



# Operating Procedure

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<b>Office of Primary Responsibility</b> Chief of Corrections Operations	

**Subject**

**COMMUNITY CORRECTIONS ALTERNATIVE PROGRAM**

## I. PURPOSE

This operating procedure provides guidelines for the admission, programming, removal, successful completion, and follow-up supervision of offenders in Community Corrections Alternative Program operated by the Virginia Department of Corrections.

## II. COMPLIANCE

This operating procedure applies to all Community Corrections facilities 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

**Case File** - A confidential computer record maintained in VACORIS, ICOTS, and/or written record maintained in a P&P Office or Community Corrections Facility regarding the offender which includes documentation of all action which has occurred in the case

**Case Plan** - A dynamic document that outlines treatment needs and dosages based on assessments of the offender's criminogenic factors; it guides an offender through completion of the Community Corrections Alternative Program.

**Community Corrections Alternative Program (CCAP)** - A residential facility operated by the Department of Corrections to provide evidence-based programming in accordance with COV §53.1-67.9 Establishment of community corrections alternative program; supervision upon completion.

**Community Corrections Alternative Program Referral Unit** - An element of Central Classification Services within Offender Management Services designed to serve as the interface between P&P Offices and Community Corrections Alternative Program (CCAP) to evaluate offenders for participation in CCAP and develop *CCAP Programming Requirements* to guide the offender's placement in the appropriate CCAP facility to address the offender's programmatic needs

**Community Corrections Facility** - A residential facility operated by the Department of Corrections to provide Community Corrections Alternative Program

**Facility Review Committee (FRC)** - A treatment team of at least three facility staff members; as designated by the Facility Unit Head to review and evaluate the overall progress of an offender in the Community Corrections Alternative Program

**Gang** - A group of individuals who: (a) possess common characteristics that distinguish them from other offenders or groups of offenders and who, as an entity, pose a threat to the safety and security of staff, the facility, other offenders or the community; (b) have a common distinctive goal, symbolism or philosophy; (c) possess identifiable skills or resources, or engage in unauthorized/illegal activities. Criminal street gangs, neighborhood cliques, hate groups, cults, and domestic terrorists that meet these conditions are considered gangs.

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

**High Risk Sexual Victim (HRSV)** - As identified by the *Classification Assessment* and QMHP assessment, any incarcerated offender confirmed as a sexual victim or identified as being at high risk of being sexually victimized

**Intractable Behavior** - Behavior which, in the determination of the Department of Corrections, (i) indicates an offender's unwillingness or inability to conform their behavior to that necessary to their successful completion of the program or (ii) is so disruptive as to threaten the successful completion of the program by other offenders.

**Pre-Admission Manual** - Information provided by the Community Corrections Alternative Program Referral Unit through the Probation and Parole Districts to offenders prior to their transportation and admission to a Community Corrections Facility. This information should include mandatory and allowable personal property and procedures for visiting and correspondence by telephone and letters while at the Community Corrections Facility.

**Referral Agency** - The Probation and Parole District or the Parole Board referring the offender for participation in a Community Corrections Alternative Program

**Working Day** - Weekdays, Monday through Friday, except official state holidays

#### IV. PROCEDURE

##### A. Authorization, Mission, and Administration

1. The Department of Corrections operates Community Corrections Alternative Program under the authority of COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion.* (4-ACRS-7A-01)
2. The Mission of Community Corrections Alternative Program is to facilitate offender social behavior change within an Evidenced Based Practices (EBP) environment to support personal growth and prepare the offender to return to the community. Community Corrections Alternative Program utilizes elements of the previous Detention Center and Diversion Center programs with an increased emphasis on evidence based programming individually tailored to each offender's assessed needs.
3. The program is designed to serve offenders who require more security, structure, and supervision than is available from other community-based programs. Persons, who are being initially sentenced, as well as offenders who have failed at other less restrictive community programs, should be considered.
4. Each Community Corrections Alternative Program is headed by a superintendent with the following preferred qualifications: (4-ACRS-7B-01)
  - a. A bachelor's degree in an appropriate discipline; the degree qualification may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree.
  - b. Significant related administrative experience
  - c. Demonstrated administrative ability and leadership
5. All professional staff comply with applicable state and federal licensure, certification, or registration requirements. Verification of current credentials is on file in the facility. (4-ACRS-7B-02)
6. Each facility follows fiscal policies and procedures adopted by the DOC, including, at a minimum, the following: internal controls, small purchase cards, bonding, signature control on checks, offender

funds, and employee expense reimbursements. (4-ACRS-7D-17)

- a. All monies collected at the facility are placed daily in an officially designated, secure location. (4-ACRS-7D-21)
- b. The methods used for the receipt, safeguarding, disbursing, and recording of funds comply with accepted accounting procedures. (4-ACRS-7D-22)
7. Staff model desired behaviors in accordance with a facility code of ethics. Staff reinforce proper offender behavior and correct offender misbehavior. (4-ACRS-3A-07)
8. Community Corrections facilities provide a system of communication between all levels of staff and offenders through a high degree of interaction facilitating verbal communication, as well as provision for written communications. (4-ACRS-7D-36)
9. Offenders are not subjected to discrimination based on an offender's race, religion, national origin, gender, disability, or political views. (4-ACRS-6B-01)
10. Offenders with disabilities, if found eligible and suitable for the program, are housed in a manner that provides for their safety and security. Housing used by offenders with disabilities is designed for their use and provides for integration with other offenders. Programs and services are accessible to offenders with disabilities who reside in the facility. (4-ACRS-6A-04)

#### B. Community Corrections Alternative Program

1. Community Corrections Alternative Program (CCAP) utilizes a structured residential environment to provide all offenders with evidence based core programming in treatment motivation, cognitive restructuring, and substance abuse.
2. In addition to core programs, each CCAP facility specializes in a programming area such as academic and vocational training, intensive substance abuse programming, and community employment.
3. CCAP facilities offer the opportunity for physical labor in organized work projects. (4-ACRS-5A-14, 4-ACRS-5A-16)
4. The facility actively identifies and implements activities that contribute to the community through public works and public service projects. (4-ACRS-7F-07)
5. The facility provides programs, services, and opportunities that encourage offenders to take responsibility for their actions and make restitution to the victims of their crime(s) and/or to the community. Opportunities are based upon victim and community input and are fashioned in a way that seeks to ameliorate the harm done. (4-ACRS-6D-01, 4-ACRS-6D-02)
6. Recreation and leisure time activities are available to meet the needs of offenders. (4-ACRS-5A-21)
7. Participation in CCAP will generally last from 22 to 48 weeks based on needed programming dosages and the progress and adjustment of the offender.
8. Offenders participating in community employment are expected to pay restitution, costs of Court and fines and will be expected to defray the cost of their stay in the facility by paying transportation fees (if applicable) and room and board charges once they start employment. (4-ACRS-6D-02)

#### C. Community Corrections Alternative Program (CCAP) Referral Unit

1. The CCAP Referral Unit serves as the interface between P&P Offices and Community Corrections Alternative Program (CCAP) to evaluate offenders for participation in CCAP and to jointly develop *CCAP Programming Requirements* with the supervising P&P Officer to guide the offender's placement in the appropriate CCAP facility to address the offender's programming needs. (see Operating Procedure 930.2, *Community Corrections Alternative Program Referral Unit*)
2. The CCAP Referral Unit and the facilities shall coordinate intake schedules and transportation plans for bringing offenders into the Community Corrections Alternative Program.
3. Prior to intake (at least one week preferred), the CCAP Referral Unit should provide each facility with a list of offenders planned for intake.

4. Prior to an offender's arrival at the facility, program staff should review the available case file and *CCAP Programming Requirements* to verify the offender's suitability for program participation and to ensure there have been no changes since the referral/ acceptance.
5. The CCAP Referral Unit and the receiving facility shall coordinate the offender's date for admission with the referral agency and jail or other facility housing the offender, if applicable.

D. Intake and Reception into the CCAP facility

1. Facility staff should notify the referring P&P Officer upon the offender's actual arrival into the facility.
2. At the time of intake, the offender and staff shall complete all appropriate intake forms for admission into the program, including emergency contact information. Any relevant information not already collected will be entered into VACORIS including: (4-ACRS-7D-07)
  - Name
  - Address
  - Social security number
  - Date of birth
  - Gender
  - Race or ethnic origin
  - Reason for referral
  - Whom to notify in case of emergency
  - Date information gathered
  - Name of referring agency or committing authority
  - Social history, where available
  - Special medical, dental and mental health problems or needs
  - Personal physician, if applicable
  - Legal status, including jurisdiction, length and conditions of placement
  - Identification of employee gathering information
3. The facility's Medical staff shall review any previous medical evaluation and perform an examination of each offender upon arrival at the facility or no later than one working day thereafter (See Operating Procedure 720.1, *Access to Health Services*).
  - a. If an offender is found to be unsuitable, Medical or Mental Health staff shall document the findings on the [Unsuitability - Community Corrections Facilities](#) 940\_F10.
  - b. Before the offender participates in further program activities, the Facility Unit Head, or designee in the Facility Unit Head's absence, must determine whether the offender will be dismissed or retained in the program and list any precautions or accommodations that will be provided to the offender if retained.
  - c. Offenders that have been admitted to the facility under the *CCAP Limited Psychotropic Self-Medication Program* (see Attachment 3) should be scheduled to see the medical practitioner as soon as practicable in order for psychotropic medication(s) to be continued. The *CCAP Limited Psychotropic Self-Medication Program* will guide management of offenders prescribed psychotropic medications while in a CCAP facility.
4. Community Mental Health Clinicians will review cases in which assessments indicate there may be mental health concerns.
5. Security staff shall inventory and search each offender's property and process for removal any personal property not authorized. (See Operating Procedure 802.1, *Offender Property*.)
6. Any monies in offender possession will be receipted and turned over to the Business Office to be credited to the offender's account. (See Operating Procedure 802.2, *Offender Finances*.)
7. Each offender should receive the initial issue of state property (See Operating Procedure 802.1, *Offender Property*.) and bed assignment.
  - a. Facilities shall provide for the issue of clean, suitable clothing as needed. Protective clothing and

safety equipment shall be provided when appropriate.

- b. Facilities shall provide clean bedding, towels, washcloths, and blankets.
- c. Facilities shall provide for weekly laundering of bed linens and clothing.
8. Under supervision of corrections staff, each offender should receive a haircut as needed to comply with facility grooming standards. (See Operating Procedure 864.1, *Offender Grooming and Hygiene*.)
9. If not conducted prior to admission, a COMPAS risk assessment is conducted for each offender within 48 hours of admission. (4-ACRS-2A-07)
10. The *Social History/Family Environmental Information* shall be reviewed and updated as needed in VACORIS. If the *Family Environmental Information* was not completed prior to intake, the required information shall be entered into VACORIS. The information is entered on the *Family Members* tab located in the *Environmental Summary* under *Offender Pages*.
  - a. Family members include biological, adoptive, or step mother, father, sister, brother, daughter, son or the offender's spouse or any other relative that raised the offender.
  - b. At a minimum the following information 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
11. Designated staff shall collect a DNA sample if required. (See the *DNA Sampling of Offenders* Attachment to Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.)
12. The unit drug testing coordinator will conduct an initial/full drug test in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.

#### E. Orientation

1. At the time of admission, no later than one working day after arrival, facility staff will discuss program goals, service(s) available, rules governing conduct, access to health care, and program rules with the offender. (4-ACRS-3A-04)
2. Facility staff should ensure each offender receives written orientation materials. Staff assistance and or translations are provided when the offender does not understand English or there is a literacy or communication problem. (4-ACRS-3A-04, 4-ACRS-3A-05)
3. Orientation is completed within five working days and coverage of the following subjects is documented by a statement signed and dated by the offender and staff. (4-ACRS-3A-04)
  - a. Conditions of Community Corrections Alternative Program (see the *Offender Discipline* section of this operating procedure)
  - b. Facility Rules and Regulations (Posted in Facility)
  - c. Grooming Standards
  - d. Hygiene Standards
  - e. Visitation, Mail, and Phone Privileges (Sign [Notice to All Offenders - General and Special Purpose Correspondence](#) 803\_F1)
  - f. Allowable Personal Property and Zero Tolerance for Gangs (Sign [Notification to Offender of Release of Liability](#) 802\_F3)
  - g. Educational, Treatment, and Program Goals
  - h. Mental Health, and Medical Services Available
  - i. Daily Routine and Schedule

- j. Any fees to be collected including co-pay for health services (see Operating Procedure 720.4, *Co-Payment for Health Care Services*) and, for community employment, room and board and transportation fees ([4-ACRS-3A-06](#))
  - k. PREA offender education shall be presented and documented in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*. In addition to providing such education, the facility shall ensure that key information is continuously and readily available or visible to residents through posters, resident handbooks, or other written formats. ([§115.233\[b, e\]](#))
  - l. Other information as required by the facility.
4. Offenders received from another DOC facility via transfer will be provided a copy of the *Sexual Assault Awareness and Prevention* brochure (see Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*, Attachment 1, Attachment 1S for Spanish version, or Attachment 1H for hearing impaired) that includes the Sexual Assault Hotline number. ([§115.233\[b\]](#))
  5. A P&P Officer or other facility staff shall assess all offenders during reception for their risk of being sexually abused by other offenders or sexually abusive toward other offenders. ([§115.241\[a\]](#))
    - a. The assessment shall be completed and approved within 72 hours of arrival at the facility. ([§115.241\[b\]](#))
    - b. Facility staff will interview and evaluate all incoming offenders for High Risk Sexual Aggressor (HRSA) and/or High Risk Sexual Victim (HRSV) tendencies utilizing the results of the *Classification Assessment* in VACORIS and available offender records ([§115.241\[c\]](#), [§115.241\[d\]](#), [§115.241\[e\]](#))
    - c. For any offender scoring as a High Risk Sexual Aggressor (HRSA) or a High Risk Sexual Victim (HRSV), the person completing the *Classification Assessment* shall immediately notify a Qualified Mental Health Professional (QMHP) for follow-up in accordance with Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*.
      - i. For any offender that does not have an *Assaultive Alert* in VACORIS and scores as a High Risk Sexual Victim (HRSV), the person completing the *Classification Assessment* shall immediately notify the Shift Commander to review for appropriate bed assignment.
      - ii. For any offender that does not have an *Assaultive Alert* in VACORIS and scores as a High Risk Sexual Aggressor (HRSA), the person completing the *Classification Assessment* shall immediately notify the Facility Unit Head or designee to review for possible removal from the program.
      - iii. 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* shall immediately enter an Alert, type Assaultive, with the comment PREA HRSV or PREA HRSA.
    - d. Offenders who are subject to a substantial risk of imminent sexual abuse, or are considered to be at risk for additional sexual victimization shall be referred to the QMHP who will immediately consult with the Facility Unit Head or designee and recommend housing interventions or other immediate action to protect the offender. ([§115.262](#))
    - e. Offenders may not be disciplined for refusing to answer or for not disclosing complete information in response to questions asked in the *Classification Assessment* interview. ([§115.241\[h\]](#))
    - f. Responses to questions asked related to the *Classification Assessment* shall remain confidential in order to ensure that sensitive information is not exploited to the offender's detriment by staff or other offenders. ([§115.241\[i\]](#))
    - g. The DOC shall 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. ([§115.242\[a\]](#))
    - h. Housing and programming assignments for transgender or intersex offenders shall be made on a case-by-case basis and shall take into consideration whether a placement would ensure the offender's health and safety and whether the placement would present management or security

problems. (§115.242[c])

- i. A transgender or intersex offender's own views with respect to their own safety shall be given serious consideration. (§115.242[d])
  - ii. Lesbian, gay, bisexual, or intersex offenders shall not be placed in a dedicated housing unit or wing solely on the basis of such identification or status. (§115.242[f])
  - iii. Transgender and intersex offenders shall be given the opportunity to shower separately from other offenders. (§115.242[e])
- i. The agency shall make individualized determinations about how to ensure the safety of each offender. (§115.242[b])
  - j. Within 21 days from the offender's arrival at the facility, the facility will reassess the offender's risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the intake screening. (§115.241[f])
    - i. The PREA Reassessment 810\_F1 shall be completed no sooner than 14 days and no later than 21 days after the offender's arrival at the facility.
    - ii. Completion of the *Reassessment* must be documented as a *Special Entry* in the *Supervision Notes* section of VACORIS.
    - iii. The *PREA Reassessment* will be scanned and uploaded as an external document to the corresponding *Special Entry* note.
  - k. An offender's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the resident's risk of sexual victimization or abusiveness. (§115.241[g])
6. Offenders will not be allowed to possess cash, credit/debit cards, checks, or other negotiable financial instruments while in the CCAP. Any funds that come into offender possession while in the program i.e., tips received in community employment, refunds from businesses, etc., shall be turned over to the facility for deposit into offender's Trust account. See Operating Procedure 802.2, *Offender Finances*, for additional information.
7. All goods purchased by the offender should be obtained through the facility commissary.
- a. Each offender should be allowed to spend up to \$125 in commissary every 2 weeks if they have the funds available in their Trust account.
  - b. All offender property must fit neatly within the storage lockers, cabinets, or boxes provided by the facility and may not exceed the personal property allowances in accordance with Operating Procedure 802.1, *Offender Property*.
  - c. Quantity limits may be imposed on commissary purchases to control stockpiling of consumable items.

#### F. CCAP Programming

1. Upon arrival at a CCAP facility, each offender is assigned a P&P Officer to ensure appropriate supervision and personal contact. This P&P Officer meets with and counsels the offender as necessary, consistent with the offender's individual *CCAP Case Plan*. This P&P Officer may be part of a treatment or a unit management team that performs this function. (4-ACRS-5A-07)
2. The supervising P&P Officer is responsible to document in VACORIS *Case Notes* a minimum of two face-to-face contacts per month during the offender's program stay. These *Case Notes* entries may include; office visits, group contacts, work site/employment checks, Treatment Team contacts or Facility Review Committee (FRC) contacts.
3. Each offender in the Community Corrections Alternative Program will be required to successfully complete evidence based core programming such as enhancing treatment motivation, cognitive restructuring, and substance abuse. Within 14 days of admission to ~~Promptly after arrival at~~ a CCAP facility, a facility P&P Officer shall obtain the offender's participation in the analysis of their problems, the setting of the objectives, and establishing a *CCAP Case Plan* to be completed in the Community Corrections Alternative Program. (4-ACRS-5A-06)

4. In addition to core programs, each offender will be assigned specialized programming and required treatment based on the *CCAP Case Plan* as revised based on any additional assessments and information that becomes available. Programming areas include but are not limited to academic and vocational training, intensive substance abuse programming, and community employment. (changed 5/5/17)
5. As needed, offenders will be assigned facility work tasks and assigned to participation in organized work projects. Community Corrections Facility offenders are not eligible to receive pay for facility work tasks or work projects. (4-ACRS-5A-14, 4-ACRS-5A-16)
6. All offenders will be randomly drug tested each month until their termination from the program in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.

#### G. Community Employment Program

1. As a part of the offenders' Treatment and Re-entry Plans, all offenders assigned to a CCAP program that offers outside community employment, will be reviewed by the Facility Review Committee (FRC) for possible placement in community employment.
  - a. The FRC review establishing the offenders' eligibility and suitability should be conducted during the offenders' initial Case Review.
  - b. As determined by the Facility Review Committee, eligible and suitable offenders assigned to community employment will be expected to obtain and maintain employment in the community. (4-ACRS-5A-14, 4-ACRS-5A-16)
2. In addition to random testing, at least 10% of all participants assigned to community employment will have an additional drug test monthly.
3. The *Employer's Community Work Agreement* (see Attachment 1) and *Offender Community Employment Agreement* (see Attachment 2) document the expectations for the employer and the offender during the community employment phase of CCAP. By signing the *Offender Community Employment Agreement*, the offender acknowledges their ineligibility for unemployment compensation.
4. Facility resources are available to assist offenders in locating jobs. (4-ACRS-5A-20) Within resources available in the community, the facility will attempt to match offenders having marketable job skills with appropriate employment to utilize and develop those skills.
5. All offender paychecks, tips, and other funds received for employment shall be turned over to the CCAP facility. The facility shall deduct funds to pay the following expenses:
  - a. Facility room and board
  - b. Facility transportation, if provided
  - c. Medical co-pay expenses (See Operating Procedure 720.4, *Co-Payment for Health Care Services*)
  - d. Court ordered restitution, costs, and fines
  - e. Facility loans and disciplinary fines
  - f. Other facility authorized expenditures, such as; DMV reinstatement fees, employer required work apparel/equipment, driver improvement and fork lift courses, the CVC Campaign and, copies of personal offender records (e.g., driver's license and birth certificate).
6. Offenders are allowed to place a limited amount of funds on their commissary accounts for authorized purchases and personal items.
7. Offenders will not be allowed to transfer funds from their facility account to any outside checking, savings or other bank account.
  - a. Offenders may send to individuals and entities designated by the offender and authorized by the Unit Head or designee funds for the payment of verified household expenses related to family reunification and continuing family support. (See Operating Procedure 802.2, *Offender Finances*.)



- b. Funds may be sent to verified immediate family members celebrating birthdays and recognized holidays.
8. Outside of their community employment, offenders are not authorized to possess US Currency.
9. Once an offender begins community employment, they will be required to pay room and board charges in accordance with COV §19.2-316.3 and transportation charges if applicable. Note: offenders hired by the facility to work at community wages are considered to be in community employment.
10. Calculation of room and board charges:
  - a. The offender workweek will generally be Monday through Sunday; adjustments may be made for employers with different work schedules.
  - b. An offender whose schedule or pay stub shows that they worked as much as 35 hours in the week will be charged \$12 for each of the seven week days (\$84 per week).
  - c. An offender whose employer does not schedule them for as much as 35 hours per week or who is held out from work by the facility will be charged \$12 for each day they worked and given an administrative exemption from room and board charges for each day the offender did not work.
11. Each offender that the facility transports to and/or from the work site will be charged \$1 per day transportation cost.
12. Room and board charges and transportation costs shall be documented on a [Cost of Offender Keep 940\\_F19](#) or similar form.
13. Once signed as approved by the Facility Unit Head, the original *General Ledger Detail Sheet* with the check for room and board and transportation charges shall be sent to the Headquarters General Accounting Unit within five business days of the end of month process.
14. Accumulated funds remaining after approved deductions will be paid to the offender on successful completion or removal from the Community Corrections Alternative Program.

#### H. Offender Discipline

1. This section defines the Community Corrections Alternative Program disciplinary process and provides appropriate procedural safeguards, to include: **(4-ACRS-6C-03)**
  - a. Report of incident and alleged violation
  - b. Notice
  - c. Time to prepare for hearing
  - d. Assistance as needed
  - e. Timely hearing
  - f. Opportunity to present evidence
  - g. Fair decision
  - h. Written notice of decision
  - i. Opportunity to appeal
2. Each facility shall ensure that all program rules and regulations pertaining to offenders are conspicuously posted or included in a handbook that is accessible to all offenders and staff. **(4-ACRS-3A-03)**
3. The [Conditions of Community Corrections Alternative Program 940\\_F14](#) are furnished in writing to offenders.
  - a. *Conditions of Community Corrections Alternative Program* shall be read, explained, and signed during the initial orientation.
  - b. Offenders are required to sign the *Conditions*, indicating understanding and willingness to comply with them.
  - c. If a communication problem (such as illiteracy, foreign language) prevents an offender from

understanding the *Conditions*, staff assists in explaining the conditions.

- d. If *Special Conditions* or revised *Treatment Programming Needs* are added after the beginning of the Community Corrections Alternative Program, the offender will be required to sign a new [Conditions of Community Corrections Alternative Program](#) 940\_F14.
4. Conditions of Community Corrections Alternative Program (4-ACRS-3A-01)
    - Condition 1  
I will at all times be truthful, show respect and courtesy to others, and conduct myself at all times in such a way as to promote learning and to focus on self-improvement.
    - Condition 2  
I will maintain regular attendance and participation at all assigned program activities for the duration of my stay. Failure to participate in assigned program activities is considered as grounds for removal from the program.
    - Condition 3  
I will not cause harm to others.
    - Condition 4  
I will obey all orders quickly, willingly, without question, and to the best of my ability. All offenders will be required to participate in daily work activities as directed by security and other facility staff. This includes general housekeeping, grounds, and facility maintenance, food service activities, and approved work project activities.
    - Condition 5  
I will maintain personal hygiene and appearance to program standards.
    - Condition 6  
I will refrain from using vulgar language at all times.
    - Condition 7  
I will address all staff members, visitors, and other offenders respectfully and appropriately.
    - Condition 8  
I will obey all posted program rules and regulations at all times.
    - Condition 9  
I will store my personal property and maintain my living area in a clean, orderly manner at all times.
    - Condition 10  
I will not possess, use, or consume any alcohol, unprescribed drug, or other intoxicant.
    - Condition 11  
I will not participate in any gang activity.
    - Condition 12  
I will not participate in any sexual activity. (§115.278[a], [g])
    - Special Conditions as set by the Court or CCAP
  5. Offender Conduct Reports: (4-ACRS-6C-01)
    - a. Any facility staff member may utilize an [Offender Conduct Report](#) 940\_F15 to document and address offender behavior outside the formal disciplinary process.
    - b. The *Offender Conduct Report* provides an informal process where minor violations are handled with “on the spot corrections”. These minor violations must be documented so that staff can detect patterns of repeated violations.
    - c. Staff shall submit completed *Offender Conduct Reports* to the Officer in Charge (OIC) before the end of the shift in which the violation was discovered.
    - d. The OIC shall log the *Offender Conduct Report*; have the original placed in the offender’s Case File and have copies provided to the Assistant Facility Unit Head and to the offender.
  6. Filing of CCAP Violation Report:

- a. If a staff member (Reporting Officer) believes an violation cannot properly be handled by an *Offender Conduct Report*, they should file a [CCAP Violation Report](#) 940\_F16 with the Officer-in-Charge (OIC), providing the following information:
    - Specific Condition of Community Corrections Alternative Program violated
    - Date and time violation occurred
    - Name and number of offender charged
    - Facility where violation occurred
    - Accused offender's living area assignment
    - Location within or without the facility where the violation occurred
    - Description of the violation - use formula who, what, when, where, and how to provide summary of pertinent details, to include disposition of any evidence involved
    - Names of witnesses (employees or offenders) to the incident, if any
    - Signature of the reporting officer
    - Date and time report is made
  - b. The Reporting Officer should file the *CCAP Violation Report* during the shift when the evidence supporting the alleged violation is discovered or investigation on the matter is concluded.
7. Review and Investigation by Officer-in-Charge - Upon receipt of a *CCAP Violation Report*, the OIC will:
- a. Review the *Report* for completeness and accuracy of information provided
  - b. Ensure that the Condition cited corresponds to the description of the alleged violation
  - c. Request additional information, if necessary
  - d. Determine if sufficient information exists to notify the offender of the alleged violation
  - e. For the purpose of disciplinary action, a report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred shall not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation. (§115.278[f])
  - f. The facility may discipline an offender for filing a grievance related to alleged sexual abuse only where the facility demonstrates that the offender filed the grievance in bad faith. (§115.252[g])
  - g. The facility may discipline an offender for sexual contact with staff only upon a finding that the staff member did not consent to such contact. (§115.278[e])
8. Decision by Officer-in-Charge
- a. After reviewing the *CCAP Violation Report*, the OIC may:
    - i. Choose not to process the *Report* due to lack of evidence or other irregularities (offender to be informed)
    - ii. Dispose of the *CCAP Violation Report* informally by discussing it with the offender (4-ACRS-6C-01)
    - iii. Refer the *Report* to the Hearings Officer for a hearing.
  - b. The OIC shall have the *CCAP Violation Report* served on the offender as soon as practicable. The offender will be advised of the following rights in the disciplinary process:
    - i. The right to be present at the hearing
    - ii. The right to present written or oral testimony from witnesses
    - iii. The right to a 24 hour minimum preparation time (may be waived)
    - iv. The right to a [Community Reporting Officer Response Form](#) 940\_F17 to submit questions to the Reporting Officer if the Reporting Officer will not be present at the hearing
    - v. Offenders will not be afforded an attorney to represent them in disciplinary hearings.
  - c. The offender should sign to acknowledge that the *CCAP Violation Report* was served and the offender was given the advisement of rights. If the offender refuses to sign, the serving officer

must sign the *Report* to document that the *CCAP Violation Report* was served on the offender.

d. The offender will receive a copy of the *CCAP Violation Report*. (4-ACRS-6C-02)

9. Disciplinary Hearing for Violations

a. Each Facility Unit Head shall designate one or more senior staff to serve as Hearings Officer.

b. Hearings should be held as soon as practicable after the service of the *CCAP Violation Report* while allowing the offender 24 hours to prepare (unless waived by the offender). If the hearing must be delayed because the Reporting Officer is off duty, the *CCAP Violation Report* should be heard within two working days of the employee's return to duty.

c. The Hearings Officer shall conduct a private, informal hearing in the presence of the accused offender, and any staff or offender witnesses (except confidential witnesses).

i. If the Reporting Officer will not be present at the hearing, the written *CCAP Violation Report* and responses on any *Community Reporting Officer Response Form* will stand as the testimony of the Reporting Officer. The Hearings Officer will determine if the Reporting Officer will be present at the hearing.

ii. The hearing need not be recorded.

iii. The Hearings Officer may call witnesses into the hearing to provide their testimony and then excuse them from the hearing.

iv. The offender's P&P Officer or other staff member may appear to assist the offender and stay throughout the hearing.

v. All confidential information presented to the Hearings Officer will be in writing, stating the facts and manner in which the individual came to know these facts.

(a) The statement shall be signed by the witness or the employee who took the statement.

(b) At the Hearing, the Hearings Officer is to present the information in such a manner that will not disclose the identity of the confidential witness.

(c) The offender will be given the opportunity to challenge the content; but will not have the opportunity to confront or know the identity of the confidential witness.

vi. The Reporting Officer and any witnesses should be excused from the hearing before the Hearings Officer renders a decision.

d. The Hearings Officer should consider the testimony of the Reporting Officer, the accused offender, and any witnesses.

i. Based only upon facts presented concerning the alleged violation, the Hearings Officer shall make a fair decision of innocence or guilt using no standard higher than a preponderance of the evidence. (§115.272)

ii. The Hearings Officer will document the reason for the decision on page 2 of the *CCAP Violation Report*.

e. Violations of Condition 12

i. An offender found to have violated Condition 12 by commission of sexual assault and any offender victims will be referred to their P&P Officer for reassessment of the offender's risk of sexual victimization or abusiveness. At the discretion of the Hearings Officer, making sexual advances may also warrant referral. (§115.241[g])

ii. An offender found to have violated Condition 12 by commission of sexual assault shall be referred to the FRC for review and consideration of removal from the program. At the discretion of the Hearings Officer, making sexual advances may also warrant referral.

10. The sanction(s) (see below) assessed should be noted on the *CCAP Violation Report*.

a. In determining the appropriate sanction, consideration shall be given to the nature and circumstances of the violation committed, the offender's disciplinary history, and the sanction imposed for comparable violations committed by other offenders with similar histories. (4-ACRS-6C-04; §115.278[b])

b. Consideration shall be given to whether a mental disability or mental illness contributed to the offender's behavior when determining what type of sanction, if any, should be imposed.

(§115.278[c])

- c. Offenders are not subjected to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping. (4-ACRS-6A-03)
11. Sanctions for Violation of Conditions of Community Corrections Alternative Program (4-ACRS-3A-01)
    - a. Verbal Reprimand
    - b. Written Reprimand
    - c. Written or Reading Assignment
    - d. Extra facility work assignment (not to exceed 30 hours)
    - e. Dorm Restriction (not to exceed 30 days)
    - f. Television Restriction (not to exceed 30 days)
    - g. Commissary Restriction (not to exceed 30 days)
    - h. Phone Restriction (not to exceed 30 days)
    - i. Recreation Restriction (not to exceed 30 days)
    - j. Loss of "Walkman" Radio/CD Player (not to exceed 30 days)
    - k. Visiting Restriction (not to exceed 30 days)
    - l. Hold in from work and facility work assignment (Administrative Hold)
    - m. Restitution for destroyed property
    - n. Fine - not to exceed \$40.00 (to be placed in the Facility Commissary Fund) (If there are insufficient funds to cover the fine, the offender's account will be debited when funds from any source are deposited into the offender's account.)
    - o. Extension from minimum program length to a later discharge date, up to the maximum time established for program completion.
    - p. Recommendation for Program Removal
  12. Review of *CCAP Violation Reports* - Upon a finding of guilt, the *Report* should be reviewed by the Facility Unit Head or Assistant Unit Head within three working days following disposition by the Hearings Officer for appropriateness of sanction assessed and adherence to specified procedures.
  13. Appeals of Disciplinary Hearing Decisions
    - a. The offender, if found guilty, may appeal any decision of the Hearings Officer.
    - b. Appeals shall be submitted in writing by the offender completing the appeal section of the *CCAP Violation Report* and submitting it to the Facility Unit Head, (or the Assistant Facility Unit Head in the absence of the Facility Unit Head), within two working days after the Hearing.
    - c. The Facility Unit Head should respond in writing to the offender's appeal within five working days of receipt of the offender's appeal.
    - d. The Facility Unit Head may approve the action of the Hearings Officer, reduce or suspend the sanction(s) imposed, or refer the *CCAP Violation Report* back to the OIC/Hearings Officer for reconsideration or correction of procedural errors.
    - e. The decision of the Facility Unit Head is final and no further appeals are available.
  14. The original copies of all *Offender Conduct Reports* and *CCAP Violation Reports* where the offender is found guilty should be maintained in the offender Case File.
  15. If the offender is found not guilty, the Hearings Officer may retain the *CCAP Violation Report* in a secure file, but the report shall not be placed in the Case File.
- I. Facility Review Committee
1. The Facility Review Committee (FRC) is a multidisciplinary treatment team that monitors and

benchmarks the offender's progress through the Community Corrections Alternative Program.

2. Normally, the FRC includes the offender's P&P Officer; Assistant Unit Head or Security Supervisor; and one from the following: Senior P&P Officer or other P&P Officer, Educational Instructor, or treatment program provider. Other staff i.e., medical/mental health, may be present as needed to provide information relevant to the FRC proceeding.
3. In addition to documenting positive progress, the FRC may be called upon to address an offender's negative behaviors. All FRC findings shall be documented in VACORIS *Case Notes*.
4. When an offender's pattern of behavior reflects additional review and input may be necessary, the Hearings Officer, after a finding of guilt, may refer the disposition of any Violation of CCAP Conditions to the FRC.
5. The FRC will meet with the offender and review the offender's overall behavior record in the Program.
6. The FRC may recommend a multiplicity of sanctions, including the *Sanctions for Violation of Conditions of Community Corrections Alternative Program* listed in this operating procedure and revision of the *Case Plan* to motivate and/or correct deficiencies in order to allow the offender an opportunity to complete the Program
7. The FRC may recommend the offender be moved to another CCAP facility as needed to address previously unknown treatment needs related to the current violation.
8. The FRC will forward its recommendation to the Facility Unit Head using the [Facility Review Committee Report](#) 940\_F18.

#### J. Detention of Offenders - General Procedures

1. The Facility Unit Head should delegate in writing those facility employees who may authorize the detention of an offender. This authorization will be posted or maintained in a procedure manual easily accessible to all facility employees.
2. Any offender may be detained in approved restraints in accordance with Operating Procedure 420.2, *Use of Restraints and Management of Offender Behavior* (Restricted), or within a secured holding cell as determined by the delegated authority.
3. Any time an offender is detained, the facility Administrative Duty Officer shall be notified immediately, and permission will be secured to continue the use of mechanical restraints and/or placement in a holding cell.
4. An offender should not be detained in restraints for a period greater than four hours. If it becomes necessary to maintain the restraints for a period of more than four hours due to the offender's behavior, the offender will be given the opportunity to use the restroom.
5. Detentions shall not be used for disciplinary or punishment sanctions.

#### K. Use of Holding Cells

1. The Assistant Facility Unit Head shall review any detention of an offender within 72 hours or less and recommend to the Facility Unit Head release of the offender, referral to the Hearings Officer, or referral to the Facility Review Committee for formal review of program continuation/removal.
2. Any offender detained in a holding cell through a meal shall be fed the same meals on the same schedule as the rest of the population.
3. Any offender detained in a holding cell shall be given prescribed medication as scheduled.
4. A holding cell used for overnight housing shall be equipped with a bed above floor level, a working toilet, hand basin, appropriate lighting, and ventilation.
5. Any offender detained in a holding cell overnight should be provided with the same bed linens and mattress and pillow as permitted the general population, offender behavior permitting.
6. Detention, not to exceed 72 hours, may be utilized during an investigation while facts and information

are gathered prior to the filing of a Disciplinary Report.

7. Any offender detained in a holding cell will be permitted to shower and shave at least every third day.
8. Offenders that are detained in a holding cell should forfeit all personal property privileges. Offenders should be provided appropriate clothing and may be permitted to have one religious book. All personal property shall be secured and inventoried at the time the offender is placed in the holding cell.
9. Each offender detained in a holding cell should be checked by a corrections officer at least every 60 minutes on an irregular schedule, with each check recorded on the [Individual Offender Log 425\\_F4](#).
10. While detained in a holding cell, each offender that is believed to be under the influence of drugs or intoxicants should be checked by a corrections officer at least every 15 minutes, with each check recorded on the [Special Watch Log 425\\_F5](#).
11. While detained in a holding cell, each offender who is believed to be a threat to self should be checked by a corrections officer at least every 15 minutes, with each check recorded on the [Special Watch Log 425\\_F5](#).

#### L. Documentation

1. All actions related to detention of a Community Corrections offender should be recorded in the offender *Case Notes*.
2. Copies (or originals if available) of all documents related to detention of a Community Corrections offender should be placed in the offender Case Record.

#### M. Violation/Removal Process

1. An offender otherwise eligible and suitable for a Community Corrections Alternative Program may have the intake deferred or may be temporarily removed from the program to receive medical treatment or other services necessary to allow successful completion of the program. The offender's legal status (incarceration, supervision, etc.) during the deferral or temporary removal shall be determined by the referring agency (Court or Parole Board).
2. An offender can be removed from the Community Corrections Alternative Program for the following reasons:
  - a. General disciplinary reasons
  - b. Violation of the Conditions of Probation/Parole
  - c. Voluntary withdrawal
  - d. Inability to physically or mentally comply with the program
  - e. New criminal charge
  - f. Intractable behavior
3. An offender who is removed or voluntarily withdraws from a Community Corrections Alternative Program is subject to the Court or Parole Board evoking a show cause on the offender to show why the offender's probation, parole, or post release supervision and suspension of sentence should not be revoked.
4. Voluntary Withdrawal
  - a. An offender may make a request for voluntary program removal at any time during their tenure in the program.
  - b. A program staff member, generally a P&P Officer, should meet with the offender and review the offender's decision with them to assure that the offender is aware of all possible consequences of their decision.
  - c. Results of this meeting should be reported to the Facility Unit Head to aid in decisions concerning the offender's status and appropriate handling of the case.
5. Involuntary Removal

- a. Recommendations for program removal may be made as the result of Disciplinary Hearings, actions by the Facility Review Committee, or by recommendations from facility staff.
  - b. The Facility Unit Head, or designee after consultation with the Facility Unit Head, may administratively remove an offender from the program immediately upon the issuance of a PB-15 Warrant, when the offender's behavior possess a significant risk to himself or others to include substantiated PREA complaints of sexual harassment or abuse. The Facility Unit Head may complete and sign the [Facility Review Committee Report](#) 940\_F18 authorizing immediate removal of the offender. (4-ACRS-5A-06)
  - c. Disciplinary hearing documents or Facility Review Committee documentation resulting in the recommendation for removal should bear the review signature of the Facility Unit Head or, in their absence, the Assistant Facility Unit Head. (4-ACRS-5A-06)
6. Involuntary Medical Removal
- a. In accordance with Operating Procedure 720.1, *Access to Health Services*, an offender may be medically removed from the program if a medical condition prevents the offender from participating in the program.
  - b. An offender who is determined by the Unit Health Authority to have a medical condition that necessitates program removal will notify the Unit Head or designee to initiate the offender's removal.
  - c. The offender's facility P&P Officer or higher authority will contact the sentencing Judge, through the local P&P Officer and request authorization to allow the offender to return to their established re-entry location and to remain at liberty pending a resentencing hearing.
  - d. If the judge approves the request, transportation will be arranged and the offender will be under the supervision of the original P&P Office pending the resentencing hearing.
  - e. If the judge denies the request, detain the offender on a PB-15 arrest warrant and transport to the local jail to await the resentencing hearing.
7. Documentation
- a. All actions related to removal of a CCAP offender should be recorded in the offender *Supervision Notes*.
  - b. Copies (or originals if available) of all documents related to removal of a CCAP offender should be placed in the offender Case File.
8. Notification of Facility Removals
- a. Authorization will be secured from the Facility Unit Head or the Assistant Facility Unit Head in the absence of the Facility Unit Head, prior to an offender being removed from the Facility. (4-ACRS-5A-06)
  - b. A facility representative should notify the referring P&P Office or Parole Release Unit immediately upon determination that an offender will be removed from the Program.
  - c. When an offender is removed, the following staff should be notified immediately:
    - i. Chief of Security
    - ii. Senior P&P Officer
    - iii. The offender's assigned P&P Officer - for issuance of PB-15
    - iv. Shift Commander
    - v. Property Officer
    - vi. Medical staff - to ensure that all necessary medications and medical information accompany the offender
    - vii. Fiscal Technician/Office Services Specialist (notify the next working day if removal is not during working hours)
9. Offenders under the Jurisdiction of the Court
- a. A *Probation Officer's Arrest Authority* PB-15 will be issued and the offender will be returned to



the originating jurisdiction.

- b. The referring P&P Office will be notified of the removal and the local jurisdiction should be contacted for case handling instructions.
  - c. Facility staff will promptly prepare a *Major Violation Report*. (See Operating Procedure 920.6, *Violation of Supervision Conditions*.)
10. Offenders under the Jurisdiction of the Parole Board
- a. A *Probation Officer's Arrest Authority* PB-15 will be issued and the offender will be held in custody.
  - b. The program staff in conjunction with the P&P District Office will ensure that a Preliminary Parole Violation Hearing is held.
  - c. If probable cause is found, the program staff will prepare a *Major Violation Report* and submit it to the Post Release Unit.
  - d. A courtesy copy of the report will be provided to the originating unit. If circumstances warrant, the Post Release Unit will be contacted for case handling instructions.

#### N. Completion of the Community Corrections Alternative Program

1. Successful completion of the Community Corrections Alternative Program is based on the offender completing all goals established in the *CCAP Case Plan* as modified during program participation.
2. There is no specific time period in which an offender completes the Community Corrections Alternative Program but targeted completion ranges from 22 to 48 weeks.
3. A facility P&P Officer or other assigned staff shall monitor the offender's progress through the Community Corrections Alternative Program providing periodic updates to the offender, evaluating their progress and citing any areas of concern.
4. When the offender is deemed to be nearing completion, the Facility Review Committee will interview the offender and review their progress to either approve completion or recommend additional treatment goals.
5. At least 10 days prior to an offender's graduation from a CCAP, the offender will be drug tested in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.

#### O. Transition Issues

1. CCAP staff should develop a community re-entry plan in conjunction with the offender.
  - a. This plan should be entered in VACORIS prior to discharge for use by the referring P&P District.
  - b. It should address, at a minimum, a home plan, employment plan, and follow-up treatment services.
  - c. If needed, offenders are aided with their transition to the community, including referrals to assist offenders in locating suitable housing. (4-ACRS-5A-13)
  - d. Facility and P&P District resources are available to assist offenders in locating jobs. (4-ACRS-5A-20)
2. CCAP staff are responsible for submitting an Interstate Compact Transfer request in ICOTS for eligible offenders in accordance with Operating Procedure 920.4, *Interstate Transfer of Supervision*. If the Interstate transfer is accepted prior to the offender's release from the Community Corrections Alternative Program, facility staff will submit an ICOTS *Notice of Departure* and then transfer the ICOTS case to the sentencing P&P District. The Interstate Compact Unit can assist facility staff in transferring ICOTS cases.
3. The CCAP staff will prepare a *Discharge Report* in VACORIS *Supervision Notes* (See Operating Procedure 820.2, *Re-entry Planning*.) once the offender successfully completes the program. The elements of a *Discharge Report* are:
  - a. Evaluation of offender conduct including interaction with others and disciplinary record

- b. Documentation of offender progress and performance in work, education, and programming
  - c. Comments regarding program participation, follow-up needs, and potential issues for community supervision
4. In accordance with COV §19.2-316.2 and §19.2-316.3, probationers shall be placed on intensive supervision following successful completion of the Community Corrections Alternative Program. This will be followed by a period of regular probation of at least one year.
  5. Parolees will continue on supervision subject to such terms and conditions as are imposed by the Parole Board.

#### V. SEX OFFENDER SUPERVISION IN CCAP

- A. Those offenders who have been convicted of a sex offense who meet criteria as referenced in Operating Procedure 930.2, *Community Corrections Alternative Program Referral Unit* may, on a case-by-case basis, be evaluated and considered for commitment to a Community Corrections Alternative Program.
- B. All offenders, to include those offenders admitted into the CCAP who have been convicted of a sex offense, will have the assignment of facility resources and programs based on an individual COMPAS risk/needs assessments and in a face-to-face analysis of the offender's needs established during the development of the *CCAP Case Plan*.
- C. The Facility Unit Head will ensure that each offender admitted to the program receives the same housing, treatment, medical, mental health, educational, and vocational opportunities as every other offender in the program.
- D. The Facility Unit Head will ensure that the facility Senior P&P Officer and designated alternative have successfully completed *Sex Offender Registry* training offered by the Virginia State Police in order to ensure that CCAP sex offenders are properly documented within the *Sex Offender and Crimes Against Minors Registry*.
- E. Sex Offender Employment
  1. Those offenders admitted who have been convicted of a sexually related criminal offense will not be automatically denied the opportunity to secure community employment if community employment is available as part of the program for the general program population and is deemed in the best interest of the Commonwealth and the offender.
  2. The Facility Review Committee (FRC) in conjunction with the offender's P&P Officer will review and make a recommendation to approve or disapprove community placement for employment.
    - a. All FRC recommendations will be reviewed, approved or disapproved by the Facility Unit Head or Assistant Facility Unit Head.
    - b. All FRC actions will be documented on the [Facility Review Committee Report](#) 940\_F18 and the original signed copy will be maintained in the offender case file during the offenders stay in the program.
  3. Employment for sexual offenders should not include jobs that would place them in high-risk situations according to their offense pattern.
  4. The P&P Officer shall verify the employment and ensure that the employment is not in violation of any Virginia Code Section.
  5. The P&P Officer should communicate with the employer to minimize the potential of working in high-risk situations.
  6. Those offenders must be checked at their place of employment consistent with current facility practice for other offenders.
  7. Community employment site visits by the offender's P&P Officer or other facility staff will be minimally documented with a VACORIS log note.

F. Sex Offender and Crimes against Minors Registration (*SP-236 Form*)

1. Virginia law requires all individuals convicted of certain sex offense(s) or murder of a minor to register with the Department of State Police. (See Operating Procedure 735.1, *Sex Offender and Crimes against Minors Registration*.)
2. Sex offenders that are required to register must re-register when entering a Community Facility using the SP-236 form. Facilities should contact the Virginia State Police (VSP) to obtain the most current *Virginia State Police Registration Form (SP-236)*.
3. The supervising P&P Officer shall complete the [\*Change of Address by Registered Sex Offender \(SP-237\) 735\\_F11\*](#) upon becoming aware of the change of home, job, or school address and send that form to the Virginia Department of State Police.
  - a. While assigned to the CCAP facility, the offender's address will be indicated as the CCAP physical location.
  - b. A copy of the *SP-237* should be retained in the offender's case file.
  - c. The offender is to be provided a copy. (See Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.)

VI. REFERENCES

Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*  
Operating Procedure 720.1, *Access to Health Services*  
Operating Procedure 720.4, *Co-Payment for Health Care Services*  
Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*  
Operating Procedure 735.1, *Sex Offender and Crimes against Minors Registration*  
Operating Procedure 802.1, *Offender Property*  
Operating Procedure 802.2, *Offender Finances*  
Operating Procedure 820.2, *Re-entry Planning*  
Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*  
Operating Procedure 864.1, *Offender Grooming and Hygiene*  
Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*  
Operating Procedure 920.4, *Interstate Transfer of Supervision*  
Operating Procedure 920.6, *Violation of Supervision Conditions*  
Operating Procedure 930.2, *Community Corrections Alternative Program Referral Unit*

VII. FORM CITATIONS

[\*Special Watch Log 425\\_F5\*](#) (added 1/1/19)  
[\*Virginia State Police Registration Form \(SP-236\)\*](#)  
[\*Change of Address by Registered Sex Offender \(SP-237\) 735\\_F11\*](#)  
[\*Notification to Offender of Release of Liability 802\\_F3\*](#)  
[\*Notice to All Offenders - General and Special Purpose Correspondence 803\\_F1\*](#)  
[\*PREA Reassessment 810\\_F1\*](#)  
[\*Medical Unsuitability - Community Corrections Facilities 940\\_F10\*](#)  
[\*Conditions of Community Corrections Alternative Programs 940\\_F14\*](#)  
[\*Offender Conduct Report 940\\_F15\*](#)  
[\*CCAP Violation Report 940\\_F16\*](#)  
[\*Community Reporting Officer Response Form 940\\_F17\*](#)

[Facility Review Committee Report](#) 940\_F18

[Cost of Offender Keep](#) 940\_F19

VIII. 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. (4-ACRS-3A-02)

*The office of primary responsibility reviewed this operating procedure in May 2018 and no changes are needed at this time.*

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

*Signature Copy on File*

*3/16/17*

A. David Robinson, Chief of Corrections Operations

Date