

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

**SOP NUMBER: 326
SUBJECT: RETURN OF INMATES TO SECURE
CONFINEMENT**

I. PURPOSE

To provide guidelines for the return of Alternative Incarceration Branch (AIB) program inmates to secure confinement.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office Alternative Incarceration Branch to provide written procedures governing the return of AIB inmates to secure confinement.

III. PROCEDURE

- A. Inmates housed in the Alternative Incarceration Branch (AIB) have either volunteered or been court ordered to participate in the program opportunities offered. Inmates may be returned to secure confinement in the Adult Detention Center (ADC) for any of the following reasons:
1. Receiving a sentence from the court that renders the inmate ineligible for participation in the AIB programs (see SOP 319 – Inmate Screening);
 2. Receiving a detainer;
 - a. If the detainer is a charge (felony or misdemeanor) within the Commonwealth of Virginia, and has a bond, the inmate may post bond and be eligible to return to the AIB;
 - b. If the detainer (in state) carries a personal recognizance release pending trial, the inmate is eligible to return to the AIB;
 - c. An inmate is not eligible for return to the AIB if the detainer is from outside the Commonwealth of Virginia;
 3. Receiving a criminal charge, or being investigated as a result of illegal actions while involved in an AIB program or housed in the AIB;
 4. Being charged with a violation of the AIB disciplinary regulations (see SOP 613 – Administration of Discipline, and 614 – Code of Inmate Offenses);
 - a. Inmates charged with major or minor offenses shall be returned to the ADC pending the outcome of their disciplinary hearing, at the discretion of the on-duty Residential Team Supervisor. Moves to the ADC in connection with offenses shall be for charges, and/or behavior, that the on-duty Residential Team Supervisor determines to jeopardize the safety and security of the AIB.
 - b. Inmates may be remanded to the ADC while AIB staff conducts an investigation of the violation. This action shall be taken for the safety and security of AIB staff and inmates.
 - c. Any inmate in the AIB testing positive for alcohol or illegal drugs shall be placed in secure confinement pending further action (see SOP 305 – Contraband Control, III., F.).
 5. As a result of a disciplinary hearing, if found involved;

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6. Display of poor attitude or failure to take advantage of all program opportunities afforded, to include:
 - a. Failure to perform assigned duties in a satisfactory manner.
 - b. Failure to display a good attitude and respect for AIB and CLF rules and regulations.
 - c. Failure to find or maintain employment.
 - d. Failure to become involved in programs as specified by the courts or AIB staff.
 - e. Failure to act in a responsible manner; any actions, speech or manner of dress that would harm the reputation of any program in the public eye.
 - f. Failure to adjust to the facility environment to include creating a hostile work or living environment or by having repeated complaints of incompatibility.
 - g. Repeated poor job performance that does not necessarily result in termination of employment, while assigned to Work Release.
- B. Electronic Incarceration Program (EIP) inmates may be removed to secure confinement per Section III, A, 1-6 of this procedure.
- C. The removal of an inmate from the AIB should be done as quickly as possible, using the following procedures:
 1. The on-duty Residential Team Supervisor must authorize the return of any inmate to secure confinement and shall be responsible for:
 - a. Generating and distributing a move list to the Booking Desk.
 - b. Sending a move referral to the Classification Section.
 - c. Ensuring that an Incident Report, and any additional required paperwork or documentation, is completed and distributed appropriately.
 2. All inmates being returned to the ADC shall be handcuffed behind the back prior to exiting the AIB facility.
 3. All inmate property shall be inventoried.
 - a. Property that is acceptable in the ADC shall be inventoried on a Personal Property Receipt, placed in a plastic property bag with the inmate's name, and given to a deputy assigned to ADC Receiving. The ADC Property Section will be responsible for returning items to the inmate which may be possessed in the ADC.
 - b. Property that is not acceptable in the ADC shall be inventoried on a Personal Property Receipt and sealed in a plastic property bag with the original Personal Property Receipt attached. The inmate shall receive a yellow copy of the Personal Property Sheet.
 - c. All of the inmate's personal property, to include the issued gym clothes,

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shall go with the inmate when they return to secure confinement and be turned over to a deputy assigned to ADC Receiving.

- d. AIB staff releasing property shall use the Property Release Form. The original form shall be turned over to the ADC Property Section and a copy placed in the AIB case file. The inmate and the person receiving the property shall each receive a copy.
- e. All AIB inmates shall return AIB property per SOP 318 – Inmate Rooms.
- 4. Copies of the Incident Report shall be given to the ADC Classification Section. These reports also shall be given to the Chief, AIB and the Staff Duty Officer, if necessary, after hours.
- 5. The Residential Team Supervisor authorizing the move shall inform an on-duty ADC Shift Supervisor, on-duty Medical Supervisor and the ADC Classification Section of any important or critical information needed to properly house the inmate.
- 6. Inmates in Work Release shall be permitted to call their employers.
- 7. All transfers to the ADC shall be placed in the daily log per SOP 310 – AIB Daily Log Procedures, and the count adjusted per SOP 306 – Accountability & Welfare of Inmates.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**01/19/93
EFFECTIVE DATE**

Revised: March 2013, October 2015, March 2018