

ALTERNATIVE INCARCERATION BRANCH
10520 B JUDICIAL DRIVE, FAIRFAX, VA 22030
(703) 246-4478/4465

INMATE ORIENTATION OUTLINE

1. Briefly explain the Alternative Incarceration Branch goals and philosophy.
 - a. The AIB assists inmates in reintegrating themselves back into the community. This is accomplished by:
 - < Offering various programs to assist inmates in solving the problems that brought them into contact with the criminal justice system. Some of these programs are: IAP, Life Skills, AA, NA as well as outside programs.
 - < Offering face to face visiting to keep inmates in personal touch with their families.
 - < Offering a work release program to allow inmates to save money in preparation for release as well as enabling them to be gainfully employed at time of their release.
 - < Offering Community Labor Force (CLF), Weekender, and Fine Options programs to help certain offenders/inmates work off their fines and sentences.
2. The deputy must be sure that all listed forms in the folders (A-D) are properly completed and signed by all required individuals.
3. Explain the role of the primary deputy.
 - a. The primary deputy maintains inmate case files.
 - b. Tasks required of deputies who maintain case files include but are not limited to the following:
 - < Conduct initial interview for detailed information about the inmate.
 - < Be available to answer questions, assist with inmate problem solving, and review inmate progress.
 - < Sign inmate pass requests.(N/A: CLF, Work Force, IAP)
 - < Conduct Sponsor Agreements with inmate families for furlough passes and prepare pass and furlough paperwork. (N/A: CLF, Work Force, IAP)
 - < Monitor/assess inmate progress on bi-weekly basis. (N/A: CLF, Work Force, IAP)
 - < Maintain safety and security of the facility, by conducting unscheduled inmate head counts.
 - < Conduct random drug and alcohol screening tests.
 - < Enforce all rules, regulations and policies of the AIB.
4. AIB Pre-Employment Requirements (N/A: CLF, Work Force, IAP)

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a. Employed Work Release Inmates:

- < Must provide drug free (clean) urine samples.
- < Must see vocational staff on first business day that the inmate is on work release status to arrange for employment agreement to be completed.

The employment agreement is a contract between the Sheriff's Office, the employer, and the inmate. It includes such details as:

- < Hours of work.
- < Transportation methods.
- < Rate of pay.
- < Location of employment.
- < Supervisor's name.
- < Rules and regulations surrounding the employment.

b. Unemployed Work Release Inmates. (N/A: CLF, Work Force, IAP)

- < Must report at 7:30 A.M. every business day to the Skill Source staff in the vocational office to seek employment.
- < Inmates will have access to phones to conduct job searches.
- < Inmates will serve in the inmate work force when not involved in job searches. In order to remain in the Work Release Program, inmates must secure a job within three weeks after entering the AIB.
- < An approved job search pass is required for an inmate to go to an interview in the community.

5. Furloughs and holiday passes explained. (N/A: CLF, Work Force, IAP)

- a. The inmates must be employed for 45 days to qualify for furloughs and holiday passes.
- b. The inmate must choose a sponsor for a furlough. This person is someone that will assist the inmate in his/her attempt to reintegrate back into society upon release. The sponsor must be 21 years of age or older and must be willing to have the inmate reside with him/her on furlough. The inmate must agree to spend the majority of his/her time with the sponsor once on furlough.
- c. Once a sponsor is selected, an investigation of the sponsor and the furlough address will be conducted by an AIB sworn staff member. This investigation is to determine if the location and sponsor are suitable and acceptable for furloughs.
- d. If the sponsor and furlough address is approved, a furlough schedule may be filled out by the inmate and must be approved by the primary deputy, his/her supervisor, the case management team, and the sponsor.

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- e. Furlough passes are available as follows:
 - < First pass - 9:00AM Saturday to 9:00PM Saturday / 9:00AM Sunday to 9:00PM Sunday.
 - < Second and subsequent pass - (overnight pass) 9:00AM Saturday to 9:00PM Sunday.
- f. Holiday Passes:
 - < Must be employed 45 days.
 - < No pending disciplinary action.
 - < Only major holidays (listed in offender handbook).
- g. Shopping/Community Passes:
 - < Request pass two days prior to date pass is desired.
 - < May only shop in a nearby local shopping area.
 - < May only shop for hygiene needs or items needed for work that cannot be purchased through the commissary. May not shop for family and friends, and passes are not to be used for eating out.
 - < Passes may also be utilized to go to the courthouse and to get haircuts, etc.
- 6. AIB policy on discipline.
 - a. Minor violations:
 - < Advise inmates that if there is any doubt as to the rules of the AIB, they should ask staff for clarity before taking any action.
 - < Minor violations (109's) are documented by deputies, and the discipline is administered by the team leaders.
 - b. Major violations:
 - < Class I 108 offenses.
 - < Class I offenses are documented by deputies, and discipline is administered by a hearing officer.
 - < The due process rights of inmates will not be infringed on during the disciplinary process.
 - c. Administrative removal. Inmates will be returned to the ADC if:
 - < A new warrant or detainer is received for the inmate while in the program.
 - < If the inmate is not adjusting well in the AIB, a request for administrative removal is completed by staff for review by the Chief, AIB or designee.
- 7. Policy on purchasing items of value. (N/A: CLF, Work Force, IAP)

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- a. All major articles costing more than \$100 must be approved by the Supervisor, Residential Section.
- 8. Motor vehicle policy. (N/A: CLF, Work Force, IAP)
 - a. Inmates must submit to his/her primary deputy:
 - < A valid vehicle operator's license.
 - < A valid vehicle insurance policy.
 - < Current vehicle registration.
 - b. All of the above documents will be copied and placed in the Inmate's file.
 - c. Inmates are prohibited from transporting other Inmates.
 - d. Inmate vehicles may be parked in the public parking garage.
- 9. AIB Program Policy:
 - a. In Center Programs.
 - < Life Skills, church services, English as a Second Language, and other assigned programs.
 - b. Community Programs. (N/A: CLF, Work Force, IAP)
 - < Mental Health, AA, NA, GED, College classes at NOVA and GMU.
 - < Inmates may attend community programs outside the center with a signed Community Release Agreement.
 - < Inmates will meet with residential staff for a Problem I.D. to determine what programs are required. The Problem I.D. is a binding contract.
 - c. Mandatory Life Skills Class. (Optional: CLF, Work Force N/A: IAP)
 - < Series of classes that all work release inmates must attend. Alternative Life Skills Classes are available.
 - < Life Skills classes focus on: budget management, decision making, problem solving, work adjustment, and communication skills.
- 10. Kitchen Rules and Meal Hours.
 - a. Meal hours are posted in each unit.
 - b. Any special hours will be announced and posted.
 - c. If an inmate is found in the kitchen area at any time other than his/her designated time, he/she may be charged with being in an unauthorized area.

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- d. The kitchen area is considered a public dining facility. Inmates will behave in an orderly fashion and wear appropriate attire.
- 11. Quiet Hours.
 - a. Quiet hours are from 11:00PM to 7:00AM seven days a week. The units need to be quiet during these hours because a number of inmates must get up early the next day to go to work.
 - b. Televisions in the dayrooms will be off during quiet hours.
 - c. Inmates who do not comply with the quiet hours will be confined to their rooms.
- 12. Laundry Procedures.
 - a. Inmates will use the numbered laundry bags provided.
 - b. Inmates will follow the laundry schedule for colored item wash days and white item wash days. The schedule is posted in each unit as well as on the laundry room door.
 - c. Inmates may drop off/pick up their laundry at designated areas in the AIB.
- 13. AIB Policy on Cleanliness.
 - a. Inmate rooms must be kept neat, clean and odor free at all times.
 - b. All inmates in the unit are expected (per the posted schedule) to assist in the cleaning and general upkeep of the unit.
 - c. Daily inspections of all rooms are conducted by staff at approximately 0830AM, except on weekends and holidays. Items inspected are:
 - < Swept and mopped floor.
 - < Empty trash containers.
 - < Dust free surfaces.
 - < Neatly made bed.
 - < Clutter free desks.
 - < Clothes properly put in lockers.
 - < Neat Lockers.
 - < Nothing on window sills.
 - < A grade of 0-5 is given each day. Any grade below a three results in a minor violation.
 - < Night trusties and night workers are allowed to sleep later than 11:00AM depending upon their individual schedules. These individuals will notify the staff when their rooms are ready for inspection.
 - d. Personal Hygiene:

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- < Everyone is expected to bathe daily. Soap and towels are provided.
 - < No cologne is allowed due to its alcoholic content, which will yield a positive reading on the breathalyzer.
 - e. Dress Code.
 - < Both male and female deputies work all units.
 - < Everyone must be appropriately dressed for public view at all times in the AIB.
 - < Inmates must be appropriately attired while exercising.
 - < No hats are to be worn while inside the AIB main facility.
 - f. Inmates are responsible for the cleanliness of all issued items.
14. AIB Medical Procedures.
- a. Self-medication program briefing. (Please refer to SOP 341 Sections D & E)
 - < Any medication taken must be approved by the ADC medical staff.
 - b. If an inmate is injured on the job, workman's compensation must cover the medical expenses. (N/A: CLF, Work Force, IAP)
 - c. ADC medical staff will conduct sick call daily. Inmates who wish to be placed on the sick call list will request a sick call slip.
 - d. If an inmate wishes to be treated by a private physician or dentist, he/she will request a physician's referral form which includes the following: (N/A: CLF, Work Force, IAP)
 - < The name, address, and phone number of the doctor.
 - < The doctor's diagnosis and prognosis.
 - < The doctor's signature.
 - < Reminder that all expenses are paid by the inmate.
 - < Reminder to the doctor that no office medical samples are allowed without prior ADC medical staff permission.
 - < Please refer to SOP 342, Section A-1 for the Consent for Release of Information and Continuity of Care requirement forms.
15. Visiting Policy.
- a. Visiting hours are posted in the outside lobby. Visiting days and hours vary depending on inmate program assignments.
 - b. The cafeteria is the designated visiting area.
 - c. Visitors will park in the public parking garage.
 - d. Visitors must sign in at the AIB control booth and provide a valid picture I.D. Visitors must be on the inmate's visiting list. Any AIB deputy may change the visiting list.

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- e. Inappropriate visitor actions:
 - < The visiting area is a public place. If visitor or inmate fail to comply with any rules or orders, the visit will be terminated, and the visitor will not be allowed to return to the AIB.
 - < Visitors must be dressed appropriately in order to visit. No swimsuits or revealing attire will be allowed in the AIB.
 - < If the visitor is intoxicated, he/she will be asked to leave the building. He/she may be subject to arrest for drunk in public by the deputies.
 - < Children less than 18 years of age must be accompanied by a parent or legal guardian. The offender and the visitor are responsible for them. Children will not be left unattended at any time while in the AIB facility.
- 16. Substance Abuse Policy.
 - a. Urine samples are collected daily on a random basis.
 - b. If an inmate is notified in person that he must submit a urine test, the inmate has three hours in which to give a sample. If he/she does not, the inmate is automatically deemed to have a positive result, which is revocable offense.
 - c. Breath tests are administered on a random basis. There is to be no smoking, or use of breath mints twenty minutes prior to entering the building. A positive reading may result, which is a revocable offense.
- 17. Alarm clock, radio, and television policy.
 - a. Inmates must have an alarm clock to get up on time for vocational office programs and work. Staff will not wake inmates. It is not recommended that inmates depend on another inmate to wake them. If the inmate is late for a required activity, he/she may be charged with a violation.
- 18. Deputies are to ensure that each inmate receives the following items:
 - a. Room key.
 - b. 2 blankets, 2 sheets, 1 towel, 1 wash cloth.
- 19. Deputy will now give a tour of the facility. Be sure to note:
 - a. All fire exits and doors.
 - b. All prohibited areas.
 - c. Classroom areas and Med 4.
- 20. Deputy will be sure all appropriate forms are properly completed and signed by inmates.
- 21. Deputy will check all AIB Property Receipt Forms to ensure that all rooms are inspected and all linens and keys are properly issued.

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22. Explain that no one may leave the AIB facility until there are two urine samples tested and found free from drugs, and the CRA is signed. Show a blank copy of the CRA and explain it to the inmate. (N/A: CLF, Work Force, IAP)
23. Explain that smoking is prohibited and is a revocable offense and that tobacco in any form is contraband as well as any lighters or matches.