

Policy and Procedure 8-24

Supervision of Offenders in Community Workforce Programs

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PURPOSE

To outline duties and responsibilities for Virginia Department of Forestry personnel who supervise offenders in community workforce programs.

POLICY

The Department of Forestry is committed to partnering with correctional institutions to provide meaningful employment opportunities to offenders who meet the criteria for participation in community workforce programs.

DEFINITIONS

“Agency” and **“VDOF”** mean the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“Community workforce program” means a program formally established by a correctional institution for the purpose of assisting in the rehabilitation of offenders through supervised employment opportunities at participating VDOF facilities.

“Correctional institution” means any jail, jail farm or other place used for the detention or incarceration of adult offenders, which is owned, maintained or operated by any political subdivision or combination of political subdivisions of the Commonwealth or by the Virginia Department of Corrections.

“Offender” means an individual who is incarcerated in a correctional institution and participates in the institution’s community workforce program.

“Supervising employee” means the VDOF employee who is responsible for direct oversight of the offender(s) when assigned to the agency.

PROCEDURES

Program Overview

- ◆ Under the terms of a community workforce program, qualified offenders are allowed the opportunity to receive compensation in exchange for performing various services and activities for the benefit of VDOF.
- ◆ Corrections staff are responsible for vetting and selecting inmates who meet the criteria for their respective community workforce programs.
- ◆ Prior to overseeing offenders, supervising employees must attend an orientation program required by the participating correctional institution.
- ◆ Participation by offenders in activities at VDOF facilities or in support of VDOF programs and services may fluctuate from time to time based on participant availability. In the case of offenders working at agency headquarters in Charlottesville, it is not necessary for the supervisor employee to notify other building occupants whenever offenders will be working at that location. In the case of other VDOF premises where offenders do not typically perform work, the supervising employee will make prior notification to the occupants of those locations about the upcoming presence of community workforce program participants in their respective areas.

Do's and Don'ts

- ◆ With prior permission by Corrections staff, VDOF employees are permitted to transport offenders directly to and from the correctional facility in a VDOF vehicle. If necessary, intermediate stops are allowed with prior permission by Corrections staff, but they should be avoided.
- ◆ VDOF employees will provide instructions to the offenders on the tasks to be completed and supervise the completion of such tasks.
- ◆ Offenders shall wear jail-issued clothing at all times and any safety equipment required for certain tasks, such as eye and hearing protection.
- ◆ Offenders are not permitted to consume or have in their possession alcohol, tobacco products, over-the-counter medicine or other banned substances as directed by the respective correctional institution.
- ◆ Offenders shall not have access to computers, telephones, cellular phones or wireless devices of any kind.
- ◆ VDOF single-channel radios will be the only form of communications the offender can use within the work area.
- ◆ Offenders shall not have access to building keys or vehicle keys, and are not permitted to operate a vehicle intended for road use.
- ◆ Offenders are permitted to operate riding lawn mowers, Gators and tractors after receiving basic operating and safety instruction from VDOF staff responsible for the offender. Basic safety and operating instructions should be provided as needed or at least annually. VDOF staff shall document such instruction.
- ◆ The VDOF employee transporting the offenders shall be responsible for supervising the offenders until such time as he or she notifies another VDOF employee who is also authorized by the correctional institution to supervise offenders and that person acknowledges transfer of supervision responsibility.
- ◆ The supervising employee shall monitor offenders and visually confirm their location throughout the day. The frequency of the visual inspection shall change at random but under no circumstances shall it be greater than 30 minutes.

In Case of Medical Emergency

- ◆ In the event of an accident or medical emergency involving an offender, dial 9-1-1, explain the situation and advise the individual is an offender in a community workforce program. Request a law enforcement officer to the scene in case transport to a medical facility or to their corrections facility is necessary.

- ◆ Call the respective correctional facility and advise their staff of the nature and extent of the injury or medical emergency. If applicable, indicate to which hospital the offender has been or will be transported.

Reporting Escapes and Other Incidents

- ◆ If an offender cannot be located during a check, after a brief search of the general area of work assignment, the individual supervising the offender shall call the respective correctional facility and report the missing offender. VDOF supervisor should also contact local law enforcement.
- ◆ VDOF employees do not have law enforcement powers with respect to the offenders. VDOF employees will not attempt to detain, restrain, subdue or give chase to an offender who chooses to abscond.
- ◆ If a VDOF employee has cause to report an offender missing or if there is an incident involving an offender, the VDOF employee shall contact his/her supervisor immediately to relay the appropriate information through the chain of command.

Participating Programs, Activities and Contact Information

- ◆ All agreements between VDOF and correctional institutions regarding the provision of services under community workforce programs shall be signed by the state forester.
- ◆ The agreements will outline the authority of the respective parties, the objectives of the agreement, provisions and date of execution.
- ◆ The agreements with the various correctional institutions may vary to reflect the nature of the activities that the offenders will conduct.
- ◆ The original agreements shall be filed at VDOF Headquarters along with other agency agreements and memoranda of understanding.
- ◆ VDOF currently has agreements with the following community workforce programs:

Agency	Emergency Contact	Activities
Albemarle/Charlottesville Regional Jail	434-977-6981	Grounds keeping, landscaping, light maintenance and mechanical
Community Corrections Appalachian Men’s Detention Center	276- 889-7671	Firefighting
Department of Corrections		
◆ Patrick and Henry Correctional Unit 28	276-957-2234	Firefighting
◆ Wise Correctional Unit 18	276-679-9204	Firefighting
Southwest Virginia Regional Jail Authority		
◆ Abingdon facility	276-739-3520	Grounds keeping, light mechanical
◆ Duffield facility	276-431-8000	Firefighting

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTREPRETATION

The chief of administration and deputy state forester are responsible for interpretation of this policy and procedure.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

John Colligan

Chief of Administration Name (Print)

Chief of Administration Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature