

**I. PURPOSE**

To provide guidelines concerning use of the interview as a method of information gathering for classification purposes.

**II. POLICY**

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

- A. Prior to assignment to the general population, inmates will be interviewed by a classification deputy.
- B. Interpreters will be provided for inmates with hearing or speech handicaps, and for those who do not speak or understand English.

**III. PROCEDURE**

- A. Prior to being transferred to a general population housing area, newly admitted inmates will be interviewed by a classification deputy.
- B. The content of classification interviews is entered into the classification portion of the SIMS system. This will be done concurrently or immediately after each interview.
- C. Information gathered during the interview is used as a basis for decisions relative to housing and for referral to special service providers.
- D. Upon completion of an interview, the classification deputy records his subjective evaluation of the inmate, together with recommendations for placement (or reason for referring the inmate for additional evaluation), in the comments section of the classification portion of the SIMS system.
- E. VCIN and NCIC record checks will be obtained on all newly admitted inmates and used to verify background information obtained during the interview.
- F. After gathering all available information, the interviewing classification deputy will complete a Classification Notice form. Using the Classification Notice, this instrument will provide the ICC with scores used to determine appropriate custody level and housing for each inmate.
  - 1. Attachment 1 – INITIAL NEEDS ASSESSMENT FORM will be completed for all juvenile inmates. Appropriate referrals will be made to the sections most capable of assisting the inmate with the identified problems.
- G. The Inmate Classification Record of inmates who have been confined in the Fairfax County Adult Detention Center previously will be reactivated and updated. All Inmate Classification Records, initial or reactivated, will have at least the following forms updated and incorporated for decision making purposes:
  - 1. Classification Report
  - 2. Criminal History (VCIN/NCIC)
  - 3. Classification Screening Form

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

**SOP NUMBER: 609  
SUBJECT: CLASSIFICATION INTERVIEWS**

4. Classification Notice
5. Inmate Orientation
6. Initial Needs Assessment Form (Youthful Offender)

Other forms that may be added to the Inmate Classification Record include, but are not limited to: Reports of unusual occurrences, Special Housing Medical Consideration forms, Workforce approvals, Behavioral Health Treatment Plan and Recommendations Form, Special Housing Observation Logs, Inmate Request Forms, Inmate Grievances, Disciplinary reports, Disciplinary Proceedings, Appeals, and any other paperwork deemed necessary.

- H. Inmates who refuse to provide pertinent information will not be assigned to any housing area other than Receiving until an interview has been completed.
- I. Prior to transfer to general population, a classification Deputy will conduct a brief orientation that covers, at a minimum, the following:
  1. Visiting policy
  2. Mail
  3. Commissary
  4. Inmate Request Form
  5. Telephone procedure
  6. Medical assistance
  7. Inmate/Staff relations
  8. Daily routine
  9. Rule Violations and Disciplinary Proceedings
  10. Policy on money received by mail or left at ADC for inmates
  11. Prison Rape Elimination Act
- J. Interpreters for speech and hearing impaired inmates, and for non-English speaking inmates, will be arranged.



**STACEY A. KINCAID  
SHERIFF**

**12/04/06  
DATE APPROVED**

**01/12/07  
EFFECTIVE DATE**

**Revised: March 2003, January 2007, February 2008, June 2013, December 2016**