

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

**SOP NUMBER: 218
SUBJECT: CITIZEN INVOLVEMENT IN THE
ADULT DETENTION CENTER**

I. PURPOSE

To prescribe a systematic course of action to follow whenever the service of citizen volunteers or volunteer agencies is contemplated for the Fairfax County Adult Detention Center.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to recognize the important role which volunteer agencies and citizen volunteers can play in the overall conduct of programs at the Adult Detention Center. Maximum utilization of volunteer services is encouraged, consistent with security requirements. However, the scope of volunteer involvement may conceivably extend to areas other than programs. To ensure maximum benefit to the facility, and to preclude complications resulting from misunderstandings or hastily conceived plans, it is imperative that no action be undertaken to secure or otherwise involve outside agencies or individuals in the affairs of the Adult Detention Center unless a positive determination is made that such involvement will materially benefit the facility, and will not result in any compromise of security or create a risk to personnel, staff or volunteers.

III. PROCEDURE

A. Securing services from agencies or individuals outside the Fairfax County Sheriff's Office.

1. Whenever a need arises which might be satisfied through the involvement of agencies or individuals external to the Adult Detention Center staff, the following staff procedure will be initiated.
 - a. A project officer will be appointed to study the matter and develop a recommended course of action. The project officer will conduct the study in coordination with appropriate members of the staff as required.
 - b. Staff Study. In order to accomplish this task in a thorough manner, it is necessary to insure that all relevant information bearing on the problem be considered. The staff study format is designed to facilitate this understanding. This requires the following:
 - 1) Statement of the Problem. Identify or otherwise define the nature and scope of the problem, or need.
 - 2) Listing of Assumptions. Certain factors will influence whether or not a particular activity or service can be implemented. The study must be undertaken with these factors or assumptions in mind. For example, it is assumed that:
 - a) There will be no increase/ decrease in the amount of space available for recreational purposes or classes.
 - b) Visiting hours will not change.
 - c) Meal hours will not change.
 - d) Juveniles will not participate in activities with adults.

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- e) The adult population will increase.
- 3) Listing of facts bearing on the problem.
 - a) An analysis is necessary of in-house capabilities, resources, restrictions, as they relate to the problem or need under study.
 - b) Those external agencies or individuals who can provide a desired service need to be identified and their capabilities and limitations identified. For example, a certain individual can provide a needed service, but can only come to the Adult Detention Center once a week and the service is needed three times a week.
- 4) Discussion. A general discussion of the problem and how the above factors affect the solution being sought.
- 5) Advantages and Disadvantages. While a given service might be advantageous if provided by an outside source, security or scheduling considerations, for example, might mitigate against the outside source performing the service. The advantages and disadvantages of having a service provided by an outside individual or agency need to be identified.
- 6) Conclusion. Based on an analysis of all factors developed during the study a logical conclusion should result as to whether the services of an outside agency or individual can be accommodated in such a manner as to be a material benefit to the Fairfax County Adult Detention Center.
- c. Present the study to the Sheriff through the Commander, Support Services and a Chief Deputy for comment/review/approval.
- d. If approved, initiate and staff a proposed memorandum of agreement or a contract for the service to be performed.
- B. Action in cases of offers of services from volunteer agencies or individuals.
 - 1. Whenever an outside agency or individual volunteers to perform or provide a service for the Adult Detention Center, the agency or individual will be referred to the appropriate program coordinator.


**STACEY A. KINCAID
SHERIFF**

**1/01/00
DATE APPROVED
6/5/95
EFFECTIVE DATE**

Revised: December 2007