BE ADVISED

Any and all illegal activity can/will be prosecuted criminally by the Virginia Beach Sheriff's Office (VBSO). To date, there have been **978** criminal convictions of inmates in the Virginia Beach Correctional Center (VBCC) by the Virginia Beach Sheriff's Office (VBSO) including: Assault, Fraud, Indecent Exposure, Possession of a Weapon, Escape, Destruction of Property, and Obstruction of Justice.

In addition, VBSO staff members will testify at sentencing and violation hearings, which could result in the revocation of suspended sentences.

If you have been sentenced to probation, dependent on good behavior while incarcerated, any inmate violations you receive can/will be used to violate that probation status.

Bottom line: Your behavior while an inmate in this facility can have criminal, as well as administrative consequences.

Updated November 2026

FOREWORD

The Virginia Beach Correctional Center (VBCC) houses inmates awaiting trial, inmates serving local or state sentences, and inmates awaiting transfer to a state penitentiary.

This booklet is intended to inform you of the rules and regulations of the Virginia Beach Correctional Center and to clearly define restrictions, privileges, programs, and services which will affect your stay here**. It is your responsibility to read this rule book so that you may better understand how to conduct yourself during your incarceration. Failure to do so does not excuse you from facing administrative and/or criminal charges for violation of the rules and regulations.**

It is necessary that you understand the basic principles which govern the management of this facility.

SECURITY IS THE HIGHEST PRIORITY

Any action on the part of one or more inmates that jeopardizes or appears to jeopardize security will **NOT** be tolerated and will be dealt with in a swift, decisive manner.

The safety of all people in the VBCC, both inmates and staff, is equally important to security. All regulations of this facility are designed to promote efficiency and cooperation. Your demeanor will play an important role in determining the length of your stay, your housing, and qualification for rehabilitation programs, as well as any amount of Earned Good Time (EGT) you may earn.

If transferred to the Department of Corrections (DOC), the VBCC staff comments and recommendations based on your behavior, and any institutional violations, will be forwarded to DOC for review and can ultimately affect your classification there.

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RECEPTION & ORIENTATION

Upon admittance to this facility, inmates will be taken directly to Intake, where their entry will be recorded. All inmate records are considered confidential, and any unauthorized or improper disclosure is prohibited. Inmates will be screened by Medical and Classification prior to being given a housing assignment. Inmates refusing to be screened by Medical or Classification will be segregated and be subject to disciplinary action.

Each inmate will be strip searched as appropriate for weapons and contraband, in private, by a staff member of the same sex. Body cavity searches may be conducted when there is reasonable suspicion that an inmate is secreting contraband in such body cavity. Cavity searches will only be performed by a physician or registered nurse in a private location.

After being searched, each inmate will change into a clean correctional center jumpsuit. If an inmate is admitted to the VBCC with authorized white clothing (e.g. t-shirt, underwear, thermals, etc.), they will only be allowed **ONE SET**. All other clothing must be purchased through Canteen. Authorized clothing is considered to be all white and 100% cotton. Any clothing with attachments, lace, underwire, padding, buttons, logos, thongs, and/or metal clasps is deemed unauthorized. Property will have the final determination as to whether an item is authorized or not. If a clothing item is medically required, the Medical Department must authorize the item for use by the inmate.

All personal effects will be inventoried and maintained by the Property Division. Property boxes are sealed, and items will not be released unless special circumstances exist. Each inmate will be issued a copy of the Property Voucher itemizing their personal belongings.

You will be given one free set of tablet earbuds upon admittance. If you are placed on detox or suicide status, you must send an Inmate Request Form to Property in order to receive your tablet earbuds once you are cleared. Only initial tablet earbuds are free, all replacement earbuds must be purchased through Canteen. **PROPERTY DOES NOT ISSUE REPLACEMENT EARBUDS.**

Upon admittance, an identification card for identification purposes will be issued to you and must remain in your possession at all times. Failure to comply is a direct violation of VBCC rules and regulations. No privileges, including canteen, visitation, phone, etc., will be granted to any inmate unless they properly display their identification card. Inmates will be charged a replacement fee of **$15.00** for an ID card that is altered, lost, and needs replacement.

In accordance with the Code of Virginia *(53.1-131.3)*, all inmates will be charged a room and board fee of **$3.00** per day for each day they are incarcerated. State Law allows for the collection of the **$3.00** per day while you are still physically located in this facility even after you become a Department of Corrections inmate. Inmates are charged **$1.00** per day while at the VBCC and an additional **$2.00** per day is added to each day upon release from the VBCC.

- Any inmate found *Not Guilty* or having an offense *Nolle Prossed* or *Dismissed*, is entitled to be refunded for the **$3.00** per day of their room and board fees for every day served on the *Dismissed* or *Nolle Prossed* jailable offense.

- It is the sole responsibility of the inmate to contact the Accounting Division of the VBCC to make the necessary arrangements for reimbursement.

Virginia Code 53.1-228.1 allows for the administrative recovery of costs associated with replacing or repairing facility owned or issued property intentionally damaged or destroyed by inmates. It shall be the policy of the VBSO, whenever possible, to recover said costs.

Classification

Those inmates that are unable to make bond will be interviewed by a Classification Deputy. The Classification Deputy will complete a screening interview during which the inmate will be informed how to see Medical if the need arises, as well as PREA (Prison Rape Elimination Act) training. The inmate will be classified by the level of custody required and a housing assignment will be generated.

After being classified, each inmate will be given soap, one toothbrush, toothpaste, bedding, one towel, one washcloth, and a rule book by a Property Deputy. The issuance of bedding, towels, wash clothes, and facility clothing will be recorded, and inmates are held accountable for items issued.

Daily Inmate Schedule

(This schedule is subject to change based on certain circumstances)

0000	Reveille - Kitchen Trusties
0300	Morning meal commences- lights on
0400	Issuance of cleaning gear
0600	Headcount
0630	Razors issued (Saturday only)
0800	Cell Inspection- ID check/Headcount and housing inspection
0900	Phones/Tablets turn on
1000	Lunch meal commences
1200	Mid-day Lockdown
1400	Mid-day Lockdown concludes
1600	Lockdown commences
1800	Headcount
1900	Dinner bags delivered from the Kitchen
2300	Lockdown-Headcount/Lights dim/Phones & Tablets turn off

BONDING

When a person is arrested, he/she is entitled to a Bond Hearing. The individual is taken before a magistrate who has the authority to set a bond and will determine the type and amount of bond to be set.
If at such time the magistrate determines a Personal Recognizance (PR) bond is appropriate, he/she may set the bond amount and release the individual on their signature. If the magistrate requires surety, he/she will determine what amount is required and advise the inmate at that time. Once the magistrate sets the amount of bond, the individual may post cash or property.

If the magistrate does not issue a bond the individual will be held in custody and have their arraignment with a judge on the next business day. This hearing is an arraignment only, the individual may ask for a bond reconsideration hearing, however, if the individual wishes it to be the same day it will be conducted without an attorney, unless the individual has retained one. If the individual would like an attorney present for the bond reconsideration hearing, the judge will schedule the hearing for a different date and time.

If the individual cannot post a cash or property bond, he/she can still be bonded by a professional bonding agent. The telephone numbers for local bonding agencies are displayed on the monitors in Intake and on the televisions in the cell blocks. Correctional Center staff will not recommend any bonding agency or bondsman. Inmates may continue to attempt to post bond on a daily basis.
Telephones are available in the holding cell areas of Intake. Inmates will have the opportunity to complete a free call with a five-minute limit; however, international calls are not allowed. Inmates can make as many calls as they like while in Intake unless they become problematic. The choice of the bonding agency rests solely with an inmate.

INMATE PHONE USAGE & PROCEDURES

Upon entering this facility, you are given an Inmate Telephone ID Number (TID) Release Form. In order to maintain the security of your telephone account, it is recommended that you set up your personal pin number and voice recording once you arrive in your assigned housing unit.

For English press **#1** For Spanish press **#2**

Using the telephone keypad as an interface, a menu of options is given to you. You can learn all the functions by listening to the instructions later on, but for now the security of your account is very important.

At the main menu, press **#6**. The system gives the number prompt **#1** for allowed number, press **#1**. You will be asked to create your personal four-digit pin number. You will then be asked to re-enter the four-digit pin number you just created.

To enter your voice recording in the inmate phone system for the first time, do the

following: At the main menu press **#1**. Enter the number 757-385-3044. At the tone, say your name and the call will be completed. All you are doing is recording your name at this point. Once you hear a ring, you can hang up; this call cannot be accepted.
Your voice recording or pin number can be reset later.
Keep your pin number and TID number secret, especially when dialing calls. Use your body or an object to cover the keypad so that other inmates cannot see the numbers you are dialing.
Third Party calling is **NOT PERMITTED** by this facility. When a 3rd party call is detected, the caller's number will be banned by the facility for **30** days and you will receive an institutional write-up, which could result in loss of privileges.

Phone Calling Rate: $0.10/min

The inmate telephone system turns on at 9:00 a.m. and turns off at 11:00 p.m. daily. All inmates have unlimited access to telephones during this time frame (with the exception of mid-day lockdown from 12:00 p.m. -2:00 p.m.), except for those housed in Restricted Housing, Administrative Segregation, and those whose privileges have been suspended as a result of institutional rule violations.

The facility and the phone service provider are not responsible in any way for any loss of funds you may experience during your incarceration in the Virginia Beach Correctional Center.

Inmates are not authorized to use another inmate's PIN number to use the telephone or order Canteen. This includes giving out another inmate's information and having Caremart orders placed in that inmate's name with the intention of receiving the Caremart order for yourself. This type of action will be considered defrauding, which could result is disciplinary or criminal charges.

INMATE TABLET USER AGREEMENT

The Virginia Beach Sheriff's Office may provide inmates with a facility-owned tablet for authorized use during incarceration. **Tablet use is a privilege, not a right.** Tablets remain the property of the Virginia Beach Sheriff's Office and may be inspected, monitored, restricted, suspended, or removed at any time.

GENERAL RULES

Inmates shall:

- Use the tablet only for authorized purposes and services.
- Take reasonable care of the tablet and keep it in good condition.
- Keep the tablet assigned to them in their possession and not give, loan, sell, trade, or transfer it to another inmate.
- Report any malfunction or damage to a deputy as soon as possible.

- Return the tablet when directed by staff or when released or transferred.
- Follow all facility rules and instructions regarding tablet use.

PROHIBITED CONDUCT

Inmates shall not:

- Tamper with, dismantle, alter, or intentionally damage the tablet.
- Attempt to bypass, disable, or interfere with the tablet's security features.
- Use another inmate's tablet or allow another inmate to use their assigned tablet.
- Possess or use more than one tablet.
- Attempt to install unauthorized applications, software, files, or accessories.
- Attempt to access unauthorized websites, content, or services.
- Use the tablet to threaten, harass, intimidate, or solicit another person.
- Use the tablet to facilitate criminal activity or any violation of facility rules.
- Use the tablet to communicate with or assist in criminal activity outside the facility.
- Cover, alter, or damage the tablet's camera, speakers, identification markings, or other components.
- Use unauthorized charging equipment or charging methods.
- Attempt to modify or manipulate the tablet or charging equipment.
- Use the tablet to circumvent restrictions placed on their account or tablet privileges.

CHARGING

- Tablets may only be charged using **facility-approved charging stations or equipment**.
- Inmates are responsible for ensuring their tablet is adequately charged.
- Inmates shall not use unauthorized charging methods or equipment.
- Deputies will not charge tablets for inmates during lockdowns or other periods when inmates are required to remain secured.

MONITORING AND PRIVACY

There is no expectation of privacy when using a facility tablet.

Tablet activity may be monitored, recorded, reviewed, retained, and/or provided to law enforcement or other authorized personnel. This may include:

- Messages and communications;
- Telephone calls;
- Video visitation;
- Internet or application activity;
- Stored information and content; and
- Other activity conducted through the tablet.

Inmates shall not use the tablet with the expectation that their communications or activity are private.

Attorney-client communications shall be handled in accordance with applicable law and facility procedures governing privileged communications.

TABLET SEARCHES AND REMOVAL

Tablets may be inspected or searched at any time.

A tablet may be removed or confiscated for:

- A rule violation;
- A security or safety concern;
- An investigation;
- Suspected criminal activity;
- Tampering or damage;
- Misuse of tablet services; or
- Other legitimate facility or administrative reasons.

Digital information contained on or associated with a tablet may be preserved and used as evidence when appropriate.

SUSPENSION OR LOSS OF TABLET PRIVILEGES

Tablet privileges may be suspended or revoked for violations of these rules or other facility rules.

Consequences may include:

- Temporary or permanent loss of tablet privileges;
- Institutional disciplinary action;
- Financial restitution or charges for damage or loss; and
- Criminal charges when applicable.

DAMAGE, DESTRUCTION, OR FAILURE TO RETURN

Inmates are responsible for the tablet assigned to them.

An inmate may be held financially responsible for damage, destruction, or loss of a tablet.

A **$255.00 fee will be assessed for destruction, willful damage to the tablet, or failure to return the tablet when required.**

No replacement tablet will be issued until the $255.00 fee has been paid in full and the matter has been resolved through the applicable facility accounting procedures.

Additional disciplinary or criminal action may be taken when appropriate.

RETURN OF TABLET

An inmate shall return the tablet when directed by staff, including upon:

- Release from the facility;
- Transfer to another facility;
- Court transport when directed;
- Removal of tablet privileges; or
- Any other time staff requires the tablet to be returned.

Failure to return a tablet may result in the **$255.00 fee, disciplinary action, restitution, and/or criminal charges where applicable.**

IMPORTANT

The tablet is facility property. Inmates are responsible for the proper care, use, and return of the tablet assigned to them. Misuse, damage, destruction, loss, or failure to return the tablet may result in loss of privileges, financial responsibility, disciplinary action, and/or criminal charges.

Tablet Video Visitation Rate: $0.19/min
Tablet Content Rate: $0.07/min
Tablet Messaging Rate: $0.50/message

**** Housing units that are found to have tampered with the tablet/tablet charging stations, TV and/or TV accessories will be placed on loss of tablet or TV privileges (LOP). This LOP will apply to the entire housing unit. ****

COURT APPEARANCES

If an inmate is unable to make bond, he/she will be arraigned on the first day of court following incarceration. In Virginia Beach, arraignments may be conducted via closed circuit video. Normal court days for General District Court, Juvenile and Domestic Relations Court, and Circuit Court are Monday through Friday. This schedule may vary due to holidays.

The inmate's attorney should be expected to advise him/her in advance of the time and date of future court appearances. The inmate should, after prior notification, be fully dressed and ready to exit the cell when called for court. Inmates will wear Correctional Center clothes for all court appearances with the exception of a jury trial in Circuit Court. Inmates are only permitted to take legal documents to court relating to the court case being heard that day. We do not release anything other than legal paperwork to an inmate for court purposes. An inmate can either release the items to anyone on the outside through a property release form, or by a court order to have the item brought over to the courthouse.

MEDICAL SERVICES

POLICY: It is the policy of the VBSO and the VBCC to provide medical care to all inmates regardless of their financial status. The VBSO is not required to pay for the medical treatment of an inmate for any injury, illness, or condition that existed prior to the inmate's commitment to the VBCC.
Emergency and non-emergency medical and health care services are provided to inmates **24** hours a day, **7** days a week.

The VBCC medical staff will be solely responsible for determining if an inmate's medical condition is to be classified as emergency or non-emergency. Inmates needing medical attention should state their problems in writing via a Medical Sick Call slip during daily medical rounds conducted by the VBCC medical staff.

****INMATES MAY REQUEST EMERGENCY MEDICAL CARE DIRECTLY THROUGH ANY STAFF MEMBER, AT ANY TIME. ****

Indigent inmates will never be refused medical care.

Medical rounds are done twice daily in each housing area, and inmates must show their identification cards and be fully dressed to receive their medicine during medical rounds. Medical sick call slips are to be handed directly to a medical staff member from the specific inmate requesting services. Deputies will not accept Sick Call Slips.

****Inmates are not authorized to provide prescribed medication to other inmates and/or be in possession of another inmates prescribed medication. Violating medical protocol will result in an inmate violation.****

The following medical services are free of charge:

- Initial intake screening
- Initial physical assessment
- Initial dental screening
- Mental health screening
- Medical emergencies as determined by the medical staff
- Follow up medical visits as required by the medical staff

If you submit a sick call slip and refuse to keep your appointment, you will be charged **$5.00**. The only exception will be a documented legal visit or court.

The following medical services are offered at a fee:

- General sick call appointment (per visit) **$ 7.00**
- Doctor visits(includes MD and PA) **$10.00**
- Outside medical/doctor visits **$20.00**
- Dentist visits (per visit) **$10.00**
- Tooth extraction: Easy/Difficult **$3.00/$5.00**
- Prescription medication (each medication) **$5.00**
- Prescription refills **$ 5.00**
- Appointment refusal **$ 5.00**

Fees charged for medical service will be deducted from your account **prior to** any canteen orders being filled.
If you are indigent, any monies received by you will be used to satisfy any negative balances that you may have.

Requests for glasses, dental work, or other specialized items will be provided only

when lack of same would seriously affect the health of an inmate. This will be determined by a doctor or dentist.

Medical record copies are not issued to the patient while they are in custody due to the patient having limited ability to secure their private information. The patient can have their records upon release from the facility but must pay for the records prior to receiving the records.

Costs per Vital Core policy:
1. $0.58/ per page for first 250 pages.
2. $0.41/per page for each page after 250 pages.
3. $17.50 Labor fee
4. $5.00-$15.00 for shipping and handling depending on quantality of records copied.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

To ensure effective communication with individuals who are deaf, hard of hearing, or deaf-blind, the Virginia Beach Sheriff's Office will provide auxiliary aids and services, such as a qualified sign language interpreter, oral or tactile interpreter, videophones, and/or TTYs, free of charge.

The point of contact at the VBSO for matters concerning the ADA is the Professional Standards Office. The address is 2501 James Madison Blvd, Virginia Beach, Virginia 23456, (757) 385-1971, or PSO@vbso.net.

What You Should Know About Prison Rape and Sexual Violence

It is the policy of the Virginia Beach Sheriff's Office that, regardless of whether inmate or staff member, the Virginia Beach Sheriff's Office maintains zero tolerance for: sexual assault (rape), abusive sexual contact (provocative touching), sexual misconduct or sexual harassment of another person.

If you sexually assault/abuse another person, you should know that:

- A criminal and administrative investigation will take place. When appropriate, you will be charged and prosecuted criminally and administratively. If convicted, you may expect an additional sentence and life-long reporting requirements as a sexual predator after release. Your classification status will be modified accordingly, and you risk loss of any accumulated good time.
- Sexually assaulting another person puts you at risk of contracting a wide variety of sexually transmitted diseases, including AIDS.

- If you have trouble controlling your actions, notify a staff member or the Medical Division. You may be referred to a social worker.

PREA Compliance Standard 115.5 & 115.6 Definitions of Sexual Abuse in a Correction Facility:

Sexual abuse includes:

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, vulva, or anus.
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1-5 of this section;
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and

8. Voyeurism by a staff member, contractor, or volunteer.

"Voyeurism by a Staff Member, Contractor, or volunteer" means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Sexual harassment includes:

1. **Repeated and unwelcome** sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and

2. **Repeated** verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

3. When a staff member of the opposite sex enters a housing area and announces their arrival, it is the inmate's responsibility to remain in or get into an appropriate state of dress or cover up.

Sexual abuse, Sexual harassment and voyeurism do not include visual body searches and pat downs done according to established procedures.

PREA Compliance Standard 115.11 Zero Tolerance

The VBCC has a "zero tolerance policy" towards **all** forms of sexual abuse, staff sexual misconduct, and sexual harassment. This office will aggressively pursue any complaints and suspicion, up to and including prosecution under *Virginia Code* 18.2-64.2, Carnal Knowledge of an Inmate, Parolee, Detainee or Pretrial or Post-trial Offender.

La Playa Centro Correccional de Virginia tiene tolerancia cero frente a todas las formas de abuso sexual y el acoso sexual. Si usted considera que ha sido víctima de abuso sexual o acoso sexual, escribe el coordinador de PREA.

PREA Compliance Standard 115.78 Disciplinary Sanctions for Inmates

- All Sexual Activity is prohibited
  Se prohíbe toda actividad sexual
- All sexual activity will result in charges before the Disciplinary Hearing Officer.
  Toda la actividad sexual resultará en cargos antes de que el oficial de audiencia disciplinarian

PREA Compliance Standards 115.51 & 115.53 Reporting Abuse and Access to Confidential Support Services

If you feel you are being:

- Sexually harassed or sexually abused
- Retaliated by staff or other inmates for reporting sexual harassment or sexual abuse
- Neglected by staff in responding, thus contributing to these incidents

You May:

- Write a Medical request
- Verbally report the incident to a staff member
- Write anonymously to a staff member
- Call the PREA hotline by pressing #55 and you will automatically be connected to the YWCA PREA hotline.
- Third party reporting at www.vbso.net

PREA Compliance Standards 115.51 & 115.53 Denuncia de abuso y acceso a se
rvicios de apoyo confidenciales

Si usted siente que está siendo:

- *Sexualmente acosado o abusado sexualmente*
- *Tomó represalias por parte del personal o de otros internos, por informar de acoso sexual o abuso sexual*
- *Descuidado por el personal en la respuesta, lo que contribuye a estos incidentes*

Puedes:

- *Escribir una solicitud médica*
- *Informar verbalmente el incidente a un miembro del personal*
- *Escribe de forma anónima a un miembro del personal*
- *Llame a la línea de PREA presionando # 55 y automa'aticamente se concectara' directca* ***YWCA PREA***
- *Tercero que informa en www.vbso.net*

Filing a false PREA report will result in an inmate violation.

CELL INSPECTION & GENERAL GUIDELINES

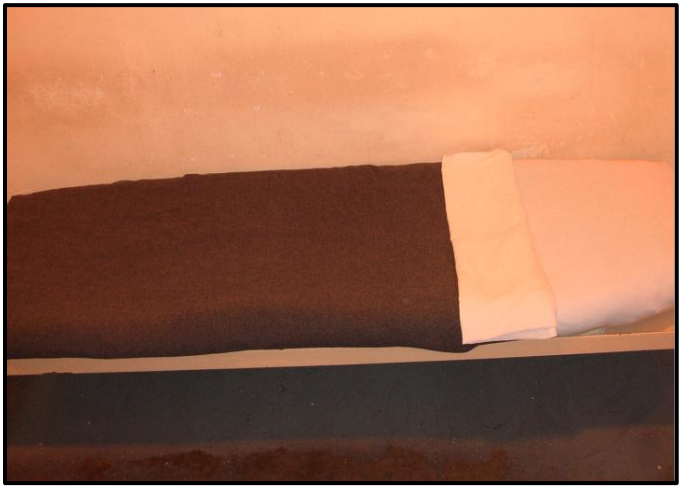
Every day at **0800,** all inmates will be required to get up from their bunks with a jumpsuit on, their beds made and stand by their assigned bunks displaying their identification card to the deputies who are conducting the Cell Inspection/ID check. **This practice will happen 7 days a week including weekends and holidays**. Exceptions to this schedule can be made by each Watch Team respectfully.

Lockdown Procedure: Inmates will be awake and personally present their own ID card to the deputy conducting headcount. Inmates are permitted to either be in their bunk or standing next to their assigned bunk. Lockdown headcount will take place at **2300 (11:00 P.M.)** every night. **This practice will happen 7 days a week including weekends and holidays.** Exceptions to this schedule can be made by each Watch Team respectfully.

Cleaning materials will be made available to each cell block after conclusion of the morning meal. Any block refusing to use the cleaning gear will be subject to loss of privileges.

All dayroom areas to include stairs, bars, and shower areas, are to be cleaned and neatly maintained. Trash and sweepings are to be emptied into trash receptacles.

Each day prior to **0800**, all bunks are to be made up and must remain made up until your block passes cell inspection (See example photo below). **Bedding is to remain in cells throughout the day and evening.**



At cell inspection, inmates who are housed in a cell will stand outside the cell door. Inmates not housed in a cell will stand at the end of their assigned bunks. Inmates will have nothing in their hands (with the exception of their issued ID card) or on

their heads, to include do-rags when deputies arrive at the block. After cell inspection and within assigned block, the jumpsuit may be pulled down to the waist, but a T-shirt must be worn. Any time an inmate is out of his/her bunk, they **MUST** wear a jumpsuit or canteen issued shorts/sweatpants to the waist with a T-shirt on. Anytime an inmate leaves their assigned housing area, they must remain fully clothed, unless specifically authorized to remove any clothing or pull the jumpsuit down.

Being on lockdown, in Restricted Housing, Administrative Segregation, or Weekend Program **does not exclude** cell inspection as part of the inmate's daily routine.

Inmates who have caused or allowed a condition to exist which poses a health, safety, or fire hazard, may be written up and dealt with through the disciplinary and/or classification review process.

Those blocks, **including catwalks**, not maintained in a clean and orderly manner throughout the day will be subject to loss of any and/or all privileges.

****INMATES AND THEIR LIVING AREAS ARE SUBJECT TO SEARCH FOR CONTRABAND AT ANY TIME****

SAFETY

In case of a fire, hurricane, or other natural disaster, and after a verbal or mechanical alarm has been sounded, inmates will calmly dress and stand by the nearest exit in their area. They will follow instructions of deputies, fire fighters, or other personnel in charge. Inmates will travel single file to a specific safety area.

Setting a fire of any size or tampering with any fire safety device (to include sprinkler systems) will result in institutional and criminal charges being filed against the responsible inmate.

RULES AND REGULATIONS

Rules and regulations have been established to facilitate the controlled operation of this facility. Inmates will conform to the rules and regulations established by the VBCC. Any violation of these rules and regulations may result in disciplinary board hearings and an inmate being placed in disciplinary segregation, as well as loss of good time, a combination thereof, and/or loss of privileges.

Contact or communication with the correctional center staff and volunteers will be in a respectful manner. Inmates having messages or requests for information from a staff member will use an Inmate Request Form.

RULE VIOLATIONS

Rule violations are actions that could result in disciplinary board hearings and an inmate being placed in disciplinary segregation, loss of Earned Good Time, a

combination thereof, and/or loss of privileges.

HABITUAL OFFENDER

Habitual Offender: An inmate is designated a Habitual Offender upon receiving two or more guilty disciplinary findings resulting in restricted housing within a rolling six-month period, regardless of the specific rule violations. Only guilty findings resulting in restricted housing count toward Habitual Offender status. The six-month period is calculated from the date of the most recent guilty finding.

Habitual Offender status begins with the second qualifying guilty finding. Enhanced restricted housing sanctions will be imposed if there is a third qualifying guilty finding. The enhanced sanction is in addition to the standard sanction for the current violation and will increase by seven (7) days for each additional qualifying guilty finding within the same rolling six-month period. Habitual Offender status resets after six consecutive months without a qualifying guilty disciplinary finding.

In addition, you may also be charged with a criminal offense under the applicable code section.

The following is a list of actions forbidden in this facility:

Assaults on Staff

Physically assaulting, threatening to assault, or attempting to assault any staff member, to include but not limited to contract workers, medical personnel, and volunteers.

Assaults on Inmates

Physically assaulting, threatening to assault, or attempting to assault any inmate. This is to include wrestling, sparring, or any action deemed as horseplay.

Destruction of Property

This includes destruction of any property, via any means, belonging to or in the care of this facility. Inmates will also be charged recovery costs for damaged, destroyed, or lost items. Actions falling under this category include, but are not limited to the following:

- Attempting to or setting a fire of any size.
- Altering, failing to return, or intentionally altering an issued razor.
- Destruction of items such as identification cards, tablets, sheets, blankets, mattresses, library books, televisions and/or remotes, etc.

Tampering with firefighting equipment to include sprinkler heads is a Class 6 Felony under Virginia Code. Any inmate found to have done so will be prosecuted. *Va. Code 53.1-203(9).*

Disruptive Behavior

Disruptive behavior is any behavior which interrupts, delays, or otherwise alters the normal operations of this facility. **Actions falling under this category include, but are not limited to the following:**

- Escape, attempted escape, hiding, or planning an attempt to break from the confines of one's housing area or while in custody of a member of the Virginia Beach Correctional Center staff. This includes possession of plans and/or drawings of the Virginia Beach Correctional Center, its annexes, grounds, or equipment.
- Flooding/threatening to flood one's cell and/or housing area. Inmates may also be held responsible for cost of cleanup and damage.
- Interfering with a staff member in the performance of his/her duties. This is to include feigning an illness that leads to staff calling an emergency code. This must be verified by a Medical staff member on scene.
- Inciting a riot, rioting, or advocating violence or rebellion against the authority under which the inmate is held.
- Refusing to obey a written or direct verbal order stated from a staff member of this facility.
- Deceiving, lying to, or misleading a staff member in any way. (e.g., inmates who refuse or falsely identify themselves, wearing a disguise, purposely hiding facts, false alarms, filing false written grievances, and providing false testimony or accusations.)
- Unauthorized tablet visits/usage (e.g., using another inmate's log in information)
- Tampering with any safety or security device such as the intercom, cameras, doors, cell locks, cell gates, lights, sprinkler heads or firefighting/fire safety equipment.
- Using verbal or written vulgar/insolent language towards any staff member.
- Physical altercations and/or Horseplay with other inmates, staff, contract workers, or volunteers.
- Unauthorized contact/communication with visitors, volunteers, contract workers, staff members, or inmates in the Correctional Center, in another correctional facility, another jail, detention center, etc. and/or correspondences prohibited by any court order or mandate of the court, or with the public while at court. Any contact or communication between inmates, outside of the day room area, recreational activities, or program participation where such contact is specifically approved, is considered unauthorized.
- Interfering with headcount in any manner. Including, but not limited to not standing by your bunk at cell inspection with your identification card displayed.
- Being found in an unauthorized area (e.g. the assigned bunk of another inmate) or loitering on the pod catwalk and/or stairs.
- Yelling, calling out, or making gestures into any area of the correctional center while being escorted from one area to another.
- Passing or receiving the passage of any item(s) from one cell block area

to or from another cell block area.

- Causing an unusual delay in abiding with an order verbally stated or written by a staff member.
- Making contact with any office or inmate in the correctional center by way of a three-way call.
- Refusing housing deemed appropriate by Classification.
- Smoking e-cigarettes in unauthorized areas.

Any inmate who intentionally and deliberately interferes with the official duties of Deputies (i.e. flooding housing units, covering cell windows, repeatedly refusing housing assigned by Classification, etc.) is subject to being charged with *Virginia Code 18.2-460 Obstruction of Justice* which is a Class 1 Misdemeanor.

It is a Class 1 misdemeanor to tamper with, cover, or disable a video security camera. Any inmate who does so or attempts to do so will be prosecuted. *Virginia Code. 18.2-473.2*

Contraband

Contraband is defined as any item(s) deemed unauthorized by the VBCC and/or its staff. All items confiscated as contraband will be disposed of in accordance with instructions of the Sheriff or his designee.
in the "Rules and Regulations" section of this rulebook,

Actions falling under this category include, but are not limited to, the following:

- Possession of any item(s) beyond the approved limit.
- Possession of money or jewelry.
- Possession of any type, brand, or version of smart eyeglasses (Including, but not limited to Meta Ray-Ban, Xreal, RayNeo, Viture, Rokid, or Apple).
- Possession of pictures/publications, sexually explicit in nature, intended for arousal.
- Possession of any altered clothing, linens, or items (including head gear.)
- Possession of a weapon, sharpened instrument, or other unauthorized object that could be used to inflict bodily harm to another individual.
- Possession of any article of clothing or equipment normally worn by a deputy sheriff, to include copies or facsimiles of such items.
- Possession of/under the influence of narcotics/intoxicants not prescribed by a medical representative of this facility.
- Possession and/or use of a tattoo kit (to include items altered to manufacture a tattoo kit.) **This includes obtaining new tattoos while incarcerated in this facility.**
- Possession of any homemade alcoholic substance.
- Possession of any item not authorized or altered from its original state. This includes the possession of body fluids and inappropriate use of body parts, i.e. hair, and altering your radio/earbuds in any way.
- Possession of gang graffiti/property.
- Possession of medication in excess of normal dosage, unauthorized medicine, or expired medications issued by the Medical Department.

- Possession of smoking materials (e.g., tobacco, rolling papers, matches, lighters, etc.) Medication must be taken during medical rounds.
- Removing any item(s) from one's housing unit when going to court, except legal materials specifically related to the court appearance.
- Attempting to mail out contraband.

Sexual Behavior

Sexual behavior is any behavior/action of a sexual nature that is deemed unauthorized or inappropriate by the VBCC and/or its staff. Actions falling under this category include, but are not limited to, the following:

- Intentionally making an obscene display or exposure of their person, or private parts, to staff/personnel or other inmates. This type of behavior could result in criminal charges, loss of privileges, and the inmate becoming a registered sex offender.
- Soliciting or attempting to solicit a relationship with a Virginia Beach Sheriff's Office staff member, medical staff, volunteer, or contract worker.
- Making improper sexual advances toward staff members, civilians, or the general public, verbally, by gesture, in writing, or by whistling in a suggestive manner.
- Participating in sexual behavior, sexual abuse, or sexual harassment of any kind, forcible or consensual.

General Housekeeping

Inmates not maintaining their authorized living area up to basic, uncluttered, hygienic conditions may be found in violation of this action. Actions falling under this category include, but are not limited to the following:

- Failure to keep one's person, cell, or day room neat and clean; failure to pass cell inspection. (Includes bunk made up in an orderly fashion and personal items neat and orderly).
- Permitting an untidy or unsanitary condition to exist in the inmate's immediate area.
- Failure to maintain proper personal hygiene.
- Covering cell light fixtures, hanging pictures, pinups, illustrations, or graffiti on cell walls, vents, bars, windows, and/or cell doors in the pods or blocks.
- **Placing, attaching, or hanging any items (to include clothing) to or from the bars, ladders, or bunks. This includes the bars on windows and cell doors in the pods. Clothing may be hung to dry ONLY from the 3rd bar and down within your cell.**
- Improper use of dayroom tables, chairs, stairs, or walls within housing areas, recreation areas, or visitation areas. This includes, but is not limited to sitting on tables, putting feet on chairs and/or walls, or using any above-mentioned items to assist one with exercises.
- Unauthorized cell, living area, or clothing exchange.
- Linens will remain in bunk area and not the dayroom area, unless authorized.

- Being found in cell, dayroom, or any other area without a jumpsuit on or jumpsuit/canteen issued sweatpants or shorts up to waist with a T-shirt.
- Using any cup other than the correctional center issued cup at feeding.

Defrauding

Defrauding the VBCC is defined as any action made by an inmate with the direct intent of depriving the facility, staff members, or another inmate of their right, property, or money for one's own private gain. Actions falling under this category include, but are not limited to, the following:

- Tampering with, stealing, or attempting to steal any item.
- Conspiring to defraud the Sheriff's Office.
- Failure to return library books, magazines, etc. or removing program block books/magazines from said block without prior approval.
- Using another inmate's PIN number to use the telephone or order Canteen. This includes giving out another inmate's information and having Caremart orders placed in that inmate's name with the intention of receiving the Caremart order for yourself.
- Indigent inmate giving an indigent envelope(s) to another inmate who is not on indigent status or receiving an indigent envelope(s) from another inmate and not currently on indigent status.
- Unauthorized altering of canteen records or other receipts in order to affect a monetary gain.

Inmates in violation of rules and regulations face penalties of various degrees. Generally, there are two categories for violation consequences; violations that require a Disciplinary Board Hearing and violations that do not require a Disciplinary Board Hearing (often referred to as a "Loss of Privileges" violation.)

Common penalties for Loss of Privileges include but are not limited to:

- Loss of Canteen
- Loss of visitation (except legal visits)
- Loss of recreation
- Disqualification from Education/Rehabilitation Programs
- Loss of television/telephone
- Loss of tablet

Inmates may also receive a written reprimand.

At the time the inmate is served with the violation report, he/she will be offered the opportunity to appeal the sanctions (This does not apply to restricted housing inmate violations).

Appeal forms must be submitted in writing **within 24 hours** of being served the violation report. This form can be requested from the floor deputy.

Violations that require a Disciplinary Board Hearing:

- Loss of certain or all privileges
- Assignment to Disciplinary Housing
- Removal from Trusty/Workforce or any rehabilitative programs
- Loss of Earned Sentence Credits (ESC)

As an inmate in the VBCC, you have the following rights at a Disciplinary Board Hearing:

- You must have received written notice of the charge at least 24 hours prior to the hearing.
- You will have this hearing heard in your presence unless you become a security threat. If this becomes the case, the hearing will be heard in your absence.
- It is not your right to insist that the deputy or staff member submitting the report be present at your hearing.
- You shall be given an opportunity to have the assistance of a staff member or fellow inmate in defending the charge if deemed necessary.
- You may submit witness statements and/or documentary evidence in your defense.
- You shall have an opportunity to explain or deny the charge; and
- You shall be permitted to appeal any finding of guilt to the facility administrator or designee.
    - The appeal must be submitted in writing within 24 hours of the findings.
    - There is NO APPEAL for a guilty plea.

Appeal forms will be issued at the conclusion of the Board Hearing and must be returned to a member of the Criminal Intelligence Unit within 24 hours.

****Inmates will be found guilty in their absence if they refuse to participate in their Board Hearing****

INMATE SERVICES

Inmates are permitted to voluntarily participate in religious services and/or counseling during scheduled hours.

Depending on specific requirements prohibiting inmate participation, inmates may take advantage of religious, educational, rehabilitative, alternative sentencing, or trustee programs established within the facility. Requirements for acceptance into these programs differ; therefore, inquiries should be made to the Inmate Program Coordinator for each program.

Certain program blocks do not allow inmates to keep their e-cigarettes, and/or 2One Nicotine pouch packs, and radios in their possession while in the program block.

When you enter one of the program blocks that do not authorize these items, please ensure no canteen orders are placed for any e-cigarettes, 2One nicotine

pouches packs, or radios/earphones, as you run the chance of not receiving those items upon completion of program.

- **Only** Ten (**10**) E-Cigarettes will be held.

- **Only** One (**1**) Radio with One (**1**) Set of Batteries and One (**1**) Set of Earphones will be held.
    - All others will be placed in the inmate's property box and will not be returned.

Community/Program Resource Guide and contact numbers are available on VBSO.NET for your convenience after release.

Substance Abuse Programs

The AA and NA programs are for those inmates who have substance abuse problems and who desire to alter their behavior and lifestyle. Those inmates wishing to participate in either program should submit their request to the Inmate Program Coordinator.

Reentry Program

The Reentry Program is designed to reduce recidivism by providing offenders with basic, important skills needed to successfully integrate back into the community. Key resources are offered to aid offenders in overcoming obstacles that may have contributed to past criminal activity or behavior. Resources and information provided include employment skills, money management skills, community resources, effective communication, anger management, problem solving and decision-making skills, improving health and wellness, family dynamics, and goal setting.

You may request to enter the Reentry Program by submitting a request form to the Inmate Program Coordinator to be considered.

Life Empowerment Program (LEP)

The Life Empowerment Program (LEP) offers inmates a three-phase, biblically based opportunity to improve their basic life skills. The three phases are progressive in nature and offer increasing levels of life skills and self-discipline. The program lessons are structured around Biblical life-skills. All new program participants will begin in Phase I. Satisfactory completion of one phase will qualify participants to progress to the next phase. Graduates receive certificates upon successful completion of each phase.

Veteran's Block

The Veteran's Block offers participants the opportunity to connect with those services offered by *Disabled American Veterans* (DAV), *VA Medical Center*,

Virginia Employment Commission (VEC), and *Virginia Veteran and Family Support*, who come in to speak about services they can assist with.

- Those inmates who wish to be placed in the block should submit their request to the Inmate Program Coordinator.

Educational Programs

Inmates who have been classified to general population may request to attend educational classes through the Educational Program and potentially earn their GED. The educational instructor will select inmates on a "needs and space available" basis. **The teacher and/or Inmate Program Coordinators reserve the right to terminate or suspend a student from the program based upon his/her performance and/or behavior in the program.**

The Jail Education Program (JEP) offers an educational program for inmates under the age of twenty-two (**22**) who qualify for special education services and support under *The Individuals with Disabilities Education Act* (IDEA). Interview sheets are completed by the inmate. Upon review of the information, the program coordinator determines if the inmate qualifies for services.

Good Time Credit

Inmates may earn good time credit by participating in institutional work programs. Exemplary Good Time (EGT) – Good conduct credit given at the discretion of the Sheriff pursuant to 53.1-116 (A); *The Sheriff may grant the prisoner additional credits for performance of institutional work assignments*, *participation in classes, or participation in local work force programs, if available at the facility, at the maximum rate of **5** days credit for every **30** days served. The time so deducted shall be allowed to each prisoner for such time as he is confined in jail.*

EGT Exemptions:

- Inmates serving a mandatory sentence may not earn EGT during the mandatory portion of their sentence.
- Inmates serving a sentence for Failure to Pay Support may not earn EGT if an inmate has been given a purge clause in addition to the sentence.
- Felony offenders sentenced to one year or more may earn EGT until the Department of Corrections issues a Custody Responsibility Date (CRD).
- Felony offenders sentenced to 12 months or less will be ineligible for EGT as your sentence is calculated at a Class Level 1 from the date of commitment, making your commitment date your Custody Responsibility Date (CRD).

Once the court has sentenced an inmate, Inmate Services and Records (ISR) will review the sentence order from the court.
VBSO staff will determine the appropriate method of time computation and potential release date based on the following:

- type of sentence
- offense date
- length of sentence
- any time already served for the offense
- any specific requirements imposed by the judge in the sentencing order
- any EGT earned

Inmates may have their EGT forfeited due to a rule violation. The Inmate Reintegration and Modified Incarceration Programs will notify the Department of Corrections on any loss of EGT. The Records Department will re-compute an inmate's release date based upon information received from Classification.

Earned Sentence Credits *(Effective July 1, 2022)*

Determining the Responsible Agency

In the state of Virginia, the agency responsible for calculating an offender's release date is determined by the crime type and total length of sentences received. Offenders are divided into (2) categories: Local Responsible (LR) and State Responsible (SR).

- **LR Offenders** are those who have only misdemeanor time, felony time totaling less than 12 months or a combination of both. Virginia Beach Jail is responsible for calculating release dates for these offenders.

- **SR Offenders** are those who have felony sentences totaling 12 months plus 1 day or 1 year or more. The Virginia Department of Corrections (VADOC) Court & Legal Section is responsible for calculating the release date of these offenders. If an offender is identified as SR, VADOC will calculate their total sentence, including sentences from other jurisdictions and misdemeanor sentences. Note: VADOC does not calculate civil sentences, such as sentences received for failing to pay child support.

ESC Exemption: Inmates serving mandatory sentence may not earn ESC during the mandatory portion of their sentence.

Determining the Amount of Credit to be Awarded

- Misdemeanor sentences, unless mandatory, are awarded Good Conduct Credit at a rate of 1 day for every 1 day served, pursuant to Virginia Code 53.1-116. This allows the offender to serve 50% of the sentence received.

- Felony sentences for offenses committed prior to 01/01/1995 are awarded credit using "old law"/GCA. These are Parole Eligible and are calculated at 50%.

- Felony sentences for offenses committed after 1995, unless mandatory, are awarded credit using one of two Earned Sentence Credit Systems (ESC), ESC-1 and ESC-2, pursuant to Virginia Code 53.1-202.3. The sentenced offense determines the ESC used for sentence computation. In the event of a revocation of a suspended sentence, the original offense from which the time is being revoked will determine the ESC system that is used.

- Note: An offender can have multiple sentences with different ESCs. If an offender has 1 sentence as an ESC-1, **ALL** the sentences will be calculated at the ESC-1 rate.

➢ **ESC-1:** We will be calculating all felony offenses at a Class Level 1. The ESC-1 rate is 86.96%. At a Class Level 1, ESC-1 offenses are eligible to earn a **maximum of 4.5 days per 30 days served**.

➢ **ESC-2:** We will be calculating all felony offenses at a Class Level 1. The ESC-2 rate is 66.67%. Any felony offense not listed as an ESC-1 offense or in the ESC-1 category, is eligible as an ESC-2 offense. At a Class Level 1, ESC-2 offenses are eligible to earn **up to 15 days per 30 days served**.

Retroactive Sentence Computation

In accordance with the unofficial opinion of the Office of the Attorney General, Virginia Beach City Jail will not apply enhanced sentence credits retroactively to LR Felons. No LR Felon sentenced prior to 07/01/2022 shall have their sentence recalculated.

Note: Inmates may have their ESC forfeited due to a rule violation. The Classification Division will notify the Records Department on any loss of ESC. The Records Department will re-compute an inmate's release date based upon information received from Classification.

Alternative Sentencing Program (ASP)

Alternative Sentencing Programs are offered to provide offenders with alternatives to being incarcerated in the jail for the length of their sentence. ASP includes the Weekender Program, Weekender Workforce Program, and Electronic Home Incarceration Program (EHIP).

- Do not submit request forms to ASP, requests must be made through your attorney to the courts.
- You must be within the Code of Virginia guidelines for alternative sentencing, and the Sheriff's Office policy and procedures. The screening for each program is lengthy and extensive.
- If you are eligible for ASP, you will report to the collections office to complete the appropriate application. For each ASP, **all** of your outstanding VBCC fees must be paid before you are eligible to participate.
- These programs are a privilege. Any institutional infractions or criminal charges while on the program can result in removal from the program and being placed on straight time.

Weekender Program

Only those candidates ordered by the court are eligible to participate in the

Weekender Program.

Weekenders report to the VBCC at 7 p.m. on Friday and are released on Sunday (two days), unless you have a specific court order which allows you to serve your sentence during the week, i.e. job or school. **You will be charged a one-time $50.00 processing fee in addition to a daily participation fee, while in the program. That amount is subject to change.**

Weekender Workforce Program

To be approved for Weekender Workforce Program you will need approval from your sentencing court and have a limited criminal history in general.

Weekender Workforce participants will report to the Sheriff's Community Workforce Building every Saturday and Sunday until your sentence is complete. You will work in various places within the city. Each participant must pass a drug screening before being admitted to the program. **You will be charged a one-time $50.00 processing fee in addition to a daily participation fee, while in the program. That amount is subject to change.**

Offender Support Unit (OSU)

OSU participants will report to the VBCC at 7 a.m. every day until your sentence is complete. You will work in various places in the facility, or you may be sent to work at other city departments. Each participant must pass a drug screening before being admitted to the program. **You will be charged a one-time $50.00 processing fee in addition to a daily participation fee, while in the program. That amount is subject to change.** You must be caught up with all outstanding incarceration fees prior to participation in the program. You must be within ninety days of your release date and have demonstrated a good work ethic as evidenced by your participation in the Trusty or Work Force programs.

Electronic Home Incarceration Program (EHIP)

To be approved for Electronic Home Incarceration Program you will need approval from your sentencing court and have a limited criminal history in general. EHIP participants will be permitted to go to work, home, and any court ordered meetings. Participants will wear a monitoring device every day of their sentence. You will be monitored through GPS tracking and required to have a cell phone. Each participant must submit to and pass a drug screening test prior to being admitted to the program. **You will be charged a one-time $50.00 processing fee in addition to a daily participation fee and cost of the equipment per day, while in the program. That amount is subject to change.**

You may request to enter the Reentry Program by submitting a request form to the Inmate Program Coordinator to be considered.

DMV ID CARD PROGRAM

In accordance with Virginia State Code 53.1-31.4; Valid Government ID/Birth Certificate. The qualifications to obtain an identification card from the Department of Motor Vehicles are:

- Any inmate with **90** days or more, who does not possess a valid government identification card.

- All inmates must be able to provide a birth certificate from birth state.

Note: The VA DMV ID Program is not for replacing damaged or expired identification cards but are for those individuals who have no way of proving their identity once released from jail.

Social Security number applications are also available for inmates to take to the Social Security Administration once released from jail.

VISITATION

All visits will be conducted in an authorized Visitation Room. Contact visits are strictly prohibited. **Jail visits are subject to monitoring and recording.** Inmates may decline visits by particular individuals, news media, etc.

Visitation is a privilege and will be treated as such. Any visitor entering the Virginia Beach Correctional Center is subject to search. A visitor not consenting to a search will not be allowed to enter the facility. Inmates are allowed to receive one twenty-five (**25**) minute visit per week by appointment. Each new week starts on Sunday. Workforce and Trustee inmates receive two fifty-five (**55**) minute visits per week by appointment. A maximum of three (**3**) visitors are allowed for each inmate, this includes juveniles. Juveniles will not be left unattended at any time and must be controlled. All visitors under the age of **18** must be accompanied by a parent or legal guardian with a valid ID. Violation of any visitation rules will result in immediate termination of the visit and/or loss of future visitation privileges.

Visitation Attire

Visitors may wear casual dress that is reasonable and appropriate. The VBSO reserves the right to refuse admittance to inappropriately dressed visitors.

- Visitors will be required to comply with any updated or temporary attire standards posted in the Visitation Lobby.
- No bare feet. Footwear is required.
- No revealing or see-through clothing.
- Hems, slits or splits of miniskirts, culottes, shorts, etc., may not exceed **4** inches above mid-knee.
- Underwear is required. Females must wear bras and panties. Males must wear underpants or undershorts.
- No halter tops, tank tops, or tube tops.
- No pocketbooks or handbags are allowed in the visitation room.

The VBSO is not liable for lost, stolen, or damaged property.

Visitation is by appointment only and can be made through the visitation desk at 385-4493 (Mon – Fri, 0900 – 2100) or online at https://visitation.vbso.net/VisitorVisitation/app. 24 hours in advance.

Tuesday & Thursday as follows:
Morning: 9:00 am -10:30 am
Afternoon: 2:00 pm - 3:30 pm
Evening: 7:00 pm - 8:30 pm

Sunday as follows:
Afternoon: 2:00 pm - 3:30 pm
Evening: 7:00 pm - 8:30 pm
Trusty & Workforce Only:
Evening: 7:00 / 7:30 / 8:00 / 8:30 pm

Clergy Visits
By appointment only during regular visiting hours.

Legal Visits

All attorneys and associates, Pretrial Officers, Probation and Parole Officers and Bonding representatives have no restrictions if conducting official business. Professional visits such as command visits, social workers and representatives of volunteer organizations may be granted visiting privileges in accordance with current procedures and schedules.

Emergency visit requests and/or emergency messages may be arranged through the on-duty Watch Commander or higher authority once the emergency has been verified. Each emergency will be verified by the Chaplain or the Watch Commander.

Restrictions to Visiting

Any visits where the visitor is 15 minutes late/not checked-in are automatically canceled.

Inmates in disciplinary segregation will not be allowed to visit with family or friends. Medically isolated inmates may not be permitted personal visits with family or friends if the medical staff and/or Watch Commander determine they will do harm to themselves or others.

The following items will not be allowed in the visitation area:

- Food
- Cell Phones
- Drinks

- Cameras or any other recording devices
- Sexually explicit materials or photographs

INMATE PROPERTY

The VBSO is not responsible for personal items stolen by other inmates during your incarceration.

It is the inmate's responsibility to release any excess items to someone outside the facility, utilizing a property release form. Property does not offer additional storage for excessive items.

The VBSO is not responsible for excess items confiscated. Those items will be disposed of as contraband.

Inmate property to be dropped off or picked up will be completed at the Property Window located by the Magistrates Office during the hours listed below:

Property Window Operation Hours:

Monday- Thursday 1200-1700 & 1900-2100

Friday 1200-1700

Saturday – Sunday 1200-1700 & 1900-2100

Holidays- CLOSED

- Only court clothes for a jury trial, eyeglasses, and valid photo identification will be accepted. Property will not accept any eyeglass or contact lens accessories.
- Inmates wishing to release personal items from their property box for pickup need to submit a Property Release Form. Inmates must specifically itemize what needs to be picked up.
- "Release all items", "Jewelry", and "Wallet with all contents" will **not** be accepted.
- Clothing and medication will not be released.
- Property Release Forms are only valid for **30** days.
- If you submit multiple Property Release Forms for different people to pick up the same item, the most current form will only be honored. All other forms will be null and void.

Medical devices will need to be authorized by the medical department before being brought to the Property department window. These items will only be accepted during the hours of 1200-1700 and 1900-2100 daily and except for holidays. The

items will be reviewed by the Property Deputy before being taken to the Medical department.

Canteen and/or hygiene products from other facilities will not be allowed in the facility. Such items will be placed into the inmate's property box. Open food items will be destroyed.
Inmates may keep the following in their living spaces. Inmates are authorized one set of whites from their property bin, if they came in with the authorized clothing. All additional items must be purchased through Canteen.

- One (**1**) VBCC jumpsuit
- One (**1**) pair VBCC shower shoes
- One (**1**) each VBCC towel and washcloth
- One (**1**) VBCC mattress
- One (**1**) VBCC blanket
- Two (**2**) VBCC sheets
- One (**1**) VBCC laundry bag
- Misc. hygiene products
- One (**1**) issued cup and spork
- Six (**6**) white t-shirts (crewneck or V-neck only)
- Six (**6**) pairs of white socks
- Six (**6**) pairs of white boxer briefs or panties
- Six (**6**) white bras
- Two (**2**) thermal sets top/bottom
- One (**1**) pair crocs (purchased from Canteen)
- One (**1**) pair tennis shoes (purchased from Canteen)
- Three (**3**) pair gym shorts (purchased from Canteen)
- One (**1**) sweat suit (shirt and pants purchased from Canteen)
- One (**1**) clear cup with lid (purchased from Canteen)

The following list is provided as a guideline for authorized materials allowed to be kept in the cell:

- Five (**5**) books (including religious books)
- One (**1**) dictionary
- Three (**3**) newspapers (no more than **3** days old)
- Three (**3**) magazines (no more than **30** days old)
- Two (**2**) writing pads
- Five (**5**) unframed photographs (no larger than **4"x6"**, no Polaroids)
  Any additional photographs will be considered contraband.
- One (**1**) photo album (purchased from Caremart) containing up to **24** pictures must be in album.
- One (**1**) radio (purchased from Canteen)
- One (**1**) set of headphones for radio
- One (**1**) set of earbuds for tablet
- Personal papers, religious materials, VBCC materials/receipts, and legal materials
- Addresses and telephone numbers

- Writing materials

Inmates who are assigned to **Disciplinary Segregation** or a **Security Housing Unit** will only be allowed the following items in their cells:

- Three (**3**) T-shirts
- One (**1**) thermal top
- One (**1**) thermal bottom
- Three (**3**) sets of underwear
- Three (**3**) pairs of socks
- One (**1**) pair of shower shoes
- One (**1**) jumpsuit
- One (**1**) toothbrush
- One (**1**) tube of toothpaste
- One (**1**) bar of soap
- One (**1**) bottle of shampoo
- One (**1**) bottle of deodorant
- One (**1**) comb or brush
- Five (**5**) envelopes
- One (**1**) inmate pen
- One (**1**) writing pad
- One (**1**) pair of glasses
- Required medication(s)
- Two (**2**) books or magazines
- Legal paperwork

Clothing items cannot be altered in any way. Added markings or other alterations made to any clothing item (to include footwear) will result in the item being confiscated as contraband.

With the exception of those medically authorized, only VBCC issued shower shoes will be worn outside of an inmate's assigned housing area.

Do-Rags may be purchased from Canteen to be worn in the common living area only. Any alterations to Do-rags purchased, or homemade Do-Rags are considered contraband and will be confiscated and destroyed.

Gym Shorts and Sweat Suits may be purchased from Canteen

- Gym shorts and any part of the sweat suit may **only** be worn inside the inmate's housing unit. These items are not permitted to be worn under the jumpsuit when leaving the housing unit without prior approval from the Watch Commander. This includes but is not limited to; court appearances, outside medical appointments, same-day and overnight court. If these items are worn in an unauthorized area without prior approval, they may be confiscated as contraband.

Personal property will be returned to the individual upon release. Written acknowledgment of receipt will be made by the inmate. If the inmate is sent to

another institution, **ONLY AUTHORIZED** items will be forwarded with him/her. The VBSO will not be held liable for any personal property not accepted by any other institution during the time of transfer. Any other property will be mailed to an address provided by the individual. If no address is provided, the property will be deemed abandoned and disposed of after two weeks. P.O. Box addresses will not be accepted.

INMATE MAIL

All inmates will be afforded the same correspondence privileges. All outgoing mail will be sent daily except on Saturdays, Sundays, and holidays. All personal mail, such as letters, pictures, and drawing will be digitally delivered via the tablet's "Facility Messages" under the free profile.

- All incoming mail **MUST** have a "Return Address."
- The complete facility name (no abbreviations) and state
- Inmate's full name and OMS #
- Sender's full name and physical address
- ONLY send personal mail such as letters, pictures, and drawings
- The New Mailing Address for Personal Incoming Mail is

  P.O Box 247
  Phoenix, MD 21131

- All personal incoming mail will be digitally delivered via the tablet's "Facility Messages" app under the free profile.
- All incoming and outgoing inmate mail is subject to inspection and may be opened and searched prior to delivery to the inmate and the United States Postal Service.
- Per United States Postal Service regulations, the maximum thickness of the envelope to mail out first-class mail letters is **¼"** thick. Any mail that does not meet these guidelines is prohibited.
- All legal mail will be opened and inspected in the presence of the inmate.
- Other items authorized to be mailed in are Power of Attorney, Social Security Administration paperwork, and Medical Billing paperwork
- The Mailing Address for Legal Mail and the authorized items listed above is:

  P.O. Box 6098
  Virginia Beach, VA 23456

- There is no limit on the number of letters an inmate may send
  - Excessive amounts of mail and correspondence can be placed in the inmate's property box, returned to sender, or disposed of.
- The VBSO only provides outgoing first-class mail. No other mailing services are provided.
- The inmate's full return address with OMS number must be listed on the outside of the envelope.

- All incoming mail received for an inmate must utilize the inmate mailing address, except for legal mail.
- All outgoing mail must be addressed properly with NO DRAWINGS OR COLORINGS on the outside of the envelope.
- Incoming pictures are scanned through now.

Inmate Mailing Address (Personal Mail Only):

Inmate name and OMS #
Virginia Beach Correctional Center
P. O. Box 247
Phoenix, MD 21131
Incorrect address, missing inmate information, and/or package(s) from unauthorized booksellers will be refused and returned to sender.

Once Released

Upon your release, you can access your personal mail and pictures sent to the tablet during your incarceration by going to the GettingOut mobile app.

Inmate Mailing Address for Money Orders or checks sent in is:

Inmate name and OMS #
C/O VBSO Inmate Account
P.O. Box 6186
Virginia Beach, VA 23456

Inmates may not correspond with other inmates who are incarcerated in the VBCC without approval. Inmates may request permission from Classification to correspond with immediate family members that are also incarcerated in the VBCC. An immediate family member is defined as father, mother, sibling, child, spouse, or those who have a child in common. Proof of such relationship must be provided by the requesting inmate to the Classification Division. If a request is denied, inmates may appeal the decision to the Commanding Officer of Classification.

- Inmates may correspond with another inmate incarcerated in another facility once permission has been granted. Inmates must submit a request form and provide, to Classification, the name of the other inmate, their relationship, and the facility where the other person is incarcerated.

Mail believed to be unauthorized communication between inmates will be given to the Criminal Intelligence Unit to determine if the letter is unauthorized correspondence between inmates. The letter will be disposed of as contraband if it is determined to be unauthorized and inmates involved will receive a violation

Books

Books, Magazines, and Newspapers are no longer authorized to be mailed into the facility. Any item received by the facility will be returned to sender. Books will only be issued by the Librarian from the Book Cart. See Library Services.

MAIL CONTRABAND

The Following items are considered **CONTRABAND** and are not permitted in the facility:

- Photographs larger than **4"**x **6"** and Polaroid photos
- Greeting cards (store bought and/or homemade)
- Cash and/or Checks
- Any gang-related material (photographs, letters, books-fact and fiction)
- Any sexually explicit material (photographs, letters, books–fact and fiction)
- Any tattoo related material or tattoo paraphernalia
- Narcotics/intoxicants of any kind
- Any material depicting or describing procedures for brewing alcohol or manufacturing of drugs
- Any material (photos, books, mail etc.) containing the following:
    - Depicting or describing procedures for manufacturing drugs or alcohol.
    - Information about the fabrication of weapons and/or explosives
    - Electricals, plumbing, building structures, computer technology and coding.
- Threats, extortion, obscenity, or gratuitous (uncalled for) profanity
- Envelopes, Letters, Photographs, etc. containing the following (Handmade and/or purchased from Store):
    - Correction tape and/or Correction fluid
    - Tape, glue, staples, paperclips, stickers, glitter, and any other forms of attachment
    - Lotion, cologne and/or perfume, lipstick, and/or unknown substances
    - Anything drawn or written in marker, sharpie, crayon, highlighter, and/or glitter pens
    - Mail containing body fluids, liquids, hair or hair extensions.
    - Hard back, spiral bound, notebook/journal materials
    - Office supplies, stamps, and blank materials
- Any outgoing inmate mail written on any form of VBCC paperwork will be considered contraband and will not be sent out.
- Unauthorized correspondences
- Any correspondence on colored paper
- No ordering forms or advertisements with ordering forms stating "bill me later"

- Any correspondence without a Return Address
- Any forwarded business and/or personal mail
- Publications that violate the U.S. Postal Regulations or advocate
- Matter that is detrimental to the security, good order, or discipline of the institution, or might facilitate criminal activity:

    - Advocates violence, overthrowing, and/or rebellion against any government authority
    - Advocates civil disobedience
    - Depicts, describes, and/or encourages activities which may lead to the use of physical violence or group disruption
    - Publications and/or autobiographies depicting true crime, extremists, and/or hate groups
    - Violence and/or rebellion against any government authority

- Gift items (i.e. gift cards, bus passes, pre-paid phone cards, food, etc.)
- Hazardous materials, biohazards, and/or any object deemed a threat to safety and security

Sexually explicit materials are defined as pictorial depictions of sex acts involving any person of any age, or written depictions of sex acts involving violence, sadomasochism, sex with animals, or sex with any person who is under age **18.** In addition, pictorial materials that depict exposed, full-frontal view of uncovered human genitalia, exposed genitalia from the rear and/or the female breast are not permitted. This material is deemed to be a threat to the security and safety of the institution. This prohibition shall not apply to medical, artistic, anthropological, or educational commercial publications. Sexually explicit material is considered contraband and will be disposed of.

Mail Appeal Process

By Order of the Sheriff:

The sender and inmate are allowed the opportunity to challenge the seizure of mailed contraband with the Virginia Beach Sheriff's Office staff member who is empowered to reverse the seizure.

The sender may do so by contacting the Mail Supervisor at 757-385-4470, filing a complaint at www.vbso.net, or by sending a correspondence with an explanation of the appeal.

The inmate may dispute the decision by sending an Inmate Request Form to the Mail Supervisor.

- Both parties have 30 days from the date of the notice to file an appeal.
- The final decision rests with the Sheriff after appealing through the Chain of Command.
- After 30 days with no appeal, items may be disposed of.

LAUNDRY

This is a guideline for personal laundry pick-up and jumpsuit exchange.

Inmates are expected to have your personal laundry ready when the laundry deputy comes to your assigned housing area.

It is the inmate's responsibility to inform the floor deputy of any lost or damaged items.

Laundry will follow a schedule that is within accreditation standards and will be adjusted as necessary to fit the departmental needs.

Inmates are required to show their ID card to the Laundry Deputy.

Laundry will not be given to an inmate to pass to another inmate.
It is the inmate's responsibility to tie their laundry bag in a knot to prevent items from coming out.

Inmate blanket exchange is done once per month.
Personal laundry, including towels and linen, will be washed once per week.

Work Force personal laundry and jumpsuits are picked up Monday through Friday.

Jumpsuits will be exchanged at least twice a week.

Trusty jumpsuits are exchanged daily.

Laundry Deputies will not give out additional items if the inmate no longer has them (i.e. towels, washcloths, etc.)
If an inmate requires a linen/towel replacement, they will fill out an inmate request form and turn it into a deputy who will verify the item needs to be replaced. Once verified, the deputy will ensure the item is replaced and forward the completed inmate request to Classification for proper record keeping/documentation.

If it has been determined that an item has been damaged or lost, the inmate will be charged a fee to replace the item.

CANTEEN

Deposits to the Inmate Canteen Fund can be made as follows:

1. Money Order, Certified or Cashier's checks can be mailed address to:
   Inmate's Name and OMS#
   C/O Virginia Beach Sheriff's Office
   Inmate Account
   PO Box 6186
   Virginia Beach, VA 23456
2. Online - Debit/Credit Cards at the website:
   www.connectnetwork.com

3. Kiosk Machine – Cash, Debit/Credit Cards

- Location: Visitation Lobby- open during normal Lobby hours.

4. Collection Office: Cash, Money Orders and Certified or Cashier's Checks **ONLY**

Money mailed to the VBSO Canteen should not contain any correspondence. Inmate mail will only be accepted via the U.S. Postal Service

Inmates must place their canteen order via telephone using their assigned PIN number, no later than **Monday** by **2300hrs** (11:00 pm). All products depicted (in images and text) are subject to change or may be substituted. It may be necessary to substitute different product(s) of the same kind as availability issues arise from time to time. All products are of equal or greater value.
****DO NOT FORGET TO PRESS 9 AFTER YOU COMPLETE YOUR ORDER, OTHERWISE IT WILL NOT GO THROUGH****

The canteen delivery cycle for the entire facility will begin on **Tuesday** and will be completed by **Monday** the following week. Inmates that have been moved between the time their order was placed and **Saturday**, will receive their canteen on the following **Thursday**. This does not apply to inmates coming out of Disciplinary Housing. Inmates coming out of Disciplinary Housing will have their canteen delivered the week following their release from said housing.

If inmates purchase clothing or linen items from canteen, these items must not exceed the authorized amount as specified in the "Inmate Property" section of this rule book. All excess clothing will be treated as contraband.
All canteen sales are final (**no refunds**). If you are released prior to receiving your canteen order, you will have **3** business days after your date of release to arrange pickup of your order. It is your responsibility to contact the VBSO Accounting Office directly to schedule a pickup. Commissary not picked up by the end of business on the 3rd day, will be either destroyed or donated to a charity designated by the VBSO. The Accounting Office phone number is 757-385-8687.

Should you receive an item from Canteen or Caremart that is damaged, you must immediately send an Inmate Request Form to the Canteen Office. The request form must state what the item is and how it is damaged. You must then hold onto the damaged item to be replaced. Canteen will not replace any items unless you have the damaged item to trade out.
Ordering and/or attempting to order canteen for another inmate or using/attempting to use another inmate's account to order canteen is considered an abuse of the canteen system. **This will result in a 90-day suspension of your canteen privileges.**
Inmates will be given a pin number that allows them access to use the phone. The inmate will need to use this number when making phone calls. This pin number is connected to the inmate's canteen account and allows their canteen account to be charged automatically. **The Sheriff's Office is not responsible for lost or stolen canteen.**
<u>Fresh Favorites Unlimited</u>

There is no limit on the number of Fresh Favorites an inmate can order and receive

at one time. Items included meals and drinks. For example: if an inmate orders three Fresh Favorite meals at the same time, he/she will receive all three Fresh Favorite meals at the same time. Deliveries will begin at **1400** hours (2:00pm) each day. Inmates will have until **lockdown (2300 hours)** to consume fresh favorite items**.** Inmates are not permitted to keep any food not consumed and are responsible for disposing of meal containers and drink bottles, not doing so could result in them being taken as contraband. **When placing an order, only order the amount of food that can be consumed in one short sitting. Also, please make this request known to anyone ordering from Caremart.**
Fresh Favorites schedule (This schedule is subject to change)

A-Wing 3rd:	Monday
A-Wing 2nd:	Tuesday
B-Wing:3rd	Wednesday
C-Wing 2nd:	Thursday & make up meals
C-Wing 3rd:	Thursday

Snack Bags Unlimited

There is no limit on the number of Snack Bags an inmate can order and receive at same time. For example: if an inmate orders three Snack Bags at the same time, he/she will receive all three Snack Bags at the same time. Deliveries will begin after 0900 hours (9:00am) each day. Inmates will have until lockdown to consume all of the meals. Inmates are not permitted to keep any food not consumed and are responsible for disposing of meal containers and drink bottles. **When placing an order, only order the amount of food that can be consumed in one short sitting. Also, please make this request known to anyone ordering from Caremart.**

Questions/Concerns

Questions/Concerns regarding Canteen must be submitted via an Inmate Request form within thirty (**30**) days following the delivery of the order in question.

Questions/Concerns regarding the contents of Caremart orders must be submitted within sixty (**60**) days by the Caremart customer.

E-cigarettes and 2One Nicotine Pouches

****You must be 21 years old to purchase and/or smoke e-cigarettes and/or 2One Nicotine Pouches****
Ultimately it is the inmate's responsibility to ensure you have the correct amount of e-cigarettes/2One packs you are allowed to possess.

E-cigarettes/2One nicotine pouch packs may be purchased through Canteen and will be delivered during normal canteen delivery times. Inmates are allowed to purchase up to seven (**7**) e-cigarettes at one time and have up to **ten** (**10**) e-cigarettes in their possession. Inmates are allowed to purchase up to **ten** (**10**) 2One nicotine pouch packs at one time, and there is no limit to the number of nicotine packs an inmate can have in their possession. There are (21) nicotine

pouches to one pack. Any number of e-cigarettes/2One packs above these amounts will be treated as contraband and disposed of by VBCC staff. **E-cigarettes are only authorized to be smoked inside an inmate's cell.** If an inmate is housed in a section without individual cells, e-cigarettes are only authorized to be smoked while on the inmate's bunk. **If caught smoking outside your cell/bunk you are subject to receiving an inmate violation.** 2One nicotine pouches are not used outside of an inmates housing location, pouches cannot be in inmate mouths when leaving the housing unit for **ANY REASON.**

Cash Vouchers

Upon permanent release, inmates are allowed to redeem one (**1**) **$20.00** cash voucher purchased through Canteen or Caremart and any subsequent vouchers will be treated as a deposit into the inmate's account. All Sheriff's Office rules regarding how inmate accounts are reconciled upon release will apply. A **$2.00** processing and handling fee applies. To ensure redemption of a cash voucher, the voucher must be purchased at least **TWO WEEKS** prior to an inmate's permanent release from the Virginia Beach Sheriff's Office.

Non-Delivery of Caremart Orders

Within sixty (**60**) days of purchase, the customer that places the Caremart order must submit an email by following the "Contact Us" link on the www.vbsocaremart.com website to resolve any issues with non-delivery of items. (Note: only approved personal hygiene items will be issued to inmates in Disciplinary Housing).

****LATE ORDERS WILL NOT BE ACCEPTED****

INDIGENT INMATES

An indigent inmate (an inmate having less than the cost of five first class stamps in his/her account for fifteen days) will be eligible to receive the following items once every fifteen days:

- One (**1**) writing pad
- One (**1**) writing utensil
- Five (**5**) envelopes (these envelopes are included in the five first-class letters allowed per week).
- One (**1**) bar of soap
- One (**1**) tube of toothpaste
- One (**1**) toothbrush
- One (**1**) mini deodorant
- One (**1**) 4oz shampoo

The cost of indigent canteen and indigent postage will be deducted from any funds received by an indigent inmate.

An Indigent Canteen Request Form must be submitted each time to receive the items.

Indigent inmates will have a postage allowance of no more than five (**5**) first class rate letters each week, to include legal mail. Postage allowance will be made available upon request. An Indigent Postage Request Form must be submitted.

LIBRARY SERVICES

All inmates will have access to library books. The book cart will be brought to each floor at least twice a month. **Note:** All books must be soft back.

It is the inmate's responsibility to properly maintain and keep all borrowed books, magazines, and other materials secured. It is also the inmate's responsibility to notify the librarian or VBSO staff immediately of any damage to/loss of a library item by way of an Inmate Request Form.

It is the inmate's responsibility to show any damage to all borrowed books, magazines, and other materials prior to the item being checked out. If an item is damaged after you check it out, you will receive an institutional violation for the destruction of the item. All borrowed items must be returned to the library monthly before any new items can be checked out.

Inmates may request services from the Library through an Inmate Request Form. The request may include but not limited to legal information for charges, addresses for businesses or agencies, photocopying of legal documents at .10 cents per page (see below limitations), and notary services.

If the inmate is 'Pro-Se'(in one's own behalf), the Library will provide reference materials for current legal charges, to file an appeal, file a Writ of Habeas Corpus, or to challenge a specific condition of their confinement under Title 42 U.S.C., 1983.

- If you have a lawyer or a court appointed attorney, you must contact them for reference materials and copies of all your legal materials needed for your case.

Photocopies of legal paperwork requested through correspondence will be charged at an applicable fee of .10 cents per page. This fee is subject to change at the discretion of the Sheriff. **Only one copy will be made of each legal material requested.**
Inmate financial transaction report request is $2.50 per page and must have positive balance in the account for print out; request must be made to Accounting.

RECREATION

Recreation is offered on a regular basis in accordance with all Virginia Department of Corrections minimum standards and VBSO policy.
Recreation is provided in accordance with current security/health requirements,

weather conditions, and recreation yard availability. Recreation is a privilege and failure to follow orders of VBCC staff will result in loss of recreation and/or disciplinary action.

- When coming out of the block: only jumpsuit, footwear, and ID is allowed. All other contraband will be disposed of.
- When traveling to/from recreation, no talking or communicating with other blocks or inmates is allowed.
- No sweatpants or sweatshirts are authorized to be worn under the jumpsuit.

GRIEVANCE PROCEDURE

The grievance procedure is available to all inmates with a guarantee against reprisal.

Prerequisites to Grievance Request

1. Prior to requesting a grievance, the inmate shall demonstrate that they have made a good faith effort to resolve their issue through general means of communication with staff. This should be accomplished by means of an Inmate Request Form or verbally.
2. Once the Inmate Request Form has been submitted, the inmate must allow for five (**5**) working days for staff response before requesting a Grievance Form.
3. After exhausting these prerequisites and the inmate feels their issue has not been resolved, they may request an Inmate Grievance Form from the Grievance Coordinator. This form must be filled out and returned to the Grievance Coordinator within **24** hours.

Filing a Grievance

1. An inmate may request a Standard Grievance Form from the Grievance Coordinator **ONLY** after they have exhausted all prerequisites of the grievance procedure. Under normal circumstances, the inmate will receive a written response within nine (**9**) working days from the date submitted, unless otherwise notified by the Grievance Coordinator. In the event an inmate has a legitimate grievance appeal, they must request a grievance appeal form from the Grievance Coordinator within **24** hours of receiving an answered grievance. Appeals must be filed by the inmate within **24** hours after receiving their Grievance Appeal Form. Inmates cannot appeal grievance responses that are deemed not grievable. Emergency grievances cannot be appealed. An Emergency Grievance can only be requested through a supervisor, floor deputies do not issue Emergency Grievances

2. When an Emergency Grievance is requested by an inmate, the deputy will determine whether or not the issue meets the requirement of an

emergency **(Any complaint or situation which threatens the life, health, safety of an inmate, or missed meals, due to no fault of the inmate)**. If the deputy cannot resolve the situation and it is deemed an emergency, then a supervisor will be notified.

3. If the situation or condition meets the definition of an emergency and the supervisor cannot resolve the issue, an Emergency Grievance form will be given to the inmate.
4. Inmates, who knowingly file false grievances, make false accusations, and/or abuse the system, will be subject to disciplinary actions.
5. Inmates are to file only one (**1**) grievance per form.
6. Grievance Forms submitted that are repetitive, contain threatening or vulgar language will be returned to the inmate by the Grievance Coordinator.
7. All requests (Standard Grievance/Appeals) to the Grievance Coordinator must be made on an Inmate Request Form.

The following are grievable and non-grievable issues:

Grievable

- An alleged violation of civil, constitutional, or statutory rights or policy.
- An alleged criminal or prohibited act of a staff member.
- A situation within the facility that creates unsafe, inhumane, or unsanitary living conditions.
- Selective application or lack of application of facility policies and procedures.
- Denial or reprisals from using the grievance procedure.
- Allegations of sexual abuse.

Non-Grievable

- State or Federal Court decisions.
- State or Federal Laws and Regulations.
- Parole decisions.
- Institutional offense rulings/decisions since they may be appealed through other procedures.
- VBSO inmate programs (i.e. inmates not eligible for work programs due to charges, disciplinary problems, and medical problems that require daily medical service.)
- Any matter that is determined beyond the control of the Sheriff's Office.
- Moves or housing assignments.
- Appeals involving the Freedom of Information Act.

GENERAL HYGIENE

There will be sufficient hot and cold water for showering/bathing. Inmates shall be required to shower/bath twice a week at a minimum.

Razor distribution is done weekly on Saturday mornings (0630) for General Population inmates. In addition, Inmates scheduled for court the next day will, upon request and verification of their court date, be issued a razor. **Requests must be completed on inmate request form at least 24 hours before their court date.**

Inmates in single cell housing (e.g., Restricted Housing, Administrative Segregation) will also be issued a razor on Saturday mornings. Inmates on a "No Razor" status will **not** be issued a razor under any circumstances.

If an inmate receives an institutional violation for altering/destroying/losing a razor, they will be placed on the "No Razor List" until all disciplinary actions are completed. Repeated violations may result in permanent placement on the "No Razor List."

Additionally, any inmate who claims to be homicidal or is deemed to exhibit self-harming behavior will be placed on the "No Razor List" until cleared by the appropriate authority. If an inmate wishes to be removed from the "No Razor List," they must submit an inmate correspondence to Classification for review.

Nail clippers and electric hair clippers are made available to all inmates on a rotating schedule but will not be placed in housing units at the same time. Inmates are responsible for their own hair care. Hair clippers are not available upon request for court dates.

How to care for your teeth and gums:

1. Thoroughly brush teeth at least once daily.
2. Hold toothbrush at a **45**-degree angle to your gum line.
3. Brush teeth gently up and down using short strokes and covering a few teeth at a time.
4. Make sure to brush the top and both sides of the teeth including the back teeth.
5. Floss as recommended by the dentist.

DENTAL HYGIENE PROCEDURE

- Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and gum disease.
- Bacteria in plaque combine with sugar in foods to cause cavities and decay teeth.
- Gingivitis is caused by bacteria in plaque collecting beneath the gum line and irritating the gum tissue.
- Plaque, if not removed, hardens, and turns into tartar, which also irritates the gum tissue.

- To remove plaque and care for the teeth:
    - Thoroughly brush the teeth at least once daily
    - Hold toothbrush at **45-degree** angle to gum line
    - Brush gently up and down using short strokes and covering a few teeth at a time
    - Make sure to brush the top and both sides of the teeth including the back teeth
    - Floss teeth as recommended by the dentist

How to brush your teeth:

Proper brushing takes at least two (**2**) minutes — that's right, **120** seconds! Most adults do not come close to brushing that long. To properly brush your teeth, use short, gentle strokes, paying extra attention to the gum line, hard-to-reach back teeth and areas around fillings, crowns or other restoration. Concentrate on thoroughly cleaning each section as follows:

- Clean the outer surfaces of your upper teeth, then your lower teeth
- Clean the inner surfaces of your upper teeth, then your lower teeth
- Clean the chewing surfaces
- For fresher breath, be sure to brush your tongue too

Tilt the brush at a 45° angle against the gum line and sweep or roll the brush away from the gum line.

Gently brush the outside, inside and chewing surface of each tooth using short back-and-forth strokes.

Gently brush your tongue to remove bacteria and freshen breath.

Victim/Witness Services

The Virginia Crime Victim and Witness Rights Act (Virginia Code 19.2-11.01), contains legislation designed to assist victims and witnesses of crime. The Virginia Beach Sheriff's Office Victim/Witness Liaison is designated to provide certain information and services for qualifying cases. The Victim Witness Division of the Virginia Beach Commonwealth's Attorney's Office handles felony cases and will provide services to victims and witnesses as described through the Virginia Department of Criminal Justice Services Crime Victim and Witness Right Act.

Inmates may submit an inmate request form addressed to the Victim/Witness Liaison should they need information or request services pertaining to a court case where a deputy has initiated the criminal charges. Inmates who were arrested by the Virginia Beach Police Department or any agency other than the Virginia Beach Sheriff's Office will not be provided any information or services through the VBSO and should contact the arresting agency.

Below is a list of victim/witness resources available if needed:

Police Victim/Witness Advocate	757-385-8721
Coordinated Crisis Response HOTLINE	1-800-552-4007
Family Advocacy Network Services	757-385-4698
Virginia Family Violence HOTLINE	1-800-838-8238
Victim Services Section of the DCJS	1-888-887-3418
Fleet and Family Support Center (Military)	757-433-2912
Virginia Beach Child Protective Services	757-385-3400
Domestic Violence/Sexual Assault Coordinated Crisis Response HOTLINE	757-251-0144

Apply for Trusty and Workforce

1. Opportunity to earn Good Time
2. Opportunity to earn work credits that can be applied to your cost & fines (depending on assignment).
   a. Virginia Beach Circuit Court is the only court cost & fines that work credits could potentially be applied to.
3. Helps time pass faster and keeps you busy
4. **Receive TWO 55**-minute **visits every week**
5. Learn valuable skills that could help you get a job when you are released
6. POSSIBILITY TO EARN SERVSAFE CERTIFICATE
7. POSSIBILITY OF WORKING OUTSIDE
8. Kitchen Trusty Incentives:

   - Approved for two mats
   - Receive a bar of soap and deodorant at the beginning of the month
   - Receive enhanced trays

Detach the application below and turn in the form to any floor deputy.

- Must be in GP for 30 days.
- Approval is based on your jail behavior/history (previous & current), criminal history, and classification status.
- All inmates who are approved will have a physical conducted by the Medical Department. You must pass the physical before being placed on the program.

Application for Trusty/Workforce

Name: (Last)_____ (First) _____

Inmate #: _____ Housing Location: _____

Trusty

List of possible places you could work:

Floor Trusty

Inmate Kitchen (Males)

Staff Kitchen (Females)

Laundry

Canteen

Truck Crew

Cleaning Crew (within the jail)

Paint Crew

Workforce

List of skills you could learn:

Landscaping

Riding Mowers/Weeding

Party Tent Set-up

Blowers

Painting

Office Cleaning

Buffing Crew

Small Engine Repair/Maintenance

Inmate Signature: _____

Program Coordinator Response:

_____

Program Coordinator Signature: _____