription Monitoring Program (PMP) information.
2. Qualified P&P Officers shall be appointed by the Chief P&P Officer to serve as Prescription Medication Investigation (PMI) Officers. PMI Officers shall have no active disciplinary notices and document successful completion of training and requirements of 18VAC76-20-50.
3. The information collected in this program is maintained by the Department of Health Professions, and strict security and confidentiality measures are enforced. Only those persons authorized by law can be provided information from the database, and the list of authorized persons is very limited. Prescribers and dispensers may query the database to assist in determining treatment history and to rule out the possibility that a patient is “doctor shopping” or “scamming” in order to obtain controlled substances.
 - a. Access shall be predicated on written legal authority (see [Prescription Medication Investigation](#)

- Request 930_F3) to do so and based on a reasonable suspicion that conditions of supervision have been violated or the offender has treatment needs that can be supported with the information.
- b. Request for inquiry into the PMP may be initiated by any P&P Officer and shall be documented with a Prescription Medication Investigation Request 930_F3 submitted to the PMI Officer for each individual inquiry.
 - c. The PMI Officer shall not dispense the report document nor any copy or facsimile of it.
 - d. The PMI Officer will retain the Prescription Medication Investigation Request 930_F3 until destruction of the report. The *PMI Request* may be returned to the requesting P&P Officer and filed as an external document in the offender's VACORIS case file along with a notation (PMI) in *Supervision Notes*.
4. COV §53.1-40.10 provides for offender medical and mental health information to be released to the following entities without offender approval.
- a. P&P District or facility administration when the information is necessary to maintain security and safety of the unit, employees, and other offenders. Disclosure shall be limited to that necessary to ensure the safety and security of the unit.
 - b. Parole Board as needed to conduct release investigations
 - c. P&P Officers as needed for release planning or case management decisions
 - d. DOC officials as needed for programs and treatment
 - e. Public and private medical and mental health hospitals, facilities, and other entities as needed for care and treatment
 - f. Upon receipt of a Court order, medical, dental, and mental health information may be released to any criminal justice agency without offender consent.
5. The release of offender health information will comply with the Health Insurance Portability and Accountability Act (HIPAA), where applicable.
6. After receipt of a properly completed and signed Consent for Release of Information (PPS 20) 920_F8, health care record information may be released to the offender, an attorney, a physician, or any other person, agency, or organization specified. NOTE: Officers should check if Federal confidentiality rules (42 CFR part 2) apply in the case of some substance abuse treatment or mental health information.
7. No report from the PMP requested by an Officer's investigation shall be a part of any offender case file records and may not be retained beyond the time needed to implement any prescribed case management strategy as a result of a need identified by the information.
8. The dissemination of the PMI results will be documented in offender VACORIS case file in *Supervision Notes*.
9. The PMI Officer should report serious prescription medication discrepancies (e.g. improper or over prescribing, prescription pill diversion, or "doctor shopping") to their Unit Head or designee and the applicable agent in Virginia State Police.
- F. Executive Clemency Report, Pardon Investigation
1. Such reports shall be submitted within thirty days or as otherwise specified by the Parole Board.
 2. The reports shall respond to the questions set forth in the requests but must, in every case, provide the following information:
 - a. Sentencing or current Judge's present comments concerning executive clemency
 - b. Prosecuting or current Commonwealth's Attorney comments concerning executive clemency. Note: If the Judge, Prosecuting Attorney, or current Commonwealth's Attorney wishes to express their comments in writing regarding a possible Executive Clemency, they should direct them to the Virginia Parole Board.
 - c. Information on the individual's personal background and contributions or achievements since fulfilling obligations to the state

- d. Length of time since fulfilling all obligations to the state (including discharge from parole, completion of restitution payments, etc.)
- e. Community sentiment concerning the individual requesting executive clemency if this is known.

G. Community Corrections Alternative Program Investigation

1. The P&P Officer shall enter in VACORIS an investigation type of *Community Corrections Alternative Program Evaluation* to document the referral source.
2. The P&P Officer shall enter in VACORIS an investigation type of *Community Corrections Alternative Program Referral* so that the CCAP Referral Unit can determine eligibility, suitability, and acceptability of the offender in accordance with Operating Procedure 930.2, *Community Corrections Alternative Program Referral Unit*.

H. Referral to the Youthful Offender Program

1. Program Purpose
 - a. The Youthful Offender Program is designed to provide youthful offenders with evidence based programs to meet criminogenic needs including the experience of incarceration while keeping them separate from older, more hardened felons.
 - b. The environment is a general population that is intensely therapeutic and intended to alter the development of criminal lifestyles.
 - c. Offenders who participate in this program are exposed to an initial period of cognitive restructuring, substance abuse education, as well as academic and vocational training.
 - d. Youthful offenders are sentenced to an indeterminate commitment, not to exceed four years. Additionally, the Court shall impose a suspended period of confinement.
 - e. Participants are reviewed by the Virginia Parole Board to determine their readiness for release.
 - f. All offenders shall be released within a period of four years and will receive intensive parole supervision for at least one and a half years upon release.
2. Eligibility (COV §19.2-311)
 - a. Status - Offenders considered by the Court as capable of returning to society as a productive citizen
 - b. Age - Under 21 at the time of offense
 - c. Health - Must meet physical and mental health requirements of the program
 - d. Offenses - The conviction must occur in the Circuit Court. The offense must be a felony offense other than any of the following: Capital Murder, Murder in the 1st or 2nd Degree, or sex offenses under COV §18.2-61, §18.2-67.1, §18.2-67.2, or §18.2-67.3.
3. Following conviction and prior to sentencing, the Court shall order the DOC to screen the offender for eligibility and suitability for participation in the Youthful Offender Program within 60 days.
4. Upon receipt of the referral from the Court, the P&P Officer should immediately contact the Youthful Offender Program and submit a *Youthful Offender Investigation* request through VACORIS to the appropriate facility to evaluate the offender for admission to the program.
5. The P&P Officer will meet with the offender to explain the program and have the offender sign the *Youthful Offender Agreement to Participate* (see Attachment 5).
6. If no *Presentence Report* has been completed, the P&P Officer must submit:
 - a. Name and contact information of person requesting the assessment
 - b. Name of presiding judge and sentencing court with sentencing date
 - c. Juvenile and adult criminal history with corresponding FCC's and Code of Virginia statutes
 - d. History of any gang involvement
 - e. Substance abuse history
 - f. Highest educational level achieved

- g. Work history
 - h. Jail adjustment
 - i. *Mental Health Information* and *Substance Abuse Information* offender pages in VACORIS should be carefully completed. Every effort should be made to obtain any mental health or substance abuse information from clinicians, service providers, or jail health services staff. If necessary, the P&P Officer may use information provided by the offender.
7. The [*Physical Health Screening*](#) 930_F2 will be completed by a medical professional locally (usually the medical staff at the local jail), scanned, and uploaded into VACORIS or the information entered on the *Physical Health Information* offender page in VACORIS by the P&P Officer.
 8. The Court Order, *Youthful Offender Agreement to Participate* (see Attachment 5) and *Consent for Release of Information* (see Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*) shall be scanned and uploaded in VACORIS and the appropriate Youthful Offender Program notified of the referral.
 9. The Youthful Offender Program will provide the P&P District with an acceptance decision and entry date within 30 days of receiving the *Youthful Offender Investigation* request.
 10. The P&P Officer will provide the Youthful Offender Program with the final Court Order.
 11. The P&P Officer will conduct a record check to ensure that there are no outstanding warrants or detainers before the offender is transported to the Youthful Offender Program.
 12. Violation/Removal Process - An offender who fails to complete the program shall be returned to the sentencing Court for a hearing.
 13. Transitional Issues
 - a. All offenders who complete the program will be released on parole.
 - b. Transitional and re-entry services will be provided to the offender while in the program.
 - c. In accordance with [COV](#) §19.2-314, the offender will receive intensive parole supervision (Level Elevated) for a period of at least one and a half years following release.
- I. Obtaining Out-Of-State Information
1. Community Corrections personnel are encouraged to contact the out-of-state source directly to gather necessary investigative information, with the exception of cases which are on active interstate supervision. In such cases, the Interstate Compact Unit is to be contacted.
 2. Gathering out-of-state information may be accomplished through the use of correspondence, FAX, telephone, or VCIN terminal. Use of an Administrative Message via the VCIN terminal is an efficient means of securing specific criminal history information from a criminal justice agency in another state.
- J. Availability of Automated Information
1. Automated offender information is available to Community Corrections personnel from a variety of sources. Utilization of automated information is efficient, cost effective, and a worthy time management tool.
 2. The Virginia Criminal Information Network (VCIN) and the Court Automated Information System (CAIS) can be used to obtain detailed criminal history data on offenders.
 3. VACORIS can be accessed to gather information relative to an offender's institutional adjustment and sentencing history.
 4. VACORIS can provide knowledge concerning an offender's current or prior contact with Probation and Parole authorities and DOC facilities in Virginia.
 5. Community Corrections personnel are encouraged to utilize these resources, as well as electronic mail and FAX capabilities, in completing assigned investigations.
- K. Record Checks

1. Record check requests received from other P&P Offices or states should be completed within 30 days of assignment.
2. If the investigation cannot be completed within this period, the requesting agency should be provided with a status report at the 30-day point.
3. Record checks between P&P Offices should only be requested after attempts to locate a disposition through the Court Automated Information System (CAIS) have been proved unsuccessful.

L. Referrals to Behavioral Corrections Programs (BCP)

1. The Behavioral Corrections Program is a sentencing option that orders offenders in need of substance abuse treatment into the VADOC Therapeutic Community (TC) established by the 2009 Budget Bill Chapter 781, Item-J.
2. Criteria for participation in BCP
 - a. Prior to sentencing, P&P Officers should email Central Classification Services to determine the offender's eligibility for a BCP sentence.
 - i. The email should include the offender's name, number, offenses he/she is being sentenced on, and the sentencing court date.
 - ii. Based on a review of the criminal convictions, a response will be provided by email regarding the offender's eligibility.
 - iii. The P&P Officer is responsible for notifying the Court of the results of the referral.
 - b. A BCP sentence requires a minimum active felony sentence of 3 years. Neither sentences from multiple jurisdictions nor misdemeanor time can be combined to achieve that 3 year sentence.
 - c. The offender must have:
 - i. A documented history of substance abuse
 - ii. Never been convicted of a violent felony as defined in COV §17.1-805
 - iii. Never been convicted of a felony violation of COV §§18.2-248 and 18.2-248.1
 - iv. No major medical condition that would require assignment to a hospital or infirmary
 - v. No current major mental health issues that would render the offender unable to benefit from program participation (NOTE: The medical and mental health evaluations will be completed when the offender is transferred into the Facility.)

3. BCP Completions and Removals

- a. The Facility Unit Head will notify the Court of an offender's successful completion of the 24 month TC program. The Court may suspend the balance of the offender's sentence and order the offender be released on Probation.
- b. Poor behavior and/or refusal to fully participate will result in the offender's removal from the program.
 - i. It will require the offender serve out the balance of their sentence and prohibit their earning good time.
 - ii. The Facility Unit Head must notify the Court and the Chief P&P Officer of an offender's removal from the BCP.

V. REFERENCES

Operating Procedure 435.2, *Offender Gang Identification and Tracking*
Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*
Operating Procedure 820.2, *Re-entry Planning*
Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*
Operating Procedure 920.4, *Interstate Transfer of Supervision*
Operating Procedure 920.5, *Termination of Supervision*
Operating Procedure 920.6, *Violation of Supervision Conditions*

Operating Procedure 435.4, *Electronic Monitoring Program*
Operating Procedure 930.2, *Community Corrections Alternative Program Referral Unit*
[Regulations Governing the Prescription Monitoring Program](#)
[Virginia's Prescription Monitoring Program \(PMP\): Maximizing Management, Minimizing Risk](#)
Virginia Sentencing Guidelines Manual

VI. FORM CITATIONS

[Gang Observation Report](#) 435_F1
[Gang Observation Report - Tattoo Locator](#) 435_F2
[Sexually Violent Predator Progress and Adjustment Report](#) 735_F12
[Consent for Release of Information](#) (PPS 20) 920_F8
[Physical Health Screening](#) 930_F2
[Prescription Medication Investigation Request](#) 930_F3
[Suspected Alien Reporting Form \(SP-229\)](#) (Virginia State Police Website)
[Victim Impact Statement](#) (DCJS Website)

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.

The office of primary responsibility reviewed this operating procedure in February 2019 and necessary changes have been made.

Signature Copy on File

12/22/16

A. David Robinson, Chief of Corrections Operations

Date