

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

**SOP NUMBER: 603
SUBJECT: INMATE TRANSFERS**

I. PURPOSE

To prescribe procedures for effecting the transfer of inmates within the Fairfax County Adult Detention Center.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that:

- A. No inmates will be assigned, transferred or reassigned to or between cell locations without proper authority.
- B. Records will be maintained showing the current cell locations of all inmates in the facility.
- C. Any time an inmate is transferred or reassigned to a different location within the Fairfax County Adult Detention Center, a record of the transfer will be made. Immediate notification will be made to the Booking Desk, Classification Section and the Medical Section.

III. PROCEDURE

- A. Authority under which inmates are assigned, transferred, and reassigned.
 - 1. The Institutional Classification Committee (ICC) directs and controls the assignment and transfer of inmates, except as noted below:
 - a. Newly admitted prisoners and inmates placed on administrative segregation or disciplinary detention in receiving areas.
 - 1) Booking Deputies, Receiving Deputies, and Confinement Supervisors control the assignment of newly admitted prisoners to cells in receiving areas. Should subsequent cell transfers become necessary in receiving areas, in the case of newly admitted prisoners, they may be made at the direction of a Confinement Supervisor without the ICC's approval.
 - 2) Inmates may be ordered housed in receiving areas for administrative or disciplinary reasons by the ICC or Adjustment Committee. Should their subsequent reassignment to another cell in a receiving area become necessary, Confinement Supervisors may effect the transfer without the ICC's approval. However, the Classification Section must be notified of the transfer and new cell location of the inmate.
 - b. Reassignment of inmates within the same cellblock in the general population or within special management units.
 - 1) The Classification Section may transfer inmates between cells in the same cellblock in the general population or from cell to cell within special management units without the ICC's approval.
 - c. Cell reassignments within the Dispensary.

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- 1) Members of the Medical Section may transfer inmates between cells in the Dispensary without the ICC's approval. However, the transfer must be reported to the Classification Section and the Post Deputy.
 - d. Whenever the immediate segregation of an inmate is necessary for security reasons, medical reasons, or for the protection of the individuals or others.
 - 1) Confinement Supervisors and members of the Medical and Classification Sections may order the immediate segregation of an inmate for the foregoing reasons without the ICC's approval. The Booking Desk, Classification Section, and Medical Section will be notified immediately. The circumstances of the unscheduled move will be reviewed by the ICC within three (3) working days.
- B. Initiation and Documentation of Transfers.
1. Inmate Move List.
 - a. This document serves two purposes. It is an official directive ordering the transfer of an inmate within the ADC, and it serves as official notification to various staff sections of inmate transfers and new locations within the facility. An Inmate Move List is to be prepared any time an inmate is assigned, or reassigned within the ADC except in cases of newly admitted prisoners assigned to cells in receiving areas and any subsequent cell reassignments while the prisoner is in a receiving status.
 - b. It is the responsibility of the individual or Committee directing the transfer of inmates to complete and update the Inmate Move List on the Sheriff's Information Management System (SIMS).
 - 1) The Classification Section proposes and approves Inmate Move Lists reflecting the daily actions of the ICC.
 - 2) Confinement Supervisors, medical personnel and/or classification staff are responsible for updating the Inmate Move Lists whenever an inmate is to be segregated for the reasons specified in paragraph III, A, 1, d, above.
 - c. The following information is required each time an Inmate Move List is prepared:
 - 1) Inmate's present cell assignment.
 - 2) Inmate's name.
 - 3) Inmate's new cell assignment.
 - 4) EIN of person authorizing the transfer.
 - 5) Reason for the assignment or transfer.

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2. Follow-up action.
 - a. After approval and execution of the Inmate Move Lists, the following actions are required:
 - 1) Classification Section.
 - a) Annotate inmate classification files with current cell locations.
 - b) Update Inmate Status Locator Board.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**01/23/97
EFFECTIVE DATE**

Revised: December 1996, November 2009, June 2013