

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

**SOP NUMBER: 320
SUBJECT: INTAKE ORIENTATION FOR NEW
INMATES**

I. PURPOSE

To establish procedures governing orientation of new inmates accepted into the Alternative Incarceration Branch Programs.

II. POLICY

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

- A. Each inmate discusses with staff the services available, program goals, rules governing conduct, program rules and regulations, inmate discipline, inmate complaint and grievance procedures. This is documented by employee and inmate signatures.
- B. Inmates receive a copy of, are informed of, and agree to abide by the rules and regulations governing the facility as well as any limitations of available services.
- C. The criteria and procedures for removal of an inmate from the program are explained to all participants.
- D. There are separate written procedures for implementing these procedures.

III. PROCEDURES

- A. To ensure thorough communication concerning the program, two basic strategies are utilized:
 - 1. Each inmate will be provided with written information, to include rules and regulations, program Conditions of Agreement and the Alternative Incarceration Branch Program Booklet. Kitchen trustees will be governed by the Adult Detention Center Inmate Handbook and selected parts of the AIB Program Booklet.
 - 2. Briefings will be conducted by the Residential Staff Supervisor.
- B. This procedure sets guidelines for the conduct of intake orientations for inmates in the following Alternative Incarceration Branch (AIB) programs:
 - 1. Work Release.
 - 2. Community Labor Force (CLF).
 - 3. Trusty.
 - 4. Electronic Incarceration Program (EIP).
 - 5. Community Labor Force Offender & Fines Options Program (FOP).
 - 6. Weekender Program.
- C. Orientation: Work Release Program.
 - 1. When a new inmate is accepted into the Work Release Program, the following procedures shall be followed: (see Attachment 1 - Center In/Out Processing):
 - a. Personal search and property searches will be completed.

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- b. Ensure photos are included with the inmate's initial paperwork upon receiving the inmate from the ADC.
 - c. Room key and linens will be issued.
 - d. An AIB number will be assigned and the inmate will be added to the count.
 - e. An Escape from Custody statement will be signed (Attachment 2).
 - f. An initial urine screen will be completed for drug use.
 - g. The inmate will be oriented, as follows:
 - 1) The orientation for work release inmates shall follow the inmate orientation outline (attachment 3).
 - a) This outline may also be used for CLF Inmates. Items not applicable to CLF inmates are marked "N/A". If a PSP inmate transfers to the Work Release Program, the inmate shall be oriented on the omitted Work Release portions with his/her primary counselor.
 - b) The inmate shall initial the Orientation Checklist (attachment 4) on the left of the information covered. The staff member conducting the orientation shall sign the form. The checklist shall be placed in the Inmate's case file.
 - c) During orientation, inmate will be briefed on and will sign the **Consent For Release of Information** form (attachment 5). The inmate will provide information required to complete the top half of the Case Progress and Information Report (CPIR attachment 6); however the entire form will be completed by the staff.
- D. Orientation: Community Labor Force (CLF).
- 1. Inmates assigned to the CLF will be given an initial orientation using the Work Release orientation outline.
 - 2. CLF inmates shall be given an additional orientation by a Community Labor Force supervisor prior to being assigned to a crew.
 - 3. The CLF Progress and Information Report (attachment 7-0) shall be completed by the CLF staff member conducting the orientation. Participation in any in-center treatment program shall be noted on the form.
 - 4. CLF Intake Data form (attachment 7-1): Information for this form shall be obtained from the Inmate during orientation. This form shall be placed in the PSP case file.
 - 5. Alternative Incarceration Branch Waiver and Release of Liability (attachment 8): The CLF staff member conducting orientation shall have the Inmate read and

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sign this form. This form shall be witnessed by staff and placed in the Inmate's case file.

6. Use of Weight and Exercise Equipment Waiver (attachment 9): CLF inmates are eligible for in-center recreation only. This form shall be read by the inmate, signed, witnessed by CLF staff, and placed in the case file.
7. CLF Inmate Clothing Issue/Return (attachment 10): This form shall be use for issue and return of CLF clothing and equipment. This form shall be placed in the inmate's case file.
8. Program Booklet: Each CLF inmate shall be issued a program booklet, which must be signed for and returned upon release.

E. Orientation: Trusties.

1. Kitchen trusties are assigned to the Alternative Incarceration Branch by the Institutional Classification Committee (ICC) of the Adult Detention Center. They are transferred to the AIB with only the clothing and property allowed a trusty in the Adult Detention Center. They shall be given an orientation in two stages:
 - a. The Kitchen/Laundry Services Section Supervisor, Logistics and Support Branch, shall explain the duties of the AIB kitchen work force.
 - b. The kitchen work force will comply with applicable rules pertaining to ADC work force members, as well as those pertaining to AIB inmates.
 - c. Once transferred to the AIB, kitchen trusties shall be in-processed by a Residential Supervisor. In-processing includes:
 - 1) Pat search, property search and room assignment;
 - 2) Issue of room key and linens;
 - 3) Completion of the Escape from Custody statement;
 - 4) Completion of initial urine screen.
 - 5) Orientation on rules for all AIB Trusties, to include:
 - a) Briefing on Conditions of Agreement, Sections 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 15, 17, 19, 22, 23, 27, 32, 33, 35.
 - b) Kitchen trusties shall be informed that they will be removed from trusty status for poor work performance, poor attitude, insubordination, or any behavior which illustrates that the Inmate is not suitable for AIB placement.
 - c) Kitchen trusties will be briefed on the appropriate regulations outlined in the Alternative Incarceration Branch Program Booklet.
 - d) Personal information and the legal information portion of

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the Case Progress and Information Report shall be completed by the AIB staff member conducting the orientation.

- e) A file on each kitchen trusty shall be maintained by the Residential Branch. The file shall contain:
 - 1.) Photo.
 - 2.) Case Progress and Information Report.
 - 3.) Escape from Custody statement.
 - 4.) Signed Conditions of Agreement.
 - 5.) Counseling sheet.
- 2. Other AIB trusties assigned to janitorial or laundry duties, and Inmates performing work force duties pending program placement, shall be given an orientation by a Residential Supervisor.
 - a. The staff member performing the orientation shall follow the Inmate Orientation Outline as it pertains to trusties.
 - b. If the trusty attains Work Release status, any omitted orientation material will be covered by a Residential Supervisor prior to the Inmate being authorized to leave the center.
- F. Alternative Incarceration Branch Orientation.
 - 1. Inmates assigned to the Community Labor Force Offender and Fine Options program will receive orientations.
 - 2. Weekend Confinement Program: Inmates assigned to the Sheriff's Weekender program shall:
 - a. Be given an orientation by the AIB staff upon reporting to the Alternative Incarceration Branch. The orientation shall include the following:
 - 1) Explanation of Weekend Confinement Rules and Regulations (set forth in SOP 331). Staff will explain all revocable violations to weekend Inmates.
 - 2) Completion of the Community Service Intake form.
 - 3) Completion of the Waiver and Release of Liability Form.
 - 4) Completion of the Escape from Custody Statement.
 - 5) Completion of the Consent to Release of Information Form.
 - 6) Explanation of Section XI of the Program Booklet, to include the following:
 - a) Rooms/lockers, house clean up.
 - b) Contraband.

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- c) Unauthorized areas.
 - d) Quiet hours.
 - e) Penalties for Destruction of AIB Property.
 - f) Fire drills/emergencies: Inmates will be given a tour of the AIB and will be briefed on fire exits and fire prevention.
 - g) Alcohol breath tests.
 - h) Urine tests (if deemed appropriate by staff).
 - i) Dress requirement.
 - j) Medical attention and medication.
 - k) Personal and property and area searches.
 - b. All weekend inmates shall receive a copy of the Weekend Confinement Rules and Regulations.
 - c. All weekend inmates will be briefed on obtaining staff assistance if they have questions or problems.
- 3. Inmates assigned to the Electronic Incarceration Program (EIP) shall be in-processed and oriented by the EIP staff, to include:
 - a. EIP staff shall obtain all necessary court orders, court cards, etc. and booking records.
 - b. Inmate case file photos (2) will be taken.
 - c. Conditions of home incarceration will be explained in detail to the Inmate.
 - d. If immediate placement on EIP is not possible due to staff shortage, equipment problems, etc., the Inmate shall be oriented on AIB rules and regulations and housed in the AIB until such time as he/she can be placed on EIP.
 - e. All forms necessary to complete the case file will be completed during orientation.
- G. Inmates assigned to Treatment Programs shall be given orientations on their respective programs by the Treatment staff.
- H. Hearing or speech impaired Inmates, those who are illiterate, and those who are not fluent in English will be oriented by staff using sign language, or through written or oral communication in the language in which the Inmate is fluent.

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A handwritten signature in black ink that reads "Stacey A. Kincaid". The signature is written in a cursive, flowing style.

**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**07/19/93
EFFECTIVE DATE**

Revised: October 2015