

I. PURPOSE

To provide guidance concerning room assignments, check-in and check-out procedures, linen issue and the extent to which individual rooms may be decorated by inmates.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office Alternative Incarceration Branch (AIB) to provide inmates with written and oral guidelines for the purpose of maintaining their assigned rooms in accordance with established occupancy standards.

III. PROCEDURE

A. Inmate Room Assignment

1. Upon arrival, an inmate will be assigned to their room, receive their room key and inspect the room.
2. Each room shall be equipped with a bed and mattress, wall lockers, chair and writing table.
3. The staff member conducting orientation will provide the inmate with the AIB Room Inspection Form to be completed. It is the responsibility of the inmate to report any deficiencies at that time. The original form shall be maintained in a folder in the Post Deputy's office in the appropriate unit.
4. A staff member, along with the inmate, shall inspect the room and its contents prior to the inmate's release. The results of this inspection shall be recorded on the AIB Room Inspection Form. Any apparent damage which occurred since the inmate checked into the room will be noted. Normal wear and tear from usage will be excluded. Inmate release checks will not be disbursed until the room check-out portion of the form has been completed and a copy submitted to Inmate Finance.
5. It is a violation of State law ([VA Code - § 18.2-137. Injuring, etc., any property, monument, etc. - Class I Misdemeanor](#)) and Fairfax County Code ([Section 2-1-7. - Damaging or removing County property; penalty - Class II Misdemeanor](#)) to damage or destroy County property. A determination will be made by the Residential Section Supervisor whether to criminally charge the inmate or to process reimbursement administratively.

B. Issuance of Bedding Linens and Towels

1. Each new inmate will be issued and sign for: two blankets, two sheets, one towel, one washcloth, two jumpsuits, and one room key. The issuance of these items will be documented on an AIB Issued Items Property Receipt. These receipts shall be maintained in a separate folder in the AIB Property Room.
2. It is mandatory that inmates turn in their bed linens and towel at least once a week for washing.
3. Prior to being released or returned to secure confinement, inmates will turn in

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

**SOP NUMBER: 318
SUBJECT: INMATE ROOMS**

their blanket, linens, towels, wash cloth, jumpsuits and key to a staff member.

The AIB Issued Items Property Receipt will be notated to ensure that all issued items are returned. Inmates may be held responsible for damaged or missing Sheriff's Office or County issued property. Inmate release checks will be withheld until the AIB Issued Items Property Receipt is verified by a staff member and a copy submitted to Inmate Finance.

C. Condition Codes

1. On the AIB Property Receipt the following codes will be used for condition of equipment and rooms: N = New, G = Good, F = Fair.

D. Retention of Property

1. Notwithstanding any other SOP, all inmate property must be stored neatly and must be fully contained within the inmate's locker or within the upper limit of the inmate's storage bin. Any property that exceeds these limits will be considered contraband and is subject to confiscation.
2. Nothing may be hung on the walls of rooms. Tape, screws and other types of fixtures will not be used to hang items on the inside or outside of wall lockers or on any walls. Plastic coat hangers are the only supplemental hanging devices acceptable for use in the inmate lockers.

**01/01/00
DATE APPROVED
08/19/19
EFFECTIVE DATE**

Stacey A. Kincaid

**STACEY A. KINCAID
SHERIFF**

REVISED July 2006, January 2013, October 2015, September 2018, August 2019