



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 830.7

#### *Work Release Programs*

**Authority:**

Directive 830, *Classification Management*

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**REVIEW**

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

*The content owner reviewed this operating procedure in October 2024 and determined that no changes are needed.*

**COMPLIANCE**

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

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## DEFINITIONS

**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.

**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.

**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*.

**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).

**DOC Jail Contract Work Release** - For eligible inmates housed within a DOC institution, the DOC in contract with local and regional jails, provides the opportunity for inmates to return to a local or regional jail for work release.

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

**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.

**Medical Authority** - The lead facility health care or dental care practitioner. Clinical supervision is provided by the Chief Medical Officer or designee.

**Parole Board Recommendation** - The Parole Board may recommend an inmate for work release participation in lieu of granting parole; these recommendations are reviewed administratively by Central Classification Services.

**Sheriff/Jail Requested Work Release** - A Sheriff/Jail Administrator may request in writing that a state responsible eligible inmate, housed in a jail, be assigned to the jail's work release program.



## PURPOSE

This operating procedure establishes the eligibility and suitability criteria for inmate assignment to work release and governs inmate requests for and the management of inmate transfers to a designated Department of Corrections (DOC) institution, or a local or regional jail, for program participation.

## PROCEDURE

### I. Work Release and Review Criteria

#### A. DOC Jail Contract Work Release

Inmates housed in a DOC institution may request assignment to work release at a local or regional jail at the time of their annual review, or staff may administratively review the inmate at their discretion based upon pending date of release, provided the inmate meets all other criteria. (5-ACI-5F-03; 4-ACRS-5A-14 [I]; 4-APPFS-2C-04)

#### B. Sheriff/Jail Requested Work Release

DOC inmates housed in local or regional jails, a Sheriff/Jail Administrator may request in writing that a state responsible inmate housed in their local or regional jail be assigned to the jail for the jail's work release program.

#### C. The Institutional Classification Authority (ICA) reviews inmates for assignment to DOC Jail Contract Work Release in accordance with *Eligibility Criteria* and *Suitability Criteria* below:

##### 1. Eligibility Criteria - Inmates must meet each of the following criteria to be reviewed for work release participation:

###### a. Criminal Offense History

###### i. Inmates serving time for, or who have an offense history involving any of the following felony offenses are not eligible for work release unless otherwise noted:

- (a) Abduction/Kidnapping; see COV §18.2-47, *Abduction and kidnapping defined; punishment*.
- (b) Carjacking; see COV §18.2-58.1, *Carjacking; penalty*.
- (c) Homicide/Murder; see COV §18.2-30, *Murder and manslaughter declared felonies*.
- (d) Voluntary Manslaughter; see COV § 18.2-35, *How voluntary manslaughter punished*.
- (e) Mob Related Offenses; see COV §18.2-38, *"Mob" defined*.
- (f) Sex Related Crimes; see COV §18.2-61, *Rape*.

###### ii. The Director of Offender Management Services or designee will evaluate inmates with the below listed criminal offenses on a case-by-case basis.

- (a) Felonious Assault, Unlawful Wounding, Malicious Wounding, Maiming; See COV 18.2-51. *Shooting, stabbing, etc., with intent to maim, kill, etc.*
- (b) Robbery; see COV 18.2-58, *Robbery Penalties*.
- (c) Involuntary Manslaughter; see COV §18.2-36, *How involuntary manslaughter punished*.

###### b. Work Release Criteria

The work release criteria vary depending on whether staff review an inmate for DOC Jail Contract Work Release or for Sheriff/Jail Requested Work Release.

###### i. DOC Jail Contract Work Release Criteria

- (a) Inmates must be within 16 months of their Good Time Release Date (GTRD) or Mandatory Release Date (MPRD) with a minimum of six months left to serve on their sentence.
- (b) Work Release is considered a program that provides job skills, inmates approved for work release will complete the journal "*Re-entry Planning Workbook*" and view the video "*Money Smart: Making Cents of Your Finances*".

###### ii. Sheriff/Jail Requested Work Release Criteria

Inmates housed in local jails must be within 24 months of their release date.



- c. Escape History
    - i. The inmate should have no history of escape or attempted escape during the last ten years.
    - ii. Inmates who have had two or more escapes, or attempted escapes, within the past 15 years are not eligible.
  - d. Security Level - Inmates must be assigned to Security Level W or 1.
  - e. Good Time Earning Level - Inmates should be assigned to Good Time Class Level I or the equivalent. CCS staff, during administrative reviews, may waive this requirement if an inmate is assigned to Good Time Class Level II and meets all other eligibility and suitability criteria.
  - f. Institutional Adjustment - Inmates should not have a recent pattern of institutional disciplinary infractions and should have favorable progress reviews from their counselors and work supervisors.
  - g. Health Care/Mental Health
    - i. Health care staff should review each case to ensure the medical codes are correct and confirm there are no pending appointments, surgeries, mental health or dental problems at that time that could prevent assignment.
    - ii. Inmates on maintenance medication for chronic health issues, such as high blood pressure, epilepsy, diabetes, etc. may be considered after consultation with health care staff to determine an inmate's ability to function in a work setting away from immediate health care services.
  - h. Detainer - Inmates should not have an active detainer or pending charges.
  - i. Program Violations
    - i. Inmates removed from work release due to a program violation are not eligible to reapply for work release for a period of 12 months after the date of removal.
    - ii. Inmates removed due to a criminal conviction committed while assigned to work release are ineligible to reapply during the remainder of their sentence per COV §53.1-62, *When ineligible for work release*.
  - j. Inmates removed from a Court ordered community program or a Community Corrections Alternative Program (CCAP) are not eligible for Sheriff/Jail Requested Work Release programs if they are serving a probation violation sentence because of their removal.
  - k. Inmates must be eligible to work in the United States.
  - l. Inmates must be currently assigned to work outside the security perimeter under unarmed supervision and must have worked in this capacity for at least the last six months.
    - i. The ICA will indicate that the applicant has successfully completed six months of outside work under unarmed supervision on all work release recommendations.
    - ii. Preferential consideration for work release will be given for inmates who are assigned to a Work Center.
2. Suitability Criteria

Staff should consider the following objective risk assessment factors when evaluating an inmate's ability to abide by work release program expectations and determining the level of risk to the public when making a final decision on an inmate's assignment to work release.

- a. Severity and total number of current and prior criminal convictions; a history of misdemeanor assaults or assaultive behavior may disqualify an inmate from acceptance.
- b. Length of time in minimum security level and good time class level.
- c. Drug/alcohol abuse history; some jail programs will not accept inmates with "drug distribution" convictions.
- d. Program participation and performance during incarceration, e.g., HSE, NA.
- e. Institution work history and employment stability prior to incarceration.
- f. Previous probation/parole supervision adjustment to include but not limited to failing to report, moving without permission, removal from or failing to complete treatment programs, and

absconding from supervision.

- g. Previous adjustment in work release or other community release program.
- h. Any significant adverse public sentiment to the inmate's presence in the community should be considered; adverse public sentiment may be gauged by specific objections expressed by prosecuting attorneys, Courts, local law enforcement officials, victims, or others.
- i. History of domestic violence including misdemeanor assault and battery charges, stalking, active protective orders or prior protective order violations, and threatening charges.
- j. Pattern or history of firearm convictions.

## II. Work Release Assignment Process and Transfer

### A. Inmate Work Release Requests

1. Inmates who meet the eligibility criteria may request DOC Jail Contract Work Release through their institutional counselor during their annual review; see Operating Procedure 830.1, *Institution Classification Management*.
2. Designated staff may consider an inmate's work release request outside their annual review at their discretion, particularly in cases where the inmate's release date precludes any future annual review.
3. Inmates should inform their counselor of a release plan location, so a determination can be made about the availability of a work release program in that locality.
4. The *Work Release Quick Reference* lists participating jails and any special criteria and is available for staff to discuss with inmates, contact CCS for assistance.

### B. Referral Process for Administrative Review

1. Staff, the Virginia Parole Board, a Sheriff or Jail Administrator, Pre-Release Program staff, or CCS staff can refer an inmate to be administratively reviewed for assignment to DOC Jail Contract Work Release.
2. Staff will review an inmate's eligibility and suitability and may refer inmates for review and assignment to DOC Jail Contract Work Release through established processes.
  - a. The Facility Unit Head and other designated staff may refer inmates for work release review outside the inmate's annual review.
  - b. Staff will forward their recommendations to CCS for final review; staff recommendations should include:
    - i. Inmate's release plan location.
    - ii. Name and phone number of the prospective employer, if deemed necessary.
    - iii. Current progress report.
3. Sheriff/Jail Administrator referrals are submitted in writing to the Director of Offender Management Services.
  - a. A Sheriff/Jail Administrator or designee may request that the Director of Offender Management Services or designee assign an inmate, housed in a jail or an institution to the jail for the purpose of work release.
  - b. Offender Management Services staff will administratively review the case with the final decision resting with the Director of Offender Management Services.
4. Parole Board referrals for DOC Jail Contract Work Release are made by letter to Offender Management Services.
  - a. CCS staff will administratively review the case and make an appropriate decision.
  - b. Prior to approval, CCS will obtain a recommendation from appropriate institution staff.
5. CCS may administratively refer inmates at any time to manage bed space. Prior to final approval,



CCS will obtain a recommendation from appropriate institutional staff.

C. Staff will submit all inmate work release requests and administrative referrals through VACORIS to CCS staff for review and final decision.

D. Work Release Agreements

1. The current Sheriff or Jail Administrator should sign a DOC/Jail Work Release Agreement for Sheriff/Jail requested placements.
2. Inmates approved for DOC Jail Contract Work Release participation must review and sign a *Work Release Agreement 830\_F2* prior to transfer to the jail.

E. Pre-Work Release Program Placement Counseling

1. Staff should counsel each individual inmate approved for work release at their current location prior to the inmate's transfer.
2. Staff should notify inmates of the following:
  - a. Inmates are governed by jail rules and regulations and not DOC operating procedures.
  - b. Inmates are responsible for paying their own medical costs while on work release.
  - c. Once placed at a jail, the inmate does not have the option to request transfer to a different jail. Staff will only transfer inmates between jails when there is no available employment at the inmate's assigned jail or a keep separate situation exists.
  - d. Staff may return an inmate to a higher security institution if jail staff remove the inmate from work release.
  - e. Court and Legal Services Unit staff will continue to compute the inmate's time.
3. Staff should give each inmate a list of personal property items allowed for their assigned jail. The inmate should dispose of unauthorized property prior to transfer; see Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property*.
4. The inmate's counselor should assist the inmate in obtaining necessary employment documents, to include a valid Social Security Card and Birth Certificate; see Operating Procedure 820.2, *Inmate Re-entry Planning*.
  - a. Staff must ensure the *Offender Information Form* is completed. Virginia Department of Motor Vehicles staff will accept the *Offender Information Form* as a primary proof of residency and as a secondary proof of identity so the inmate can obtain a DMV identification card.
  - b. Under no circumstances, will staff transfer an inmate ineligible to work in the United States to work release.
5. The inmate must submit to a drug test and test negative prior to transfer. Staff should document the test results and date taken in the "dummy" file.

F. Notifications

1. In accordance with COV §53.1-59, *Prisoners performing work for localities, state agencies or nonprofit civic organizations; payment of costs; foremen as guard* and COV §53.1-160, *Notice to be given upon prisoner release, escape, etc.*, CCS staff will send a 15 day written notification to the Sheriff, Chief of Police and Commonwealth's Attorney of the jurisdiction in which the work release facility is located.
2. If an inmate is transferred to another work release site, CCS will reissue the 15-day notification to the new locality.
3. CCS staff must notify the Victim Services Unit who will initiate victim notifications when applicable.

G. Central Transportation Services staff may transfer inmates approved for work release any time after CCS approval; however, inmates should not be permitted to work in the community until 15 calendar days have



elapsed from the postmark of such notice.

#### H. Inmate Records

Staff will prepare the inmate's institution and health care "dummy" files in accordance with Operating Procedure 050.3, *Facility Release of Offenders*.

#### I. Transfer Processing

1. Staff will coordinate all inmate transfers to a jail work release program through Central Transportation Services.
2. Prior to an inmate's transfer to a work release assignment, staff should:
  - a. Confirm the "dummy" files are complete; see the *Dummy File Checklist 050\_F1* to Operating Procedure 050.3, *Facility Release of Offenders*.
  - b. Provide the required supply of medications; see Operating Procedure 720.5, *Pharmacy Services*.
  - c. Send only the property authorized on the jail's allowable personal property list with the inmate to the jail. Staff should properly dispose of all other personal property; see Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property*.
  - d. Provide the inmate with appropriate transfer clothing; see Operating Procedure 050.3, *Facility Release of Offenders*.
  - e. Provide all funds credited to the inmate's Trust Account, see Operating Procedure 050.3, *Facility Release of Offenders*.

### III. Work Release Program Participation

A. Jail staff will supervise inmates assigned to the jail's work release and will require inmates to abide by all rules, regulations and program criteria of the jail to include job checks, drug screening, transportation to and from work, visitation, recreation, discipline, etc. as directed by jail staff.

1. Inmate attendance at funerals or deathbed visits will be in accordance with jail policies and procedures.
2. Jail staff will provide general care such as food, clothing, and routine health services in accordance with 6VAC15-40, *Minimum Standards for Jails and Lockups*.

#### B. Financial Obligations

1. Inmates participating in a work release program are responsible for making payments from their work release wages to defray the cost of judicial or administrative support orders; fines, restitution, or costs as ordered by the Court; and expenses associated with work release supervision/programs; see COV §53.1-131, *Provision for release of prisoner from confinement for employment, educational or other rehabilitative programs; escape; penalty; disposition of earnings*.
2. Jail staff will inform inmates of the fees associated with their financial obligations upon transfer to their work release program.
3. Payment priorities, amounts to be applied, and methods of payment will be in accordance with local jail policies and procedures.
  - a. Priority 1 - Meet the obligation of any judicial or administrative order to provide support; funds will be disbursed according to the terms of such order.
  - b. Priority 2 - Pay any fines, restitution or costs as ordered by the Court.
  - c. Priority 3 - Pay travel and other such expenses made necessary by the inmate's work release employment or participation in educational or rehabilitative programs, including the sums specified in COV §53.1-150, *Contributions by persons on parole, probation, and work release*.
  - d. Priority 4 - Defray the inmate's room and board.
4. Jail staff will credit the remaining balance to the inmate's jail account.





### C. Health Care Services

1. Jail staff will provide inmates with health care in accordance with the jail's policies and procedures; staff will inform inmates of the jail's policy upon their arrival at the jail.
2. Inmates will be required to pay a co-payment for routine health care requires. Many jails also require full payment for routine health care costs e.g., doctor's visits, medications, etc., since inmates are working and receiving wages.
3. Emergency or critical health care will be provided by the jail at the time of the occurrence. Jail staff should immediately notify the DOC Health Services Unit when emergency and critical health care is provided so that a determination can be made to retake the inmate for continued health care within the DOC or to provide reimbursement to the jail for any health care costs incurred.

### D. Parole Review/Progress Reports

1. The Parole Board will review all work release inmates with a parole eligibility date. A satisfactory adjustment in work release status will often result in discretionary parole release prior to the inmate's MPRD.
2. After four full months of an inmate's satisfactory participation in work release, jail staff, at their discretion, may submit a progress report to the Parole Board for review. A progress report is not necessary for inmates not eligible for parole.
3. If an inmate is denied parole, jail staff should immediately review the inmate's suitability for continuation on work release.
  - a. Inmates recommended for program removal will receive a due process hearing at the jail prior to return to the DOC.
  - b. Jail staff should coordinate the transfer of inmates determined to be unsuitable for continuation in work release with Central Transportation Services.

### E. Release Processing

Jail staff will assist inmates granted parole or being released on a GTRD with release transportation if requested by the inmate.

## IV. Program Violations/Removals

- A. Jail staff will remove inmates who violate program rules and regulations or commit a crime while on work release from the work release program and will take appropriate disciplinary and/or criminal proceedings in accordance with established jail rules and regulations.
- B. Inmates removed from work release are not eligible to reapply for twelve months after the date of removal. If the inmate was removed due to committing a new criminal offense while on work release, the inmate is not eligible for consideration during the remainder of their current incarceration per COV §53.1-62, *When ineligible for work release*.
- C. Jail staff should immediately notify Central Transportation Services of all inmate program violations, so the inmate can be scheduled for retake upon completion of any disciplinary hearing conducted by the jail.
- D. Jail staff should send documentation of the inappropriate behavior and any charges, disciplinary and/or criminal with the inmate when the inmate is returned to the DOC. Jail staff have the authority and are encouraged to reduce an inmate's good time class level when appropriate as part of the jail's disciplinary process.
- E. Staff at the receiving institution will conduct a formal due process review of the inmate's institution assignment, security level, and good time class level, based on documentation received from the jail.
- F. Jail staff will forward all wages received at the jail after the inmate's return to the DOC to the inmate's current institution.



V. Transitional Women's Work Release (TWWR)

A. The TWWR program for female inmates is a collaboration between the DOC and Spectrum Health Systems, Inc. (Spectrum).

1. The program is located at State Farm Work Center (SFWC) and provides female inmates with the opportunity to work in the community for three to eight months prior to their release date.
2. An inmate's participation in the TWWR program is not limited by the inmate's release plan area.
3. Female inmates with a release plan to the Richmond area are not eligible for DOC Jail Contract Work Release and will be reviewed for work release through the TWWR program, only.
4. Eligible inmates may apply for either TWWR or Jail Contract Work Release, not both. Inmates disapproved for either of the Work Release Programs are not permitted to apply for the other program.

B. Eligibility Criteria

1. Inmates must have 10-16 months remaining to serve before their GTRD or MPRD. Inmates enrolled in the Cognitive Therapeutic Community (CTC) must have completed Phase 2 and have a minimum of 5 months remaining to serve prior to their release date.
2. Inmates serving time for, or who have an offense history involving any of the following felony offenses are not eligible for the DOC work release program:
  - a. Abduction/Kidnapping; see COV §18.2-47, *Abduction and kidnapping defined; punishment*.
  - b. Mob related offenses; COV §18.2-38, *"Mob" defined*.
  - c. Sex Related Crimes; see COV §18.2-61, *Rape*.
3. Inmates with the below listed criminal offenses will be evaluated for assignment, on a case-by-case basis, by the Director of Offender Management Services and Central Classification Services Manager.
  - a. Carjacking; see COV §18.2-58.1, *Carjacking; penalty*.
  - b. Felonious Assault, Unlawful Wounding, Malicious Wounding, Maiming; see COV §18.2-51, *Shooting, stabbing, etc., with intent to maim, kill, etc.*
  - c. Homicide/Murder; see COV §18.2-30, *Murder and manslaughter declared felonies*.
  - d. Robbery; see COV §18.2-58, *Robbery Penalties*. This offense may include present or implied weapon.
4. Inmates with a Mental Health Code of "2" or lower are eligible provided the inmate has been stable on their medication for a six-month period of observation.
5. Medical classifications other than "A" medical will be evaluated and approved by the Medical Authority for participation on a case-by-case basis.

C. Suitability Criteria

1. Staff should consider the inmate's risk assessment factors when evaluating the inmate's ability to abide by work release program expectations and determining the level of risk to the public.
2. CCS staff will use the following suitability criteria in making a final decision for inmate assignment to the TWWR program.
  - a. Severity and total number of current and prior criminal convictions; misdemeanor assaults within the prior five years may disqualify an inmate from acceptance.
  - b. Program participation and performance during incarceration, e.g., HSE.
  - c. Institutional work history and employment stability prior to incarceration.
  - d. Previous probation/parole supervision adjustment.
  - e. Previous adjustment in work release or other community release program.
  - f. COMPAS Risk/Needs Assessment results.



- g. Any significant adverse public sentiment to the inmate's presence in the community should be considered; this may be gauged by specific objections expressed by prosecuting attorneys, Courts, local law enforcement officials, victims, or others.

#### D. TWWR Referral and Approval Process

1. Counselors will refer inmates recommended for TWWR to their supervisor; the counselor's supervisor will review the recommendation and submit the following information by email to CCS for each eligible inmate.
  - a. Inmate Name
  - b. DOC Number
  - c. Release Date
  - d. Current Offenses
  - e. Most Recent Disciplinary Offenses with Dates
  - f. Medical Location Code.
  - g. Mental Health Classification Code
2. For inmates not assigned to SFWC, CCS staff will notify institution staff to escalate a review for Security Level W and TWWR Transfer.
3. For inmates assigned to SFWC, CCS staff will administratively process a transfer to TWWR.

#### E. Inmate Transfers

1. Inmates approved for the TWWR must transfer to SFWC to participate in the Cognitive Community (CC) Re-entry program.
2. Inmates enrolled in the Cognitive Therapeutic Community (CTC) program, ~~currently~~ located at Virginia Correctional Center for Women (VCCW) will remain at VCCW until completion of the CTC program phase 2.
3. Staff will transfer inmates enrolled in the CC Re-entry program to TWWR after the inmate completes 4-6 months of CC Re-entry programming and MDT approval.
4. Staff will transfer inmates enrolled in the CTC program to SFWC for TWWR after verification of CTC phase 2 completion and MDT approval.
5. Inmates transferred for participation in the TWWR program must complete Phase 1, Orientation and Evaluation, which is provided by Spectrum for at least 30-days and meet MDT approval prior to entering Phase 2, Work Release, of the TWWR program.
6. Inmates will participate in work release for at least 90 days in the community. Staff are not required to conduct an ICA hearing to assign an inmate to TWWR.
7. Inmates approved by the review team for TWWR are automatically approved for assignment to Work Class I. The Facility Unit Head or designee will update the inmates outside work class in VACORIS.
8. Spectrum staff must maintain a completed and signed copy of the *Transitional Work Release Agreement 830\_F12*, *Transitional Work Release Employer Agreement 830\_F13*, and *Transitional Work Release Employment Assignment 830\_F14* on file at the institution.

#### F. Notifications

1. In accordance with COV §53.1-59, *Prisoners performing work for localities, state agencies or nonprofit civic organizations; payment of costs; foremen as guard* and COV §53.1-160, *Notice to be given upon prisoner release, escape, etc.*, institution staff must send a 15-day written notification to the Sheriff, Chief of Police and Commonwealth's Attorney of the jurisdiction in which the work release facility is located.
2. Staff must notify the Victim Services Unit who will initiate victim notifications when applicable.



3. Staff should not permit inmates to work in the community until 15 calendar days have elapsed from the postmark of such notice.

## VI. Inmate Appeals

- A. Inmates may appeal any decision made by institution staff or CCS staff to approve or disapprove their work release program participation through the established grievance process; see Operating Procedure 866.1, *Offender Grievance Procedure*.
- B. Inmates must submit their appeals concerning jail operation or supervision issues through the jail's established grievance process.

## REFERENCES

6VAC15-40, *Minimum Standards for Jails and Lockups*  
 COV §18.2-30, *Murder and manslaughter declared felonies*  
COV §18.2-35, *How voluntary manslaughter punished*  
COV §18.2-36, *How involuntary manslaughter punished*  
 COV §18.2-38, *"Mob" defined*  
 COV §18.2-47, *Abduction and kidnapping defined; punishment*  
 COV §18.2-51, *Shooting, stabbing, etc., with intent to maim, kill, etc.*  
 COV §18.2-58, *Robbery Penalties*  
 COV §18.2-58.1, *Carjacking; penalty*  
 COV §18.2-61, *Rape*  
 COV §53.1-59, *Prisoners performing work for localities, state agencies or nonprofit civic organizations; payment of costs; foremen as guard*  
 COV §53.1-62, *When ineligible for work release*  
 COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*  
 COV §53.1-131, *Provision for release of prisoner from confinement for employment, educational or other rehabilitative programs; escape; penalty; disposition of earnings*  
 COV §53.1-150, *Contributions by persons on parole, probation, and work release*  
 COV §53.1-160, *Notice to be given upon prisoner release, escape, etc.*  
 Operating Procedure 050.3, *Facility Release of Offenders*  
 Operating Procedure 720.5, *Pharmacy Services*  
 Operating Procedure 802.1, *Inmate and CCAP Probationer/Parolee Property*  
 Operating Procedure 820.2, *Inmate Re-entry Planning*  
 Operating Procedure 830.1, *Institution Classification Management*  
 Operating Procedure 866.1, *Offender Grievance Procedure*

## ATTACHMENTS

None

## FORM CITATIONS

*Dummy File Checklist* 050\_F1  
*Work Release Agreement* 830\_F2  
*Transitional Work Release Agreement* 830\_F12



*Transitional Work Release Employer Agreement 830\_F13*

*Transitional Work Release Employment Assignment 830\_F14*

