



Virginia Department of Corrections

Records and Information Management

Operating Procedure 050.4

Reporting Daily Population

Authority:

Directive 050, *Offender Records Management*

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Incarcerated Offender

ACA/PREA Standards:

5-ACI-1F-09, 5-ACI-1F-10; 4-4103, 4-4104;
2-CO-1F-08

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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.

The content owner reviewed this operating procedure in February 2021 and determined that no changes are needed.

COMPLIANCE

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

Table of Contents

DEFINITIONS	3
PURPOSE	4
PROCEDURE.....	4
I. Count Reporting Basics.....	4
II. Court Releases.....	4
III. Bed Holds.....	5
IV. Bed Transactions	6
REFERENCES.....	6
ATTACHMENTS	6
FORM CITATIONS	6



DEFINITIONS

Death Row - Beds that may be assigned only to offenders who are currently under sentence to be executed

General Population Beds - Beds that are available for general population offender assignment

Internal Status - The descriptive designation of the offender's internal assignment e.g., cadre, corrections construction, Restorative Housing (RHU), SD1 and SD2, general population, reception center, Steps to Achieve Reintegration (STAR) Program and others as determined by Central Classification Unit staff

Medical - A hospital bed at a correctional facility or state hospital

Mental Health - A bed assigned at a correctional mental health unit or facility

Parole Violator - A bed assigned to an offender returning to custody from parole

Protective Custody - A classification status for offenders requesting or requiring separation from other offenders as a result of their personal security needs

Reception - A bed assigned at an established reception center used to initially receive and classify offenders from local jails

PURPOSE

This operating procedure establishes a standard system for reporting daily population of offenders incarcerated in Department of Corrections facilities, which aids in proper management and utilization of bed space. Under this reporting system, an offender's assignment and incarceration status will be available within twenty-four hours of a status change.

PROCEDURE

I. Count Reporting Basics

A. The facility count day will begin at midnight each day and end at the following midnight.

B. Reporting

1. Each facility must update offender movement (transports, transfers, bed reassignments, releases, etc.) in VACORIS on a real time basis to maintain a report on offender population movement and report the facility population to Headquarters. (5-ACI-1F-10; 4-4104)
2. VACORIS maintains a master index identifying all offenders who are assigned to each facility. (5-ACI-1F-09; 4-4103, 2-CO-1F-08)
3. Assignable and Special Purpose Bed Management
 - a. Upon the completion of their Special Purpose Bed Management time, offenders assigned to Special Purpose Bed Management will be returned to a general population bed or referred to the *Institutional Classification Authority (ICA)* for review of appropriate assignment. The *Internal Status* must be changed in VACORIS to reflect the decision of the ICA.
 - b. Offenders assigned to a local, civilian hospital must have an assignable bed to facilitate their immediate return upon completion of medical services. Offenders out to local civilian hospitals will not be deducted from the facility count; however, these offenders will be shown in an out-count status until they return to the facility.
 - c. Offenders sent to the *Greensville Infirmiry, State Farm Enterprise Unit Infirmiry (SFI), State Farm Correctional Center Infirmiry (SFIA), MCV Security Ward, Southampton Memorial Hospital Security Ward, or Central State Hospital* will be dropped from the count of the sending facility and added to the count at the receiving facility.

II. Court Releases

A. It will be the responsibility of the Facility Unit Head or official designee at the facility to verify the authenticity of all *Court Orders* received ordering the release of an offender for Court appearances.

1. Facility staff will call the Court that issued the order and confirm its validity. If unable to make direct contact with the Court, confirmation that the offender is on the Court docket should be done through the Courts online website at www.courts.state.va.us.
2. The *Court Order* must contain the name of the offender, place of destination, purpose of proceeding, date of release, name of Court ordering the release, and an original or attested signature. Per COV §19.2-310, *Transfer of prisoners to custody of Director of Department of Corrections*, the Clerk of the Court may transmit or make available a copy or copies of the *Court Order* electronically.
3. If there are questions about the *Court Order*, facility staff will contact the Transportation Coordinator at Central Classification Services (CCS) for assistance or advice. CCS will contact the Office of the Attorney General if necessary.

B. If a non-DOC law enforcement authority arrives after hours to transport an offender to Court, the Shift Commander, in the absence of Records Office Staff, will be responsible for confirming identification of the transporting officers, completing *Release Documentation*, and releasing the offender to the transporting authority in accordance with Operating Procedure 050.3, *Facility Release of Offenders*. No offender will be released without prior notification and verification without explicit approval of the

Facility Unit Head.

- C. Offenders sent to Court will be taken off the count and placed into “out-to-court” status. The *Daily Offender Population and Movement Report* will indicate which jail will house the offender. The facility will report the offender in “out-to-court” status on the *Daily Offender and Population Movement Report* until the offender returns.
- D. When an offender is sent out to Court and is released by the facility to non-Virginia Department of Corrections agents, the facility’s Records Manager or designee will confirm the offender’s arrival by telephone within 24 hours after the offender’s release.
1. The Facility Unit Head, or designee, will prepare the [Court Appearance Log](#) 050_F5 and maintain a *Court Transportation Log Book* that will show the jurisdiction to which the offender was sent, and the name, address, and title of the responsible law enforcement agency or officer having custody of the offender for Court.
 2. The facility’s Records Manager, or designee, will confirm the offender’s status by contacting the jail/agency holding the offender by telephone every 30 days or until the offender is returned, whichever occurs first.
 3. All such contacts will be documented on the [Court Appearance Log](#) 050_F5. (Note: This action is desirable from a records and legal point of view since mere remand to appear in Court does not relieve the DOC of the offender’s custody; unless a legal *Court Order* is entered directing the DOC to relinquish custody.)
- E. Upon completion of a Court appearance, all offenders in “out-to-court” status will be returned to the facility from which they were sent. When the offender is returned to the facility, the Facility Unit Head, or designee, will have authority, based on the action of the Court, to return the offender to an assignable bed, or to place the offender in restorative housing pending a security reclassification per Operating Procedure 830.1, *Institution Classification Management*.
- F. If a legal update is received that indicates an offender is to be released in compliance with a *Court Order*, the offender will be reported as “release by Court Order” (BCO).
1. If a *Court Order* is received by a facility that directs the release of an offender, it will be sent immediately to the Manager, Court and Legal Services Section, and no action will be taken to affect their release until a time computation update is received.
 2. When there is any question concerning a release, call the Manager, Court and Legal Services Section (804-887-7989) for assistance and/or confirmation.
- G. All *Court Orders* and Court dispositions must be forwarded to the Manager, Court and Legal Services Section, per Operating Procedure 050.1, *Offender Records Management*.

III. Bed Holds

- A. Facilities are authorized to hold a bed for up to two calendar days for offenders who are out to Court or out to Medical.
- B. Information will be conveyed to the Central Transportation Supervisor, or designee, by the facility that is responsible for reporting available beds to Central Transportation daily.
- C. All such offenders will be scheduled for return to the next available general population bed following the facility’s receipt of notice that the offender is ready to return.
1. Offenders who are returning from hospital facilities will generally receive first priority.
 2. Second priority will be given to offenders returning from local or federal confinement for court or other purposes.
 3. Third priority will be given to those offenders returning to the general population from special purpose bed assignments.

4. These priorities may be revised when impacted by other operational priorities as necessary based on systematic bed management needs as determined by the Director of Offender Management Services, or designee.

D. When unavoidable, an offender returning to a facility for general population placement, who cannot be placed in a general population bed, may be temporarily placed in a special purpose bed assignment.

1. Such offenders should be afforded the same privileges as general population, to the extent possible, without disrupting the orderly operation of the special purpose bed sections and facility as a whole.
2. If it appears that such temporary assignments may become protracted, the Offender Management Services should be alerted and assistance requested for other appropriate arrangements.

IV. Bed Transactions

A. All offenders must have a designated *Internal Status* assigned in VACORIS.

B. Major facilities equipped with local jail facilities (*State Farm Enterprise Unit, Virginia Correctional Center for Women, Greensville Correctional Center*) will not report county jail beds as part of assignable or special purpose bed population.

1. Upon assignment into these beds, the facility must contact the Manager, Offender Intake Unit to have a VACORIS number assigned, if needed.
2. These beds are under the jurisdictional control of the localities involved and will be accounted for by the respective local sheriff housing offenders in one of those facilities.

C. Offenders assigned to the Corrections Construction Unit will be reported daily by the facility housing them at the time. The supervisor of the offenders assigned will insure that they are cleared from the facility before leaving.

REFERENCES

COV §19.2-310, *Transfer of prisoners to custody of Director of Department of Corrections.*

Operating Procedure 050.1, *Offender Records Management*

Operating Procedure 050.3, *Facility Release of Offenders*

Operating Procedure 830.1, *Institution Classification Management*

ATTACHMENTS

None

FORM CITATIONS

[Court Appearance Log](#) 050_F5