

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

**SOP NUMBER: 611
SUBJECT: INMATE JAIL ADJUSTMENT
EVALUATION**

I. PURPOSE

To provide guidelines upon which to base official jail adjustment evaluations.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that information made available to authorized sources for the purpose of assisting probation/parole officers, judges or others in evaluating the jail adjustment of an inmate, be objective in nature and reflect an impartial appraisal of an inmate's overall behavior and conduct while confined in the Fairfax County Adult Detention Center.

III. DEFINITION

- A. Jail Adjustment - A report submitted by a Classification deputy which briefly describes an inmate's behavior during incarceration.
- B. Pre-Sentence Investigation - A detailed background investigation submitted by a Probation/Parole Official to the sentencing Judge for consideration which may contain verbatim the jail adjustment reported to the probation/parole official by the Fairfax County Adult Detention Center staff.
- C. Very Satisfactory Jail Adjustment - Phrase used to denote the behavior and conduct of an inmate who has demonstrated exceptionally good behavior while confined in the Fairfax County Adult Detention Center. This phrase will normally be reserved for use in connection with jail adjustment reports on inmate workers whose performance and behavior falls in the above average to excellent category. In rare instances this phrase may be used to denote the jail adjustment of an inmate in the general population. However, there must be extenuating circumstances to justify such an evaluation, and the case referred to the Chief of Diagnostic and Treatment for concurrence.
- D. Satisfactory Jail Adjustment - Phrase used to denote the behavior and conduct of an inmate who has not been a management problem while confined in the Fairfax County Adult Detention Center. Even though an inmate receives one or more minor incident reports, adjustment may be satisfactory when viewed in relation to the total time the inmate has been confined and the nature of the incidents reported. (Note: Inmates receiving psychotropic medication may receive a satisfactory jail adjustment if they present no problem from a management standpoint.)
- E. Marginal Jail Adjustment - Phrase used to denote the behavior and conduct of an inmate who presents a minor management problem over an extended period. Inmates in this category usually incur several write-ups for minor infractions of Fairfax County Adult Detention Center rules, have difficulty accepting the conditions of confinement, are uncooperative with the staff at times, and have difficulty getting along with peers. Inmates subject to marginal evaluations exhibit behavior which fluctuates between barely acceptable and frequently unacceptable. (Note: This evaluation might apply in the case of inmates receiving psychotropic medication who functions acceptably while on medication, but who become a management problem when they refuse treatment.)
- F. Unsatisfactory Jail Adjustment - Phrase used to denote an inmate who has presented a management problem during confinement in the Fairfax County Adult Detention Center. Inmates subject to repeated disciplinary action for Adult Detention Center rule violations; inmates maintained on segregated status because they cannot or refuse to abide by rules

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governing behavior in the Fairfax County Adult Detention Center; inmates suffering psychological disorders who are violent, overly aggressive towards others, or who present a management problem even when in a segregated status would be considered to have made an unsatisfactory adjustment. Care will be exercised when reporting an inmate's adjustment as unsatisfactory, to ensure that a single disciplinary action or isolated instance of unacceptable behavior does not become the key factor on which an unsatisfactory jail adjustment is based.

IV. PROCEDURE

- A. All requests for jail adjustment evaluations will be referred to the Supervisor of the Classification Section.
- B. Criteria to be considered when providing a jail adjustment evaluation are:
 - 1. Number and types of incident reports.
 - 2. Participation in rehabilitative programs.
 - 3. Overall institutional adjustment.
- C. Any jail adjustment evaluation released to an outside individual or agency should be reported using one of the phrases contained under "Definitions".
 - 1. In the case of members of the inmate work force, the date on which the inmate achieved this status or period served as a inmate worker should be included in the jail adjustment evaluation together with a brief summary of the job and performance. (Example: Jail adjustment evaluation = Satisfactory or Very Satisfactory. Subject was appointed an inmate worker and assigned to work in the kitchen. Subject has been an inmate worker ever since that date and the subject's supervisor indicates that the individual is an excellent worker.)
 - 2. Whenever an inmate's jail adjustment is reported "Unsatisfactory" there must be documentation on record to support this evaluation. Information pertaining to disciplinary action and adverse behavior which is contained in major/minor incident reports or other formal correspondence may be summarized and released. (Example: Jail Adjustment = Unsatisfactory. Subject inmate has been disciplined four times in thirty days for violation of Fairfax County Adult Detention Center rules, and has served ten days in disciplinary segregation as a result. Subject has been a management problem for the staff throughout confinement in the Fairfax County Adult Detention Center.)
 - 3. In the case of marginal behavior, resulting in a marginal jail adjustment evaluation, the report should be released in the following context: Example: Jail Adjustment = Marginal. Subject requires medication and frequently refuses it. Unless medicated, subject is unmanageable; or, subject is continually involved in minor rule violations and has been a constant instigator of mischievous behavior during the time confined in the Fairfax County Adult Detention Center; or, subject has difficulty getting along with peers and has been transferred numerous times during confinement in an effort to place the subject in a compatible living group. In spite of this we have observed little in the way of positive results.
 - 4. In most instances, jail adjustment evaluation should be reported merely as

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"Satisfactory" unless there is documentation on record to support a different evaluation.

- D. Any time a jail adjustment evaluation on an inmate is reported to an outside agency or individual a verbatim transcript will be made for record purposes and retained in the individual's classification file. In cases where an individual had no classification file the transcript will be inserted in their Fairfax County Adult Detention Center Administrative File.



**STACEY A. KINCAID
SHERIFF**

1/01/00
DATE APPROVED

6/5/95
EFFECTIVE DATE