



Virginia Department of Corrections

Offender Management and Programs

Operating Procedure 830.5

Transfers, Institution Reassignments

Authority:

Directive 830, *Classification Management*

Effective Date: November 1, 2020

Amended: 2/1/21, 4/1/21, 6/1/21, 9/1/21,
10/1/21

Supersedes:

Operating Procedure 830.5 (Partial), March 1, 2017

Access: Public Restricted

Incarcerated Offender

ACA/PREA Standards:

5-ACI-4A-08, 5-ACI-5F-03; 4-ACRS-5A-06,
4-ACRS-5A-14 [I]; §115.42, §115.43, §115.68

Content Owner:	Jim Parks Director of Offender Management Services	<i>Signature Copy on File</i>	9/15/20
		Signature	Date
Reviewer:	Jermiah Fitz, Jr. Corrections Operations Administrator	<i>Signature Copy on File</i>	9/24/20
		Signature	Date
Signatory:	A. David Robinson Chief of Corrections Operations	<i>Signature Copy on File</i>	9/28/20
		Signature	Date

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. 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	5
PROCEDURE.....	5
I. Transfers of Offenders	5
II. Population Management Transfers	5
III. Field Unit and Work Center Transfers.....	5
IV. Cadre Assignment Transfers.....	6
V. Medical and Mental Health Transfers.....	7
VI. Court Appearance Transfers	7
VII. Emergency Transfers	7
VIII. Transfer to Other Regional Facilities for Restorative Housing	9
IX. Disciplinary/ Keep Separate Transfers	10
X. Protective Custody	10
XI. Security Level S Transfers.....	12
XII. Steps to Achieve Reintegration (STAR) Program Transfers	13
XIII. Shared Allied Management (SAM) Unit Transfers	14
XIV. Secure Diversionary Treatment Program (SDTP) Transfer.....	15
XV. Intensive Drug Treatment Program (IDTP).....	16
XVI. Substance Abuse Cognitive Therapeutic Community Transfer.....	17
XVII. Sex Offender Residential Treatment Program (SORT)	18
XVIII. Offender Requested Transfer.....	18
XIX. Religious Diet Transfers	19
XX. Corrections Construction Unit, Environmental Services Unit, and Operational Maintenance Unit	19
XXI. Offender Appeals.....	20
REFERENCES.....	20
ATTACHMENTS	21
FORM CITATIONS	21

DEFINITIONS

Annual Review - A uniform yearly review of an offender's classification, needs, and objectives; the Initial Classification Date (ICD) is used to establish the review date for an offender received on or after February 1, 2006. The Custody Responsibility Date (CRD) is used to establish the review date for an offender received prior to February 1, 2006.

Behavioral Correction Program (BCP) - Requires a court referral to CCS prior to sentencing, is a specific sentence into CTC that allows for the potential of a sentence suspension and release on Probation after an offender's successful completion of a minimum of 24 months in CTC

Central Classification Services (CCS) - Staff members from the Offender Management Services Unit who review certain recommendations made by the Institutional Classification Authority and Multi-Disciplinary Team to render a final decision regarding offender status and assignments

Cognitive Therapeutic Community (CTC) - A structured, residential substance abuse treatment program that incorporates cognitive and behavioral programming to aid in the recovery from alcohol and other drug addictions

Detainer - Any form of legal hold placed on an offender by another jurisdiction, where the effect is that an offender will not be released upon completion of confinement, because that jurisdiction intends to take physical custody of the offender. A legal hold may be filed by federal, state, or local authorities and will include: *Detainers* for arraignment or prosecution of untried charges; *Judgment & Commitment Orders* for an un-served sentence; *Non-Detainer Holds* to serve the balance of a sentence subsequent to escape, or revocation of parole/probation; or any form of *Notify or Hold Request* filed by the U.S. Immigration & Customs Enforcement (ICE).

Emergency Transfer - Temporary movement found necessary to protect offenders and staff from imminent danger of physical harm, to prohibit offenders from destruction of state property, and/or escape

Facility Reassignment (Transfer) - The physical movement of an offender from the custody of one facility to the custody of another facility within the purview of the Department of Corrections and local jail facilities

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

Initial Classification Date (ICD) - The date on which the offender was initially assigned to a security level

Institutional Classification Authority (ICA) - The institutional employee designated to conduct offender case review hearings

Intensive Drug Treatment Program (IDTP) - A voluntary substance abuse program for offenders who while incarcerated, have used or been in possession of drugs or alcohol for their own use within the previous 30-days prior to the request for admission

Multi-Disciplinary Team (MDT) - MDT members are responsible to review individual offenders related to restorative housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

Multi-Institution Treatment Team (MITT) - MITT members are responsible for assigning an offender to one of the Secure Diversionary Treatment Programs and transitioning offenders to other SDTP programming and out to a non - SDTP general population setting upon completion of programming.

Offender with Serious Mental Illness (SMI) - Offender diagnosed with a Psychotic Disorder, Bipolar Disorder, Major Depressive Disorder, Posttraumatic Stress Disorder (PTSD) or Anxiety Disorder, or any diagnosed mental disorder (excluding substance abuse disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living.

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

Protective Custody Unit - A special purpose general population housing unit designated by the Director for offenders classified as requiring separation from other offenders as a result of their personal security needs;

offenders requesting and requiring assignment to a protective custody unit may be managed in General Detention and restorative housing, as appropriate, pending assignment and transfer.

Restorative Housing Unit - A general term for special purpose bed assignments including general detention, restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population

- **Restorative Housing (RHU)** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for the personal protection or custodial management of offenders
- **RH Step-down 1 (SD-1), RH Step-down 2 (SD-2)** - General population bed assignments operated with increased privileges above Restorative Housing but more control than full privilege general population

Secure Diversionary Treatment Program (SDTP) - Bed assignments designated for eligible offenders who are classified as Seriously Mentally Ill (SMI), and who meet the criteria for program admission. The SDTP is a formalized program that operates within structured security regulations and procedures, and provides for programming and treatment services conducive with evidence based treatment protocols and individualized treatment plans

Special Program Manager for Diversionary Housing - A member of the MITT responsible for gathering and organizing documentation for SDTP referrals and coordinating the offender review, approval, and assignment process

Shared Allied Management (SAM) Unit - A residential programming unit operated at designated institutions to deliver intensive services in a safe environment to specific offender populations that typically require a high level of services from security, mental health, and/or medical staff

Shared Allied Management (SAM) Unit Committee - A committee that is responsible for making decisions on inmate admissions, removals, pathway assignments, treatment plans, and the overall status and stability of the SAM Unit including unit operations and culture.

Steps to Achieve Reintegration (STAR) Program - A program operated at designated institutions for offenders who, motivated by fear, refuse to leave restorative housing and enter general population

PURPOSE

This operating procedure governs offender requests for and management of offender transfers and reassignments for offenders incarcerated in Department of Corrections (DOC) institutions.

PROCEDURE

- I. Transfers of Inmates
 - A. Except where otherwise specified in this operating procedure, all institutional transfers should be coordinated through the Central Transportation Services.
 - B. Inmates pending a transfer may be housed in an institution that has a higher or lower security level designation than the inmates assigned security level.
 1. Inmates who are pending transfer to a higher or lower security level institution will be transferred once bed space becomes available.
 2. Inmate transfers from a lower to higher security level institution have priority over inmate transfers from a higher to a lower security level.
 - C. Transfer of Offender Records:
 1. The offender's criminal record, health record, and any prescribed medication orders, must accompany an offender on transfer to any institution. This does not apply to temporary transfers to hospitals or to local jail facilities to facilitate court appearances.
 2. The Records Manager or records staff must complete the [Interdepartmental Transfer Notice \(CA4\) 050_F9](#) and attach it to the outside of the envelope containing the facility folder or historical hardcopy record and health record; see Operating Procedure 050.3, *Facility Release of Offenders*.
 3. Facility Unit Heads or their designees of receiving institutions are not required to accept the custody of the offender without the complete historical hardcopy record or facility folder, as applicable.
- II. Population Management Transfers
 - A. Central Classification Services (CCS) may administratively reassign offenders to other institutions without an Institutional Classification Authority (ICA) hearing for the purposes of managing the prison population.
 1. Offenders who were administratively transferred to an institution are not required to meet the eligibility criteria of one year at present assignment in order to request a transfer at their annual review.
 2. The offender's transfer request at their annual review may be submitted to CCS for final review.
 - B. CCS may assign offenders temporarily to institutions that are not the same security level for purposes of interviews, courts, medical, psychological, security, special work assignments, etc. Transportation will be coordinated through the routine Central Transportation Services schedule, if possible.
 - C. The Director of Offender Management Services has authorized the Facility Unit Heads at specific parent host institutions to temporarily transfer eligible and suitable offenders to their adjacent Work Centers.
 1. The Facility Unit Head or designee must complete an [Intra-Regional Transfer Authorization 050_F8](#); see Operating Procedure 050.3, *Facility Release of Offenders*.
 2. The Transportation Coordinator will be notified by telephone or email, and copies of the *Authorization* must be forwarded to Central Transportation Services, the institution's Records Office, and the receiving Work Center prior to physical movement of the offender.
- III. Field Unit and Work Center Transfers (5-ACI-5F-03; 4-ACRS-5A-14 [I])
 - A. Field Units and Work Centers are minimum security institutions designed to provide suitable confinement for lower risk offenders, increase productivity of offenders through work activity, and provide a cost effective alternative to more traditional prison construction.

- B. Offenders who meet the eligibility criteria may request a transfer to a Field Unit or Work Center at the time of their annual review, or may be administratively reviewed and assigned by CCS staff upon a determination that such an assignment is appropriate.
- C. All institutional requests will be submitted in VACORIS to CCS for review and a final decision.
- D. Eligibility Criteria - Offenders must meet each of the following criteria to be reviewed for assignment to a Field Unit or Work Center:
 - 1. Security Level 1 offenders - No Murder I or II, Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, or Felony Detainers
 - 2. Security Level W offenders - No Murder I or II, Voluntary Manslaughter, Sex Offense, Kidnap/Abduction, Carjacking, Flight/FTA pattern, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, No Felony Detainers. Felony convictions for Robbery with Weapon Present or Implied, Malicious Wounding, Unlawful Wounding, Maiming, and Felonious Assault, including multiple convictions, will be considered on a case-by-case basis.
 - 3. Field Units and Work Centers
 - a. Good Time Class Level I or II or the equivalent
 - b. "A" or "B" Medical Location Code and "D" Medical Location Code for psychotropic medications with "MH-X" Mental Health Classification Code; see *Standard Treatment Guideline - Medical/Location Codes*.
 - c. "0" or "1" Mental Health Classification Code. Offenders assigned to a "2" Mental Health Classification Code will be considered on a case-by-case basis for assignment to a designated Field Unit or Work Center; see the *Designated Field Unit and Work Center - Psychiatric Services Guidelines* attachment to Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*.

IV. Cadre Assignment Transfers

- A. Offenders who meet all eligibility criteria may request a cadre assignment at the time of their annual review, or may be administratively reviewed and assigned by CCS staff upon a determination that such an assignment is appropriate.
- B. Eligibility Criteria - Offenders must meet each of the following criteria to be reviewed for cadre:
 - 1. Security Level W offenders - No Murder I or II, Voluntary Manslaughter, Sex Offense, Kidnap/Abduction, Carjacking, Flight/FTA pattern, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, No Felony Detainers. Felony convictions for Robbery with Weapon Present or Implied, Malicious Wounding, Unlawful Wounding, Maiming, and Felonious Assault, including multiple convictions, will be considered on a case-by-case basis.
 - 2. Security Level 1 offenders - No Murder I or II, Sex Offense, Kidnap/Abduction, Escape within the last 10 years as defined in the *Institutional Assignment Criteria*, or Felony Detainers
 - 3. Security Level 2 offenders - No Life+ or Multiple Life sentences, Single Life GCA sentences must have reached their PED. Single Life ESC sentences are not eligible for SL 2.
 - 4. For all Security Levels (W, 1, and 2)
 - a. Good Time Class Level I or II or the equivalent
 - b. "A" or "B" Medical Location Code, "D" Medical Location Code considered on a case-by-case basis
 - c. "0" or "1" Mental Health Classification Code, "2" Mental Health Classification Code considered on a case-by-case basis
 - 5. No disciplinary infractions in the past six months
- C. CCS staff must be notified when an offender is no longer eligible or suitable for a cadre assignment. Upon notification that an offender is no longer eligible or suitable for a cadre assignment, CCS staff will review

the offender for appropriate reassignment.

V. Medical and Mental Health Transfers

- A. Health Services Unit staff will coordinate the temporary or permanent transfers for medical purposes; see Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*, and Operating Procedure 720.7, *Emergency Medical Equipment and Care*.
- B. Offenders transfers based on mental health problems will be coordinated through the Psychology Associate Senior at CCS; see Operating Procedure 730.3, *Mental Health Services: Levels of Service*.

VI. Court Appearance Transfers

- A. An offender summoned by court order to appear in a court may be housed in a local jail facility for court appearances. Offenders transferred to local jail facilities for court purposes will be returned to the sending institution upon completion of their involvement in court proceedings.
- B. When it is deemed necessary to transfer an offender from one institution to another to facilitate Court appearance in the absence of a court order, the Facility Unit Head or their designee receiving verbal instructions from the court, or the Attorney General's office, must promptly notify the Director of Offender Management Services.
 - 1. The Facility Unit Head or their designee will indicate the date of the scheduled Court appearance.
 - 2. The Director of Offender Management Services or designee will issue a *Temporary Reclassification* authorizing the necessary transfer to an appropriate institution.
 - 3. Upon completion of the court appearance, the offender will be returned to the sending institution, if suitable.

VII. Emergency Transfers

- A. In situations which require the immediate removal of an offender from an institution, CCS staff, during business hours, or the Regional Administrator or Regional Duty Officer, during non-working hours, holidays, and weekends, may authorize a temporary transfer to any equal or higher security level institutional bed.
 - 1. Emergency transfers will be in accordance with levels established in the *Institutional Assignment Criteria*.
 - 2. Such decisions may be made for security and health reasons only, and must conform to the definition of *Emergency Transfer* in this operating procedure.
- B. The Director of Offender Management Services has authorized the Facility Unit Head to coordinate the temporary, emergency removal of offenders from their Work Center, Security Level 1 institution, and Deerfield Correctional Center to their parent host institution using an [Intra-Regional Transfer Authorization](#) 050_F8; see Operating Procedure 050.3, *Facility Release of Offenders*.
 - 1. If the Facility Unit Head of the host institution accepts the offender for temporary transfer, no further authorization for transfer is necessary.
 - 2. The Transportation Coordinator must be notified by telephone or email immediately.
 - 3. All eligibility standards for emergency transfer and ICA hearing requirements apply; see Operating Procedure 830.1, *Institution Classification Management*.
- C. Where possible, temporarily transferred offenders will be assigned to fill vacant beds and “swaps” of offenders will be utilized only as a last resort.
 - 1. All emergency transfers should be coordinated with the Transportation Coordinator.
 - 2. The Regional Administrator or designee should contact, email is acceptable, the Transportation Coordinator the next business day after a temporary intra-regional transfer to confirm that their transfer presents no conflict with already committed beds.

- D. All temporary, emergency transfer decisions are subject to review and approval by CCS staff. All formal ICA hearing requirements must be observed.
- E. Offenders Eligible for Emergency Transfer:
1. Any offender who cannot be safely controlled at their current institution pending standard reclassification due to disruptive or violent/aggressive infractions; these offender should not be assigned to a general population status at time of transfer.
 2. Any offender whose medical needs require immediate transfer to an institution with 24 hr. medical coverage, specialized medical equipment, or close proximity to a major medical facility.
- F. Processing Temporary Emergency Transfers - (Normal Business Hours of 8:00 a.m. - 5:00 p.m.):
1. The Facility Unit Head or the Assistant Facility Unit Head requesting a temporary transfer will contact CCS. (4-ACRS-5A-06 [I])
 2. This Facility Unit Head or Assistant Facility Unit Head will provide a detailed written explanation of the rationale for the offender's assignment to restorative housing, the need for their immediate transfer from the current institution, and a recommendation of the level of security housing needed for the offender.
 3. CCS will issue a *Temporary Reclassification* to affect the necessary transfer.
- G. Processing Temporary Emergency Intra-Regional Transfers - (Non-Working Hours, Holidays, and Weekends):
1. The Regional Administrator or Regional Duty Officer will be responsible for determining the validity of need for an immediate temporary transfer based on a Facility Unit Head's or Administrative Duty Officer's, in the Facility Unit Head's absence, request. (4-ACRS-5A-06 [I])
 2. The Regional Administrator or designee will ensure the offender being transferred meets the established *Institutional Assignment Criteria* of the institution chosen to receive the offender and will ensure the sending institution completes a thorough records check for documented keep separates, prior to transfer, to ensure that the temporary transfer will not place the offender in jeopardy.
 3. The Regional Office will maintain a permanent ledger or file of all temporary transfers approved at the regional level.
 4. The Regional Administrator or designee will be responsible for ensuring institutional compliance with Operating Procedure 830.1, *Institution Classification Management*.
 5. The [Intra-Regional Transfer Authorization](#) 050_F8, along with a detailed, written explanation of the need for temporary transfer from the offender's housing institution will be completed and distributed; see Operating Procedure 050.3, *Facility Release of Offenders*.
 6. Notification to the Central Transportation Services will be made by telephone and faxing or emailing a copy of the *Intra-Regional Transfer Authorization* by 9:00 a.m. on the following working day.
 7. When a temporary transfer conflicts with a bed commitment, CCS staff will select an alternate location, where possible, on the first working day following the temporary move.
- H. Responsibilities for Temporary Emergency Transfer:
1. Sending Institution's Responsibilities
 - a. The sending institution is to provide CCS staff or the Regional Administrator, as appropriate, with clear concise information regarding the need for a temporary transfer.
 - b. A record check for keep separates will be conducted to ensure that the offender has no documented keep separates at the institution to which the offender is being sent.
 - c. When the offender is being assigned to restorative housing, staff at the sending institution will conduct an ICA hearing at the same time the offender is being temporarily transferred. When this is not possible, staff at the sending institution will ensure at a minimum the following is completed prior to the physical move:

- i. Prior to transfer, the offender will sign and receive a copy of the *Institutional Classification Authority Hearing Notification*, for their assignment to restorative housing, see Operating Procedure 830.1, *Institution Classification Management*.
 - ii. The Reporting Officer will provide a signed written statement describing the pertinent facts and action(s) taken concerning the incident that prompted or resulted in the temporary transfer.
 - d. The following documents are to be forwarded to the receiving institution with the offender's record at the time of transfer:
 - i. *Institutional Classification Authority Hearing* report indicating the reason for transfer
 - ii. Reporting Officer's original written statement
 - iii. Any untried disciplinary infractions as well as the originals of any infractions
 - iv. *Disciplinary Offense Reports* that are pending possible offender appeal action
 - v. Other pertinent documents, statements and/or reports concerning the incident and/or transfer, e.g., keep separate lists or completed request sheets, ICA results, etc.
2. Receiving Institution's Responsibilities
 - a. The Facility Unit Head or designee at the sending institution will apprise the Facility Unit Head or their designee at the receiving institution of the pertinent facts surrounding the case.
 - b. If an ICA hearing was not conducted prior to the offender's physical transfer, staff at the receiving institution will conduct an ICA hearing within three working days.
 - i. The ICA or MDT, as appropriate, may address whether the assignment is a temporary assignment pending the outcome of the investigation or disciplinary hearing or a permanent assignment for the offender, whichever is appropriate.
 - ii. If the assignment is temporary pending completion of an investigation or disciplinary action, an additional ICA hearing will be required to address the offender's permanent assignment.
 - c. Institution staff will ensure that all procedural safeguards are observed per applicable operating procedures.
 - d. The institution conducting the ICA hearing will note in the VACORIS classification module under *Actions*:
 - i. That the offender was temporarily transferred
 - ii. The date of the transfer
 - iii. The location to and from which the offender was transferred
 - iv. The specific reason(s) for the temporary transfer and recommendations for institutional assignment
3. Central Classification Services Responsibilities
 - a. The Manager of CCS or designee will determine the priority when a temporary regional transfer conflicts with an earlier bed commitment.
 - b. The Manager of CCS will advise the Transportation Coordinator to redirect offenders as deemed necessary and appropriate.
4. All *Intra-Regional Transfer Authorizations* received in CCS will be forwarded to the Transportation Coordinator who will upload the *Transfer Authorizations* into the classification module of VACORIS.
5. CCS staff will review each classification action involving offenders who were temporarily transferred intra-regionally. CCS staff will require staff at the institution where the offender is housed to provide additional information for any classification action that does not specifically address the rationale for temporary transfer.
6. CCS staff will ensure all necessary procedural safeguards are in place and will initiate final action for each temporary transfer.

VIII. Transfer to Other Regional Facilities for Restorative Housing

- A. Facility Unit Heads or their designees may authorize the transfer of an offender to another institution's Restorative Housing Unit when the sending institution does not have adequate restorative housing

resources.

- B. In such cases, the offender is normally returned to their assigned institution upon their release to general population.
- C. The ICA or MDT, as appropriate, will review offenders who, for security reasons, cannot be returned to their assigned institution.

IX. Disciplinary/ Keep Separate Transfers

- A. Offenders may be referred administratively to the ICA or MDT, as appropriate, for transfer consideration to another appropriate institution when institution staff determine that the offender is a threat to the secure and orderly operation of the institution due to disciplinary infractions or a documented keep separate situation.
- B. Offenders assigned to a Restorative Housing Unit for investigative purposes should not be recommended for a transfer until the investigation is completed. When the offender is assigned to restorative housing, the ICA or MDT, as appropriate, may recommend a transfer to a suitable institution, with documentation, or return the offender to the general population.

X. Protective Custody

A. Designation of Protective Custody Units

1. The DOC Director or designee will determine the location of Protective Custody Units and the number of beds assigned for that purpose.
2. The Facility Unit Head or designee should designate the specific beds within the institution allocated for protective custody use.
3. Protective Custody Units may be double celled or double bunked as needed for population management.

B. An offender may declare a need for protection at any time.

1. After thorough investigation, the Facility Unit Head or designee may request an offender's transfer to the Protective Custody Unit, if deemed appropriate.
2. The institution(s) maintaining a Protective Custody Unit may be at a higher security level than that to which the offender is currently assigned.
3. Offenders assigned to the Protective Custody Unit will be designated as Security Level P.

C. Classification To Protective Custody Units

1. The ICA or MDT, as appropriate, should reach a decision for a protective custody assignment based on substantial, credible information, and after an investigation confirms the need for protective custody; see Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.6, *Offender Keep Separate Management*. For example, the offender:
 - a. Has multiple documented keep separates
 - b. Is a documented former public official, law enforcement or other employee from a criminal justice agency
 - c. Gave documented testimony against gang or other crime organization
 - d. Is a High Risk Sexual Victim (HRSV) or sexual abuse victim
 - i. The institution will make individualized determinations about how to ensure the safety of each offender. (§115.42[b])
 - ii. In deciding whether to assign a transgender or intersex offender to a Protective Custody Unit, institution staff must consider on a case-by-case basis whether this placement would ensure the offender's health and safety, and whether the placement would present management or security problems. (§115.42[c])

- iii. A transgender or intersex offender's own views with respect to their own safety will be given serious consideration. (§115.42[e])
 - iv. Lesbian, gay, bisexual, transgender, or intersex offenders will not be placed in the Protective Custody Unit solely based on their identification or status. (§115.42[g])
 - e. Gang members will be considered on a case-by-case basis.
2. When an offender's need for personal protection is documented and no alternatives exist, the Shift Commander may authorize an offender's assignment to General Detention and placement in the Restorative Housing Unit pending review for protective custody assignments; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*, and Operating Procedure 841.4, *Restorative Housing Units*.
 - a. Offenders identified as HRSV or offenders alleged to have suffered sexual abuse should not normally be placed in a Restorative Housing Unit without their consent unless it has been determined by a Psychology Associate, in consultation with the Shift Commander and Regional PREA Analyst, that there are no available alternative means of separation from likely abusers. (§115.43[a], §115.68)
 - b. The ICA or MDT should clearly document on the *Institutional Classification Authority Hearing* report the basis for the institution's concern for the offender's safety and the reason why no alternative means of separation can be arranged. (§115.43[d], §115.68)
 - c. Involuntary assignment to a Restorative Housing Unit will only be made until an alternative means of separation from likely abusers can be arranged. (§115.43[c], §115.68)
 - d. This assignment to restorative housing will not ordinarily exceed a period of 30 days (§115.43[c], §115.68)
 - e. Mental Health staff will advise the ICA on whether the offender can be released to general population or whether they must be assigned to restorative housing and/or transferred to the DOC Protective Custody Unit. (§115.43[c], §115.68)
 - f. The Regional PREA Analyst must be notified of this assignment and kept informed of any changes in the offender's status. (§115.43[a], §115.68)
 3. Offenders with documented aggressive behavior or other potential for causing management problems should not be classified to a specialized Protective Custody Unit. The offender should be considered for other alternatives that meet their protective custody needs without endangering the safety of staff or other offenders.
 4. Institution recommendations will be submitted through VACORIS to CCS staff for review and final decision. Offenders should not be moved from a general population or Restorative Housing Unit assignment to a Protective Custody Unit without the approval of CCS.
 5. CCS staff may assign an offender to the Protective Custody Unit for one or more of the following reasons:
 - a. Keep separate claims, whether offender or administrative, have been approved by CCS staff in accordance with Operating Procedure 830.6, *Offender Keep Separate Management*.
 - b. The offender's background, crimes, lifestyle, behavior, etc. indicates a high likelihood they will be preyed upon by other offenders in a general population setting
 6. The following information should be provided in the *Institutional Classification Authority Hearing* report: (§115.43[d], §115.68)
 - a. The reason(s) the offender is in need of protective custody
 - b. How long the offender has been in restorative housing for their protection
 - c. Any disciplinary infractions the offender has received while in restorative housing for protection
 - d. Any other documentation that would provide CCS staff with information to assess the institution's recommendation for an assignment to the Protective Custody Unit
- D. General Provisions of Protective Custody Units (§115.43[b], §115.68)

1. Protective Custody Units should provide programs and services similar to those available to general population offenders, to the extent feasible.
2. The Facility Unit Head at institutions operating Protective Custody Units should develop local operating procedures to specify the services and programs that will be available to protective custody offenders. Procedures should generally address the following programs and services:
 - a. Commissary purchases
 - b. Correspondence
 - c. Counseling
 - d. Education
 - e. Exercise/Recreation
 - f. Legal Services/Law Library
 - g. Medical Services
 - h. Orientation
 - i. Personal Property
 - j. Telephone Calls
 - k. Visitation
 - l. Work Assignments

E. Classification Reviews

1. Assignment to a Protective Custody Unit is a specialized general population housing status.
 - a. Offenders housed in a Protective Custody Unit should have an annual review of their good time class level with an updated Re-entry Case Plan and Home Plan.
 - b. Security level and transfer requests should not be considered.
2. Protective custody offenders who become disruptive should be assigned to the institution's Restorative Housing Unit; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*, and Operating Procedure 841.4, *Restorative Housing Units*.
3. An offender may be referred administratively to the ICA for transfer out of the Protective Custody Unit for the following: **(5-ACI-4A-08)**
 - a. Institution staff determine that the offender can no longer be managed in the Protective Custody Unit
 - b. Institution staff determine that the threat to the offender's safety no longer exists.
 - c. The offender requests release or refuses an assignment to the Protective Custody Unit. When an offender requests release or refuses assignment, the [Protective Custody Release and Refusal 830_F7](#) must be completed and attached to the ICA in VACORIS.
 - d. All institutional recommendations will be escalated in VACORIS to CCS staff for a final decision.
 - e. If approved, the offender will be assigned to an appropriate security level and institution.

F. Keep separates within the Protective Custody Unit

1. Offenders who claim a keep separate within the Protective Custody Unit must report and identify the offender; see Operating Procedure 830.6, *Offender Keep Separate Management*.
2. Keep separate claims should be evaluated for validity by CCS staff. This requirement is an additional precaution that applies only to Protective Custody Units.
3. Staff assigned to the Protective Custody Unit should take reasonable steps to separate the offenders pending CCS staff decision.

XI. Security Level S Transfers

- A. Security Level S is a type of housing reserved for special purpose bed assignment, utilized under proper

administrative process at institutions, for the protective care and management of offenders.

- B. To initiate a transfer to the designated institution for offender assignment to Security Level S, staff at the institution currently housing the eligible offender should conduct an ICA hearing, document the offender's eligibility, and recommend assignment in accordance with Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.2, *Security Level Classification*.
- C. CCS staff will review each assignment and, in VACORIS, escalate eligible offenders to the Facility Unit Head or their designee and the Regional Operations Chief for review.

XII. Steps to Achieve Reintegration (STAR) Program Transfers

- A. Offenders in restorative housing who refuse assignment to general population due to fear, threat, violent or aggressive behavior, or legitimate protective custody needs, should be reviewed by institution staff for transfer to the *Steps to Achieve Reintegration (STAR) Program*.
 - 1. Security level W through 4 offenders will be considered for the *Star Program* at Keen Mountain Correctional Center (KMCC).
 - 2. Security Level 5 offenders and offenders not eligible for placement at KMCC will be considered for the high security level *STAR Program* at Wallens Ridge State Prison (WRSP).
- B. To recommend a transfer to either *STAR Program*, institution staff will prepare the [Offender Case Analysis for Steps to Achieve Reintegration \(STAR\) Program](#) 830_F5 for review and approval by the Facility Unit Head or designee.
- C. The staff member preparing the *Offender Case Analysis* must notify an institution Psychology Associate who will complete the [Steps to Achieve Reintegration \(STAR\) Program - Mental Health Review](#) 830_F6.
 - 1. The *Mental Health Review* must be sent directly to the KMCC or the WRSP Psychology Associate Senior, as appropriate, for review.
 - 2. Failure to submit the *Mental Health Review* to KMCC or WRSP will result in CCS staff disapproval of the offender for participation in the *STAR Program*.
 - 3. The *Mental Health Review* must not be uploaded into VACORIS.
- D. A formal ICA hearing must be conducted and submitted in VACORIS to CCS staff for review; see Operating Procedure 830.1, *Institution Classification Management*.
 - 1. Confirmation that the *Mental Health Review* was completed and submitted to Psychology Associate at KMCC or WRSP must be documented on the *Institutional Classification Authority Hearing Notification*.
 - 2. The completed *Offender Case Analysis* must be uploaded to VACORIS as an external document and forwarded with the ICA recommendation for assignment to the *STAR Program*.
- E. CCS staff will review each assignment to the *STAR Program*, and in VACORIS, escalate eligible offenders for review by the Facility Unit Head or designee at the designated *STAR Program* institution and the appropriate Regional Operations Chief.
- F. The Facility Unit Head or designee and the Regional Operations Chief must approve the offender's admission into the *STAR Program* and with the Transportation Coordinator will arrange transfer, as needed for offenders accepted into the program.
- G. Offenders disapproved for assignment to the *STAR Program* should be re-evaluated for alternative options, i.e., release to general population and/or transfer.
- H. After completing the *STAR Program* at KMCC, offenders must be in general population at KMCC for six months prior to requesting a transfer.

XIII. Shared Allied Management (SAM) Unit Transfers

- A. The purpose of the SAM Unit is to promote safety within institutions by avoiding the use of restorative housing to manage offenders that typically require a high level of services from security, mental health, and/or medical staff.
- B. Three specific offender populations are eligible for assignment to a SAM Unit.
 1. Mental Health Population: Mentally ill or seriously mentally ill (SMI) offenders who are at a greater risk to cycle in and out of restorative housing and/or Mental Health Units for disruptive behavior related to their mental health diagnoses and symptoms to include:
 - a. Offenders with a Mental Health Code 2 or 2S, who are housed in a Restorative Housing Unit with a history of repeated misbehavior due to their mental illness
 - b. Offenders recently released from an Acute Care Unit or other Mental Health Units
 - c. Offenders who had suicidal/ self-harm incidents and/or thoughts in the last three months
 - d. Offenders who are having a difficult time adapting to the basic demands of their current housing status due to the symptoms of their mental health diagnosis but do not meet the criteria for a Mental Health Unit
 2. Medical Population: Medically infirmed offenders requiring intensive medical attention but not requiring admission to the infirmary
 3. Vulnerable Population: Offenders who are at a greater risk for victimization or being bullied in general population due to characteristics such as cognitive challenge, age (seniors and youthful), small in stature, or timid personalities
- C. SMI offenders requiring restorative housing for longer than 28 days, offenders with a history of repeated or recent predatory behavior, and offenders attempting to manipulate their housing due to debt, threat, other social factors, or personal gain are not eligible for assignment to a SAM Unit.
- D. In order to recommend an offender for assignment to a SAM Unit, designated institutional staff must prepare the [Shared Allied Management \(SAM\) Unit Admission Screening](#) 830_F8 to be reviewed by the SAM Committee and approved by the Chief of Housing and Programs (CHAP).
 1. In order to assign an offender to the SAM Unit at their current institution, an informal ICA hearing is required and designated institutional staff must prepare the [Shared Allied Management \(SAM\) Unit Admission Screening](#) 830_F8 to be reviewed by the SAM Committee and approved by the institution's CHAP.
 - a. Offenders must first be referred and reviewed for placement in the SAM Unit at their current institution.
 - b. Submission of the *SAM Admission Screening* to DOCSAM for internal assignments is not required.
 2. When the offender's assignment to a SAM Unit requires an institutional transfer, a formal ICA hearing will be conducted and submitted via VACORIS to the Psychology Associate Senior at CCS or designee for review.
 - a. The offender's security level score and status must be reviewed to determine if the current security level is appropriate. When the offender's behavior or other factors indicate that the current security level assignment may not be appropriate, the offender's security level must be updated in VACORIS; see Operating Procedure 830.2, *Security Level Classification*.
 - b. The ICA recommendation should include a transfer request to a SAM Unit at an appropriate institution consistent with the *Institutional Assignment Criteria*.
 - c. Upon conclusion of the ICA and recommendation of offender assignment to a SAM Unit, the CHAP or designee will forward the completed [Shared Allied Management \(SAM\) Unit Admission Screening](#) 830_F8 by email to DOCSAM.
 - d. The Psychology Associate Senior at CCS or designee will review each recommended assignment and, taking into consideration bed availability, will make a determination on the appropriate

institutional SAM Unit assignment.

- e. The Psychology Associate Senior at CCS or designee will forward the *SAM Admission Screening* to the CHAP at the receiving SAM Unit for review and approval.
 - i. Within five working days, the CHAP or their designee must make email notification to the Psychology Associate Senior at CCS or designee of their decision to either accept, accept with waitlist, or deny an offender's assignment to the SAM Unit; the facilities SAM Committee will review all incoming referrals and communicate with the CHAP on their decision.
 - ii. If the offender is accepted, the Psychology Associate Senior at CCS or designee will approve the offender's admission into the SAM Unit and finalize the ICA's recommendation for transfer in VACORIS.
 - iii. If the offender is accepted with waitlist, the Psychology Associate Senior or designee will add the offender to the statewide wait list for SAM Unit beds.
 - iv. If the offender is denied admission, the CHAP or their designee must clearly document the reason for denial on the [Shared Allied Management \(SAM\) Unit Admission Screening](#) 830_F8. Denial of a SAM Unit referral is limited to legitimate operational or security reasons i.e. validated keep separates, inappropriate classification, bottom bunk availability, etc.
 - f. When an inappropriate referral is submitted or an offender's admission into a SAM Unit is denied, the Psychology Associate Senior at CCS or their designee will consult with the Special Program Manager for Diversionary Housing.
 - i. The Special Program Manager for Diversionary Housing will make the final determination on the appropriateness of the referral and on the offender's institutional SAM Unit assignment.
 - ii. The Psychology Associate Senior or their designee will approve or disapprove an offender's admission into a SAM Unit on behalf of the Special Program Manager for Diversionary Housing, finalize the ICA's recommendation for transfer in VACORIS, and notify appropriate staff of the decision.
- E. All offenders should sign the [Shared Allied Management \(SAM\) Unit Contract](#) 830_F9 as a condition of their assignment to the institution's SAM Unit. An offender's refusal to sign the *Contract* will be documented on the *Contract* and may result in removal from the unit.
- F. Inmate Removal from SAM Unit
1. Staff must conduct a formal ICA hearing to remove an inmate from the SAM Unit, whether the removal is involuntarily, voluntarily by inmate request, graduation, or administrative and document the specific reason for removal on the *Institutional Classification Authority Hearing Notification*.
 2. The staff member requesting removal or a SAM Committee co-facilitator will complete the *Shared Allied Management (SAM) Removal* 830_F15 for review and approval by the SAM Committee and CHAP.

XIV. Secure Diversionary Treatment Program (SDTP) Transfer

- A. The *Secure Diversionary Treatment Program (SDTP)* is designed to provide treatment in a secure setting to eligible offenders with *Serious Mental Illness (SMI)*. The following offenders are eligible for a SDTP:
1. Offenders in Restorative Housing who will not be released to the institution's General Population or moved into SD-1 or SD-2 within 28 days
 2. Offenders who were committed to Marion Correctional Treatment Center for Acute Care from an SDTP site
 3. Offenders assigned to Security Level S who are classified as SMI
 4. Offenders transferring from one SDTP to another for appropriate housing
- B. In order to initiate the SDTP review process, a formal ICA hearing must be conducted and submitted in VACORIS to the Mental Health Clinical Supervisor (MHCS) of the referring region for review and approval.

1. The ICA or MDT recommendation, as appropriate, must request a transfer to Wallens Ridge State Prison, Marion Correctional Treatment Center, and River North Correctional Center.
 2. Upon conclusion of the ICA and recommendation of offender assignment to an SDTP, the CHAP or designee at the referring institution must complete the [Assignment to Secure Diversionary Treatment Program](#) 830_F10 and forward the form by email to DOCSMI by the end of the following work day.
 3. The Psychology Associate Senior at the referring institution will complete the [Mental Health Clinical Supervisor - External Review](#) 830_F11 and a new [Mental Health Serious Mental Illness \(SMI\) Determination](#) 730_F34. Both documents must be submitted to the MHCS of the referring region for review and approval by the end of the following working day.
 4. The MHCS will conduct an external review and document their decision on the *Mental Health Clinical Supervisor - External Review*.
 - a. If approved, the completed *Mental Health Clinical Supervisor - External Review* and [Mental Health Serious Mental Illness \(SMI\) Determination](#) 730_F34 will be forwarded by email to DOCSMI.
 - b. The MHCS will escalate the ICA in VACORIS to the Regional Operations Chief of the Western Region who will approve or disapprove the offender's assignment to an SDTP. If approved, the ICA will then be escalated to the Psychology Associate Senior at CCS.
 5. The Special Program Manager for Diversionary Housing will verify the [Assignment to Secure Diversionary Treatment Program](#) 830_F10, [Mental Health Clinical Supervisor - External Review](#) 830_F11 and [Mental Health Serious Mental Illness \(SMI\) Determination](#) 730_F34 are complete and accurate. The Special Program Manager for Diversionary Housing will prepare the documents for further review and approval by the Multi-Institution Treatment Team (MITT).
 - a. The MITT will review the offender and if approved, determine the appropriate SDTP institutional assignment.
 - b. The Psychology Associate Senior at CCS will approve the offender's transfer in VACORIS to the approved SDTP location on behalf of the MITT.
- C. After successful completion of the SDTP, offenders with additional Mental Health needs may be referred to a SAM Unit as outlined in this operating procedure.
1. In addition to the referral process and ICA hearing requirements in this operating procedure, the referring staff member at the SDTP Unit must also forward a copy of the [Shared Allied Management \(SAM\) Unit Admission Screening](#) 830_F8 to the CHAP at the receiving SAM Unit.
 2. The Psychology Associate at the referring SDTP Unit will also prepare and send an [Electronic Notification of Mental Health Offender Transfer](#) 730_F11 to the Psychology Associate Senior at the receiving SAM Unit.

XV. Intensive Drug Treatment Program (IDTP)

- A. Any offender who voluntarily admits to a drug use problem, prior to notification of a drug test, or who voluntarily admits to possession of drugs for personal use, prior to notification of a search, may request assignment to an IDTP. The offender will be reviewed for such assignment in accordance with Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services*.
- B. Offenders must be eligible for assignment to the designated IDTP institution in accordance with the requirements established in the *Institutional Assignment Criteria*.
- C. Institutional staff will conduct an ICA hearing to recommend the offender for transfer, select the recommended institutional assignment in VACORIS, and escalate their recommendation to CCS for review and a final decision.
- D. Offenders transferred to an institution for participation in an IDTP and who have successfully completed the program will be reviewed for transfer to an appropriate institution with the transfer escalated in VACORIS to CCS for a final decision.

- E. Institutional staff will conduct an ICA hearing for any offender who refuses to participate after a transfer to the IDTP is scheduled, who refuses to participate in the program after transfer, or is removed due to disruptive, non-participatory, or non-compliant behavior to address the offender's security level, good time class level, and institutional assignment. ICA recommendations must be escalated to CCS for a final decision.

XVI. Substance Abuse Cognitive Therapeutic Community Transfer

- A. Offenders may be administratively assigned and required to participate in a Substance Abuse Cognitive Therapeutic Community (CTC) when it is determined that such an assignment is appropriate.
1. Transfers to a CTC will take priority over vocational programming for those offenders who the court has ordered or recommended for a TC.
 2. Transfers to a CTC will take priority for those offenders who have been enrolled in a vocational program for four months or less at the time their transfer is submitted to CCS.
 3. CCS staff will administratively review and assign Behavioral Correctional Program (BCP) offenders to a CTC.
 4. Offenders may request a CTC transfer at their annual review.
- B. The ICA should review offenders identified on the *Classification Review Screen* in VACORIS as well as offenders whose COMPAS scores reflect the required rating on the Substance Abuse Scale and Cognitive Behavioral Scale for transfer to a CTC at any time after determining the offender's suitability for participation.
- C. The ICA will review CTC transfer requests in accordance with the *CTC Eligibility and Suitability Criteria* listed below. Offenders must meet the institution's requirements as listed in the *Institutional Assignment Criteria* which can be found on the Virtual Library
1. Indian Creek Correctional Center (ICCC) (males)
 - a. Security Level W, 1 or 2
 - b. Mental Health Code 0, 1 or 2
 - c. 16-26 months to projected release
 - d. No felony detainees
 - e. COMPAS *Substance Abuse Scale* and *Cognitive Behavioral Scale* rating and/or a documented history of substance abuse at the discretion of CCS; see Operating Procedure 841.1, *Offender Programs and Services*.
 - f. Basic general mental ability to participate meaningfully in group process
 2. Virginia Correctional Center for Women (VCCW)
 - a. Security Level W, 1 or 2
 - b. Mental Health Code 0, 1 or 2
 - c. 16-26 months to projected release date
 - d. No felony detainees
 - e. COMPAS *Substance Abuse Scale* and *Cognitive Behavioral Scale* rating and/or a documented history of substance abuse at the discretion of CCS; see Operating Procedure 841.1, *Offender Programs and Services*
 3. Lawrenceville Correctional Center (LVCC) (males)
 - a. Security Level 3
 - b. 18 to 36 months to projected release date
 - c. Documented history of substance abuse
 - d. Stable adjustment and at least four months infraction free
 - e. Accepts only voluntary referrals

D. CTC transfer requests should be submitted in VACORIS to CCS for review and a final decision.

1. Transfer requests for assignment to the LVCC CTC must include a signed copy of Attachment 1, *LVCC New Hope Therapeutic Community Admissions Contract*.
2. CCS staff will determine an offender's eligibility and suitability for assignment to the particular institution and will have final authority for approval or disapproval.
3. Transfer requests are submitted in the classification module of VACORIS designated with an *Action Type - Transfer*; Priority 3, Priority Reason of Program Needs, and Transfer Reason of Substance Abuse Program.
4. If approved for participation, CCS staff will affect the necessary transfer.
5. CCS disapproval will be noted on the *Institutional Classification Authority Hearing Report*.

E. Removals from CTC

1. Failure to participate will be justification for Good Time Class Level IV per COV §53.1-200, *Conditions for good conduct allowance*.
2. The Cognitive Community Treatment Team will review offenders who refuse to participate in the CTC program or whose behavior warrants removal from the program as a result of their non-compliant or disruptive behavior for removal.
3. A member of the Cognitive Community Treatment Team will charge the offender with offense code 119e, *Refusal to participate in or removal from a residential cognitive community program* in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*.
4. Offenders found guilty of offense code 119e must be referred to the ICA for a formal hearing to address the offender's removal from the CTC program, assignment to Good Time Class Level IV., review of security level, and appropriate institutional assignment.
5. Offenders determined to be physically or mentally incapable of CTC participation will be referred to the ICA with documentation from the institutional Physician or Psychology Associate for program removal without sanctions.
 - a. The institution Principal, Physician, or Psychology Associate, depending on the area of deficit will review all offenders determined to be physically or mentally incapable of CTC participation.
 - b. Designated institutional staff will conduct an ICA hearing for program removal, and with appropriate documentation, offenders determined to be physically or cognitively impaired will be removed without sanctions.
6. ICA recommendations for CTC program removal are submitted for final review and approval to CCS as a "transfer".

XVII. Sex Offender Residential Treatment Program (SORT)

- A. Offenders determined as eligible for the Sex Offender Residential Treatment Program may be referred to the Director of the SORT Program by submitting a [*Sex Offender Residential Treatment \(SORT\) Program Referral DOC SO 3 735_F3*](#); see Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*.
- B. The SORT Treatment Team will review the referral and make a decision on an offender's admission to the program.
- C. A member of the Sort Treatment Team will coordinate transfer arrangements for approved offenders through the Psychology Associate Senior at CCS or designee.

XVIII. Offender Requested Transfer

- A. General population offenders, other than youthful offenders, protective custody offenders, and those sentenced to death row may request a transfer during their annual review to an equal security level institution provided their level does not change due to the annual review.

- B. Offenders requesting transfers must meet the following criteria:
1. Must be assigned to a general population setting
 2. Must have been at the present assignment for a minimum of one year; not required for an offender administratively transferred for population management
 3. Must be currently assigned to Security Level W, 1, 2, 3, or 4
 4. Must be Good Time Class Level I or II or the equivalent
 5. Must not have been convicted of any disciplinary infractions within the past 12 months
 6. Must not have been convicted of an offense code 100 through 108 or 198 related to any 100-108 offense codes within the past 24 months
- C. Offenders, whose security level is reduced as the result of their annual review, will usually be transferred to an appropriate institution according to their newly assigned security level.
1. Institutional staff should note the offender's preferences for transfer in *Comments*. Institutional staff should select the institutional assignment in the *Action Type - Transfer* section of the classification action module in VACORIS and escalate to CCS staff for review and final decision, if necessary.
 2. Transfers as the result of security level reviews at the time of annual review do not require due process or a formal review.
 3. Offender requests for transfer to preferred locations must give way to considerations of space, security, and program availability.
 4. Offenders temporarily transferred to another institution for medical or mental health treatment, court appearance, etc. will have their annual review completed upon return to sending institution. The institution temporarily housing the offender will not complete the offender's annual review. For extenuating circumstances, facility staff should contact CCS.

XIX. Religious Diet Transfers

- A. Assignments to the Common Fare and Orthodox Jewish diet will be managed in accordance with Operating Procedure 841.3, *Offender Religious Programs*.
- B. Transfer requests from institutions that do not offer the requested religious diet will be escalated to CCS for assignment to an appropriate institution.
- C. Security Level W and 1 offenders who are transferred to a higher security level institution for the Common Fare or Orthodox Jewish diet and then voluntarily withdrawal from the diet, will be submitted for an administrative transfer to an institution that houses Security Level W and 1 offenders.

XX. Corrections Construction Unit (CCU), Environmental Services Unit (ESU), and Operational Maintenance Unit (OMU)

- A. The CCU, ESU, and OMU are considered programs that also provide job skills.
- B. An offender may request assignment to CCU, ESU, or OMU by sending a letter to the manager of CCU, ESU, or OMU listing their name, number, current location, and a brief listing of their training and skills that would be useful in the CCU, ESU, or OMU.

Manager, Corrections Construction Unit
3600 Woods Way, Bld. 74
State Farm, VA 23160

Manager, Environment Services Unit
783 Prison Road
Boydton, VA 23917

Manager, Operational Maintenance Unit
6900 Atmore Drive, Room 3040

Richmond, Virginia 23225

- C. The CCU Manager, ESU Manager, or OMU Manager will submit a request to CCS referring appropriate candidates for assignment. CCS staff will review each referral and determine approval/disapproval for assignment.
- D. Type I “Unrestricted” Assignment
1. Offenders are permanently assigned to CCU, ESU, or OMU.
 2. The manager of CCU, ESU, or OMU may transfer offenders as needed throughout the State to work sites for the length of time needed.
 3. The CCU Manager, ESU Manager, or OMU Manager will coordinate with the Central Transportation Services for temporary assignments to other institutions.
 4. Criteria
 - a. Security Level W
 - b. Outside Work Classification I or II
 - c. “A” Medical” and MH-0 or medically cleared for CCU, ESU, or OMU
 - d. Not Adult Basic Education Program eligible is preferred, but not required
 - e. Within seven years of GTRD/MPRD
 - f. No disciplinary convictions within the last six months
 - g. No violent or assaultive current or prior offenses
- E. Type II “Restricted” Assignment
1. Offenders are permanently assigned to CCU, ESU, or OMU and housed at a designated institution.
 2. Offenders are restricted to work under armed supervision or only on inside perimeter projects dependent upon the offender’s work classification.
- F. Offenders approved for the CCU, ESU, or OMU will complete the journal “*Re-entry Planning Workbook*” and view the video “*Money Smart: Making Cents of Your Finances*”.
- G. CCS staff must be notified when an offender is no longer eligible or suitable for CCU, ESU, or OMU assignment. Upon notification that an offender is no longer eligible or suitable for CCU, ESU, or OMU assignment, CCS staff will review for appropriate reassignment.

XXI. Offender Appeals

- A. An offender may appeal any final classification decision through the Offender Grievance Procedure.
- B. The ICA recommendation and the final approval are one issue and cannot be grieved separately.

REFERENCES

COV §53.1-200, *Conditions for good conduct allowance*
Operating Procedure 050.3, *Facility Release of Offenders*
Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*
Operating Procedure 720.2, *Medical Screening, Classification, and Levels of Care*
Operating Procedure 720.7, *Emergency Medical Equipment and Care*
Operating Procedure 730.2, *Mental Health Services: Screening, Assessment, and Classification*
Operating Procedure 730.3, *Mental Health Services: Levels of Service*
Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*
Operating Procedure 830.1, *Institution Classification Management*
Operating Procedure 830.2, *Security Level Classification*

Operating Procedure 830.6, *Offender Keep Separate Management*

Operating Procedure 841.1, *Offender Programs and Services*

Operating Procedure 841.3, *Offender Religious Programs*

Operating Procedure 841.4, *Restorative Housing Units*

Operating Procedure 841.5, *Offender Alcohol and Other Drug Testing and Treatment Services.*

Operating Procedure 861.1, *Offender Discipline, Institutions*

ATTACHMENTS

Attachment 1, *LVCC New Hope Therapeutic Community Admissions Contract*

FORM CITATIONS

[Intra-Regional Transfer Authorization](#) 050_F8

[Interdepartmental Transfer Notice \(CA4\)](#) 050_F9

[Electronic Notification of Mental Health Offender Transfer](#) 730_F11

[Mental Health Serious Mental Illness \(SMI\) Determination](#) 730_F34

[Sex Offender Residential Treatment \(SORT\) Program Referral DOC SO 3](#) 735_F3

[Offender Case Analysis for Steps to Achieve Reintegration \(STAR\) Program](#) 830_F5

[Steps to Achieve Reintegration \(STAR\) Program - Mental Health Review](#) 830_F6

[Protective Custody Release and Refusal](#) 830_F7

[Shared Allied Management \(SAM\) Unit Admission Screening](#) 830_F8

[Shared Allied Management \(SAM\) Unit Contract](#) 830_F9

[Assignment to Secure Diversionary Treatment Program](#) 830_F10

[Mental Health Clinical Supervisor - External Review](#) 830_F11

[Shared Allied Management \(SAM\) Removal](#) 830_F15