MEMORANDUM

To: Sheriffs and Jail Administrator

From: Harold W. Clarke
       Director for Corrections

Subject: COVID-19 Intake from Jails to Department of Corrections (Female Inmates)

October 27, 2020

The Department of Corrections (DOC) will resume intake of female inmates from jails on November 5, 2020. Please note that DOC will not accept any inmate who has displayed COVID-19 symptoms or had a positive COVID-19 test within the preceding 14 days.

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

- Complete and return the COVID-19 Inmate Screening Questionnaire (attached) to your DOC Intake Section contact by email the day before the scheduled transfer.
- Retain Inmates’ personal property at the jail for the inmate’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 personal property will be accepted at the time of intake to a DOC facility.
- Ensure inmates 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 inmates 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 inmates to determine if they pose a threat of exposing others to COVID-19.
- If a jail inmate is deemed not suitable for intake based on COVID-19 concerns, NONE of the inmates transported in the same vehicle will be accepted by the DOC facility.
- The vehicle must return such inmates to the jail. Intake may 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 a DOC facility, inmates will be quarantined for fourteen (14) days in accordance with CDC guidance.

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