



COMMONWEALTH of VIRGINIA

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TO: Sheriffs and Jail Administrators
FROM: Harold Clarke
SUBJECT: Intakes from Jails to Department of Corrections

The Department of Corrections (DOC) will resume intake of offenders from jails during the week of September 8, 2020. However, please note that DOC will not accept any offender who has displayed COVID-19 symptoms or had a positive COVID-19 test within the preceding 14 days.

Due to the continuing threat of exposure to COVID-19 for staff and offenders, the DOC has established precautions to be observed by jail staff when delivering offenders to a DOC facility:

- Complete and return the COVID-19 Offender Screening Questionnaire (attached) to your DOC Intake Section contact by email the day before the scheduled transfer.
- Retain offenders' personal property at the jail for pickup by the offender's family/designated contact to pick up or for disposal per the jail's policy. Other than legal papers, family photos, wedding ring and religious items, no property will be accepted at the time of intake to a DOC facility.
- Transport offenders in jail-issued clothing. Offenders will receive DOC clothing upon arrival; jail-issued clothing will be returned to the transporting officers.
- Ensure offenders wear a face mask/sneeze guard during transportation and processing into the DOC facility. Social distancing should be observed as much as possible.
- Arrive at the DOC facility within the window for processing assigned by the DOC Intake Section staff. Jails arriving outside of their designated window may be required to wait while offenders from other jails are being processed on schedule.

Upon arrival at the DOC facility, additional precautions will be observed:

- DOC medical staff will further screen jail offenders to determine if they pose a threat of exposing others to COVID-19.
- If a jail offender is deemed not suitable for intake based on COVID-19 concerns, no offenders transported in the same vehicle will be accepted into the DOC facility.

- The vehicle must return such offenders to the jail. Intake can be rescheduled once a waiting period has been satisfied; Centers for Disease Control (CDC) and Virginia Department of Health guidance will be followed in this regard—at present this is a 28-day period.
- Once accepted into the DOC facility, jail offenders will be quarantined for fourteen (14) days in accordance with CDC guidance.

Your cooperation with these precautions is appreciated. Intake of offenders with special needs may continue to be limited during this time due to current COVID-19 conditions in DOC facilities. Please contact Jim Parks, Manager, Director, Offender Management Services, at (804) 887-7991 if you have questions or concerns.

Attachment