



# Virginia Department of Corrections

## Facility Security and Control

### Operating Procedure 435.1

#### *Special Operations Unit*

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### REVIEW

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

### COMPLIANCE

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

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## DEFINITIONS

**Analysis** - The activity whereby meaning, actual or suggested, is derived through organizing and systematically examining diverse information and applying inductive or deductive logic for the purposes of criminal investigation or assessment.

**Central Mail Distribution Center** - A DOC unit under the office of the Security Operations and Emergency Preparedness Administrator that has the responsibility to receive and inspect inmate and CCAP probationer/parolee incoming legal correspondence, incoming religious correspondence, books, newspapers, magazines, photobooks, personal photographs, commercial photographs, and other publications before these items are forwarded to a facility for issuance to the inmate or CCAP probationer/parolee.

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

**Daily Log** - DOC staff responsible for managing information gathering and intelligence development relative to facilities and communities in assigned areas of the state.

**Drug and Intelligence Operations Coordinators** - DOC employees responsible for managing information gathering and intelligence development relative to facilities and communities throughout the state.

**Extradition** - The return of a fugitive to a state in which the inmate or probationer/parolee is accused or has been convicted of committing a criminal offense by order of the governor of the state to which the fugitive has fled to evade justice or escape prosecution. Probationers/Parolees not transferred through the ICAOS must be returned through the extradition clause of the U.S. Constitution

**Fugitive** - A person who is fleeing from custody or prosecution.

**Gang Specialist** - A DOC employee (P&P Officer, Surveillance Officer, Institutional Investigator, Intelligence Officer, or other individual), designated by the Organizational Unit Head to be responsible for development and communication of intelligence related to gangs/STGs within that unit; there will be at least one Gang Specialist designated from each DOC institution, each Community Corrections Alternative Program (CCAP) facility, and each Probation and Parole Office.

**Gang/Security Threat Group (STG)** - A group of individuals who: (a) possess common characteristics that distinguish them from other persons or groups of persons and who, as an entity, pose a threat to the safety and security of staff, the facility, inmates or the community; (b) have a common distinctive goal, symbolism or philosophy; (c) possess identifiable skills or resources, or engage in unauthorized/illegal activities. Criminal street gangs, terrorists (domestic & international), radical extremists, hate groups, cults, and neighborhood cliques are examples of a Gang/STG.

**Incident** - An actual or threatened event or occurrence outside the ordinary routine that involves:

- The life, health and safety of employees, contractors, volunteers, guests, or inmates/probationers/parolees.
- Damage to state property.
- Disruption or threats to security, good order, and discipline of a facility or organizational unit.

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

**Intelligence** - The product of the analysis of raw information related to crimes or crime patterns with respect to an identifiable person or group of persons to anticipate, prevent, or monitor possible criminal activity.

**Intelligence Analyst** - Reviews information and creates reliable intelligence products.

**Intelligence Bulletin** - A finished intelligence product in article format that describes new developments, methods, and evolving trends.

**Intelligence Information** - Pieces of raw, unanalyzed data that identify persons, evidence, or events or illustrate processes that indicate the incidence of a criminal event or witnesses or evidence of a criminal event.

**Intelligence Specialist** - Staff member assigned to the DOC Special Operations Unit that facilitate the DOC



statewide information gathering and intelligence process.

**Investigations Log** - An automated record of all Special Operations Unit investigations and information requests; the Investigations Log is available to all Special Operations Unit personnel.

**Office of Law Enforcement Services (OLES)** - DOC sworn law enforcement employees conducting criminal and administrative investigations.

**Operations and Logistics Unit (OLU) Operations Center** - The portion of the Special Operations Unit that is always staffed to serve as the main repository and clearing house for all DOC incident notifications and intelligence.

**Operations Center Coordinator** - A staff member responsible for managing the daily operations of the OLU Operations Center.

**Operations Lieutenant/Operations Analyst** - Receives incoming communications at the OLU Operations Center, responds to requests for assistance, and communicates all matters of concern in accordance with established Special Operations Unit protocols.

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

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

**Sensitive but Unclassified** - Information that has not been classified by a federal law enforcement agency that pertains to significant law enforcement cases under investigation and criminal intelligence reports that require dissemination criteria to provide information to only those persons necessary to further the investigation or to prevent a crime or terrorist act.

**Statewide Gang Coordinator** - A DOC employee responsible for managing the gang and security threat group information entered into the VACORIS Gang Module.

**VACORIS Gang Module** - DOC gang/STG information located within VACORIS.

**Virginia Fusion Center** - A multiagency intelligence unit currently located at Virginia State Police Headquarters that provides a centralized, comprehensive, information and intelligence network to enhance the operational efficiency of the agencies involved in the prevention activities as they relate to criminal activity in Virginia, including terrorism.

**Voice Verification Biometrics Unit (VVBU)** - Unit within the OLU handling low risk probationers/parolees.



## **PURPOSE**

This operating procedure establishes the Department of Corrections (DOC) Special Operations Unit which gathers, collects, and analyzes information and intelligence from internal and external sources and provides timely, informative, comprehensive reports and assessments to DOC Organizational Units and external partners.

## **PROCEDURE**

- I. Special Operations Unit Mission
  - A. DOC staff are responsible to maintain a safe, secure environment within DOC organizational units and to protect the citizens of the Commonwealth.
  - B. The ability to gather relevant information and develop the information gathered into actionable intelligence is essential to maintaining public confidence in the DOC to carry out its mission for the citizens of the Commonwealth of Virginia.
  - C. The DOC Special Operations Unit provides an expansive intelligence network to detect, address, disrupt, and prevent criminal activities, individual and organized, within DOC facilities and communities at large.
  - D. Special Operations Unit staff maintain, manage, and access the information gathered using computerized intelligence information systems.
- II. Special Operations Unit Organization and Administration
  - A. The Security Operations and Emergency Preparedness Administrator, Chief of Security Management, and Security Operation Managers are responsible for the supervision and management of the Special Operations Unit, such responsibilities include but are not limited to:
    1. Implementing the requirements of this operating procedure.
    2. Developing internal Special Operations Unit protocols to ensure staff utilize efficient and effective intelligence gathering, and dissemination practices.
    3. Identifying and prioritizing intelligence in a manner that is consistent with the DOC's mission of providing for safety and security in organizational units and the community.
    4. Approving any release of information or intelligence to other criminal justice and law enforcement agencies
  - B. Special Operations Unit includes:
    1. OLU Operations Center

The OLU Operations Center is a stand-alone facility staffed by Intelligence Analysts and Operations Lieutenants who assist the Operations Center Coordinator in managing OLU operations. The Emergency Operations Center is located with the OLU Operations Center and is activated in response to and in support of a major incident that affects the DOC or requires DOC resources and services.
    2. Drug and Intelligence Operations Coordinators
      - a. The Drug and Intelligence Operations Coordinators supervise targeted interdictions throughout the Commonwealth in coordination with DOC detection canines, cell phone analysts, intelligence specialists, OLES agents, institutional investigators, gang specialists, and jails, as well as other criminal justice and law enforcement agencies.
      - b. Drug and Intelligence Operations Coordinators manage the operations of the Counter-Drone Mobile Trailer and the extraction of data by a team of analysts trained to conduct forensically-sound data extractions from digital devices recovered from facilities.
      - c. Digital device extraction labs are provided in Western and Central Virginia to support in the gathering of intelligence.



3. The Statewide Gang Unit
  - a. The Statewide Gang Unit supervises and manages inmates and probationers/parolees with gang or STG affiliations.
  - b. Statewide Gang Unit team members are responsible for:
    - i. Collect information.
    - ii. Monitor incidents.
    - iii. Provide staff training.
    - iv. Monitor VACORIS gang data.
    - v. Serve as liaisons to outside law enforcement.
    - vi. Testify in court as subject matter experts.
    - vii. Support all facilities and district offices with gang-related issues.
    - viii. Serve as the primary DOC resource on gang/STG information and training; see Operating Procedure 435.2, *Gang and Security Threat Group Identification and Tracking*.
4. Canine Operations Unit
  - a. The Canine Operations Unit utilizes trained canines as a manpower multiplier, see Operating Procedure 435.3, *Canine Operations Unit*.
  - b. Canine Operations Unit handlers:
    - i. Assist in the detection of narcotics, cell phones, tobacco, and marijuana in DOC organizational units.
    - ii. Assist in controlling disruptive inmates in DOC institutions.
    - iii. Assist with the apprehension of inmates and absconding Community Corrections Alternative Program (CCAP) probationers/parolees.
5. Restorative and Diversionary Housing Unit; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* and Operating Procedure 841.4, *Restorative Housing Units*.
  - a. The Restorative and Diversionary Unit operates special purpose bed assignments for inmates:
    - i. Exhibiting dangerous or threatening behavior disruptive to the orderly operation of the facility.
    - ii. In need of personal protection.
  - b. The increased control and management of the inmate in the restorative housing unit is designed to ensure safety and security of the facility.
  - c. Staff refer inmates to the Restorative Housing Unit for their behavior and not discipline.
6. Extradition, Fugitive, and Emergency Services Unit
  - a. The Extradition, Fugitive, and Emergency Services Unit is focused primarily on two missions:
    - i. The recovery of absconders, escapees, parolees, and any individual deemed a fugitive by the Code of Virginia; see Operating Procedure 435.4, *Extradition and Fugitive Unit*.
    - ii. The enhancement of DOC emergency preparedness by conducting regular drills and training exercises with DOC staff and external law enforcement partners; see Operating Procedure 075.1, *Emergency Operations Plan*, Operating Procedure 075.2, *Continuity of Operations Plan*, and Operating Procedure 075.6, *Critical Incident Management Exercises*.
  - b. The Extradition, Fugitive, and Emergency Services Unit also includes the Hostage Negotiation Team and the Special Response Teams; see Operating Procedure 075.3, *Emergency Services Unit*.
7. Voice Verification Biometrics Unit; see Operating Procedure 435.5, *Electronic Technology Supervision Programs* and Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*.
  - a. Voice Verification Biometrics Unit staff oversee low-risk probationers and parolees using a voice biometric tool, facial biometrics, and GPS location when interacting with a probationer/parolee.
  - b. The system allows P&P Officers more time to supervise medium and high-security caseloads.
  - c. To ensure public safety and to enforce compliance with Court orders, Voice Verification

Biometrics Unit staff track probationers/parolees who fled from supervision.

d. The unit aims to locate, apprehend, and monitor absconders while collaborating with law enforcement agencies to mitigate potential risks posed by the probationer/parolee.

8. Security Program Coordinator

a. The Security Program Coordinator oversees the:

i. Central Mail Distribution Center (CMDC); see Operating Procedure 803.4, *Central Mail Distribution Center*.

ii. Full-Body Security X-Ray Screening Systems; see Operating Procedure 445.1, *Screenings and Searches of Inmate and CCAP Probationer/Parolee Visitors* and Operating Procedure 445.4, *Screenings and Searches of Persons*.

iii. Body Worn Camera Program, see Operating Procedure 430.6, *Body Worn Camera Equipment*.

iv. Security Vulnerability Assessments (SVAs); see Operating Procedure 030.3, *Monitoring and Assessment of DOC Performance and Progress*.

b. The Security Program Coordinator tracks and oversees the management of security equipment for all facilities and P&P Districts and receives and responds to requests from the Office of the Attorney General and outside law enforcement agencies.

9. Sex Offender Program Monitoring Unit

a. Sex Offender Program Monitoring Unit staff provide guidance and support to the Sex Offender Supervision Specialists in P&P District Offices, to include global positioning system (GPS) contracts and training; see Operating Procedure 435.5, *Electronic Technology Supervision Programs*.

b. Staff directly supervise sexually violent predators in 12 P&P Districts and the Virginia Center for Behavioral Rehabilitation (VCBR); see Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*.

III. Special Operations Unit Responsibilities

A. The Special Operations Unit is responsible for receiving and reviewing information and for creating and disseminating intelligence. Special Operations Unit staff utilize information received and intelligence developed to:

1. Provide timely notification of threats and incidents to DOC administration and other appropriate agencies.

2. Provide the Security Operations and Emergency Preparedness Administrator, Chief of Security Management, and Security Operations Managers with daily briefing report(s) for the Director, Chief Deputy Director, Deputy Directors, Regional Administrators, Corrections Operations Administrator, OLES, and other designated Executive Staff.

3. Provide intelligence bulletins to authorized DOC staff as well as local, state, and federal criminal justice and law enforcement agencies.

4. Produce all DOC security bulletins to be posted on the Virtual Library.

5. Conduct regular meetings with the Office of Law Enforcement Services, Institutional Investigators, and Regional Gang Specialists to coordinate information gathering and analysis.

6. Develop and implement operational plans for interdictions and other actions to control drugs, contraband, and other threats to DOC organizational units.

7. Coordinate and disseminate information regarding emergency preparedness and evacuations in the event of a serious weather event or other natural or manmade disaster.

8. Provide training to assist and support DOC organizational units in their staff development, intelligence gathering, and information sharing processes.



- B. The Special Operations Unit has the responsibility of leading staff in the collection and analysis of gang/security threat groups (STGs) intelligence and information, and to act with other agencies in a unified response to minimize the threats from these groups.
1. All gang/STG member and activity information staff gather flows through the Special Operations Unit for documentation and analysis.
  2. Gang Specialists in the Special Operations Unit are responsible for:
    - a. Developing and disseminating intelligence relative to the covert and illicit activities of gangs/STGs and other criminal enterprises that pose a threat to facility safety and security and to the community.
    - b. Maintaining and managing the VACORIS Gang Module; see Operating Procedure 435.2, *Gang and Security Threat Group Identification and Tracking*.
    - c. Entering gang/STG identification information into the Virginia Criminal Information Network (VCIN) as required. (5-ACI-1A-20)
    - d. Providing information and resources to give staff current and relevant gang/STG related training.
    - e. Holding quarterly meetings with the Virginia Fusion Center and the Attorney General's Office related to gang/STG strategy.
- C. The Special Operations Unit aids in the administrative and managerial decision making and emergency preparedness process by:
1. Gathering and analyzing information from all available internal and external sources.
  2. Finding correlations and developing intelligence that guides and support informed decisions.
  3. Developing reliable intelligence.
  4. Ensuring there is a seamless flow of information, intelligence, and communication between organizational units and Headquarters.
- D. The Special Operations Unit works closely with the OLES, the designated investigatory arm of the DOC, to share and exchange information and intelligence related to staff and organizational unit operations.
- E. The Special Operations Unit fosters and supports an information-sharing environment by maintaining a trusted partnership among all levels of government, the private sector, and other partners to detect, prevent, preempt, and mitigate the effects of criminal activity/terrorism against a DOC organizational unit, people, and the interests of the DOC and community at large. (4-ACRS-7F-04; 4-APPFS-1A-01, 4-APPFS-1A-02, 4-APPFS-1A-03)
1. Through information gathering, exchange, and standardization, comprehensive intelligence analyses, assessment, and reports, the Special Operations Unit fosters networking opportunities and improved relationships between DOC and other criminal justice and law enforcement agencies. (5-ACI-1F-08; 4-ACRS-7D-06; 4-APPFS-3D-34; 2-CO-1F-07; 1-CTA-1D-02)
  2. Special Operations Unit partnerships allow for the trusted, secure, and appropriate exchange of information to and from state and local governments.
- F. The DOC maintains a partnership and collaborates with the Virginia Fusion Center to provide and receive intelligence daily through the OLU Operations Center.

#### IV. Operations and Logistics Unit (OLU) Operations Center

- A. The OLU Operations Center is the main repository and clearing house for all DOC intelligence.
1. At least one staff member, normally an Operations Lieutenant/Operations Analyst, is always on duty at the OLU Operations Center.
  2. All reported incidents require notification to the OLU Operations Center and all reports must flow through the Special Operations Unit; see Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*.





3. Staff must report all security threat information, real or perceived, and make all requests for emergency assistance to the OLU Operations Center by telephone (804) 372-4447 or email to (docolu@vadoc.virginia.gov).
  4. Staff must report all threats and information regarding a planned potential disruption to DOC operations, potential harm to any individual, or damage to property to the Special Operations Unit.
- B. OLU Operations Center staff are responsible for:
1. Reviewing all incoming information immediately.
  2. Monitoring a wide variety of external information networks to remain aware of activities that impact or have the potential to impact the safety, security, and orderly function of DOC organizational units and the community at large.
  3. Notifying appropriate internal and external entities in accordance with Special Operations Unit protocols.
    - a. After the initial notification of an incident, OLU Operations Center staff will follow OLU Operations Center protocols to guide staff response and further notifications.
    - b. For the most serious incidents, OLU Operations Center staff will send an immediate message, as applicable, to designated Headquarters, regional, and organizational unit executive and administrative staff.
      - i. The OLU Operations Center consistent with OLU Operations Center protocol or upon request of Executive Staff will open a conference call for all staff who received the message.
      - ii. Headquarters, regional and organizational unit executive and administrative staff will use the conference call to organize information sharing and to aid management in decision-making.
    - c. OLU Operations Center staff will immediately report Class I incidents to OLES, and other units as appropriate based on incident type. Follow-up notification of Class I incidents may be made through the *Daily Executive Staff Briefing Reports*.
    - d. OLU Operations Center staff will generally make Class II incident notifications through the *Daily Executive Staff Briefing Reports*.
    - e. OLU Operations Center staff should monitor *Internal Incident Reports* to find trends and patterns of incidents that may require further analysis and reporting.
  4. Notifying OLES of all incidents requiring investigation and providing information and intelligence to assist OLES staff conduct investigations.
  5. Reporting all newly discovered security threats or suspected security threats to the Security Operations and Emergency Preparedness Administrator or designee in accordance with internal protocols.
  6. Providing periodic reports to the Director, Chief Deputy Director, Senior Deputy Director, Deputy Directors, Regional Administrators, Security Operations and Emergency Preparedness Administrator, Chief of Security Management, Security Operations Managers, Corrections Operations Administrator, and other designated Executive Staff in accordance with internal protocols.
  7. Issuing periodic *Intelligence Bulletins* in accordance with internal protocols.
  8. Disseminating, with review and approval of the Operations Center Coordinator, external intelligence bulletins, publications, and information.
  9. Documenting all incoming telephone calls, emails, or correspondence received by the OLU Operations Center on an automated *Daily Log* for review by the Operations Center Coordinator or designee.
  10. Forwarding all requests for assistance from OLES and external law enforcement agencies to the attention of the Operations Center Coordinator and noting the request on the *Investigations Log*
- C. The OLU Operations Center Coordinator or designee will review the *Daily Log* and, in accordance with internal protocols, assign an Intelligence Analyst or refer information to one or more Special Operations Unit coordinators for review. All such assignments will be noted on the *Investigations Log*.

- V. Release of Intelligence Information (4-APPFS-3D-34)
- A. All information collected, discovered, and accumulated by DOC staff, staff of other agencies, and contract staff working in DOC organizational units is confidential and use of this information must be in accordance with DOC operating procedures.
  - B. All inmate and probationer/parolee information and intelligence accumulated by the Special Operations Unit is confidential. Staff must forward all requests for this information to the Security Operations and Emergency Preparedness Administrator, Chief of Security Management, or a Special Operations Manager.
  - C. Staff must forward all requests from an external agency for the collection of information such as, telephone or mail cover surveillances to the Security Operations and Emergency Preparedness Administrator, Chief of Security Management, or a Security Operations Manager with notification to OLES. The collection of such information must be in accordance with DOC operating procedures.
  - D. Special Operations Unit staff may release sensitive but unclassified information and intelligence when at least one of the following prescribed circumstances applies to the individual receiving this information:
    - 1. Right to Know - Based on having legal authority, one's official position, legal mandates, or official agreements allow the individual to receive intelligence reports.
    - 2. Need to Know - As a result of jurisdictional, organizational, or operational necessities, intelligence or information is disseminated to further an investigation.
    - 3. Investigatory Value - Intelligence or information is disseminated in the law enforcement community for surveillance, apprehension, or furtherance of an investigation.
    - 4. Public Value - Intelligence or information can be released to the public when such dissemination may aid in locating targets and suspects or may allow the public to take needed precautions.
  - E. Any information or intelligence disseminated to other criminal justice or law enforcement agencies will include a statement as to whether the information has been validated or not. In most instances, the information may be raw intelligence that has not been validated, i.e., investigated or evaluated.
- VI. Training
- A. All Special Operations Unit staff are required to provide local and statewide training as needed or directed.
  - B. Special Operations Unit Staff will provide current and relevant gang/STG and intelligence related training opportunities for DOC staff.
  - C. Gang/STG related training requirements are outlined in Operating Procedure 435.2, *Gang and Security Threat Group Identification and Tracking*.

## REFERENCES

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*  
Operating Procedure 030.3, *Monitoring and Assessment of DOC Performance and Progress*  
Operating Procedure 038.1, *Reporting Serious or Unusual Incidents*  
Operating Procedure 075.1, *Emergency Operations Plan*  
Operating Procedure 075.2, *Continuity of Operations Plan*  
Operating Procedure 075.3, *Emergency Services Unit*  
Operating Procedure 075.6, *Critical Incident Management Exercises*  
Operating Procedure 425.4, *Management of Bed and Cell Assignments*  
Operating Procedure 430.6, *Body Worn Camera Equipment*



Operating Procedure 435.2, *Gang and Security Threat Group Identification and Tracking*

Operating Procedure 435.3, *Canine Operations Unit*

Operating Procedure 435.4, *Extradition and Fugitive Unit*

Operating Procedure 435.5, *Electronic Technology Supervision Programs*

Operating Procedure 445.1, *Screenings and Searches of Inmate and CCAP Probationer/Parolee Visitors*

Operating Procedure 445.4, *Screenings and Searches of Persons*

Operating Procedure 735.3, *Supervision of Sex Offenders in Community Corrections*

Operating Procedure 803.4, *Central Mail Distribution Center*

Operating Procedure 841.4, *Restorative Housing Units*

Operating Procedure 920.1, *Community Case Opening, Supervision, and Transfer*

## **ATTACHMENTS**

None

## **FORM CITATIONS**

None

