

Community Corrections Alternative Program



Pre-admission Manual
for Probationers/Parolees
and their Families

A. Community Corrections Alternative Program(CCAP)

1. The CCAP is a system of residential facilities operated by the Virginia Department of Corrections (DOC) to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*.
2. CCAP participation is voluntary. The mission is to facilitate social behavior change within an evidence-based practices environment to support personal growth and prepare the probationer/parolee to return to the community. Probationers/parolees attend programming which encourages them to take responsibility for their actions.
3. CCAP utilizes a structured residential environment to provide all probationers/parolees with core programming in treatment motivation, cognitive restructuring, and substance abuse.
4. Each CCAP facility specializes in a programming area such as academic and vocational training, intensive substance abuse programming, and community employment (when available).
5. CCAP facilities offer the opportunity for meaningful work and actively contribute to the community through public works and public service projects.
6. CCAP facilities provide programs, services, and opportunities that encourage probationers/parolees to take responsibility for their actions and make restitution to the victims of their crime(s) and/or to the community.
7. Participation in CCAP will generally last from 22 to 48 weeks based on referrals from the courts and the progress, participation and adjustment of the probationer/parolee.
8. Probationers/parolees participating in community employment (when available) are expected to pay restitution, court costs and fines and will be expected to defray the cost of their stay in the facility by paying transportation fees (if applicable) and room and board charges once they start employment.
9. Probationers/parolees are not guaranteed to be assigned to a particular CCAP facility during the program. Probationers/parolees are assigned to specific facilities based upon their individual needs and available programs. Probationers'/parolees' education level, support system, vocational needs, and expected home plan are considered.
10. Participants must be on active probation/parole to participate in the CCAP.
11. There is an opportunity for community employment if the probationer/parolee is determined to be eligible.

B. Orientation

Orientation is completed within five working days and coverage of the following subjects is documented by a statement signed and dated by the probationer/parolee and staff:

1. Conditions of Community Corrections Alternative Program
2. Facility rules and regulations
3. Grooming standards
4. Hygiene standards
5. Visitation, mail, and phone privileges
6. Allowable personal property
7. Zero tolerance for gangs
8. Educational, treatment, and program goals
9. Mental health, Medication Assisted Treatment (MAT) and medical services available
10. Daily routine and schedule
11. Business/finance - Any fees to be collected including co-pay for health services, for community employment, room and board, and transportation fees
12. Prison Rape Elimination Act (PREA) probationer/parolee education is presented and documented in accordance with the PREA



Information for family members who have questions regarding any of the following is available on the DOC website at <https://vadoc.virginia.gov>:

- Visitation
- Sending mail to a probationer/parolee
- Phone correspondence
- Sending money to a probationer/parolee

C. CCAP Programming

1. Upon arrival at a CCAP facility, each probationer/parolee is assigned a Probation and Parole (P&P) Officer to ensure appropriate supervision and personal contact.
2. The P&P Officer meets and works with the probationer/parolee, as necessary, develops the probationer's/parolee's individual CCAP Case Plan consistent with the identified needs.
3. Each probationer/parolee will be assigned specialized programming and required treatment based on the CCAP Case Plan and any additional assessments and information that becomes available. Programming areas include, but are not limited to, academic and vocational training, cognitive skills, intensive substance abuse programming, and community employment (when available). Each probationer/parolee in the CCAP will be required to successfully comply with and complete their CCAP Case Plan.
4. During the probationer's/parolee's stay in CCAP, each will be assigned facility work tasks and assigned to participate in organized work projects. Examples of such facility work assignments are general housekeeping, grounds maintenance, laundry, food service and other facility assigned tasks. This is a basic expectation of participation in the CCAP.
5. All probationers/parolees will be randomly drug tested until completion of the program.
6. As a part of the probationer's/parolee's Treatment and Re-entry Plans, those assigned to CCAP that offer outside community employment, will be reviewed by the Facility Review Committee (FRC) for possible placement in community employment. Those placed in community employment are expected to maintain that employment unless authorized by the FRC or Facility Unit Head to terminate that employment.
7. Probationers/parolees have access to various recreation and leisure time activities.

D. Probationer/Parolee Funds

All funds received will be turned over to the CCAP facility. The facility will deduct funds to pay the following expenses:

1. Facility room and board. A probationer/parolee whose schedule or pay stub shows that they worked as much as 35 hours in the week will be charged \$12 for each of the seven week-days (\$84 per week).
2. Each probationer/parolee that the facility transports to and/or from a work site will be charged \$1 per day transportation cost.
3. Medical co-pay expenses (suspended until further notice)
4. Court ordered restitution, costs, and fines
5. Facility loans and disciplinary fines
6. Other facility authorized expenditures, such as; DMV reinstatement fees, employer required work apparel/equipment, driver improvement and fork lift courses and, copies of personal records (e.g., driver's license, and birth certificate).



Probationers/parolees will not be allowed to transfer funds from their facility account to outside checking, savings or other bank accounts. Probationers/parolees may send funds to individuals and entities designated by the probationer/parolee and authorized by the Facility Unit Head or designee. These funds are approved for the payment of verified household expenses related to family reunification and continuing family support. Probationers/parolees are not authorized to possess US Currency. Accumulated funds remaining after approved deductions will be paid to the probationer/parolee upon completion or removal from the CCAP.

E. Probationer/Parolee Property

Due to the limited storage space and relatively short duration of the CCAP, probationers/parolees may only possess approved items. Outer clothing, linens, towels, etc. will be issued by the facility; other approved items are available for purchase from the facility commissary. The CCAP Property Matrix for Males and Females are attached at the end of this Manual.

All probationer/parolee property must fit neatly within the storage lockers, cabinets, or boxes provided by the facility and may not exceed the personal property allowances.

Probationers/parolees at a CCAP may be permitted to receive one package after admission containing clothing items from an approved property list given to them during their orientation.

A probationer/parolee transitioning from one facility to another providing the opportunity for community employment (when available) may receive a second package. This second package may only contain clothing items specifically required for the probationer’s/parolee’s community employment.

Probationers/parolees can place a limited amount of funds on their commissary accounts for authorized purchases of approved personal property. All goods purchased by the probationer/parolee should be obtained through the facility commissary. Each probationer/parolee will be allowed to spend up to \$125 in commissary every two weeks if funds are available in their Trust account.

Probationers/parolees transitioning from the community are unable to bring any currency or property with them at the time of intake.

F. Probationer/Parolee Medication

Probationers/parolees should bring at least three days of any prescribed medication with them to the program when they are coming from the community. Participants should continue to take any medication as prescribed by their physician up until program entry.

G. Probationer/Parolee Discipline and Incentives

Disciplinary Infractions

Major Rule Infractions - Category 1

100		Unauthorized absence from facility or approved community site or absconding from program
101		Assault or attempted assault upon any person
102		Seizing or holding a hostage(s) or detaining any person against their will
103		Fighting or threats of violence towards other probationers/parolee, staff, or the general public
104		Possession of any weapon, sharpened instrument, explosive or incendiary device
105	a.	Sexual assault upon or making forcible sexual advances toward a non-probationer/parolee
	b.	Sexual assault upon or making forcible sexual advances toward a probationer/parolee
	c.	Engaging in sexual acts with others by consent. NOTE: This offense code does not apply to any sexual act involving an employee.
	d.	Making sexual advances, either physical, verbal in nature, or in writing toward a probationer/parolee or a non- probationer/parolee. NOTE: A probationer/parolee should not be charged with this offense if is proven that the employee consented to the activity.
	e.	Indecent exposure



	f.	Lewd or Obscene Acts directed toward or in the presence of another
106		Failure to return to the facility at the scheduled time from an authorized absence (i.e., deathbed or funeral visit)
107		Participating in or inciting others to participate in a work stoppage, riot, or group demonstration
108		Violation of any local, state, or federal law
109		Using or possessing any drugs, intoxicants, or mind/mood altering substances not prescribed to the probationer/parolee by a licensed physician or the introduction of such substances into the facility, the job, or any community service site; distribution of prescribed medications to another individual.
110		Failure to submit to urinalysis when requested by staff. If the probationer/parolee cannot submit a urine sample immediately, they will be given two hours to submit a sample.
111		Failure to submit to an alcohol test when requested by staff
112		Stealing or obtaining any item by threat or false pretenses
113		Driving a vehicle without written authorization or driving a vehicle other than that authorized
114		Manufacture, possession or transfer of forged documents
115		Joining, recruiting, associating, participating in or possessing any correspondence, documents, drawings, symbols or property of any type that contains or indicates gang identifiers, language or information; intimidation of any person in the furtherance of gang activities.
116		Repeated violations of Category 2 rules
117		Solicitation of Staff Misconduct – A probationer/parolee commits this offense when they attempt or are complicit to an act(s) where they seek to obtain by coercion, persuasion, intimidation, or influence, to entice any staff into an unlawful act and/or violation of DOC policy or procedure. This offense code excludes sexually related infractions. A disciplinary report for this offense code should be written only after the findings of a third party investigation. If a disciplinary report is appropriate, the employee investigating the incident will serve as the Reporting Officer.
118	a.	Possession of Unauthorized Communication Devices, to include but not limited to; telephone calling cards, cell phones, pagers, tablets, two-way communication devices, and any enabling components such as chargers, power cords, batteries, connectors/adapters, etc.
	b.	Unauthorized use of the internet including email, social media, etc.
119		Gathering around or approaching any person in a threatening or intimidating manner
120		Breach or attempting to breach the security perimeter with contraband.
198	a.	Conspiracy or making plans to commit any of the offenses in Category 1
	b.	Attempting to commit any of the offenses in
	c.	Aiding and abetting another to commit any of the offenses in
	d.	Upon the third major offense (200 series) will become an offense in the Major Offense (100 series) charge.

Major Rule Infractions - Category 2

201		Failure to show respect to staff at all times - Includes being insubordinate, unduly familiar, fraternizing, or attempts at financial transactions, or business agreements
202		Making false statements, lying or giving false information NOTE: This offense code excludes reports of sexual abuse and probationer/parolee grievances made in good faith, based upon a reasonable belief that the alleged conduct occurred. Such a report will not constitute falsely reporting an incident or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation.
203		Refusing to work an assigned facility task
204		Failure to follow all instructions given by any staff member or community employer, posted or written facility rules and regulations including those listed in the Facility Handbook.
205		Delaying, hindering, or interfering with an employee in the performance of their duties



206		Horseplay
207		Use of vulgar, abusive, insolent, sexually suggestive, or other inappropriate language
208		Intentional defacing (including graffiti), damaging, destroying, or pilfering facility property
209		Possession of contraband (i.e., any item not specifically issued to/authorized for the probationer/parolee
210		Being outside of the facility perimeter unless to complete assigned work tasks or on other specific instructions from staff
211		Selling, trading, borrowing, lending, or giving away personal property
212		Unauthorized use of mail or telephone. Probationers/parolees will not use the mail or telephones to commit fraud
213		Gambling - This includes, but is not limited to, all aspects of the Virginia Lottery and lottery sponsored games
214		Feigning illness
215		Any unauthorized visits or contact while on community placements
216		Failure to keep the Security Staff advised of probationer/parolee whereabouts at all times when out of the facility or failure to proceed directly to the community work site
217		Possession of security equipment
219		Failure to follow facility count procedures
220		Unauthorized possession of US Currency
221		Failure to report to work on time (Community Assignments) or refusing to work (Work Program)
222		Leaving community work assignment early without the permission of facility staff (Work Program)
223		Loss of community employment due to unsatisfactory work performance or poor or uncooperative attitude (Work Program)
224		Riding or visiting in a non-state vehicle without prior written approval.
225		Maintaining an unauthorized bank account
226		Leaving the facility or place of community assignment under false pretenses
227		Disobeying a direct order
228	a.	Possession of or Use of Tobacco Products
	b.	Possession of tobacco related paraphernalia - Includes, but is not limited to; lighters, matches, pipes, rolling papers, tobacco pouches, ash trays, cigarette rolling machines, and cigarette cases
231		Repeated violations of Category 3 rules
232		Being in an unauthorized area
233		Failure to be on time for all scheduled activities (work, treatment programs, P&P Officer/Counselor appointments, and medical) or failure to participate in an assigned treatment program
234		Talking or yelling out of a window of a transportation vehicle
235		Receiving any item from a community service employer or other non-facility person
236		Possession of a camera or participating in unauthorized photographs
237		Possession of Personal Information - Personal information concerning currently employed staff, contractors, volunteers, or their immediate family member. Including, but not limited to, social security numbers, home addresses or telephone numbers, driver's license number or other like information not authorized for the probationers/parolees to possess.
238		Bullying - the use of force or coercion to abuse or intimidate others
239		Engaging in sexual acts with others by consent - this offense code does not apply to any sexual act
298	a.	Involving an employee. Conspiracy or making plans to commit any of the offenses in Category 2
	b.	Attempting to commit any of the offenses in Category 2
	c.	Aiding and abetting another to commit any of the offenses in Category 2
	d.	Upon the third major offense (200 series) will become a Major Offense (100 series)



Conduct Reports/Minor Rule Infractions - Category 3

301		Failure to be out of bed by scheduled times, showered, shaved, and fully clothed or failure to have personal bed area ready for inspection at the scheduled times.
302		Failure to be in assigned bed area, with personal hygiene completed, at the scheduled times.
303		Failure to store personal property properly when not in use. Personal items must not be left unattended in the day room, toilet area, dorms, or other areas and may be confiscated and discarded.
304		Taping or otherwise adhering any item to any surface
305		Failure to maintain state-issued property. Compensation will be required for lost or damaged items.
306		Eating or drinking on transportation vehicles.
307		Excessive noise - This includes, but is not limited to, voices, table games, card playing, and/or Walkman
308		Failure to maintain bed area at all times when not in use. Sheets and blankets are to be tucked in on both sides. No clothing is to be hung from any part of the beds or lockers unless authorized by staff.
309		Failure to follow all posted laundry rules - Soiled laundry will be properly stored
310		Failure to be fully dressed upon leaving the dorms or the facility
311		Failure to complete assigned cleaning duties on a daily basis
312		Abusing any recreational equipment
313		Failure to provide full cooperation during any facility or personal shakedown inspection for contraband
314		Failure to enter or exit through the main entrance of the facility, except in the case of fire or other similar emergencies.
315		Failure to provide full participation during fire or emergency evacuation drills
316		Entering a dorm (Living Area) to which the probationer/parolee is not assigned
398	a.	Conspiracy or making plans to commit any of the offenses in Category 3
	b.	Attempting to commit any of the offenses in Category 3
	c.	Aiding and abetting another to commit any of the offenses in Category 3

Authorized Disciplinary Penalties

Probationers/parolees are not subjected to corporal or unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating or sleeping.

1. Major Rule Infractions Category 1 - Range of Penalties

- Recommendation for program removal
- Requirement of full program participation up to full 48 weeks
- Hold in from work and facility work assignment (Administrative Hold)
- Referral to FRC and/or referral to Facility Unit Head for disposition
- Fine - not to exceed \$40.00 (placed in the Facility Commissary Fund). If there are insufficient funds to cover the fine, the probationer's/parolee's account, funds will be debited when funds from any source are deposited into the probationer's/parolee's account. The probationer's/parolee's unpaid balances accrued in Intensive Treatment may be collected.
- All penalties listed for Category 2 or Category 3 offenses.

2. Major Rule Infractions Category 2 - Range of Penalties

- Recommendation for program removal
- Requirement of full program participation up to the full 48 weeks
- Hold in from work and facility work assignment (Administrative Hold)
- Fine - Not to exceed \$30.00 (placed in the Facility Commissary Fund). If there are insufficient funds to cover the fine, the probationer's/parolee's account, funds will be debited when funds from any source are deposited into the probationer's/parolee's account. The probationer's/parolee's unpaid balances accrued in Intensive Treatment may be collected.
- Written reprimand (conviction of the infraction is the written reprimand)
- Extra facility work assignment (not to exceed 30 hours)



- Dorm restriction (not to exceed 30 days)
- Television restriction (not to exceed 30 days)
- Canteen restriction (not to exceed 30 days)
- Phone restriction (not to exceed 30 days)
- Recreation restriction (not to exceed 30 days)
- Loss of radio/MPS player (not to exceed 30 days)
- Visiting restriction (not to exceed 30 days)
- All penalties listed for Category 3 offenses

3. Minor Rule Infractions Category 3 - Range of Penalties

- Fine- not to exceed \$5.00 (placed in the Facility Commissary Fund)
- Restitution for destroyed property.
- Verbal reprimand
- Extra facility work assignment (not to exceed 10 hours)
- Dorm restriction television restriction
- Canteen restriction (not to exceed seven days)
- Phone restriction (not to exceed seven days)
- Recreation restriction - not to exceed seven days)
- Loss of radio/MP3 player for a period not to exceed 30 days
- Visiting restriction (not to exceed two Visits)
- Writing or reading assignment

Incentives

Each CCAP facility offers a variety of incentives designed to reward and encourage positive progress, work ethic, and participation.

H. Facility Review Committee

The FRC is a multidisciplinary treatment team that monitors and benchmarks the probationer's/parolee's progress in the CCAP. The committee meets on a regular basis and makes program decisions regarding some of the following:

1. Successful completion of the CCAP
2. Job placements in the community (when available)
3. Case Plan revision
4. Disciplinary sanctions
5. Program removal

I. Violation/Removal Process

A probationer/parolee can be removed from the CCAP for the following reasons:

1. General disciplinary reasons
2. Violation of the Conditions of Probation/Parole
3. Voluntary withdrawal
4. Inability to physically or mentally comply with the program
5. New criminal charge
6. Intractable behavior – Behavior that indicates a probationer's/parolee's unwillingness or inability to comply with their case plan or is so disruptive as to threaten the successful completion of the other program probationers/parolees.

A probationer/parolee who is removed or voluntary withdraws from a CCAP is subject to the court or Parole Board evoking a show cause for the probationer/parolee to show why their probation, parole, or post release supervision, and suspension of sentence should not be revoked.

Successful completion of the CCAP is based on the probationer/parolee completing all goals established in the initial CCAP Case Plan. There is no specific time period in which a probationer/parolee completes the



CCAP. The targeted completion timeframe is 22-48 weeks.

J. Medication-Assisted Treatment (MAT)

Active CCAP probationers/parolees who have been identified with opioid use and/or alcohol use disorder will have the option to consider MAT prior to release.



CCAP's Property Matrix - Males

Item/Description	Quantity
State Issue Property	
Identification card	1
T-Shirts	3
Underwear	3
Thermal underwear (set)	1
Socks	3
Pants	3
Shirts	3
Belt	1
Cap/Hat	1
Towels	2
Wash cloths	2
Lock	1
Boots (as needed, facility discretion)	1
Shower shoes	1
Jacket (seasonal issue)	1
Sheets	2
Pillow case	1
Blanket	2
Pillow	1
Mattress	1
Personal Clothing	
T-Shirts (white)	7
Underwear (white)	7
Socks (white)	7
Shoes (tennis)	1
Boots (type-as authorized by facility)	1
Bathrobe	1
Shower shoes	2
Sweatpants (solid color-seasonal)	2
Sweatshirt (solid color-seasonal)	2
Pajamas	1
Stocking cap	1
Thermal underwear (sets-seasonal)	2
Gloves (seasonal)	1
Shorts (solid color)	1
Jeans (facility option)	3
Jewelry/Eyewear/Dental Prosthesis	
Watch (no Smart watch type)	1
Wedding band	1
Religious medallion	1
Medical alert bracelet/necklace	1
Eye glasses	2
Contact lenses (sets)	2
Contacts case	2
Contact lens solution	2
Sunglasses	1
Dentures with cup	1

Item/Description	Quantity
Personal Hygiene Items	
Toothbrush with holder	1
Disposable razors	10
Electric razor (battery operated, cordless, only)	1
Comb (plastic)	1
Brush	1
Nail clippers (maximum 2" in length)	1
Bath towels (non-white)	2
Wash cloths (non-white)	2
Soap dish (plastic)	1
Cotton swabs	1
Shaving cream/paste	2
Toothpaste	3
After shave (non-alcoholic)	1
Mouthwash (non-alcoholic)	1
Shampoo	2
Conditioner	1
Deodorant (roll on or stick)	4
Bars of soap (no liquid)	8
Dental floss (non-waxed)	1
Hair dressing	1
Powder	1
Lip balm	1
Lotion	2
Cocoa butter stick	1
Hydrocortisone cream	1
Miscellaneous Property	
Ink pens	2
Pencils	2
Postage stamp (book-max. 20)	1
Writing tablet	2
Box of envelopes (100 maximum)	1
Photo album (max. size 5" by 8") or 10 pictures	1
Religious book	2
AM/FM radio or Walkman (with headphones)	1
Batteries for above (as needed)	RQ
Alarm clock (wind up or battery operated)	1
Plastic cup (max. size 22 oz.)	1
Billfold/wallet (no credit cards, ID. cards, etc.)	1
Kufi or Yarmulke	1
Prayer rug (30"x42")	1
Approved consumable items from the Commissary	RQ

***Personal Protective Equipment (PPE)** i.e. Work Vest, Work Gloves, Safety Glasses, Hard Hat, etc. will be issued as needed for job assignment. ***Personal Clothing Items will Substitute for State Issue *RQ = Reasonable Quantity as authorized by the Facility Unit Head**

CCAP's Property Matrix - Females

Item/Description	Quantity
State Issue Property	
T-Shirts (white)	3
Underwear	3
Socks	3
Bath towels	2
Wash cloths	2
Pajamas	2
Belt	1
Jacket (winter issue)	1
Sheets	2
Pillow case	1
Blanket	1
Bras	3
Personal Clothing	
Blue jeans	1
T-Shirts (yellow and purple)	5
T-Shirts (white)	7
Pants (work)	3
Underwear (briefs only; solid in color/ no red)	10
Socks (white or black)	7
Bras	7
Shoes (1-athletic & 1-slip restraint work)	2
Belt (leather or cloth; no metal decorations or studs)	2
Ball cap (no logos or writing)	1
Bathrobe	1
Shower shoes	1
Sweatpants (gray)	2
Sweatshirt (yellow and purple)	2
Pajamas (sets of sleepwear only)	2
Stocking cap (plain, no logos; winter: October - March)	1
Thermal underwear (winter: October - March)	2
Gloves (winter: October - March)	1
Shorts	1
Cosmetic Items	
Lipstick/Chap Stick/lip gloss (each)	1
Eye shadow/eye liner (each)	1
Mascara	1
Blush	1
Foundation	1
Face Powder	1
Hair Care Items	
Blow dryer	1
Curling iron	1
Flat iron/ straighter	1
Hair accessories (barrettes, headband, etc.)	5
Hairbrush (no metal)	1
Plastic combs (styling)	2
Hair rollers (plastic/foam; non electric or hot)	24
Hair dressing (each - gel, moisturizer, grease)	1
Shampoo (no larger than 12 oz.)	2
Conditioner (no larger than 12 oz.)	2

Item/Description	Quantity
Personal Hygiene Items	
Toothpaste (tube)	2
Toothbrush with holder	1
Disposable razors (pack)	2
Shaving cream	1
Sanitary napkins or tampons	30
Nail clippers (maximum 2" in length)	1
Emery board (no metal files)	1
Dental floss	1
Lotion	2
Mouthwash (non-alcoholic)	1
Foot powder	1
Body powder	1
Deodorant (roll on or stick)	2
Soap dish (plastic)	1
Bars of soap (no liquid)	8
Tweezers	1
Denture tablets	2
Dentures with cup/adhesive (set)	1
Disposal douche	4
Eyeglasses	2
Contact lenses (sets)	2
Contact lens solution	2
Bath towels (non-white)	2
Wash cloths (non-white)	2
Stationery Items	
Ink pens	2
Pencils	2
Postage stamp (First class only)	20
Writing tablet or pack of writing paper	1
Box of envelopes (100 Maximum)	1
Photos (max. size 4" by 6")	5
Greeting cards (assorted)	10
Bible, Koran, or other religious book	1
Personal letters, cards, or legal letters	10
Miscellaneous Property	
Journal	1
Earrings (post, pair)	2
Wedding ring (If married)	1
Medical alert bracelet (if needed)	1
Walkman (no recording capabilities, no wireless)	1
Headphones	1
Batteries for above	8
Religious medallion	1
Cassette tapes (new & unopened)	5
Watch (no Smart watch type)	1
Plastic cup	1
Clock (wind up or battery operated)	1

*Personal Clothing Items will Substitute for State Issue

