

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

**SOP NUMBER: 043  
SUBJECT: WORK STOPPAGE**

**I. PURPOSE**

To provide guidelines in the event of a work stoppage.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that essential services will be maintained in the event of a work stoppage or other job action by employees or inmates.

**III. PROCEDURE**

**A. Adult Detention Center.**

1. Work stoppage or job action by employees.
  - a. Supervisory personnel and personnel not involved in the work stoppage or job action will maintain security and provide essential services for the inmates.
  - b. Work schedules will be adjusted and personnel from the Support Services, Court Services, and Administrative Services Divisions will be used to provide as much coverage as possible.
  - c. All non-essential inmate movement will be curtailed.
  - d. As many incoming prisoners as possible will be diverted to other correctional facilities.
  - e. The Sheriff will contact the sheriffs of the surrounding jurisdictions, the Department of Corrections, the Chiefs of the Fairfax County and Fairfax City Police Departments, and the Virginia State Police Division Commander to advise them of the situation, and request that they provide assistance in the form of personnel and housing, if necessary.
2. Work stoppage or job action by inmate workers.
  - a. Inmate workers involved in the work stoppage will be placed in segregated housing and, if possible, farmed out to other jails.
  - b. Replacements will be selected from the general population.

**B. Court Services Division.**

1. Supervisory personnel and personnel not involved in the work stoppage or job action will maintain security and provide essential services.
2. Work schedules will be adjusted and personnel from the Confinement, Support Services and Administrative Services Divisions will be used to provide as much coverage as possible.
3. The Sheriff will contact the Chiefs of the Fairfax County and Fairfax City Police Departments and the Virginia State Police to advise them of the situation, and to

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request assistance in the form of personnel to maintain security in the courthouse, if necessary.

- C. Administrative Services Division.
  - 1. Essential services involving personnel, payroll and purchasing will be performed by supervisory personnel.
- D. Support Services Division
  - 1. Supervisory personnel and personnel not involved in the work stoppage or job action will maintain security and provide essential services.
  - 2. Work schedules will be adjusted and personnel from the Confinement, Court Services and Administrative Services Divisions will be used to provide as much coverage as possible.



**STACEY A. KINCAID  
SHERIFF**

**01/01/00  
DATE APPROVED**

**1/23/97  
EFFECTIVE DATE**

**Revised: December 1996, April 2016**