

I. PURPOSE

To establish guidelines for the provision of library services to inmates.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that up to date informational, recreational, educational reading material, and selected legal reference materials will be made available to all inmates confined in the Fairfax County Adult Detention Center.

III. PROCEDURE

- A. The Supervisor of the Inmate Programs & Recreation Section is responsible for supervising and coordinating the library services program.
- B. Duties of the Supervisor of the Inmate Programs & Recreation Section include:
 - 1. Acquisition of materials and library equipment (purchases and donations) for general reading and reference purposes.
 - 2. Supervising the activities of the staff librarian and inmate workers assigned to the library, and citizen volunteers assisting in the library program.
 - 3. Managing the operation of the library during the absence of the Staff Librarian.
 - 4. Effecting participation in an inter-library donation program with local and/or regional libraries, if available as a resource to the Fairfax County Adult Detention Center.
- C. The Staff Librarian is an employee who manages the operation of the library by:
 - 1. Advising the Supervisor of the Inmate Programs & Recreation Section in matters relating to acquisition of library materials and equipment.
 - 2. Screening acquisitions to ensure that material made available to inmates does not contain anything, which could be used to compromise the security of the facility.
 - 3. Arranging and cataloging library reading and reference material.
 - 4. Maintaining accountability of library materials.
 - 5. Compiling and maintaining records and statistical data concerning library operations and submitting monthly reports to the Supervisor of the Inmate Programs & Recreation Section.
 - 6. Monitoring the activities of inmates using the library and library materials, and informing the Supervisor of the Inmate Programs & Recreation Section or Adult Detention Center staff of problems or abuses.
 - 7. Prescribing work assignments for inmate workers assigned to the library.

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8. Coordinating the utilization of citizen volunteers and interns assisting in the library program.
- D. Reading materials available to inmates will include books of a fictional, nonfictional, educational, vocational, religious or other informational nature.
 1. Reading material belonging to the Fairfax County Adult Detention Center will be stamped for identification and accountability purposes.
 2. Except for reference materials, books may be checked out by inmates for a period of one week.
 3. Library materials will not be allowed to leave the facility.
- E. Publications devoted to or containing articles on the martial arts, bomb making, gang related materials, explosive, drug manufacture, electrical circuitry, tool making, lock picking, or other subjects, which could provide information on methods to circumvent the security of the facility, are not authorized to be available in the library.
- F. Circulation Schedule. Reading material will be circulated on a weekly basis to those inmates in the following categories:
 1. General Population
 2. Administrative Segregation
 3. Disciplinary Segregation
 4. Medical Segregation
- G. Law Library
 1. The Code of Virginia and other selected legal resources will be acquired and maintained in the Adult Detention Center law library for use by inmates.
 - a. Inmates desiring access to specific legal references, which are unavailable in the Adult Detention Center law library, may request such references in writing from the Supervisor of the Inmate Programs & Recreation Section. Requests of this nature should indicate the specific case or cite.
 - 1) Inmates who have retained or appointed attorneys will be instructed to contact their attorneys for assistance in obtaining the desired references.
 - 2) If the inmate's attorney is unable to assist or if the inmate has no attorney, a reasonable effort will be made to obtain the references from outside sources. The cost of reproducing materials from the outside sources will be borne by the inmate.
 - b. Access to the law library will be as follows:
 - 1) Inmates must submit a written request to use the law library to

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the Supervisor of the Inmate Programs & Recreation Section.

- 2) The Supervisor of the Inmate Programs & Recreation Section will screen such requests and schedule inmates to use the law library at prescribed times. Names and times will be published using the **SIMS/SIP** system(s).
- 3) Care will be exercised to ensure that inmates who are "keep separate" are not scheduled to use the law library at the same time.
- 4) No more than ten (10) inmates will be scheduled to use the law library at one time due to space limitations.
- 5) The following inmate types/statuses must be escorted to Law Library:
 - a) Protective Custody
 - b) Adjudicated Juveniles
 - c) Escape Risks
 - d) Disciplinary Status
 - e) Female Inmates
- 6) Any other Special Management inmates who cannot attend Law Library will have access to legal materials and services as requested through an Inmate Request Form. There will be no inmates permitted to attend Law Library on an individual basis.

2. Upon request and approval of the Supervisor of the Inmate Programs & Recreation Section, legal reference materials may be copied and distributed to inmates whose custody status precludes law library visitation.

H. Records and Reports

1. The following types of statistical data and records should be compiled and maintained in order to evaluate library services and operation, and provide the basis for reports.
 - a. Reading material acquisition
 - 1) Ordered or purchased
 - 2) Donations
 - b. Equipment and supplies acquired.
 - c. Expenditures.
 - d. Population served.
 - e. Visitation data.
 - f. Circulation data.

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- g. Man hours
 - 1) Staff
 - 2) Volunteers
 - 3) Inmate Workers
 - 4) Others
 - h. Special services and programs.
- I. Rules and regulations governing inmate conduct in the library and use of library materials.
- 1. Use of the library and library materials is a privilege. There will be a limit of twenty-five (25) print-outs and/or copies distributed to an inmate during a Law Library session.
 - 2. Inmates are expected to conduct themselves in an orderly manner en-route to and from the law library and while in the library. Misconduct or violation of Fairfax County Adult Detention rules and regulations can result in suspension of library privileges.
 - 3. Library materials, including books and magazines, are the property of Fairfax County. Inmates are responsible for material which they check out or are otherwise provided, and will be charged for its loss, damage, or destruction.

**04/18/00
DATE APPROVED**

**11/30/18
EFFECTIVE DATE**



**STACEY A. KINCAID
SHERIFF**

Revised: April 2000, December 2007, January 2011, May 2014, November 2018