

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

**I. PURPOSE**

To outline the basic duties and responsibilities of booking deputies, and to create consistency in booking procedures.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that inmates will not be detained or released without proper legal authority. Records of all inmates booked into and released from the Adult Detention Center (ADC) will be kept.

**III. PROCEDURE**

**A. Supervisory Lines at the Booking Desk**

1. Chain of Command
  - a. Booking Deputy
  - b. Sergeant/Assistant Shift Supervisor
  - c. 2nd Lieutenant/Shift Supervisor
  - d. 1st Lieutenant/Shift Commander
  - e. Chief, Confinement Branch
2. The Booking Shift Supervisor will implement procedures upon approval from command staff.
3. Outside normal working hours, the Shift Commander, Inmate Records Supervisor, or Chief of Classification and Records Branch will be contacted to solve booking problems which require immediate attention.

**B. Shift Change**

1. The oncoming booking deputy will report to the booking desk and complete the following duties.
  - a. Verify the total population count indicating the number of males, females and juveniles.
  - b. Accept pass-on information.
  - c. Verify the count from each post.
  - d. Assume all related duties.

**C. Accepting Prisoners into the Fairfax County Adult Detention Center**

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

1. Any law enforcement officer bringing a prisoner into the ADC must ensure that the prisoner is in restraints. The prisoner will remain in restraints until the officer is instructed by Sheriff's Office employees to remove them.
2. The booking deputy will verify the commitment papers by ensuring that:
  - a. The warrant or court order has been executed.
  - b. The warrant or court order is complete with charge, and section of the state, county, city, or town code.
  - c. The signature of a judge, court clerk, or magistrate is on the warrant or court order.
  - d. Each warrant or court order is accompanied by a magistrate's commitment card, which contains the following information:
    - 1) The prisoner's name.
    - 2) The jurisdiction of the arrest, e.g. Fairfax County, Fairfax City, Vienna, Falls Church, Herndon, Arlington, Alexandria, etc.
    - 3) The charge(s).
    - 4) The amount of bond if eligible.
    - 5) The hearing date and time.
    - 6) The type of hearing (arraignment, preliminary hearing, trial).
    - 7) The signature of a magistrate, judge or court clerk.
3. Obtaining DNA Samples
  - a. Offenders arrested for violent felonies as defined in Code of Virginia §19.2-297.1 or specific burglary offenses will be required to provide a DNA sample after their arrest and prior to their release from custody. Offenses covered in §19.2-297.1 include:
    - 1) Murder and manslaughter declared felonies as described in Code of Virginia §18.2-30.
    - 2) Mob-related felonies as described in Code of Virginia §18.2-38.
    - 3) Any kidnapping or abduction felony as described in Code of Virginia §18.2-47.
    - 4) Any malicious felonious assault or malicious bodily wounding as described in Code of Virginia §18.2-51.
    - 5) Robbery and carjacking as described in Code of Virginia §18.2-

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

58 and §18.2-58.1.

- 6) Rape and criminal sexual assault as described in Code of Virginia §18.2-61.
  - 7) Arson as described in Code of Virginia §18.2-77 and §18.2-79.
- b. Offenders convicted of the following misdemeanor charges shall be required to provide DNA sample:
- 1) Violation of protective order § 16.2-253.2
  - 2) Stalking § 18.2-60.3
  - 3) Violation of protective order § 18.2-60.4
  - 4) Infected sexual battery § 18.2-67.4:1
  - 5) Unauthorized use of vehicle, etc. § 18.2-102
  - 6) Unlawful entry § 18.2-121
  - 7) Indecent exposure § 18.2-387
  - 8) Obscene sexual display § 18.2-387.1
  - 9) Resisting arrest § 18.2-479.1
- c. Prior to collecting a DNA sample, the booking deputy will search the State Compensation Board's website to determine if a previous DNA sample has been obtained. If a previous DNA sample has been obtained, no further sample needs collecting. Place a check mark and your initials in the appropriate box on the warrant that a DNA sample already exists.
- d. If no previous DNA sample exists, the booking deputy will utilize a buccal swab to collect a DNA sample. The booking deputy will then collect a saliva sample from the inside of the arrestee's mouth. The completed sample will be placed into a secured, sealed container.
- e. After collecting the DNA sample, the booking deputy must check the appropriate box on the original felony warrant indicating that a sample has been obtained.
- f. Place a copy of the felony warrant in the buccal sample envelope and complete the attached form.
- g. Fill out columns 1 through 4 on the DNA LOG, Storage Report and Receipt, (Att. 8 to SOP 526) and then place the Buccal DNA Collector Storage Envelope in the designated lock box.
- h. The Transportation Supervisor or designee shall collect the DNA Kit(s) each week from the designated lock box(s). The Transportation Supervisor or designee shall:
- 1) Verify kit(s) with the DNA LOG, Storage Report and Receipt.
  - 2) Enter the date (in column 5) that the DNA samples are being verified/delivered.

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

- 3) The delivering Deputy shall legibly write his/her name and EIN in the space provided and deliver the DNA sample to the State Lab. The deputy shall also have the State Lab Technician put their name and title in the space provided, along with the date and time.
  - 4) The completed DNA LOG, Storage Report and Receipt shall be filed and retained by the Transportation Supervisor.
4. Commitment Papers from other Jurisdictions
  - a. If the warrant or court order is from a jurisdiction in Virginia other than Fairfax County, Fairfax City, Vienna, or Herndon, the confinement status should read HO - Held for Other, and the appropriate jurisdiction should be chosen under the Held for Jail Jurisdiction field. This status shall not be chosen unless the prisoner has no active commitments in Fairfax County, Fairfax City, Vienna or Herndon. If the prisoner cannot make bond, the Inmate Records Section will notify the jurisdiction concerned, documenting the date of the notification.
  - b. If the warrant or court order is from a jurisdiction outside the Commonwealth of Virginia, the Fairfax County Police Department is responsible for executing a fugitive warrant, if the person does not have local charge. The person will be booked into the Fairfax County Adult Detention Center on the Fairfax County Police Department's fugitive charge.
5. The Sheriff Information Management System (SIMS) will generate a unique jail warrant number for each criminal/civil charge. This jail warrant number shall be recorded on the original warrant to be returned to the courts, and the booking copy placed in the inmate's jacket.
6. The booking deputy will look at the overall appearance of the prisoner to determine if the prisoner has any injuries. If injuries are suspected, the medical staff will be notified immediately. The medical staff will make the final decision to accept the prisoner or not. If the prisoner has no injuries, the commitment papers are in order and after the booking deputy has completed the Booking and Receiving Information interview, the arresting officer may take the arrestee to be fingerprinted.
  - a. The Medical staff will also be called in the following circumstances:
    - 1) The prisoner cannot stand or walk under his own power
    - 2) If the prisoner is unresponsive, semi-conscious, or unconscious
    - 3) In all cases where the BAC level is reported as .25 or higher
7. The booking deputy will obtain as much information as possible from the prisoner, from the paperwork involved in the commitment, and from records of previous commitments. If the prisoner has been incarcerated in the Fairfax

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

County Adult Detention Center before, the jacket will be pulled and reused if it has not been archived (purged).

8. In the event of the incarceration of a foreign national, the following procedure will be followed by the deputy at the booking desk or the booking deputy at a Satellite Intake Center:
  - a. Determine whether the country of origin must be notified (a list of countries is kept at the Booking Desk and Satellite Intake Centers).
  - b. If mandatory notification is required, inform the inmate using Statement 2 on SOP 526 Attachment 1 – Suggested Statements to Arrested or Detained Foreign Individuals, (translations of the statement are kept at the booking desk). The Booking Deputy (IN's Post) shall notify that country's nearest consular office by completing SOP 526 Attachment 2 – Fax Sheet for Notifying Consular Officers, and faxing it to the appropriate Embassy or consulate. A listing of fax numbers is kept at the booking desk.
  - c. If not mandatory, give the inmate the option of notification. If the response is positive, inform the inmate using **Statement 1** on Attachment 1 and fax the notification the same as stated in "b" above. If the inmate declines, make a notation in the comments section of the booking card with your initials and EIN.
  - d. In cases where notification is made, the original notification sheet will be placed in the inmate's booking jacket and a copy will be placed in the Consular Notification and Access Binder, located at the booking desk.
  - e. Each January the Accreditation Staff will collect all Consular Notification Forms from the previous calendar year that are located in the Consular Notification and Access Binder.
9. In the event a private security officer brings an arrestee to the Adult Detention Center, the following guidelines will be followed by Confinement staff:
  - a. Private security officers will only bring an arrestee to the Adult Detention Center. They are not permitted to bring an arrestee to the Satellite Intake Facility.
  - b. Private security officers will not be granted access to the secure portion of the Adult Detention Center or be allowed to enter the Sally port. If exigent circumstances dictate, the ranking on duty supervisor may grant access.
  - c. Private security officers who have made an arrest shall take the subject before the magistrate on the public side of the magistrate's lobby to obtain a warrant.
  - d. Once a warrant has been issued, the magistrate will contact the booking desk.

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

- e. The booking desk deputy will then inform the receiving supervisor.
  - f. The receiving supervisor and/or their designee will respond to the magistrate's window to verify the warrant. Once the warrant is verified, the receiving supervisor and/or their designee will report to the public lobby to meet with the security officer(s). The four steps listed below will then take place:
    - 1) The security officer(s) and the arrestee will be escorted through GE 46. Once GE 46 is secured, the arrestee will be searched and restraints will be exchanged.
    - 2) The deputy will take custody of the arrestee, make note of any visible injury(s) and ask the security officer the appropriate "arresting officer" screening questions.
    - 3) Once these steps have been completed, the security officer will exit through GE 46.
    - 4) The arrestee will then be brought before the magistrate where the warrant will be executed.
  - g. When there are visible/obvious signs of injury to the arrestee, the receiving supervisor in all cases will ensure that photos are taken and all pertinent information relating to how the injury occurred is documented in an incident report. Once the warrant has been issued it is the Sheriff's Office responsibility to transport the arrestee to the hospital if needed.
- 10. The booking deputy will complete an ADC Booking and Receiving Information Form (SOP 526 Attachment 3). A medical staff member will be contacted if a "yes" answer is noted in either section of the Medical Screening Information portion of the form. Each reply will be circled individually. A medical staff member will be contacted with reasonable dispatch (forthwith) if the prisoner responds that he/she has any life-threatening illnesses. If the prisoner is in no condition to answer questions, (e.g. unconsciousness, disorderliness, or too intoxicated), that information will be noted on the information form. As soon as practical and possible, the information on the ADC Booking and Receiving Information Form will be obtained from the inmate.
  - 11. The Booking Nurse assigned to post 3 will complete the Brief Jail Mental Health Screen (BJMHS) form during their initial medical screening interview. Once completed, the third copy (pink) will be placed into the corresponding booking jacket by a booking deputy.
  - 12. Booking deputies will ensure that all prisoners (CCRE individuals) have fingerprints, palm prints and photographs taken using LiveScan pursuant to Code of Virginia §19.2-392 or the prisoner is enrolled in the Mugshot system.
  - 13. After all possible information has been obtained, the ADC Booking and Receiving Information Form has been filled out, the inmate has been fingerprinted if

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

required, and a check made for outstanding warrants, the inmate will be turned over to the receiving deputy for further processing.

14. Booking deputies will ensure all appropriate documentation is captured in the Document Imaging System (Laser Fiche) in accordance with SOP 530 – Dissemination, Access, Storage & Safeguarding of Information & Records Pertaining to Inmates.

**D. Releasing Prisoners from the Fairfax County Adult Detention Center.**

1. Prisoners will not be released without ID picture comparison, date of birth verification, social security number verification, and the approval of a fully trained booking deputy.
2. When an inmate is to be released with time served, the booking deputy will:
  - a. Verify that:
    - 1) The booking card has no notes of any detainers.
    - 2) There are no detainers in the inmate's booking jacket.
    - 3) The information on the court card agrees with information on the computer.
    - 4) The sentence was computed correctly.
    - 5) There are no outstanding warrants for the inmate.
  - b. Have the inmate called for release and gather the following items:
    - 1) Receiving deputies are responsible for returning the inmate's personal property and money still filed in Control Booth 2.
    - 2) Classified inmate's money- during business hours contact Inmate Finance. After business hours- inmates will be informed that any remaining funds will be mailed to the address provided.
    - 3) Any medicines to be returned from the Medical Staff.
3. When an inmate is to be released on bond the booking deputy will:
  - a. Perform the same procedures as when an inmate is released with time served.
  - b. Ensure all court cards pertaining to the charges, if any, are faxed to the magistrate when requested.
  - c. Check the magistrate's release card for:
    - 1) Proper name

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

- 2) Jurisdiction
    - 3) Court of return
    - 4) Charge(s)
    - 5) Date and magistrate's signature
  4. Booking deputies will keep a log of prisoners released during their shift that will be turned in with the Shift Commander's report.
  5. Inmates going out of the Fairfax County Adult Detention Center for court in another jurisdiction, temporary custody of a police officer, or for any other reason where they will not be in the custody of a Fairfax County deputy sheriff, will be signed out on either an Inmate Transfer Sheet (Attachment 4) or a Temporary Custody Form (Attachment 5) and signed in upon return. Furloughed inmates will be temporarily released into the community only under the authority of a court order. The court order must stipulate the date and time of release and the date and time of the return. Returning inmates will be tested for drug/alcohol use. The court issuing the temporary release order will be notified, in writing, if the inmate returns and tests positive for alcohol or drugs.
  6. All court orders from other jurisdictions for an inmate to go to court will be filed in the inmate's booking jacket. When the inmate returns, the disposition(s) on the court card(s) will be updated in SIMS, and filed in the inmate's booking jacket.
  7. The booking deputy on shift II will ensure that all inmates scheduled for release at 0800 hours:
    - a. Are given any remaining medications prescribed for them.
    - b. Have transportation and appropriate clothing during periods of cold weather.
    - c. Referred to OAR, if necessary.
  8. When a victim notification is on file the victim will be notified of the release or transfer of the inmate. In the event the inmate escapes from custody, a booking deputy will update SIMS immediately. The victim notification will automatically be made through Victim Information and Notification Everyday (VINE).
- E. Detainers
1. Commitment papers from other jurisdictions will be handled in accordance with this SOP, Section III, Paragraphs C, 2, a-d.
  2. The booking deputy will handle detainers on inmates who are already in custody. When a detainer (warrant from any jurisdiction in Virginia) is received, the inmate will be taken to the magistrate so a bond can be set on the charge. When a federal, military or out of state detainer is received, the inmate will receive a Detainer Notification Form (Attachment 6). If the detainer is from out of state, and



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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

when the inmate has satisfied the Fairfax County charges, the booking desk will charge the inmate as a fugitive.

3. When an inmate is sent to another jurisdiction on their detainer, all other detainers on the inmate will be given to the transporting deputy or officer for delivery to that jurisdiction. The transporting deputy or officer will sign the Inmate Transfer Sheet, (Attachment 4), and a copy of this form will be filed in the inmate's booking jacket.

**F. Federal Prisoners**

1. The booking deputy will verify the commitment papers and process federal prisoners in the same manner as a prisoner from another jurisdiction as set forth in this SOP, Section III, Paragraph C, 2, excluding d. "HF-Hold for Feds" will be placed in the confinement status field and 73-Held for Federal Authority/DC will be placed in the confinement reason field.
2. The arresting officer must fill out the United States Marshal 41 Form (USM-41). It must be addressed to the Fairfax County Adult Detention Center and contain the following information:
  - a. Prisoners Name
  - b. Date
  - c. Charge (federal prisoners will not be accepted without notification of charges)
  - d. The box marked "are herewith remanded to your custody" will be checked
  - e. Signature and agency of arresting officer
  - f. Amount of bond, if applicable
3. If the arresting officer is not a United States Marshal, the booking deputy will book the prisoner on as a "HF-Hold for Feds, 73-Held for Federal Authority." Inmate Records will notify the United States Marshals to arrange transfer of custody of the inmate.
  - a. Federal prisoners will be handled like any other prisoners, unless special treatment is requested by the United States Marshal's Service. A federal prisoner will not leave the Fairfax County Adult Detention Center, unless he is in the custody of a federal officer or a deputy sheriff in the case of an emergency. The United States Marshal's Service will handle transportation to all scheduled court appearances, doctor's appointments, etc.
  - b. Whenever a federal prisoner is transported or transferred out of the facility, the USM-41 form will be completed. The booking deputy must receive positive ID from the federal officer before releasing a federal prisoner.

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

- c. When a detainer is received from the District of Columbia on an inmate, the teletype must state Federal removal is authorized. When a teletype is received, the Marshal's Office in Alexandria will be informed that Federal removal has been authorized.
- 4. When holding a prisoner for United States Department of Homeland Security (DHS), United States Customs and Border Protection (CBP) or Immigration and Customs Enforcement (ICE), a criminal judiciary order (e.g., AO-442) is required.
  - a. Whenever a prisoner is transported or transferred out of the facility the I-203 and I-216 form will be received. The booking deputy must receive positive ID from the federal officer before releasing a prisoner.
- 5. The federal prisoner count should not exceed (15), unless the extra prisoner(s) are an overnight hold. A current list of all federal prisoners will be maintained at Inmate Records.
- 6. Non-federal prisoners will not be released to federal officers without the approval of the Fairfax County Commonwealth Attorney's Office.
- G. Probation Violation (PB-15)/Parole Violation (PB-14)
  - 1. The PB-15 Probation Violation Warrant is a temporary custody order in duplicate. The original PB-15 will be sent to Inmate Records, the second copy given to the inmate, and a copy will be placed in the inmate's booking jacket.
  - 2. When the court card is received from the Circuit Court dismissing the PB-15, SIMS will be updated and the "Certification of Jailor" portion on the copy of the PB-15 will be completed. The PB-15 will be removed from the jacket and returned to the probation officer.
  - 3. Both copies of the PB-14 will be executed by the booking deputy or other appropriate staff. One copy will be placed in the inmate's booking jacket and a second will be given to the inmate.
  - 4. Inmates incarcerated for parole violation have no court date and are not eligible for bond. The parole board determines whether the inmate will be released, or returned to the state system.
- H. Bond Surrenders
  - 1. All local bond surrenders placed against an inmate currently confined in the ADC will be accepted by the booking desk. The booking deputy will properly execute the bond surrender or capias and ensure that the inmate is brought before the magistrate to issue a commitment card and set bond. The court date will be set for the next business day.
  - 2. If the commitment order for the bond surrender is issued as a Bond Surrender/Surety Capias, then the appropriate VCC of PRI9916S9 should be utilized. If the bond surrender is directly related to a time of incarceration, the warrant and docket numbers of the original charge should be included on the booking card. If the commitment order for the bond surrender is issued with the

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

original charge, OTN and docket number, then the original arrest for the charge should be associated with this commitment.

3. The copies of the bond surrender will be distributed as follows:
  - a. Original to the Magistrate's office.
  - b. One copy to inmate.
  - c. One copy to the inmate's booking jacket.
  - d. One copy to the bondsman.
4. Once a bond surrender has been executed, the inmate can be released based on the release conditions set by the magistrate or the court.
5. Bond surrenders (Surety's Capias) from another jurisdiction for a person who is already in the Fairfax County Adult Detention Center on other charges will be accepted and executed by the booking desk. The inmate does not need to appear before the magistrate. The bond surrender will be recorded as a formal detainer with no bond. A copy of the bond surrender will be kept in the booking jacket. Copies will also be given to the bondsman and the inmate. The original will be sent to the originating jurisdiction.
6. Bond surrenders from another jurisdiction will not be accepted for a person not in our custody.

**I. Court Cards**

1. When the court remands a person to the custody of the Fairfax County Sheriff's Office or sentences a person to delayed confinement, all information on the court card will be transferred to the booking card.
2. When the court card contains information about the Alternative Incarceration Program, the booking deputy or inmate records will fax a copy of the court card to the Alternative Incarceration Branch.
3. If the court card cannot be understood, the booking deputy or Inmate Records will contact the court clerk whose name is on the card and request clarification.

**J. Computation of Jail Time**

1. State Computed Sentences (DOC Responsible):
  - a. Any combination of Felony sentences over 12 months (to include Fairfax and other jurisdictions sentences).
  - b. Any combination of Misdemeanor sentences, over 12 months, with offense dates PRIOR to 07/01/2008.
  - c. Any Felony sentence of 1 year or more.

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

2. Locally Computed Sentences (Booking/Inmate Records):
    - a. Any Felony sentence or combination of sentences, totaling 12 months or less.
    - b. Any Misdemeanor sentence 12 months or less to include mandatory minimum time.
    - c. Any combination of Misdemeanor sentences, totaling 12 months or more with offense dates AFTER 07/01/2008.
    - d. Any combination of Misdemeanor sentences, with offense dates prior to AND after 07/01/2008, when the sentences of the offense dates after 7/1/2008 totals 12 months or more
    - e. All day for day sentences: to include civil contempt, child/spousal or pay or purge sentences.
  3. Jail Credit: Code of Virginia §53.1-116, paragraph A.
    - a. All jail credit earned while in the Fairfax County Adult Detention Center will be used for Fairfax charges only with the following exceptions:
      - 1) Inmate's criminal case is adjudicated as not guilty
      - 2) Inmate's criminal case is concurrent with another jurisdiction's sentence
      - 3) Inmate sentenced to Department of Corrections
      - 4) Inmate is incarcerated on a civil matter
      - 5) Inmate is held in Fairfax on another jurisdiction's charges only
    - b. If an Inmate is committed to the Fairfax County Adult Detention Center on charges from multiple jurisdictions, all credit will be used for Fairfax charges first.
    - c. In the event that an Inmate has unused jail credit remaining on a suspended or time served sentence, that amount of time will not be transferred for use by any other jurisdiction. The portion of unused jail credit will be applied to any future violations of the suspended time.
- K. Governor's Warrant
1. Governor's warrants are handled in the same manner as local warrants, except that there is no bond.
  2. The court date will be set for the next day that court is in session.

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

3. The inmate may be transferred to the demanding jurisdiction after 10 working days from the court appearance, if the inmate has not filed a writ of habeas corpus.

**L. Juvenile Commitments and Juvenile Detention Orders**

1. Juveniles will not knowingly be accepted into the ADC.
  - a. Juveniles that are certified as an adult shall be accepted into the ADC with a Court Order
2. In accordance with Code of Virginia 16.2-247 (K), a Detention Order (Form DC 529) and Commitment Order (Form DC 352) give authority to commit a person to the ADC over the age of 18 and younger than 21 when a Juvenile Petition is filed alleging:
  - a. A delinquent act for which they may be detained, or
  - b. A delinquent act for which a Detention Order was issued and they may have been detained on prior to the age of 18, or
  - c. Violated the condition(s) of their Court Ordered Supervision, Probation or Parole for which they may have been detained.
3. An adult can be committed on a Detention/Capias Order when:
  - a. Transferred from the Juvenile Detention Center
    - 1) Make a note on the booking card stating "Inmate brought over from the JDC". If the judge places them on bond or dismisses the case, the inmate shall be returned to the JDC. If the Judge holds them on the charge, the court card will need to indicate if the inmate is to remain in the ADC or be returned to the JDC.
  - b. Arrested off the street
    - 2) Arrest should be treated as any other type of adult arrest.
4. Once the Magistrate has issued a Commitment Order, the subject will have arraignment scheduled for the next time Juvenile and Domestic Relations Court is in session.

**M. Notification and Reporting of Alien Commitments**

1. Code of Virginia §19.2-83.2 and §53.1-218 requires that jail officers ascertain citizenship of all inmates.
2. The booking deputy must make an immigration alien query to the Law Enforcement Support Center of the United States Immigration and Customs Enforcement if an inmate:
  - a. Was born in a country other than the United States,

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

- b. Is a citizen of a country other than the United States, or
  - c. For whom the answer to (a) or (b) is unknown.
- 3. Booking deputies must manually submit an Immigration Alien Query (IAQ) for all inmates not Live Scanned. This should be done as part of the commitment process. Deputies shall communicate (enter) the results of any IAQ to the Local Inmate Data System of the State Compensation Board straightaway.
- 4. A criminal judiciary order (e.g., AO-442) MUST be received to serve as a formal detainer for ICE. The Communication Sheet in SIMS shall be started simultaneously, documenting when this order is received. The booking deputy will verify the paperwork and process ICE inmates in the same manner as an inmate from another jurisdiction as set forth in this SOP, Section III, Paragraph C, 2, excluding d.
  - a. If a formal detainer is on file and there are no local charges to hold the inmate, then the inmate shall be booked into SIMS as follows: Held for Jail Jurisdiction - "ICE Immigration and Customs Enforcement ICE" Confinement Status - "HF - Hold for Federal" and Confinement Reason - "73 - Held for Federal Authority/DC." If booking does the commit or recommit, the inmate's jacket will be sent up to Inmate Records in a timely manner and will be filed with the "Federal Holds" pending transfer of custody. Inmate Records will contact ICE via email or fax (Attachment 7), notifying them to respond with form I-203 (Order to Detain or Release Alien) and form I-216 (Record of Persons Transferred) and arrange pick up in a reasonable amount of time. The I-203 and I-216 must be obtained prior to transfer of custody.
- 5. If ICE responds with an I-247 and/or I-200 and/or I-205, it shall be recognized as a Request for Voluntary Action only, not a formal detainer. The Communication Sheet in SIMS shall be started simultaneously, documenting when the form(s) are received.
- 6. The Formal Detainer or ICE Request for Notification shall be reflected in the detainer field in SIMS. It shall be noted from the drop-down box which form is in receipt. When the inmate is set to be released, the detainer or ICE Request will be "Lifted" to allow an immediate release in SIMS. It shall be noted in the Lift and Release drop box whether the inmate was released to the street, request was cancelled, released to another jurisdiction or picked up by ICE.
  - a. If a prisoner has been identified as eligible for immediate release and we are in receipt of an ICE Request, ICE shall be notified as soon as the unscheduled release process is initiated, via telephone and email. The notification(s) and/or attempted notification(s), will be documented on the Communication Sheet in SIMS. During business hours, Inmate Records will make the initial notification. After hours, booking will be responsible for the notification(s). The date, time, name of agent (if possible) and any pertinent information regarding notification shall be recorded on the

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

Communication Sheet. Deputies shall provide ICE with an estimated time of release. If ICE has not arrived by the completion of the release process, the inmate shall be released to the street.

- b. When an inmate is locally sentenced and has a scheduled release date, pursuant to Code of Virginia §53.1-220.2, the following will apply; ICE shall be notified that they can assume custody of the inmate within 5 days of his/her scheduled release date. This is not applicable to Department of Corrections inmates and inmates that are serving mandatory minimum sentences.
- c. Any unusual circumstances that occur that are not covered in this policy shall be forwarded to Inmate Records for review and the final decision.

**N. Weekenders**

- 1. Persons sentenced to serve their sentence on weekends or non-consecutive days will be briefed by a booking deputy.
  - a. The Sentence Briefing Sheet form will be completed.
  - b. If the inmate fails to comply with instructions, the weekender's violation form will be completed.
  - c. Inmate Records is responsible for maintaining intake and release records for all weekenders.
  - d. Weekender inmates shall be housed in the ADC in an area designated by the Chief, Classification and Records Branch. For more information on the Weekender Confinement Program see SOP 525.

**O. Classification Move List**

- 1. The booking deputy shall:
  - a. Take no action until the Classification deputy responsible for the completion of the move list notates in SIMS that the status of the move is "Approved." At the appropriate time, the booking deputy will then validate and execute the move.
  - b. Make appropriate changes on the Master Cell List.
  - c. File a copy of the move with the booking paperwork to be turned in with the Shift Commander's report.

**P. Booking Deputy Training**

- 1. Booking deputies will be selected by the Squad Supervisors. The selection will be conditional pending successful completion of the training program.
- 2. The booking desk training deputies will be selected by the Squad Supervisors.

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

**SOP NUMBER: 526  
SUBJECT: BOOKING DESK**

3. The training will consist of 4 months total (with a combination of training on Shift I and Shift II). During this period, specific booking procedures and the overall operation of the booking desk and Satellite Intake Centers, along with the appropriate booking functions within SIMS will be taught.
4. All Booking Deputies must be fully trained in LiveScan and certified as Level A operators of VCIN.
5. The booking desk training file will be incorporated into the deputy's training file.

**Q. Unauthorized Release of Inmate(s)**

1. The booking deputy shall immediately notify the Squad Supervisor.
2. The Squad Supervisor shall notify the Shift Commander.
3. The Shift Commander will notify the Staff Duty Officer, the appropriate Confinement Branch Chief, and the Inmate Records Supervisor. The Shift Commander or Staff Duty Officer will decide how and by whom the inmate will be apprehended or recovered. At no time are deputies to go out on their own and apprehend the inmate.
4. An incident report shall be generated by the booking deputy explaining the circumstances surrounding the unauthorized release and it will be submitted to the Shift Commander.
5. The report will be forwarded to the Inmate Records Supervisor and then to the Chief, Classification and Records Branch.
6. Upon review of the facts surrounding the situation, appropriate action will be taken or recommended by the Shift Commander.



**STACEY A. KINCAID  
SHERIFF**

**10/25/01  
DATE APPROVED**

**10/25/01  
EFFECTIVE DATE**

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