



COMMONWEALTH of VIRGINIA

Department of Corrections

HAROLD W. CLARKE
DIRECTOR

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February 25, 2014

VIA EMAIL ONLY (prison.info.project@umich.edu)

Anelise Benavides
University of Michigan Law School
Prison Information Project
910 Legal Research Building
625 South State Street
Ann Arbor, Michigan 48109-1215

Dear Ms. Benavides,

This office is in receipt of your request for information made in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.). Pursuant to Code of Virginia § 2.2-3704 (A) public records are open to inspection and/or copying to (1) citizens of the Commonwealth of Virginia; (2) representatives of newspapers and magazines with circulation in Virginia; and (3) representatives of radio and television stations broadcasting in or into Virginia. It appears your organization does not meet any of these definitions. Although Virginia FOIA is not applicable in this case, the following information is provided as a courtesy. Further, all of the operating procedures mentioned below are accessible on our public website at: <http://vadoc.virginia.gov/about/procedures/default.shtm#800>.

Each of the Department's institutions maintains its own Orientation Manual specific to that institution. Operating Procedure 810.1 – *Offender Reception and Classification* and Operating Procedure 810.2 – *Transferred Offender Receiving and Orientation* both speak to the required elements for facility orientation manuals. Also, attached is a copy of an orientation manual from one of our facilities as an example.

The July 1, 2013 version of Operating Procedure 866.1 *Offender Grievance Procedure* is the most current and complete policy governing offender grievances. Also, Operating Procedure 038.3 – *Prison Rape Elimination Act (PREA)* addresses ways an offender can file a complaint or grievance that relates to sexual assault.

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Finally, the November 1, 2011 version of Operating Procedure 803.1 *Offender Correspondence* is the most current and complete policy governing offender correspondence.

I hope this information is useful. Thank you for contacting the Virginia Department of Corrections.

Sincerely,

A handwritten signature in cursive script that reads "Michele S. Howell". The signature is written in black ink and is positioned above the printed name.

Michele S. Howell
Legal Issues Coordinator