

I. PURPOSE:

To provide guidance for inmate housing assignments in the Alternative Incarceration Branch (AIB).

II. POLICY:

It is the policy of the Fairfax County Sheriff's Office Alternative Incarceration Branch that:

- A. Inmate housing assignments in the facility will not segregate inmates based on race, color, religion, creed or national origin.
- B. Female inmates will be housed in a unit, which is separate from, but equal to, the male housing units in the facility.
- C. All housing units in the AIB will provide for equal physical access to programs, the dining facility, and other common or office areas where inmates may be present.

III. PROCEDURE:

- A. All inmates housed in the AIB are at the same custody level. Inmates who become difficult to manage are returned to secure confinement in the Adult Detention Center in accordance with SOP 326 – Return of Inmates to Secure Confinement.
- B. Housing assignments are made and monitored by the Supervisor, Inmate Screening/Vocational Unit. All movement into and out of inmate rooms will be documented on a Move List.
- C. In making room assignments, careful consideration should be given to certain factors such as placing two night work force members together in the same room; placing two work release inmates who both work nights in the same room; placing older inmates together; placing younger inmates together. To the greatest extent possible, inmates in the same programs should be housed together since the hours they will work or attend programs are likely to coincide.
- D. Prior jail experience and individual size may also be considered in the assignment of roommates.
- E. Physical disability will be considered in assignments to lower tier rooms and lower bunks.
- F. AIB has three distinct housing units:
 - 1. A Unit: This unit houses female inmates assigned to all programs as well as Inside Workforce. It consists of 18 double-bunked rooms and two bathrooms. The upper level bathroom/shower and room P012 are wheelchair accessible.
 - 2. B Unit: This unit provides housing for male inmates assigned to Outside Workforce, Community Labor Force and Work Release. It consists of 40 double-bunked rooms and one triple bunked-room. The lower level bathroom/shower and rooms P103, P104, P105, and P106 are wheelchair accessible.

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

**SOP NUMBER 317
SUBJECT: INMATE HOUSING**

3. C Unit: This unit provides housing for male inmates assigned to Inside Workforce and Re-Entry. It consists of 41 double-bunked rooms.
4. All inmate units are equipped with televisions, exercise equipment, telephones, Inmate Kiosks, vending machines, and reading material.

Stacey A. Kincaid

**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**05/11/98
EFFECTIVE DATE**

Revised: August 2005, January 2013, October 2015, April 2018