



# Virginia Department of Corrections

## Administration and Organization

### Operating Procedure 010.1

#### *Virginia Department of Corrections Administration*

##### **Authority:**

Directive 010, *Administration and Organization*

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##### **ACA/PREA Standards:**

5-ACI-1A-01, 5-ACI-1A-02, 5-ACI-1A-03,  
5-ACI-1A-07, 5-ACI-1A-09, 5-ACI-1A-10,  
5-ACI-1A-15, 5-ACI-1A-16, 5-ACI-1A-17,  
5-ACI-1A-18, 5-ACI-1F-11, 5-ACI-2B-01,  
5-ACI-2B-02, 5-ACI-2B-03, 5-ACI-3A-06; 4  
ACRS-7A-01, 4-ACRS-7B-01, 4-ACRS-7B-02,  
4-ACRS-7D-01, 4-ACRS-7D-02, 4-ACRS-7D-03,  
4-ACRS-7D-34, 4-ACRS-7D-35, 4-ACRS-7D-36;  
4-APPFS-2A-01, 4-APPFS-3A-01, 4-APPFS-3A-25,  
4-APPFS-3A-26, 4-APPFS-3A-28, 4-APPFS-3A-29,  
4-APPFS-3D-01, 4-APPFS-3D-02, 4-APPFS-3D-03,  
4-APPFS-3D-04, 4-APPFS-3D-05, 4-APPFS-3D-07,  
4-APPFS-3D-08, 4-APPFS-3D-09, 4-APPFS-3D-10,  
4-APPFS-3D-14, 4-APPFS-3D-15, 4-APPFS-3D-32,  
4-APPFS-3D-33, 2-CO-1A-01, 2-CO-1A-02,  
2-CO-1A-03, 2-CO-1A-04, 2-CO-1A-05,  
2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-09,  
2-CO-1A-10, 2-CO-1A-11, 2-CO-1A-12,  
2-CO-1A-13, 2-CO-1A-18, 2-CO-1A-19,  
2-CO-1A-20, 2-CO-1A-21, 2-CO-1A-22,  
2-CO-1A-24, 2-CO-1C-01, 2-CO-1C-17,  
2-CO-1F-03, 2-CO-1F-04, 2-CO-1F-05,  
2-CO-2B-01

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## **REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

## **COMPLIANCE**

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

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## DEFINITIONS

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

**Deputies** - Positions appointed by the Director to supervise and manage the Divisions of the Department of Corrections; this includes the Chief of Corrections Operations, Deputy Director for Administration, and the Deputy Director of Programs, Education, and Reentry.

**Executive Team** - The Executive Team includes the Director, Chief of Corrections Operations, Deputy Director for Administration, Deputy Director of Programs, Education, and Reentry, and any other members as determined and designated by the Director.

**Facility** - Any institution or Community Corrections Alternative Program.

**Institution** - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

**Organizational Unit** - A DOC unit, such as a jail, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resources, Offender Management, Internal Audit.

**Organizational Unit Head** - The person occupying the highest position in a DOC organizational unit, such as a correctional facility, Regional Office, Probation and Parole Office, Virginia Correctional Enterprises, Academy for Staff Development, Infrastructure and Environmental Management Unit, Agribusiness Unit, and individual Headquarters units, e.g., Human Resources, Offender Management, Internal Audit.

**Regional Operations Chief** - Positions authorized to supervise and manage Regional Administrators, Wardens, Superintendents, Chiefs of Probation and Parole, and all Regional Office staff in a designated region; Eastern, Central, and Western.

## PURPOSE

This operating procedure establishes the Department of Corrections' (DOC), authority, leadership, organizational structure, mission, goals, and objectives, and provides guidance for the management practices of Administration, Institutions, Community Corrections Alternative Programs (CCAPs), and Probation and Parole (P&P).

## PROCEDURE

### I. Department of Corrections (DOC) Structure and Organization

#### A. Establishment of DOC

1. COV §53.1-8, *Department of Corrections*, establishes the DOC as an executive department responsible to the Governor. (5-ACI-1A-01; 4-ACRS-7A-01; 2-CO-1A-01)
2. COV §53.1-20, *Commitment of convicted persons to custody of Director*, provides for convicted persons to be committed to the custody of the DOC for incarceration. (4-ACRS-7A-01; 2-CO-1A-02)
3. COV §53.1-140 et seq., *Powers and duties of Director of Department*, establish the powers and duties of the DOC Director to divide the Commonwealth of Virginia into P&P Districts to serve the Virginia Parole Board (VPB) and the Circuit Courts in the management and supervision of probationers/parolees in the community. (4-APPFS-3D-01, 4-APPFS-3D-14)
4. COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*, authorizes the DOC to establish Community Corrections Alternative Programs (CCAPs). (4-ACRS-7A-01)
5. COV §53.1-262, *State correctional facilities; private contracts*, authorizes the DOC to enter into contracts with private correctional agencies for provision of correctional services. COV §53.1-266, *Department shall promulgate regulations*, and 6 VAC 15-45, *Regulations for Private Management and Operation of Prison Facilities*, establish the legal requirements for prison contractors. (53.1-262)

#### B. DOC Leadership

1. The DOC must be under the supervision and management of the Director to whom all employees or units of management are responsible. (4-APPFS-3D-14; 2-CO-1A-06, 2-CO-1A-10)
2. COV §53.1-9, *Appointment of Director; term*, provides for the Director to be appointed by the Governor, subject to confirmation by each house of the General Assembly to serve a term coincident with that of the Governor and to serve at the pleasure of the Governor. The educational, operational, and administrative qualifications of the Director are taken into consideration by the Governor in determining appointment to the position. (4-APPFS-3D-14; 2-CO-1A-06, 2-CO-1A-11)
3. COV §53.1-10, *Powers and duties of Director*, defines the powers and duties of the Director. In the event of an absence, the Director will appoint an Acting Director to serve in their capacity with all power and duties delegated to the position. (4-APPFS-3D-02; 2-CO-1A-06)
4. The Director will have the authority to promulgate rules and regulations in accordance with COV §§ 53.1-10, 53.1-37, *Furloughs generally; travel expenses; penalties for violations*, COV §53.1-42, *Allowance for work and disposition thereof*, COV §53.1-60.1, *Duties of Director in collecting court-imposed debt*, COV §53.1-145, *Powers and duties of probation and parole officers*, COV §53.1-150.1, *Contribution by persons on parole*, COV §53.1-200, *Conditions for good conduct allowance* and COV §53.1-266, *Department shall promulgate regulations*.
5. COV §53.1-12, *Divisions of Department; division heads* provides for the Director to establish in the DOC such divisions and regional offices as may be necessary and must appoint heads of these divisions and offices in accordance with Operating Procedure 102.2, *Recruitment, Selection and Appointment*.
6. DOC employees and employees of other public or private organizations providing a service to the DOC are accountable to the Organizational Unit Head of the program in which they work. (2-CO-1C-17)



### C. DOC Organization

1. The DOC is organized so that similar functions, services, and activities are grouped into administrative subunits. The organizational plan clearly designates lines of responsibility, authority, support, and liaison. This plan is reviewed at least annually by the Human Resources Director and updated if needed. (4-APPFS-3D-03; 2-CO-1A-13)
2. The DOC has a current organizational chart that accurately delineates the structure of authority, responsibility, and accountability within the agency; see Attachment 1, *Organizational Chart*. (5-ACI-1A-01; 4-APPFS-3D-03; 2-CO-1A-12, 2-CO-1C-01)

### D. Communications

1. The Director will meet at least monthly with all Headquarters department heads and key staff members to ensure open communications. This meeting includes the Executive Team with membership established by the Director. (2-CO-1A-19)
2. Department heads will meet at least monthly with their direct reports for purposes of delegating authority, assigning responsibility, coordinating, and supervising work. (2-CO-1A-18)
3. DOC news, events, and announcements are communicated by the DOC website, intranet, newsletters, email, and other modes of communication.
4. The DOC Communications Unit provides information through news releases, the DOC public website, media interviews, social media, and other modes of communication.
5. The DOC Communications Unit also provides video production services. The *Video Production Request* 010\_F6 will be used to request the DOC Communications Unit to produce a video.

### E. Mission, Goals, and Objectives

1. DOC's Mission, Vision, and Values describe the philosophy, goals, and purposes of the DOC. They are reviewed at least annually and updated if needed. (2-CO-1A-04) The current statements are displayed on the DOC *Public Website*.
2. The responsibilities of the Director and other appointed personnel are specified in the *Virginia Department of Corrections Strategic Plan*. (2-CO-1A-06)
3. The Director meets with Executive Staff and other key staff who, based on input from all levels of staff in their area of responsibility, review the *Virginia Department of Corrections Strategic Plan* at least annually to update it as needed. (4-APPFS-3D-07; 2-CO-1A-07)
  - a. The *Virginia Department of Corrections Strategic Plan* establishes policies and procedures for short term and long-term planning for the achievement of administrative and functional goals. (2-CO-1A-05, 2-CO-1A-09)
  - b. Part of this review process is the formation of goals, establishing policies and priorities related to them, and translating the goals into measurable objectives for accomplishment by field staff. This planning process addresses the operational, supervision, and service needs of the entire DOC.
4. The Director will ensure implementation and maintenance of the following:
  - a. Written, current departmental operating procedures
  - b. Departmental Audits, Operational Efficiency Measures, Operational Assessments
  - c. Best practices and orientation
  - d. Staff training programs
  - e. Inmate and CCAP probationer/parolee classification processes
  - f. Security and communication systems
  - g. Provisions for fire safety and emergency response
  - h. Services to meet inmate and probationer/parolee needs
  - i. Provisions for facility maintenance and sanitation

## F. Evaluation and Monitoring of DOC Performance and Progress

1. Operations Efficiency Measures must be reported at least quarterly to review summaries of the characteristics, movement, and status of the inmate and probationer/parolee population and assess and document achievement of goals and objectives. (4-APPFS-3D-08; 2-CO-1F-05)
2. The Director and Executive Staff monitor Operations Efficiency Measures reports and reports from those responsible for the management information system and research programs to measure performance and progress toward achieving previously identified program objectives at least annually, and program changes are implemented in response to findings as necessary. (4-APPFS-3D-08; 2-CO-1A-21, 2-CO-1F-03, 2-CO-1F-04)
3. The Director oversees publication of the *Management Information Summary Annual Report* as review of DOC operations and programs that includes goals, objectives, outcome measurements, programs, budget, major developments, and plans. The report describes facility functions and services furnished to the Courts, VPB, inmates, probationers/parolees, and the community. (4-APPFS-3D-10; 2-CO-1A-22, 2-CO-1A-24)

## II. Department of Corrections Facilities

### A. Facility Leadership

1. A Chief of Corrections Operations (CCO), who reports to the Director, oversees all field operations of the DOC.
2. The Commonwealth is divided into regions, each of which is headed by a Regional Operations Chief who reports to the CCO.
3. The Regional Operations Chief is supported by a Regional Administrator for Institutions, a Regional Administrator for Community Corrections, Regional Managers, and assigned specialists and clerical staff.
4. Each facility is headed by a Warden or Superintendent (Facility Unit Head) selected in accordance with Operating Procedure 102.2, *Recruitment, Selection and Appointment*, and approved by the Director. The Facility Unit Head oversees all inmates and CCAP probationers/parolees, employees, volunteers, programs, and activities connected with the facility. (5-ACI-1A-07; 2-CO-1C-17)
5. To be considered qualified, a Facility Unit Head must possess significant related administrative experience and demonstrated administrative ability and leadership. A bachelor's degree in criminal justice or related field is a preferred qualification. The Department of Human Resource Management (DRHM) stipulates 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. (5-ACI-1A-09; 4-ACRS-7B-01)
6. All professional staff comply with applicable state and federal licensure, certification, or registration requirements. Verification of current credentials is on file in the employing Organizational Unit. (4-ACRS-7B-02)

### B. Facility Organization

1. Each facility must maintain a written document describing the facility's organization including an organizational chart that groups similar functions, services, and activities in administrative sub-units. This document is reviewed annually and updated as needed. (5-ACI-1A-10; 4-ACRS-7D-03)
2. Each facility will be organized into management units. (5-ACI-2B-03)
  - a. The maximum size of a single management unit is variable and is based on the characteristics of its inmate and CCAP probationer/parolee population.
  - b. The exact size of each management unit is determined by:
    - i. The security classification of the inmate and CCAP probationer/parolee occupants (higher security levels require smaller unit size).





- ii. The ability of staff to complete regular security checks, maintain visual and auditory contact, maintain personal contact and interaction with inmates and CCAP probationers/parolees, and be aware of unit conditions.

### C. Facility Communication

1. The Facility Unit Head will attend periodic regional and statewide DOC meetings to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements. (4-ACRS-7D-34)
2. The Facility Unit Head will hold regular meetings with all department heads, such as Medical/Mental Health staff, Treatment staff, Business staff, Wastewater Treatment and Building & Grounds at least monthly. (5-ACI-1A-15; 4-ACRS-7D-35, 4-ACRS-7D-36)
3. Department heads will hold regular meetings with their key staff at least monthly. (5-ACI-1A-15)
4. Formal meetings will be documented in written minutes to be provided to all eligible members of the meeting group including those unable to attend the meeting.
5. There will be adequate two-way communication among all levels of staff and inmates and CCAP probationers/parolees. The communication may consist of employee advisory committee meetings, employee suggestion programs, focus groups, memos, face-to-face meetings, inmate and CCAP probationer/parolee advisory committee meetings, request forms, informal complaints, grievances, etc. (5-ACI-1A-16; 4-ACRS-7D-36)
6. Facilities with an inmate and CCAP probationer/parolee advisory committee must maintain an Implementation Memorandum, see Operating Procedure 010.4, *Operating Procedure Management*, to provide facility specific information on: (5-ACI-1A-16)
  - a. Functions of the committee
  - b. Eligibility, recruitment, selection, appointment, and removal from term of office for committee members
  - c. Committee officers' selection and duties
  - d. Frequency and duration of committee meetings
  - e. Agenda preparation, submission, and approval
  - f. Preparation and posting of meeting minutes
  - g. The committee will focus on broad issues impacting the inmate and CCAP probationer/parolee population and not individual personal issues.
7. Staff at all levels are encouraged to provide relevant information, ideas, and suggestions for improvement in the operation of the facility to supervisory staff, either verbally, at staff meetings, or in writing.
8. The facility will encourage staff and inmate and CCAP probationer/parolee interaction. The facility will have a management system that provides staff with the authority to make decisions, the ability to make recommendations regarding security, classification, services, and programs for inmates and CCAP probationers/parolees. (5-ACI-2B-02)
9. The Administrative Duty Officer will tour the facility compound during the scheduled duty week in accordance with Operating Procedure 401.3, *Administrative Duty Coverage*. Other staff are directed to act with the highest degree of professionalism in their communications and interactions with inmates and CCAP probationers/parolees. (5-ACI-2B-01; 2-CO-2B-01)
10. Prior to the beginning of each shift, the off-going Shift Commander must brief the oncoming Shift Commander regarding facility status, incidents, etc. A pass-down log or similar device should be used to document information passed from one shift to another.
11. Prior to the beginning of each shift, the Shift Commander will conduct a briefing with security staff.
  - a. The briefing will include a review of the off-going shift status, a discussion of security instructions



and procedures (including routine and emergency post assignments), an inspection of security staff, and an opportunity for security staff questions and feedback.

- b. Each Shift Commander must document roll call discussion and presentations (e.g., using a briefing logbook, briefing minutes, or *Security Supervisor's Daily Activity Report* 430\_F7).
12. Bulletin boards, or other methods of information distribution, will be placed at strategic locations throughout the facility to communicate information to staff, inmates, and CCAP probationers/parolees.
13. All employees with DOC computer accounts are strongly encouraged, as a best practice, to check their electronic messaging each working day for operating procedure updates, Departmental Executive memoranda, and other incoming information.

#### D. Facility Mission, Goals, and Objectives

1. Each facility must complete a *Unit Mission* 010\_F4 annually delineating the facility's mission within the context of the DOC. (5-ACI-1A-02) The mission statement should list the top five programs and services available in the facility such as:
  - a. Security level designation
  - b. Male or female inmates and CCAP probationers/parolees
  - c. Reception units
  - d. Re-entry, pre-release units
  - e. Separate units for special inmates and CCAP probationers/parolees
  - f. Therapeutic Community drug treatment programs
2. The Facility Unit Head will formulate measurable objectives at least annually to document the facility's goals in support of the *Virginia Department of Corrections Strategic Plan* goals. (5-ACI-1A-03; 4-ACRS-7D-01)
  - a. The Facility Unit Head will use *Unit Objectives* 010\_F5, to specify and define the facility's criteria for evaluating overall performance. (5-ACI-1F-11)
  - b. An objective is a statement that describes the unit's short-term plan of action for accomplishing the larger goal. The acronym S.M.A.R.T. is used to describe the criteria of a well-written objective:
    - i. Specific - be clear, action-based statement of what you intend to do
    - ii. Measurable - quantify progress toward achieving your objective
    - iii. Achievable - be feasible and within your control while still challenging
    - iv. Relevant - be related to your daily functions and duties
    - v. Timed - have a target date for accomplishing, possibly with interim deadlines along the way
  - c. The Unit must develop one or two objectives with measures that support each of the six main goals of the *Virginia Department of Corrections Strategic Plan*.

#### E. Evaluation and Monitoring of Facility Performance and Progress

1. *DOC Operations Efficiency Measures* - This document identifies an ongoing system of monitoring of facility operations, programs, inspections, and reviews, which are conducted annually for the facility to assess achievement of its goals and objectives. In response to the findings, program changes must be implemented as necessary. (5-ACI-1A-17; 4-ACRS-7D-02)
2. Facility performance will also be evaluated through an annual *Security Readiness Assessment*; see Operating Procedure 030.3, *Monitoring and Assessment of DOC Performance and Progress*, annual Program Evaluations; see Operating Procedure 841.1, *Inmate Programs*, audits conducted by the DOC Compliance and Accreditation Unit or American Correctional Association (ACA), and audits related to the Prison Rape Elimination Act (PREA). (5-ACI-1A-17, 5-ACI-1F-11)
3. Facility population data will be maintained on a "real time" basis in VACORIS to be available to all levels of the DOC. (5-ACI-1A-18)
4. Major incidents must be reported to the DOC Operations and Logistics Unit (OLU) Operations Center



and documented in VACORIS by noon of the next working day per Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*. The OLU Operations Center reports incidents to the appropriate executive and administrative staff either by immediate notification or daily briefing reports. (5-ACI-1A-18)

5. The institution must report major developments in each department or administrative unit, its assessment of staff and inmate morale, and major problems and plans for solving them to the regional office at least quarterly using the *Institutional Status Report* in the VACORIS incident module. (5-ACI-1A-18)

### III. Department of Corrections Probation and Parole (P&P)

#### A. P&P Leadership

1. A CCO, who reports to the Director, oversees all field operations of the DOC.
2. The Commonwealth is divided into regions, each of which is headed by a Regional Operations Chief who reports to the CCO.
3. The Regional Operations Chief is supported by a Regional Administrator for Community Corrections, Regional Managers, and assigned specialists and clerical staff.
4. A Chief P&P Officer, who reports to the assigned Regional Administrator for Community Corrections, heads each P&P District.
  - a. Each P&P District has one or more Deputy Chief P&P Officers who report to the Chief P&P Officer.
  - b. Each Deputy Chief P&P Officer supervises an assigned group of P&P Officers and Surveillance Officers.
  - c. Senior P&P Officers who report to the Chief or Deputy Chief P&P Officer may supervise an assigned group of P&P Officers and Surveillance Officers.
  - d. Additional support and specialist staff are assigned based on the P&P District needs and available resources.
5. There is a written description and organizational chart that reflects the current structure of authority, responsibility, and accountability within the P&P District. Similar functions, services, and activities will be grouped into administrative sub-units. These documents are reviewed at least annually and are updated as needed. (4-APPFS-3D-03)
6. The DOC provides the administrative and clerical support needed at all levels to accomplish P&P goals. (4-APPFS-3A-28)

#### B. P&P Organization

1. Each P&P District is headed by an administrator with the following preferred qualifications: a bachelor's degree with coursework in criminal justice or a related human services field, significant related experience, and demonstrated administrative ability and leadership. The DHRM stipulates that 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. (4-APPFS-3D-15)
2. The preferred qualifications for an entry-level P&P Officer are a minimum of a bachelor's degree with coursework in criminal justice or a related human services field or completion of a career development program that includes work-related experience, training, or college credits providing a level of achievement equivalent to a bachelor's degree. (4-APPFS-3A-01)
3. Field staff who have caseloads will report, as directed, to their designated supervisor who has received mandated training in supervisory functions. (4-APPFS-3A-26)
4. The written workload formula must be used to allocate work to field staff and supervisors to accomplish stated goals. (4-APPFS-3A-25)



### C. P&P Communication

1. The Director or delegated designee ensures that P&P field services data is collected, recorded, organized, processed, and reported through VACORIS for information management purposes. (4-APPFS-3D-32)
2. The Chief Information Officer and the Director of Research must forward, at a minimum, quarterly reports to the Director in addition to reports available in VACORIS. (4-APPFS-3D-33)
3. The Chief P&P Officer or designee will regularly attend meetings with DOC administrators to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements.
4. Staff will attend monthly meetings to discuss issues, problems, opportunities, policies, procedures, programs, and services. (4-APPFS-3A-29)
  - a. All new or revised policies, procedures, protocols, and general guidance will be disseminated to all affected staff, volunteers, service providers, and probationers/parolees when appropriate as soon as possible after receipt and addressed at staff meetings.
  - b. General summaries of the meetings will be compiled and maintained by the Chief P&P Officer or designee.

### D. P&P Mission, Goals, and Objectives

1. The Director ensures the preparation of a DOC mission statement and long-term P&P field services goals that are reviewed at least annually and updated if needed. The *Virginia Department of Corrections Strategic Plan* documents practical and specific plans to achieve long-term goals. (4-APPFS-2A-01, 4-APPFS-3D-04)
2. The Director or designee, with input from staff, is responsible for the formation of P&P field services goals, establishing policies and priorities related to them, and translating the goals into measurable objectives for accomplishment by field staff. This planning process addresses the supervision and service needs of the agency. (4-APPFS-3D-05)
3. The P&P District's *Unit Mission* 010\_F4 affirms that the supervision program is to provide necessary services to the probationer/parolee with the goal of reducing the probability of continued criminal behavior on the part of the probationer/parolee. (4-APPFS-2A-01)
4. Each P&P District must use the *Unit Objectives* 010\_F5 to establish measurable goals and objectives that support DOC goals and objectives. The objectives are reviewed at least annually and updated as needed. (4-APPFS-3D-04)

### E. Evaluation and Monitoring of P&P Performance and Progress

1. P&P must use their internal system for assessing and documenting achievement of goals and objectives at least annually. In response to the findings, program changes must be implemented as necessary (4-APPFS-3D-08)
2. Inspections, assessments, and audits are conducted to ensure:
  - a. Safe work environment; see Operating Procedure 910.1, *Probation and Parole Office and Staff Safety and Security*.
  - b. Program and service effectiveness.
  - c. That opportunities and deficiencies, including workload imbalances, are identified and acted upon.
  - d. Compliance with applicable standards, policies, procedures, protocols, and regulations.
    - i. All P&P Districts will be inspected, assessed, or audited every calendar year unless exempted by the CCO or higher authority. (4-APPFS-3D-09)
    - ii. ACA accreditation audits will be conducted at least every three years for P&P field services.
    - iii. Each Regional Administrator will develop procedures and assign staff as needed to carry out the inspections, assessments, and audits.
    - iv. The inspections, assessments, and audits may cover any operational area of the affected

organizational unit and may be conducted at any time, as needed.

- (a) Summary reports will be forwarded to the Regional Administrator within 10 working days after the completion of the inspection, assessment, or audit.
- (b) The next level of supervision will take the necessary steps to develop and follow-up the corrective actions until any deficiencies have been corrected.
- (c) One copy of the annual program review report must be provided to the Compliance, Certification, and Accreditation Manager.

## REFERENCES

COV §53.1-8, *Department of Corrections*

COV §53.1-9, *Appointment of Director; term*

COV §53.1-10, *Powers and duties of Director*

COV §53.1-12, *Divisions of Department; division heads*

COV §53.1-20, *Commitment of convicted persons to custody of Director*

COV §53.1-37, *Furloughs generally; travel expenses; penalties for violations*

COV §53.1-42, *Allowance for work and disposition thereof*

COV §53.1-60.1, *Duties of Director in collecting court-imposed debt*

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*

COV §53.1-140, *Powers and duties of Director of Department*

COV §53.1-145, *Powers and duties of probation and parole officers*

COV §53.1-150.1, *Contribution by persons on parole*

COV §53.1-200, *Conditions for good conduct allowance*

COV §53.1-262, *State jails; private contracts*

COV §53.1-266, *Department shall promulgate regulations*

6 VAC 15-45, *Regulations for Private Management and Operation of Prison Facilities*

Operating Procedure 010.4, *Operating Procedure Management*

Operating Procedure 030.3, *Monitoring and Assessment of DOC Performance and Progress*

Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*

Operating Procedure 102.2, *Recruitment, Selection, and Appointment*

Operating Procedure 401.3, *Administrative Duty Coverage*

Operating Procedure 841.1, *Inmate Programs*

Operating Procedure 910.1, *Probation and Parole Office and Staff Safety and Security*

*Virginia Department of Corrections Strategic Plan*

## ATTACHMENTS

Attachment 1, *Organizational Chart*

## FORM CITATIONS

*Unit Mission* 010\_F4

*Unit Objectives* 010\_F5

*Video Production Request* 010\_F6

*Security Supervisor's Daily Activity Report* 430\_F7

