

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

**SOP NUMBER: 715
SUBJECT: MENTAL HEARING
SECURITY DETAIL**

I. PURPOSE

To describe the duties and responsibilities of a deputy assigned to the Mental Hearing Detail.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to provide a deputy as a Primary Court Security Deputy for the Special Justices at Mental Commitment Hearings held in Fairfax County.

III. PROCEDURE

- A. Deputies assigned to this detail will provide transportation for the Special Justices to the mental hearings.
- B. The deputy will meet the Special Justice at the Judicial Center at 0600 hours and leave in ample time to arrive at the first hearing.
- C. If the Special Justice does not meet the deputy at the Public Safety Center by 0630 hours, the deputy will go to the location of the day's first hearing.
- D. If no hearings are scheduled on a week day the deputy will report to the Court Security Supervisor for assignment.
- E. On holidays, the deputy will call the Special Justice to determine the schedule for that day's hearings. If hearings have been scheduled, the deputy will meet the Special Justice at a time and place of the Special Justice's choice.
- F. In the event a situation arises where the primary security deputy is not able to fulfill his duties on his assigned day, he/she will contact his/her immediate supervisor as soon as possible.
- G. Deputies will remain armed during hearings unless the rules of the institution dictate otherwise.
- H. Due to the critical time element of the hearings, deputies assigned to the Mental Hearing Security Detail are deemed to be essential personnel. These employees must report to work during periods of Emergency Administrative Leave and/or Unscheduled Leave declared by the County Executive. In situations of inclement weather, the deputy will call the Special Justice to determine if the hearings will be postponed. If the hearings are not postponed, the deputy and Special Justice will meet at an agreed upon location so the deputy can provide transportation for the Special Justice or the deputy will go to the location of the day's first hearing.

**DATE APPROVED
01/01/00**

**04/01/91
EFFECTIVE DATE**

Stacey A. Kincaid

**STACEY A. KINCAID
SHERIFF**

Revised: August 2006, July 2009, April 2016