



COMMONWEALTH of VIRGINIA

Department of Corrections
Greensville Correctional Center

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March 13, 2017

MEMORANDUM

TO: Staff and Offender Population
Greensville Correctional Center

FROM: Eddie L. Pearson, Lead Warden

A handwritten signature in black ink, appearing to read "E. Pearson", with a long horizontal line extending to the right.

SUBJECT: Procedure Changes to Visitation, Incoming Correspondence, Drug Use Sanctions and Restrictions

Over the past year, facility staff have discovered a substantial amount of contraband entering DOC facilities through the facility visiting room and the facility mailroom. A significant portion of this contraband has been drugs. Due to the increasing amount of contraband entering our facilities and in order to ensure a high level of safety and security for all Department of Corrections (DOC) staff, visitors and offenders, it is essential that the Department implement additional security measures aimed at detecting and eliminating contraband in all DOC facilities. Therefore in response to this growing issue, the following changes will be implemented.

Visitation (Effective April 22, 2017)

1. Offenders will be permitted a minimum of one hour and a maximum of four hours per visiting day with visitors on those days designated for the offender to visit. On a case-by-case basis and as approved by the Facility Unit Head or their designee, offenders may request approval in advance for an extended visit based on special circumstance or need, such as infrequent visits and extreme travel distance.
2. Vending machines located in the visiting area for offenders and their visitors will be restricted to selling beverages, candy bars, granola bars, and crackers (non-bag).

Offender Visitation Searches (Effective April 22, 2017)

1. All Security Level 2 and above male Institutions, Fluvanna Correctional Center for Women and Virginia Correctional Center for Women. All offenders will be strip searched prior to a contact visit. After the strip search has been conducted, offenders will be required to change into a state issue jumpsuit that zips up the back, undergarments (Males - State issue briefs and undershirt; Females - State issue panties and their bra), a pair of state issue socks, and state issue canvas shoes.
2. Visitors who need to use the restroom during visitation will continue to exit the visiting area and access the restrooms designated for visitor use. Any visitor who returns to the visiting area will be required to comply with the search requirements of Operating Procedure 445.1, *Employee, Visitor, and Offender Searches* and Operating Procedure 851.1, *Visiting Privileges*. Priority should be given to these visitors for re-entry. Minor visitors who need to use the restroom during visitation must be accompanied by their adult parent or legal guardian.

3. Offenders who need to use the restroom during visitation shall be processed from the visiting room but will no longer be returned to the housing unit to access the restroom. Offenders will be required to exit the visiting room and be escorted to a separate location where they will be strip searched prior to and after use of the restroom. The offender will be allowed to return to the visitation area after the strip search has been completed. Offenders will only be permitted to exit one time during the visit.
4. At the conclusion of visitation, the state issue jumpsuits, undergarments, socks and shoes will be collected from the offenders and appropriately laundered, prior to being re-issued to other offenders for use during visitation.

Incoming Offender Correspondence (Effective April 17, 2017)

1. **All Security Level 2 and above Institutions.** All incoming offender general correspondence to include the envelope at Security Level 2 and above Institutions will be photocopied in the institutional mailroom and a maximum of three black and white photocopied pages front and back will be provided to the offender.
 - The original envelope, letter and all enclosed contents will be shredded in the institutional mailroom. Exceptions to this requirement include but are not limited to official legal, government and court ordered documents such as military records (i.e. DD214), Court documents (i.e. divorce decrees, name change orders), etc. Before any action is taken on these documents, facility management staff must be consulted. Personal Identification Documents will continue to be forwarded to the facility Records Office for processing.
 - Offenders will be limited to receiving a maximum of three, 8 ½ X 11, black and white photocopied pages front and back to include the photocopy of the envelope. Each item in the envelope i.e., photograph, newspaper clipping, drawing, each side of a letter, etc. will be considered one photocopy.
 - Enclosed items (photographs, greeting cards, newspaper articles, etc.) will not be manipulated to print multiple items on a single photocopied page. Items that exceed the established size limitation will not be manipulated to fit on a single or multiple 8 ½ X 11 photocopy pages.
 - The entire correspondence and all enclosed items that exceed the established photocopy or size limit will be returned to the sender with the *Notice of Unauthorized Correspondence* 803_F2 advising the sender of the reason for the return.
2. Individuals will still be permitted to send offenders secure messages, photographs, and other attachments through the JPay system as is currently authorized. Additionally, offender pictures during visitation will still be permitted in accordance with Operating Procedure 801.6, *Offender Services*
3. Incoming legal correspondence and special purpose correspondence will be processed in accordance with the current procedural requirements as provided in Operating Procedure 803.1, *Offender Correspondence*.

Drug Use Sanctions and Restrictions

1. In accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*, any offender who pleads guilty or is convicted of a disciplinary offense for possession of drugs or has tested positive for drug use will be subject to specific visiting restrictions as follows:
 - First Conviction: Non-contact visits with immediate family only for six months
 - Second Conviction: Non-contact visits with immediate family only for one year
 - Third Conviction: Non-contact visits with immediate family only for two years
 - Fourth Conviction and any additional convictions: Non-contact visits with immediate family only for five years
2. These additional visiting restrictions shall be imposed for offenders who are convicted of a singular or multiple offenses within a 10 year period of a 122a, 122b, 122c, 122d, 122e, 122f, or a 198a, 198b, 198c to these offenses.
3. Visiting restrictions will run concurrent with any visiting restriction imposed under the *Enhanced Sanctions* section of this operating procedure.

4. If an additional conviction occurs while the offender is still under enhanced sanctions and/ or visiting restriction for a previous conviction, the appropriate enhanced sanctions/ restriction will be imposed from the date of the latest conviction. The offender will not be required to complete the previous enhanced sanctions/ restriction before the new one is imposed.

5. Recently a new disciplinary offense code, 122g "Transfer of funds in relation to drug activity", was added and we are working with JPay to require users to provide a legitimate name when sending secure messages and funds to offenders. Additional restrictions to offender media devices are under review.

Offenders are encouraged to notify their family members and friends of the above procedural changes and to address their questions and concerns with facility staff prior to the implementation effective date.

ELP/tbj