

I. PURPOSE

To establish guidelines for inmate participation in Fairfax County Adult Detention Center programs and services.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that equal opportunities are provided for inmate participation in programs and services and, where feasible, inmates may attend suitably structured and supervised programs and activities on a coeducational basis. All programs are accessible to inmates with disabilities who reside in the facility.

III. PROCEDURE

- A. The Services Branch Chief shall ensure inmate work programs utilize the advice and assistance of community expertise in planning and providing inmate vocational training programs. The Supervisor, Inmate Programs & Recreation Section shall monitor and schedule inmate programs and services to ensure that equal opportunity exists for both male and female participation.
1. The Supervisor, Inmate Programs & Recreation Section, or designee will approve Sheriff Inmate Programs (SIP), and make them available to the confinement staff.
 - a. The Program Attendance List will contain the following:
 - 1) Name of program.
 - 2) Beginning and ending times.
 - 3) Date and day of program.
 - 4) Names of inmates attending program.
 2. The number of inmates in a program will not exceed the approved number posted in each classroom.
 3. All female inmates will be escorted to and from classes or other activities.
 4. If an inmate attends the program, the Post deputy will record it in the Attend field. If an inmate does not attend, the Post deputy will document it in the Refused field and note the reason for the non-attendance in the SIP Program. Reasons for non-attendance are:
 - a. Block Locked In
 - b. Class Cancelled by Instructor
 - c. Class Cancelled no Instructor
 - d. Class cancelled by Programs
 - e. Class Conflict
 - f. Court
 - g. Did Not Want to Go
 - h. Disciplinary
 - i. Incident on Post
 - j. Medical-Sick Call
 - k. Professional Visit
 - l. Recreation
 - m. Visit
 - n. Work

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

**SOP NUMBER: 220
SUBJECT: PROGRAMS & SERVICES
FOR INMATES**

- o. Segregated Inmate-Did Not Send
- p. Inmate moved-new post notified
- q. Released

When a post deputy discovers that an inmate has been moved to another location within confinement population, he/she will forward this information to the proper post(s).

- 6. Programs can only be canceled by the Shift Supervisor or Programs & Recreation Section Supervisor. If possible, the Shift Supervisor or designee should attempt to notify the program instructors concerned when programs are canceled due to unusual circumstances. This will be accomplished by notifying the Programs Section during working hours. An e-mail will be written to document the circumstances of the cancellation and sent to the Supervisor, Programs and Recreation Section.
- B. The Chief, Services Branch will coordinate coeducational programs and activities.
 - 1. Increased security measures will be implemented whenever coeducational programs or activities are conducted.
 - 2. Coeducational activities will not be conducted in any location which is not capable of being secured and monitored by a sworn staff member.
 - 3. Female inmates will be escorted to and from coeducational activities separately. Upon conclusion of coeducational activities, female inmates will be dismissed separately.
 - 4. A member of the confinement staff will be stationed in the immediate vicinity of the location where coeducational activities are conducted, and shall make frequent visual checks of the activity throughout its duration.
 - 5. Careful screening of program participants is mandatory prior to the conduct of any coeducational activity.
- C. Inmates may not leave programs or activities, including recreation, without permission of the staff member supervising the program. If permission is granted, the inmate will not be allowed back in to participate in the program for the remainder of that day.
- D. In order to maintain the safety of inmates and security of the facility, inmates with three or more active "Keep Separates" will not be allowed to attend programs.



**STACEY A. KINCAID
SHERIFF**

2/27/07
DATE APPROVED

11/30/18
EFFECTIVE DATE

Revised: April 2000, March 2007, December 2007, May 2008, January 2011, March 2016, November 2018