IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF VIRGINIA
ABINGDON DIVISION

WILLIAM THORPE, *et al.*, Plaintiffs, v. VIRGINIA DEPARTMENT OF CORRECTIONS, *et al.*, Defendants.	Civil Case No. 2:20-cv-00007-JPJ-PMS

BRIEF IN SUPPORT OF
PLAINTIFFS' MOTION TO COMPEL PRODUCTION OF DOCUMENTS

Pursuant to Rule 37 and this Court's order on March 4, 2026, ECF No. 524, Plaintiffs seek an order compelling Defendant Virginia Department of Corrections ("VDOC") to produce documents related to two material changes in the conditions, policies, and practices related to the Step-Down Program: (1) the development and implementation of the Safety Agreement, which was offered only to people in the Step-Down Program and changes both the privileges available to them and the types of behavior that might incur sanctions; and (2) the amount of out-of-cell time actually provided to people in the Step-Down Program since the close of fact discovery, which Plaintiffs have reason to believe has been materially curtailed as a result of repeated and extended lockdowns.

Defendants have objected to producing almost all documents related to these requests on the basis that they purportedly do not fall within the scope of the Court's March 4, 2026 order. Defendants have contended that the documents do not relate to a "material" change to the conditions, policies, or practices related to the Step-Down Program, reserving for themselves alone

the determination of what changes may be considered material and refusing to produce documents related to any change Defendants subjectively consider immaterial. Defendants have further contended that documents that relate to changes in prison-wide conditions, policies, or practices (as opposed to changes specific to the Step-Down Program only) also fall outside the scope of the Court's order—regardless of whether those conditions, policies, or practices impact or have a disproportionate effect on individuals in the program. With regard to documents relating to inmates' out-of-cell time, Defendants even suggested that, despite refusing to produce those documents to Plaintiffs, Defendants reserve the right to use such documents to impeach Plaintiffs' witnesses should those witnesses contradict the content of any unproduced document on the topic.

Defendants' unreasonably narrow, strained reading of the Court's order undermines the purpose of discovery—to avoid trial by surprise—and the Court's intent to allow Plaintiffs a reasonable opportunity to prepare their case given the length of time between the close of fact discovery in early 2023 and the start of trial in October 2026. This Court should therefore grant Plaintiffs' motion to compel.

BACKGROUND

In this long-running class action about VDOC's Step-Down Program, Plaintiffs seek prospective injunctive relief, including alterations to the program as it exists today, consistent with the requirement under the Prison Litigation Reform Act (PLRA) that such relief may extend no farther than necessary to correct the federal violations proven at trial. As such, and because by the time of trial it will have been more than three years since the close of discovery in this case, Plaintiffs sought and this Court granted leave to take limited additional discovery related to "any material changes in the subject Step-Down Program and its policies, practices, and conditions of confinement," so that Plaintiffs would have a reasonable opportunity to present evidence about the

program as it exists today. Order on Status Conference re Trial Dates and Supplemental Discovery, ECF No. 524 (W.D.V.A. Mar. 4, 2026).

Accordingly, and most critically, Plaintiffs sought discovery relating to the development and implementation of a new framework of incentives and sanctions, codified in a "Safety Agreement" that was offered exclusively to people in the Step-Down Program. *See* Aff. of D. Turner ("Turner Aff."), ECF No. 493-1 at p. 10 (Enclosure A, Safety Agreement for Inmates) (hereinafter "Safety Agreement"). In the fall of 2024 and early 2025, several individuals at Red Onion State Prison ("ROSP"), including four within the Step-Down Program, burned themselves using their cells' electrical outlets, and some required treatment in hospital burn units.[1] These incidents of self-harm, apparently in response to desperate conditions of confinement at Red Onion, received significant media attention, as well as the attention of Virginia legislators.[2] On December 16, 2024, the Virginia House of Delegates convened a hearing before the Public Safety Committee to investigate these incidents, and legislators probed VDOC about their plans to address the mental health crisis.[3]

In response to the self-burnings and the publicity and attention they were receiving, Defendants developed and distributed a "Safety Agreement" to all individuals in the Step-Down Program. *See* Turner Aff., ECF No. 493-1 at ¶ 11. This agreement set forth "incentives" for

[1] *See* Turner Aff., ECF No. 493-1 at ¶ 5; Elizabeth Weill-Greenberg, *Prisoners Burned Themselves. So Staff Proposed "Making them Pay Money,"* THE APPEAL, https://theappeal.org/red-onion-virginia-prison-self-immolated/.

[2] Amanda Holpuch, *Virginia Lawmakers Want to Know Why 6 Inmates Have Burned Themselves*, N.Y. Times, https://www.nytimes.com/2024/12/01/us/virginia-prisoners-burns-protest.html; Steven Mangual, *Fires of desperation at Red Onion are a call for dignity and justice*, Virginia Mercury, https://virginiamercury.com/2025/02/26/fires-of-desperation-at-red-onion-are-a-call-for-dignity-and-justice/; Kevin Rashid Johnson, *Self Immolation in Virginia Prisons*, Prison Radio, https://www.prisonradio.org/commentary/self-immolation-in-virginia-prisons/.

[3] Elizabeth Weill-Greenberg, Virginia Prison Director Tells Self-Immolating Prisoners to 'Behave,' THE APPEAL, https://theappeal.org/virginia-prison-response-red-onion-self-immolation/.

compliance. If individuals "refrain[ed] from any form of risky behavior, including but not limited to self-harm or any actions that could cause injury to myself or others," they were purportedly eligible for increased group recreating time, activities, sports, free commissary bags, special meals, and new movies and TV series. *See* Turner Aff., ECF No. 493-1 at p. 11. Conversely if individuals violated the Agreement, they would lose privileges, such as "access to television, recreation time, or other amenities." *Id*. And if individuals refused outright to sign the Agreement, Defendants cut off electricity to their cell outlets, effectively barring use of in-cell devices. *Id.* at ¶ 16. Individuals who did not sign the Safety Agreement were thus left without power for an indefinite period of time, possibly continuing until the present.

Yet the use of the Safety Agreement was never codified in the Step-Down Program policies that are otherwise the subject of discovery, and its relationship to the existing framework of phased privileges and consequences within the Step-Down Program remains unclear. Based on conversations with class members, the Safety Agreement remains in use to the present, thus raising the question of whether it is a permanent or long-term change to the policies and practices governing the Step-Down Program.

Because the Safety Agreement clearly represents a material change to the program, Plaintiffs requested documents related to the development and implementation of the Safety (Request 3), the incidents and events that Defendants have pointed to as the reason for using the Agreement, namely, acts of self-harm by people in the Step-Down Program since the close of fact discovery (Request 4), and VDOC's participation in a public hearing regarding those acts of self-harm (Request 2). *See* Ex. A, Defs' Objections to Plaintiffs' Sixth Requests for Production at 6–9 (hereinafter "Defs' Obj.").

Plaintiffs further sought documents to shed light on what they understand to be a significant material decrease since March 2023 in the amount of out-of-cell time actually offered to people in the Step-Down Program. Ex. A, Defs' Obj. at 10. This decrease is apparently the result of repeated and extended lockdowns, above and beyond the routine quarterly shakedowns that Plaintiffs cited repeatedly at summary judgment as evidence that in practice VDOC offers even less out-of-cell time than ostensibly guaranteed under policy. *See, e.g.*, Pls.' Mem. in Opp. Defs.' Mot. Summ. J., ECF No. 400 at 6; Pls.' Mem. in Supp. Mot. Summ. J., ECF No. 383 at 7–8. During lockdowns, people in the Step-Down Program are not allowed out of their cell for the duration of the lockdown, which can last for days, weeks, or months. Plaintiffs therefore served a request for documents reflecting "all periods of time from March 1, 2023 to the present that any unit in which people in the Step-Down Program were housed was placed on lockdown or modified lockdown, in whole or in part, for any reason" (Request 6).

Defendants object to each category of documents as irrelevant, outside the scope of the Court's March 4 order, and disproportionate to the needs of the case. With regard to Request 3, Defendants produced or agreed to produce only a copy of the Safety Agreement itself and an updated spreadsheet capturing grievances related to the agreement.[4] With regard to Request Nos. 2, 4, and 6, Defendants did not produce any documents.

The parties conferred on April 20, 2026. Defendants confirmed thereafter that they will not produce any documents in response to Request Nos. 2, 4, and 6 or any additional documents in response to Request No. 3. Plaintiffs now seek an order compelling Defendants to produce all documents responsive to Plaintiffs' requests.

[4] Therefore, subpart (i) of RFP No. 3 is not at issue in this Motion.

LEGAL STANDARD

The Federal Rules of Civil Procedure and this Court's March 4, 2026 order reopening discovery govern this case. Order on Status Conf., ECF No. 524. The rules on discovery and privilege dictate that discoverable information includes "any nonprivileged matter that is relevant to any party's claim or defense." Fed. R. Civ. P. 26(b)(1). The Fourth Circuit favors a broad construction of the scope of discovery. *See CareFirst of Maryland, Inc. v. Carefirst Pregnancy Centers, Inc.*, 334 F.3d 390, 402 (4th Cir. 2003) ("Discovery under the Federal Rules of Civil Procedure is broad in scope and freely permitted."); *see also Eramo v. Rolling Stone LLC*, 314 F.R.D. 205, 209 (W.D. Va. 2016) ("[T]he discovery rules are to be accorded broad and liberal construction.").

Here, the scope of discovery is defined by this Court's order as information pertaining to "any material changes in the subject Step-Down Program and its policies, practices, and conditions of confinement." Order on Status Conf. at 2, ECF No. 524. A "material" fact is defined as a fact where "there is a substantial likelihood that a reasonable person would consider it important under the circumstances in determining the person's course of action." Material Fact, Black's Law Dictionary (12th ed. 2024) (cleaned up).

ARGUMENT

I. Plaintiffs' requests related to the Safety Agreement fall within the scope of the Court's order and are not unduly burdensome.

The implementation of the Safety Agreement is a material change to the Step-Down Program that falls squarely within the scope of discovery contemplated by this Court's order. The Safety Agreement is offered to everyone in the Step-Down Program and *only* to people in the Step-Down Program. Further, everyone in the program is impacted by the agreement, either because they signed it and are therefore subject to its terms, or because they refused to sign it and had the

power to their cell outlet turned off as a result. Therefore, the agreement is clearly relevant to the policies, practices, and conditions of confinement of the program, which are central to Plaintiffs' Due Process and Eighth Amendment claims.

The Safety Agreement is also *material* because its terms directly impact the policies that govern the program, including the availability of privileges and the threat of sanctions. For example, the Agreement contemplates that people at any privilege level, including the most restrictive phases of the program, will be offered opportunities for congregate recreational activities, which directly impact the amount of social isolation that poses a risk of harm to people in the program. *See* Turner Aff., ECF No. 493-1 at ¶ 21 and pp. 12-13 (Group Recreation Request form and Group Recreation Request Approval Form). Further, Defendants have maintained that the lack of congregate activity at most phases of the program is necessary to the design of the program and the safety of both staff and incarcerated people. Whether congregate recreation has been successfully implemented notwithstanding those positions is material to these defenses.

Similarly, consequences for violating the Safety Agreement include the loss of privileges, including recreation time. It is therefore material to Plaintiffs' claims to know whether these privileges and sanctions have occurred in practice, if so, how frequently and to what extent, what VDOC's justification or rationale is for these changes, and how, if at all, the implementation of the agreement has changed or evolved since its introduction in January 2025. Finally, people who refused to sign the agreement suffered a significant cost—they lost access to their in-cell devices, which materially impacted their conditions of confinement. Declaration of Sidney Bowman, ECF No. 487-2 at 3–4. The length of time of those deprivations and the rationale for them are relevant and material to Plaintiffs' claims and Defendants' defenses.

The Court's order does not limit discovery to mere identification of material changes to the Step-Down Program. In order to adequately prepare for trial, Plaintiffs should be entitled to full discovery around each material change to the policies, practices, or conditions of confinement of the program. Plaintiffs' requests are targeted inquiries for documents, including limited internal communications, that will shed light on Defendants' motivation and rationale for developing and implementing the Safety Agreement, who was involved in that process, and what impact it has had on class members. For example, Defendants have made clear that the Safety Agreement was created in response to several incidents where people in the Step-Down Program used their cell outlets to burn themselves. *See* Turner Aff., ECF No. 493-1 ¶ 4. But Defendants greatly minimized the role that mental illness played in those incidents,[5] even as they characterize the Safety Agreement as a mental health intervention and the agreement itself focuses on the availability of mental health services to combat thoughts of self-harm. *See* Malone Aff., ECF No. 493-2 ¶¶ 10–11. This apparent contradiction illustrates the need for documentary discovery around the incidents themselves as well as VDOC's response to those incidents. Further, Defendant Malone represented to this Court that the Safety Agreement had been successful, in that there had been no incidents of self-inflicted burns since the agreement was implemented. ECF No. 492-2, Malone Aff. ¶ 11. Plaintiffs should be entitled to discovery around whether this remains true.

Finally, the legislative hearing at issue in RFP No. 4 occurred about a month before VDOC rolled out the Safety Agreement at ROSP, and the purpose of the hearing was to collect information about the conditions at Red Onion, including in the Step-Down Program, that might be

[5] *See, e.g.*, Turner Aff., ECF No. 493-1 ¶¶ 6–7 (stating that the individuals who burned themselves were neither mentally ill nor complaining about mental health services); Aff. of Denise Malone ("Malone Aff."), ECF No. 493-2 ¶ 5 (noting that with one exception, none of the individuals who burned themselves prior to the Safety Agreement's promulgation were deemed at risk of self-injurious behavior).

contributing to the burning incidents. Defendants, including Denise Malone and former VDOC Director Dotson, provided information to legislators at that hearing, including through a slide deck produced specifically for the hearing. Those materials, including any written correspondence among VDOC staff internally, or between VDOC staff and legislators, is again relevant to the development, scientific basis for, and purpose of the Safety Agreement.

Finally, the Court has allowed Plaintiffs to take one Rule 30(b)(6) deposition on changes related to the program. Plaintiffs have served their notice for this deposition and designated several topics to be addressed in the deposition. One of those topics, to which Defendants have not objected, is the Safety Agreement. Plaintiffs should have the benefit of receiving documentary evidence prior to deposing Defendants' designated witness. The Court's order clearly contemplates that documentary and written discovery be in support of the Rule 30(b)(6) deposition. ECF No. 524 at 2 (granting leave to serve one Rule 30(b)(6) deposition notice, which "shall not include more than ten requests for production and ten interrogatories").

II. Plaintiffs' request related to reduced out-of-cell time falls squarely within the Court's order.

Out-of-cell time is an important aspect of the conditions of confinement for people in the Step-Down Program. In its summary judgment opinion, the Court noted that this is an issue of fact to be established at trial and that the credibility of each side's witnesses could bear on the Court's findings on this issue. ECF No. 516 at 8, 10–11 (noting that "material disputes exist as to specific conditions of confinement," which "primarily focus on the conditions of out-of-cell recreation time"). The amount and quality of out-of-cell time, and the general extent of social isolation for people in the program are relevant and material to Plaintiffs' claims and Defendants' defenses. Thus, any significant changes in the amount of out-of-cell time actually provided to class members would be a material change in the practices and conditions of confinement of the program.

Class members have indicated that over the past one to two years, there have been multiple extensive lockdowns where people are not allowed any out-of-cell recreation and where out-of-cell time is limited to short showers three times a week. Media sources have corroborated these accounts.[6] According to class members, at least one of these lockdowns lasted around three months. Over additional periods of time, the facility and/or various housing units have experienced other extended lockdowns beyond the regular quarterly shakedowns that have long been conducted at the prison. Some of these additional lockdowns may have been imposed as the result of a new policy of collective punishment, reflected in ROSP's Inmate Orientation Handbook dated September 5, 2025, where entire housing units can be locked down for up to 90 days as the result of the actions of one individual. Ex. B, Red Onion State Prison Inmate Orientation Handbook, Revised September 5, 2025, p. 31-32. This policy did not exist prior to the close of fact discovery, and its impact on out-of-cell time in the Step-Down Program is certainly material to the conditions that Plaintiffs will prove at trial.

Defendants argue that facility-wide lockdowns fall outside the Court's order and cannot reflect material changes to the conditions in the program because those lockdowns are not specific to the Step-Down Program. This is both a purposefully strained reading of this Court's order and a logical fallacy. This Court's order was not limited to changes in policies specific to the Step-Down Program; the order encompasses discovery regarding changes to practices and conditions in the program. And whether changes in policies or practices also impact others outside of the Step-Down Program has no bearing on whether those impacts represent a material change for

[6] *See, e.g.*, Allison Williams, *Extensive Lockdowns at Red Onion State Prison leave loved ones in the dark for weeks at a time*, WRIC ABC 8News, https://www.wric.com/news/taking-action/extensive-lockdowns-at-red-onion-state-prison-leave-loved-ones-in-the-dark-for-weeks-at-a-time/.

people in the program. Defendants' argument further ignores that facility-wide privilege restrictions may fall with particular force on people in the Step-Down Program, whose privileges are already severely curtailed. And because such changes in conditions are a designated topic for the deposition of VDOC's corporate witness, to which VDOC has not objected, Plaintiffs should have the benefit of receiving documents that reflect significant restrictions on out-of-cell time.

III. Plaintiffs' targeted discovery is reasonable and does not create an undue burden.

Defendants make boilerplate objections to Plaintiffs' limited and targeted requests as overly broad, not proportional, and unduly burdensome, in addition to falling outside the scope of the Court's order. When considering proportionality and undue burden, courts weigh the burden of the discovery requests against the likely benefits. *See* Fed. R. Civ. P. 26(b)(1). Boilerplate objections to proportionality are insufficient to justify a refusal to produce documents. *Ashmore v. Williams*, No. 8:15-CV-03633-JMC, 2017 WL 2437082, at *4 (D.S.C. June 6, 2017) ("[S]uch 'boilerplate' language in a [proportionality] discovery objection cannot overcome the broad scope of discovery as contemplated by Rule 26."). Similarly, when a party objects to a discovery request because of an alleged undue burden, the objecting party "must allege specific facts that indicate the nature and extent of the burden, usually by affidavits or other reliable evidence." *Kattato v. Cross Country Healthcare, Inc.*, No. 7:23-CV-00485, 2026 WL 497802, at *3 (W.D. Va. Feb. 23, 2026) (internal citations omitted).

Defendants have failed to make an adequate showing to support their objections. And Plaintiffs' requests are proportional to the importance of the issues to the case. As discussed above, the Safety Agreement on its face makes broad changes to the policies and conditions in the Step-Down Program. Comprehensive discovery is necessary to fully explore these changes and their impact on Plaintiffs' claims and Defendants' defenses. And because Plaintiffs intend to present

evidence about the Safety Agreement at trial, they should have the benefit of discovery in advance in order to avoid unfair surprise. *See Tarashuk v. Orangeburg Cnty.*, No. 5:19-CV-02495-JMC, 2022 WL 473231, at *6 (D.S.C. Feb. 15, 2022) ("The purpose of discovery in the American adversarial system is to avert trial by surprise and to allow parties to investigate the events surrounding a claim, gather and test evidence, and guide the finder of fact to the truth of the matter at hand."); *Cine Forty-Second St. Theatre Corp. v. Allied Artists Pictures Corp.*, 602 F.2d 1062, 1063 (2d Cir. 1979) ("The Federal Rules of Civil Procedure carried the discovery principles of Equity into the nation's courts of law in the hope of expediting the litigation process and of transforming the sporting trial-by-surprise into a more reasoned search for truth."); *Reno Air Racing Ass'n., Inc. v. McCord*, 452 F.3d 1126, 1140 (9th Cir. 2006) ("Trial by surprise is no longer countenanced.").

Plaintiffs have been and remain willing to work with Defendants to reduce any burden related to searches of individual institutional records (the only specific objection Defendants raise), and to develop appropriate search parameters for email and other document searches, as the parties have done in the past. However, Defendants have simply refused to produce any documents whatsoever. Their objections are not substantiated and should be overruled.

Similarly, the amount of out-of-cell time is material to Plaintiffs' claims, and Plaintiffs' targeted request regarding lockdowns is therefore proportional. Plaintiffs have also negotiated the scope of documents produced in response to RFP No. 6 to minimize the burden on Defendants, narrowing their request to seek only documents sufficient to show the dates and reason for each period of lockdown. Plaintiffs narrowed their request despite Defendants' wholly failing to articulate a burden to produce documents related to lockdowns within the Step-Down Program. Indeed, Defendants even suggested that Defendants could and would use documents showing the

duration of lockdowns at trial should Plaintiffs' witnesses testify contrary to the documentary evidence that VDOC has on the topic. Setting aside the glaring impropriety of a party relying on documents at trial that the same party refused to produce during discovery, Defendants' argument is a plain admission that, if Defendants may locate and use documents at trial for their own purposes, there is no undue burden. Defendants, however, still refused to produce any documents on the topic whatsoever.

Because Plaintiffs have shown that their requests fall within the scope of the Court's order and how the requested documents are relevant and material to their claims and Defendants' defenses, the Court should compel discovery.

CONCLUSION

For the foregoing reasons, Plaintiffs respectfully request that the Court grant Plaintiffs' Motion and issue an order compelling VDOC to produce within 7 days of the issuance of the Court's order all documents responsive to Plaintiffs' Sixth Set of RFPs, Document Request Nos. 2, 3, 4, and 6.

Respectfully Submitted,

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EXHIBIT A

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF VIRGINIA

WILLIAM THORPE, *et al.*,

Plaintiffs,

v.

VIRGINIA DEPARTMENT OF CORRECTIONS, *et al.*,

Defendants.

CASE NO.: 2:20-CV-00007-JPJ

PROPOUNDING PARTY: Plaintiffs.
RESPONDING PARTY: Defendants.
SET NUMBER: Six

DEFENDANTS' OBJECTIONS AND RESPONSES TO PLAINTIFFS' SIXTH SET OF REQUESTS TO DEFENDANTS FOR PRODUCTION OF DOCUMENTS

Defendants Virginia Department of Corrections, Harold Clarke, Randall C. Mathena, H. Scott Richeson, A. David Robinson, Henry J. Ponton, Marcus Elam, Denise Malone, Steve Herrick, Tori Raiford, Jeffery Kiser, and Carl Manis provide the following responses to Plaintiffs' Sixth Set of Requests to Defendants for Production of Documents.

OBJECTIONS TO DEFINITIONS AND INSTRUCTIONS

Defendants object to the definition of "Class Members" and "Class Member" as referring to its definition in the Complaint. On April 12, 2023, the Court certified the Class as all persons who had been confined at Red Onion at any time since August 1, 2012 "at the Level S or Level 6 security levels and subject to any phase of the Step-Down Program." Defendants will use the Court's definition. VDOC further objects to the definition of "Class Members" and "Class Member" as the opt-out period has not yet expired, meaning that the Class Members have not yet been determined. Defendants further object to the definitions because Defendants are unable to identify, and thus unable to provide information associated with, persons who "will be confined at Red Onion or Wallens Ridge State Prison at the 'Level S' or 'Level 6' Security Levels and subject to any phase of the Restrictive Housing Reduction Step-Down Program."

Defendants object to the definition of "Communications" to the extent it assumes a transmission of information through oral means is something that can be produced. Defendants will interpret the term "communication(s)" to mean transmission of information in written form, information reduced to a producible form, or written memorialization of information orally transmitted.

Defendants object to the definition of the terms "Defendants," "you," "your," and "yours" as seeking to impose on Defendants an obligation to disclose information protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, privileges and statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or other applicable privileges, exemptions, or immunities. Defendants will not provide information protected by these privileges, exemptions, protections, or immunities. Defendants also object to this definition as overly burdensome and seeking documents outside Defendants possession, custody or control to the extent the definition includes "predecessors, successors, representatives, and assigns, and any person acting or purporting to act on behalf of Defendants."

Defendants object to the definition of "Documents" or "documentation" on the basis that it seeks to impose Defendants an obligation beyond what has been agreed to in the Stipulated Order Regarding Discovery of Documents and Electronically Stored Information entered in this case. Defendants will interpret the term "Document," including but not limited to the "associated 'metadata'" consistent with that Stipulated Order. Defendants further objects to the definition of "Document" as overly broad and unduly burdensome to the extent it would seek to include information from sources that are not reasonably accessible because of undue burden and cost, including backup data, legacy data, obsolete or retired hardware or software, deleted files or file

fragments that may or may not persist on computer drives or servers, external communications that have been stopped by a firewall system and spam filters, damaged media, or electronic files that are inaccessible by virtue of unknown file extensions, unknown password protections, or viruses.

Defendants object to the definition of "Step-Down Program" as overly broad and unduly burdensome. Multiple "other procedures governing the privileges, programming, and conditions of confinement applicable to prisoners designated Security Level S and Security Level 6" apply to all inmates, including inmates designated Security Level S and Security Level 6.

Defendants object to the definition of "VDOC" as seeking to impose on Defendants an obligation to disclose information protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, privileges and statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or other applicable privileges, exemptions, or immunities. Defendants will not provide information protected by these privileges, exemptions, protections, or immunities. Defendants also object to this definition as overly burdensome and seeking documents outside Defendants possession, custody or control to the extent the definition includes "their officers, directors, employees, agents, attorneys, representatives, and other persons acting or authorized to act on their behalf."

Defendants further object to the definition of "Documents" to the extent it seeks to impose on Defendants a duty to produce information that is not available from reasonably accessible sources, is maintained outside of Defendants' possession, custody, or control, or purports to obligate Defendants to produce something that does not still exist.

Defendants object to Instructions No. 1 and 4 as overly broad and unduly burdensome because they seek to impose upon Defendants an obligation beyond what has been agreed to in the

Stipulated Order Regarding Discovery of Documents and Electronically Stored Information entered in this case.

Defendants object to Instruction No. 3 as overly broad and unduly burdensome because it seeks to impose upon Defendants an obligation to identify and investigate circumstances surrounding the disposition of all documents that are no longer in Defendants' possession, custody, or control and is thus also beyond the scope of permissible discovery pursuant to Rule 26(b)(1).

Defendants object to Instruction No. 10 as being overly broad and exceeding the scope of the Order dated March 4, 2026 (Docket No. 524) (the "Court Order"). Plaintiffs' discovery is limited to "any material changes in the subject Step-Down Program and its policies, practices, and conditions of confinement."

OBJECTIONS AND RESPONSES TO REQUESTS FOR PRODUCTION

REQUEST FOR PRODUCTION NO. 1: All documents and communications related to the implementation of the requirements of Virginia Code § 53.1-39.2 with regard to the Step-Down Program, including but not limited to:

(a) all reports, memoranda, emails, messages, meeting minutes, and other documents related to the implementation of the requirements of the statute;

(b) all weekly reviews conducted pursuant to § 53.1-39.2(C)(i);

(c) all action plans created pursuant to § 53.1-39.2(C)(ii);

(d) all documents created pursuant to § 53.1-39.2(c)(iii);

(e) all documents or communications that reflect the position or opinion that the requirements of § 53.1-39.2 do not apply to the Step-Down Program.

OBJECTION:

Defendants object to this Request because it exceeds the scope of the Court Order, which is limited to documents regarding material changes in the Step-Down Program and its policies, practices, and conditions of confinement created since March 1, 2023. Additionally, the requirements of Virginia Code § 53.1-39.2 do not constitute a material change to policies, procedures or conditions of confinement of the Step-Down Program; rather they pertain to administrative record keeping. Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents and communications" regarding Virginia Code § 53.1-39.2 as applied to the Step-Down Program. Additionally, Defendants object to this Request as unduly burdensome and disproportional to the extent the Request requires Defendants to access each inmate's institutional record for documents applicable to that inmate in order to respond to the Request, as opposed to a reasonable and targeted search of centrally maintained records that would reflect directives on the process. Documents that pertain to Request subparts (b), (c), and (d) can only be retrieved by searching each inmate's specific record, which is an unduly burdensome and disproportionate demand. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Subject to and without waiving these objections, Defendants will conduct a reasonable search for and produce the weekly reviews conducted pursuant to § 53.1-39.2(C)(i) for Plaintiff McNabb, who is the only named Plaintiff in Level S or 6 at the relevant time, as well as a document in response to subpart (a) of the request. Defendants will not search for or produce other documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 2: All documents and communications related to VDOC's preparation for and participation in the Virginia House of Delegates' Public Safety Committee Meeting on December 16, 2024, including but not limited to:

(a) any slide presentation(s) used at the hearing and drafts thereof;

(b) all drafts and notes used, relied on, or prepared for VDOC officials to use to provide oral remarks at the hearing;

(c) communications with legislators or their staff regarding the hearing;

(d) communications and documents prepared in response to legislators' questions or requests; and

(e) all emails and messages to, from, or among VDOC officials and staff related to the hearing.

OBJECTION: Defendants object to this Request as not relevant to any claim or defense in this case and exceeding the scope of the Court Order. This Request does not seek information that identifies any material changes to the Step-Down Program's policies, practices, or conditions of confinement. Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents and communications" regarding "preparation for and participation in" a Virginia House of Delegates' meeting. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Defendants will not search for or produce documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 3: All documents and communications related to the Safety Agreement presented to people in the Step-Down Program in or around January 2025, including but not limited to:

(a) documents and communications related to the development of and the motivation and basis for the Safety Agreement;

(b) drafts of the Safety Agreement;

(c) signed Safety Agreements;

(d) documents and communications regarding decisions to cut or turn off power to the cell outlets of people who refused to sign the Safety Agreement;

(e) documents and communications regarding decisions to restore power to the cell outlets of people who refused to sign the Safety Agreement;

(f) documents and communications regarding any incentives provided under the Safety Agreement;

(g) documents and communications regarding any other consequences or conditions imposed on people who refused to sign the Safety Agreement;

(h) documents and communications regarding reviews and renewals of the Safety Agreement; and

(i) any written complaints, regular grievances, and grievance appeals related to the Safety Agreement (to the extent not produced in the updated grievance spreadsheet).

OBJECTION: Defendants object to this Request as not relevant to any claim or defense in this case and exceeding the scope of the Court Order. The Safety Agreement does not represent a material change to the Step-Down Program's policies, procedures or conditions of confinement.

Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents and communications" "related to the Safety Agreement," particularly in that the demand is not limited to the class. Additionally, Defendants object to this Request as unduly burdensome and disproportional to the extent the Request requires Defendants to access each inmate's institutional record for documents applicable to that inmate in order to respond to the Request, as opposed to a reasonable and targeted search of centrally maintained records that would reflect directives on the process. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Subject to and without waiving these objections, Defendants will produce the Safety Agreement template in response to part (c) and an updated grievance report extract from which Plaintiffs may obtain information in response to part (i). Defendants will not search for or produce other documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 4: Documents and communications regarding incidents from March 1, 2023 to the present of self-injurious behavior, suicide attempts, or completed suicides by people in the Step-Down Program, including but not limited to:

(a) incidents in which individuals in the Step-Down Program used their cell outlets to set themselves on fire or otherwise inflict burns on themselves;

(b) communications with the Office of the Corrections Ombudsman regarding any such incidents; and

(c) any documents received from or provided to the Office of the Corrections Ombudsman related to such incidents.

OBJECTION: Defendants object to this Request as not relevant to any claim or defense in this case and exceeding the scope of the Court Order. Individual incidents related to self-injurious behavior do not represent a material change to the Step-Down Program's policies, practices, or conditions of confinement. Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents and communications" regarding specific incidents associated with individuals in the Step-Down Program. Additionally, Defendants object to this Request as unduly burdensome and disproportional to the extent the Request requires Defendants to access each inmate's institutional or medical/mental health record for documents applicable to that inmate in order to respond to the Request. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Defendants will not search for or produce documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 5: All documents and communications reflecting the number and identity of mental health employees and contractors employed to provide mental health services (treatment, monitoring, evaluation, diagnosis, or programming) to people in the Step-Down Program from March 1, 2023 to the present, including but not limited to the number and type of positions, the duties for each position, and staffing schedules.

OBJECTION: Defendants object to this Request as not relevant to any claim or defense in this case and exceeding the scope of the Court Order. The quantity, identity, or duties of mental health employees and contractors do not represent a material change to the Step-Down Program's policies, practices, or conditions of confinement. Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents and communications" regarding staffing. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Defendants will not search for or produce documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 6: All documents reflecting all periods of time from March 1, 2023 to the present that any unit in which people in the Step-Down Program were housed was placed on lockdown or modified lockdown, in whole or in part, for any reason.

OBJECTION: Defendants object to this Request as not relevant to any claim or defense in this case and exceeding the scope of the Court Order. A lockdown status is a normal operation of the correctional setting unrelated to the operation of the Step-Down Program, and such events do not represent a material change to the Step-Down Program's policies, practices, or conditions of confinement. Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents" regarding lockdown events. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege,

deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Defendants will not search for or produce documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 7: All documents reflecting any programs actually available and offered to people at any level of the Step-Down Program from March 1, 2023 to the present, including documents reflecting whether such programming took place in cell or out of cell, the facilitator for any group work related to a program, and any written materials provided to participants in the program or used by the facilitator of the program.

OBJECTION: Defendants object to this Request because it exceeds the scope of the Court Order, which is limited to documents regarding material changes in the Step-Down Program and its policies, practices, or conditions of confinement created since March 1, 2023. Additionally, programs that existed both before and after March 1, 2023 cannot constitute a material change because of their preexisting status. Defendants further object to this Request as overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents reflecting any programs actually available and offered" to inmates in the Step-Down Program because it would demand an effort beyond a reasonable and targeted search of centrally maintained records. Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Subject to and without waiving these objections, Defendants will conduct a reasonable and targeted search for and produce a list of any new programs made available to

inmates in the Step-Down Program created since March 1, 2023. Defendants are inquiring about the feasibility of obtaining copies of any such new program materials. Defendants will not search for or produce other documents in response to this request on the basis of these objections.

REQUEST FOR PRODUCTION NO. 8: Copies of Building Management Committee records from January 1, 2025 to the present.

OBJECTION: Defendants object to this Request because it exceeds the scope of the Court Order, which is limited to documents regarding material changes in the Step-Down Program and its policies, practices, or conditions of confinement created since March 1, 2023. Defendants further object to the Request as being vague with respect to the definition of "records." Defendants will interpret "records" to mean the weekly status reports of inmates in the Step-Down Program created and maintained by members of the Building Management Committee at Red Onion.

RESPONSE: Subject to and without waiving this objection, and consistent with the parties' previous agreement, Defendants will conduct a reasonable search for and produce BMC weekly status reports of inmates in the Step-Down Program.

REQUEST FOR PRODUCTION NO. 9: All documents not otherwise responsive to these requests that were used, referenced, or relied upon to prepare any supplemental answers or answers to any of Plaintiffs' Interrogatories after March 1, 2023.

OBJECTION: Defendants object to this Request because it exceeds the scope of the Court Order, which is limited to documents regarding material changes in the Step-Down Program and its policies, practices, or conditions of confinement created since March 1, 2023. Defendants further object to this Request as being overly broad and not proportional to any claim or defense in this case because it seeks "[a]ll documents" referenced to prepare any Interrogatory response after March 1, 2023, particularly to the extent such information is already known to the Plaintiffs.

Defendants further object to this request to the extent it seeks information or documents protected by the attorney-client privilege, work product doctrine, executive privilege, deliberative process privilege, any privilege or statutory confidentiality imposed by the Code of Virginia, self-critical analysis privilege, or any other applicable privilege, exemption, or immunity.

RESPONSE: Defendants will not search for or produce documents in response to this request on the basis of these objections.

Dated: April 13, 2026

Respectfully,

VIRGINIA DEPARTMENT OF CORRECTIONS, HAROLD CLARKE, A. DAVID ROBINSON, RANDALL MATHENA, H. SCOTT RICHESON, HENRY PONTON, MARCUS ELAM, DENISE MALONE, STEVEN HERRICK, TORI RAIFORD, JEFFREY KISER, and CARL MANIS, Defendants.

By: /s/ Maya M. Eckstein

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CERTIFICATE OF SERVICE

I hereby certify that on April 13, 2026, I electronically mailed the foregoing VDOC's Objections and Responses to Plaintiffs' Sixth Set of Requests for Production to the following:

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/s/ *Maya M. Eckstein*
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EXHIBIT B

Red Onion State Prison

Virginia Department of Corrections

Inmate Orientation Handbook

Revised

September 5, 2025

Message from the Warden

David Anderson

Today, as you arrive at Red Onion State Prison, I encourage you to take this opportunity to review this orientation packet and familiarize yourself with the rules and regulations related to your assignment at this facility. The information found within this Orientation Handbook will prove to be useful as you begin to adjust to daily operations of this facility.

It is the goal of ROSP to provide appropriate supervision and control in a safe environment to those assigned inmates, to meet your basic human needs, and to provide effective programs and re-entry services. This will be done within the constraints of the institution to enhance your potential of positive institutional adjustment and reintegration into society

Because of the high level of security and the basic constraints in the design of ROSP, this handbook has been prepared as a means of communicating to you basic information concerning the institution, which may differ in some respects to that of other institutions. It is necessary to have structure and order in daily activities; therefore, it is necessary that each inmate understands and abides by ALL institutional rules and regulations. Rule violations or unacceptable conduct can result in institutional charges, and accordingly, your Good Conduct Allowance, security level, adjustment record and privileges may be affected.

While being assigned to ROSP, you will be given a clear path with the opportunity to work on changing your behavior to reducing your security level in order to transfer to a lower-level facility with more privileges.

Red Onion State Prison operates under uniform procedures established in accordance with Operating Procedures (OP's), Virginia Department of Corrections Directives and standards adopted by the State Board of Corrections and the American Correctional Association. Procedures specific to ROSP are called Implementation Memo's. Those available for inmate review may be requested through the Law Library. Review of these procedures may give you a better understanding of the functions of ROSP and the specifications to which staff and inmates must adhere.

If you have questions, contact your Counselor, an Officer, the Institutional Ombudsman, or refer to the inmate request form for a listing of individuals and departments at ROSP who may be of assistance to you.

Virginia Department of Corrections

Vision Statement

Our long-term vision is for VADOC to be a progressive and proven innovative leader in the profession. Research, data analysis, and reporting of outcomes will be used in strategic planning, policy guidance, program assessment, and administrative decision making. Virginia is a better place to live and work because we improve long term safety and foster societal progress through the successful transformation and reintegration of men and women entrusted to our care.

Mission Statement

We enhance the quality of life in the Commonwealth by improving public safety. We accomplish this through reintegration of sentenced men and women in our custody and care by providing supervision and control, effective programs and re-entry services in safe environments which foster change and growth consistent with research-based evidence, fiscal responsibility, and constitutional standards.

Directions to the Institution

From Roanoke, Virginia take Interstate 81 South to Abingdon, Virginia. From Abingdon, take State Route 19N-58 to Hansonville, Virginia. At Hansonville, take State Route 58 to Norton, Virginia. From Norton, take State Route 23N to Pound, Virginia. (You will take the Clintwood Exit). From Pound, take State Route 83 approximately 4 miles to State Route 361. You will see the Red Onion State Prison sign. Turn right onto 361 for approximately 2 miles to Red Onion State Prison.

Visitors must park in designated areas and secure and lock unattended vehicles. No weapons, ammunition, alcohol, or drugs that are not prescribed to the visitor are not permitted in the visitor's vehicle on DOC property.

Daily Operating Schedule

The facility operates on a 24-hour clock however normal office hours for the administrative staff are 7:30a.m. to 4:00p.m. Staff schedules vary according to each department.

Rules-Regulations-Overall Conduct

All instructions issued by Officers and ROSP staff must be followed at all times.

Inmates must have their I.D. cards in their possession at all times. Inmates will be required to identify themselves by name and inmate number when asked for this information by any staff person.

Inmates are NOT permitted in a building or on a pod floor to which they are not assigned, unless they are assigned to a work assignment in the unit.

Inmates are NOT permitted in any cell except their own.

Personal property may NOT be sold, traded, loaned or given away to other inmates. Any inmate possessing personal property not on his personal property inventory will have the item(s) confiscated and will be charged accordingly.

Any state items found in an inmate's cell, such as mops or cleaning supplies, will be confiscated and the inmate charged accordingly.

All DOC prisons and facilities are Tobacco Free.

ROSP monitoring of conversation, movements and actions through intercom and security video monitoring equipment is for the safety and security of inmates, staff and the public.

No gambling or betting of any kind will be permitted

Control Rooms and Gun Post are equipped with Audible Warning Devices and less than lethal force equipment. The necessary equipment will be used to prevent assault, escapes and in other instances directed by policy. All inmates present when the Audible Warning Device is activated or when shots are fired, they are to lie flat on the ground or floor and take all directions from security staff. Inmates will remain on the ground or floor until security directs otherwise.

Anyone not at their cell doors when it is opened and closed will be considered to be in an Unauthorized area and may be charged accordingly.

Any damage or alterations to receptacles, sprinklers, tray slots, cameras and/or intercoms may result in appropriate disciplinary actions and possible restitution for damage. This includes stopping up or covering vents and/or toilets.

Count procedures are to be followed as instructed by Security Staff. During count, officers must see flesh and movement or hear the inmate speak. During Standing Counts, an announcement will be made for inmates to stand for count and the inmates will be required to stand for the count. Failure to stand for the count will result in possible infraction in accordance with OP 861.1.

When being pulled for recreation and showers, inmates will follow all directions given by security staff. Any delaying, hindering of staff or disruptive behavior will result in the inmate being placed back into his cell and staff will document the action as "refused due to disruptive behavior".

Any spitting, throwing of object(s) or throwing of body wastes will result in the inmate being charged per policy. The inmate's behavior will be assessed by Security and Mental Health to determine other restrictions and housing changes.

Any attempt to place any part of the body out of the tray slot or block/tamper with the tray slot is a violation and will be addressed according to policy.

Inmate phone calls per month are determined by the inmates Incentive level. Emergency or attorney call requests must be made to the Counselor or Building Supervisor to be approved by the Unit Manager.

Requests for notary work will be made on a Facility Request Form directed to the Unit Manager.

Climbing on any facility structure (fence, gate, wall, outer edge of steps) is not permitted and inmate may receive a

disciplinary charge for the offense.

No cups, trays, utensils of food items of any kind distributed during meals will be kept in the cells. Staff will pick up all items after meals.

Any fruit and milk you receive during mealtimes must be consumed. Inmates may not store food items in their cells.

Security and Treatment staff will make regular rounds and will distribute needed forms to inmates. Attempts to communicate with Officers or staff members by beating on doors, shouting, yelling, etc. will result in the inmate being charged.

Inmates will be allowed to wear hats/head coverings purchased from commissary) to recreation yard; however, inmates in Restorative Housing the hat/head covering must be searched prior to the inmate leaving his cell.

No Earbuds/Headphones are allowed to be used during pod or yard recreation due to safety issues.

In addition, whatever clothing is worn to recreation must be worn at all times, as it is intended to be worn. An inmate cannot take off clothing while on recreation or tie jacket/shirt around their body.

The pod TV will be controlled at all times by ROSP staff.

Any cells may be shaken down at the discretion of security.

Cells will be maintained in an orderly fashion. Cell sanitation is the inmate's responsibility. Each inmate is responsible for the cleanliness of their assigned cell. All personal property must be stored in an orange bag under the bed, on a desk or on a shelf and must be neatly arranged.

Inmates are not permitted to hang towels, blankets, sheets, or any item that may hide any area of the cell from staff view at any time. Wet towels and washcloths may be hung on the sink to dry. Security will constantly check cells for compliance.

Inmates are not permitted to cover their cell door windows, windows, cameras, or lights. Inmates are also not allowed to hang blankets, clothing, etc., from lights, top or bottom bunk, sprinkler head or create a clothesline. Clotheslines are <u>not</u> permitted in cells. Inmates are not permitted to place any items in their door or rear cell windows.

Inmates are not permitted to cover, clog or tamper with the vents in the cells in any manner. Covering these areas will result in an appropriate disciplinary charge. Cell Security Lights will remain on 24 hours per day.

Inmates will be provided with clean cloths and cleaning liquid in order to clean their cells two times a week on night shift.

Inmates shall utilize their installed cell beds for periods of rest and/or sleep. No inmates will be permitted to sleep/idle rest on their cell floor under any circumstances. All inmates should make sure that all bunks are made when they are not being used or they are not physically between the covers and mattress.

Inmates will still be permitted to conduct kinetic activities such as exercising and cleaning in their cell.

An area in each cell is marked in a square to accommodate <u>personal photographs only</u> for display. Tear outs from magazines, newspapers, etc. will not be permitted on the cell wall. Pictures will not be allowed on the cell wall except in the authorized area. Inmates are NOT permitted to have nude or partially nude pictures or photographs of any type on their walls or on display in their cells.

No photos may be placed on the wall that includes, but not limited to, photos that emphasize depictions or promotions of violence, disorder, insurrection, terrorist, or criminal activity in violation of State and Federal laws or the violation of the Inmate Disciplinary Procedure.

All electronic sound equipment (TV, etc.) will be played through headphones with the audio level not to exceed the limit of the cell. Any inmate who violates this may have all his sound equipment confiscated, in accordance with OP 802.1. Talking and playing music or TVs will not be permitted during institutional count.

Inmates are only to use the intercom button within the cell for EMERGENCIES.

Inmates who plug unauthorized items into receptacles (such as "stingers") may "trip the breaker", resulting in loss of power to your cell and the cell beside you. Power will be restored when maintenance or security has time, depending on institutional priorities. This means you could be without power for several days. Inmates in the cell where the unauthorized item was placed in the outlet will receive an appropriate charge and be responsible for restitution costs for any damage.

No one is permitted to climb or stand on the sinks, toilets, tables, or any other fixtures in the cells which were not installed for the purpose of climbing or standing. This could result in an injury and inmates may receive a disciplinary charge for this action.

Inmates are not allowed to sit or exercise on the steps in the pods. No exercising on the pod floor during pod recreation.

Loud noise, horse playing, singing and running in the pod are prohibited.

No laundry bags will be out on the pod floor.

Inmates will not be allowed to take any items to outside recreation.

Inmates are not allowed to open tray slots or cross the red line in front of the cell during out of cell activity time.

Red and Yellow Control Lines in the pod and on the recreation yards are designated unauthorized areas. These areas are accessible upon directions from staff.

Green Control Lines are to be used any time a staff member enters the housing unit during out-of-cell activity and the inmate wishes to speak with that staff member. The inmate will stand and form a single line and staff will speak with those on the green line one at a time.

When "any" Control Room Officer gives the call of, "5 minutes left" means that you have less than "5 minutes" to be "at your cell door" ready to go into your cell when the door is opened.

When on the yard, an inmate may be directed to go to another area of the yard due to inmate or staff movement. Inmates are to follow instructions from Gun Post Officers/Yard Officer at all times. Failure to comply will be considered an aggressive act by security.

Inmates on the recreation yard are not allowed to talk to inmates in housing units through the windows.

Inmates should not call out to staff on the yard. Inmates on the recreation yard who engage in profanity or obscene communication towards staff will receive an appropriate disciplinary charge. This will result in forfeiture of recreation privileges and removal from the recreation yard.

INMATE DRESS CODE

The following dress code will be observed at all times in the institution:

Inmates will be fully dressed in state issued clothes, state issued shoes or personal clothing as authorized by Operating Procedure 802.1 anytime they are outside of their assigned cell.

Pants legs will not be rolled up or tucked in socks while outside of cells.

The waistband of pants must be worn on the waist where they intended.

If in the gym or at outside recreation inmates will have your state issued shirts and pants on and in line ready to exit the gym or enter into the building. Approved shorts may be worn to outside recreation and the gym.

State issued pants and white tee shirts must be worn while out for pod recreation.

Inmates will be required to wear the minimum of a shirt and undershorts to the shower.

During sleep hours inmates will wear a minimum of under shorts. No inmate is permitted to sleep nude.

During visitation, all inmates will wear state issued clothing and state issued shoes.

Inmates are required to wear state issued pants and shirts to DCE, Treatment Programs and Religious Services. No shorts or thermal underwear are allowed to be worn underneath clothing.

Inmates in Level 5 General Population can wear thermal underwear to outside recreation yards only.

Altering of state issued clothing is prohibited and a 111 infraction can be given.

Inmates will be dressed appropriately for the area that they are assigned to work (i.e. whites in the kitchen areas).

Inmates are not allowed to alter clothing in any way to display affiliation to any gang or club.

Inmates will not be allowed to wear clothing items (shirts, pants, socks, etc.) on their hands.

Inmates may wear approved state issued (orange ball or stocking cap), personal (orange ball or stocking cap), and religious head coverings anywhere inside the facility.

Inmate must remove head coverings for search purposes when requested by security personnel to include count time. No head coverings will cover the face.

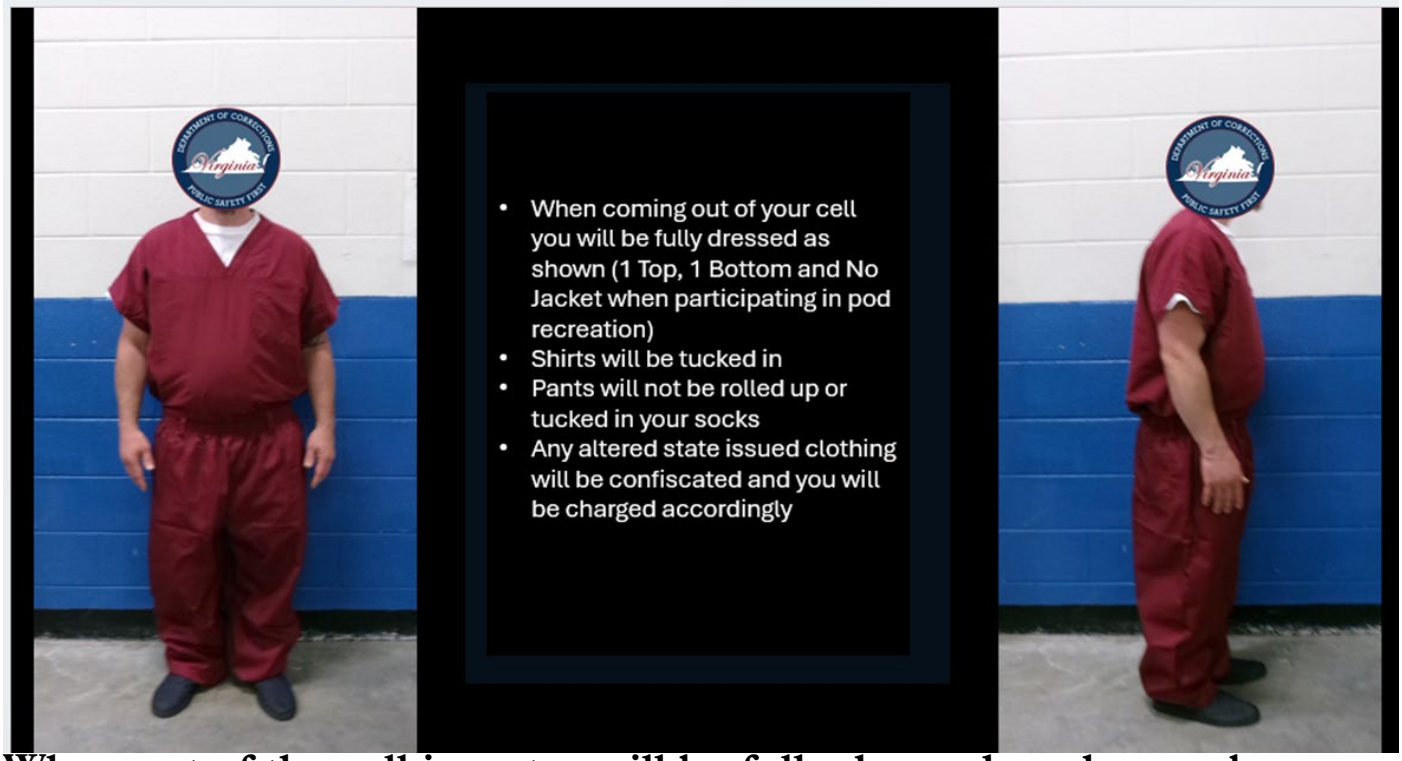
All head covering (state issued, personal, or religious) must not interfere with the use of any OSHA required equipment.

Inmate kitchen workers may wear clean state issued, personal, or religious head covering into the kitchen work area. A hair net must be worn over the head covering while working. All head covering is to fit securely on the head.

Inmates may not wear any head coverings (state issued, personal or religious) on external transportation.

Inmates may wear state issued, personal, or religious head coverings to outside work assignments.

If the inmate refuses to comply with orders to remove head covering for search purposes, they are subject to being charged under 861.1.



When out of the cell inmates will be fully dressed as shown above

Mass Movement/Gate Breaks

The Control Room Officer will announce 5 minutes (Chow or Recreation) in the pod.

Cell doors will be accessed and inmates will exit their respective cells fully dressed with inmate identification on

their person.

Inmates will remain in front of their assigned cells within the red lines, until directed by a staff member to move.

All inmates will exit the housing in a single file line and remain in a single file until they have arrived at their destination.

Inmates will not loiter in the vestibule area during periods of mass movement.

Inmates are not allowed to enter their assigned cell, grab an item and run to another cell to deliver that item. Inmates are not allowed to receive an item from another inmate once the cell doors are open. ***This is strictly forbidden and any acts of such will be considered to be an aggressive act, which may result in the use of force.***

An inmate should not, under any circumstance, approach the restorative housing pods or recreation doors.

K-9 staff will be available during movement and will respond to any incident, if necessary.

Showers and Recreation List

Recreation/Shower list will be taken up each morning by a Building Supervisor. The supervisor will blow a whistle prior to taking up the list. Staff will not wake up inmates in order to get a response.

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act of 2003 (Public Law No. 108-79) (PREA) was signed into law in 2003 to "provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape." Meeting the objectives of PREA is a priority of the Virginia Department of Corrections (DOC).

The Department has a "Zero Tolerance" Policy and facility staff do not tolerate sexual abuse and/or sexual harassment to include any unwanted sexual behavior or any rude or insulting sexual comments of any kind. Staff and inmates can never engage in any kind of sexual activity with each other.
Sexual abuse and/or sexual harassment can be reported to any staff member regardless of whether the staff member is security or non-security, contractor, volunteer, or intern including chaplains, medical, mental health, treatment, security, or administrators, they are required to report it.
If you have ever been sexually abused, you can ask for help. You can request to see facility medical and mental health staff without providing names or making a full report. All medical and mental health services provided, due to sexual abuse, will be free of charge. You can receive emotional support from an outside advocate by calling #55, option 2. You don't have to file a report to get their help. Calls to the outside advocate are confidential and DOC does not have access to the recordings.

If you experience sexual abuse or if you see or hear about someone else being sexually abused or sexually harassed, we want to know. All reports are to be taken seriously, and a thorough investigation will be conducted. The person who was sexually abused will also be able to get help.

You can report sexual abuse and sexual harassment verbally, through the inmate telephone system sexual assault hotline number #55, or in writing using a *Facility Request* or *Written Complaint.* (See Operating Procedure 801.6, *Inmate and CCAP Probationer/Parolee Services* and Operating Procedure 866.1, *Offender Grievance Procedure.*) You can also write to Action Alliance, P.O. BOX 17115, Richmond, VA 23226. You may also contact the PREA Compliance Manager, P. Sykes.

You can review the PREA Video Information- "Let's Talk About the PREA Standards" again on the Inmate Education Program Channel 7 at 7:00a.m. and 7:00p.m daily. This information is also available in Operating

Procedure 038.3, *Prison Rape Elimination Act (PREA).*

Note: PREA allegations are a serious matter and are not taken lightly; therefore, if an allegation is determined to be unfounded, the inmate may receive an infraction. If the allegations are made against staff, the details in the allegation and the credibility of the inmate will determine if the staff member will be removed from their regular post.

Inmate Accounts

Spend Accounts

Inmates are to notify family members and friends that they are not allowed to receive cash or personal checks through the mail. Monies approved for receipt and credited to an inmate's account may be from J-Pay, verified legitimate Government checks, or refund checks from businesses only.

Personal checks are not authorized and will be returned to the sender. Any money found in incoming or outgoing correspondence, which the sender appears to have attempted to conceal from authorities will be considered contraband and confiscated accordingly. Cash is not considered authorized funds and will be confiscated if received. Confiscated funds will be credited to the general commissary fund.

The Business Office accepts J-Pay deposits to inmate accounts. There will be a minimum of two (2) days before J-Pay is credited to an inmate's account.

When ROSP receives notification the money has arrived from a reliable source, deposit receipts are issued to inmates when money is transferred into their accounts.

Inmates transferred to ROSP may request a cash advance from the Business Office in the amount of $5.00 or $10.00 if they have funds available at their sending institution. The ROSP Business Office will verify funds are available before issuing a cash advance.

Funds Deposit/Availability

All funds transferred with an inmate to ROSP, and all authorized funds received through the mail will be posted to the inmate's account. A deposit receipt will be mailed to the inmate within five business days.

Savings Account

Code of Virginia 53.1-43.1 requires the Department of Corrections to withhold 10% of ALL incoming funds until $1000.00 is accumulated, to be paid to the inmate upon release from incarceration. Inmates with a "Life" status or Contract Inmates, Interstate Compact Inmates, 76 years old or older, will not be required to maintain a Savings Account. Refunds from outside vendors will not be subjected to the 10% withholding for Savings Accounts.

Reserve Accounts

Reserve Accounts are used for court filing fees and for deposits considered questionable. Questionable deposits will remain in your reserve account until deemed collectible. Inmate requests for transfers from spend account to reserve account or vice-versa, will not be permitted. Inmate reserve accounts at ROSP will be utilized only for legal and court affiliated costs.

Court Obligations

Code of Virginia 53.1-41(B) requires the Department of Corrections to withhold funds from inmate payroll to be applied toward any court-imposed fines, costs, forfeitures, restitutions and/or penalties that the inmate may owe. Each inmate that owes court obligations will have 5% of their payroll from work, treatment and education withheld to be paid to the sentencing court annually or upon release from incarceration. All inmates are required to sign the 5% Pay Withholding Agreement in order to receive payroll. Refusal to sign the agreement does not excuse the inmate from work, treatment or education, however they will not receive pay for their work until a signed agreement is received.

Money Orders

Money orders from individuals must be sent to a vendor contracted by the DOC for this purpose. Money orders received at a facility will be rejected and returned to the sender with instructions on how to process their money order through J-Pay. Inmates in institutions may receive funds through electronic transfer using J-Pay or through the use of the J-Pay Lockbox service. Funds may be sent on-line at www.jpay.com or by telephone at 1-800-574-5729 using a credit or debit card. Funds may be sent using cash at a MoneyGram location such as Wal-Mart or CVS. Money orders with a completed deposit slip may be mailed to the J-Pay Lockbox. Deposit slips are available online at www.jpay.com or by telephone request to 1-866-333-5729

All money order withdrawal forms must be completely filled out. This includes inmate name, inmate number and cell assignment, the Pay to and Mailing Address lines should be filled out whether it is for postage or money withdrawals. Inmate I.D. must be provided before staff approval is given. The withdrawal form must be witnessed by a Sergeant or above. This form ***must be complete, signed, and witnessed*** or the form will be returned to the inmate unprocessed. Any money withdrawal over $50.00 must be verified by Intel before the process is complete. In addition, the inmate must include a pre-addressed stamped envelope. If a stamped envelope is not included with the order, it will be returned to the inmate unprocessed.

The completed Withdrawal Form allows the Business Office and the Mailroom with extra information needed for clarification in processing and researching a money order if a problem occurs.

Indigent Inmates

Definition of indigent Status: Any inmate with less than $5.00 in his inmate account for discretionary spending during the previous calendar month and has no job or any other source of income that provided as much as $5.00 during the previous month; or any inmate who is newly received into the institution and does not have available funds nor hygiene items.

Inmates who meet the above definition will automatically receive an indigent hygiene care packet on a monthly basis and do not have to request one. Indigent inmates can request an indigent legal packet from the Treatment Department by submitting a request form to the Recreation Supervisor.

Global Tel*Link (GTL) Telephone Services

GTL withdrawals are posted on the 20th of every month, unless the 20th falls on a weekend. It will then be processed on the Friday before the 20th. Please submit only **ONE** withdrawal per month. Withdrawals processed on the 20th will NOT be available for use until the 1st of the following month. A balance of $10.00 must remain in the Spend Account after the deduction. Funds transferred to Global Tel*Link cannot be returned to the Inmate Trust Account. Unused funds transferred to Global Tel*Link will be refunded only after the inmate has been released from incarceration.

Copies

All requests for Legal or Medical copies must be submitted to and witnessed by the inmates assigned Counselor along with a money withdrawal. These forms are then submitted to the Business Office for processing. Once the forms are approved, they will be returned to your Counselor or to the Medical Department. The Business Office is not responsible for making your copies.

An indigent inmate, who presents a verifiable [*verified by the counselor or Security Supervisor*] Court Order or Court Deadline, will not be denied copies of attachments or other documents for submission to the Court. However, 802.2 states the following: "When an inmate is unable to pay for copies in response to court requirement, copies should be provided and the cost debited to the inmate's account. Any inmate who has an account debit in excess of $50 for photocopies will not be provided any further photocopies unless the inmate presents a court order instructing the facility to provide the inmate additional photocopying service loans."

Copyrighted materials will not be photocopied and may be referenced for court proceedings.

The inmate will be required to sign a withdrawal form for the cost of the copies (ten (10) cents per page—subject to change) to be taken from the inmate's account. Indigent inmates will utilize carbon paper from the indigent legal packet to make copies of handwritten documents. Handwritten documents will not be copied for indigent inmates. Inmates are to use carbon paper provided in indigent legal packets to produce copies of handwritten materials.

Account statements from the Business Office are provided to inmates each month. Inmates will be charged a copying fee for additional copies of account statements.

The Facility Request Forms will be utilized to request copies from the inmate's assigned Counselor a minimum of 48 hours before copies are needed.

Interpretation and Translation Services

Any inmate may request translation services by making a verbal request to their Counselor or any staff member then follow with a written request to the LEP Coordinator. Inmates may request assistance if oral interpretation or communication of translated material is preferred or needed.

Limited English Proficiency (LEP) accommodations and questions can be addressed to the Operations Department (AMA K. Diets or Operations Manager P. Sykes).

Health Services

Access to Health Care

Medical staff are available at ROSP Sunday through Saturday including holidays. Regularly scheduled sick call and pill call will be provided to all inmates at ROSP. Inmates can submit request forms to the Medical Department, Dentist, or Mental Health.

Emergency

In the event an inmate needs emergency medical, dental, or mental health attention, the inmate can submit an Emergency Grievance.

Inmates have the right to appeal health services through the Inmate Grievance Procedure as outlined in OP 866.1.

Mental Health Services

Inmates are initially screened on arrival by health trained or appropriate health care staff. If it is determined that further evaluation, monitoring, or treatment is required, the inmate will be referred to a Mental Health Clinicians assigned to your Housing Unit or to the Mental Health Department.
Inmates can request an appointment with a Mental Health Clinician by submitting a request form to the Mental Health Department.

Any inmate who is concerned with another inmate may attempt to hurt or kill themselves, should encourage the inmate to reach out to mental health and wellness services for help an report their

Concerns to staff immediately for assistance.

Warning signs of suicide among inmates may

Include the following:

—Expressions of hopelessness or helplessness

—Withdrawal from family, friends or normal activities

—Statements focusing on death, suicide or self-harm.

—Changes in eating, sleeping, recreation, concentration, interests

—Getting affairs in order (saying good-bye, etc.)

—Giving away personal possessions.

Any inmate experiencing a mental health crisis or who observes another inmate in distress; should notify a staff member immediately. An inmate can write an anonymous request form to mental health staff to express their concerns.

Laundry Services

Personal and state property will be laundered by ROSP. A laundry schedule will be posted in the housing units. Upon arrival, inmates will be issued two mesh laundry bags identified by inmate name. Inmates should separate white clothing, including sheets and pillowcases, in one bag and colored clothing in the other prior to being placed outside of the cell for pickup. All inmates are issued 4 sets of clothing and will be washed on their laundry day.

If an inmate has state issued clothing or shoes that need to be replaced due to wear, the inmate will send a request form to the Building Lieutenant. Any missing or lost laundry items should be reported and verified by the Building Supervisor.

Inmate Grooming & Personal Hygiene Standards

Hairstyle, Beards and Mustache Requirements: Hair styles and beards that could promote identification with gangs or create a health, hygiene, or sanitation hazards are not allowed. Hair color will not be altered.

An inmate convicted of concealing contraband in long hair or beard will be required to maintain head and facial hair at a length that facilitates search and minimizes ability to conceal contraband.

An inmate who removes long hair and/or facial hair in an attempt to disguise their identity will be required to maintain head and facial hair at a length not to exceed ½ inch.

For additional information and/or access to the 864.1 *Inmate Grooming and Hygiene Procedure,* submit request form to the Law Library.

Fingernails: All inmates' fingernails will be neatly trimmed and will not extend more than 1/8" beyond the tip of the finger or thumb. Fingernails will not be filed to point but will be rounded.

Personal Hygiene: Inmates are expected to maintain good personal hygiene so as to not create a health or safety hazard to themselves or others. Inmates in restorative housing will have access to a sink and will be given the opportunity to shower and shave at least three times per week.

Personal hygiene items will be made available to all inmates for purchase through the facility's commissary. Provisions will be made for the issuance of personal hygiene items to indigent inmates in accordance with applicable Division procedures.

Identification Cards

All inmates will be photographed and issued an identification card on entry to DOC. This card will transfer with the inmate.

All inmates must have their I.D. card in their possession at all times. Failure to have an I.D. card can result in a disciplinary infraction under OP 861.1. Inmates are responsible for the whereabouts and upkeep of I.D. cards and will be asked to show their I.D. Card when receiving medication, mail, property items, legal documents, or any other time identification may be requested by staff.

ID checks will be completed by security staff during the 9:30pm count every Sunday. Inmates are required to present their ID's failure to do so will result in a replacement ID Cards to be ordered.

ID Cards will be replaced by the institution when the inmate's appearance has significantly changed.

Procedure for Replacement of I.D. Cards

The cost to replace a lost, stolen, damaged or altered card requested by Security will be is $2.00 and will not require approval from the inmate.

Inmates requesting a new ID card must submit a Facility Request to Personal Property requesting a replacement card. Inmates must sign a Money Withdrawal Form authorizing the amount to be deducted from their account. This will be scheduled as soon as possible.

Veteran Services

Any Veteran eligible and interested in participating in veteran's programs can send a Facility Request to the Institutional Veteran's Coordinator.

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Treatment Programs

Re-entry of inmates into society is our goal. To assist inmates with re-entry and address identified needs, inmates who are eligible may enroll in and participate in the following programs:

Aggression Alternative Skills

Making it on Supervision

Decision Points

Recovery Route (substance abuse)

Challenge Series

Victim Impact

Citizenship Journal

Ready to Work

Serve Safe

Sex Offender Awareness Program (SOAP)

Re-Entry-Money Smart

Re-Entry– Planning

Inside out Dads

Restorative Housing Journals

Preventing Recidivism by Educating for Parole Success (PREPS)

Thinking for a Change; Thinking for a Change Aftercare

Cognitive Behavioral Interventions with Substance Use Adult

Inmates wishing to enroll in a program will submit a request to the Treatment Department.

Counseling Services

Each inmate at ROSP will have an assigned Counselor to provide basic case management counseling services, emergency assistance as needed and individual counseling as time permits. Inmates should submit requests for services, information and meetings with Counselors utilizing the ROSP Facility Request Form.

Religious Programs

An inmate may request participation in religious services/programs by submitting a Request to Attend Religious Services. Designating which service(s) he wants to attend. An inmate may not select services in more than one (1) religion. The inmate will be added to the appropriate pass list in which he has specified on the request. As long as the inmate is assigned to ROSP and remains active in the selected religious group, he will remain on the master pass lists for the group. If the inmate wants to change their selected religious group, he may submit a new Request to Attend Religious Services during the next quarterly open enrollment.

Inmate Work Program

Inmates can apply for work by submitting requests to the appropriate Unit Manager when there is a job opening. Each application/request will be carefully reviewed prior to approval. Once approved the inmates will be notified of job assignment, location, time and pay rate. After six (6) months of maintaining a job with positive work reviews, inmates can submit a facility request to the job supervisor to transfer.

Gangs

"The Virginia Department of Corrections has the authority and responsibility to promote a safe and secure environment for those individuals who are employed within the Department's facilities, as well as those persons who are incarcerated. In doing so, the Department has a policy of zero tolerance for any inappropriate or criminal behavior committed by any individual or group of individuals. One factor of such concern is gangs (street gangs, hate groups, cults) and their members.

This is to inform you that as an inmate under the control or supervision of the Virginia Department of Corrections you are prohibited from joining, recruiting for, associating with, participating in or acting in concert with any individual or group of individuals who may constitute a gang. In addition, you are prohibited from owning, creating, possessing, or passing to other individuals any correspondence, documents, photographs, drawings, jewelry, symbols, or property of any type that contains or indicates gang identifiers, language, or information. Any behavior on your part which indicates such participation may lead to disciplinary, administrative, and/or criminal action against you."

Fire/Evacuation Plans

Evacuation routes are posted on the walls in each building and in all pods. Inmates should refer to these routes frequently to become familiar with them in case of an emergency such as fire. Security will be maintained at all times during an emergency situation.

Americans with Disabilities Act (ADA)

Title II of the ADA Title II of the ADA requires state and local governments to give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities. The Virginia Department of Corrections ("VDOC") does not deny people with disabilities the chance to participate in VDOC's programs, services, and activities for which they are qualified, or otherwise discriminate on the basis of any disability. If you have a qualifying disability under the ADA, you may be entitled to reasonable accommodations and/or reasonable modifications of VDOC's policies or procedures.
The Facility ADA Coordinator, Regional ADA/PREA Analyst, and Statewide ADA Coordinator are available to answer any questions that you may have regarding what accommodations you may qualify for and are responsible for ensuring that VDOC inmates with disabilities are accommodated under the ADA. The Statewide ADA Coordinator has the final authority over what accommodation(s) an inmate may receive. For more information regarding the roles of the Facility and Statewide ADA Coordinators, please see VDOC Operating Procedure 801.3.

To inquire if you qualify as having a disability under the ADA, or to learn more about what accommodations may be available to you, please contact your Facility ADA Coordinator, P. Sykes, by submitting a Reasonable Accommodation Request 801_F7 form or by submitting a Facility Request 801_F3 form pursuant to VDOC Operating Procedure 801.6. Or write to VDOC's Regional ADA/PREA Analyst, Misty Counts, or VDOC's Statewide ADA Coordinator, Barry Marano at P.O. Box 26963, Richmond, VA 23261-6963.

Further, if you are a blind and/or low vision inmate, you may qualify for the following accommodations, subject to safety, security, and administrative concerns:

- Assistive and/or auxiliary aids, such as writing guides, white canes, electronic magnifiers, talking calculators,

talking clocks, tactile floor markings, and/or scanning and reading appliances;

- An inmate Qualified Caregiver (dependent on availability at your VDOC facility) to assist you with your activities of daily living;

- An evaluation of your Blindness Skills and the need for training and alternative formats conducted by the Virginia Department for the Blind and Vision Impaired

- A physical orientation of your VDOC facility by a VDOC staff member;

- Large print and accessible documents

To request any of the above-mentioned accommodations, or any other reasonable accommodation or modification of a VDOC program or service, a VDOC inmate must submit a Reasonable Accommodation Request 801_F7 form to their Facility's ADA Coordinator. For more information about VDOC's accommodations request process, please see VDOC Operating Procedure 801.3.

Commissary

Keefe provides Commissary services at ROSP. Commissary will be ordered and delivered to housing units. Floor Officers will provide commissary order forms. All property orders for merchandise from Keefe Commissary must include separate commissary order form, and a personal property form. Once an order has been placed, it may not be cancelled. Money will be deducted from account before an inmate receives an order.

If an inmate has insufficient funds for a complete commissary order, the commissary clerks will determine items based on need (stamps, personal hygiene, etc.) Inmates transferred to ROSP will be allowed to spend up to $10.00 for commissary items only if money is being transferred from previous institution. This must have cash advances approved by the Business Office prior to ordering commissary. Due to the various Security level and classifications status at ROSP inmates should contact their Unit Manager or Counselor to verify their spend limits. Additional questions on commissary orders should be addressed to Keefe.

Department of Corrections Correspondence

Below you will find a list of names and addresses of Department of Corrections staff:

ADMINISTRATION:

Mr. Chadwick S. Dotson, Director,
Virginia Department of Corrections
6900 Atmore Drive, P.O. Box 26963, Richmond, VA 23261

Mr. David Robinson, Chief Deputy Director
Virginia Department of Corrections
6900 Atmore Drive, P.O. Box 26963, Richmond, VA 23261

Mr. Leslie Fleming, Deputy Director for Institutions
Virginia Department of Corrections
6900 Atmore Drive, P.O. Box 26963, Richmond, VA 23261

Mr. David E. Anderson, Warden
Red Onion State Prison
P.O. Box 970, Pound, Virginia 24279

CLASSIFICATION:

Mr. Troy Ford, Manager, Classification and Records
P.O. Box 26963, Richmond, VA 23261

Inmate Publication and Legal Correspondence

As of January 1, 2024, all books, magazines, publications, newspapers, commercial photographs, vendor purchased photobooks, and religious correspondence to an inmate must be sent directly to the VADOC's Centralized Mail Distribution Center.
VADOC Centralized Mail Distribution Center
Inmate Name, Inmate#
3521 Woods Way
State Farm, VA 23160

The DOC permits inmates to subscribe to, order from, and receive publications so long as the publications do not pose a threat to the security, discipline, and good order of the Institution and the publications otherwise comply with the requirements of this operating procedure.
Inmates or a third party may subscribe to or order periodicals, i.e., newspapers, magazines, or catalogs published on a regular schedule without prior approval through the institution.
Inmates will not receive publications of any kind on a trial basis, or which have not been prepaid.
Publications which may be obtained free of charge will be considered prepaid if the inmate provides documentation that the publication is free.

Inmates will only receive books, newspapers, and magazines mailed to the institution directly from the Central Mail Distribution Center. Any publication sent directly to the facility will be disposed of upon receipt. The inmate will be notified of this my Notice of Unauthorized Correspondence.

When a portion of a publication is disapproved, the entire publication will be disapproved. There will be no attempt to remove or censor the disapproved material.
Publications received from private individuals and altered publications that have pages, advertisements, or pictures removed, blotted out, etc., are not authorized, regardless of the source, and must be disposed of immediately.

For security purposes, some institutions may remove staples or other binding materials so that the publication must be disposed of on transfer to another institution that would consider the publication altered.
The review process may invalidate any return or refund policy of the vendor associated with the material. The DOC assumes no responsibility in this matter.

As of July 1, 2025, Legal mail received will be opened and copied in front of the inmate. The original legal mail contents along with the envelope will be shredded at this time in front of the inmate. All shredded items will be disposed of daily at the conclusion of the issuance of legal mail. Axon Body-Worn Camera will be worn and will record the process. Inmate must present an inmate identification card and sign for legal mail copies in accordance with policy.

As of September 1, 2025, the purchase of hardcover books will no longer be authorized. Any unauthorized hardcover books received will be considered contraband and disposed of upon receipt at the Central Mail Distribution Center. The inmate will receive a notification of unauthorized correspondence advising them of the disposal and items received.

Inmate General Correspondence

All outgoing mail should be sealed except where a payment for an inmate's purchase must be inserted in the envelope by the Business Office and should have a return address as sampled below:

Joe Doe #0000000
Cell #
Red Onion State Prison
P.O. Box 1900
Pound, Virginia 24279

Name and facility name must be spelled out. Abbreviations are not allowed.

All Correspondence with threats, extortion, or other illegal activity may result in prosecution for violation of state or federal law.

Inmates may send out or receive an unlimited amount of mail at their expense. Indigent inmates are allowed (1) free letter to be mailed within a one-week period. These envelopes should be marked "free letter". New intakes will receive free letter envelopes in an indigent package upon reception at ROSP. Only one free letter envelope is allowed per week. Inmates must note in the upper left corner under their return address **"New Intake" "Arrival Date: _____"** for verification purposes. Misinformation or misuse of this system may result in disciplinary action per OP 861.1.
All incoming mail will be opened and inspected for contraband at the institution.

There is a one-ounce weight limit for general correspondence.

Cash, personal checks, lottery tickets or stamps will not be accepted through the mail and will be returned to the sender.

Legal correspondence shall be opened in your presence and inspected for contraband. This procedure occurs only if the sender is adequately identified on the envelope.

Special Purpose Correspondence shall be opened in the mailroom and inspected for contraband; legitimate "special purpose correspondence will not be read for content.

General Correspondence shall be opened and inspected for contraband in the mailroom and may be read by authorized staff. The contents along with the envelope will be photocopied with a maximum of three photocopied pages front and back delivered to you, the original envelope and all enclosed contents will be shredded in the facility mailroom.

All outgoing mail will be stamped with the DOC inmate mail disclaimer.

Money orders/cashier checks enclosed in general correspondence shall be removed and returned to the sender with instructions on how to process the money order through J-Pay. The contents of the correspondence shall be provided to the inmate if authorized.

Outgoing mail to one party, which obviously contains correspondence/mail to be forwarded to another party, will be opened, inspected and forwarded to the Institutional Investigator.
Inmates may not send mail to other inmates at ROSP or another facility without appropriate approvals.

Mail found concealed in other mail will either be stamped with the DOC disclaimer and forwarded to the address or returned to the inmate if addressed to an unauthorized person. Mail which cannot be identified, will be returned to sender.

Inmates must pay for regular postage, all costs of certification and /or all costs of return receipt of mail. Inmates will not be refused access to the Courts because of insufficient funds to cover the cost of legal mail. For legal mail, loans shall be provided up to the equivalent value of 10 first class postage stamps per week to cover first class postage only.

Tort claims addressed to the Director of the Division of Risk Management or the Office of the Attorney General may be sent by regular legal mail; certified mail is not required. Tort claims may be sent by certified mail only at the inmate's expense.

Petitions for Writs of Actual Innocence must be submitted to the Commonwealth's Attorney of the jurisdiction where the conviction occurred and to the Attorney General of Virginia. The Petitions for Writs of Actual Innocence are required by law to be sent certified mail, return receipt requested. Therefore, loans shall be provided to cover the costs of first-class postage, certification, and return receipt for these items only.

For purposes of filing a Writ of Actual Innocence only, an inmate's postage loan allowance shall be the cost to send by certified mail, return receipt requested, one copy each to the Commonwealth's Attorney and the Attorney General. The Court only allows one Petition for Writ of Actual Innocence per felony conviction. The outer envelopes must be clearly marked Petition for Writ of Actual Innocence. Procedures for correspondence are fully outlined in OP 803.1, which is available upon request from the ROSP Law Library. Inmates who attempt to circumvent mail regulations may be subject to disciplinary action.

The procedure for all inmates will be as follows:

Incoming and Outgoing mail will be picked up and delivered between 6:30p.m. and 9:30p.m. on evening shift.

The officer will come by your cell and deliver all incoming mail. You will be asked to show your identification card when your mail is delivered.

Outgoing mail will be picked up ONLY once per day on the evening shift. You MUST have outgoing mail ready at that time, as this is the ONLY time it will be collected.

Legal mail will be delivered during the day by the Intel Department or a designee.

There will be no mail pick up on Fridays, Saturdays, or nights before a holiday. Emergency grievances will continue to be picked up throughout the shift, and any needed forms will also be available throughout the shift.

Recreation and Barber Services

Recreation at ROSP is encouraged and inmates are allowed as much out of cell time as possible.

Indoor and outdoor recreation will be conducted one tier at a time and equal five (5) hours of out-of-cell activity for General Population. RHU will receive four (4) hours of out-of-cell activity. Yard activities will be allowed until sundown of each day for Cadre and there will be escorted movement after sundown. No other mass movement after 6pm. Recreation and out-of-cell time can be modified at the Warden's discretion for safety, security and orderly operations of the institution due to fights, gang activity, weapons, staff shortages, weather, etc.

Recreation will be cancelled in the event of inclement weather.

Inside pod recreation schedules are available from the Unit Managers. Gym recreation will be evaluated based on pods behavior, disruptions, fights and weapons. Gym rules will be posted in the gym and should be followed at all times. Failure to follow rules posted in the gym may result in an inmate losing privileges to use the gym.

Barber services will be provided to inmates during inside recreation. All other inmates will have access to one haircut quarterly (3 months) by submitting a request to the Building Sergeant.

Inmate Movement

The Master Pass List will be utilized for inmate movement for medical appointments, parole interviews, medical/dental appointments, inmate work assignments, and appointments with administrators, Counselors, chaplain and other regularly scheduled appointments or interviews. Inmate IDs are required to be on the inmate at all times.

Visitation

Refer to Visitation Brochure

Pictures will only be taken in visitation on special days announced by the Director.

Video Visitation

You must meet the eligibility requirements. Please contact your assigned counselor for appropriate forms and guidance.

Enemy Situations

If an inmate has an enemy situation, it is the responsibility of the inmate to contact any ROSP staff member and complete appropriate paperwork with his assigned Counselor.

GTL Inmate Hotline Services

Request a secured PIN number
Have your secured PIN re-sent to you if you lose it or need to have it changed
Report trouble dialing a SPECIFIC telephone number (Do NOT report the same problem more than once within a 48-hour business time period.)
Do NOT report billing issues.
You are required to provide all of the following information:

- Convicted name
- Inmate ID Number
- Name of Prison where you are located
- Cell number
- Reason for calling

You have 30 seconds to leave a message. GTL will fax a response to ROSP within 48 hours, and it will be delivered to you through the inmate mail system.
Pre-paid Collect Services allows customers who pre-pay for collect calls to receive a discount. Customers contact 1-800-483-8314 to open an advanced pay account. This service is offered to customers receiving collect calls from inmates in the Virginia Department of Corrections.
Disciplinary action will be taken for unauthorized use of the Inmate Telephone System.

Grievance Procedure

The Inmate Grievance Procedure has been adopted by the Virginia Department of Corrections to provide prompt and fair decisions on inmate issues outlined in OP 866.l. ROSP makes every effort to manage the Inmate Grievance Procedure in a way that resolves problems through productive communication between staff and inmates. Inmates at ROSP are encouraged to use the grievance procedure for legitimate complaints and are in no way subjected to any reprisal or retaliation for filing grievances.

The Inmate Grievance Procedure should be used as a final resort, only after all other avenues of institutional correspondence have been exhausted and no resolution of the problem established.

The Inmate Grievance Procedure is not to be used as a request system. If assistance is needed with the grievance procedure a Facility Request form should be completed and mailed to the ROSP Institutional Ombudsman.

The informal procedure must be complete, prior to initiating the Inmate Grievance Procedure, and is outlined below. Information about the Inmate Grievance Procedure is specified in OP 866.1 and is available for review by submitting a request to the Law Library.

Accessibility: Written Complaint Forms and Regular Grievance Forms shall be available from Officers, Supervisors, or Unit Managers during normal waking hours. Emergency grievance forms shall be available to inmates twenty-four (24) hours per day from the housing unit staff.

Any Regular or Emergency Grievance received by the Institution that appears to threaten bodily harm, contains vulgar or insolent language, shall be photocopied and the original delivered to the Institutional Investigator. The Institutional Investigator shall determine if there is substantial evidence to warrant the writing of a disciplinary action concerning the accusation.

Informal Procedure (Verbal & Written): The informal procedure must be utilized before filing a grievance. This procedure is initiated by submitting an Written Complaint form. The only exceptions are for ICA appeals, personal property confiscations, mail disapprovals and publication disapproval by the Publications Review Committee in Richmond. It will be determined what department needs to address the complaint. The Written Complaint will be assigned a tracking number, and the inmate will be forwarded a receipt verifying it was received and logged. The Written Complaint Form will be the main mechanism used as a means of verifying that the inmate has tried to resolve the complaint prior to filing a grievance.

Inmates are to write clearly and legibly. Only one issue per request or complaint with writing to be done only in the space provided. Staff will have 15 calendar days from the date receipted to respond to complaints and requests.

Grievances will not be accepted if the inmate has not allowed the recipient the allotted time to respond to the written complaint before filing a grievance.

Inmates must send the answered Written Complaint along with their completed grievance form in order for the grievance to be accepted for processing. If no response is received to the written complaint within 15 days, you may grieve the issue with your receipt. An Emergency Grievance cannot be used as the informal mechanism. If the inmate does not provide documentation of his attempt for resolution, the grievance will be returned to him.

Inmates are not required to use the informal complaint process or otherwise attempt to resolve with staff any alleged incident of sexual abuse or sexual harassment. Staff must accept all inmate allegations of sexual abuse and sexual harassment reported through the informal complaint process and must immediately report any knowledge, suspicion or information regarding an incident of sexual abuse or sexual harassment to the Facility Unit Head and the PREA Compliance Manager.

Staff must forward Written Complaints alleging sexual abuse or sexual assault to the PREA Compliance Manager for investigation: the written response must be "This matter has been forwarded for investigation to the PREA Compliance Manager".

There is no time frame for reporting sexual abuse or sexual harassment allegations through the grievance process.

Initiation of Regular Grievance: Inmates must complete a Grievance form, attach the corresponding Written Complaint Form, and submit both to the Grievance department by placing correspondence in the Grievance Box in each housing unit. Only 4 attachments are allowed per grievance (grievance form is counted as one attachment). An inmate has thirty (30) days from the date of incident/occurrence to file a regular grievance.

Inmates who are not satisfied with the intake decision on a Regular Grievance of the ROSP Grievance Department may appeal to the Regional Office.

Grievable issues include: Procedures of the facility, region, division and department which affect the grievant personally.
Actions of individual employees and/or inmates which affect the grievant personally, including any denial of access to the grievance procedure.
Reprisals against the grievant for filing a grievance or appeal.

Issues concerning the Department's administration of the Interstate Compact Agreement, which affect the grievant personally.
Any other matters relating to the conditions of the care or supervision within the authority of the Department which affect the grievant personally.

Inmates must address requests to the appropriate department. For example, if an inmate has issues with payroll, they must contact the Business Office. Issues with property should be addressed with Personal Property. Medical issues should be addressed with the Medical Department, etc.

Non-grievable issues include: Disciplinary hearing decisions, penalties, and/or procedural errors which may be appealed in accordance with OP 861.1, "Inmate Discipline." State and Federal court decisions, laws and regulations. Policies, procedures, and decisions of the Parole Board, Board of Corrections, VA Department of Transportation, and other agencies, and other matters beyond the control of the Department.

Initiation of an Emergency Grievance: Emergency Grievance forms may be submitted to any security staff available and will then be delivered to the appropriate staff for a response. Designated staff will review the issue, determine the course of action, and provide an appropriate written response within 8 hours of receiving it. **Emergency Grievances are to be used only for conditions that could subject an inmate to an immediate risk of serious personal injury, or irreparable harm.**

Grievance Limiting: The Grievance Coordinator shall identify to the Warden those inmates who appear to be abusing the Inmate Grievance Procedure and they may be placed on limitations. Should inmates be placed on limitation, they will be limited to 1 grievance and 1 written complaint per week.

Grievance Hotline

The Virginia Department of Corrections has established an Inmate Grievance Hotline for the exclusive purpose of leaving a voicemail to notify VADOC staff that inmates are in need of an Emergency Grievance, Written Complaint, Regular Grievance or copy of a Grievance Receipt. All other grievance issues must be addressed through the inmate grievance process as stated in OP 866.1. Inmates must request these forms from the building staff prior to using the hotline. An inmate may receive a 228 charge for misuse or leaving false statements on the hotline.

The Grievance Hotline can be accessed by dialing #70.

Law Library

Inmates may request inmate accessible operating procedures and limited legal forms (i.e. case law, statutory law) from the ROSP Law Library by submitting a Law Library Request Form to the Law Library.

Inmates should be specific concerning the material they are requesting. A maximum of seven (7) items and one (1) chapter of a book will be provided for a period of one (1) week. Any request over this limit will be held until the following week. If an inmate provides supporting court/legal documentation verifying a court deadline they will be afforded an opportunity to have up to twenty-one (21) items per week provided. All items printed on colored paper must be returned. All items will be examined by the Law Librarian and if not returned or damaged the inmate will be charged ten (10) cents per page. Inmates will not be eligible to receive additional Law Library materials until they either pay for or return any outstanding item. Failure to follow policy will result in an institutional charge. All materials will be delivered by institutional mail.

Access to Legal CD's

Requests to view Legal CD's/USB's that are stored in the inmates' institutional records should be sent to the Operations Office. Operation Manager will schedule a time and notify the inmate. The inmate will be taken to the Visitation Room and the necessary equipment will be available for use. Times will be based on institutional availability and scheduled for 1 hour at a time unless court ordered.

Institutional Attorney

Inmates may send a Facility Request form to the Law Library to request placement on the list to speak with the Institutional Attorney.

Magistrate

An inmate requesting to see a Magistrate may request a "Criminal Complaint Form" (DC-311) from the Law Library. The inmate should complete the form and mail to:

Chief Magistrate, Thirtieth Judicial District
P.O. Box 755
Wise, VA 24293

The inmate is to await the Magistrate's response and/or advisement of scheduled interview.

Publications

All personal property must be marked with the inmate's name and number. Publications are labeled with the inmate's name and number when they are delivered. If publications are found in an inmate's cell with no name or number, the publications will be confiscated by Security staff since staff cannot determine the appropriate owner. ALL inmates should ensure their publications are appropriately marked with the name and number, or that labels containing this information remain attached to the publication.

All staples are removed from publications for restorative housing inmates prior to delivery for security reasons. Inmates may not take the altered items with them when they transfer. They will be allowed to dispose of altered publications in accordance with Operating Procedure 802.1.

Any publications ordered which contain unauthorized items inmates are not allowed to have in their possession to include but not limited to stickers, CD's, CD ROM's, collector cards, makeup samples, calendars, etc. will have unauthorized items removed and disposed of without notifying the inmate. Inmates are limited to 12 magazines, catalogs or other periodicals. Also, inmates can have 1 newspaper (cannot accumulate).

You have 15 days from the time you arrive to notify Personal Property and provide them with proper paperwork showing you have prior approval to receive your publications. The publications will be added to the Publication List.

If you do not file the proper paperwork in the appropriate time frame, your items will be returned to the sender.

All publication must be sent directly to the VA-DOC's Centralized Mail Distribution Center. Any publication sent directly to a facility for an inmate will be disposed of upon receipt.

If you have any questions, contact the Mailroom by Facility Request**.**

Personal Property – General Population Inmates

All orders for inmate personal property must be submitted to the personal property department. This form must include inmate name, inmate number and cell assignment. Property orders for outside vendors must include a properly completed money order withdrawal form and personal property form and are subject to review.

Personal Property at ROSP is restricted as set forth in OP #802.1. A list of Authorized Personal Property and state issued items are outlined as follows.

State Issued:

4 Pr. Boxers
4 T-Shirts
4 Pr. Socks
4 Pants
4 Shirts
1 Fork
1 Spoon

Authorized Personal Clothing:

Personal clothing offered for sale in the commissary must be purchased through the commissary.

1 pair shower shoes – any color

1 pair tennis shoes– sold through commissary only (No solid black)

2 pair of approved shorts – cotton/cotton blend only

6 pairs of white athletic socks

6 white undershirts or T-shirts – cotton/cotton blend no pockets6 pairs white jockey or boxer shorts – cotton/cotton blend

1 set long underwear – white, cotton/cotton blend or 1 thermal top & 1 thermal bottom - as sold in the Commissary

6 handkerchiefs – white

1 baseball cap – blaze orange only

1 knit cap – blaze orange only

Authorized Personal Hygiene Items:

All personal hygiene and grooming items listed in this section must be purchased in the institution's commissary.

1 toothbrush and toothbrush case

1 package of dental flosses or stimudents

1 bath towels–white (or as sold in Commissary)

1 wash cloth –white (or as sold in Commissary)

2 hand towels – white (or as sold in Commissary)

1 package of disposable razors (max. 5 pack)

1 plastic comb – no handle

1 hairbrush – no handle

1 wave cap—black only

1 soap dish

Reasonable quantities of consumable hygiene and grooming products. Consumable hygiene items may be quantified with future ROSP policy changes, (example, may possess 3 deodorants, 4 soap, etc.)

Bedding:

1 mattress	1 pillow	1 pillowcase
2 blankets	2 sheets	2 towels
2 washcloths		

Authorized Personal Jewelry:

Possession of jewelry by inmates will not be permitted except as specifically authorized below:

1 wedding band– solid/plain no stones

1 medic alert bracelet or necklace

Authorized Medical or Health Items:

2 Pair of prescription Eyeglasses (State frames only)
1 Pair of prescription or non-prescription sunglasses (not mirrored)

1 Pair of non-prescription reading glasses

Dentures or other dental devices as prescribed.

Hearing aids as prescribed by medical authority.

Prosthetic devices as prescribed by medical authority.

Crutches or canes as prescribed by medical authority (DOC owned items *must be returned to Medical Department when no longer prescribed/ medically necessary).*

Bandages, wraps, or braces as prescribed by medical authority (DOC owned *must be returned to Medical Department when no longer prescribed/ medically necessary).*

OTC medications or prescriptions provided by the medical authority not to exceed amounts as prescribed. Medication must be stored in the original packaging.

Personal Photographs will be photocopied:

- No Polaroid type prints may be received through the mail
- No nude and partially nude personal photographs
- No more than five photos may be received at a time
- Maximum size 4" x 6" for photos received after 11/1/98

Single Greeting Cards will be photocopied:

- Maximum size 5" x 9"
- No musical/recorded and any other cards that cannot be easily searched for contraband
- Blank cards to be sent out may be purchased through the Commissary

Stationary and Legal Supplies:

The following items are permitted and must be purchased from the commissary:

Reasonable quantities of security pens, paper, carbon paper, pads, envelopes, folders, greeting cards, etc.

U. S. Postage stamps, pre-stamped postcards

1 photograph album – no metal, max 8-1/2 "x 11"

1 address book – maximum 5"x 8"

1 calendar – maximum 8-1/2"x11"

Books, Periodicals and Other Media:

Prior to delivery to the inmate, all books, publications, are subject to review for compliance with OP #803.2. Inmates may be asked to turn in books, magazines or newspapers to receive another in order to stay in compliance with limitations.

13 books, including religious texts, approved study texts and legal references

12 magazines, catalogs or other periodicals

1 daily newspaper (newspapers may not be accumulated)

Other educational and study materials as authorized by institutional procedures.

Newspaper and magazine clippings—no limit, must be stored in inmate locker or cabinet; however, newspapers and magazines that have been altered must be disposed of immediately or they will be considered contraband.

Authorized Appliances and Electronic Devices:

All appliances and electronic equipment must be purchased from the Commissary, in accordance with the approved Commissary List.

1 TV – maximum 13" screen (diagonal measurement), color or B&W, may have manufacturer supplied earphones, sold through Commissary only. TV/combo units with cassette players purchased prior to 01/96 that comply with these specifications are permitted.

1 pair headphone – no metal

1 pocket calculator—solar

Surge protector, and coax cable as required for authorized electronic equipment.

Religious Items:

1 Religious necklace – maximum length of 24", medallion, maximum size 1 ½" diameter, no beaded necklace, white or yellow colored chain or strap (sold through Commissary only) OR

1 Cord and pendant—maximum length 24", pendant maximum size 1-1/2" diameter, sold through Commissary only.

1 Prayer Rug (30" wide, 43" long) – reasonably stored in space provided when not in use; not to be hung on walls or continuously maintained on the floor.

2 Religious Hat/head covering – no face cover (refer to dress code policy)

3 Religious Shawls-shawls may not cover head unless inmate is praying. Only worn in housing unit and religious service.

1 Worship Beads (i.e. Rosary, Tasbeh) – maximum of 30" in length; not to be worn as a necklace; size of individual bead shall be consistent with security concerns at facility.

1 Religious Text or holy book – if more than one (1) religious text is required, additional texts shall be counted as one of the 13 books authorized

1 Prayer Oil – non-flammable, 1 oz. plastic container

1 Religious Calendar – maximum 8 1/2"x 11"

1 maximum 24" strap; no metal, animal parts or any other contents that would compromise the security of the facility or cause health/sanitation risks.

Authorized Miscellaneous Personal Property:

2 board games—purchased from the Commissary only
2 decks playing cards—purchased from the Commissary only (trading/collector or other cards of any type prohibited)
1 flex tumbler without lid

Consumable commissary products for personal use in reasonable quantities, as specified in institutional procedure/rules; excessive inventories of commissary products may be confiscated.

All inmates must sign a release of liability before receiving any item of personal property.

Any item of authorized personal property which is limited must be properly dispositioned by the Personal Property Department before receiving a replacement item. The statement, "I threw it away" will not be accepted. The inmate must surrender an item to be replaced, possess a valid disposition form signed by a Personal Property Officer or a valid Notification of Confiscation for the item to be replaced. If the inmate fails to properly disposition limited items, a replacement unit will not be issued.

Restorative Housing - Personal Property

Inmates shall be furnished with the following:

Clothing:

4 set of state issue clothing (pants and shirt)
4 pair of state issue underwear
4 T-shirt
4 pair of Socks
1 pair of state issue shower shoes
1 pair of state issue tennis shoes

Bedding:

1 mattress	1 pillow	1 pillowcase
2 blankets	2 sheets	2 towels
2 washcloths		

Personal Hygiene:

Inmates are currently allowed to possess a 2-week supply of hygiene items such as toothpaste, shave gel, and shampoo. Consumable hygiene items may be quantified with future ROSP policy changes, (example-may possess 3 deodorants, 4 soap, etc.).

1 toothbrush (security type only, max. length 2 inches)
1 security approved comb or brush, no handle

Inmates shall be furnished with the following items if indigent or may request a courtesy hygiene bag from the Business Office, if approved.

Toothpaste
Security toothbrush
Soap/shampoo combination

Deodorant

Shaving gel

1 Security writing pen

Security razors are to be issued to inmates while showering and recovered when shower is completed unless security restrictions apply.

Personal Property:

Inmates shall be allowed to keep only the following:

Legal materials– reasonable quantity Additional legal materials must be stored in Personal Property.

Religious materials as defined in Operating Procedure 802.1 to include 1 Kufi (black only) and Prayer Rug.

Personal Hygiene items as noted above

Books—13, including religious texts, approved study texts and legal references

Magazines—12 magazines, catalogs or other periodicals

Newspapers—1 newspaper (Newspapers CANNOT be accumulated)

Inmates may be asked to turn in books, magazines, or newspapers to receive another in order to stay in compliance with limitations.

Writing materials, including paper, envelopes, and U.S. Postage stamps, purchased from Commissary

Other allowed property:

1	1 Flex bowl
1	Medic alert bracelet (ONLY)
1	Photo album 5”x8”, no metal or spiral binding
1	Flex coffee cup
1	Wedding band, solid/plain no stones
2	pair Eyeglasses
1	Dentures (1 pair as prescribed)

Personal photos in accordance with Operating Procedure 802.1

Over the counter medication purchased from Commissary.

All inmates must sign a release of liability before receiving any item of personal property.

Any unauthorized property will not be stored for more than 30 days at ROSP. Inmates will be given the opportunity to disposition property in accordance with OP #802.1

Any item of authorized personal property which is limited must be properly dispositioned by the Personal Property Department before receiving a replacement item. The statement, “I threw it away” will not be accepted.

The inmate must surrender the item to be replaced, possess a valid disposition form signed by the Personal Property Officer, or a valid Notification of Confiscation for the item to be replaced. If the inmate fails to properly disposition limited items, a replacement unit will not be issued.

Security Levels Cadre, SL S and 6 can refer to the Property Matrix for other property guidelines.

Telephones

Your calls are monitored and recorded. By using the Inmate Telephone System, you agree to abide by all rules governing the use of the Inmate Telephone System, and you consent to having your telephone calls monitored and recorded. All telephone calls are collect calls placed on the Inmate Telephone System.

Do not allow anyone else to use your pin number. The system detects unauthorized use, and your secured PIN number will be cancelled.

Do NOT report equipment problems to the Inmate Hotline.

Equipment problems should be reported to the ROSP GTL Site Administrator.

To access the Inmate Hotline:

Dial "1" for English or "2" for Spanish

Dial "# 2 1" and when asked dial "zero + area code + phone number" you wish to call. Wait until you are connected to the Inmate Hotline.

Picture Privileges

All inmates in general population will be permitted to purchase picture tickets from commissary $2.00 for (2) prints. Pictures will be taken in a designated area and will be taken face forward with hands down by their side. Inmates must wear state issued tops and bottoms, and no T-shirts. no hats, fabric, face coverings or any material may be worn during the taking of the photo.

Inmates in Restorative Housing, Security Level S and Security Level 6 will not be permitted to purchase photo tickets.

Picture tickets from other state facilities are not transferable and are considered invalid.

Individual & Pod Incentives and Privileges

Inmates assigned to educational pods, cadre pods and SAM unit pods will be granted the privileges of having a tablet and television. These pods will be eligible for in-person visitation and video visitation. These privileges will be based on behavior and will be revoked immediately due to non-compliant or anti-social behavior.

Inmates assigned to Level 5 General Population will have the opportunity to earn privileges based on pro-social behavior.

Behavior

These privileges will be awarded for demonstrating the following behaviors:

No staff assaults

No Weapons

No inmate– on-inmate assaults

No drugs

No Cell Phones

Cell Compliance

The following privilege will be provided based on a period (Monthly) compliance with above behaviors

1. Tablets (No violations for a month)
2. Television (No violation for two months)

3. Microwaves, In-person Visitation and Video Visitation, Gym

Recreation (No violation for three months)

Inmates will only be allowed to spend $50.00 every other week out. No privilege or holiday packages will be allowed for this population.

If a violation of the above behavior occurs these privileges will be removed will be removed by the committee immediately.

Cell Compliance

With Warden's Approval-Immediate sanctions will occur when cells are out of compliance during weekly cell checks (Small Pods-8 cells or more, Large Pods-16 cell or more)

1. Non-compliance first week– Pod will be locked down for 1 day or until complaint.
2. Non-compliance second week– Pod will be locked down for 1 week.
3. Non-compliance third week– pod will be locked down for 1 week, removal of tablets and televisions.
4. Non-compliance fourth week– Pod will be locked down for 30 days, to include removal of microwave, loss of visitation, gym recreation and all the above.

Staff Assaults

After approval from the RA and Deputy Director, Warden will implement the immediate sanctions for a staff assault.

1. Staff Assault– Pod will be locked down and searched for 30days and loss of all privileges. (Assault does not require outside medical attention or physical harm)
2. Serious Staff Assault– Pod will be locked down searched for 60 days and loss of all privileges. (Possible Institutional Lockdown)
3. Staff Assault or Serious Staff assault with a Weapon– Pod will be locked down and searched for 90 days and loss of all privileges. (Possible Institutional Lockdown)

Inmate-on-Inmate Assaults

After approval from the RA and Deputy Director, Warden will implement the immediate sanctions for an inmate-on-inmate assault.

1. In Cell Assault– Reviewed and determined by the Warden
2. One on One Assault– Pod locked down for investigation for up to 5 days.
3. Group Assault (3 or more)- Pod locked down and searched for 30 days, investigation and loss of all privileges
4. Assault with a weapon- Pod locked down and searched for 60 days, investigation and loss of all privileges

Incidents Involving Weapons

After approval from the RA and Deputy Director, Warden will implement immediate sanctions for incidents involving weapons.

1. Weapon (s) found because of information provided– inmates removed and placed in AMU, no other loss of privileges.

2. Weapon (s) found on a person-Pod will be locked down searched for 30 days and loss of all privileges.
3. Weapon (s) found in a common area -Pod will be locked down searched for 30 days and loss of all privileges.

Drugs, Altered Items to Smoke or Ingest, Cell Phones

With Warden's Approval-Immediate sanctions will occur when incidents involving drugs, altered items to smoke or ingest, and/or cell phones to include loss of all privileges.

1. Drugs, altered items to smoke or ingest, and/or cell phones found because of information provided– inmates or inmates removed and placed in AMU, no other loss of privileges.

2. Drugs, altered items to smoke or ingest, and/or cell phones found on a person-Pod will be locked down and searched for 30 days and loss of all privileges.
3. Drugs, altered items to smoke or ingest, and/or cell phones found in a common area-Pod will be locked down and searched for 30 days and loss of all privileges

Time frames are based on good behavior and could be extended due to continued poor behavior. Earning privileges will start at the beginning once one month of good behavior has been achieved.

General Population Individual Incentives

6 Months Infraction Free: **Certificates** of Achievement, 2 Library Books per week, Use of a picture ticket in the Housing Unit, Correspondence with incarcerated family member.

12 Months Infraction **Free: Certificates** of Achievement, 2 Library Books per week, Use of a picture ticket in the Housing Unit, Correspondence with incarcerated family member, Free Picture ticket.

18 Months Infraction Free: Certificates of Achievement, 2 Library Books per week, Use of a picture ticket in the Housing Unit, Correspondence with incarcerated family member, Free Picture ticket, purchase 2 picture tickets per month while maintaining infraction free behavior.

DCE Library Orientation

Please send all Library Request Forms to the DCE Library through Institutional Mail. Library Request forms must be received in the library at least three (3) working, calendar days before your delivery day. Please make sure all requests are completely filled out with correct, legible name, state ID number, and cell number. Please do not send Library Request Forms in envelopes.

If specific books requested are not available, we will substitute books by the same author or similar subject whenever possible. Therefore, it may be advantageous for you to also include some titles for substitution. This way you will be more likely to get books you are most interested in reading.

If you are moved to another pod, make sure you take your library books with you. This prevents your books from getting lost which results in your being charged for the books. If you go to court or to a medical appointment, leave your books in your personal property.

Library Request Forms and Library Contracts are also available from your Floor Officer.

You will receive library privileges every other week on the days listed below. If you are moved from one housing unit to another, your library day will change to that building's library day. A/B Building receives books the same week: A-Building on Tuesdays, B-Building on Thursdays. The next week C/D Buildings receive books: C–Building on Tuesdays and D-Building on Wednesdays.

The Librarian will pass out and retrieve new books from all pods on book delivery day. A/B buildings receive two (2) books unless the inmate is on the "Incentive List" provided to the library by administration. Incentive list inmates receive four (4) books. C/D building inmates receive different amounts of books depending on their status. Status is decided by administration.

Educational Division Services

The Education Division at Red Onion State Prison offers educational services through a long-distance program and a classroom setting. Our long-distance program is for students who are unable to participate in the classroom setting. Students participate in school through weekly lessons using a self-study/correspondence system. Education videos are aired on two educational channels, Ch.7 & Ch.8.

Inmates eligible to attend education classrooms will be assigned to the same housing unit.

Criteria to attend in person classroom settings:

No Kidnapping

No Escape

No Weapons Charges----3 years

Charge Free for 6 months

No Staff Assaults-----5 years

The Educational Division offers the following programs:

Adult Basic Education Program (ABE): A program that provides educational skills necessary to function independently in society including, but not limited to reading comprehension, writing, and numeracy and culminates with the completion of the GED. Eligible inmates are those who do not have a verifiable High School Diploma or GED.

General Education Development (GED) Program: Instruction for students with 9.0 and above grade level TABE test scores. Successful completion of this level of instruction requires that the inmate pass the GED Test and results in awarding the GED certificate, which is a high school equivalency diploma.

Custodial Maintenance Program: This program is designed to teach students a state recognized trade in the field of Custodial Maintenance. Upon completion of all required competences, the student is awarded a state recognized certificate for vocational training.

Apprenticeship Program: Is a program for work and study that trains individuals for journeyman level skills. Red Onion State Prison currently does not have any programs approved.

Career Readiness Certificate: An employability credential based on Work Keys assessments in Reading for Information, Location Information, and Applied Mathematics. An adult education job readiness certificate is awarded to students who meet assessment criteria. To qualify for the CRC assessment, an inmate must have at least an 8.0 TABE score on math and reading or either a GED or High School Diploma.

The Education Division classroom students will receive a maximum of (24) hours of pay per week, while long distance students will receive a maximum of (15) hours of pay per week.

Inmates should submit a request form directly to the Education Division for enrollment or information on educational programs at ROSP.

NOTES