



# Virginia Department of Corrections

## Records and Information Management

### Operating Procedure 050.6

#### *Access to Inmate and Probationer/Parolee Record Information*

##### **Authority:**

Directive 050, *Inmate and Probationer/Parolee  
Records Management*

**Effective Date:** May 1, 2023

**Amended:** 5/20/24

##### **Supersedes:**

Operating Procedure 050.6, May 1, 2020

**Access:** ☐ Restricted ☒ Public ☒ Inmate

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

5-ACI-1E-04; 4-ACRS-7D-11; 2-CO-1E-06

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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 May 2024 and determined that no changes are needed.*

### 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

**Alcohol and Drug Abuse Information** - Information regarding the identification, diagnosis, prognosis, or treatment of an inmate or probationer/parolee relative to their participation in an alcohol or drug program.

**Amend** - The formal process of altering, modifying, or removing content from a document or an electronic record in VACORIS in order to correct inaccurate or erroneous information.

**Case File** - A confidential computer record maintained in VACORIS, ICOTS, and/or written record material maintained in a P&P Office or Community Corrections Alternative Program regarding the probationer/parolee that includes documentation of all action, which has occurred in the case.

**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*.

**Correctional Status Information** - Records and data concerning each condition of a convicted person's custodial status, including probation, confinement, study release, work release, escape, or termination of custody through expiration of sentence, parole, pardon, or Court decision; reference COV §9.1-101, *Definitions*.

**Criminal History Record Information** - Records and data collected by criminal justice agencies on adult individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal charges, and any disposition arising there from; the term will not include juvenile record information that is controlled by COV §16.1-226 et seq., *Juvenile and Domestic Relations District Court Law*, criminal justice intelligence information, criminal justice investigative information, or correctional status information; reference COV §9.1-101, *Definitions*.

**Criminal Investigative Information** - Information on identifiable individuals compiled during case management or investigation related to specific criminal acts; this is the general case file material excluding the criminal history.

**Criminal Justice Agency** - A Court or government agency, or any sub-unit thereof, that performs the administration of criminal justice pursuant to a statute or Executive Order, as defined in COV §9.1-101, *Definitions*.

**Educational Documents** - Diplomas, High School Equivalency or GED Certificates, Career and Technical Education Certificates, apprenticeship documentation, transcripts, and other such documentation of educational achievements.

**Expunge** - The removal of a document or materials, or the deletion, erasure, blotting out, or striking out of a portion of a document or materials, as though the expunged material had not existed, so that all mention of a particular matter contained in an inmate's or probationer's/parolee's hard copy is completely eradicated from those records.

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

**Facility Folder** - A two-part folder established at reception for each new inmate received into the DOC on or after August 1, 2015, for the storage of the *Property Envelope* and institution specific information not uploaded to VACORIS.

**Health Record** - A file that contains information relative to the inmate's or CCAP probationer's/parolee's medical, dental, and mental health condition, and treatment. The health record is maintained at the inmate's or CCAP probationer's/parolee's facility of assignment and follows the inmate or CCAP probationer/parolee throughout the term of incarceration or period of supervision.

**Historical Hardcopy Record** - The original criminal record, established at reception for each inmate in an institution prior to August 1, 2015, containing all original incarceration documents.

**Indigent Inmate and CCAP Probationer/Parolee** - An inmate or CCAP probationer/parolee who during the previous month had less than \$5.00 in their trust account for discretionary spending and had no job or other source of income that provided as much as \$5.00, or an inmate or CCAP probationer/parolee newly received into a facility with no available funds and no hygiene items. An inmate's or CCAP probationer's/parolee's access to facility



Court appointed attorneys or local magistrates are excluded from this definition.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

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

**Interstate Compact Offender Tracking System (ICOTS)** - The web-based system used by all states and U.S. Territories to transfer and monitor the supervision of probationers and parolees while under Interstate Compact for Adult Offender Supervision.

**Mental Health Information** - Any information relative to the inmate's or CCAP probationer's/parolee's mental health status or treatment, including that part of the inmate's or CCAP probationer's/parolee's Health Record that deals primarily with mental health issues.

**Notification Information** - Records, reports, and notices that are generated specifically for the information and receipt of an inmate or CCAP probationer/parolee, regarding a specific matter involving the inmate or CCAP Probationer/Parolee, including, but not limited to, responses to inmate or probationer/parolee grievances, classification actions, disciplinary reports, and legal update sheets.

**Official Record (Inmate or Probationer/Parolee)** - All inmate or probationer/parolee specific information maintained by the Department of Corrections; the official record may include the Historical Hardcopy Record and Facility Folder (institutions), case files (Probation and Parole Offices and CCAP facilities), Health Records, and all inmate or probationer/parolee specific computerized records maintained in VACORIS and ICOTS.

**Post Sentence Report (PSR)** - An abbreviated form of the Pre-Sentence Investigation report that may be completed when the Court does not order a PSI, the PSR must be handled and released under the same restrictions as a PSI.

**Power of Attorney** - A written document that authorizes one person to act on behalf of another; see COV §64.2-1600 et seq. *Virginia Uniform Power of Attorney Act*.

**Pre-Sentence Investigation (PSI)** - A special individual background investigation and report prepared by P&P Officers for the Courts and Parole Board; the PSI is sealed upon final order by the Court and may be made available only by Court Order except that the Court or Department of Corrections may make a copy available to criminal justice agencies or agencies where the inmate or probationer/parolee is referred for treatment or supervision; reference COV §19.2-299, *Investigations and reports by probation officers in certain cases*.

**Probationer/Parolee** - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

**VACORIS** - The computer-based Virginia Department of Corrections inmate and probationer/parolee information management system.

## PURPOSE

This operating procedure provides information on how inmates and probationers/parolees may access information contained in their Department of Corrections (DOC) records for their personal use and for individuals or agencies providing legal assistance, health care, or other services to the inmate or probationer/parolee.

## PROCEDURE

- I. Privacy and Confidentiality of Inmate and Probationer/Parolee Record Information
  - A. An inmate's and probationer's/parolee record, offense, personal history information and information pertaining to the private affairs of an inmate or probationer/parolee is for official use only.
  - B. The confidentiality of inmate and CCAP probationer/parolee medical, dental, mental health, and substance use records and information are further governed and restricted by relevant state and federal laws and regulations.
    1. Staff will not provide inmates and probationers/parolees with access to their official record other than as authorized in this operating procedure. (5-ACI-1E-04; 4-ACRS-7D-11; 2-CO-1E-06)
    2. Under no circumstances are staff to allow inmates and probationers/parolees to handle or have access to information contained in another inmate's or probationer's/parolee's active record, including but not limited to the following information:
      - a. Criminal, classification, medical, mental health, educational, counseling, disciplinary or grievance records.
      - b. Personal information such as the names and addresses of visitors, phone lists.
      - c. Inmate and CCAP probationer/parolee account and spend sheet information.
      - d. Any other records relating to an inmate's or probationer's/parolee's custody and/or supervision.
  - C. Staff may approve for certain inmates and probationers/parolees to handle archived records to scan to electronic storage. These inmates and probationers/parolees must not handle or have access to the Social Security account numbers of other individuals under any circumstances; see 42 U.S.C. §405 (c)(2)(C)(xii), *Social Security Number Protection Act of 2010*.
- II. Authorized Release of Inmate and Probationer/Parolee Record Information
  - A. The Director of Offender Management Services, Chief of Corrections Operations, Regional Operations Chief, Regional Administrator, and Facility Unit Head, or their designees, have the authority to release inmate and probationer/parolee record information as follows:
    1. Upon receipt of a written request
    2. In accordance with this operating procedure and Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*
    3. With inmate or probationer/parolee consent if applicable
    4. With a copy of a Power of Attorney and an original notarized request
    5. After advising the requester of applicable charges
    6. With the original request and copy of the response maintained at the Organizational Unit releasing the information
  - B. Staff may only release the following information specific to an individual inmate or probationer/parolee to the public, except for inmates with an undisclosed location code:
    1. Projected parole eligibility, mandatory parole, and/or good time release dates at the time of the inquiry
    2. Custody or parole status and facility location



3. Facility mailing address for purposes of correspondence; see Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*, for limitations
4. Visiting status and privileges; staff will not release copies of visiting, phone, and correspondence lists and logs

#### C. Criminal History Record Information

1. Staff must not release Criminal History Record Information from DOC records to inmates, probationers/parolees, or their representatives.
2. Inmates and probationers/parolees may request a copy of their own Criminal History Record Information by writing to the Virginia State Police, Central Criminal Records Exchange (CCRE) for Criminal History Record Information that is required to be reported to the CCRE, or to the criminal justice agency required to maintain the record if such information is not required to be reported to the CCRE; see COV §19.2-389 (A)(11) & D, *Dissemination of criminal history record information*.
3. Inmate and probationer/parolee requests for a copy of their own Criminal History Record Information by submitting their request to their local State Police Office or by writing directly to:  

Department of State Police  
Central Criminal Records Exchange  
P. O. Box 27472  
Richmond, VA 23261-7472
4. Staff may release Criminal History Record Information to criminal justice agencies and other agencies, or entities as authorized by the Code of Virginia; see Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*.
5. The DOC does not release criminal records information for employment or background checks.

#### D. Alcohol and Drug Abuse Information

1. An inmate and probationer/parolee can release their alcohol and drug abuse information to the inmate, probationer/parolee, or any other person, agency or specified organization by completing, signing and submitting a *Consent for Release of Alcohol and Drug Abuse Record Information* 050\_F15, or a *Consent for Release of Information* 920\_F8.
2. Staff may only release an inmate's and probationer's/parolee's alcohol and drug abuse information without an inmate's or probationer's/parolee's written consent in accordance with state and federal statutes and Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*

#### E. Medical, Dental, and Mental Health and Wellness Record Information

1. Staff should provide copies of information contained in health care and dental records to:
  - a. The inmate or CCAP probationer/parolee, an attorney or physician, agency or organization, or other person at the request of the inmate or probationer/parolee upon receipt of a properly completed and signed *Consent for Release of Confidential Health and/or Mental Health Information* 701\_F8.
    - i. The *Consent for Release of Confidential Health and/or Mental Health Information* 701\_F8 should be notarized unless signed by the inmate or probationer/parolee in the presence of a staff member who signs as a witness to the signature.
    - ii. If an inmate or CCAP probationer/parolee is not housed in a DOC facility; see *Consent for Release of Confidential Health and/or Mental Health Information (Inactive Inmate Only)* 701\_F11
  - b. A medical or mental health facility and persons or other entities without inmate or probationer/parolee written consent, see COV §53.1-40.10, *Exchange of medical and mental health information and records*
  - c. Any criminal justice agency, without inmate or probationer/parolee consent upon request
2. Staff should provide copies of information contained in mental health records under the same





conditions as information contained in medical and dental records, except for record information that a treating physician or clinical psychologist specifically noted that the inmate's or probationer's/parolee's review of these records would be harmful to their health or well-being.

- a. Staff will not provide mental health record information to the inmate, probationer/parolee, or anyone authorized to act on their behalf that is harmful to inmate's or probationer's/parolee's health or well-being except as provided for by COV §8.01-413 (B). *Certain copies of health care provider's records or papers of patient admissible; right of patient, his attorney and authorized insurer to copies of such records or papers; subpoena; damages, costs and attorney fees.*
- b. Another physician or clinical psychologist may review any decision to deny a request for copies of record information that is determined to be harmful to the inmate's or probationer's/parolee's health or well-being in accordance with COV §32.1-127.1:03 (F), *Health records privacy*.
- c. The inmate or probationer/parolee is responsible for any costs or fees associated with such review; the DOC bears no responsibility for such costs.

#### F. Pre-Sentence, Post Sentence, and Progress Reports

1. Staff can only release Pre-sentence Investigations (PSI) and Post Sentence Reports (PSR) as authorized in COV §19.2-299, *Investigations and reports by probation officers in certain cases*:
  - a. To any criminal justice agency as described in COV §9.1-101, *Definitions*.
  - b. To any agency where the inmate or probationer/parolee is referred for treatment
  - c. To counsel for any person who has been indicted jointly for the same felony as the subject of the report
  - d. To the attorney if an inmate or probationer/parolee is later charged with a new felony
2. Staff may only release *Progress Reports* under the same conditions as Criminal History Record Information.

G. Staff may release other inmate and probationer record information such as education, career and technical education, work experience, and programming completions to another person, agency, or organization with a properly completed and signed *Consent for Release of Information* 050\_F14, and payment of applicable copying charges.

#### H. P&P or CCAP Case File.

1. Probationers/parolees do not have a right to review their P&P or CCAP Case File except for those misdemeanor offenses that are not reportable to the State Police.
2. If there are mitigating circumstances and the P&P Officer determines there is a need, the P&P Officer can show the probationer/parolee their criminal investigative information or criminal history.
3. Whenever a P&P Officer is considering such an action, good judgment tempered with supervisor guidance is suggested.

#### I. Power of Attorney (POA)

1. When an individual or third-party claims power of attorney over an inmate or a probationer/parolee, the requester must provide a photocopy of the POA and an original notarized request stating the information the POA is seeking to obtain.
2. Staff will review Each Power of Attorney and original notarized request received by a facility or Organizational Unit on a case-by-case basis for its applicability, validity, and scope in accordance with COV §64.2-1600 et seq., *Virginia Uniform Power of Attorney Act*.

#### J. Appeal Process for Denials of Record Information:

1. Inmates may appeal the denial of access to record information through the established grievance procedure; see Operating Procedure 866.1, *Offender Grievance Procedure*.



2. Probationers/parolee may appeal the denial of access to record information to the Chief P&P Officer or Facility Unit Head at CCAP facilities.

### III. Inmate and Probationer/Parolee Access to Record Information (5-ACI-1E-04; 4-ACRS-7D-11; 2-CO-1E-06)

- A. Staff will provide copies of the following documents to inmates and probationers/parolees if the inmate or probationer/parolee requests and pays for the documents in advance:

1. Notification information
2. Inmate and probationer/parolee orientation materials
3. Medical, dental, and mental health records in accordance Operating Procedure 701.3, *Health Records*

#### B. Inmate and Probationer/Parolee Notification Information

1. If an inmate or probationer/parolee wants an additional copy of their notification information, after receipt of the initial copy, for personal use or to provide to a third party, the inmate or probationer/parolee must submit a request for the documents and pay applicable copying charges in advance.
  - a. Staff will provide the requested copies to indigent inmates with the cost of such copies debited against the inmate's stipend.
  - b. Indigent inmates are authorized a maximum stipend of \$50.00 each year for copies of notification information; unused funds will not be carried over to the following year.
  - c. Once the inmate has met the \$50.00 stipend for the year the Facility Unit Head or designee must give written approval for staff to provide additional copies notification.
  - d. If the Facility Unit Head or designee does not approve staff will not provide the requested, copies until the inmate presents a Court Order instructing staff to provide additional funds for such copies.
2. Parole decision letters are notification information and staff may release these letters in the same manner as all other notification information; Parole Board staff must release all other Parole Board documents.

#### C. Medical, Dental, and Mental Health Records

1. Inmates and CCAP probationers/parolees may request copies of their medical, dental, and mental health records; see Operating Procedure 701.3, *Health Records* and COV §8.01-413 (B), *Certain copies of health care provider's records...* and COV §32.1-127.1:03 (E), *Health records privacy*,
2. Staff must provide the requested copies of such records to the inmate or probationer/parolee within 15 days of the request, provided the inmate and probationer/parolee pays for the copies in advance.
3. Staff must provide inmate's and CCAP probationers/parolees with a copy of their medical records at no cost to the inmate and probationer/parolee within 30 days of their release provided the inmate or probationer/parolee requests a copy of the records at least 60 days prior to their release date; see COV §53.1-28, *Authority to fix discharge date; improper release; warrant, arrest and hearing*.

#### D. Inactive Inmate or CCAP Probationer/Parolee Records

If an inmate or CCAP probationer/parolee is no longer housed in a DOC facility, the inmate or CCAP probationer/parolee must submit a notarized request for records information; see *Request for Inactive Inmate or CCAP Probationer/Parolee Records* 050\_F17.

### IV. Assessment of Cost for Copies of Record Information

- A. Staff should not charge other DOC Organizational Units, Virginia state agencies, law enforcement agencies, or to entities providing services or treatment to inmates and probationers/parolees upon referral, the cost for copying the inmate's or probationer's/parolee's record information.
- B. Staff will charge inmates, probationers/parolees, and the public the cost for copying inmate and





probationer/parolee record information; see Attachment 3, *Sample Copying Charge Letter* to Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*, as a guide.

1. The Chief of Corrections Operations determines copying charge that will be assessed per page.
2. Staff will collect the following funds before providing the requested information or at the discretion of the Organizational Unit Head, staff may bill the charges with the delivery of records.
3. The charges will be the sum of:
  - a. A ten-cent charge for each page or copy
  - b. The actual cost of postage or shipping (cheapest available or as requested by recipient)
  - c. Reasonable costs, not to exceed the actual cost of labor for additional research required to locate and copy records that are not readily available for copying, such as records that are archived or are maintained on microfilm or electronic storage.
4. Upon receipt of the check or money order, made payable to the “Virginia Department of Corrections”, staff will provide the copies and deposit the check/money order in accordance with financial systems procedures.

V. Virginia Freedom of Information Act

- A. The *Virginia Freedom of Information Act*, *Privacy Protection Act*, and other laws govern the release and the confidentiality of information maintained by state agencies. These statutes have a direct effect on the type of inmate and probationer/parolee information that can be released to the public and the media.
- B. The Virginia Freedom of Information Act (FOIA):
  1. Explicitly excludes inmates and CCAP probationers/parolees from the Act; see COV §2.2-3703 (C), *Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility*.
  2. Exempts “all records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment” from mandatory disclosure; see COV §2.2-3706 (B)(4), *Disclosure of law-enforcement and criminal records; limitations*.
  3. Exempts from mandatory disclosure “all records of adult persons under ... investigation or supervision by state probation and parole services; see COV §2.2-3706 (B)(6), “*Disclosure of law-enforcement and criminal records; limitations*”.
  4. Excludes information contained in inmate and CCAP probationer/parolee medical, dental, and mental health records; see COV §2.2-3705.5, *Exclusions to application of chapter; health and social services records*.
- C. Staff release of record information concerning the apprehension, arrest, prosecution, or adjudication of charges against an inmate or probationer/parolee and information in the event of an inmate escape or death should be in accordance with Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*.
- D. Staff must only release inmate and probationer/parolee record information to the media as authorized in Operating Procedure 022.1, *News Media Relations*.
- E. All inmate and probationer/parolee record information are considered confidential and exempt from disclosure under the FOIA, except as specified in this operating procedure, Operating Procedure 025.1, *Public Access to DOC Public Records*, Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*, and as authorized by the Director or designee.
- F. Staff will deny all requests for inmate and CCAP probationer/parolee record information made under the *Virginia Freedom of Information Act*, citing COV §2.2-3706 (B)(4), *Disclosure of law-enforcement and criminal records; limitations*, which excludes “all records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment.”



## VI. Request to Amend and Expunge Record Information

- A. Any inmate or probationer/parolee aware of erroneous information in their official record may request that their records be amended and expunged by submitting a written request to the Facility Unit.
- B. If staff confirm the record information is erroneous, the Facility Unit Head will submit a *Request to Amend and Expunge Record Information* 050\_F13 to the Manager of Central Criminal Records or designee, for institutions, or the Regional Administrator, for CCAPs.
- C. The following information is not subject to review or correction by inmates and probationers/parolees; see COV §9.1-133, *Certain information not subject to review or correction*:
  - 1. Investigative information not connected with a criminal prosecution or litigation including investigations of rule infractions in facilities and background checks for security clearances.
  - 2. Information about an inmate and probationer/parolee including counselor reports, diagnostic summaries, and other sensitive information not explicitly classified as Criminal History Record Information.
- D. Appeal Process for Decisions to Amend and Expunge Record Information
  - 1. Inmates may appeal a decision regarding their request to appeal and expunge record information through the established grievance procedure; see Operating Procedure 866.1, *Offender Grievance Procedure*.
  - 2. Probationers/parolees may appeal a decision regarding their request to amend and expunge record information to the Chief P&P Officer or Facility Unit Head at CCAP facilities.

## VII. Inmate and Probationer/Parolee Name Changes

- A. Use of Inmate and Probationer/Parolee Name in Official Records
  - 1. The inmate's or probationer's/parolee's VACORIS name is their legal name, usually their birth name or a legal name change.
  - 2. The inmate's or probationer's/parolee's Term Name is the name shown on the inmate's or probationer's/parolee's current sentencing order(s).
- B. Inmates and probationers/parolees are permitted to legally change their name in accordance with the Code of Virginia and case law.
- C. Staff must allow inmates and probationers/parolees to use their legal name change, in addition to the name under which they were sentenced under the following provisions:
  - 1. The inmate and probationer/parolee are responsible to provide documentation of their legal name change.
  - 2. Staff, for record keeping purposes, are not required, to change an inmate's or probationer's/parolee's term name to reflect their legally changed name in inmate and probationer/parolee files, unless staff receive a Court Order that amends the original sentencing order.
  - 3. Absent a Court Order, staff will acknowledge in the inmate's and probationer's/parolee's official records that the inmate or probationer/parolee changed their name legally by recording the name as the VACORIS name by virtue of an attested copy of the Court Order showing the legal name change.
    - a. The VACORIS name is used on all printed VACORIS documents, and the inmate or probationer/parolee should use their VACORIS name for DOC business and on all communications.
    - b. Staff will allow inmates and CCAP probationers/parolees to send and receive correspondence using either name, but the inmate's or probationer's/parolees DOC number should appear on all correspondence.



4. Some Courts require that the inmate or probationer/parolee provide a copy of their Criminal History Record Information.
  - a. The inmate or probationer/parolee can request a summary of felony conviction records by providing Court documentation that confirms the inmate's or probationer's/parolee's application for a name change with instructions from the Court to provide the information.
  - b. Staff will use the *Sentence Summary* from VACORIS for this purpose once the inmate or probationer/parolee pays the required copying charges. Staff should research VACORIS and provide all criminal history information to include information for prior inmate and probationer/parolee numbers.
  - c. Staff should send the sentence summaries directly to the Court and notate the request, the information provided, and the date the summaries were sent in VACORIS.

## REFERENCES

42 U.S.C. §405, *Social Security Number Protection Act of 2010*

COV §2.2-3700 et seq., *Virginia Freedom of Information Act*

COV §2.2-3703, *Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility*

COV §2.2-3705.5, *Exclusions to application of chapter; health and social services records*

COV §2.2-3706, *Disclosure of law-enforcement and criminal records; limitations*

COV §8.01-413, *Certain copies of health care provider's records... or papers of patient admissible; right of patient, his attorney and authorized insurer to copies of such records or papers; subpoena; damages, costs and attorney fees*

COV §9.1-101, *Definitions*

COV §9.1-133, *Certain information not subject to review or correction*

COV §16.1-226 et seq., *Juvenile and Domestic Relations District Court Law*

COV §19.2-299, *Investigations and reports by probation officers in certain cases*

COV §19.2-389, *Dissemination of criminal history record information*

COV §32.1-127.1:03, *Health records privacy*

COV §53.1-28, *Authority to fix discharge date; improper release; warrant, arrest and hearing*

COV §53.1-40.10, *Exchange of medical and mental health information and records*

COV §64.2-1600 et seq., *Virginia Uniform Power of Attorney Act*

Operating Procedure 022.1, *News Media Relations*

Operating Procedure 025.1, *Public Access to DOC Public Records*

Operating Procedure 050.1, *Inmate and Probationer/Parolee Records Management*

Operating Procedure 701.3, *Health Records*

Operating Procedure 866.1, *Offender Grievance Procedure*

## ATTACHMENTS

None

## FORM CITATIONS

*Request to Amend and Expunge Record Information* 050\_F13

*Consent for Release of Information* 050\_F14

*Consent for Release of Alcohol and Drug Abuse Information* 050\_F15



*Request for Inactive Inmate or CCAP Probationer/Parolee Records 050\_F17*

*Consent for Release of Confidential Health and/or Mental Health Information 701\_F8*

*Consent for Release of Confidential Health and/or Mental Health Information (Inactive Inmate Only) 701\_F11*

*Consent for Release of Information 920\_F8*

