

I. PURPOSE

To establish the Classification Section's staffing and associated duties.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that Classification personnel be available on a daily basis, to include after normal working hours, if necessary to provide Classification assistance as directed.

III. PROCEDURE

- A. Deputies holding the rank of Private First Class through 1st Lieutenant are eligible to request assignment to the Classification Section.
- B. Classification staffing consists of a 1st Lieutenant, an Administrative 2nd Lieutenant, a Clerical Specialist and two teams that work rotating shifts; each comprised of a Sergeant and two deputies in the ranks of Master Deputy Sheriff and/or Private First Class.
- C. Classification Section staff duties include, but are not limited to:
 - 1. Working a 12-hour duty shift with the work schedule specified by the 1st Lieutenant.
 - 2. Displaying a daily proficiency in the Objective Jail Classification System.
 - 3. Conducting inmate interviews.
 - 4. Completing NCIC and VCIN record checks on all inmates interviewed.
 - 5. Determining the names of inmates released within the last 24-hour period, at the beginning of each shift, which includes: both purging the Classification Status Board and each individual inmate's Classification file.
 - 6. Preparing recommendations for the Institutional Classification Committee (ICC).
 - a. Making the necessary entries/updates to each inmates' individual Classification file.
 - b. Preparing the daily Intra-ADC Inmate Transfer Record.
- D. A Classification supervisor will convene and chair the daily ICC meeting, which effects the transfer and housing assignments of inmates.
- E. Should an operational emergency or natural catastrophe occur on a weekend and/or after normal working hours, which causes an immediate inmate housing concern and/or shortage, (e.g. - mass arrest or a request from federal, state, and/or local authorities to house a significant number of inmates), a member of the on-duty Classification staff will contact the Staff Duty Officer immediately.
- F. Sworn personnel assigned to rotating shifts are designated as Emergency Service Personnel. These staff members will be required to report for duty regardless if the Fairfax County Government has been closed and Emergency Administrative Leave or Liberal Leave has been granted by the County Executive.

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

**SOP NUMBER 605
SUBJECT: CLASSIFICATION SECTION STAFFING**

A handwritten signature in black ink that reads "Stacey A. Kincaid". The signature is written in a cursive, flowing style.

**STACEY A. KINCAID
SHERIFF**

**4/26/00
DATE APPROVED**

**12/21/18
EFFECTIVE DATE**

Revised: April 2000, June 2013, December 2018