

I. PURPOSE

To outline duties for deputies assigned to security posts in the Fairfax County Adult Detention Center.

II. POLICY

A. It is the policy of the Fairfax County Sheriff's Office that deputies assigned to a security post will not leave their post except:

1. In the case of an emergency.
2. When properly relieved by another deputy.
3. When authorized by a supervisor.

III. PROCEDURE

A. General

1. Supervisors and Overtime Staffing Levels
 - a. There will never be less than two squad supervisors (First and/or Second Lieutenants) on duty, except in an emergency or with prior approval of a Chief, Confinement Branch.
 - b. If it is determined that overtime staffing is required, and all squad supervisors are working (First Lieutenant and Second Lieutenants), at least one Second Lieutenant will be assigned to a post before personnel are called in on overtime.
2. Security Posts are as designated in [SOP 501 Attachment 1 – Fairfax County Adult Detention Center Duty Posts](#).
3. Deputies assigned to posts are responsible for reading and complying with orders for that post. It is the deputy's responsibility to be familiar with any changes to those orders. Each time a deputy assumes a new post s/he will acknowledge that s/he has read and understand that post's orders by initialing a statement to that effect on the post log.
4. Each post deputy has a general duty requirement to:
 - a. Maintain an accurate count of inmates within his/her area of responsibility.
 - b. Operate telephones, radios, and other communication equipment.
 - c. Maintain accurate records, including Post Logs, Special Housing Observation Logs and Pass-on Logs, where utilized.
 - d. Obtain pass-on information from off-going deputy.
 - e. Direct inmate movement to maintain security and control.
 - f. Maintain security of keys for their assigned post.

- g. Supervise meal distribution and maintain sanitation standards in his/her area of responsibility.
 - 1) The post deputy will ensure the assigned workforce member adheres to the cleaning requirements outlined in the ADC Workforce Cleaning Grid for each individual security post.
 - h. Maintain discipline on their assigned post.
 - i. Supervise issue of laundry and linen, in the absence of a Correctional Technician.
 - j. Control inmate use of telephones.
 - k. Adhere to the daily routine of standard/scheduled events.
 - l. Assist in transferring inmates on and off post, as appropriate.
 - m. Distribute mail, official correspondence and other official communications to inmates and staff, in the absence of a Correctional Technician.
 - n. Be knowledgeable of emergency plans and location of emergency equipment.
 - o. Keep all security perimeter entrances, control center doors, cell block doors, and all doors opening into a corridor closed and locked except when being used for admission or exit of employees, inmates or visitors, or in an emergency.
 - p. Ensure that no unauthorized signs are posted. All signs will be approved by the Commander, Confinement Division.
 - q. Maintain personal contact and interaction with inmates in their housing areas.
 - r. Report unusual occurrences to a supervisor and document them on an Incident Report.
5. Except for emergencies, no person will be allowed to carry a firearm on a post within the secure areas of the facility.
6. From time to time, cell blocks and/or cells must be opened and/or entered for security or administrative purposes. These purposes include, but are not limited to, inmate counts, to allow authorized exit and entry, conduct inspections and/or searches, maintain control, and conduct routine maintenance. Due to the possibility of assault or other incident, the following precautions must be taken when security doors are opened:
- a. In cell blocks where the outer door is secured during the hours before lock-in, e.g., medium and maximum-security areas, no deputy will enter the cell block when inmates are in the dayroom without another deputy being posted at the cell block door. After lock-in, or when all inmates in a cell block are locked in their individual cells, a deputy may enter the cell block without another deputy being posted at the cell block door. When a cell block door is opened to permit exit or entry, the deputy at the door must be under observation by another deputy, either from the

- control booth or in person.
- b. No deputy or medical staff will enter any individual cell, on any post, including the Infirmary and Receiving, without another deputy present.
7. Inmates will not be permitted, without being under direct supervision, in the following areas:
 - a. Any office
 - b. Any administrative area
 - c. Roll Call/Training room
 - d. Storage areas or closets
 - e. Infirmary
 - f. Commissary
 - g. Sally Port
 - h. Kitchen
 8. At the end of each work day, desks will be cleared of all sensitive materials. Offices may be locked during absences.
 9. Inmates are not to handle or work with any official records to include, but not limited to:
 - a. Inmate records
 - b. Classification records
 - c. Medical or Behavioral Health records
 - d. Financial records
 - e. Mail (incoming and outgoing)
 - f. Property receipts
 - g. Purchase orders
 - h. Requisitions
 - i. Observation logs
 10. Deputies will wear gloves and other appropriate personal protective equipment, if it becomes necessary for them to work in an area where blood or body fluids are present. However, the universal precaution of wearing gloves is also strongly encouraged for all instances of physical contact between a deputy and an inmate. Inmate workers who must clean an area where blood or body fluids are present, will be provided with, and use, personal protective equipment. Uniforms or inmate clothing, which become contaminated with blood, will be changed immediately and laundered or disposed of, in accordance with [SOP 042 - Exposure Control Plan for Bloodborne Pathogens](#).
 11. The intent of the term "30-minute checks" is that the checks are performed at least twice an hour at random intervals within 30 minutes. The intent of the term "15-minute checks" is that the checks are performed at least four times an hour at unpredictable intervals within 15 minutes.
 12. For posts that house inmates who require twice an hour (30 minute) checks and inmates who require four times an hour (15 minute) checks, the Post Deputy will differentiate between these two checks, by placing the number 30 on the back of the floor sheet by the number that corresponds to that check.
 13. Deputies assigned to posts will adhere to the "No Movement" times for all housing areas. Exceptions will be made for the following situations:

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

**SOP NUMBER: 501
SUBJECT: POST ORDERS**

- a. Inmates who are required to appear in court
 - b. Meal times
 - c. Inmates located in the intake center
 - d. Any special circumstance approved by a supervisor
14. Deputies will not be assigned to work a post in the ADC by themselves until they have completed training, in accordance with [SOP 030 - Training](#).
 15. Confinement supervisors will ensure that staff are scheduled to cover posts in the housing units at all times.
 16. The duration of a post assignment in a Direct Supervision housing unit shall consist of a timeframe of no less than two months.
 17. Post orders and procedures in this SOP will be reviewed annually and updated if necessary.



**STACEY A. KINCAID
SHERIFF**

**08/24/01
DATE APPROVED**

**12/14/18
EFFECTIVE DATE**

Revised: November 2001, September 2009, March 2010, October 2017, December 2018