

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

**SOP NUMBER: 327
SUBJECT: ALTERNATIVE INCARCERATION
BRANCH (AIB) WORKFORCE**

I. PURPOSE:

To establish procedures for the selection and treatment of inmates assigned to the Alternative Incarceration Branch (AIB) Workforce.

II. POLICY:

It is the policy of the Fairfax County Sheriff's Office Alternative Incarceration Branch that eligible inmates are given an opportunity to work inside and outside of the AIB. No inmate, regardless of assignment, will be allowed to supervise, control, or exert any type of authority over other inmates.

III. PROCEDURE:

- A. Authority for selection of AIB Workforce members is the responsibility of the Inmate Screening/Vocational Unit.
- B. Based upon openings in the AIB Workforce, the Inmate Screening/Vocational Unit will assess inmates who are housed in the Adult Detention Center (ADC) and AIB for placement. Inmates will not be discriminated against due to disabilities, sex, race, color, religious beliefs, or national origins.
 - 1. The Screening/Vocational Unit shall review inmate requests and the inmate population to find appropriate inmates to be considered for the AIB Workforce.
 - 2. Inmates will be selected for the AIB Workforce based upon the eligibility and suitability criteria outlined in SOP 319.
- C. Work assignments in the AIB include the following:
 - 1. AIB Food Service - Day or Night Shift
 - 2. A, B or C Housing Unit Cleanup - Day or Night Shift
 - 3. AIB Laundry - Day or Night Shift
 - 4. Classroom, Kitchen, Cafeteria and Hallways - Day or Night Shift
 - 5. Inside Floaters - Day or Night Shift
 - 6. Outside Workforce - Day or Night Shift
 - 7. Floor Buffers
 - 8. Other specific assigned duties
- D. Workforce Jumpsuits:
 - 1. Inside Workforce – Red colored jumpsuits
 - 2. Food Service Workforce – Red colored jumpsuits

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3. Outside Workforce - Orange jumpsuits
 4. Outside Workforce inmates will not be allowed to have money with them when working outside of the facility. AIB staff members will search all Outside Workforce inmates before and after leaving the facility.
- E. Transfer and orientation:
1. The Inmate Screening/Vocational Unit will schedule inmates to be transferred from the ADC to the AIB with other program transfers. Room assignments will be made by the Inmate Screening/Vocational Unit.
 2. The Residential staff will provide an orientation of the rules and regulations of the AIB to all inmates on their first night in the facility.
 3. The Facilities Services Unit Supervisor will ensure all inmates are oriented to their job assignments and conduct a tour of the facility. The job description for each work force member shall be posted on the inside of their room door.
- F. The Inmate Screening/Vocational Unit Supervisor is responsible for coordinating the application of Exemplary Good Time to an inmate's time credit in accordance with the Code of Virginia 53.1-116.
- G. Removal from the Workforce:
1. Inmates may be removed from the Workforce:
 - a. At the inmate's request.
 - b. At the request of a deputy or Food Service supervisor for poor job performance.
 - c. After exhibition of a poor attitude or other unacceptable behavior.
 - d. Due to the commission of a criminal act.
 - e. If charged with a major or minor offense, while awaiting disposition of their case.
 - f. Upon conviction of a major or minor offense.
 - g. At the request of the Medical Section for medical reasons or Behavioral Health (CSB). This may be only a temporary removal until the medical or behavioral health condition improves.
 2. Workforce members removed from a job assignment for poor work performance may not appeal the decision. Workforce assignments are a privilege and not a right or custody status.
 3. Inmates removed from the AIB Workforce may be returned to the ADC, at the discretion of the on-duty AIB supervisor.

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- H. Deputies escorting Workforce inmates outside the facility for any work details shall be armed.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**05/11/98
EFFECTIVE DATE**

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