



Virginia Department of Corrections

Inmate Management and Programs

Operating Procedure 830.5

Transfers, Institution Reassignments

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Content Owner:	James Parks Director of Offender Management Services	<i>Signature Copy on File</i>	11/27/23
			Signature
Reviewer:	Marcus Elam Corrections Operations Administrator	<i>Signature Copy on File</i>	11/27/23
			Signature
Signatory:	A. David Robinson Chief of Corrections Operations	<i>Signature Copy on File</i>	11/28/23
			Signature

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

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

Cognitive Therapeutic Community (CTC) - A structured, residential substance use disorder 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 inmate or probationer/parolee by another jurisdiction, where the effect is that an inmate or probationer/parolee will not be released upon completion of confinement, because that jurisdiction intends to take physical custody of the inmate or probationer/parolee. 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 inmates and staff from imminent danger of physical harm, to prohibit inmates from destruction of state property, and/or escape.

High Risk Sexual Victim (HRSV) - As identified by the Classification Assessment and Mental Health Clinician assessment, any inmate/probationer/parolee 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 inmate was initially assigned to a security level.

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.

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

Mental Health Classification Code - A numeric code assigned to an inmate by a Mental Health Clinician that reflects the inmate's current mental health status and mental health and wellness service needs; the coding system is hierarchical, ranging from MH-0 representing no current need for mental health and wellness services to MH-4S representing the greatest need for mental health and wellness services.

Multi-Disciplinary Team (MDT) - MDT members are responsible to review individual inmates 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) - Staff responsible for assigning an inmate to one of the Secure Diversionary Treatment Programs and transitioning inmates to other SDTP programming and out to a non - SDTP general population setting upon completion of programming.

Protective Custody - A classification status for inmates requesting or requiring separation from other inmates because of their personal security needs.

Protective Custody Unit - A special purpose general population housing unit designated by the Director for inmates classified as requiring separation from other inmates as a result of their personal security needs; inmates requesting and requiring assignment to a Protective Custody Unit may be managed in the Restorative Housing



Unit, pending assignment and transfer.

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

- **Alt-GP Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population for inmates making an informed voluntary request for placement and inmates assigned to the restorative housing unit for their own protection.
- **RHU-Restorative Housing (RHU) Status** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for inmates requesting placement with informed voluntary consent, inmates needing confinement for their own protection, when there is a need to prevent imminent threat of physical harm to the inmate or another person, or the inmate's behavior threatens the orderly operation of the facility.
- **RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2) Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population.

Secure Diversionary Treatment Program (SDTP) - A residential programming unit with bed assignments designated for eligible inmates who are classified as Seriously Mentally ill, 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.

Serious Mental Illness (SMI) - Psychotic Disorders, Bipolar Disorders, and Major Depressive Disorder; any diagnosed mental disorder (excluding substance use 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 and requires an individualized treatment plan by a qualified mental health clinician.

- **Psychological** - as relating to the mental and emotional state of an individual.
- **Cognitive** - as relating to cognitive or intellectual abilities.
- **Behavioral** - as relating to actions or reactions in response to external or internal stimuli that is observable and measurable.

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

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

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

Voluntary Substance Use Disorder Treatment (V-SUDT) - A voluntary substance use disorder program for inmates who used or possessed alcohol or drugs for their own use within 30-days prior to the request for admission.



PURPOSE

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

PROCEDURE

- I. Inmate Transfers
 - A. Staff must coordinate all inmate transfers through Central Transportation Services except where otherwise specified in this operating procedure.
 - B. Inmates pending a transfer may be housed in an institution with a higher or lower security level designation than the inmate's assigned security level.
 1. Inmates who are pending transfer to a higher or lower security level institution are 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 institution.
 - C. Transfer of Inmate Records:
 1. The inmate's criminal record (facility folder or historical hardcopy record), health record, and any prescribed medication orders must accompany the inmate on transfer to another institution. This does not apply to temporary transfers to hospitals or to local jail facilities to facilitate court appearances.
 2. The Records Manager or a records staff member 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 the health record; see Operating Procedure 050.3, *Facility Release*.
 3. The Facility Unit Head or their designee at the receiving institution is not required to accept custody of the inmate without the complete facility folder or historical hardcopy record as applicable.
- II. Population Management Transfers
 - A. Central Classification Services (CCS) may administratively reassign inmates to other institutions without an Institutional Classification Authority (ICA) hearing for the purposes of managing the inmate population.
 1. Inmates administratively transferred to an institution are not required to meet the eligibility criteria of one year at present institutional assignment to request a transfer during their next annual review.
 2. Staff may submit the inmate's transfer request at their annual review to CCS for final review.
 - B. CCS may assign inmates temporarily to institutions that are not the same security level as the inmate for the purpose of interviews, courts, health care, mental health, security, special work assignments, etc. Staff will coordinate the inmate's transportation 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 inmates to 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*.
 2. Staff must notify the Transportation Coordinator by telephone or email, and forward copies of the *Intra-Regional Transfer Authorization 050_F8* to Central Transportation Services, the parent/host institution's Records Office, and the receiving Work Center prior to physical movement of the inmate.



III. Inmate Requested Transfer

- A. General population inmates, other than youthful inmates, and protective custody inmates, may request a transfer during their annual review to an equal security level institution provided their security level does not change due to the annual review.
- B. Inmates must meet the following criteria to request a transfer:
 - 1. Be assigned to a general population setting.
 - 2. Have been at their present assignment for a minimum of one year; not required for an inmate administratively transferred for population management.
 - 3. Be currently assigned to Security Level W, 1, 2, 3, or 4.
 - 4. Be Good Time Class Level I or II or the equivalent.
 - 5. Not have been convicted of any disciplinary infractions within the past 12 months.
 - 6. 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. Inmates, whose security level is reduced as the result of their annual review, are usually transferred to an institution appropriate to their newly assigned security level.
 - 1. Staff should note the inmate's preferences for transfer in *Comments* and select the institutional assignment in the *Action Type - Transfer* section of the classification action module in VACORIS. If necessary, staff will escalate the transfer to CCS staff for review and final decision.
 - 2. Transfers as the result of security level reviews at the time of annual review do not require due process or a formal ICA Hearing.
 - 3. Inmate transfer requests to preferred locations must give way to considerations of space, security, and program availability.
 - 4. When an inmate is temporarily transferred to another institution for health care or mental health treatment, court appearance, etc., staff will conduct the inmate's annual review once the inmate returns to the sending institution.
 - a. Staff at the institution temporarily housing the inmate will not complete the inmate's annual review.
 - b. Staff should contact CCS for guidance in any extenuating circumstances.

IV. 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 inmates, increase productivity of inmates through work activity, and provide a cost-effective alternative to more traditional institution construction.
- B. Inmates who meet the eligibility criteria may request a transfer to a Field Unit or Work Center at the time of their annual review, or CCS staff may administratively review and assign an inmate to a Field Unit or Work Center upon determining that such an assignment is appropriate.
- C. Staff will escalate all transfer requests in VACORIS to CCS for review and a final decision.
- D. Inmate Eligibility Criteria for Field Unit or Work Center assignment:
 - 1. Security Level W
No Murder I, Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, No Flight/Failure to Appear Pattern, No Felony Detainers. Felony convictions for Murder II, Voluntary Manslaughter, 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. Initial and reclassification 7 years or less, and no 100 series charges in the last six months.



2. Security Level 1

No Murder I (Unless approved by the Director of Offender Management Services), Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, or Felony Detainers. Felony convictions for Murder II, Voluntary Manslaughter, Robbery w/Weapon Present or Implied, Malicious Wounding, Unlawful Wounding, Maiming and Felonious Assault, including multiple convictions, will be considered on a case-by-case basis. Initial and reclassification 12 years or less, and no 100 series charges in the last six months.

3. Good Time Class Level I or II or the equivalent

4. Medical Location Code A, B, or D, for psychotropic medications with Mental Health Classification Code of MH-X; see *Standard Treatment Guideline - Medical/Location Codes*.

5. Mental Health Classification Code 0 or 1. Inmates assigned to MH 2 are 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 and Wellness Services: Screening, Assessment, and Classification*.

V. Cadre Assignment Transfers

A. Eligible inmates may request a cadre assignment at the time of their annual review or CCS staff may administratively review and assign an inmate to cadre once determined that such an assignment is appropriate.

B. Eligibility Criteria - Inmates must meet each of the following criteria to be reviewed for cadre:

1. Security Level W

No Murder I, Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, No Flight/Failure to Appear Pattern, No Felony Detainers. Felony convictions for Murder II, Voluntary Manslaughter, 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

No Murder I (Unless approved by the Director of Offender Management Services), Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years as defined in the *Institutional Assignment Criteria*, or Felony Detainers. Felony convictions for Murder II, Voluntary Manslaughter, Robbery w/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. Security Level 2

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. Good Time Class Level I or II or the equivalent

5. Medical Location Code A, B, or D, considered on a case-by-case basis.

6. Mental Health Classification Code 0, 1, or 2, considered on a case-by-case basis.

7. No disciplinary infractions in the past six months

C. Staff must notify CCS when an inmate is no longer eligible or suitable for a cadre assignment. Upon notification, CCS staff will review the inmate for an appropriate reassignment.

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

A. The CCU, ESU, and OMU are considered programs that also provide job skills and inmates may request



assignment to CCU, ESU, or OMU by sending a letter to the CCU, ESU, or OMU manager. The letter must include the inmate's name, DOC number, current institutional assignment, and a brief list of any training and skills useful to 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

- B. The CCU, ESU, or OMU Manager will refer appropriate candidates to CCS for CCU, ESU, or OMU assignment. CCS staff will review each referral and approve or disapprove the inmate for assignment.
- C. Type I "Unrestricted" Assignment
1. Inmates are permanently assigned to CCU, ESU, or OMU.
 2. The CCU, ESU, or OMU manager may transfer inmates as needed throughout the state to various work sites for the length of time needed.
 3. The CCU, ESU, or OMU Manager will coordinate with the Central Transportation Services for temporary assignments to other institutions.
 4. Criteria
 - a. Security Level W
No Murder I, Sex Offense, Kidnap/Abduction, No Escapes within the last 10 years. No Flight/Fail to Appear Pattern, No Felony Detainers. Felony convictions for Murder II, Voluntary Manslaughter, Robbery w/Weapon Present or Implied. Malicious Wounding, Unlawful Wounding, Maiming and Felonious Assault, including multiple convictions, will be considered on a case-by-case basis.
 - b. Outside Work Classification I or II
 - c. Medical Location Code A or medically cleared for CCU, ESU, or OMU
 - d. Mental Health Classification Code 0
 - e. Not Adult Basic Education (ABE) Program eligible preferred but not required.
 - f. Within seven years of GTRD/ MPRD
 - g. Disciplinary convictions will be considered on a case-by-case basis.
- D. Type II "Restricted" Assignment
1. Inmates are temporarily assigned to CCU, ESU, or OMU and are housed at a designated institution.
 2. Inmates are restricted to work inside the security perimeter only.
 3. Security Level 1-3
- E. Inmates approved for the CCU, ESU, or OMU will complete the *Reentry Planning* interactive journal and view the video "*Money Smart: Making Cents of Your Finances*".
- F. Staff must notify CCS when an inmate is no longer eligible or suitable for CCU, ESU, or OMU assignment. Upon notification that an inmate is no longer eligible or suitable for assignment, CCS staff will review the inmate for appropriate reassignment.



VII. Emergency Transfers

- A. In situations that require the immediate removal of an inmate 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 the transfer of an inmate to any equal or higher security level institution.
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 Facility Unit Head can coordinate the emergency transfer of inmates from their Work Center, Security Level 1 institution, or Deerfield Correctional Center to their parent/host institution using an *Intra-Regional Transfer Authorization 050_F8*; see Operating Procedure 050.3, *Facility Release*.
1. If the Facility Unit Head of the parent/host institution accepts the inmate for transfer, no further authorization is necessary.
 2. The Facility Unit Head or designee must notify the Transportation Coordinator by telephone or email immediately.
 3. All inmate eligibility standards for assignment and ICA hearing requirements apply; see Operating Procedure 830.1, *Institution Classification Management*.
- C. Where possible, staff will assign inmates to vacant beds and will swap inmates only as a last resort.
1. Staff should coordinate all emergency transfers with the Transportation Coordinator.
 2. The Regional Administrator or designee should contact, email is acceptable, the Transportation Coordinator the next business day to confirm that the transfer presents no conflict with already committed beds.
- D. All emergency transfer decisions are subject to review and approval by CCS staff. Staff must observe all formal ICA hearing requirements.
- E. Inmates Eligible for Emergency Transfer:
1. Any inmate who cannot be safely controlled at their current institution while awaiting standard reclassification due to their disruptive or violent/aggressive infractions. These inmates should not be assigned to a general population status at time of transfer.
 2. Any inmate whose health care needs require immediate transfer to an institution with 24 hr. medical coverage, specialized medical equipment, or proximity to a major medical facility.
- F. Processing Emergency Transfers
1. During normal business hours of 8:00 a.m. - 5:00 p.m. the Facility Unit Head or the Assistant Facility Unit Head will contact CCS to request an emergency transfer. (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 inmate's assignment to the Restorative Housing Unit, the need for an immediate transfer from their current institution, and a recommendation on the level of security housing needed for the inmate.
 3. CCS staff will issue a *Temporary Reclassification* to affect the necessary transfer.
- G. Processing Emergency Intra-Regional Transfers:
1. During non-working hours, holidays, and weekends the Regional Administrator or Regional Duty Officer is responsible for determining whether an emergency transfer is necessary based on the 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:
 - a. Ensure the inmate is eligible for transfer to the receiving institution based on the *Institutional Assignment Criteria*.
 - b. Ensure the sending institution completes a thorough records check for any documented keep separates, prior to the inmate's transfer, to ensure the transfer will not place the inmate in jeopardy.
3. Regional Office staff will maintain a permanent ledger or file of all emergency transfers approved at the regional level.
4. The Regional Administrator or designee must ensure institutional compliance with Operating Procedure 830.1, *Institution Classification Management*.
5. Staff must complete and distribute the *Intra-Regional Transfer Authorization 050_F8*, along with a detailed, written explanation of the need for an emergency transfer from the inmate's current institution; see Operating Procedure 050.3, *Facility Release*.
6. Staff must notify Central Transportation Services by telephone and fax or by emailing a copy of the *Intra-Regional Transfer Authorization 050_F8* by 9:00 a.m. the following working day.
7. When an emergency transfer conflicts with a bed commitment, CCS staff, when possible, will select an alternate location on the first working day following the move.

H. Institution Responsibilities:

1. Staff at the sending institution will:
 - a. Provide CCS staff or the Regional Administrator, as applicable, with clear concise information regarding the need for an emergency transfer.
 - b. Conduct a record check for keep separates to ensure the inmate has no documented keep separates at the receiving institution.
 - c. Conduct an ICA hearing at the same time as the transfer when the inmate is transferred for assignment to a Restorative Housing Unit. When an ICA hearing cannot be conducted, staff at the sending institution will ensure at a minimum that the following is completed prior to the inmate's physical move:
 - i. The inmate 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 emergency transfer.
 - d. Staff must forward the following documents to the receiving institution with the inmate's facility folder or historical hardcopy 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 inmate 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. Staff at the receiving institution's will:
 - a. Notify the Facility Unit Head or their designee at the receiving institution of the pertinent facts surrounding the case.
 - b. Conduct an ICA hearing within three working days if an ICA hearing was not conducted prior to the inmate's physical transfer.
 - i. The ICA or MDT, as appropriate, may address whether the assignment is a temporary

assignment pending the outcome of an investigation or disciplinary hearing or a permanent assignment, 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 inmate's permanent assignment.
- c. Ensure all procedural safeguards are observed per applicable operating procedures.
- 3. Staff conducting the ICA hearing will note in the VACORIS classification module under *Actions*:
 - a. That the inmate was temporarily transferred
 - b. The date of the transfer
 - c. The to and from transfer locations.
 - d. The specific reason(s) for the emergency transfer and recommendations for institutional assignment

I. Central Classification Services Responsibilities

- 1. The Manager of CCS or designee will determine the priority when a temporary regional transfer conflicts with an earlier bed commitment and will advise the Transportation Coordinator to redirect inmates as deemed necessary and appropriate.
- 2. CCS staff will forward all *Intra-Regional Transfer Authorizations* to the Transportation Coordinator who will upload the *Transfer Authorizations* into the classification module of VACORIS.
 - a. CCS staff will review each classification action involving inmates temporarily transferred intra-regionally.
 - b. CCS staff will require staff at the institution where the inmate is housed to provide additional information for any classification action that does not specifically address the rationale for emergency transfer.
- 3. CCS staff will ensure all necessary procedural safeguards are in place and will initiate final action for each emergency transfer.

VIII. Protective Custody

- A. The Director or designee determines the location of the Protective Custody Units and the number of beds assigned for that purpose.
 - 1. The Facility Unit Head or designee will identify the specific beds allocated for protective custody use.
 - 2. Staff may double cell or double bunk inmates for population management in Protective Custody Units.
- B. An inmate may declare a need for protection at any time.
 - 1. After a thorough investigation, the Facility Unit Head or designee may recommend an inmate's transfer to the Protective Custody Unit, when deemed appropriate.
 - 2. The institution(s) operating a Protective Custody Unit may be a higher security level than the inmate's assigned security level.
 - 3. Staff will designate all inmates assigned to the Protective Custody Unit 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, *Inmate Keep Separate Management*. For example, the inmate:
 - 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 High Risk Sexual Victim (HRSV) or is a sexual abuse victim; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*.
 - e. Gang members will be considered on a case-by-case basis.
2. When an inmate's need for personal protection is documented and no alternatives exist, the Shift Commander may authorize an inmate's placement in the Restorative Housing Unit on Alt-GP status pending review for protective custody assignment; see Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)*, and Operating Procedure 841.4, *Restorative Housing Units*.
 3. Inmates with documented aggressive behavior or other potential for causing management problems should not be classified to a Protective Custody Unit. The inmate should be considered for other alternatives that meet their protective custody needs without endangering the safety of staff or other inmates.
 4. Staff will submit their recommendations for protective custody assignment through VACORIS to CCS staff for review and final decision. Inmates 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 inmate to the Protective Custody Unit for one or more of the following reasons:
 - a. Keep separate claims, whether inmate or administrative, that have been approved by CCS staff; see Operating Procedure 830.6, *Inmate Keep Separate Management*.
 - b. The inmate's background, crimes, lifestyle, behavior, etc. indicates a high likelihood they will be preyed upon by other inmates 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 inmate needs protective custody.
 - b. How long the inmate has been assigned to Alt-GP status in the Restorative Housing Unit for their protection.
 - c. Any disciplinary infractions the inmate received while assigned to the Restorative Housing Unit 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, to the extent feasible should provide programs and services like those available to general population inmates.
 2. The Facility Unit Head at institutions operating Protective Custody Units should develop local written procedures to specify the services and programs available to protective custody inmates. Written procedures should generally address the following programs and services:
 - a. Commissary
 - 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. Inmates 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 inmates 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 inmate may be referred administratively to the ICA for transfer out of the Protective Custody Unit for the following: (5-ACI-4A-08)
 - a. Staff determine the inmate can no longer be managed in the Protective Custody Unit
 - b. Staff determine that the threat to the inmate's safety no longer exists.
 - c. The inmate requests release or refuses an assignment to the Protective Custody Unit. When an inmate 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 inmate will be assigned to an appropriate security level and institution.

F. Keep separates within the Protective Custody Unit

1. Inmates who claim a keep separate within the Protective Custody Unit must report and identify the inmate; see Operating Procedure 830.6, *Inmate Keep Separate Management*.
2. CCS staff should evaluate keep separate claims for validity. 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 inmates who claim a keep separate pending CCS staff decision.

IX. Court, Medical, Mental Health and Religious Diet Transfers

A. Court Appearance

1. An inmate summoned by Court order to appear may be housed in a local jail facility for court appearances. Inmates transferred to local jail facilities for court purposes will be returned to the sending institution upon completion of their involvement in court proceedings.
2. When it is deemed necessary to transfer an inmate 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.
 - a. The Facility Unit Head or their designee will indicate the date of the scheduled Court appearance.
 - b. The Director of Offender Management Services or designee will issue a *Temporary Reclassification* authorizing the necessary transfer to an appropriate institution.
 - c. Upon completion of the court appearance, the inmate will be returned to the sending institution, if suitable.

B. Medical and Mental Health Transfers

1. Health Services Unit staff will coordinate inmate 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.

2. The Mental Health Clinician Senior at CCS will coordinate inmates transfers for mental health needs; see Operating Procedure 730.3, *Mental Health and Wellness Services: Levels of Service*.

C. Religious Diet Transfers

1. Staff will assign inmates to the Common Fare or Sealed Religious diet in accordance with Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*.
2. Staff will escalate transfer requests from institutions that do not offer the requested religious diet to CCS for assignment to an appropriate institution.
3. Staff will submit Security Level W and Security Level 1 inmates who are transferred to a higher security level institution for the Common Fare or Sealed Religious diet and then voluntarily withdraws from the diet, for an administrative transfer to an institution that houses Security Level W and Security Level 1 inmates.

X. Disciplinary/Keep Separate, Restorative Housing Unit, and Security Level S Transfers

- A. Inmates may be referred administratively to the ICA or MDT, as appropriate, for transfer consideration to another appropriate institution when institution staff determine that the inmate is a threat to the secure and orderly operation of the institution due to disciplinary infractions or a documented keep separate situation.

1. When the inmate is assigned to the Restorative Housing Unit, the ICA or MDT, as appropriate, may, with documentation, recommend the inmate transfer to a suitable institution or return to the general population.
2. Inmates assigned to a Restorative Housing Unit for investigative purposes should not be recommended for a transfer until the investigation is completed.
3. Transfer to Other Regional Facilities for Restorative Housing
 - a. Facility Unit Heads or their designees may authorize the transfer of an inmate to another institution's Restorative Housing Unit when the sending institution does not have adequate restorative housing resources.
 - b. In such cases, upon the inmate's release to general population the inmate is normally returned to their assigned institution.
 - c. The ICA or MDT, as appropriate, will review inmates who, for security reasons, cannot be returned to their assigned institution.

B. Security Level S Transfers

1. 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 inmates.
2. Staff at the eligible inmate's current institution should conduct an ICA hearing to initiate the inmate's assignment to Security Level S and transfer to the designated institution. Staff will document the inmate's eligibility and the recommend assignment in accordance with Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.2, *Security Level Classification*.
3. CCS staff will review each assignment and in VACORIS and will escalate eligible inmates to the Facility Unit Head or their designee and the Regional Operations Chief for review and approval.

XI. Cognitive Therapeutic Community (CTC) Program Transfers

- A. CTC programs are intensive residential substance use disorder treatment programs that utilize a hierarchical structure within the community to create inmate accountability and responsibility through role modeling and confrontation of unhealthy lifestyles and operated at institutions designated by the Chief of Corrections Operations.



B. CTC Admission Criteria

1. Inmates must meet the institution assignment criteria for the institution with a CTC program as follows:
 - a. Indian Creek Correctional Center (ICCC)
 - i. Security Level W, 1, or 2
 - ii. Mental Health Code 0, 1, or 2
 - iii. 6-12 months for CTC participation only
 - iv. 24-36 months to MPRD/GTRD to accommodate vocational and educational programming and CTC participation.
 - v. No felony detainees
 - vi. COMPAS *Substance Abuse Scale* and *Cognitive Behavioral Scale* required rating or a documented history of substance abuse at the discretion of CCS; see Operating Procedure 841.1, *Inmate Programs*.
 - vii. Basic general mental ability to participate meaningfully in group process.
 - b. Virginia Correctional Center for Women (VCCW)
 - i. Security Level W, 1, or 2
 - ii. Mental Health Code 0, 1, or 2
 - iii. 24-36 months to MPRD/GTRD to accommodate vocational and educational programming and CTC participation.
 - iv. 6-12 months for CTC participation only
 - v. No felony detainees
 - vi. 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, *Inmate Programs*
 - vii. VCCW staff will screen their population for inmate assignments to the CTC.
 - c. Lawrenceville Correctional Center (LVCC)
 - i. Security Level 3.
 - ii. 18 to 36 months to projected release date.
 - iii. Documented history of substance abuse
 - iv. Stable adjustment and at least four months infraction free.
 - v. Accepts only voluntary referrals.

C. Inmate Assignment to a CTC

1. The Court may sentence eligible inmates directly to a CTC program by a Court Order or a Behavior Correction Program (BCP) Court Order.
 - a. CCS staff will administratively review and assign Behavioral Correction Program (BCP) inmates to a CTC.
 - b. Inmates sentenced to the BCP will complete a minimum of 24 months in the program as required by Court Order.
2. CCS staff may administratively assign an inmate to participate in a CTC program for substance use when it is determined that such an assignment is appropriate.
3. Inmates may request a CTC transfer at their annual review.
4. The Institutional Classification Authority (ICA) will review an inmate for assignment to a CTC any time after determining the inmate is eligible and suitable for participation. The ICA should review any inmate who is:
 - a. Whose COMPAS scores on the *Substance Abuse Scale* and *Cognitive Behavioral Scale* reflect medium to high substance use treatment needs combined with medium to high cognitive behavioral treatment needs:



- i. A score of *highly probable* on the COMPAS/WRNA *Substance Abuse Scale* combined with a score of *probable* on the COMPAS/WRNA *Cognitive Behavioral Scale*.
 - ii. A score of *probable* on the COMPAS/WRNA *Substance Abuse Scale* plus a score of *highly probable* on the COMPAS/WRNA *Cognitive Behavioral Scale*.
 - iii. A documented history of substance use disorder history at the discretion of Central Classification Services
 - b. The ICA will refer eligible inmates to CCS for review and a final decision.
5. Staff at CTC designated institutions will enroll eligible inmates in the CTC program at that institution.
6. Staff will refer inmates who are identified for CTC assignment at other institutions to a CTC and will recommend a transfer to a designated CTC institution.
 - a. The ICA will, when necessary, will submit a transfer request in the VACORIS classification module designated with an *Action Type* - Transfer; Priority 3, Priority Reason of Program Needs, and Transfer Reason of Substance Abuse Program.
 - b. The ICA must include a signed copy of Attachment 1, *LVCC New Hope Therapeutic Community Admissions Contract* with the transfer request assignments to the CTC program at LVCC.
 - c. CCS staff will determine an inmate's eligibility and suitability for assignment to a specific institution and will have final authority for approval or disapproval.
 - d. If approved for participation, CCS staff will affect the necessary transfer.
 - i. Transfers to a CTC will take priority over vocational programming for those inmates who the Court has ordered or recommended for a CTC.
 - ii. Transfers to a CTC will take priority for those inmates who have been enrolled in a vocational program for four months or less at the time their transfer is submitted to CCS.
 - e. If disapproved, CCS will note the disapproval on the *Institutional Classification Authority Hearing Report*.
7. Staff will complete a formal substance use disorder assessment on the inmate once the inmate is received at the CTC institution.
 - a. Staff must use a standard evidence-based substance use disorder screening and assessment instrument approved for use in the DOC.
 - b. Staff must conduct an Institutional Classification Authority (ICA) hearing prior to inmate admission into the CTC, with documentation provided in VACORIS specifying that the inmate has met the required eligibility criteria.

D. Inmate Removal from a CTC:

1. Staff will review any inmate who refuses to participate in the CTC program or whose behavior warrants removal from the CTC program due to their non-compliant or disruptive behavior.
 - a. A member of the Cognitive Community Treatment Team will complete a *Progressive Action Log 841_F26* and charge the inmate with offense code 119e, *Refusal to participate in or removal from a residential cognitive community program*; see Operating Procedure 861.1, *Inmate Discipline*.
 - b. Staff will upload the *Progressive Action Log 841_F26* as an external document and will submit the *Progressive Action Log* with the *Disciplinary Offense Report (DOR)* in VACORIS.
2. Staff should remove any inmate using alcohol, illicit drugs, or marijuana from the CTC program for at least 30 days, during which time staff will test the inmate frequently for substance use. After the minimum of 30-days staff will determine whether the inmate will be readmitted to the CTC program based on the inmate's commitment to change.
3. Staff will refer any inmate determined to be physically or mentally incapable of CTC participation to the ICA with documentation from the institutional Physician or Mental Health Clinician for program removal without sanctions.
 - a. The institution Principal, Physician, or Psychology Associate, depending on the area of deficit will



- review any inmate 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, inmates determined to be physically or cognitively impaired will be removed without sanctions.
4. Staff will refer any inmate found guilty of offense code 119e to the ICA for a formal hearing to address the inmate's removal from the CTC program, assignment to Good Time Class Level IV, review of security level, and appropriate institutional assignment.
 - a. Staff will reduce the inmate's good time class level to IV utilizing the required 7 override upon removal from the CTC program; see Operating Procedure 830.3, *Good Time Awards* and COV §53.1-200, *Conditions for good conduct allowance*.
 - i. Staff will not raise the inmate's good time class level until the inmate re-enters and successfully participates in a CTC program for substance use.
 - ii. When the inmate is transferred to another institution, staff will not raise the inmate's good time class level if the inmate does not re-enter and successfully participate in a CTC for substance use.
 - b. Staff must increase the inmate's security level upon the inmate's second conviction for using alcohol, illicit drugs, or marijuana unless staff determine other recommendations or sanctions are more appropriate.
 5. ICA recommendations for CTC program removal are submitted for final review and approval to CCS as a "transfer".

XII. Secure Diversionary Treatment Program (SDTP) Transfer

- A. The Secure Diversionary Treatment Program (SDTP) is designed to provide treatment in a secure setting to eligible inmates with Serious Mental Illness (SMI). The following inmates are eligible for assignment to a SDTP:
 1. Inmates on restorative housing status who will not be released to General Population or moved into SD-1 or SD-2 within 28 days.
 2. Inmates who were committed to Marion Correctional Treatment Center for Acute Care from an SDTP site.
 3. Inmates assigned to Security Level S who are classified as SMI.
 4. Inmates transferring from one SDTP to another for appropriate housing.
- B. The ICA or Multi-Disciplinary Team (MDT) must conduct a formal ICA hearing to initiate the SDTP review process and will escalate their recommendations to the Mental Health Clinical Supervisor (MHCS) of the referring region in VACORIS for their review and approval.
 1. The ICA or MDT recommendation, as appropriate, must include a transfer request to Wallens Ridge State Prison, Marion Correctional Treatment Center, and River North Correctional Center.
 2. When the ICA or MDT recommends 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 it by email to DOCSMI by the end of the following workday.
 3. The Mental Health Clinician 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* 830_F11.
 - 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 inmate's assignment.
 - c. If approved, the ICA will then be escalated to the Mental Health Clinician 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.
- a. The Special Program Manager for Diversionary Housing will prepare the documents for further review and approval by the Multi-Institution Treatment Team (MITT).
 - b. The MITT will review the inmate and if approved, determine the appropriate SDTP institutional assignment.
 - c. The Psychology Associate Senior at CCS will approve the inmate's transfer in VACORIS to the approved SDTP location on behalf of the MITT.
- C. After successful completion of the SDTP, staff may refer inmates with additional mental health needs to a SAM Unit as outlined in this operating procedure.
1. 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 Mental Health Clinician at the referring SDTP Unit will send an *Electronic Notification of Mental Health Inmate Transfer* 730_F11 to the Mental Health Clinician Senior at the receiving SAM Unit.

XIII. Sex Offender Residential Treatment Program (SORT)

All inmates housed at institutions that are incarcerated on a sexual offense will be screened for residential treatment by the Sex Offender Screening and Assessment Unit; see Operating Procedure 735.2, *Sex Offender Treatment Services (Institutions)*.

XIV. Shared Allied Management (SAM) Unit Transfers

- A. The purpose of a SAM Unit is to promote safety within institutions by avoiding the use of restorative housing to manage inmates that typically require a high level of services from security, mental health, or medical staff. Three specific inmate populations are eligible for assignment to a SAM Unit.
1. Mental Health Population: Mentally ill or seriously mentally ill (SMI) inmates 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. Inmates 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. Inmates recently released from an Acute Care Unit or other Mental Health Units.
 - c. Inmates who had suicidal/self-harm incidents or thoughts in the last three months.
 - d. Inmates 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 inmates requiring intensive medical attention but not requiring admission to the infirmary.
 3. Vulnerable Population: Inmates 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.
- B. SMI inmates who require assignment to a restorative housing status for longer than 28 days, inmates with a history of repeated or recent predatory behavior, and inmates attempting to manipulate their housing due to debt, threat, other social factors, or personal gain are not eligible for assignment to a SAM Unit.



- C. To refer any inmate for assignment to any SAM Unit, designated staff must prepare the *Shared Allied Management (SAM) Unit Admission Screening 830_F8* for review by the SAM Unit Committee and approval of the Chief of Housing and Programs (CHAP).
1. Inmates must first be referred and reviewed for placement in the SAM Unit at their current institution.
 - a. To assign an inmate to the SAM Unit at their current institution, the ICA will conduct an informal ICA hearing.
 - b. Submission of the *SAM Admission Screening* to DOCSAM for internal assignments is not required.
 2. When the inmate's assignment to a SAM Unit requires a transfer, the ICA will conduct a formal ICA hearing and must submit their recommendation in VACORIS to the Mental Health Clinician Senior at CCS or designee for review.
 - a. The ICA must review the inmate's security level score and status to determine if the inmate's current security level is appropriate. When the inmate's behavior or other factors indicate that the current security level assignment may not be appropriate, the inmate's security level must be updated in VACORIS; see Operating Procedure 830.2, *Security Level Classification*.
 - b. The ICA should include a transfer request to a SAM Unit at an appropriate institution consistent with the *Institutional Assignment Criteria* in their recommendation for transfer.
 - c. Upon conclusion of the ICA and recommendation of inmate assignment to a SAM Unit, the final institution approver will:
 - i. Escalate the transfer action in VACORIS to the Mental Health Clinician Senior at CCS or designee.
 - ii. Forward the completed *Shared Allied Management (SAM) Unit Admission Screening 830_F8* by email on the same day to DOCSAM.
 3. The Mental Health Clinician Senior at CCS or designee will review each recommended assignment and, taking into consideration bed availability, will determine the appropriate SAM Unit assignment.
 - a. The Mental Health Clinician Senior at CCS or designee will forward the *Shared Allied Management (SAM) Unit Admission Screening 830_F8* to the CHAP at the receiving SAM Unit for their review and approval.
 - b. Within five working days, the SAM Unit Committee will review all incoming referrals and inform the CHAP of their decision.
 - c. The CHAP or their designee must notify the Mental Health Clinician Senior at CCS or designee by email of their decision to either accept, accept with waitlist, or deny an inmate's assignment to the SAM Unit.
 - i. If the inmate is accepted, the Mental Health Clinician Senior at CCS or designee will approve the inmate's admission into the SAM Unit and finalize the ICA's recommendation for transfer in VACORIS.
 - ii. If the inmate is accepted with waitlist, the Mental Health Clinician Senior or designee will add the inmate to the statewide wait list for SAM Unit beds.
 - iii. If the inmate 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.
 4. When an inappropriate referral is submitted or an inmate's admission into a SAM Unit is denied, the Mental Health Clinician Senior at CCS or their designee will consult with the Special Program Manager for Diversionary Housing.
 - a. The-Special Program Manager for Diversionary Housing will make the final determination on the appropriateness of the referral and on the inmate's institutional SAM Unit assignment.
 - b. The Mental Health Clinician Senior or their designee will approve or disapprove an inmate'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.

D. All inmates should sign the *Shared Allied Management (SAM) Unit Contract 830_F9* as a condition of their assignment to the institution's SAM Unit. An inmate's refusal to sign the Contract will be documented on the Contract and may result in removal from the unit.

E. 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 Unit Committee co-facilitator will complete the *Shared Allied Management (SAM) Removal 830_F15* for review and approval by the SAM Unit Committee and CHAP.

XV. Steps to Achieve Reintegration (STAR) Program Transfers

A. Staff should review any inmate assigned to a Restorative Housing Unit who refuses assignment to general population due to fear, threat, violent or aggressive behavior, or legitimate protective custody needs, for transfer to the Steps to Achieve Reintegration (STAR) Program.

1. Security level W through 4 inmates will be considered for the STAR Program at Keen Mountain Correctional Center (KMCC).
2. Security Level 5 inmates and inmates 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, staff will prepare the *Inmate 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 *Inmate Case Analysis for Steps to Achieve Reintegration (STAR) Program 830_F5* must notify a Mental Health Clinician who will complete the *Steps to Achieve Reintegration (STAR) Program - Mental Health Review 830_F6*.

1. The *Steps to Achieve Reintegration (STAR) Program - Mental Health Review 830_F6* must be sent directly to the KMCC or the WRSP Psychology Associate Senior, as appropriate, for review.
2. Failure to submit the *Steps to Achieve Reintegration (STAR) Program - Mental Health Review 830_F6* to KMCC or WRSP will result in CCS staff disapproval of the inmate for participation in the STAR Program.
3. Staff must not upload the *Steps to Achieve Reintegration (STAR) Program - Mental Health Review 830_F6* into VACORIS.

D. The ICA must conduct a formal ICA hearing and will escalate the ICA in VACORIS to CCS staff for review; see Operating Procedure 830.1, *Institution Classification Management*.

1. The ICA must confirm and document on the *Institutional Classification Authority Hearing Notification* that the *Steps to Achieve Reintegration (STAR) Program - Mental Health Review 830_F6* was completed and submitted to Mental Health Clinician Senior at KMCC or WRSP.
2. The completed *Inmate Case Analysis for Steps to Achieve Reintegration (STAR) Program 830_F5* 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 all inmates recommended for assignment to the STAR Program and will escalate eligible inmates in VACORIS to the Facility Unit Head or designee at the institution operating the STAR Program and the appropriate Regional Operations Chief for review.



1. The Facility Unit Head or designee and the Regional Operations Chief must approve the inmate's admission into the STAR Program.
 2. The Transportation Coordinator will arrange the transfer of inmates accepted into the program.
 3. Staff should re-evaluate inmates disapproved for assignment to the STAR Program for alternative options, i.e., release to general population or transfer.
- F. After completing the STAR Program at KMCC, inmates must be in general population at KMCC for six months prior to requesting a transfer.

XVI. Voluntary Substance Use Disorder Treatment (V-SUDT) Transfers

- A. Any inmate who voluntarily admits to a substance use problem or the possession of alcohol or other drugs for personal use, prior to notification of an alcohol or drug test or notification of a search and who have a minimum 12 months left on their sentence may request assignment to a V-SUDT program.
1. The inmate must document their voluntary admission on a *Substance Use Voluntary Admission 841_F9* to participate in a V-SUDT program.
 - a. The *Voluntary Admission Form* must be signed, dated, and witnessed.
 - b. The inmate's voluntary admission does not prevent the inmate from being tested for substance use.
 - c. If the inmate requests assignment to the V-SUDT program, staff will not charge the inmate for a positive test for 30 days after the inmate's completion of a *Substance Use Voluntary Admission 841_F9*.
 - d. The inmate will review and sign the *V-SUDT Program Contract*; a staff member must witness the inmate's signature; see Operating Procedure 841.5, *Substance Use Testing and Treatment Services*.
 2. Staff will refer any inmate requesting V-SUDT program assignment to their counselor and will forward the inmate's signed *V-SUDT Program Contract*.
 3. Within 24-hours of the inmate's voluntary admission staff must test the inmate for substance use and enter the results of the test into VACORIS.
 4. The inmate's counselor will review the *Institutional Assignment Criteria* for the receiving institution and determine if the inmate meets the criteria for assignment:
 - a. Male Inmates
 - i. The V-SUDT program, for Security Level W, 1, & 2 male inmates, is at Indian Creek Correctional Center. Security Level W, 1, & 2 male inmates must be within 20 years or less of their Mandatory Parole Release Date (MPRD)/Good Time Release Date (GTRD) in lieu of the 6 months minimum and 36 months maximum required by the *Institutional Assignment Criteria* for ICCC.
 - ii. The V-SUDT program, for Security Level 3 male inmates, is at Green Rock Correctional Center (GROC); Security Level 2 inmates at GROC will apply for GROC's V-SUDT program.
 - iii. Substance use disorder treatment for Security Level 4 and above male inmates is provided at the inmate's current institutional assignment; inmates will not be transferred for treatment.
 - b. Female Inmates
 - i. The V-SUDT program, for Security Level W, 1 & 2 female inmates, is at Virginia Correctional Center for Women.
 - ii. Substance use disorder treatment for Security Level 3 female inmates is at Fluvanna Correctional Center for Women.
 5. The counselor will notify the ICA and prepare the *Institutional Classification Authority Hearing Notification* in VACORIS; see Operating Procedure 830.1, *Institution Classification Management*.
 6. The ICA will review the inmate for transfer to the appropriate V-SUDT program, conduct the ICA hearing, and will escalate all recommendations for transfers in VACORIS to CCS for a final decision.

- a. Before the ICA can recommend an inmate transfer to participate in a V-SUDT program the ICA must confirm the inmate reviewed and signed the *Substance Use Voluntary Admission 841_F9* and Attachment 3, *V-SUDT Program Contract*.
 - b. Staff will upload the completed *Substance Use Voluntary Admission 841_F9* and *V-SUDT Program Contract* as an external document to the ICA recommendation for transfer.
 - c. The ICA, when applicable, will expedite the inmate's transfer to the appropriate institution for participation in a V-SUDT program.
- B. Any inmate who voluntarily admits to alcohol or drug possession for their personal use are required to surrender the substance to investigative staff.
1. If the inmate requests assignment to the V-SUDT program, the inmate will not be subject to a disciplinary offense for possession.
 2. Staff will charge the inmate for any alcohol or drugs found in their possession after their initial surrender and request for assignment to the V-SUDT program.
- C. For any documented overdose, positive test for substance use, or conviction for drug possession within the previous 30 calendar days, the counselor should:
1. Offer Security Level W - 3 male inmates and Security Level W - 2 female inmates with the opportunity to request assignment to a V-SUDT program.
 2. Offer Security Level 4 and above male inmates and Security Level 3 female inmates with treatment at their current institutional assignment.
 3. Process the inmate's request in accordance with this operating procedure if the inmate voluntarily requests assignment to the program.
 4. Document the inmate's refusal as a *Facility Note* in VACORIS if the inmate refuses assignment to the program.
- D. Upon admission to the V-SUDT program, the inmate is required to:
1. Complete the *National Institute on Drug Abuse (NIDA) Assist V2.0* screening and *Addiction Severity Index (ASI)*, which will guide the development of the inmate's individualized substance use disorder treatment plan.
 2. Submit to a test for substance use and sign a participant agreement/consent to treatment.
 3. Participate in and complete the program.
- E. V-SUDT program refusals and removals
1. Staff will charge inmates who refuse to participate in the V-SUDT program after their transfer is scheduled or completed and inmates who are removed due to disruptive, non-participatory, or non-compliant behavior with offense code 200b, *Refusal to participate in or removal from any voluntary (non-reentry) program*.
 - a. Staff must complete a *V-SUDT Program Progressive Action Log 841_F27* when issuing a *Disciplinary Offense Report (DOR)* for offense code 200b.
 - b. Upon completion, staff will upload the *V-SUDT Program Progressive Action Log 841_F27* as an external document and will submit the *Progressive Action Log* with the DOR in VACORIS.
 2. The ICA will conduct a formal ICA hearing for any inmate convicted of offense code 200b, *Refusal to participate in or removal from any voluntary (non-reentry) program* to address the inmate's security level, Good Time Class Level, and institutional assignment.
 - a. The ICA will review the inmate for a mandatory reduction to Good Time Class Level IV effective the date the charge was written; see Operating Procedure 830.3, *Good Time Awards*.
 - b. Staff will use a #7 override, *Refusal of or removal from any required educational, program,*

vocational, or work assignment must result in an automatic override to Level IV regardless of the inmate's class level score.

- c. This override will flag the inmate's file so that they are not allowed to earn good time for two years.
 - d. The ICA will escalate their recommendations to CCS for a final decision.
- F. Inmates who successfully complete the V-SUDT program and do not receive an additional offense code 122 a-d, f or a 145c conviction will have:
- 1. All visitation and phone privileges lost due to any of the 122 a-d, f and 145c convictions restored twelve-months after program completion.
 - 2. Future sanctions related to a new 122 a-d, f or 145c conviction will not include prior 122 a-d, f and 145c convictions received over the past two years.
 - 3. Their Good Time Class Level IV reviewed 12 months after program completion for advancement to an appropriate Class Level; see Operating Procedure 830.3, *Good Time Awards*.
 - 4. Their security level reviewed 12 months after program completion for a security level decrease; see Operating Procedure 830.2, *Security Level Classification*.
 - 5. Their institutional assignment reviewed for a transfer to an appropriate institution. The ICA will escalate their recommendations for transfer in VACORIS to CCS for a final decision.
 - 6. Their 122a-d, f and 145c convictions overturned in VACORIS after 12 months to remove the offense from the inmate's list of convictions.
- G. Inmates who successfully complete a V-SUDT program, and who voluntarily admit to continued substance use may reapply for reassignment to a V-SUDT program. Staff will consider the inmate's application and reassignment to a V-SUDT program on a case-by-case basis.
- H. Inmates who did not successfully complete the V-SUDT program or who were removed from the V-SUDT program, and who voluntarily admit to continued substance use may reapply 90 days after program removal for reassignment to a V-SUDT program. Staff will consider the inmate's application and reassignment to a V-SUDT program on a case-by-case basis.

XVII. Inmate Appeals

- A. An inmate may appeal any final classification decision through the Inmate 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 Inmates and CCAP Probationers/Parolees*

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 and Wellness Services: Screening, Assessment, and Classification*

Operating Procedure 730.3, *Mental Health and Wellness 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 830.3, *Good Time Awards*

Operating Procedure 830.6, *Inmate Keep Separate Management*



Operating Procedure 841.1, *Inmate Programs*

Operating Procedure 841.3, *Inmate and CCAP Probationer/Parolee Religious Programs*

Operating Procedure 841.4, *Restorative Housing Units*

Operating Procedure 841.5, *Substance Use Testing and Treatment Services*

Operating Procedure 861.1, *Inmate Discipline*

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 Inmate Transfer 730_F11

Mental Health Serious Mental Illness (SMI) Determination 730_F34

Sex Offender Residential Treatment (SORT) Program Referral DOC SO 3 735_F3

Inmate 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

Substance Use Voluntary Admission 841_F9

Progressive Action Log 841_F26

V-SUDT Program Progressive Action Log 841_F27

