



# Operating Procedure

<b>Effective Date</b> March 1, 2019	<b>Number</b> 810.1
<b>Amended</b> 5/1/19, 9/1/19, 12/1/20, 9/1/21	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 810.1 (12/1/15)	
<b>Authority</b> COV §53.1-10, §53.1-21, §53.1-23, §53.1-23.2, §53.1-25, §53.1-32.1 §53.1-32.2	
<b>ACA/PREA Standards</b> 5-ACI-3D-10, 5-ACI-3D-12, 5-ACI-3D-13, 5-ACI-4B-27, 5-ACI-5A-01, 5-ACI-5A-02, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-06, 5-ACI-6A-01; 4-4281-2, 4-4281-4, 4-4281-5, 4-4285, 4-4286, 4-4287, 4-4288, 4-4292, 4-4344; 4-ACRS-2A-07, 4-ACRS-3A-03, 4-ACRS-3A-04, 4-ACRS-6A-10; 4-ACRS-6A-11, 4-ACRS-7D-07; 2-CO-4A-01; §115.5, §115.41, §115.42, §115.43, §115.62, §115.81	
<b>Office of Primary Responsibility</b> LOP Committee	

**Subject**

**OFFENDER RECEPTION AND CLASSIFICATION**

<b>Incarcerated Offender Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Public Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <b>Attachments</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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## I. PURPOSE

This operating procedure provides that all offenders newly received into Department of Corrections institutions undergo thorough screening, assessment, and orientation regarding procedures, rules, programs, and services. (4-ACRS-6A-11, 4-ACRS-7D-07)

## II. COMPLIANCE

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

## III. DEFINITIONS

**Classification** - A process for determining the needs and requirements of offenders; this is an ongoing process that attempts to utilize all relevant information concerning the offender to identify and analyze individual strengths and risks, address individual needs, and encourage proper adjustment to the prison setting and ultimately free society

**COMPAS (Correctional Offender Management Profiling for Alternative Sanctions)** - The DOC approved risk/needs assessment which consists of different versions for community corrections and institutions; COMPAS is a support system for supervision and case-management decisions, a database used in combination with VACORIS, a tool that assesses two critical risks - violence and recidivism and a tool for determining the criminogenic needs that are used to develop case plans and set programing.

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

**Gender Non-Conforming** - An individual whose appearance or manner does not conform to traditional societal gender expectations. (§115.5)

**Health Record** - A file that contains information relative to the offender's medical, dental, and mental health condition, and treatment; the Health Record is maintained at the offender's facility of assignment and follows them throughout the term of incarceration.

**Health Trained Staff** - A DOC employee, generally a Corrections Officer who has been trained to administer health screening questionnaires, including training as to when to refer to health care staff and with what level of urgency

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

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

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

**Identification Documents** - Documents that satisfy the requirements of the U. S. Citizenship and Immigration Services *Employment Eligibility Verification* (Form I-9) or the identification requirements of the Virginia Department of Motor Vehicles for driver's license or identification card; examples include passport, residency card, visa, driver's license, photo ID card issued by a government agency, Social Security card, birth certificate, etc.

**Jail Classification Program** - A program whereby participating Jails assist designated reception units by completing part of the classification process prior to an offender's intake into the DOC

**New Offender** - Any convicted person transferred to a Department of Corrections institution from a jail or out of state correctional facility to serve a sentence based on a Court conviction or revocation of Parole or Post-Release supervision. Persons previously incarcerated in a DOC institution and returning after a temporary assignment to a non-VADOC facility or failure to complete work release, re-entry, or other programming in a non-VADOC facility are generally not considered new offenders.

**Orientation** - A process of instruction designed to provide an offender with the information needed to make a positive adjustment to incarceration in the specific correctional setting

**Property Envelope** - A 6" by 9" brown envelope established at initial intake to store offender identification documents and educational documents (i.e. original certificates, diplomas, and certification cards), to be transferred with the offender to each new institution and provided to the offender upon their release

**Psychology Associate** - An individual employed in a designated mental health services position as a Psychologist or Psychology Associate, Psychiatric Provider, Social Worker (Masters level), District Mental Health Clinician, or Registered Nurse, or an individual with at least a Master's degree in psychology, social work, or relevant human services field with knowledge, training, and skills in the diagnosis and treatment of mental disorders.

#### IV. INTAKE (4-ACRS-6A-11)

##### A. Before Arrival

1. Offender Management Services will confirm that an offender is legally committed to the Department of Corrections (DOC) and will generate a manifest to include the offender's assigned DOC number in VACORIS as notification to the institution of new offenders to be received at the institution. (5-ACI-5A-01; 4-4285; 4-ACRS-6A-10)
2. Institutional Records Staff will monitor VACORIS for new offenders scheduled for intake and provide notification generally the day preceding intake to relevant institution staff such as:
  - a. Shift Commander
  - b. Medical Department
  - c. Personal Property Office
  - d. Main Gate
  - e. Reception Treatment Staff
  - f. Mental Health Staff
  - g. Correctional Education Staff
3. For each offender beginning a new period of incarceration, institution Records Staff will ensure a Facility Folder is established. Central Criminal Records maintains the Historical Hardcopy and Health Record for paroled offenders. Upon the return of a Parole Violator, institution staff can request to review these records by contacting Central Classification Records.

B. At Arrival

1. The officer transporting the offender will deliver the warrant or jail credit, any other pertinent documentation, medical information and medications, and any funds belonging to the offender to institution Records Staff; the confidentiality and security of an offender's medical information and medications must be maintained until released to Medical Department staff.
2. The transporting officer will be directed to the appropriate location(s) to unload the offender and the offender's property.
  - a. Corrections Officers will take charge of the offender and the property after unloading from the transport vehicle.
  - b. When instructed by Corrections Officers, the transporting officer should remove the transport restraints.
  - c. The offender will be given a complete strip search and redressed in clean state-issued clothing in accordance with Operating Procedure 445.1, *Employee, Visitor, and Offender Searches (Restricted)*. (5-ACI-5A-01; 4-4285)
  - d. The offender's property will be secured until delivered to a personal property officer.
  - e. The Personal Property Officer or designated institution staff will take control of all property transferred with the offender; search it for contraband, and enter the property into the VACORIS inventory. (5-ACI-5A-01; 4-4285)
3. The Shift Commander or designee will confirm the transfer in VACORIS to add the offender to the institution count.
4. On the day of arrival, staff will provide the offender with a copy of the *ICM Dialing Instructions For New Offenders* and should assist the offender in notifying their next of kin and family of admission by telephone and a free letter. (See Operating Procedure 803.3, *Offender Telephone Service*.) (5-ACI-5A-01; 4-4285)
5. The offender will be provided a shower, haircut and grooming as needed to comply with Operating Procedure 864.1, *Offender Grooming and Hygiene*. (5-ACI-5A-01; 4-4285)
6. Identification pictures will be taken and an offender Identification Card issued in accordance with Operating Procedure 410.3, *Offender Movement Control (Restricted)*. (5-ACI-5A-01; 4-4285)
  - a. Identification cards that are outdated, lost, stolen, or damaged through no fault of the offender should be replaced free of charge to the offender.
  - b. Offenders will be charged \$2.00 for identification cards that are lost, stolen, or damaged through their own fault.
  - c. If offenders do not have sufficient funds in their spend account, the charge will be entered as a loan in accordance with Operating Procedure 802.2, *Offender Finances*.
7. The offender's fingerprints will be scanned using the institution's Live Scan equipment and a State Identification (SID) number and confirmation date obtained from the Virginia State Police. (5-ACI-5A-01; 4-4285)
8. The offender will be drug tested in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.
9. The offender will be provided initial information on how to access routine and emergency health care and the grievance system in accordance with Operating Procedure 720.1, *Access to Health Services*, and Operating Procedure 866.1, *Offender Grievance Procedure*. (5-ACI-6A-01; 4-4344; 4-ACRS-3A-04)
10. The offender will receive an initial PREA training and will sign the [Acknowledgement of Preventing Sexual Abuse and Sexual Assault Training](#) 038\_F4 in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.
11. The Personal Property Officer will issue allowable property items to the offender. Any contraband

or items not allowed at the institution must be seized and disposed of in accordance with Operating Procedure 802.1, *Offender Property*. (5-ACI-5A-01; 4-4285)

- a. Any personal identification documents such as birth certificate, social security card, or driver's license will be documented in VACORIS and forwarded to the Records Office to be placed in the offender's *Property Envelope*.
- b. The offender will be provided with the appropriate state issued clothing, linens, and other property.

12. Institutional staff will select an appropriate bed assignment in VACORIS and complete the *Cell Compatibility Assessment*, if needed. (5-ACI-5A-01; 4-4285)

- a. When an acceptable assignment is found, the bed location must be approved with the date, time, and reason for the assignment completed.
- b. If adequate information is not available for the *Cell Compatibility Assessment*, Treatment Staff will complete the *Classification Assessment* in VACORIS, prior to bed assignment.

13. Living Conditions

- a. In general, living conditions for offenders in reception units will be similar to those for offenders in general population units, but there are certain exceptions due to the short stay in reception units and issues related to assimilating the offender into a DOC institution.
  - i. Offenders in the reception unit should have access to reading materials, religious services, recreation/exercise on the same schedule as general population, and work, educational, and rehabilitative programs subject to resource limitations at the institution. (5-ACI-5A-03; 4-4287)
  - ii. A different color or type of clothing may be used to provide visual identification of offenders in reception units.
  - iii. No visitation should be allowed for offenders in reception units for the first 60 days after receipt into DOC.
  - iv. No subscriptions to publications should be allowed for offenders in reception units.
  - v. Only commissary purchases of hygiene and consumable items should be allowed.
  - vi. Media devices may be allowed for purchase from the DOC contract vendor
- b. Reception units participating in the Jail Classification Program may place additional restrictions on offenders.
  - i. Minimum conditions/ privileges should be those provided for General Detention status offenders.
  - ii. Such restrictions should not be imposed beyond approximately one week.

C. Screenings and Assessments (2-CO-4A-01)

1. The offender will receive a medical and mental health screening by health trained or qualified health care personnel on the day of arrival in accordance with Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*. (5-ACI-5A-01; 4-4285)
  - a. As directed by Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*, a comprehensive health appraisal and physical examination will be completed for each offender as soon after arrival as possible, but no later than 14 days after arrival for offenders with identified significant health care problems and 30 days for others. Health Services staff will assign the appropriate Medical Classification Code.
  - b. As directed by Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*, all new offenders will undergo a mental health appraisal by a Psychology Associate
    - i. A newly received offender who is prescribed psychotropic medication for a mental disorder will be interviewed by the Psychology Associate within one working day of admission to the DOC.
    - ii. Offenders who are not prescribed psychotropic medication will be interviewed by the

- Psychology Associate within 14 days of admission to the DOC.
- iii. The Psychology Associate will determine the appropriate Mental Health Classification Code.
  - c. Dental screening, examination, and classification will be provided in accordance with Operating Procedure 720.6, *Dental Services*. (5-ACI-5A-01; 4-4285)
2. Within 24 hours of arrival a *Classification Assessment* will be completed in VACORIS for each new offender entering the DOC and housing assignments made accordingly. (5-ACI-3D-10; 4-4281-2; 4-ACRS-2A-07; §115.41[c])
- a. Upon arrival, staff will review the *Classification Assessment* questions with the offender to ensure that the offender's pending housing and bed assignment in VACORIS is appropriate. When the offender's responses indicate these assignments may not be appropriate, staff must consult with the staff member responsible for offender housing and bed assignments to determine if a new assignment is warranted.
  - b. The *Classification Assessment* will include a review of the following factors: history of assaultive behavior, potential for victimization, history of prior victimization, special medical or mental health status, escape history, age, enemies or offender separation information, and any other related information and must be approved within 72 hours of the offender's arrival at the institution. (§115.41[b], §115.41[e]).
  - c. Information from the offender's *Classification Assessment* will be used by institutional staff in determining appropriate 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. (§115.42[a])
  - d. Utilizing the results of the *Classification Assessment* in VACORIS and available offender records, staff will screen the offender for potential vulnerabilities or tendencies for acting out with sexually aggressive or other violent behavior, and will interview and evaluate the offender for High Risk Sexual Aggressor (HRSA) and/or High Risk Sexual Victim (HRSV) tendencies. (5-ACI-3D-10; 4-4281-2; §115.41[a], §115.41[d])
    - i. Offenders who are subject to a substantial risk of imminent sexual abuse, or are considered to be at risk for additional sexual victimization must be referred to the Psychology Associate who will immediately consult with the Facility Unit Head or designee to recommend immediate action to protect the offender. (§115.62)
    - ii. For any offender scoring as a High Risk Sexual Aggressor (HRSA) or a High Risk Sexual Victim (HRSV), the person completing the *Classification Assessment* must immediately notify the institution Senior Psychology Associate for follow-up in accordance with Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*. (5-ACI-3D-12, 5-ACI-3D-13; 4-4281-4, 4-4281-5)
    - 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* must immediately notify the Shift Commander to review for appropriate bed/cell assignment.
    - iv. In order to ensure that sensitive information is not exploited to the offender's detriment by staff or other offenders, responses to *Classification Assessment* questions regarding an offender's risk of sexual victimization and abusiveness will only be disseminated in accordance with this operating procedure. (§115.41[i])
    - v. 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. (§115.41[h])
    - vi. Offenders identified as HRSV will not be placed in the Restorative Housing Unit without their consent unless an assessment of all available alternatives has been made, and it has been determined by the Psychology Associate, in consultation with the Shift Commander and Regional PREA Analyst, that there is no available alternative means of separation from likely abusers. (§115.43[a])



- (a) If an assessment cannot be conducted immediately, the Shift Commander may place the offender on General Detention for no more than 24-hours while completing the assessment.
- (b) Institutional staff must clearly document the basis for the institution's concern for the offender's safety and the reason why no alternative means of separation can be arranged in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted). (§115.43[d])
- e. When an offender indicates that they experienced prior sexual victimization or previously perpetrated sexual abuse during the *Classification Assessment*, whether it occurred in an institutional setting or in the community, the person completing the *Classification Assessment* must offer the offender a follow up meeting with medical or mental health staff.
  - i. This information will be communicated to medical and mental health practitioners and other staff, only as necessary, to inform treatment plans and security and management decisions, including housing, bed, work, education, and program assignments, or as otherwise required by Federal, State, or local law. (§115.81[d])
  - ii. A note documenting that a meeting was offered along with the offender's decision to accept or decline the meeting will be placed in the *Comments* section of the *Classification Assessment*.
  - iii. Medical and mental health staff must be notified by email that the *Classification Assessment* indicates prior sexual victimization or abuse, and that a meeting with medical or mental health was offered along with offender decision to accept or decline the meeting.
  - iv. If the offender accepts the meeting, the offender must be seen within 14 days of the intake screening.
  - v. Victims of a recent sexual assault will be referred for medical and mental health care and treatment as necessary in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.
- f. When an offender indicates they are transgender or intersex during the *Classification Assessment* or at any time during their incarceration, a "six month follow up" alert will be placed in VACORIS. A Counselor or the staff member completing the *Classification Assessment* will add the alert and notify mental health staff by email. (§115.42[d])
  - i. Transgender and intersex offenders will be required to complete the [Strip Search Deviation Request](#) 810\_F2 in order to express their preference regarding the gender of correctional staff conducting their strip search.
  - ii. Completion of the [Strip Search Deviation Request](#) 810\_F2 will be documented as a *Special Entry* in the *Facility Notes* section of VACORIS with a copy of the *Request* scanned and uploaded as an external document to the corresponding *Special Entry* note.
  - iii. Offender refusal to indicate their preference on the *Strip Search Deviation Request* will result in offender strip searches conducted by correctional staff of the same gender as the offender.
  - iv. If the offender's preference indicates a deviation to same gender strip search procedures will be required, the *Strip Search Deviation Request* will be referred to the Treatment Team for consideration and approval.
    - (a) The Treatment Team meeting must include the PREA Compliance Manager when *Strip Search Deviation Requests* are reviewed.
    - (b) The Treatment Team will meet within 14 calendar days to approve or disapprove the *Deviation Request*.
  - v. The Institutional Program Manager (IPM) and Chief of Security must be notified of the offender's strip search preference as documented on the *Strip Search Deviation Request*. In the absence of an IPM, notification will be made to the either the Chief of Housing and Programs, Assistant Facility Unit Head, or Facility Unit Head.
  - vi. The PREA Compliance Manager will maintain a list of all transgender and intersex offenders with an approved *Strip Search Deviation Request* and submit the list as it is updated it to the Facility Unit Head.
  - vii. The Chief of Security will ensure that correctional staff who are conducting offender strip searches are notified when a deviation has been granted and that the offender must be strip

- searched in accordance with the offender's *Strip Search Deviation Request*.
- viii. The entire strip search of a transgender and intersex offender will be conducted by correctional staff of the gender indicated on the *Strip Search Deviation Request* and as approved by the institution Treatment Team. Strip searches will not be conducted in a manner that allows for partial strip searches of an offender by male and female corrections staff.
  - g. Within 21 days from the offender's arrival at the institution, staff will meet with the offender and will reassess the offender's risk of victimization or abusiveness based upon any additional, relevant information received by the institution since the intake screening. (§115.41(f))
    - i. The [PREA Reassessment](#) 810\_F1 must be completed no sooner than 14 days and no later than 21 days after the offender's arrival at the institution.
    - ii. Completion of the *Reassessment* must be documented as a *PREA Reassessment* in the *Facility Notes* section of VACORIS.
    - iii. The *PREA Reassessment* must be scanned and uploaded as an external document to the corresponding *PREA Reassessment* note on the same day it is conducted.
  3. Within 5 days of arrival, the Facility Unit Head or designee will ensure that the Gang Specialist interviews each incoming offender and will document and photograph tattoos, identifying marks, or other unusual physical characteristics. (5-ACI-5A-01; 4-4285)
    - a. Gang related tattoos, brands, etc. and any gang related information must be documented and recorded in the VACORIS Gang Module in accordance with Operating Procedure 435.2, *Offender Gang Identification and Tracking* (Restricted).
    - b. Just before the offender is to be transferred to their assigned institution, the Gang Specialist will conduct a follow-up interview and examination to detect additional display of gang affiliation, ensure that the VACORIS Gang Module entry is complete, and ensure a gang alert appears in VACORIS, if applicable.
    - c. The institution Gang Specialist must notify the receiving institution of any gang related information on the offender in accordance with Operating Procedure 435.2, *Offender Gang Identification and Tracking* (Restricted).
  4. In accordance with Operating Procedure 601.4, *Educational Testing*, Division of Education staff will screen and test as needed to determine each offender's educational needs.
  5. Designated staff will collect a DNA sample if required. (See the *DNA Sampling of Offenders* attachment to Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.)

## V. ORIENTATION

- A. Each offender is assigned to a counselor to ensure supervision and personal contact in accordance with Operating Procedure 841.1, *Offender Programs and Services*; the counselor may be part of a treatment or a unit management team that performs this function.
  1. The assigned counselor will meet with the offender soon after arrival in accordance with institutional practice to receive emergency and next of kin contact information using [Emergency Notification Information](#) 050\_F11.
  2. The counselor will gather the offender's demographic information, complete the risk and needs assessment, and perform any other actions necessary to prepare the offender for incarceration and re-entry. This includes:
    - a. Completing a COMPAS LITE, COMPAS Re-entry, or a Women's risk /needs assessment within the first 60 days of arrival into DOC.
    - b. Entering a *Home Plan* into VACORIS as a Proposed Home Plan within 15 calendar days of an offender's reception in accordance with Operating Procedure 820.2, *Re-entry Planning*.
    - c. Reviewing, updating, and when necessary entering in VACORIS the offender's *Social History/Family Environmental Information*.
      - i. If the *Family Environmental Information* was not previously completed, the counselor must

- enter the required information into VACORIS. The information is entered on the *Family Members* tab located in the *Environmental Summary* under *Offender Pages*. (5-ACI-5A-01; 4-4285)
- ii. Family members include biological, adoptive, or step mother, father, sister, brother, daughter, son, grandparents, the offender's spouse or any other relative that raised the offender.
  - iii. At a minimum the following information, if known and as reported by the offender, is required:
    - (a) First, Middle, Last, and Maiden name
    - (b) Address and phone number
    - (c) If the family member has been on supervision or incarcerated
    - (d) Date of birth
    - (e) Highest educational level
    - (f) Substance abuse history
    - (g) If the family member has a criminal history
  - d. Researching each offender's conviction history; if the offender has been convicted of an offense that potentially requires registration, complete the Virginia State Police Registration Form (**SP-236**) in accordance with Operating Procedure 735.1, *Sex Offender and Crimes Against Minors Registration*.
  - e. Verifying if applicable offenders have registered with Selective Service and assist them in registration if needed in accordance with Operating Procedure 820.2, *Re-entry Planning*.
  - f. Identifying treatment and special re-entry needs in accordance with Operating Procedure 820.2, *Re-entry Planning*
  - g. Providing program information to address: (5-ACI-5A-03; 4-4287)
    - i. Importance of re-entry preparation
    - ii. Motivational change program
    - iii. Healthy relationships
    - iv. Court ordered financial obligations repayment plan
    - v. Beginning Re-entry Savings Plan
- B. All new offenders will undergo a thorough orientation regarding procedures, rules, programs, and services. (4-ACRS-3A-04; 2-CO-4A-01)
- 1. Each institution should hold one or more formal orientation program sessions per week in which a counselor, grievance coordinator, and/or other institution staff review the information in the *Orientation Manual or Packet* and any additional information necessary with offenders that have arrived at the institution since the last formal orientation program. (4-ACRS-3A-04)
    - a. The staff member(s) conducting formal orientation should encourage questions about the information presented, and provide meaningful, appropriate answers and guidance.
    - b. The staff member(s) conducting formal orientation should ensure that each offender has received a counselor assignment and information on other staff to contact for guidance on institution operations.
    - c. Attendance at formal orientation is mandatory; offenders who fail to attend as scheduled may be subject to a charge under the *Offender Disciplinary Procedure* in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*. Each offender should sign and date an acknowledgement of attending the formal orientation with a general list of the topics covered.
  - 2. Each new offender to include offenders assigned directly to the Restorative Housing Unit will be given a written *Orientation Manual or Packet*. (5-ACI-4B-27, 5-ACI-5A-01, 5-ACI-5A-04; 4-4285, 4-4288; 4-ACRS-3A-03)
    - a. Where disability or problems with language or literacy hinder an offender's ability to understand orientation materials, staff presenting the formal orientation program will access appropriate staff, offender, volunteer, or contract resources to assist the offender. (5-ACI-6A-01; 4-4-4344; 4-



**ACRS-3A-04, 4-ACRS 3A-05)**

- b. Each offender will sign and date an acknowledgement of receiving the *Orientation Manual or Packet*.
3. The institution *Orientation Manual or Packet* provides basic knowledge of DOC operating procedures governing such areas as PREA, offender discipline, grievance procedure, personal property, offender finance/indigent procedures, correspondence, publications, telephone services, visitation, and gang avoidance and related issues. (5-ACI-5A-01, 5-ACI-5A-06, 5-ACI-6A-01; 4-4285, 4-4292, 4-4344; 4-ACRS-3A-03)

- a. The following declaration regarding gangs is to be included in the offender *Orientation Manual or Packet* to ensure offenders understand the Department's requirements concerning such behavior.

"The Virginia Department of Corrections has the authority and responsibility to promote a safe and secure environment for those individuals who are employed within the Department's facilities, as well as those persons who are incarcerated. In doing so, the Department has a policy of zero tolerance for any inappropriate or criminal behavior committed by any individual or group of individuals. One factor of such concern is gangs (street gangs, hate groups, cults) and their members. This is to inform you that as an offender under the control or supervision of the Virginia Department of Corrections you are prohibited from joining, recruiting for, associating with, participating in or acting in concert with any individual or group of individuals who may constitute a gang. In addition, you are prohibited from owning, creating, possessing, or passing to other individuals any correspondence, documents, photographs, drawings, jewelry, symbols, or property of any type that contains or indicates gang identifiers, language, or information. Any behavior on your part which indicates such participation may lead to disciplinary, administrative, and/or criminal action against you."

- b. The institution *Orientation Manual or Packet* must include the following information regarding mandated re-entry programming for offenders.
- i. The DOC developed a streamlined approach of incarceration that follows offenders from their reception into the DOC through re-entry into their community.
  - ii. Every offender releasing from incarceration in Virginia is expected to successfully complete re-entry programming prior to release.
  - iii. Programming requirements vary by institution security level; however, all offenders are required to successfully complete the re-entry services available at their designated location.
  - iv. Any offender who refuses re-entry programming will be subject to disciplinary action in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*, and Operating Procedure 820.2, *Re-entry Planning*, and may be subject to loss of good time, increase in security level and possible transfer to another institution.
- c. The following information on mental health services must be included in the institution *Orientation Manual or Packet*.
- i. Offenders are initially screened on arrival by health trained or qualified health care personnel. If it is determined that further evaluation, monitoring, or treatment is required, the offender will be referred to mental health services.
  - ii. It is common for offenders to struggle with feelings of anxiety or sadness and there are mental health staff assigned to each institution for offenders to address these issues.
  - iii. Offenders can request an appointment with mental health staff by submitting a request form to mental health services.
  - iv. Anyone who is concerned that another offender may attempt to hurt or kill them self, encourage the offender to reach out to mental health services for help and report concerns to staff immediately for assistance. Warning signs of suicide among offenders may include the following:
    - (a) Expressions of hopelessness or helplessness
    - (b) Withdrawal from family, friends or normal activities

- (c) Statements focusing on death, suicide or self-harm
  - (d) Changes in eating, sleeping, recreation, concentration, interests
  - (e) Getting affairs in order (saying good-bye, writing a will, etc.)
  - (f) Giving away personal possessions
  - v. Anyone experiencing a mental health crisis or who observes another offender in distress; please notify a staff member immediately. An offender can write an anonymous request form to mental health staff to express their concerns.
  - d. The *Orientation Manual* or *Packet* should include all necessary institution-specific information as directed in the *Offender Orientation Manual/Packet-Guidelines* attachment to Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*.
- C. Each offender will be informed of the offender co-payment program for health care services in DOC institutions and given the *Health Services Co-Payment; Offender Notice* attachment to Operating Procedure 720.4, *Co-Payment for Health Care Services*; and should sign the [Health Services Offender Orientation](#) 720\_F16 in accordance with Operating Procedure 720.1, *Access to Health Services*. (5-ACI-6A-01; 4-4344)
- D. The offender should be provided an overview of the DOC re-entry process by viewing the *Re-entry Video for Incarcerated Offenders*. Staff may access the video at [Prison Re-entry Program \(Video for Offenders\)](#) or obtain recorded copies from the office of the Re-entry & Programs Unit.
- E. Within 10 days of arrival, the offender must receive the comprehensive PREA training, and will sign the [Acknowledgement of Preventing Sexual Abuse and Sexual Assault Training](#) 038\_F4 in accordance with Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*.

## VI. CLASSIFICATION

- A. The reception, orientation, and classification process will be documented in VACORIS with necessary reports and documents included in the offender's Health Record. (See Operating Procedure 050.1, *Offender Records Management*, and Operating Procedure 701.3, *Health Records*.) (5-ACI-5A-01; 4-4285)
- B. Except in unusual circumstances, initial reception and orientation of offenders is completed within 30 calendar days after admission to the correctional system. (5-ACI-5A-03; 4-4287)
- C. Classification of the new offender will proceed once all necessary evaluations and assessments have been completed so that the official offender record maintained in VACORIS includes at a minimum the following information: (5-ACI-5A-02; 4-4286)
- 1. Legal aspects of the case
  - 2. Summary of criminal history, if any
  - 3. Social history/ Family Environmental Information
  - 4. Medical, dental, and mental health history
  - 5. Occupational experience and interests
  - 6. Educational status and interest
  - 7. Vocational programming
  - 8. Recreational preference and needs assessment
  - 9. Psychological evaluation
  - 10. Staff recommendations
  - 11. Pre-institutional assessment information
- D. Treatment staff will complete the *Initial Security Level Scoresheet* and any other necessary documentation necessary for the initial classification.

- E. Treatment staff will assign all offenders to an initial Work Classification of “*No Outside Work*” in VACORIS.
- F. The Institutional Classification Authority will review the offender’s criminal history, security level, medical classification, mental health classification, social history, risk/needs assessment and any other relevant information and recommend appropriate institutional assignments.
- G. Classification assignments must be documented and reviewed in VACORIS in accordance with Operating Procedure 830.1, *Institution Classification Management*.

## VII. REFERENCES

- Operating Procedure 038.3, *Prison Rape Elimination Act (PREA)*
- Operating Procedure 050.1, *Offender Records Management*
- Operating Procedure 410.3, *Offender Movement Control (Restricted)*
- Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*
- Operating Procedure 435.2, *Offender Gang Identification and Tracking (Restricted)*
- Operating Procedure 445.1, *Employee, Visitor, and Offender Searches (Restricted)*
- Operating Procedure 601.4, *Educational Testing*
- Operating Procedure 701.3, *Health Records*
- Operating Procedure 720.1, *Access to Health Services*
- Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
- Operating Procedure 720.4, *Co-Payment for Health Care Services*
- Operating Procedure 720.6, *Dental 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 803.3, *Offender Telephone Service*
- Operating Procedure 810.2, *Transferred Offender Receiving and Orientation*
- Operating Procedure 820.2, *Re-entry Planning*
- Operating Procedure 830.1, *Institution Classification Management*
- Operating Procedure 841.1, *Offender Programs and Services*
- Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*
- Operating Procedure 861.1, *Offender Discipline, Institutions*
- Operating Procedure 864.1, *Offender Grooming and Hygiene*
- Operating Procedure 866.1, *Offender Grievance Procedure*
- Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*

## VIII. FORM CITATIONS

- [Emergency Notification Information](#) 050\_F11
- [Health Services Offender Orientation](#) 720\_F16
- [PREA Reassessment](#) 810\_F1
- [Strip Search Deviation Request](#) 810\_F2

**IX. REVIEW DATE**

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

*The office of primary responsibility reviewed this operating procedure in May 2020 and necessary changes are being drafted.*

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

*Signature Copy on File*

**1/29/19**

A. David Robinson, Chief of Corrections Operations

Date