

I. PURPOSE

To establish a special program designed to prepare inmates for release to the community upon completion of their sentence. This standard operating procedure does not apply to the Alternative Incarceration Branch.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that a voluntary inmate program of release preparation, as well as screening for one-on-one case management, is made available to all inmates to prepare them for release from the Adult Detention Center.

III. PROCEDURE

- A. The pre-release orientation is designed to meet the needs of:
 - 1. Indigent inmates.
 - 2. Inmates with substance abuse problems who require or desire post confinement treatment and support.
 - 3. Physically challenged inmates.
 - 4. Inmates with medical, dental, or emotional problems who require or desire post confinement follow up treatment and service.
 - 5. Inmates who may have concerns about the conditions of their release.
- B. Whenever possible, pre-release orientation should be conducted during the 60 days (or 120 days for one-on-one case management) preceding the individual's date of release.
- C. Program Design.
 - 1. The following basic topics should be addressed in classes as part of pre-release preparation.
 - a. Housing after release.
 - b. Future employment.
 - c. Academic or vocational education.
 - d. Continuing treatment for substance abuse when appropriate.
 - 2. The format for pre-release orientation may be by lecture, guided discussion, or audiovisual presentation.
 - 3. Literature pertinent to post release needs should be made available to inmates at these sessions.
 - 4. For case management only, participants should be required to develop a specific plan of activities which they intend to undertake during the first two weeks subsequent to their release. This plan should be reviewed by a staff member.

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

**SOP NUMBER: 225
SUBJECT: PREPARATION FOR RELEASE**

Not all inmates are eligible for case management pre-release, but they will still be given information to assist with their needs.

- D. Target Population.
 - 1. Monthly, the OAR Coordinator will review the master cell list and compile a list of inmates scheduled for release into the community within 60 days.
 - 2. Inmates scheduled for release within 60 days (if eligible) will be notified in writing or verbally of the pre-release preparation program.
- E. Coordination and Scheduling.
 - 1. Pre-release orientations will be scheduled in conjunction with regular ADC programs.
 - 2. Program lists will be prepared and distributed.
 - 3. Orientation leaders may be assigned from ADC resources or requested from outside agencies. The Inmate Programs & Recreation Security Unit Supervisor shall coordinate all requirements through the Chief, Inmate Services Branch.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**04/08/19
EFFECTIVE DATE**

Revised: September 1996, April 2019