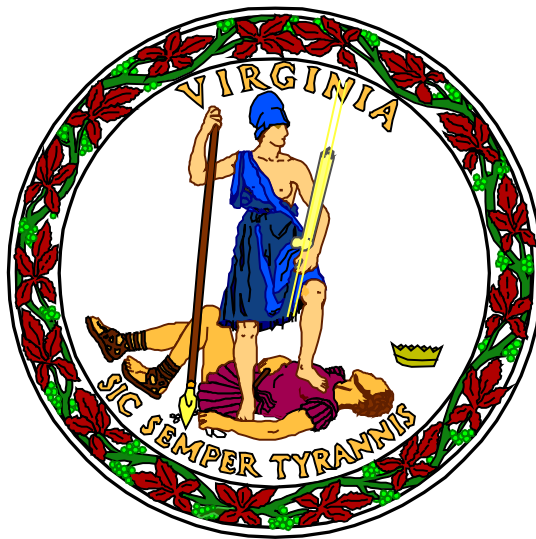


# Virginia Correctional Center for Women (VCCW)



## Inmate Handbook

INSTITUTIONAL RULES AND REGULATIONS  
DURING THE COVID-19 PANDEMIC

## VIRGINIA CORRECTIONAL CENTER FOR WOMEN

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**Tykeshae Fowlkes, Warden** – The Warden is responsible for the overall operation of the facility.

**Kenneth Goldman, Assistant Warden** – The AW manages the day-to-day operation of the facility, and is responsible for the following areas of operation: Food Service, Buildings and Grounds, Safety, Medical Department, Dental, Mental Health Services, Re-entry, and Security.

**Q. Dillard, Chief of Security** – The Major is responsible for ensuring security measures are in place and that all security policies and procedures are followed.

**M. Blair, Chief of Housing & Programs** – The Chief of Housing and Programs oversees the Unit Managers assigned to the Living Units as well as the Institutional Program Manager.

**I. Scott, Institutional Program Manager** – The IPM is responsible for providing supervision and guidance in areas to include, but not limited to Classification, Home Plans, WRNA and Program Fidelity. They also oversee the Law Library, Volunteer Program, Chaplain Services, Recreation Services, Work Program and Treatment Programs.

**A. McKearin, Operations Manager/ADA Coordinator/PREA Compliance Manager** – The Operations Manager provides guidance on application of policies and directives to the Warden's Office. They oversee the Mailroom, Hearings Officer, and the Inmate Grievance Coordinator. They also serve as the institution's ADA Coordinator and PREA Compliance Manager.

**Unit Managers** – The Unit Manager oversees the day-to-day activities for the Living Units to which they are assigned. They supervise the security staff and Counselors assigned to their building.

**K. Morton, Business Manager** – The Business Office is responsible for handling all requests for information regarding inmate trust funds, money orders, and account balance disbursements. They are also responsible for managing the Commissary Fund.

**R. Capuno, Food Service Director** – The Food Service Director is responsible for managing the day-to-day operations of Food Services.

**C. Crump, Inmate Grievance Coordinator** – The Grievance Coordinator ensures a response to all Informal Complaints and formal Grievances.

**A. Gerdes, Hearings Officer** – The Hearings Officer hears all charges written in accordance with operating procedure.

**NEW ADMISSION HANDOUT**

**Name:** \_\_\_\_\_

**Inmate Number:** \_\_\_\_\_

**Intake Officer:** \_\_\_\_\_

**Unit Manager:** \_\_\_\_\_

**Counselor:** \_\_\_\_\_

**Building Sergeant:** \_\_\_\_\_

**Mailing Address:** P.O. Box 1  
Goochland, VA 23063

**Phone Number:** (804) 556-7500

**Institutional Attorney:** Keith H. Waldrop  
P.O. Box 268  
Goochland, VA 23063

**NOTICE**

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

**The Virginia Department of Corrections (VADOC) is currently operating in accordance with Virginia Department of Health (VDH) and Center for Disease Control (CDC) guidelines in response to the COVID-19 global pandemic. These guidelines have affected many of the current operations at VCCW. Please review each section carefully as changes have been noted in a number of procedures to keep you and others safe during this time. During the current operations, rapid changes are occurring. It is critical that you follow your last directive to ensure the safety of all.**

### **ORIENTATION**

Orientation will be provided within one week of arrival to all inmates received at Virginia Correctional Center for Women. During this time, inmates will receive written orientation materials. In addition, written information regarding procedures governing visitation will be made available to each inmate within 24 hours after arrival to the facility. Where disability or problems with language or literacy hinder an inmate's ability to understand orientation materials, staff presenting the formal orientation program shall access appropriate staff, inmate, volunteer, or contract resources to assist the inmate. Completion of orientation is documented by a statement signed and dated by the inmate.

### **INMATE'S RIGHTS**

Every inmate has basic rights afforded them by the Constitution and laws of the United States, as well as the Commonwealth of Virginia. These rights include freedom from discrimination based on race, religion, national origin, sex, age, disabilities or political beliefs. VCCW shall provide equal access to our various programs, work assignments, and involvement in decisions concerning classification status. All staff members shall ensure your protection from personal abuse, corporal punishment, personal injury, disease, property damage, harassment, use of unnecessary force, and from unreasonable or excessive searches. Personal grooming choices shall be limited only by safety, security, identification and hygiene consideration.

### **INMATE AUTHORITY AND CONTROL**

No inmate or group of inmates will have authority or control over another.

### **PRISON RAPE ELIMINATION ACT (PREA)**

The Prison Rape Elimination Act (PREA) of 2003 is a Federal Law established to address the elimination and prevention of sexual misconduct (sexual abuse and/or sexual harassment) in correctional systems.

The Virginia Correctional Center for Women has zero tolerance for inmate-on-inmate sexual assault or abuse, or sexual misconduct or harassment towards inmates by staff, volunteers and contractors. You have the right to be free from intimidation or pressure from staff, inmates or any other person to perform or engage in sexual behavior regardless of your current situation or sexual orientation.

Sexual misconduct is defined as any behavior or act of a sexual nature directed towards an inmate by an employee, volunteer, visitor, agency representative or other person while assigned to VCCW. This includes but is not limited to acts or attempts to commit acts including, but not limited to:

1. Sexual battery, sexual assault, sexual abuse, conduct of a sexual nature or implication sexual gratification, sexual harassment, sexual contact, obscenity or an unreasonable invasion of privacy.
2. Also includes but is not limited to conversations or correspondence that suggests a romantic sexual relationship between an inmate and any person referenced above.
  - **PREVENTION** – of sexual misconduct can be accomplished by being aware of your surroundings. Do not accept gifts or favors: most come with strings attached. Do not accept offers for protection: that is what corrections staff are here for. If you fear for your safety report it to staff. Be direct and firm when saying no to unwanted activity. Be aware of inmates, staff members or visitors who are overly friendly. Avoid flirtatious behavior with

staff or inmates. Avoid jokes/comments that could be interpreted, as sexual in nature. Avoid sharing personal information with staff or inmates. Do not engage in ANY type of sexual behavior. Report violations of professional boundaries immediately.

**SEXUAL CONTACT IS PROHIBITED WHETHER OR  
NOT THE INVOLVED PERSON AGREES TO IT**

- **REPORTING** – of sexual misconduct can be made to any staff member including chaplains, medical, mental health, counseling staff, security staff, and administrators. Any inmate who observes, is involved in, or has any knowledge or suspicion of a sexual assault or unauthorized relationship must immediately notify staff. Sexual assault or abuse may also be reported by dialing #55 for the sexual abuse hotline, or by submitting an **Inmate Request** (see Operating Procedure 801.6, **Inmate Services**) or **Informal Complaint or Emergency Grievance** (see Operating Procedure 866.1, **Inmate Grievance Procedure**). You can also anonymously report sexual abuse or sexual harassment by writing directly to the Action Alliance at P.O. Box 17115, Richmond, VA 23226. Third party reports are also permitted on behalf of inmates at [PREAGrievance@vadoc.gov](mailto:PREAGrievance@vadoc.gov), 855-602-7001, or VADOC P.O. Box 26963, Richmond, VA 23261-6963.
- **INVESTIGATION** – the Institutional Investigator or Special Investigation Unit will conduct the investigation to determine the nature and extent of the misconduct. You will be protected from the assailant and the incident will be referred to an investigator. You may need a medical examination. Do not clean up, it is important to be examined prior to washing, changing clothes or using the restroom. All reports concerning the identity of the victim of sexual battery and the facts of the report are only limited to those who have a need to know to make decisions concerning your welfare. You may be asked to give a statement and if criminal charges are brought against the assailant, you may be asked to testify.
- **TREATMENT AND COUNSELING** – Medical and Mental Health Treatment will be provided. In addition, mental health staff and counselors are available for crisis care and other on-going services which can be of benefit to you in the event of an assault. To contact an outside advocate for free emotional support, dial #55 or write to Action Alliance, P.O. Box 17115, Richmond, VA 23226.
- #55 Option 1: - This line is for reporting sexual abuse only and not for any other miscellaneous calls. By reporting such incidents, you will assist staff in the prevention /detection of sexual abuse/sexual harassment. There is no time limit for reporting sexual abuse/sexual harassment.
- Grievance Procedure for Sexual Abuse/Sexual Harassment There is no time limit on when you may file a grievance regarding an allegation of sexual abuse or sexual harassment. You are not required to resolve an incident of sexual abuse or sexual harassment with staff or submit the grievance to the staff member who is the subject of your sexual abuse or sexual harassment allegation. Grievances regarding sexual abuse or sexual harassment will not be referred to the staff member who is the subject of the grievance. You will not be charged for filing a grievance regarding sexual abuse or sexual harassment unless it is determined that you filed the report in bad faith.

**COUNT PROCEDURES**

When you are assigned to a housing unit at the Virginia Correctional Center for Women, your housing unit officer will advise you of count times. In accordance with Departmental Procedures, VCCW shall conduct five (5) formal counts and one (1) intermediate counts at:

6:00 a.m. (Formal Count, standing)  
12:00 p.m. (Formal Count, standing)

6:00 p.m. (Formal Count, standing)  
9:00 p.m. (Formal Count, standing)  
12:00 a.m. (Informal Count, non-standing)  
3:45 a.m. (Informal Count non-standing)

During COVID-19 operations, during count in cells with two or more inmates, the inmate assigned to the top bunk will sit in the middle of the top bunk and the inmate assigned to the bottom bunk will stand in the back of the cell. For inmates housed in a dormitory environment, the inmate on the top bunk will sit in the middle of their bed, and the inmate assigned to the bottom bunk will stand at the end of bunk. The only exception is during the 12:00 a.m. and the 3:45 a.m. informal counts. During these informal counts, the only requirement is the officers conducting count be able to see flesh and movement from all inmates.

There is to be no talking or movement while the officers are conducting count. Once count has been taken, inmates will be notified that they can relax and sit down, but must remain in their cells until count clears. If an inmate does not stand and does not have a written medical excuse during a standing count, the inmate may be subject to an institutional charge per 861.1–Inmate Discipline. Inmates will not distract the officers in any manner during count. Any movement, disturbances or noise may be considered interfering with count, which may result in disciplinary action.

If an inmate is at an authorized work assignment, visit, or away from their housing unit by institutional request, the inmate will be counted at that location.

Emergency or census count may be called at any time. Inmates will follow all procedures which pertain to a formal count.

#### **INMATE MOVEMENT**

The Virginia Correctional Center for Women has established an effective method for controlling and monitoring inmate movement through implementation of the Master Pass and Trip Pass systems.

**During offender movement you have ten (10) minutes to get to your destination.**

During the COVID-19 pandemic, all movement will be controlled. This means that all movement from a housing unit for any reason will be sent as a group. The sidewalks have been clearly marked with yellow lines that divide them into separate squares. There are to be no more than one inmate per square at any given time.

During COVID-19, additional walkways are established with markers to assist in complying with social distancing requirements. Social distancing guidelines are required while walking to any location.

During COVID-19 operations, face coverings are required to be worn when walking to any location.

No physical contact between inmates is allowed at any time during internal or external movement.

Failure to comply with these requirements during movement may subject inmates to an institutional charge per 861.1–Inmate Discipline.

#### **MASTER PASS**

A Master pass is a list of authorized individual inmate movement issued daily. Example: Inmates who have signed up for sick call will be placed on the Master Pass List on their designated sick call date. If an inmate does not go to their designated location and has not been excused by staff, the inmate is considered to be in an unauthorized area.

#### **FOLLOW LAST LAWFUL ORDER GIVEN**

All instructions from staff members, oral or written must be obeyed promptly. If an inmate disagrees with an order given, they are expected to comply as long as the order given does not subject the

inmate to immediate harm. Should an inmate be instructed by staff to do something that violates Institutional Rules and Regulations, the inmate is responsible for advising staff of the said violation and submitting an Inmate Complaint Form. VCCW encourages informal resolution of complaints. However, when informal resolution is not successful, a formal complaint via Inmate Grievance Procedure is available and may be utilized.

### **SHAKEDOWNS/SEARCHES/MONITORING**

Inmate conversations, movements, and actions may be monitored or recorded at any time through the use of intercom and security monitoring equipment. Searches and inspections of all of the areas of the institution are conducted on a regular and random basis in order to detect contraband, prevent escapes, prevent assaults, maintain high sanitation standards and control or eliminate fire and safety hazards. During cell or bed searches, inmates shall be removed from their rooms or bed areas, and searched thoroughly. Inmates may be placed in handcuffs if necessary. Searches are conducted by two Correctional Officers or one Corrections Officer and a DOC Employee. Total institutional searches shall be conducted when deemed appropriate to maintain order at the facility.

### **CONDUCT AROUND AND INTERACTION WITH DEPARTMENT OF CORRECTIONS K-9 (canine) UNITS**

Inmates are expected to remain calm when K-9 (dogs) is brought to their areas. Inmates may not touch, call, or attempt to feed or distract the animals in any manner. There should be absolutely no horseplay, unnecessary noise, or movement around the animals. Should an inmate's conduct be determined inappropriate in the presence of K-9, the said inmate or inmates will be removed and subjected to disciplinary action in accordance with OP 861.1.

### **SECURITY THREAT GROUPS**

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

- Flashing of hand signals (gang signs)
- Group photos
- Association with known gang related figures
- Gang symbolisms
- Self-admission

### **IDENTIFICATION CARDS**

**I.D. Cards must** be worn on the left upper side of the outer garment **between** the shoulder and breast area. The name and photograph should be visible at all times. I.D. cards are **not** to be altered, changed or damaged by inmates. Identification cards that are outdated, lost, stolen, or damaged through no fault of the inmate should be replaced free of charge to the inmate. Inmates will be charged \$2.00 for identification cards that are lost, stolen or damaged through their own fault. If inmates do not have sufficient funds in their spend account, the charge will be entered as a loan in accordance with Operating Procedure 802.2 Inmate Finances.

### **SAFETY PROCEDURES/RULES**

#### **Disturbances**

In the event of a physical or verbal altercation that requires staff interaction, all non-participating inmates are expected to return to their assigned cells immediately. Housing sanctions may be imposed (lockdown of unit, restrictions of telephones, kiosk, television, microwave, etc.) if inmates fail to comply. Additionally, individual inmates may receive charges for failure to follow these instructions.

### **Chemicals**

Before using any chemical, inmates must review that chemical's Safety Data Sheet (SDS) to ensure they understand how the chemical is to be used, what protective equipment is needed, and if the chemical is harmful. The daily cleaning chemicals are diluted prior to distribution for use, and there is no need to further mix or dilute them. When handling any floor care product, inmates are required to use chemical-resistant gloves and eye protection goggles. Eye protection must be worn when handling foaming antibacterial hand soap. Eye protection should also be worn any time a chemical is being applied above an individual's line of sight. The Unit Floor Officer is responsible for ensuring that inmates have all of the protective equipment required by the Safety Data Sheets before using that product. If you spill a chemical on yourself, notify the officer at once. You may need to remove your clothing and shower to wash off the chemical. Never use a container that does not have a label on it.



### **Fire Preventions and emergency drills**

Fire drills are conducted quarterly on each shift and each break, which means you could be in four (4) or more drills. In addition, the drills are conducted at varying times of the day to prepare both the inmates and staff to correctly react to an emergency. These drills are to ensure your safety and the employees in the event of a fire, so take them seriously. The officer assigned to your building will direct you to the emergency/exit door that will be used to exit. Make sure that you are paying attention to this officer at all times.

Fire extinguishers are located throughout the institution for our protection and are the property of the institution. **Do not hit the fire extinguisher, remove the paper inspection tag, or cable securing the pin.**

### **Fire sprinklers**

Fire sprinklers and smoke detectors are located in most buildings and in inmate cells. **Do not paint, hang clothes from, or clean within 4 feet of the sprinkler head or smoke detector.** Fire sprinklers are state property and protective devices. Someone from the Safety Department will inspect your smoke detector and sprinkler head on a regular basis.

### **Plugs**



The only approved additional electrical device is a surge protector available through the Commissary. No other additional plug devices will be approved.

### **Blood and body fluids**

On occasion, someone in your area may lose either blood or body fluids. These fluids are cleaned up by using a special kit called the "Blood Borne Pathogen/ Spill Kit". If you are instructed to clean up a spill consisting of blood/body fluids you must use the protective gear located in the blood/borne pathogen body fluid spill kit. Even though you may not want to put all of the items on, you must wear all items. Either an officer or a member of the staff will instruct you as to how to clean the spill and dispose of the contaminated materials. Every spill may not be cleaned up in the same manner, so make sure that you understand your instructions prior to beginning to clean up.

### **Blood/Body fluids transfer**



During your stay in this institution, you should not use another inmate's razor, toothbrush, soap or other personal items. Additionally, you should refrain from close contact with another inmate. Many viral and bacterial infections can be transmitted from participating in intimate relationships or close physical contact with another inmate. If you have a cut or open area on your body, you should keep it covered with a Band-Aid or bandage at all times unless you are directed differently by the Medical Department. The Center for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) encourages everyone to protect themselves on a constant basis by protecting yourself as if everyone has a viral or bacterial infection that you can catch. This can be done by covering all wounds, no close contact, not using another person's personal items, utilizing a blood borne pathogen/body fluid spill kit when necessary and **washing your hands constantly.**

### **Hand washing**



The CDC and OSHA have found that hand washing is the one consistent way to protect yourself from contracting a viral or bacterial illness. To correctly wash hands, you must do the following:

1. **Use the hottest water that you can stand to put your hands in.**
2. **Put a lot of soap onto your hands and rub the hands together making sure that you get into all of the creases, wrinkles, cuticles and beneath the nails.**
3. **You must scrub your hands with hot water and soap for 20 seconds or the bacteria or virus will remain on your hands.**
4. **Remember to scrub the front and the back of your hands.**
5. **Rinse, this is important to get rid of the bacterial and viral germs that live off water and your body temperature.**

Wash your hands often, particularly when you have finished using the toilet, sneezed onto your hand, cleaned any area, removed your gloves, and after shaking hands with other persons.

**During COVID-19 operations, inmates should avoid touching their face and wash their hands frequently, including prior to exiting for and returning from meals.**

### **General safety**

1. When you leave your room for work, court, group or any other reason, make sure that your appliances have been turned off or are unplugged, including but not limited to hair appliances, fans and televisions.
2. The Smoke Detectors are electric, (not battery operated) and computer controlled. If you think that you are having a problem with the smoke detector in your room, please let the officer know. Do not touch the smoke detector. Do not spray anything into or on the smoke detector
3. All feminine products must be thrown in the trash container located in the bathroom. Even though the manufacturer has on the package that the item can be flushed down the toilet, do not.
4. Never place anything in front of a fire extinguisher
5. Do not move the emergency lighting or tamper with the bulbs.
6. **Sidewalks are to provide a walking area for all staff and inmates. Markers have been placed on all sidewalks to enforce social distancing requirements. There is to be one inmate per box to ensure proper distancing.**
7. Follow all safety instructions for any equipment that you may be required to use.
8. Always follow the posted rules, regulations and instructions posted on your halls
9. Keep the area behind your cell door clear from obstacles so that the door can be completely opened in case of an emergency.
10. You may not hang pictures, paper items, etc., except for inside the painted square in your room. The institution is responsible for following numerous regulatory policies which prohibit this.
11. When at work do not throw or dispose of any item without first getting the approval of the supervisor in charge of that area.
12. You must follow the Safety Rules for the area in which you are working, living, or visiting.

Please write the Safety Specialist concerning your safety concerns.

**TOBACCO USE REGULATIONS**

VCCW is a tobacco free facility as of April 1, 2009. This means that smoking is prohibited in all areas, housing units, grounds, vehicles, storage areas, work areas, and recreation areas.

**FOOD STORAGE IN REFRIGERATORS**

1. Only food items sold in Canteen will be allowed in the living units and must be stored in the storage space provided (i.e., refrigerators).
2. All prepared food must be stored in a purchased cup or bowl with a cover, labeled and dated.
3. Food items found left in open containers during the inspection by staff will be disposed of.
4. With the exception of ice cream, all food items should be consumed prior to 11:00 p.m. daily. Food other than ice cream will be discarded at 11:00 p.m. daily.
5. Personal food items stored in common storage areas are not the responsibility of the institution, and you will not be reimbursed for any loss. No personal cups are allowed in the freezers or refrigerators.

**PERSONAL PROPERTY**

Upon intake, each inmate will have all property inventoried by the intake officer. The inmate should be present during the inventory. The inventory will determine which items may be retained by the inmate and which items will not be allowed. Unauthorized items will be boxed and sealed in the inmate's presence and shipped to an address provided by the inmate. Inmates will be issued state clothing that will be added to her initial inventory. Upon completion of your inventory, you will receive a copy of your authorized property and inventory form.

During COVID-19 personal property may be delivered to the units or individual units may be called to pick it up.

Funds for the purchase of property may only be taken from the inmate's account. No third party payment for property is authorized.

Gambling, lending and borrowing of any kind is prohibited.

**Indigent Inmates-** An Indigent Inmate is an inmate who had less than \$5.00 in their inmate account for discretionary spending during the previous month and has no job or other source of income that provided as much as \$5.00 during the previous month; an inmate who is newly received into a facility and does not have available funds nor hygiene items is also considered indigent.

Inmates may request hygiene items by completing the Request for Indigent Services form and submitting it to Accounting to verify the indigent status.

Indigent inmates will be allowed to send one free letter per week. Mark "Indigent" in place of the stamp. Mail Room staff will verify if you meet indigent status with the Accounting Department. If you are not indigent, the letter will be returned to you. Unused postage allowance shall not be carried over seven calendar days. Non-indigent inmates will not receive free postage for general correspondence, legal, or special purpose letters.

All arts and crafts are to be mailed out upon completion of the project.

When an inmate is transferred from VCCW on a temporary basis for such purposes as court appearances, medical reasons, or moved within the institution for security or other purposes, the inmate should be allowed to take, for the duration of the transfer, only those items required for basic hygiene.

NOTE: Any pre-opened items brought back will be disposed of upon return to this facility. One (1) each of the following items is authorized to be taken out:

Hygiene Items\*

Soap	Toothpaste	Feminine hygiene products (5) total
Deodorant	Shampoo/Conditioner	Cosmetics (5) total (optional)
Clothing (Two sets, including garments worn).		

\* Subject to approval by the transporting law enforcement personnel

It is your responsibility to remain within your inventory limits. If you wish to purchase other items from vendors, you may do so provided you are not over your inventory limits. To drop items from your inventory:

1. Complete one (1) add/drop form for items to be dropped.
2. Bring items listed with drop sheet to personal property.
3. If sending items out by first class mail or UPS, the items must be weighed and a disbursement written for the amount.
4. Items can be destroyed or donated at personal property only. Bring stamps and the address to where you want the package to be sent with you to personal property.

During COVID-19 operations, to ensure that all who are currently on religious diets are able to obtain kosher or halal products, indigent inmates on a religious diet are eligible to receive a \$25.00 stipend per day to order kosher and halal items through commissary to supplement their diet during the period that the facility has implemented the Emergency Feeding Menu.

Indigent inmates will be able to submit their bubble sheet commissary order once a week to a designated facility staff member by 4:00 p.m. on Thursday. Each Monday, the Business Manager will receive notification from the Finance Office by 8:00 a.m. confirming the indigent inmates approved to receive the stipend. The Commissary Manager will fill the order and provide the inmate a receipt for the order. The Commissary Manager will fill these orders no later than Tuesday of each week for the indigent inmates. The indigent inmate stipend will remain in effect until a facility placed on the Emergency Feeding Menu is clear to return to normal food service operations.

**BED ASSIGNMENT** 

Cell assignments are based on objective and consistent standards, without preference given to race, color, creed or national origin. VCCW has double cell assignments. The Records Department will determine the unit to which the inmate is assigned. When possible, in determining double cell assignments, the medical and psychological needs of the inmate based on any recommendation by health professionals shall be considered.

**Cell Change Request:**

1. Inmates must meet the following criteria and submit a Cell Change Request Form in order to be considered for a cell change. The form can be obtained from the Unit Floor Officer.
  - a. GCA Level 1 or 2
  - b. Six months infraction free
  - c. Must not have requested a cell change in the last 180 days
2. Requests to move to specific buildings, cells and/or with specific inmates will not be approved.
3. The reasons for the cell change request must be notated on the form in the space provided and such must be submitted to the inmate's assigned Counselor.
4. The Counselor will then complete his/her section of the form and submit to the Unit Manager for review.
5. If the Unit Manager disapproves the cell change request, the Unit Manager will provide a copy to the Inmate.

During the COVID-19 pandemic the cell change request method will be suspended, only administrative and medical cell changes will be honored based on a case by case basis.

All emergency bed moves will be approved by the Unit Manager, Watch Commander or higher authority. If you have any questions, please consult with your assigned Counselor.

## **BED/LIVING AREA**

1. Inmates are expected to conduct themselves in an orderly manner at all times in order to create a good environment for themselves and others.
2. Your room and possessions may be searched at any time by staff.
3. Inmates are responsible for any item in their living area including lockers and footlockers, and can share responsibility for items of contraband found, if shared with another roommate.
4. Inmates are responsible for the cleanliness of their individual bed/living area including lockers and footlockers. Failure to keep this area clean will result in disciplinary action in accordance with OP 861.1 Inmate Discipline; code #243 "Failure to follow posted or written facility rule and regulations, including VCCW Orientation Handbook."
5. You may do light housekeeping from 6:00 pm until 9:00 pm (dust, dry mop, and rearrange clothing). Heavier cleaning tasks (moving furniture, wet mopping, stripping, waxing will be done during the hours of 8:00 am to 4:00 pm daily. Detailed cleaning will be done at the discretion of the hall officer.
6. If housed in a dorm setting, during the COVID-19 pandemic a bed barrier has been provided. These are not to be altered. When laying in bed area you are to lay with head facing the bed barrier.
7. Shoes must be stored neatly under the bed when not being worn.
8. The inmate locker tops shall consist of ONLY the following items: 1 TV, 1 fan, clock, cup, 1 religious book (Bible, Koran, etc.) and 2 pictures. All other items must be secured in your locker, or state issued box. The institution is not responsible for damage to items left unattached outside the locker.
9. All personal property items must be properly stored in the inmate's locker before leaving for work, school, recreation, chow, etc. Clothing may not be hung at the end of the bed or left in the chair. As an exception, coats and raincoats may be hung on the chair and at the end of the bed during inclement weather. Additionally, towels and wash cloths after use may be hung on the end of the bed until dry, providing they do not obstruct the view of the bed.
10. One robe, towel or jacket may be hung on the hook provided. Other items are not permitted.
11. Other than inside the designated cell square, no items are to be taped, attached, or placed on walls, beds, doors, windows, light fixtures, outside the wall lockers, underneath beds.
12. All beds must be made by 8:00 am.
13. Only books may be stored on top of the duct work in cells. Vents may not be covered or blocked at any time, for any reason.
14. Collection of an excessive amount of newspapers, magazines, letters or books is not authorized.
15. No dirty bowls, cups, or utensils should be left in your bed area.
16. Inmates are responsible for all items in their bed area.
17. Inmates are not allowed to sleep nude or semi-nude. Proper garments to ensure inmates are appropriately covered must be worn while sleeping.
18. Any inmate who tampers with or damages a room's tint will be disciplined in accordance with Operating Procedure 861.1 *Inmate Discipline* and will be subject to paying restitution for the cost of repairs.
19. An inmate is assigned to a room and bed on the unit and is not permitted to change rooms unless authorized by the security supervisor, unit manager or building sergeant.
20. Inmates may not visit inside another inmate's room or cell, at another inmate's doorway, or in any empty room to which they are not assigned. Lying, sleeping or sitting on another inmate's bed is prohibited. Inmates found in any unassigned bed area will be considered to be in an unauthorized area, and may be charged accordingly.
21. No clothing or shoes (state or personal) will be altered for any reason unless authorized. **This includes the state issued sneeze guards, the only alteration permitted is the placement of your name and state number.**
22. Inmates are not allowed to cut their hair or any other inmate's hair on the hall. Inmates who are approved to purchase clippers may only use them for removing or trimming their facial hair. Clippers may not be used for any other purpose, nor shared with other inmates.
23. Laundry bags will not be maintained in the washing area when the machines are not in use.

24. Each hall has a laundry worker who washes clothing for inmates assigned to that hall. Inmates are responsible for providing their own laundry detergent.
25. State issued clothing and linen will be washed by the DOC Laundry with the exception of state issued panties, bras, socks, wash cloths, towels, and approved worker state clothing.
26. During the COVID-19 pandemic, it is encouraged that linen is laundered a minimum of twice per week.
27. The following inmate workers will have their clothes washed daily on the halls: Grounds Workers, and Kitchen Workers. Horticulture workers will only be allowed to wash their clothes on the hall on the days pesticides are used; horticulture staff will advise the Unit Floor Officer of the names of those inmates when applicable.
28. During the COVID-19 pandemic, each inmate will be provided two sneeze guards. These are to be laundered daily.
29. Any laundry placed in the designated area after 6:30 a.m. on your assigned day will not be washed.
30. Inmates are not permitted to congregate or loiter in the restrooms. When in the restroom, take care of your personal needs and leave.
31. Headphones must be used with TV/radios. Headphones may not be worn in hallways or sidewalks.

### LIVING AREA SANITATION PROTOCOLS DURING COVID-19 OPERATIONS

All cells/dormitories as well as shared spaces (restrooms, dayroom, etc.) must be cleaned according to the most current version of VADOC Medical Epidemic/Pandemic Sanitation Plan.

### DAILY ROOM INSPECTIONS



Sanitation and health standards will be maintained at the highest level possible at V.C.C.W. Each inmate will be required to assist with this process. Inmates assigned to work in the living units will be responsible for the maintenance of sanitation for the following areas: Dayrooms, Staff Offices, Bathrooms, Lobby and Exterior of the Building. Everyone is responsible for tidying up behind themselves such as wiping out sinks and showers, mopping up spills or excessive water after showering, and disposing of used sanitary items in the trash cans. Sanitation and health standards will be inspected daily by the Correctional Officer and/or Building Sergeant. All inmates are expected to assist with trash detail and laundry pickup.

### BUILDING MAINTENANCE/WORK ORDERS

When an inmate needs a repair in their room or notices something on the living unit that needs repair, they are to report the problem to the Unit Floor Officer.

Inmates are not allowed to take anything from their living unit to work. Additionally, inmates working at external work locations such as Buildings and Grounds, or Kitchen may bring only an appropriate quantity of self meds for the duration of the work shift to their work location.

### INMATE DRESS CODE

1. Personal jeans and Chambray shirts are authorized for pill line, sick call, meals, work, and any time the inmate's name appears on the special activity sheet or comes in contact with the general public. Inmates may mix their personal chambray shirts and jeans with state clothing.
2. Inmates in (SHU) will wear orange scrubs.
3. State issued t-shirts may not be worn to school or programs.
4. Personal clothing such as sweatpants, colored T-shirts and shorts will only be worn while on the hall and for recreation as long as the recreation area is the only stop.
5. Inmate may wear approved state issued (orange ball or stocking cap), personal (orange ball or stocking cap), and religious head coverings anywhere inside the facility. • Inmate must remove head coverings for search purposes when requested by security personnel. • Inmate may wear head coverings in VCE shops. Plant Managers may recommend prohibiting the wearing of headgear (state issued, personal or religious) on a specific machine based on safety reasons and all such prohibitions must be approved by the VCE Chief Executive Officer. • Inmate kitchen workers may wear clean state issued, personal, or religious headgear into the kitchen work area. A hair net must be worn over the headgear while working. All headgear is to fit securely on the

head. • All headgear (state issued, personal, or religious) must not interfere with the use of any OSHA required equipment. • Inmate may not wear any head coverings (state issued, personal or religious) on external transportation. • Inmate may wear state issued, personal, or religious head coverings to outside work assignments. • No head coverings will cover the face. • Maximum size for Hijab is 48" x 48". May receive a donated Hijab from MCSVA or may order it through Keefe. • If the inmate refuses to comply with orders to remove headgear for search purposes, they are subject to being charged under 861.1.

6. Jewelry and sunglasses will not be worn to the visiting room, chapel or in food service and transportation trips. Jewelry includes, but is not limited to watches, rings, earrings and necklaces. It is your responsibility to store and secure these items prior to departure from your living area. As an exception, approved religious jewelry as authorized in OP 841.3, *Inmate Religious Programs*, Attachment 5 may be worn during religious services.
7. Only State issued uniforms, to include state issued shoes, are permitted for transportation. Only orange jumpsuits or scrubs will be worn to court appointments.
8. The lime green DOC Work Force t-shirt may be untucked when exiting the Housing Unit. Chambray shirts when worn together with jeans must be tucked into the waistband of the pants at all times. Chambray shirts are to be worn with only the topmost button opened. Pants must be worn around the waistline.
9. Thermal shirts may be worn under the long sleeve chambray shirts and DOC Work Force tee shirts only. All other undergarments may not be visible. White t-shirts are considered as undergarments only.
10. Coats and jackets may not be worn around the waistline.
11. All articles of clothing must be worn unaltered—t-shirt sleeves may not be rolled up, pants legs may not be rolled past the ankles. **All clothes must be worn in the manner for which they were designed.**
12. The only item that can be worn on the outside of pants is a smock issued for specific work crews.
13. Clothing items, including hats, may not hang from the pants pockets.
14. All shoes are to be properly laced and tied or properly secured with Velcro straps over the top of the tongue of the shoe. No shower shoes or bedroom shoes are to be worn off the unit unless medically authorized.
15. Undergarments must be worn at all times unless going to and from the shower. A gown and robe are required when going to and from the shower.
16. **A staff member may direct offenders to change clothes if in their judgment the inmate is improperly dressed.**
17. **Inmates must remain fully dressed between the hours of 7:00 am and 7:00 pm unless on bed rest. Inmates must be fully dressed when leaving assigned building. Inmates on bed rest must remain in their bed area except to eat or use the restroom.**

**VADOC issued sneezeguards are to be worn at all times outside of the cell/bunk area. Sneezeguards are not to be altered. If sneezeguard is broken or damaged, notify Housing Unit Manager as soon as possible to receive a replacement.**

### **INMATE SHOWERS**

Inmates at the Virginia Correctional Center for Women housed in general population may shower as needed from 5:00 a.m. until 11:30 p.m. Monday through Friday until 1:00 a.m. on weekends and state holidays. Early Kitchen workers are permitted to shower earlier as noted on the Housing Unit Schedule.

**During the COVID-19 pandemic, showers are to be properly cleaned between each use.**

Inmates housed in the Special Housing Unit may take showers on Monday, Wednesday and Friday.

**NOTE:** Shower schedules are subject to change as necessary. Restrictions or modifications may be placed in such cases as water shortages or conservation, institutional searches and lockdowns, and institutional emergencies.

### **HAIR CARE**

The Hair Care Center provides selective hair care services for the inmate population. The Policies/Procedures for signing up for services are as follows:

1. You must sign your disbursements at the designated time. Any late disbursements will be voided.
2. The instructor in charge will be responsible for scheduling appointments. The instructor will notify your living unit when it is time for you to get your hair done.
3. It is pertinent that you inform us of your days off if you work so that appointments will not be in conflict with your work schedule.
4. Special provisions will be made for bereavement visitations and for those who are not on the institutional grounds due to hospitalization or court appearances during the time of sign up. **THERE WILL BE NO OTHER EXCEPTIONS TO THIS RULE.**
5. You may sign up for only one chemical service at a time. Only one disbursement will be accepted from any person at a time. All hair care disbursements must be in your name and used only by the person who filled out the disbursement.

**THERE WILL BE NO CREDITS GIVEN OR TRANSFER OF FUNDS AT A LATER DATE.** Once the disbursements are signed and credited to the Hair Care account, funds will not be put back into your personal account. The only exception to this rule is release from the institution before services have been rendered. You must verify your release through your counselor and request to have your funds placed back in your personal account ahead of time. If you are scheduled for release before your appointment date, you can inform the Hair Care Supervisor in advance by Inmate Request form, and you will be scheduled for services as soon as possible. You will not be allowed to choose your stylist; you will be assigned one by the instructor. The hair styling industry is multicultural and each student needs to be able to do a variety of styles and hair. Stylists are prohibited from doing the hair of relatives.

1. A sign-up sheet and price list will be posted on the hall. You are to indicate the services you wish to receive by the service number on the signup sheet.
2. When you fill out your disbursement, be sure to include the cost of all the services you wish to receive.
3. You will be notified of the date and time of your hair care appointment well in advance.
4. Prices of the services are subject to change without notice.
5. Services are not guaranteed.
6. There will be no refunds once the hair service has been completed.

### Pending Changes

#### **GROOMING AND HYGIENE**

1. Inmates are required to keep themselves and their hair clean and neat in appearance.
2. Hair styles or facial hair that could promote identification with gangs or create a health, hygiene or sanitation hazard are not allowed.
3. Hair color will not be altered; however, the Cosmetology Program may allow inmates to have their hair colored within the same range as the original color.
4. **Frequent handwashing during the COVID-19 pandemic is strongly encouraged.**

#### **DINING HALL**

1. The Serving Meal Schedules are posted on all Living Units.
2. Inmates must line up in a single line upon entering the dining hall.
3. Inmates must remain orderly at all times while entering or leaving the dining room.
4. Inmates will sit where instructed by staff.
5. All trays must be prepared the same until the last tray is served. Only meat entrée is substituted. This is not a medical diet. You must request when you want an entrée substituted.  
For breakfast, the entrée is substituted with cheese or peanut butter.  
For lunch and dinner, the entrée is only substituted with beans.
6. Inmates housing in Housing Unit 2-1 or the Special Housing Unit must inform the officer of an entrée substitute, if there for a short stay, or may write an Inmate Request Form to the Food

Service Department requesting an entrée substitute. Inmates may request the officer to call the Central Kitchen for an entrée substitute before the meals are delivered.

7. Upon completion of the meal (20 minutes) inmates will return trays to the appropriate tray area.
8. Inmates are to exit the dining hall immediately after finishing their meal.
9. Inmates may not enter the dining hall unless properly dressed.
10. Inmates may NOT carry ANY food out of or into the dining hall unless authorized.
11. Inmates may not whistle or engage in loud talk or profanity.
12. Inmates may not cut in the serving line.
13. Inmates may not visit from table to table.
14. Sharing or giving away food is prohibited.
15. Inmates may not bring media players or other personal property into the Dining Hall
16. Trays will not be taken to the living unit unless inmates are on authorized restriction (i.e., medical, disciplinary, etc.).
17. Inmates on prescribed medical diets and Common Fare must request their diet and present their state ID to receive their diet.
18. The institutional medical provider receives a report indicating whether or not the inmate requests and receives their special diet. Inmates not complying with the dietary restrictions may be removed from their diet.
19. The Food Service Department does not honor allergies unless the medical department has completed a RAST test (ref: Food Allergy Test).
20. Inmates receiving Medical Diets must request the diet every meal. Only the institutional medical provider may place an inmate on a medical diet or remove an inmate from a medical diet. If a nighttime snack (Diabetic snack bag) is ordered by medical, you must request it at dinnertime.
21. If violation of these rules occurs, violators will be subject to disciplinary action in accordance with 861.1 – Inmate Discipline.
22. Dining operations will be modified to include limited seating to conform to social distancing requirements. Inmates must sit as directed by staff. There are markers to indicate the appropriate social distancing.
23. Any unit that is experiencing active COVID-19 cases will be served all meals in the housing units, including Housing Unit 3 and 2-1.

### **COMMON FARE**

Virginia Correctional Center for Women has been designated a Common Fare facility.

Common Fare is intended to accommodate inmates whose religious dietary needs cannot be met by the Master Menu. The Common Fare menu has been analyzed and certified to meet or exceed minimum daily nutritional requirements. Any inmate who wishes to be placed on the Common Fare Diet should refer to Operating Procedure 841.3 for guidelines and contact their counselor to initiate the process.

### **COVID-19 EMERGENCY MENU**

During COVID-19 operations an emergency 14 day menu may be instituted. Under the Emergency Feeding Menu, religious diets (Common Fare or Orthodox Jewish Diet) are not being offered through regular cafeteria services since a modified menu is having to be prepared by non-food service personnel and/or a reduction in Food Service Supervisors during the limited time periods when facilities experience positive cases of Covid-19 and need to adjust to meet operational needs.



### **INMATE TELEPHONE PROCEDURES**

#### **Enrollment**

Every inmate using the Inmate Telephone System in a DOC facility shall be enrolled. An inmate is enrolled upon reception into a DOC facility. The inmate's four-digit PIN number is automatically set to the inmate's month and date of birth (MMDD) and the PIN number must be used in conjunction with the inmate's state ID number in order to access the Inmate Telephone System. If a PIN number is lost or replaced, the vendor may notify the inmate of the new PIN number on an *Inmate Hotline Response*.



After being enrolled, the inmate may create a call list (up to 15 telephone numbers to include attorney numbers) by using the Auto Enrollment System (\*44). Each inmate is responsible for maintaining their call list.

**Important Notice:** By using the Inmate Telephone System, an inmate agrees to abide by the rules governing its use, and consents to the recording and monitoring of telephone calls. Any misuse of a PIN number by an inmate may result in temporary or permanent withdrawal of telephone access privileges.

#### **How to Access the Inmate Telephone System**

1. Pick up the telephone handset.
2. Dial "1" for English, "2" for Spanish.
3. Dial "#44" for Auto Enrollment to access your Call List, or Dial "#21" to leave a message on the Global Tel-link (GTL) Inmate Hotline.
4. An inmate can report a PIN number problem to the vendor through the Inmate Hotline (#21).
5. Press 0 to place a Collect Call
6. Press 1 to make a Debit Call
7. Enter your seven digit State ID number and four digit PIN number.
8. Note: For debit calls, the system will play back your current debit balance.
9. Enter the area code and phone number you are calling.
10. Inmate will be placed on hold while your call is connected. Calls may take up to one minute to connect. Do not hang up.
11. Inmates must face forward when talking on the telephone and wear their sneezeguards at all times.
12. Inmates must clean the phone and chair after each use. When cleaning the phone, DO NOT SPRAY CHEMICALS DIRECTLY ON THE RECEIVER. Spray the cloth with the provided chemicals and wipe down the receiver.
13. During COVID-19 operations, housing Unit Managers will create a telephone schedule.

#### **First Time Call Attempts to Numbers Not on Your List**

- If you attempt to call a number not in your call list, the system will attempt to gain the called party's consent to be added to your call list. You must have room on your call list and the phone number must not be blocked.
- If the called party consents, the number will be added to your call list and processed as a normal call.
- If the party does not respond, the phone number will be added to the outbound calling queue to gain consent.
- You will not be able to remove and re-add phone numbers while in the pending approval status.
- If the called party denies your request, the call will end. You will not be able to re-add the phone number to your call list.

GTL Phone Requests are processed between the 15th and 20th of each month. The request must be received by Accounting no later than NOON on the 20th of each month. If the 20th falls on a weekend or holiday, the request must be received the business day PRIOR to the weekend or holiday. If it is received after the 20th it will be processed the next month.

#### **Global Tel-Link Inmate Hotline**

If any problem occurs while placing a call, the inmate should dial #21 from any inmate telephone and report the problem directly to the Inmate Hotline. The inmate is not to contact VCCW personnel about the problem unless the telephone itself is not operating properly. Problems include, but are not limited to: problems dialing a specific number, blocks on numbers, PIN numbers, etc. GTL will fax a response to the prison within 48 business hours. The response will be delivered to the inmate through the VCCW mail system. The GTL Inmate Hotline is available.

- Monday through Thursday – 7:00 a.m. to 9:00 p.m.
- Friday – 7:00 a.m. to 3:00 p.m.

- Closed holidays and weekends.

**Sexual Abuse Hotline** - is available by dialing #55 at any time the inmate telephones are available.

#### **Access to Telephone**

To allow all inmates fair access to telephones, each phone call is limited to 20 minutes. After 20 minutes, the telephone will automatically disconnect.

#### **Blocks on Telephones**

VCCW does not place blocks on numbers and does not remove blocks. The person who has the number may request a block for all collect calls from any prison facility, or the local telephone company or long distance telephone company may place a block for variety of reasons.

Calls to an inmate's attorney will not be monitored or recorded; however, it is the inmate's responsibility to provide the facility with a Request to Block Attorney Numbers Form, so that the attorney's telephone numbers can be blocked from the monitoring and recording system. It may take up to 30 days to verify attorney telephone numbers. You will not receive a confirmation that the recording block is in place. When the recording block is in place, you do not hear the message that the call is being recorded and monitored.

**Inmates are prohibited from calling employees of the Virginia Correctional Center for Women, employees of the Department of Corrections, Correctional Education employees, employees of Virginia Correctional Enterprises, and volunteers.**

**Inmates may not share telephone calls. The use of three-way calling is prohibited.**

#### **Calls between Incarcerated Spouses**

Married inmates assigned to facilities under the Department's jurisdiction are permitted to call each other three (3) times per year. These calls will be placed on the administrative telephone system at state expense, by prior arrangement, at times mutually agreed upon by both facilities. The call shall not exceed twenty (20) minutes per call. All requests should be forwarded to the assigned counselor for processing.



#### **VISITING PROCEDURES**

- General visitation procedures are specified in the Virginia Correctional Center for Women, "Inmate Visiting Information Brochure" which accompanies the Orientation Package. Additional copies of this brochure are available to the Inmate to send to prospective visitors.
- Visiting days are Saturdays, Sundays and most State Holidays. Visiting hours are from 8:30 a.m. to 3:00 p.m. No person will be processed into the Visiting Room after 2:45 p.m.
- Non-Contact Visits are held on Wednesdays from 8:30-9:30 and 10:30-11:30 and must be pre-approved. Requests for non-contact visits must be to the Assistant Warden submitted at least one week in advance.
- All visits for Restrictive Housing Unit inmates are non-contact unless otherwise approved in advance by the Unit Head.

#### **Special Visits**

1. The Warden, or designee, must approve special visit requests. Inmates should make their request to their counselor at least two weeks in advance of the date requested for the visit. These requests should include the following information: proposing visitors completed names, addresses, and relationships of those proposing a special visit or extended request.
2. Inmates may obtain a special visit from attorneys, clergy, former or prospective employers, sponsors, parole advisors. Re-entry supporters or business representatives during the weekday on a case-by case basis. Prior approval should be obtained by the Operations Manager for attorney visits.

3. The following persons may be allowed special visits as the Warden or designee deems appropriate. However, if the visitor is a former inmate prohibited from visitation, they will not be allowed to visit.
  - A. Immediate family who have a special circumstance or need, such as extreme travel distance which results in infrequent visits.
  - B. Clergy-individual should provide written verification of their clergy status to qualify for visit.
  - C. The official performing a marriage ceremony in accordance with OP 801.5 Marriage Ceremonies for Inmates.
  - D. An attorney or representative acting on the attorney's behalf on official business may qualify for a special visit with the inmate based on submission and approval of a [Legal Representative Visit](#). Before entering the facility, the attorney will be required to present his or her State Bar Association card and a representative acting on the attorney's behalf will be required to present a letter on official letterhead signed by the attorney or law firm. In the absence of Court documents requiring the visit, the Warden may restrict legal visits to attorneys and representatives of law firms with a current attorney-client relationship with the inmate. Conditions for inmate visits with an attorney or bona fide representative shall maintain the confidentiality of the attorney-client conversations while ensuring proper security and sight supervision.
    - Conversations between attorneys and inmates will be monitored only by sight.
    - Visits shall occur during normal working hours of the facility unless otherwise approved by the Warden/Superintendent/Unit Head or designee.
    - Attorneys or their representatives shall not give any articles directly to the inmate. Legal documents may be given to the inmate after first being inspected, not read, by the officer supervising the visit who will then hand the documents to the inmate.
    - Legal documents must be in paper format only.
    - There will be no photographs, audio or video recording made at the facility without specific prior approval. The person requesting the Legal Visit is responsible to provide documentation for the specific legal necessity to make a photograph, audio, or video recording.
    - This documentation should include the specific court case or other legal authorization and attached any Court orders.
4. Special visits will not be counted as one of the inmates' regular visits. These visits will usually be scheduled during normal working hours on business days. The Warden may make exception for special circumstances.

During COVID-19 operations, inmate visitation remains cancelled until further notice.

#### **Video Visitation Program**

Video Visitation is available to inmates as outlined in CCO Memo 027-2019 under OP 851.1. Family and friends may participate in video visitation sessions with eligible inmates by using their home internet or by going to a Video Visitation Center. It is the responsibility of the inmate to inform their family and friends of the best times for them to participate, as inmates will not be excused from work, school or programming to attend a video visit. It is important to arrive on time for your scheduled visit. Visitors who have been suspended from visiting will not be permitted to attend Video Visitation. DOC does not field complaints, scheduling or handle payment for video visits. Family and friends required assistance regarding Video Visitation may contact GTL at 888-300-3862 or visitationsupport@gtl.com. Internet Home Visits may be scheduled at <https://vadoc.gtlvisitme.com/app>.

During COVID-19 operations, the use of Video Visitation will follow strict procedures due to the precautionary measures in place as we operate in modified conditions due to the COVID-19 pandemic. The following must be adhered to in order to be allowed access.

- You are responsible for informing your authorized visitor of your scheduled time and date based on the rotating schedule of your housing unit.
- You are responsible to be properly dressed (orange t-shirt and jeans, no slides) and prepared to depart your unit to arrive to the Gym basement, where the monitors are located, in a timely manner.
- You are required to wear your sneeze guard/mask at all times (altered masks will not be permissible) and comply with the social distancing requirements.
- Previous video visitation rules and requirements are still active and are enforceable for any inappropriate behavior or non-compliance issues presented by either the visitor or yourself.
- At the end of your visit, you are responsible for cleaning the equipment and chair you used with the approved cleaning supplies.
- There are two devices at the location, which will allow for two inmates at one time.
- You must report promptly back to your unit at the direction of the staff at the end of your video visitation period.
- The restroom in this location is not intended for use, therefore, be prepared for the duration of your visit.
- If you schedule during the mealtime of your unit, there will be no requirement to hold you a tray.
- If you are receiving medications, it is highly encouraged that inmates do not schedule visits during pill line times to not cause any delay in receiving medications.
- Each inmate may only schedule one video visit on their allotted day.

The schedule is designed to allow different hours and days for all. Non-compliance with any of these requirements can result in loss of this privilege.

### **INMATE PHOTOS**

Inmates and /or their visitors will adhere to the following guidelines when taking inmate photos. This applies to photos taken during visitation, recreation, and MILK visits. Any photographs deemed inappropriate will be destroyed and the inmate is subject to disciplinary proceedings. Inmates will not be reimbursed for photos that are destroyed for being inappropriate.

- Inmate must be in full grooming and clothing compliance in accordance with Operating Procedure 864.1, Inmate Grooming and Hygiene
- Inmates and their visitors are prohibited from displaying excessive touching, kissing, sexual acts or innuendos, or any pose that can be perceived as provocative.
- Appropriate photos do not display any of the following:
  - Sitting in a inmate's or visitor's lap
  - Visitors standing behind the inmate
  - Inmate standing behind a visitor
  - Sitting, kneeling or lying on the floor, ground or benches
  - Inmate or visitor on the other's back
- Inmates and their visitors are prohibited from displaying any hand gestures, gang signs, and blatant display of tattoos, perceived hand gestures, or perceived gang signs
- Inmates cannot take pictures with other inmates
- Family members that are inmates must have prior approval for photos taken together

During COVID – 19 operations, inmate pictures will be taken during your scheduled recreation times. Inmates should report to recreation with their picture tickets. There will be a limit of two pictures per inmate. Pictures will be taken on a rotating schedule.

The schedule will be posted in each living unit. Pictures will only be taken Mondays through Fridays.

Any questions regarding pictures should be directed to the recreation supervisor.

### **MEDICAL AND DENTAL SERVICES**



Medical Services are provided to all inmates assigned to the Virginia Correctional Center for Women. These services are provided in accordance with established policy and procedure. Inmates must report to Medical to refuse treatment and sign the necessary documentation. The Medical Department is open seven days a week, 24 hours a day. Upon admission, you will receive a medical assessment. Your medical transfer process will include exams by the Medical Doctor, GYN, and Dentist.

**Sick Call:**

- Sick call is held 5 days per week; Monday-Friday 8:30am-4:30pm.
- You may present no more than 3 problems at each sick call visit
- You must place your sick call request on an “Inmate Request” form and place the form in the “Medical Request” box located outside the dining hall.
- If housed in Restrictive Housing, you must turn in your sick call request to the nurse making rounds in restrictive housing
- You will be placed on the master pass to be seen in sick call within 72 hours on weekdays and within 96 hours on weekends
- The doctor has to make any specialist referrals
- You must sign up for sick call, be seen by the nurse, and the nurse must refer you to the medical doctor, GYN, and/or eye doctor
- **During COVID-19 operations, inmates must sign up for sick call on the unit and sick call will be conducted on the housing unit 5 days per week, Monday through Friday.**

**COVID-19 Medical Procedures**

Inmates are expected to report any signs or symptoms of illness related to the established COVID-19 pandemic guidelines. Suspected and positive COVID-19 cases will be housed in an established Red Zone. All inmates going out on an emergency transportation and/or scheduled appointments to a known high risk facility will be housed in a Yellow Zone for a minimum of 14 days upon return. Zone management is at the discretion of the medical administration.

**Emergencies and Emergency Grievances:**

- Advise the nearest officer immediately if you are experiencing a life-threatening emergency (difficulty breathing, chest pain, etc.).
- *Emergency Grievances* are provided for inmate reporting and expedited staff responses to allegations that an inmate is subject to a substantial risk of imminent sexual abuse and to situations or conditions which may subject the inmate to immediate risk of serious personal injury or irreparable harm. You may request the form from your Unit Floor Officer.
- Your emergency grievance will be reviewed by staff and corrective action will be taken if your situation is deemed a true emergency. The medical staff is at VCCW 24 hours per day and will evaluate all medical emergency grievances.

**Inmate Requests:**

- Inmate Request forms can be obtained from your Unit Floor Officer. Please fill them out completely and place them in the medical request box located outside the dining hall to request medical services.
- If the issue is concerning refunds, please attach your accounting statement to your request/informal complaint form. It will be sent back to you with your question answered

**Pill Lines:**

- If your medication is ordered once daily (QD) it will be at 6:30 a.m. pill line; Twice daily (BID) will be at 6:30 a.m. and 4:00 p.m. pill lines; Three times daily (TID) will be at 6:30 a.m., 11:00 a.m., and 4:00 p.m. pill lines. The times will not change unless specified by the ordering doctor.

**Rules for Conduct during Pill Line**

- Pill lines should be orderly, efficient, and limited to the administration of medications.

- Inmates must show the nurse their ID cards, state their name, and inmate number. Since the pill line is for administering medication, there should be no other conversation.
- Inmates must take their medication in water, unless otherwise noted by the provider.
- After taking medication, an inmate mouth check will be conducted by Security staff.
- The pill room window should only be open during the pill line hours. There should be no socializing at the pill room window.

#### **Self-Med Line:**

- Self-Med line is held daily Monday through Friday at 9:00 a.m.
- You should report to the self-med line when you are down to an 8 day supply of your medication (This day should be circled on your packs of medication) to notify the nurse that you need to refill your medication. You should return to self-med line to pick it up when needed. Please allow 1-3 days for your medication to be received from the pharmacy.
- You must return all empty packs of medication to the self-med nurse in order to receive your new packs of medication (this includes empty inhalers, tubes, containers, etc.)
- You must sign up for sick call to renew any medication that has expired. Over-the-counter medications should be ordered from commissary when available
- Chronic care medications (i.e. diabetic, high blood pressure, thyroid problems, HIV, high cholesterol, asthma, psychotropic meds etc.) do not require you to sign up for sick call. These medications should automatically be renewed by the doctor.

During COVID-19 operations Pill Line and Self-Med line will be conducted on all housing units. Social distancing and rules for conduct are to be adhered to during this procedures. Self-Meds will be distributed Monday through Friday on the evening shift. Provider coverage is for emergencies only. Routine appointments are suspended. Nurse Sick Call is provided on the housing units Monday through Friday.

#### **Diabetic/Insulin Lines:**

- Diabetic/Insulin lines are held 7 days per week at 4:00 a.m., 3:00 p.m., and 7:30 p.m.
- Report to diabetic/Insulin lines as ordered by the doctor

#### **Treatment Line:**

- Treatment line is held 7 days per week on housing unit starting at 8:30 a.m.
- Report to treatment as ordered by nurse or doctor

#### **Co-Pay:**

- There is no longer a co-pay for medical services, there is a co-pay for copies and refusal of outside appointments.

#### **Bottom Bunks:**

- To receive a bottom bunk, you must meet the following criteria: orthopedic reasons, documented seizure disorder **and** on seizure medication, have a pacemaker, new dialysis graft, six weeks following any abdominal surgery, paraplegia, weight greater than 300 pounds, or missing a limb.

#### **DENTAL SERVICES**

Dental services are rendered through request and are scheduled chronologically. Patient inmates wanting service must complete an inmate request form to be processed for the next available appointment.

During COVID-19 operations, dental services are on an emergency basis. There are no routine appointments.

**EYE GLASSES**

1. Inmates who enter the system with their eyeglasses are allowed to keep them until they are broken or prescription changes. They will then purchase eyeglasses from VCE.
2. If inmates need glasses, they will have to sign up for sick call in order to be scheduled for an eye exam.
3. Inmates wearing contact lens when entering the system will be evaluated and if medical criteria for wearing lens are met, she will be allowed to keep the lens and purchase solution from commissary. Inmates not meeting criteria for contact lens will be issued eyeglasses. No colored contact lenses are allowed.

**INMATES WITH DISABILITIES**

It is the policy of VCCW to place disabled inmates in a general population setting. The administration will take action to assist a disabled inmate in the area of work environment, program access, or housing conditions involving marginal functions, or the use of modified or auxiliary devices. The auxiliary devices will enable an inmate with a disability to perform essential functions without causing an undue hardship to the institution or impairment to the health and safety of the inmate with a disability or the safety of others. Inmates may request an accommodation by submitting a request to the Operations Manager.

VCCW offers **temporary** Transportation Passes for on-site transportation of inmates who have a temporary condition impacting their ability to walk on slopes. Temporary transportation passes may be provided to inmates with a condition that is expected to last no longer than three months. Conditions requiring transportation assistance for longer than three months are considered chronic and may require an "F" location code and transfer to a more suitable facility.

Nursing staff will assess the inmate and may issue a pass for up to 30 days if the need for transportation is supported by their assessment. The nurse will refer the inmate to the provider for an evaluation if the assessment indicates a longer period of transportation may be needed.

Inmates currently in the system who have not been given a location assignment code will be assessed by health care personnel at VCCW and be given a recommended location assignment code as soon as practical. Any reassessment of the inmate will be made by health care personnel at the Institution. This shall be done when there is a change in the inmate's health condition requiring a different level of care and/or housing assignment. The Office of Health Services will be contacted and the transfer nurse will coordinate appropriate transfer.

**MENTAL HEALTH SERVICES**

Inmates are initially screened on arrival by health trained or qualified health care personnel. If it is determined that further evaluation, monitoring, or treatment is required, the inmate will be referred to mental health services. It is common for inmates to struggle with feelings of anxiety or sadness and there are mental health staff assigned to each institution for inmates to address these issues. Inmates can request an appointment with mental health staff by submitting a request form to mental health services, clearly stating the concern or issue. The inmate will be scheduled to the waitlist in order to see a QMHP. In cases of emergency, security will contact mental health staff to respond as needed.

If you are concerned that another inmate may attempt to hurt or kill them self, encourage the inmate to reach out to mental health services for help and report concerns to staff immediately for assistance. Warning signs of suicide among inmates may include the following:

- (a) Expressions of hopelessness or helplessness
- (b) Withdrawal from family, friends or normal activities
- (c) Statements focusing on death, suicide or self-harm
- (d) Changes in eating, sleeping, recreation, concentration, interests
- (e) Getting affairs in order (saying good-bye, writing a will, etc.)
- (f) Giving away personal possessions

Anyone experiencing a mental health crisis or who observes another inmate in distress; please notify a staff member immediately. An inmate can write an anonymous request form to mental health staff to express their concerns.

Inmates who are transferred to Virginia Correctional Center for Women (VCCW) are afforded the opportunity to participate in a variety of mental health services. Individual and group therapy services are offered on both short- and long-term bases, depending on the specific needs of the individual. Psychiatric services are available to inmates who are appropriately diagnosed with a mental disorder and who require medication to function effectively. Restrictive Housing rounds are also performed by QMHPs.

The following Mental Health groups are offered at VCCW:

- ❖ Distress Tolerance Skills Group
- ❖ Emotion Regulation Skills Group
- ❖ Mindfulness Skills Group
- ❖ Seeking Safety

Other designated group topics will be offered based upon common need among inmates.

The Mental Health department works with other departments as well and may coordinate treatment team meetings in order to ensure appropriate and sufficient inmate care.

Due to demand, mental health appointments are often limited, so please take advantage of these services when requested and scheduled. From time to time, you may receive a homework assignment or worksheet to complete. If so, you should complete it. Otherwise, you may miss a valuable opportunity to begin thinking and acting differently in relation to your problem or issue. Psychological change is sometimes difficult so you should expect to be challenged. The mental health department is here to help you figure out actions you can take that increase the likelihood of positive change... the more you participate, the more we can help.

**During COVID-19 operations, mental health groups and individual appointments have been suspended. If you seek mental health services during this time please write a request form or make mental health staff aware when they perform rounds on your housing unit.**

### **ACCOUNTING PROCEDURES**

The Business/Accounting Office is responsible for the management, accountability and control of all funds at VCCW. These funds include inmate's personal funds, which are deposited into the Inmate Trust Account. Please review OP 802.2 for additional information.

The purpose of this section is to help inmates understand the two (2) functions of Financial Management:

1. Inmate Trust Accounting manages inmate's personal funds
2. Commissary Sales gives the inmates the opportunity to purchase food items as well as personal items

**NOTE:** The word "Commissary" is sometimes referred to as "Canteen".

### **Inmate Trust Account**

Inmates are not permitted to have cash or financial information from a banking institution or credit union in their possession at any time. Should an inmate arrive with funds at VCCW:

1. The funds are turned into the Business Office.
2. The Business Office will have the funds posted into the Inmate Trust Account under the inmate's name and number.
3. After the posting of funds to an inmate's account, a receipt is forwarded to the inmate. This receipt notifies the inmate the funds are now in their trust account and available for use.



The Inmate Trust Fund Account is divided into four separate accounts, which are:

1. Spend Account (511) - This is the inmate's main account. When an inmate arrives from another institution where they have worked and received pay, a portion of their pay will go into their spend account and some into the hold account.
2. Hold Account (512) - Each inmate who has an institutional job, and is drawing institutional pay, is required to save 10% of each payroll until \$25.00 is accumulated. This will be held in the hold account until the inmate is released. The computer automatically deducts the 10% when calculating the inmate's monthly pay. Funds placed in the inmate's Hold Account cannot be transferred out or used for any other purpose.
3. Savings Account (513) - 10% goes towards each inmate's savings account that receives incoming funds by way of institutional pay and/or JPAY up to a \$1,000.00 in the savings account. These funds are held until the inmate is released. Funds placed in the inmate's Savings Account cannot be transferred out or used for any other purposes. Inmates may transfer funds from their savings account if the amount requested does not cause the Savings Account balance to fall below \$1000.00. Only one Savings Account transfer will be processed per month.
4. Obligation Account (519) - Each inmate that owes fines, costs, forfeitures, restitution, or penalties will have 5% of their pay from work, treatment, and education withheld to be paid to the sentencing Court(s) annually or upon release from incarceration.

For questions regarding your account, please submit an Inmate Request Form to the Business Office – Attention: Inmate Trust. Please state the specific problem or question.

The Commissary staff cannot answer questions regarding account balances nor call the Business Office to inquire about them.

#### **Sending Money to Inmates**

Your family and friends can send money to you by using JPay. Funds may be sent on-line at [www.jpays.com](http://www.jpays.com) or by telephone at 1-800-574-5729 using a credit or debit card. Funds may be sent to JPay, using cash at a MoneyGram location such as Wal-Mart or CVS. Deposit slips are available online at [www.jpays.com](http://www.jpays.com) or by telephone request to 1-866-333-5729. Monies will be credited to inmate's account within two business days of notification of receipt of funds by the facility.

#### **Money Orders**

Money order requests must be given to the floor officer for submission to the Business Office. Complete details as to whom and why you are sending money will aid in the timeliness of the approval or denial. Money orders over \$50.00 require approval by the Chief of Housing and Programs. Please allow additional time for this approval. Submitting two money order requests with varying amounts to the same person as means to bypass the \$50.00 rule is prohibited.

Money Order Requests: must be received by Accounting no later than the end of business each Tuesday. Money orders are issued every Wednesday.

#### **Accounting Refunds and Minimum Balances**

All money transactions are processed promptly upon receipt. If you do not see the transaction, it is because Accounting has not received it or the above deadlines have not occurred.

The Accounting Department can only refund monies once we are directed by Medical, Dental, Keefe, etc. If you think you are owed a refund, you must address it with the appropriate department and they will direct Accounting as to what should be done.

DOC policy requires that you leave a minimum balance in your spend account after a withdrawal is made for some transactions. These balances are as follows:

Money Order - \$10.00

GTL Telephone - \$10.00

JPAY Media - \$10.00

Institutional Fines - \$5.00

No minimum balance is required for copies, Cosmo, Legal Mail and Postage

**JPAY MEDIA**

You can fund your JPay media account 1 of 2 ways:

1. External sources - family or friends can put funds on your JPay media account using the JPay website.
2. Transfer of funds from your trust account using the JPay kiosk.

**COMMISSARY RULES**

1. Order forms are provided and they are to be used when ordering. No hand written orders will be accepted. Orders must be filled out completely with the inmate's name, number and living unit. **All orders must be legible.** Orders are to be completed with blue or black ink, or pencil. The order form must be signed.
2. You will fill out order forms on a weekly basis. They are sent to the living units on the 6:00 p.m.-6:00 a.m. shift. You will be instructed when to turn them in by the Unit Floor Officer.
3. When going to commissary, you are expected to conduct yourself in an orderly manner. If there is a problem with your order, be patient and allow the commissary personnel to research the problem.
4. If there is a discrepancy with the amount of money that is available for you to spend, you will need to submit to the Business Office an Inmate Request Form. Write "Inmate Accounts" in the other section on the top of the form or mark "Accounting" on the top of the form.
5. You are responsible for marking your order form correctly. You will not be allowed to make changes to the order after it has been submitted.
6. The computer is programmed to reject items, if you do not have enough money in your account to cover your whole order at the time your order is processed. Please refer to your personal property sheet for the amount of items you are allowed to have in your possession.
7. **Prices are subject to change without notice.**
8. You will be allowed to spend \$125 per week. This amount does not include appliances or clothing.
9. Carts must be returned to the designated storage area after use. Carts are to be sanitized after each use.

During COVID - 19 you will be allowed to receive your commissary purchase at the Commissary. However, during phase one of the pandemic plan, the following will be the guidance to follow.

- No more than eight inmates from the same unit will be allowed to the commissary area at one time.
- Social Distancing will be enforced, only four inmates will be permitted inside the interior foyer of the Commissary, this will allow two inmates to be at the service window.
- There will be a staging area under the exterior covering for four inmates to be waiting for their place next in line to receive their commissary order.
- Inmates will be required to wear sneeze guards at all times and practice 6 ft. social distancing.
- If you use a commissary cart, you must sanitize after your use. The housing unit that is receiving commissary will ensure the cleaning chemical and supplies are available.
- You must be able to transport your order on a one-time trip without the assistance of any other person.
- Prior to departing from commissary, inmates are responsible for cleaning the window and ledge surface.

Failure to adhere to these guidelines may result in loss of this privilege.

**POSTAL SERVICES**

Virginia Correctional Center for Women provides complete Postal Services to all inmates assigned to the institution, including those who are housed in the Restrictive Housing Unit.

Inmates are responsible for placing their name, inmate number, the institution's name, and return address on all outgoing correspondence as shown below:

Jane Doe, #111222  
Virginia Correctional Center for Women  
P.O. Box 1  
Goochland, Virginia 23063

Outgoing mailboxes are located in front of the Central Kitchen and Housing Unit 3. Outgoing mail is picked up at approximately 7 a.m. Monday-Friday, except for holidays. Incoming mail is delivered to inmates Monday-Friday after 6:30 p.m., except for holidays.

Correspondence with an improper return address may be returned to the inmate. All outgoing mail should be sealed. In accordance with Operating Procedures established by the Department of Corrections, the mailroom staff will stamp the back of the envelope of all outgoing mail with the following:

**THE VIRGINIA DEPARTMENT OF CORRECTIONS HAS NEITHER CENSORED NOR INSPECTED THIS ITEM. THEREFORE, THE DEPARTMENT DOES NOT ASSUME RESPONSIBILITY FOR ITS CONTENT.**

Mail received without a full and complete address as shown above may be delayed or misdirected in delivery. It is **YOUR** responsibility to inform your correspondents of your mailing address. Please remember that when ordering personal property from an authorized vendor, you are to use the above return address; however, when the vendor asks for a shipping address that is to be sent to you by parcel post company (i.e., UPS, FedEx, DHL) the return address for the order should be:

Your Name  
2841 River Road West  
Goochland, VA 23063

**During COVID-19 operations, all inmate mail will be collected on the unit by staff.**

#### **MAILING REGULATIONS**

1. Correspondence between an inmate at VCCW and an inmate at another facility/jail is not permitted, unless the Warden/Superintendent/Sheriff of both facilities feel such correspondence is in the best interest of both inmates and the two facilities. Permission to correspond with another inmate is generally only allowed between immediate family members and must be approved in advance. The inmate may submit an Inmate Request Form to the counselor requesting permission from the Warden to correspond with another inmate. The request should include the other inmate's complete name, his/her relationship to the VCCW inmate, the other inmate's ID number and their assigned institution. After the request is received, the inmate's institutional file will be checked for verification of relationship. The request for approval will be sent to the Warden/Superintendent/Sheriff of the other facility. This process can take some time. The VCCW Warden cannot make a determination until the decision has been received from the Warden/Superintendent/Sheriff of the other facility. The inmate will be notified when a decision has been received.
2. In accordance with United States Postal Regulations, all incoming general correspondence will be opened, searched and may be read by authorized staff. Inmates, who do not choose to receive general correspondence under the above conditions, shall have it returned to the United States Postal Service as outlined in OP 803.1 – Inmate Correspondence.
3. Incoming general correspondence must weigh one ounce or less. The one-ounce restriction does not apply to legal or special purpose mail, educational correspondence, packages, mail from vendor, or mail from a federal, state, or local government agency. Incoming general correspondence that exceeds this limit shall be returned to the postal service unopened.
4. For all incoming inmate personal correspondence, the outer envelope, letter and all enclosed contents including but not limited to photographs, greeting cards, drawings, printed material, and

publication clippings will be photocopied in the facility mailroom. Inmates will be limited to receiving a maximum of three 8 ½" x 11", black and white photocopied pages front and back to include the photocopy of the envelope.

5. Photographs of nude or semi-nude partially clothed individuals will be returned to sender.
6. Inmates are not permitted to receive items/packages from family members. Packages must arrive prepaid from an approved outside vendor. (See Personal Property Section for more information or refer to OP 802.1, Inmate Property).
7. Additional information regarding mailroom procedures, including procedures for Legal Correspondence and Special Purpose Correspondence, may be found in Operating Procedure 803.1 Inmate Correspondence.
8. It is the inmate's responsibility to notify family and friends of restrictions regarding incoming cash, checks and prohibited photographs. Correspondence containing threats, extortion, or other illegal activity may result in prosecution for violation of state or federal laws.

### **INCOMING PUBLICATIONS**

It is the policy of the DOC to permit inmates to subscribe to, order from, and receive publications direct from a vendor so long as they do not pose a threat to the security, discipline, and good order of the facility and they otherwise comply with the requirements of this operating procedure.

Subscriptions to periodicals (newspapers, magazines, or catalogs published on a regular schedule) may be ordered by either the inmate or a third party without prior approval from the facility.

The inmate must secure permission from Personal Property, prior to ordering or receiving a book or back issue of a periodical by submitting a Personal Property Request Add/Drop 802\_F1 in accordance with Operating Procedure 802.1, *Inmate Property*.

Publications received from private individuals and publications that have been altered (pages, advertisements, or pictures removed, blotted out, etc.), are not authorized, regardless of the source. Catalogs and brochures shall be treated as magazines if they contain a publisher name, publication date, volume/issue number or other identifier, copyright notice, and publisher address in the publication. All other catalogs and brochures will be treated as general correspondence.

Inmates are not permitted to receive publications of any kind on a trial basis or which have not been prepaid. Publications which may be obtained free of charge will be considered prepaid if the inmate provides documentation that the publication is free.

When a portion of a publication is disapproved, the entire publication will be disapproved. There will be no attempt to remove or censor the disapproved material. The review process may invalidate any return or refund policy of the vendor associated with the material. The DOC assumes no responsibility in this matter.

#### **Third party purchase of publications:**

Friends and family of inmates may subscribe to periodicals and purchase books to be delivered directly from the vendor to inmates in DOC institutions. An inmate or friends, family, and visitors of that inmate will not be allowed to purchase publications for another inmate unless that inmate shares a family relationship with the purchaser.

DOC staff (including other agencies, private contractors, or contract service providers within any DOC facility), or any DOC volunteer or intern will not be allowed to purchase publications for an inmate without the prior approval of the Facility Unit Head. Both Facility Unit Heads must approve if the transaction involves staff or a volunteer from another correctional facility. The third party purchaser of any book must be identified on the Personal Property Request Add/Drop 802\_F1 before the inmate will be allowed to receive the book.

All publications (books and periodicals) must be shipped directly to the inmate from a vendor as defined in this operating procedure. The inmate may be allowed to submit the *Personal Property Request Add/Drop* for books purchased by third parties after the book arrives at the facility.

Incoming publications must be properly addressed to the inmate. The following information must be on the address label: inmate's name, inmate number, and the full name and address of the facility. The facility name should be spelled out; abbreviations are not acceptable. If the address indicates the inmate tried to hide that the publication is sent to a correctional facility, delivery to the inmate may be denied and the publication returned to the sender.

Whenever the inmate is transferred from one facility to another, it is the inmate's responsibility to notify the publisher of change of address. The United States Postal Service provides free forwarding of periodicals for only 60 days and does not provide free forwarding for package service mail outside the local area. Each facility shall forward periodicals by adding the current address under the inmate's name and returning the item to the Post Office. The DOC will not forward periodicals or other items once the free forwarding period expires.

A media device is made available to all inmates for purchase in order to download media files from vendor kiosks. All downloaded and stored content on the inmate's media device is subject to inspection by facility staff in accordance with Operating Procedure 445.2, *Facility Searches and Inspections*. The media device must be purchased from the DOC Contract Vendor as provided in Operating Procedure 802.1, *Inmate Property*. Kiosks will be made available for inmate access in designated areas of the institution. Days and hours for inmate access shall be established by the Facility Unit Head. Audio files offered for sale through the DOC Contract Vendor will only be the radio edited version; all downloaded content must comply with the *Specific Criteria for Publication Disapproval* section of this operating procedure.

**General rules regarding the access and use of kiosks for downloading media files:**

- Each session will last no more than 15 minutes. Inmates must sit in a chair when using the kiosk.
- Only one inmate at a time may be at the kiosk.
- The system will time out after 2 minutes of inactivity.
- Inmates are limited to a maximum of 10 previews per 15-minute session; each preview will last no more than 30 seconds. Only inmates who have purchased a media device can listen to previews.
- Inmates may submit a trouble ticket through the kiosk to address any issues with the system. Only one trouble ticket will be active at a time, any additional trouble tickets submitted will remain inactive until the active ticket is resolved.
- **During COVID-19, inmates are responsible for sanitizing the kiosk after each use.**

All inmates are eligible to participate in secure messaging subject to the same requirements as provided for written correspondence processed by the U.S. Postal Service unless otherwise stated in procedure. Access to secure messaging will be restricted during periods of facility lockdown and any emergency situation causing significant disruption of normal facility procedure and activity.

**NOTARY SERVICES** 

Notary Services are available to inmates as follows:

1. Inmates may request notary services by submitting a request to their counselor. Services are free of cost and initiated upon receipt of a request form on normal workdays, Monday through Friday.
2. Inmates must sign documents in the presence of the Notary.
3. No more than three copies of any document will be notarized at any time.
4. Notary services are available within one working day after the request is received.

**INMATE WORK PROGRAMMING**

It is the policy of VCCW that each eligible inmate be assigned an appropriate work assignment. Jobs are provided to inmates to learn job skills, develop good work habits, and attitudes that they can apply to jobs after they are released. In addition, VCCW provides a variety of work assignments that meet the institution's need for its food service, housekeeping, maintenance and other operations. All initial job assignments are based on institutional need.

1. **Institutional job** – An inmate’s job assignment that does not pay incentive pay, i.e., kitchen, and hall cleaning.
2. **Incentive job** – Job offered through Enterprises at a rate of pay, which is higher than institutional jobs.
3. **Institutional needs job** – Any job having critical staffing vacancies

During COVID-19 operations, all inmate workers for designated locations will be pulled from the same housing unit.



**Work Program, Application Process, and Inmate Pay**

Institutional and security needs will take priority when considering all actions related to inmate job assignments, transfers and removals. When an opening for an institutional-need job occurs, an administrative assignment can be made from newly arrived inmates as an initial job, as well as other eligible unemployed inmates. Before an inmate can be classified for a job, they must be medically cleared. Newly arrived inmates will be screened and placed in housekeeping or food service job assignments. However, newly arrived inmates can complete job applications for posted positions if the posting indicates the position states “new intakes may apply”, or if the counselor can verify the inmate has the required skill level and has been in the same or similar job for six (6) months. The application will be submitted to the Work PAR for review and processing if the inmate meets these criteria. The Program Assignment Reviewer considers the following prior to assigning an inmate a job:

- |  |                                     |
|--|-------------------------------------|
| 1. Institutional need                                | 5. Predetermined release objectives |
| 2. Medical Status                                    | 6. Education/Vocational Level       |
| 3. Security Level/level of risk to staff and inmates | 7. Special Needs                    |
| 4. Skill Level                                       | 8. CTC / CC Participation           |

Available jobs will be posted. Applications are only accepted for posted positions. Food Service and Housekeeping jobs are considered to be continually posted.

During COVID-19 operations, the inmate application process has been suspended and inmate workers are assigned based on institutional needs.

Newly arrived inmates must remain in their initial job assignment a minimum of six months to be eligible to request a transfer or apply for another job. However, this job change request **may be denied** at the time of request if critical inmate workforce shortages exist. When inmate workforce surpluses exist, only work supervisors may initiate job transfers for newly arrived inmates from their designated work areas. In addition, administrative job reassignments can occur based on institutional need.

Inmate jobs within the institution are divided into three grade levels. Each level allows for differences in job performance and expertise. Grade Level III jobs require the inmate to be interviewed by a Supervisor

The grade levels and hourly rates are as follows:

<b>Grade Level I – (Unskilled)</b>	<b>\$0.27 per hour</b>
<b>Grade Level II – (Semi-Skilled)</b>	<b>\$0.35 per hour</b>
<b>Grade Level III – (Skilled)</b>	<b>\$0.45 per hour</b>
<b>Student Pay (non-working or LIP)</b>	<b>\$0.23 per hour</b>

Please refer to VCCW’s Implementation Memorandum 841.2 *Inmate Work Program* for more information regarding the Work Program.

During the COVID-19 operations, inmate pay is determined by the unit head.



### **COUNSELING SERVICES**

Each inmate is assigned an institutional counselor who will provide basic counseling services to the inmate. Inmates may speak to their counselor while the counselor is making rounds of the housing unit, or may complete an Inmate Request Form briefly stating the reason and place it in the institutional mail. Upon receipt of the request form, the counselor should respond within seven (7) workdays of the referral as specified in policy.



### **INSTITUTIONAL CLASSIFICATION MANAGEMENT**

VCCW has a uniform standard and basic procedure for the organization function and management of classification. The role of the Institutional Classification Authority (ICA) in reviewing a case is to determine the facts of the case consider the entire situation in light of all relevant factors and ensure that the decision is fair and impartial. Nowhere in the classification process is there a place for arbitrary or capricious action. There are two types of hearings - formal and informal.

#### **Formal Due Process Hearing:**

A formal hearing requires a minimum of a prior formal notification to the inmate indicating the reason for, the purpose of, and the possible results of the classification hearing, the inmate's right to be present at the hearing, notification of the results of the hearing and the reason for the decision. A formal due process hearing is required when an inmate is considered for removal from general population, or faces the possibility of an increase in security level or reduction in good time earning level outside the Annual Review Cycle. Please refer to (OP 830.1 *Institution Classification Management* for more information and examples of formal due process hearings.

#### **Informal Hearing:**

A classification hearing that does not require advance notification to the inmate of the hearing or the presence of the inmate. Please refer to (OP 830.1- Facility Classification Management), for more information and examples of informal hearing actions.

### **CENTRAL CLASSIFICATION SERVICES**

Staff members from the Inmate Management Service Unit who review certain recommendations made by the Institutional Classification Authority, and render a final decision regarding inmate status and assignments.

### **Good Conduct Allowance System (GCA) and Earned Sentence Credit (ESC)**

Each inmate incarcerated in DOC institution is eligible for recognition under one or more good time award systems. All inmates whose felony offenses were committed on or after July 1, 1981 and prior to January 1, 1995 will automatically enter the GCA system for the duration of those sentences.

Inmates who committed their felony offense(s) on or after January 1, 1995, shall automatically enter the ESC system for the duration of all such felony sentences. The ESC system provides a parallel system to the Good Conduct Allowance (GCA) system as a means to reward the inmate for progress. For additional information regarding recommendations for sentence reduction for inmates incarcerated within the DOC, please refer to (OP 830.3 Good Time Awards).

### **PROBLEMS WITH TIME COMPUTATIONS OR INACCURATE RELEASE DATES**

It is the responsibility of the Court and Legal Services Unit of the Department of Corrections to compute all time. If you have questions about your time computations, please write to:

Inmate Management Services  
Court and Legal Services, Correspondence Section

P.O. Box 26963  
Richmond, VA 23261



### **LEGAL ASSISTANCE**

Inmates have a constitutionally protected right of access to the courts. When necessary, they can request contact with a magistrate or a court – appointed institutional attorney, and access to or research materials from the law library.

#### **Court-Appointed Institutional Attorney**

An attorney appointed by the Judge of the Goochland County Circuit Court in accordance with Code of Virginia section 53.1-40, who provides legal services to inmates on matters pertaining to their incarceration. The attorney does not handle civil matters or divorce/custody issues. If an inmate wishes to contact the court appointed attorney, she should do so directly by mail. The name, address and telephone number of the court-appointed attorney is posted on each living unit. The court-appointed attorney determines his/her schedule and will provide the Institutional Operational Manager's Office with a list of inmates he/she wishes to visit at least one day prior to the scheduled visit.

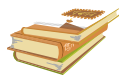
#### **Personal Attorney**

You may contact your personal attorney by mail, and you may call your attorney if the attorney's number is added to your call list. With reasonable advance notice (normally 48 hours but not less than 24 hours), your attorney may arrange to visit you by dialing 804-556-7500 and requesting to speak with the warden's secretary. You are reminded that your attorney cannot give you any items directly during a visit. The officer supervising the visit must inspect the items before they can be given to you.

All attorney and inmate telephone communications must be conducted through the Inmate Telephone System. At the discretion of the Facility Unit Head or Administrative Duty Officer, an inmate may be permitted to receive and/or place a call to an attorney through the Administrative Telephone System. However, use of the administrative telephone for attorney and inmate communication will be limited to bona fide emergencies where access through the Inmate Telephone System is not feasible, and should not exceed 20 minutes.

During COVID-19 operations, all attorney/authorized attorney representative meetings with inmates will be conducted over the phone until further notice. Attorney/authorized attorney representative calls will take place through the Inmate Telephone System. To avoid the attorney/authorized attorney representative calls from being monitored and recorded, the inmate is to submit a Request to Block Attorney Numbers 803\_F4 to the facility's GTL Liaison.

The Request to Block Attorney Numbers 803\_F4 will be forwarded to GTL for verification and to add the phone number to the Global Attorney Telephone List. Once GTL confirms the phone number has been added to the Global Attorney Telephone List, the facility's GTL Liaison will notify the attorney/authorized attorney representative to confirm a date and time the inmate may call using the Inmate Telephone System.



### **LAW LIBRARY**

VCCW maintains an auxiliary law library to provide basic information for inmates attempting to deal with other legal matters. The Law Library is located in the Gym Basement. Access to the Law Library for General Population inmates will be by appointment. The inmate will submit an Inmate Request Form to the Treatment Department Secretary indicating the dates the inmate would like to go to the Law Library and the purpose (conducting research, typing legal paper, etc.) The Inmate Request Form should be submitted by Wednesday of the preceding week to be scheduled for the following week. The Treatment Department Secretary will schedule appointments for the inmates, with priority being given to those inmates with verifiable deadlines. The appointments will be entered



in VACORIS for the master pass list. Inmates who do not have a court-imposed deadline will be scheduled on a space available basis.

Inmates assigned to the Restrictive Housing Unit (Building 3) may utilize the Law Library legal materials by submitting an Inmate Request Form to the Officer-in-Charge. The Inmate Request Form should indicate the information or items that the inmate wishes to receive. The Officer-in-Charge shall forward this request to the Law Library Supervisor who will process the request.

The Law Library operates from 6:30 p.m. to 8:00 p.m. Monday through Thursday and on Sundays.

### **ACCESS TO OPERATING PROCEDURES**

Operating Procedures are located in the housing units and in VCCW's Law Library.

To check out a policy from the Law Library:

- Submit an Inmate Request Form to the Treatment Secretary/Law Library
- On the request, specify the name and number of the procedure
- Once the request is received, the procedure will be sent to you through your counselor within 48 hours (weekends and holidays are excluded).
- You will be required to sign for the procedure.
- Only two procedures are allowed for checkout at a time.
- Check-out period is 7 days.
- Should you need more than 7 days, you may request an extension by submitting a request prior to the end of the allotted time to the Treatment Secretary/Law Library.
- Once you have finished with the procedure, you are to return it to the Treatment Secretary/Law Library by way of the counselor.

The 800-series Operating Procedures may be also be accessed in the housing unit. The inmate can request to view the procedures by speaking to their unit floor officer during normal dayroom hours. Inmates may check out one policy from the housing unit at a time, utilizing their State Identification Card.

Inmates will be charged a replacement cost of \$.10 per page for any lost, damaged, or missing pages from a procedure that has been borrowed from the Law Library or the housing unit.

During COVID-19 operations, to remain compliant with appropriate social distancing as well as inmates not coming into contact with inmates from other housing units, inmates will not have physical access to the law library. Instead, the inmate population will be allowed to make a written request to designated facility staff when requesting specific case law. The inmate is to identify the specific case(s) needed and either the Law Library Supervisor or the Law Library Clerk will print the case law requested to be delivered to the inmate. The materials will be delivered to the inmate by staff, not the Law Library Clerks. This will minimize contact between inmates while still allowing access to materials in the law library.

Inmates with verified court deadlines, are to be given first priority in receiving their materials.

Inmates will not have access to the law library typewriters during this time. Inmates may handwrite their documents to submit to the Courts.

### **MAGISTRATE**

An inmate may contact the local Magistrate with correspondence by stating their complaint and mailing it to the following address:

Magistrate  
Goochland County Sheriff Department  
P.O. Box 29

Goochland, VA 23063

No employee will become involved in any communication between the inmate and the Magistrate. The Magistrate will arrange a schedule through the Operations Manager by submitting a list of inmates he/she wishes to visit at least one day prior to the scheduled visit. Inmates desiring to obtain more information concerning either the attorney or the law library may write a request form to the office of the Operations Manager.

Restrictive Housing Unit/Isolation and Level 3 inmates housed in Restrictive Housing Unit should have law materials made available to them by request to the Treatment Department Secretary/Institutional Program Manager.



## **GRIEVANCE PROCEDURE**

### **Inmate Request/Inmate Complaint Procedure**

Inmate Request forms and Written Complaint forms may be obtained from your Unit Floor Officer.

**Inmate Request forms** are to be utilized for all correspondence with staff. Inmates are discouraged from writing letters to staff members. Inmates may submit Inmate Request forms by properly filling out the request form, folding it in half and writing the appropriate staff member's name on the outside. Inmates should then place these forms in the Institutional Mailbox outside the central dining facility (if the assigned Counselor has an office on the living unit, request may be given directly to Counselor).

**Inmate Informal Complaint forms** may be submitted to the Institutional Ombudsman by placing the completed forms in the Institutional Mailbox outside the central dining facility.

### **Regular Grievances**

If an inmate is not satisfied with the response to an Informal Complaint form, the inmate may file a Regular Grievance. Regular Grievance forms must be completed in accordance with OP866.1 *Inmate Grievance Procedure*. As evidence that the inmate has attempted to resolve the issue informally, an answered Informal Complaint form pertaining to the issue of the regular grievance must be attached. The inmate will receive a Level I response within 30 calendar days.

### **Emergency Grievances**



These forms are designed to assist inmates with legitimate emergencies only!

The definition of an emergency as defined by policy is a situation or condition, which may subject the inmate to immediate risk of serious personal injury or irreparable harm.

The inmate will receive a response within 8 hours of the time the grievance was submitted. Inmates must fully complete these forms to include the time, date, their name, and their number. Also, inmates should only utilize the space provided to explain their emergency.

For additional information, please refer to OP 866.1 Inmate Grievance Procedure.

### **Marriage Ceremonies for Inmates**

For information regarding inmate marriage requests, please see your assigned Counselor and refer to OP 801.5 Marriage Ceremonies for Inmates.

**During COVID-19 operations, all marriage ceremonies have been suspended.**

## **BEREAVEMENT VISITS**

### **Private Visitation and Deathbed Visit Request:**

A Deathbed Visit is conducted when a terminally ill or an injured immediate family member is not expected to live and death appears imminent as determined by the attending physician. These visits are only conducted in hospitals with the approval of the hospital administrators. The attending physician or another family member must contact the facility with the information regarding the need for the visit. The request is then processed with final approval resting with the Regional Administrator.

Private Visitations are conducted at funeral homes instead of funeral attendance. An inmate may request to visit their immediate family member prior to a funeral service. Their family needs to contact the facility as soon as possible regarding the arrangements so that the Private Visitation may be scheduled. The final approval regarding such a request also rests with the Regional Administrator. All costs associated with the visits are the responsibility of the inmate or their family. Inmates requesting these visits should check with their counselor immediately to determine eligibility requirements.

**During COVID-19 operations no bereavement visits will be approved. Alternative options will be offered based on current protocols.**



### **PROGRAMS**

Effective programming increases the safe and secure operations of the VCCW, promotes long term public safety, and prepares inmates for successful transition and re-integration back into the community upon their release. The Code of Virginia requires the Department of Corrections to provide a minimum average of 40 hours per week of programming to inmates. Programming may be a combination of work, education and counseling programs. Programming appropriate for VCCW includes but is not limited to the following:

- |                                   |                              |                                   |
|-----------------------------------|------------------------------|-----------------------------------|
| ❖ AA/NA                           | ❖ Core Mental Health Program | ❖ Resources for Successful Living |
| ❖ Academic programming            | ❖ How To Handle Conflict     | ❖ Thinking for a Change           |
| ❖ Anger Management                | ❖ Parenting                  | ❖ Topical Seminars                |
| ❖ CBI – Substance Abuse           | ❖ PREPS                      | ❖ Victim Impact                   |
| ❖ Cognitive Re-entry Community    | ❖ Money Smart                | ❖ Vocational/work programming     |
| ❖ Cognitive Therapeutic Community | ❖ Ready to Work              | ❖ Work Release                    |
|                                   | ❖ Re-entry Planning          |                                   |

The DOC developed a streamlined approach of incarceration that follows inmates from their reception into the DOC through re-entry into their community. Every inmate releasing from incarceration in Virginia is expected to successfully complete re-entry programming prior to release.

Programming requirements vary by facility security levels; however, all inmates are required to successfully complete the re-entry services available at their designated location.

Any inmate who refuses re-entry programming shall be subject to disciplinary action in accordance with Operating Procedure 861.1 *Inmate Discipline, Institutions* and Operating Procedure 820.2, *Re-entry Planning* and may be subject to loss of good time, increase in security level and possible transfer to another facility.

**During COVID-19 operations, all programs are suspended.**

### **INCENTIVE HALL**

The Incentive Hall is designated to house inmates who have been determined eligible and suitable by the Chief of Housing and Programs. Eligibility criteria include, but is not limited to, the following:

- Security Level 1 or 2
- GCA/ESC Level I
- Assigned to VCCW for a minimum of six months
- Infraction-free for 12 months
- Maintain employment, if eligible to work
- Following Institutional Treatment Plan
- No history of assault on staff in the last 5 years

An inmate who is eligible and wishes to be considered for assignment to the Incentive Hall should submit an Incentive Hall Application to their counselor. The counselor will screen the application and forward it to the Chief of Housing and Programs if the inmate meets the eligibility criteria. The Chief of Housing and Programs will review the recommendation from the counselor and determine if the inmate is suitable for placement in the Incentive Hall. The inmate may be eligible, but not suitable based upon the inmate's

overall behavior and adjustment. The Chief of Housing and Programs' decision is final. If it is necessary to assign an inmate to the Incentive Hall for population management reasons, the inmate may not refuse to move.

Incentive Hall privileges are subject to change. They will be posted in the Incentive Hall housing unit.

Inmates may be removed from the Incentive Hall for the following reasons:

- Convicted of an infraction by the Hearings Officer
- Increase in GCA/ESC or Security Level
- Poor evaluations
- May be administratively reviewed and removed by the Unit Manager for other reasons not specified above with approval of the Chief of Housing and Programs.

## **COGNITIVE THERAPEUTIC COMMUNITY**



### **PROGRAM DESCRIPTION**

The Cognitive Therapeutic Community is a total treatment environment that provides a residential, 24-hour-per-day, 7 days per week, intensive learning experience in which inmates' behaviors, attitudes, values, and emotions are continually monitored, corrected, or reinforced as part of the daily regime.

*For more information regarding program eligibility and refusals, please refer to (OP 830.5 Transfers, Facility Reassignments and OP 841.1 Inmate Programs and Services).*

### **VCCW - Behavior Corrections Program BCP**

Some inmates are sentenced by the judge to the Behavior Corrections Program (BCP). The inmate is made aware that the Cognitive Therapeutic Community Behavior Corrections Program (CTC/BCP) is mandatory substance abuse treatment. The CTC/BCP participant is expected to successfully complete all four phases of treatment during a 24 month time frame.



### **DRUG SCREENING**

In the Cognitive Therapeutic Community, random drug screening is conducted weekly. All inmates are subject to testing whenever there is suspicion that the inmate is under the influence of illicit drugs or alcohol.

### **YOUTHFUL INMATE**

The Virginia Correctional Center for Women is designated a Youthful Inmate Program for females. Youthful Inmates are assigned to the Cognitive Therapeutic Community program.

### **COGNITIVE RE-ENTRY COMMUNITY**

The Cognitive Re-entry Community Program is a 6-10 month program designed to successfully prepare the inmate to reenter society. A Cognitive Re-entry Community is a 24-hour per day pro-social environment that is based on pro-social values.

## **RECREATION PROGRAMS**



1. Outside activities are available to inmates and include walking and intramural sports such as softball, volleyball, etc.
2. Other leisure activities are made available on each living unit in the designated recreation areas. Examples include board games, cards, reading, television viewing, movies via videotapes, etc.
3. Sign-up sheets for hobby, craft and art activities will be posted in the housing units when these activities are available.
4. You may take only the following items to recreation: One empty cup, JP5 player/Walkman, and a towel (summer months).
5. Inmates are not permitted to walk to and from the recreation areas with headphones in their ears.

6. Inmates will not be allowed on the Ball Field or in the Gym without their ID Cards.
7. Special Housing Unit status inmates may exercise in the designated fenced-in area outside of their building. All other general population inmates may utilize the ball field for outdoor exercise or gymnasium for indoor activities.
8. Inmate may not have physical contact with other inmates.

### **Ball Field Rules**

1. Do not go into the tower unless directly supervised by staff.
2. Once you are at the ball field, you cannot leave the area unless directly supervised by staff.
3. Do not lean on or against the outside fence.
4. Do not block exit gates
5. Only one inmate in the bathroom at a time
6. The special activity sheets must be signed before attending any activity.
7. Media players are allowed during recreation periods, on the ball field and gym. At no time should you walk the ground with headphones on.
8. No sitting or laying on top of the picnic tables.
9. No straddling the picnic table benches, while sitting. Both feet must remain completely under the picnic table or completely outside the picnic table.
10. Shoes and socks must remain on at all times during recreation.



### **Gym Rules**

1. No feet in chairs or on tables
2. Pictures are taken in designated areas only. Pictures will not be taken of inmates lying on the ground.
3. Only one inmate in the bathroom at a time
4. No sitting on the stage
5. Shoes and socks must remain on at all times during recreation.

### **OUTSIDE RECREATION DURING COVID-19 OPERATIONS**

Two recreation areas have been designated for inmate use. The posted schedule per housing unit must be adhered to along with the following guidelines:

- Inmates will only be allowed to bring one empty cup, JP 5 Player, and a towel.
- Social distancing will remain in effect and the wearing of sneeze guards is mandatory.
- Only walking will be permitted in the assigned area of the ballpark and at alternate locations.
- Each housing unit will be pulled one at a time and must strictly adhere to their section of the yard and/or designated location.
- There will be no housing units allowed to intermingle with each other at any time.
- If you are a housekeeper on your housing unit, you are asked to be responsible for cleaning and disinfecting the tables and benches prior to leaving the yard.
- NOTE: We will not be allowing the use of restrooms during the outside activities, so please be prepared to stay for the duration of the scheduled activity.
- The unit assigned to the blacktop will enter through vehicular gates.
- The unit assigned to the trackside of the ballpark will use the pedestrian gate.
- NOTE: Inmates will have 5 minutes to depart from the ballpark and return to the housing units while maintaining the social distancing requirement. When departing from the housing unit inmates must report directly to the ballpark or their assigned area.
- Inmates utilizing the trackside will not be allowed past the walkable track.
- Inmates using the blacktop will remain on the blacktop and line of the fence that separates the blacktop.

- Inmates utilizing the front of housing unit 1 front lawn or paved circle will follow the following protocols.
  - The unit that is assigned to the front lawn will be called first and the unit using the paved area will be called second.
  - The white fence that separates the lawn and road area is the boundary for the different units.
  - Social distancing will remain in effect and the wearing of sneeze guards is mandatory.

During COVID-19 operations, inside recreation/dayroom use is suspended.

### **ART CLASS**

The Art Class is a voluntary program. Participation in the Art Class cannot interfere with mandatory programming. Inmates enrolled in the class may participate until release or voluntarily remove themselves. In order to be placed on the waiting list, an inmate must be six (6) months charge free and submit a request form to the Chief of Housing and Programs (CHAP) requesting enrollment.

### **VETERAN'S GROUP**

Any inmate who wishes to become a member of VCCW's Veteran's Group is required to secure a copy of their Certificate of Release or Discharge from Active Duty (DD214) to show to VCCW's Veteran Sponsor for verification purposes. The inmate is authorized to possess their own military discharge (DD-214), military medical records, and other documents (other than a military identification card) related to their military service. Contact information for VCCW's Veteran Sponsor is posted in the housing units.



### **RELIGIOUS PROGRAMS**

VCCW offers a number of religious programs available to all inmates. Participation in any religious activity is voluntary, and you will not be penalized for non-participation. There are two types of programs:

- **DOC-recognized religious groups:**  
The enrollment form (*Request to Attend Religious Activity*) lists religious groups that are currently meeting at VCCW. Each group has one scheduled activity per week. You may enroll in only one religious group at a time. Initial enrollment is permitted during the first 30 days after intake or transfer. After that, changes may only be made during the two-week Open Enrollment period, which is held every quarter (four times per year.) Once enrolled, you will stay on the list unless you send a written request to be removed or choose a different group during Open Enrollment. If you wish to participate in a DOC-recognized religious group that is not currently meeting at VCCW, send a written request to the chaplain's office.
- **Special religious activities:**  
Special religious activities and classes are open to everyone at VCCW. Participation may be limited by available space. Flyers and sign-up procedures are posted on the halls.

Pastoral care or spiritual guidance is available with the chaplain or with a religious volunteer. You can make a request directly to the chaplain, send a request in writing, or be referred by a staff member. If you wish to meet with a clergy person or religious leader who is not an approved volunteer, your request should be submitted through the chaplain's office – additional institutional approval is needed for such visits. Religious leaders are also permitted to visit by following the usual visitation process.

During COVID-19 operations all religious programs have been suspended.

### **CORRECTIONAL EDUCATION**



Correctional Education provides classes in:

Adult Basic Education (ABE)  
 Career and Technical Education (CTE)  
 Apprenticeship Fields

**General:**

All inmates are required to provide verification of their high school diploma (HSD) or GED. Inmates are provided with the verification forms at the Receiving Unit through which they entered the Department of Corrections (DOC). Until verification is provided you will be considered eligible for Adult Basic (ABE) classes.

**ABE Class Eligibility**

Eligible inmates will be provided Adult Basic Education instruction, that : (a) Is the equivalent of at least 2 hours per day, four days per week. (b) Is individualized according to each student’s needs and shall emphasize the development of functional literacy skills.

**ABE Class Enrollment**

Inmates without a verified high school diploma or GED will automatically have their names placed on the waiting list. Inmates will be notified by institutional mail when they are scheduled to start an ABE class.

TABE test scores and length of stay are used to enroll students. Those inmates closer to their mandatory release date, will have priority for placement in academic classes.

If an inmate declines enrollment in an academic program, the inmate’s name will be dropped from the waiting list. The inmate’ counselor will be notified that the inmate’s status should be changed to GCA/ESC Class IV and no longer awarded EGT credits. Inmates refusing to participate in the ABE classes are not eligible to have an institutional job outside of the Therapeutic Community.

**Career and Technical Education (CTE)**

CTE programs provide educational instruction and services in occupational skills that increases the opportunity for students to secure and maintain employment upon release in their chosen career field. CTE programs have been developed with an emphasis on providing career information, technical skills, employability skills, and a knowledge of all aspects of the industry.

The following CTE programs are available at VCCW:

Horticulture:

- a) Landscape Design & Maintenance 15 month to complete - ½ day classes
- b) Greenhouse/Nursery 15 months to complete - ½ day classes
- Business Software Applications 12 months to complete - ½ day classes
- Commercial Foods 16 months to complete – all day classes
- Cosmetology 30 months to complete – all day classes

Apprenticeships:

- a) Building Maintenance Repairer
- b) Baker
- c) Cook – Hotel and Restaurant

**Enrollment in CTE Classes**

Inmates are to send an *Inmate Request Form* to the school office indicating which CTE program they wish to be enrolled. An inmate may only be on one CTE waiting list. Inmates may be given a placement test prior to enrollment in a CTE class. Inmates are required to have a verified GED or High School Diploma, or specific grade levels (see below):

	<u>Minimum grade level scores to be enrolled:</u>	
Horticulture	Math 7th grade	Reading 10th grade
Introduction to Computers	Math 9th grade	Reading 10th grade
Business Software	Math 9th grade	Reading 10th grade
Commercial Foods	Math 5th grade	Reading 8th grade
Cosmetology	Math 7th grade	Reading 11th grade

For Commercial Foods, in addition to the above, an inmate may not have had a 100 series charge conviction within a 6-month period of applying for this program. Inmates also may not have had more than one charge conviction of failing to follow a direct order or instructions within a 6-month period of applying for this program. Inmates must also be medically approved by the Medical Department before enrollment in Commercial Foods.

Should a CTE waiting list become exhausted, some requirements may be waived.

### **CTE Class Waiting Lists**

When the demand for a course exceeds available capacity, a waiting list will be maintained for each career and technical education program. Inmates will be enrolled based on their Good Time/Mandatory Release Date and not the date they sign up for the program, with inmates with shorter sentences having priority. Inmates who do not have sufficient time left on their sentence to complete the course or a substantial portion shall not be enrolled in a CTE program.

1. If an inmate is on the waiting list for a class that takes 12 months to complete, even if they have 12 months left on their sentence there might not be an opening in that class at that time. If we have an opening 3 months later and you no longer have sufficient time left to complete that course or a substantial portion of the class you will not be enrolled.
2. If an inmate declines a career and technical education program, then the inmate's name will be dropped from that list. The inmate must wait a minimum of 90 days to reapply to have their name added to the end of the waiting list.
3. Inmates may complete one CTE program while incarcerated. Should an inmate transfer from a lower security level facility, an inmate may complete one additional CTE program after a 5-year waiting period.
4. If an inmate whose name is on a career and technical education waiting list cannot enroll in a program because of a DOC disciplinary action being taken against them, then the inmate may be placed, at the discretion of the Correctional Education principal, at the end of the waiting list effective the last day of the disciplinary action.

### **CORRESPONDENCE COURSES**

Inmates who desire to participate in college correspondence courses must submit an *Inmate Request Form* to the school Principal. The school will proctor the tests required in correspondence classes. All materials for a correspondence class must be approved, ordered and paid for in advance by the inmate like any other property. Copies of the approval to participate in the course and to order materials must be on file with the Property Sergeant and Mailroom. All materials related to the class will be sent to the School for distribution to the inmate.

### **GRADUATION**

Correctional Education holds graduation ceremonies once a year. If a participant has earned a certificate or diploma (within the graduation year) while at another facility and transferred to Virginia Correctional for Women (VCCW) before they were permitted to participate in graduation ceremonies, they will be allowed upon request to participate in the VCCW graduation.

### **LIBRARY SCHEDULE**

The DOC Library Schedule is posted on each Living Unit. Each unit and each daily work unit is assigned a library day.

### **LIBRARY CHECK OUT AND-RETURN POLICY**

1. Up to four library books may be checked out at a time and you MUST PRESENT identification card at check out. You are accountable for the book(s) you check – out until they are checked in. The return date for each item will be stamped on each item.
2. Items checked out from the library may be renewed ONLY ONCE. The book(s) must be physically present for renewal.
3. When an item is not returned on time, it is considered "Overdue." An overdue notice will be sent to you from the library. When an item is overdue, no new items can be checked out. Once the item has been returned or the library is compensated for a lost item, your library privileges will be reinstated.
4. If an inmate loses a library item, she may make payment from her account to restore her privileges. The cost of the item is listed on the overdue notice. To make payment, please complete a






(Signature copy on file)  
Tykeashae Fowlkes, Warden

\_\_\_\_\_  
Date

**Virginia Correctional Center for Women**  
**COVID -19 Operations 24 Hour Clock**

<b>2400</b>	<b>COUNT</b> Informal (non-standing)	1000	<b>Movement:</b> Chow (Lunch)
<b>0245</b>	Dayroom Open (Kitchen Workers Only)	1150	Chow Movement Ends
<b>0345</b>	<b>COUNT</b> Informal (non-standing)	1155	Five Minutes To Count Announced
<b>0400</b>	Kitchen Workers on standby	<b>1200</b>	<b>COUNT</b> (standing- All Housing Unit Cells Secured)
<b>0410</b>	<b>Movement:</b> Kitchen Workers Exit (Inmates must have their temperatures taken prior to exiting)	<b>1220</b>	Mass Movement on standby
<b>0330-0400</b>	Insulin/Pill Line (Diabetics) starts in Housing Units.	<b>1230</b>	<b>Movement:</b> Commissary and 5-Basement. Workers exit
<b>0500</b>	Pill-Line starts in Housing Units.	<b>1245</b>	<b>Movement:</b> Recreation (outside)
<b>0545</b>	Security – Oncoming Shift Muster	<b>1300</b>	<b>Movement:</b> Commissary movement starts (inmate pickup orders)
<b>0600</b>	<b>COUNT</b> (standing- All Housing Unit Cells Secured)	<b>1345</b>	<b>Movement:</b> Recreation movement return to housing units.
<b>0620</b>	<b>Movement:</b> Chow (Breakfast)	<b>1400</b>	Insulin/Pill Line (Diabetics) starts in Housing Units.
<b>0720-0745</b>	Temperature Checks conducted in Housing Units by Medical for Inmate Workers.	<b>1445</b>	Commissary movement ends.
		<b>1450</b>	<b>Movement:</b> Mass movement all inmates return to Housing Units from Work Departments.
<b>0730</b>	Breakfast movement ends. Commissary Workers exit.	<b>1500</b>	<b>Movement:</b> Chow (Dinner)
<b>0735 - 0800</b>	Trash Detail Begin	<b>1630</b>	Chow movement ends
<b>0750</b>	<b>Movement on standby (Work Departments)</b>	<b>1630</b>	<b>Movement:</b> Trash detail
		-	
		<b>1700</b>	
<b>0800</b>	<b>Movement:</b> Commercial Foods, Administration, Storeroom, Maintenance and 5-Basement Commissary movement begins (inmate pickup orders)	<b>1745</b>	Security – Oncoming Shift Muster
<b>0805</b>	Work Department Movement Ends	<b>1755</b>	Five Minutes To Count Announced
<b>0830 - 1700</b>	<b>Movement:</b> Medical & Dental Appointments	<b>1800</b>	<b>COUNT</b> (standing- All Housing Unit Cells Secured)
<b>0830</b>	<b>Movement:</b> Recreation (Outside)	<b>1930</b>	Insulin/Pill Line (Diabetics) starts in Housing Units.
<b>0900 - 1500</b>	<b>Movement:</b> Mental Health Appointments	<b>2055</b>	Five Minutes to Count Announced
<b>0930</b>	<b>Movement:</b> Recreation movement returns to housing units.	<b>2100</b>	<b>COUNT</b> (standing- All Housing Unit Cells Secured)
<b>0945</b>	Insulin/Pill Line (Diabetics) starts in Housing Units.	<b>2330</b>	Lockdown
<b>0950</b>	Commissary movement ends.		

Note: The Master Pass is to be utilized for all scheduled movement. All movement shall be controlled by Grounds Security to ensure Housing Units are kept separate. Medical will be going to the Housing Units for Diabetic and Pill Line movement. *This Schedule is subject to change.*

*Revised 6/26/2020*