



COMMONWEALTH of VIRGINIA

Department of Corrections

HAROLD W. CLARKE
DIRECTOR

P. O. BOX 26963
RICHMOND, VIRGINIA 23261
(804) 674-3000

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MEMORANDUM

TO: Operating Procedures Users

FROM: A. David Robinson, Chief of Corrections Operations *Signature Copy on File*

SUBJECT: Change to Operating Procedure 830.2, *Security Level Classification*

Effective immediately, Operating Procedure 830.2, *Security Level Classification* is changed as listed below. These changes have been made to the documents located in the Virtual Library. The offender population should be notified of these changes.

Operating Procedure 830.2, Section III., highlighted text added

Security Level - A measure of the degree of physical restraint and supervision that is required to maintain adequate control over an offender to prevent escapes, minimize risk of staff and offender injury, and maintain orderly facility operations while providing for the safety of the general public. Security Levels in current usage are:

Security Levels

1 – Minimum

2 – Moderate

3 – Medium

4 – Close

5 – Maximum

6 - Security Level S Step-down

Specialty Designations

U – Unassigned

D – Hearing Impaired

H - Non Compliant with Grooming

P – Protective Custody

T – Transition

X – Death Row

S – Segregation

Operating Procedure 830.2, Section VI., D., 4., highlighted text added

4. CCS will be responsible for the final classification action on the below listed types of cases upon recommendation from the Institutional Classification Authority (ICA). These offenders will be identified by both CCS and the Reception Centers.
 - a. Ex-Law Enforcement Officials
 - b. Ex-Public officials
 - c. Notorious offenders
 - d. Mental Health Unit Referrals

Operating Procedure 830.2, Section IV., G., 2., highlighted text deleted, highlighted text added

G. Segregation Qualifiers – Security Level S

1. While segregation is not a scored security level, it is a type of housing reserved for special purpose bed assignment which is utilized by facilities under proper administrative process for the protective

- care and management of offenders. Offenders assigned to segregation status will be afforded security level reviews only as a part of the formal segregation review process in accordance with Operating Procedure 861.3, *Special Housing*. Offenders assigned to segregation are ineligible to request a transfer outside the formal segregation review process.
2. The following Segregation Qualifiers indicate that the offender should be considered for assignment to Security Level S:
 - S-1 – Aggravated Assault on staff
 - S-2 – Aggravated Assault on Inmate w/weapon or Resulting in Serious Injury w/o weapon
 - S-3 – ~~Repeated or Continuous Refusal to enter GP at a Security Level 4 or 5 facility for 12 months~~
Not Used
 - S-4 - Serious Escape Risk - requiring maximum security supervision
 - S-5 - Commission of Crime of Exceptional Violence and/or Notoriety
 - S-6 - Excessive ~~Violent~~ Disciplinary Charges – reflecting inability to adjust to a lower level of supervision
 - S-7 - Setting Fire Resulting in Injury to Persons or Extensive Damage to State Property
 - S-8 - Rioting resulting in Injury to Persons or Extensive Damage to State Property
 - S-9 - Seizing or Holding Hostages
 - S-10 - Possession of Firearms, Ammunition, Explosives, Weapons
 - S-11 - Knowingly Transferring HIV or other Disease to Another Person or Refusal to Submit to Testing
 - S-12 - Gang Activity Related to any Category I Offense or a Documented Gang Leadership Role
 - S-13 – Staff Manipulator / Predator
 - S-14 – Behavior that represents a threat level too great for the safety and security of a lower level institution
 3. Facility recommendations for the assignment of an offender to Security Level S shall be based on a formal ICA review (including initial classification and annual review) and be submitted via VACORIS. ~~an Institutional Classification Authority Hearing Form DOC 11H, see Operating Procedure 830.1, Facility Classification Management) and a Classification Summary DOC 11D.~~
 - a. CCS will ~~have the final authority on~~ review each assignment of offenders to Security Level S.
 - b. Each offender approved by CCS for Security Level S will be reviewed by the Warden of the primary maximum security prison (currently Red Onion State Prison) and the appropriate Regional Operations Chief or designee (Regional Administrator).
 4. An offender ~~approved by the Regional Operations Chief or designee for assignment assigned to Security Level S will be transferred to a the primary maximum security prison. (currently Red Onion State Prison) for the duration of the Security Level S assignment.~~
 5. On arrival at the primary maximum security prison, the Security Level S offender will be assessed and evaluated for appropriate security and program assignment.
 6. Selected offenders may be transferred to the secondary maximum security prison (currently Wallens Ridge State Prison) upon agreement between the two Wardens.
 7. The Institutional Classification Authority will perform periodic reviews on each Security Level S offender in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments*.
 8. After adequate progress in Security Level S, the ICA should recommend the offender for reduction to Security Level 6. The Wardens at the two maximum security prisons will review each ICA recommendation for Security Level 6. The Regional Operations Chief or designee will review cases in which the two Wardens do not agree. ~~Facility recommendations for the removal of an offender from Security Level S should be based on a formal ICA review including completion of the Reclass~~

~~Security Level Scoresheet and be submitted to CCS via VACORIS. CCS will have the final authority to remove offenders from Security Level S.~~

9. After approval for Security Level 6, offenders will be moved to designated unit(s) in a maximum security prison for further programming and adaptation to general population housing. Security Level 6 housing units should be operated in accordance with Operating Procedure 841.7, *Structured Living Unit Program*.
10. The SLU Review Team will recommend offenders that have made adequate progress in Security Level 6 for reduction to Security Level 5. Recommendations for reduction to Security Level 5 must be reviewed by both maximum security prison Wardens and approved by the Regional Operations Chief or designee.
11. After approval for Security Level 5, offenders will be moved to an appropriate unit in one of the maximum security prisons for further progress in general population and eventual transfer to a lower security level institution.

Operating Procedure 830.2, Section V., References, added

Operating Procedure 425.4, *Management of Bed and Cell Assignments*

Operating Procedure 841.7, *Structured Living Unit Program*

jgb