

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 005  
SUBJECT: ANNUAL REVIEW & EVALUATION  
OF OPERATIONS**

**I. PURPOSE**

To provide guidelines for an annual review and evaluation of Sheriff's Office operations.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that a review and evaluation of the agency's operations will be conducted annually to ensure that policies and procedures are relevant and current and that goals and objectives are met.

**III. PROCEDURE**

- A. The review and evaluation will be conducted in January, and will cover the previous calendar year.
  - 1. The review of the ADC will be conducted by the Commander, Confinement Division, Confinement Division Branch Chiefs, the Commander, Support Services Division, the Support Services Division Branch Chiefs and other members of the staff as designated.
  - 2. The review of the Court Services Division's operations will be conducted by the Commander, Court Services Division and other members of the staff as designated by the Commander, Court Services Division.
  - 3. The review of the Administrative Services Division's operations will be conducted by the Commander, Administrative Services Division, ASD Branch Chiefs, and other members of the staff as designated by the Commander, Administrative Services Division.
- B. The Administrative Services Division, Special Projects/Strategic Planning Section is responsible for the development of alternative approaches to agency functions which may include but are not limited to; monitoring criminal justice legislation and overseeing an in-depth review of existing policies and procedures for the purpose of:
  - 1. Identifying problem areas and deficiencies
  - 2. Recommending changes in policies and procedures
  - 3. Projecting requirements
  - 4. Revising goals and objectives
  - 5. Reviewing current and pending criminal justice legislation
  - 6. Ensuring departmental compliance with law enforcement accreditation and other accreditation standards
  - 7. Recommending and assisting with the research and development of short and long range plans and projects

And will include:

- 1. A summary of operations within each functional area
- 2. Significant occurrences
- 3. Major changes in workload
- 4. Problem areas
- 5. Level of achievement of special operational objectives

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6. Recommendations concerning measures necessary to correct deficiencies or improve operations
- C. The review of ADC operations in particular will include:
  1. Personnel assignment and utilization
  2. Inmate management
  3. Inmate population trends
  4. Security procedures
  5. Space utilization
  6. Inmate housing
  7. Maintenance
  8. Inmate programs and services to include:
    - a. Recreation
    - b. Education
    - c. Leisure activities
    - d. Religion
    - e. Counseling
    - f. Commissary
    - g. Laundry
    - h. Library
    - i. Barber shop
- D. Attached to the evaluations will be a list of special operational objectives for the current calendar year.
- E. The annual reviews are to be prepared and forwarded to the appropriate Chief Deputy Sheriff by February 15.
- F. As an adjunct to the evaluation of ADC operations, the Commander, Support Services Division will direct the Chief, Classification and Program Branch to prepare a report summarizing the programs and services available to inmates and the Chief, Alternative Incarceration Branch to prepare a report giving statistical data and financial information.
- G. An overall agency annual report will be compiled based on each Division's annual report by April 15. This report will include information for the Chief Judges of each court on inmate programs and services available to inmates. It will also include information for the City of Fairfax on ADC operations and inmate population trends.

**1/1/00  
DATE APPROVED**

**1/23/97  
DATE EFFECTIVE**

**Revised: March 2005**



**STACEY A. KINCAID  
SHERIFF**