

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

**SOP NUMBER: 341  
SUBJECT: MEDICAL EXAMS, SICKCALL,  
SELF-MEDICATION AND THE DISPENSING  
OF CONTROLLED MEDICATION**

**I. PURPOSE**

To provide consistency of services from the Adult Detention Center (ADC) Medical Section to the Alternative Incarceration Branch (AIB) without decrease in the standard or quality of health care.

**II. POLICY**

It is the policy of the Fairfax County Office of the Sheriff that all inmates will be provided timely and adequate medical health care to ensure that their quality of life is maintained.

**III. PROCEDURE**

A. Medical prescreening evaluations and medical histories must be done on all inmates in the custody of the Sheriff, to include all inmates in the AIB.

1. All inmates transferred to the AIB from the ADC shall have a medical pre-screening as outlined in [SOP 428 – Receiving/Screening](#). No inmate will be transferred to the AIB Residential Center until a prescreening, medical history, physical and Behavioral Health review have been completed.

B. Sick Call

1. Inmates requesting to be seen at sick call shall use the Kiosk system when available, or fill out a Sick Call Request Form and place it in the locked sick call box located outside of the AIB Control Booth. Sick call request forms will be picked up by medical staff daily during the P.M. sick call.
2. Sick call for all AIB inmates will normally be conducted Monday-Friday in Med Unit IV. Inmates may also be seen in the ADC Main Medical Unit when medically necessary. Medical staff will fax the list of inmates to be seen to the control booth twice daily, morning and evening.
3. Inmates that are in the Work Release or Community Labor Force (CLF) programs, and are scheduled for sick call, shall not be permitted to leave the building until after they have been seen. If an inmate refuses medical treatment, a Medical Refusal Form shall be signed by the inmate.

C. Physical Examination and Program Placement

1. Complete physical examinations shall be conducted on all inmates within 14 days of their incarceration. This requirement does not apply to those inmates assigned to the Electronic Incarceration Program (EIP).
2. Physicals will be conducted Monday through Friday in the Main Medical Unit.
3. A review shall be conducted of all inmates identified for transfer to an AIB program by a Nurse Practitioner, or the ADC Doctor, and a member of Behavioral Health. They shall determine if the identified program is suitable for each inmate.

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- D. Keep-On-Person (KOP) Self-Medication Program
1. When authorized by the Medical Section, certain AIB inmates will be allowed to possess approved medication for self-medication purposes.
  2. As a condition of their continued program participation, these inmates shall be required to abide by the requirements of the KOP program.
    - a. Refusal to agree to the conditions or violation of the conditions is grounds for removal from AIB program participation, as well as disciplinary action.
    - b. The signed Self-Medication Program Agreement shall be placed in the inmate's medical file. A copy will be given to the inmate.
  3. Prior to the issuance of these medications, Medical Section staff members shall reiterate to the inmate the type of medication, dose and frequency of dosage ordered by the issuing physician. This information shall be documented on the Self-Medication Program Form, signed by the inmate and the medical staff member acknowledging approval of the plan.
  4. The KOP Self-Medication Program documents are housed in the electronic health record.
  5. Members of the Medical Section shall conduct both monthly scheduled and random audits of KOP medications prescribed to inmates housed in the AIB. All scheduled audits shall be conducted on the third weekend of every month between the hours of 0830 – 0930.
  6. Over-the-counter medication, such as Tylenol and Aspirin, may be purchased from the inmate commissary.
- E. Dispensing of Controlled and Psychotropic Medications
1. The following types of medications as prescribed by ADC physicians shall be dispensed by the Medical Staff to AIB Inmates.
    - a. Psychotropics
    - b. Narcotics
    - c. Insulin
  2. A Residential Section Team Deputy shall be present whenever medications are being dispensed.

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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

11/30/18  
EFFECTIVE DATE

Revised: March 2013, October 2015, November 2018