

**FAIRFAX COUNTY ADULT DETENTION CENTER  
SECURITY POSTS**

**EAST BUILDING  
POST**

**DESIGNATION**

CB1	MAIN CONTROL BOOTH
CB2	INTAKE CONTROL BOOTH
BKG	BOOKING
2	MALE RECEIVING CELLS AND GROUP HOUSING AREAS DT1 - DT6
3	MALE INTAKE
4	FEMALE INTAKE, RECEIVING CELLS AND GROUP HOUSING
5	A-FLOOR
6	C-FLOOR
7	B-FLOOR NORTH
8	B-FLOOR SOUTH

**NORTH BUILDING  
POST**

**DESIGNATION**

10	3RD FLOOR CONTROL BOOTH
11	3RD FLOOR NORTH HOUSING
12	3RD FLOOR SOUTH HOUSING
13	NORTH BUILDING SECURITY
15	4TH FLOOR NORTH HOUSING
16	4TH FLOOR SOUTH HOUSING
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18	VISITOR INFORMATION / INMATE VISITING
18A	PROFESSIONAL VISITING CONTROL BOOTH
19	INMATE VISITING SECURITY
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20	PROFESSIONAL VISITOR SECURITY
21	ADC SECURITY
22	INMATE PROPERTY
23	HOSPITAL SECURITY

**FAIRFAX COUNTY ADULT DETENTION CENTER  
SECURITY POSTS**

**WEST BUILDING  
POST**

**DESIGNATION**

24	FEMALE BEHAVIORAL HEALTH HOUSING UNIT (1-A)
25	FEMALE HOUSING UNIT SECURITY (1-B)
26	MALE BEHAVIORAL HEALTH HOUSING UNIT (1-C)
27	MALE BEHAVIORAL HEALTH HOUSING UNIT OVERFLOW (1-F)
28	HOUSING UNIT SECURITY (1-D)
30	1ST FLOOR SECURITY ESCORT
31	2ND FLOOR SECURITY ESCORT
32	INFIRMARY UNIT SECURITY (2-D)
33	MALE WORK FORCE HOUSING UNIT SECURITY (3-A)
34	MALE WORK FORCE HOUSING UNIT SECURITY (3-B)
35	HOUSING UNIT SECURITY (3-C)
36	HOUSING UNIT SECURITY (3-D)
37	3RD FLOOR SECURITY ESCORT
38	HOUSING UNIT SECURITY (4-A)
39	HOUSING UNIT SECURITY (4-B)
40	HOUSING UNIT SECURITY (4-C)
41	HOUSING UNIT SECURITY (4-D)
42	4TH FLOOR SECURITY ESCORT
43	HOUSING UNIT SECURITY (5-A)
44	HOUSING UNIT SECURITY (5-B)
45	HOUSING UNIT SECURITY (5-C)
46	HOUSING UNIT SECURITY (5-D)
47	5TH FLOOR SECURITY ESCORT

**SECURITY POST CB1  
MAIN CONTROL BOOTH**

1. A CB1 operator must have a minimum of 48 hours of combined Control Booth training in CB1 and CB2, by a qualified Control Booth Instructor.
2. Be familiar with [SOP 500 - Control Booth Main and Intake](#).
3. Ensure security of the control booth at all times.
4. Maintain security of the ADC through use and control of cameras, intercoms, doors, inmate elevator, etc.
5. Control and/or monitor inmate movement through use of cameras, intercoms, inmate elevator and doors.
6. Ensure proper identification is made and that all weapons have been secured prior to allowing anyone to enter the ADC.
7. Ensure proper identification is made prior to allowing anyone to exit the ADC.
8. Ensure that all emergency keys kept in the control booth are properly issued and collected.
9. At no time will any unauthorized person be allowed admittance to the control booth.
10. At no time will this post be vacated, unless exigent circumstances occur and functionality can be transferred to CB2.
11. Attend lobby window, as necessary, to interact with volunteers or citizens.
12. Secure all weapons.
13. Operate all communications equipment and act as dispatch for the ADC radio communication system.
14. Will instruct visitors to drop money orders in the money safe located in the lobby or to use the kiosk.
15. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.

**SECURITY POST CB2  
INTAKE CONTROL BOOTH**

Intake Control Booth Operator:

1. A CB2 operator must have a minimum of 48 hours of combined control booth training in CB1 and CB2, by a qualified Control Booth Instructor.
2. An operator will be familiar with [SOP 500 - Control Booth Main and Intake](#).
3. Ensure the security of CB2
4. Maintain security of the ADC and control inmate movement through the use and control of cameras, intercoms, and doors.
5. Ensure proper identification is made and that all weapons have been secured prior to allowing anyone to enter the ADC.
6. Ensure proper identification is made prior to allowing anyone to exit the ADC.
7. At no time will this post be vacated, unless exigent circumstances occur and functionality can be transferred to CB1.
8. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
9. Maintain controlled items stored for inmates during incarceration.
10. Maintain and document all funds stored for inmates until the inmate has been released or the funds have been collected by inmate finance staff.
11. Upon assuming CB2 duties, ensure all money is accounted for by reconciling the money envelopes with the Confinement Deposit Sheet.

**BOOKING**

1. Security Post Booking (BKG) is governed by [SOP 526 - Booking Desk](#).
2. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.

**SECURITY POST 2  
MALE RECEIVING CELLS AND GROUP HOUSING AREAS DT1 - DT6**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Post 2 area inmate count.
3. Conduct and log checks, at irregular, random times, at least once every 15 minutes of inmates housed in S1, S2, R1-R42, and for any inmates being held in GH5.
4. The intent of the term "30 minute checks" is that the checks are performed at least twice an hour at random intervals within 30 minutes. The intent of the term "15 minute checks" is that the checks are performed at least four times an hour at unpredictable intervals within 15 minutes.
5. Conduct and log checks, at least twice an hour at random intervals within 30 minutes of group housing blocks DT1 through DT6.
6. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary and note the behavior on the Special Housing Observation Log for that inmate.
7. Log unusual occurrences and report them immediately to a supervisor.
8. Conduct and appropriately log professional visits held in RV1, RV2 and RV3. Search all inmates after the conclusion of a professional visit.
9. Conduct random searches of inmates.
10. The post deputy will escort the nurse during medication distribution.

**SECURITY POST 3  
MALE INTAKE**

1. The intake supervisor will:
  - A. Hold the rank of Sergeant or above.
  - B. Oversee the operation of Male Intake and Post 2, to include reviewing the accuracy of and initialing all Special Housing Observation Logs.
  - C. Supervise the actions taken with unruly or violent inmates, ensuring that those actions are in accordance with [SOP 517 – Use of Restraints](#) and [SOP 517a – Use of Restraints on Pregnant Inmates](#); assisting only when necessary.
  - D. Be familiar with strip search policy in accordance with [SOP 512 – Inmate Searches](#), and [SOP 512 Att.1 – Virginia Code for Strip Searches](#).
2. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
3. Verify Post 3 area inmate count in GH1, GH2 and GH3.
4. Conduct and log checks, at irregular, unpredictable times, at least once every 15 minutes, of inmates housed in GH1, GH2 and GH3.
5. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary, and note the behavior on the Special Housing Observation Log for that inmate.
6. Log unusual occurrences and report them immediately to a supervisor.
7. Assist CB2, Booking, and Post 2 as needed.
8. Photograph and fingerprint each newly committed inmate, excluding those who have been enrolled through LiveScan.
9. Conduct thorough searches of all newly committed inmates and observe for possible physical or mental health issues that were not previously reported on the ADC Booking and Receiving Information Form ([SOP 526 Attachment 3](#)).
10. Inventory newly committed inmates' personal property and money in accordance with [SOP 200 - Inmate Trust Fund Accounting](#) and [SOP 528 - Inmate Property](#).
11. Ensure all inmates housed in GH1, GH2 or GH3 have been enrolled in the phone system and given a valid PIN, so they have the opportunity to make at least five completed local and/or long distance collect phone calls.
12. Escort inmates, as directed, to the Magistrate's Office for release or to serve additional charges.
13. All inmate or general searches in Male Intake shall be at the discretion of the deputy and/or a Confinement supervisor. Searches will be conducted in accordance with SOP 512 - Inmate Searches and [SOP 512a - General Searches](#). Strip searches will be conducted in accordance with SOP 512 Att. 1, and documented on a Sheriff's Incident Report.
13. At the beginning of every shift, the post supervisor shall ensure the Adani ConPass Dual View Body Scanner is fully functional and operating properly. A deputy certified to operate this device

## **ATTACHMENT 1 TO SOP 501**

shall complete the inspection and notate results on the Post 3 post sheet. Inmates will submit to a body scan in accordance with [SOP 512 – Inmate Searches](#) prior to placement in GH or general population.



**SECURITY POST 4  
FEMALE INTAKE, RECEIVING CELLS AND GROUP HOUSING**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Post 4 area inmate count.
3. Conduct and log checks, at irregular, unpredictable times, at least once every 15 minutes of inmates housed in FH and all FR cells. Conduct and log checks, at least twice an hour at random intervals within 30 minutes, of inmates housed in F10, F11 and F12.
4. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary and note the behavior on the Special Housing Observation Log for that inmate.
5. Security Post sheets from posts that house inmates who require 15 minute (four times an hour) checks will have a notation of the 30-minute interval checks on the back of the floor sheet on the appropriate line.
6. Log unusual occurrences and report them immediately to a supervisor.
7. Ensure all inmates housed in FH have been enrolled in the phone system and given a valid PIN so they have the opportunity to make at least five completed local or long distance collect phone calls.
8. All searches in the Female Intake area shall be at the discretion of the deputy and/or a Confinement supervisor. Searches will be conducted in accordance with [SOP 512 - Inmate Searches](#) and [SOP 512a - General Searches](#). Strip searches will be conducted in accordance to [SOP 512 Att. 1 – Virginia Code for Strip Searches](#) and documented on a Sheriff's Incident Report.
9. Conduct and appropriately log professional visits held in FV1, FV2 and FV3. Search all inmates after the conclusion of a professional visit.
10. Check and verify the SIMS visiting groups as directed by Post 18 and adhere to [SOP 507 - Visiting](#). Ensure that all inmates are given the appropriate amount of visiting time. Screen all inmates to ensure no "Keep Separate" inmates are placed in the visiting area together.
11. The post deputy will escort the nurse during medication distribution.
12. Inmates will submit to a body scan in accordance with SOP 512 prior to placement in FH or General Population.

**SECURITY POST 5  
A-FLOOR**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Post 5 area inmate count.
3. There will be two (2) deputies assigned on post. One deputy will remain on post at all times.
4. Conduct and log checks, at least twice an hour at random intervals within 30 minutes, of inmates housed in A1 through A10.
5. Security Post sheets from posts that house inmates who require 15 minute (four times within an hour) checks will have a notation of the 30-minute interval checks on the back of the floor sheet on the appropriate line.
6. Allow access to volunteers through A-Door, check identification badges, and make sure the visitor sign-in log is kept up to date.
7. Control movement through stairwell number 5 and A15 Door.
8. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary and note the behavior on the Special Housing Observation Log for that inmate.
9. Maintain security of the barber shop, inventory equipment and ensure the barber shop is cleaned at the end of the day. Adhere to [SOP 208 - Hair Care Services](#).
10. Conduct random inmate searches.
11. The post deputy will escort the nurse during medication distribution.

**SECURITY POST 6  
C-FLOOR**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Post 6 area inmate count.
3. Conduct and log-checks, at least twice an hour at random intervals within 30 minutes, of inmates housed in C1 through C12.
4. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary.
5. Log unusual occurrences and report them immediately to a supervisor.
6. Should a block be designated as A/S or D/S Special Housing Observation Logs will be kept for each inmate assigned to a cell in that block.
7. Conduct random inmate searches.
8. The post deputy will escort the nurse during medication distribution.

**SECURITY POST 7 AND 8  
B FLOOR NORTH AND SOUTH**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Posts 7 and 8 area inmate count.
3. Posts 7 and 8 area of responsibility includes cell blocks B1 through B16, court holding cells, offices, classrooms, and libraries.
4. Conduct and log checks, at least twice an hour at random intervals within 30 minutes, of inmates housed in B1 through B16.
5. Log unusual occurrences and report them immediately to a supervisor.
6. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary.
7. Control the flow of inmates to and from the law library and classrooms. Inspect papers, books, etc. of inmates entering and exiting the law library and classrooms.
8. Conduct random inmate searches.
9. The post deputy will escort the nurse during medication distribution.

**SECURITY POST 10  
3RD FLOOR CONTROL BOOTH**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Control entry to Post 11, Post 12, Post 15, Post 16, and Post 17.
3. Monitor classrooms, elevators, recreation area and 3rd and 4th floor hallways and corridors using.
4. Monitor and control inmate movement through the use of cameras, intercoms, doors, and elevators.
5. At no time will this post be vacated unless exigent circumstances occur and functionality can be transferred to the deputy assigned to Post 17.

**SECURITY POSTS 11, 12, 15 and 16  
3RD AND 4TH FLOOR HOUSING**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Posts 11, 12, 15 and 16 area inmate counts, respectively.
3. Conduct and log checks, at least twice an hour at random intervals within 30 minutes, of inmates housed in 3 North, 3 South, 4 North and 4 South, respectively.
4. Control inmate movement through the operation of cell and cell block doors.
5. Log unusual occurrences and report them immediately to a supervisor.
6. If the post deputy observes an inmate exhibiting unusual behavior, they will notify a supervisor and submit a forensics referral, when necessary.
7. Housing control booth may be vacated, for short periods of time, as deemed necessary by the post deputy or supervisor.
8. Conduct random inmate searches.
9. The post deputy will escort the nurse during medication distribution.

**SECURITY POSTS 13 AND 17  
NORTH BUILDING SECURITY AND 4TH FLOOR CONTROL BOOTH**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Provide back-up security for Posts 10, 11, 12, 15, and 16.
3. Regulate inmate movement. Escort inmates to new housing area when moved for behavioral concerns and control the movement of inmates to and from activities.
4. Assist Posts 11, 12, 15 and 16 during morning walk through inspections, feeding, lock in, physical headcount and medication distribution.
5. Conduct random inmate searches.

**SECURITY POST 18  
VISITOR INFORMATION / INMATE VISITING**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. This post will be staffed from 0900 to 1600, or as deemed necessary by the confinement squad commander. The deputy assigned to this post will be armed, wear a ballistic vest and full duty gear.
3. Retrieve the box of locker tokens from the Property Room for disbursement to visitors as needed.
4. Answer questions from visitors regarding inmates they are visiting.
5. Enter inmate visitor information into the Sheriff's Information Management System (SIMS). Update files and document comments on SIMS. Close out each group on SIMS as appropriate.
6. Contact CB1 to request post deputies send appropriate inmates to the visiting area.
7. At no time will any unauthorized person be allowed into the visiting control booth.
8. At the conclusion of visiting, retrieve the key to the Visiting Lockers from the Key Holder. Remove all tokens used and return the tokens and the token box to the Property Room.



**SECURITY POST 18A  
PROFESSIONAL VISITING CONTROL BOOTH**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Control of the professional visiting area, professional visitor sign-in sign-out log, court holding area, operate doors for court deputies and monitor cameras.
3. Post 18A will be staffed from 0700 hours until 1600 hours, Monday through Friday, excluding holidays.
4. Attend the professional visiting window. Ensure proper identification and allow access to the professional visiting area. Only authorized professional visitors will be admitted through security doors 2E07 and 2E08.
5. Assist the Post 20 deputy, when necessary by, entering visitors into the Sheriff's Information Management System (SIMS).
6. Check visitors visually to ensure weapons and other prohibited items do not enter the ADC.
7. At no time will any unauthorized person be allowed into the visiting control booth or professional visiting area.
8. At the end of the shift, secure all doors, turn off control panel and notify CB1 before exiting visiting booth.
9. Notify shift commander, or designee, of any emergency situation.
10. Maintain all logs as directed.

**SECURITY POST 19  
INMATE VISITING SECURITY**

1. Adhere to agency SOPs and requirements of the Confinement Shift Commander.
2. Post 19 will be operated from 0900 hours until 1600 hours, or as deemed necessary by the Confinement Shift Commander. Retrieve keys from the Key Watcher box, as needed.
3. Control the flow of inmates to and from the visiting area corridor on the inmates' side of the visiting area.
4. Check and verify the SIMS visiting groups and adhere to [SOP 507 - Visiting](#), ensuring that all inmates are given 20 minutes or, if circumstances dictate otherwise, an appropriate visiting time.
5. Ensure no illegal or inappropriate activity is taking place in the visiting area. The deputy will terminate a visit upon witnessing any inappropriate behavior by inmate or visitor(s).
6. Conduct random inmate searches.
7. Return all keys to the Key Watcher box.

**SECURITY POST 19A  
CIVILIAN VISITOR SECURITY**

1. Post 19A will be operated from 0900 hours until 1600 hours or as deemed necessary by the confinement squad commander. Retrieve keys from the Key Watcher box, as needed.
2. Control the flow of civilian visitors on the second-floor visiting lobby.
3. The deputy assigned to this post will be armed, wear a ballistic vest and full duty gear.
4. Deputy will ensure that all visitors have been appropriately identified and authorized by the deputy working at Post 18 before allowing them to enter the visiting area.
5. All visitors will be screened through the walk-through magnetometer or by use of a hand held magnetometer to ensure no contraband or weapons are brought into the ADC.
6. No personal property including, but not limited to, bags, purses, cell phones, cameras, reading material, food items, or drinks will be allowed in the visiting area.
7. The deputy will make frequent security checks to ensure no illegal or inappropriate activity is taking place.
8. All visitors must be dressed appropriately or they will be denied entry. The deputy will terminate a visit upon witnessing any inappropriate behavior by inmate or visitor(s).
9. At the conclusion of visiting, the Post 19A deputy will conduct a security check ensuring all doors have been secured, all visiting areas are empty, all rest rooms are empty and have been searched, all lockers have been searched, the magnetometer and the computer are turned off, elevator access to the second floor has been disabled. and the door to the second level lobby from the stairwell has been locked.
10. Return all keys to the Key Watcher box.
11. Adhere to agency SOPs and requirements of the Confinement Shift Commander.

**SECURITY POST 20  
PROFESSIONAL VISITOR SECURITY**

1. Adhere to agency SOPs and requirements of the Confinement Shift Commander.
2. Post will be staffed from 0900 until 1615 or as deemed necessary by the Confinement Shift Commander.
3. Ensure visitors are appropriately identified and have been authorized in accordance with SOP 507, Visiting. Provide directions to their assigned visiting locations.
4. Provide security for the inmates, professional visitors, and volunteers utilizing the professional visiting booths.
5. All visiting booths will be searched before and after visiting.
6. All inmates will be physically searched at the conclusion of any professional visit.
7. Once the professional visitor information has been verified, call the housing unit to request the inmate. Ensure that inmates who are to be kept separate, are not requested to the professional visiting area at the same time.
8. Maintain all logs as directed.
9. At the conclusion of visiting, the Post 20 deputy will conduct a security check ensuring all visiting booths are empty, all doors have been secured, all rest rooms are empty and have been searched, all lockers have been searched, the computer is turned off, elevator access to the second floor has been disabled, and the door to the second level lobby from the stairwell has been locked.
10. Return all keys to the Key Watcher box.

**SECURITY POST 21  
ADULT DETENTION CENTER SECURITY**

## ATTACHMENT 1 TO SOP 501

1. The Post 21 deputy will be a supervisor. The majority of assignments for this Security Post deputy will come from the Confinement Shift Commander and the needs of the other post deputies.
2. Proof read and sign off on reports that are submitted. Serve inmate charges when applicable.
3. Coordinate and supervise morning walk through, if applicable.
4. Attend Institutional Classification Committee (ICC) review.
5. Review for accuracy, and initial Special Housing Observation Logs located at Posts 4, 5, 6, and when no supervisor is assigned to Posts 30, 31, 37, 42 or 47, review and initial Special Housing Observation logs located at Posts 24, 26, 27, and 32.
6. Respond to emergency calls.
7. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
8. Conduct random inmate searches.

**POST 22  
INMATE PROPERTY**

1. Oversee the operation of the Property Room.
2. Maintain security and accountability of inmates' personal property that has been placed in storage.
3. Be familiar with ADC SOPs and other directives governing the intake and release of inmates and their property.
4. The Property Officer will be responsible for overseeing the day to day operations of the correctional technicians. Ensure the correctional technicians adhere to the provisions of [SOP 528 - Inmate Property](#).
5. Responsible for the daily mail operations to include the processing of all outgoing and incoming inmate mail. The post deputy and correctional technicians will be knowledgeable of all provisions covering inmate mail in [SOP 506 - Inmate Mail](#).
6. The Property Officer or correctional technician will handle any citizen property inquiries and complaints. All inquiries or complaints will be investigated by the Property Officer or correctional technicians. If any property issues are left unresolved, they will be forwarded to either of the full-time Property Officers for follow up investigation and action.
7. Accountability for the evidence vault will be maintained by the full-time property officers. They will adhere to the provisions in [SOP 521 - Evidence/Property Control](#) and [SOP 511 - Handling of Controlled Substances](#).
8. Adhere to all agency SOPs and requirements of the Confinement Shift Commander.

**SECURITY POST 23  
HOSPITAL SECURITY**

1. A hospital bag will be taken any time an inmate is transported to the hospital. The bag will contain:
  - a. Inmate's Booking Card (copy).
  - b. Incident report (copy) containing information concerning the events which led to hospitalization, when applicable.
  - c. Any additional pass-on information or instructions that are considered important to the health and safety of the inmate or other personnel.
2. Upon arrival at the hospital, a post log will be set up to contain or cover the following matters:
  - a. Events that have taken place during the deputy's shift.
  - b. Document all visits from the hospital staff, e.g., doctors, nurses, social workers, clergy, and any other hospital personnel. Indicate the services or treatments provided on the post log.
  - c. Document all contact with hospital security staff. Note: It is the responsibility of the Confinement Shift Commander, or designee, to notify the hospital security personnel and brief them on all pertinent data. Also, the deputy assigned will inform security of any unusual occurrences and will ask for assistance if needed.
  - d. In the case of a use of force, follow the guidelines of [SOP 032 – Use of Force](#) and notify CB1 as soon as practical.
  - e. Deputy will log the inmate's status at least once every hour and every time an event occurs, e.g., checked by medical staff, moved from room, meals, etc.
  - f. Professional telephone calls made by the inmate will be documented by recording the time, number called and status as complete or incomplete. No personal calls will be allowed unless approved by the SDO or a confinement branch chief.
    - g. Personal visits are allowed upon approval of the staff duty officer or by one of the confinement branch chiefs. Individuals allowed to visit, and the times of the visit, will be determined by the on-duty ADC shift commander and documented as such.
    - h. Professional visiting will be allowed subject to the same rules governing such visits at the ADC. Documentation will include beginning and ending time.
3. Depending on availability, the hospital room assigned should be private. If an inmate is placed in a room that is not private, the Confinement Shift Commander must be notified. The deputy will stay in the room with the inmate at all times. The room will be searched and any dangerous or potentially hazardous items will be removed.
4. The deputy will be familiar with the Prisoner/Inmate Orientation Manual for the INOVA Hospitals.
5. The deputy will ensure that the inmate's information is not disseminated by the hospital staff.
6. The deputy will ensure that the inmate's real name is not displayed at the door; instead a JOHN

DOE or JANE DOE will be used.

7. The deputy assigned to this post will be armed, wear a ballistic vest and full duty gear. The deputy will not place himself/herself in reach of the inmate.
8. During movement within the hospital, the deputy will be armed and have the inmate secured. The deputy will be out of the inmate's reach while the inmate is being escorted.
9. Inmates under the deputy's care will be restrained in a manner so as not to interfere with medical treatment they are receiving, e.g., double-locked leg iron to bed post. Restraints are to be removed only upon the order of a doctor for medical purposes.
10. Pregnant inmates in the hospital who are in active labor will have restraints removed, providing that it does not provide a significant security risk. (Refer to [SOP 444b - Pregnant Inmates](#))
11. Each time a restraint is removed it will be documented.
12. The deputy shall notify CB1 and DPSC when assuming post. The deputy will continue to check in with CB1 once per hour thereafter via telephone. The deputy will document each time he/she checks in.
13. The CB1 supervisor will be notified of any movement of the inmate from the assigned room. The notification will include the time the move commenced and the time the inmate returned to the assigned room. The inmate will not be out the deputy's sight or reach.
14. The issued portable radio will be switched to the Fairfax County Police District Station channel appropriate to the post assignment. The deputy will also set their radio to scan the Sheriff's ADC OPS.
15. Deputies assigned hospital duties shall use generic designators, assigned in sequential order by geographic location and shift worked (see pages 26 & 27 of this attachment). For example, the first Shift I deputy assigned to Fairfax Hospital is S41B, the second Shift I deputy assigned is S42B, etc. At the end of the shift deputies must advise DPSC by radio that they are out of service.
16. When the deputy receives word from the medical staff that the inmate is to be released, he will contact the ADC to arrange for transportation. The inmate will not be given a phone call prior to the transport.
17. Adhere to all agency SOPs and requirements of the Confinement Shift Commander.



**SECURITY POST 23  
HOSPITAL SECURITY DESIGNATORS**

<u>DESIGNATOR</u>	<u>LOCATION</u>	<u>SHIFT</u>
S21B	MT VERNON HOSPITAL	I
S21A	MT VERNON HOSPITAL	II
S22B	MT VERNON HOSPITAL (SECOND DEPUTY)	I
S22A	MT VERNON HOSPITAL (SECOND DEPUTY)	II
S23B	MT VERNON HOSPITAL (THIRD DEPUTY)	I
S23A	MT VERNON HOSPITAL (THIRD DEPUTY)	II
S24B	MT VERNON HOSPITAL (FOURTH DEPUTY)	I
S24A	MT VERNON HOSPITAL (FOURTH DEPUTY)	II
S25B THROUGH S27B	OTHER AREAS MT VERNON STATION	I
S25A THROUGH S27A	OTHER AREAS MT VERNON STATION	II
S31B THROUGH S37B	OTHER AREAS MCLEAN STATION	I
S31A THROUGH S37A	OTHER AREAS MCLEAN STATION	II
S41B	FAIRFAX HOSPITAL	I
S41A	FAIRFAX HOSPITAL	II
S42B	FAIRFAX HOSPITAL (SECOND DEPUTY)	I
S42A	FAIRFAX HOSPITAL (SECOND DEPUTY)	II
S43B	FAIRFAX HOSPITAL (THIRD DEPUTY)	I
S43A	FAIRFAX HOSPITAL (THIRD DEPUTY)	II
S44B	FAIRFAX HOSPITAL (FOURTH DEPUTY)	I
S44A	FAIRFAX HOSPITAL (FOURTH DEPUTY)	II
S45B THROUGH S47B	OTHER AREAS MASON STATION	I
S45A THROUGH S47A	OTHER AREAS MASON STATION	II
S51B	RESTON HOSPITAL	I
S51A	RESTON HOSPITAL	II
S52B	RESTON HOSPITAL (SECOND DEPUTY)	I
S52A	RESTON HOSPITAL (SECOND DEPUTY)	II
S53B	RESTON HOSPITAL (THIRD DEPUTY)	I
S53A	RESTON HOSPITAL (THIRD DEPUTY)	II
S54B	RESTON HOSPITAL (FOURTH DEPUTY)	I
S54A	RESTON HOSPITAL (FOURTH DEPUTY)	II

ATTACHMENT 1 TO SOP 501

<u>DESIGNATOR</u>	<u>LOCATION</u>	<u>SHIFT</u>
S55B THROUGH S57B	OTHER AREAS RESTON STATION	I
S55A THROUGH S57A	OTHER AREAS RESTON STATION	II
S61B THROUGH S67B	OTHER AREAS FRANCONIA STATION	I
S61A THROUGH S67A	OTHER AREAS FRANCONIA STATION	II
S71B THROUGH S77B	OTHER AREAS WEST SPRINGFIELD STATION	I
S71A THROUGH S77A	OTHER AREAS WEST SPRINGFIELD STATION	II
S81B	FAIR OAKS HOSPITAL	I
S81A	FAIR OAKS HOSPITAL	II
S82B	FAIR OAKS HOSPITAL (SECOND DEPUTY)	I
S82A	FAIR OAKS HOSPITAL (SECOND DEPUTY)	II
S83B	FAIR OAKS HOSPITAL (THIRD DEPUTY)	I
S83A	FAIR OAKS HOSPITAL (THIRD DEPUTY)	II
S84B	FAIR OAKS HOSPITAL (FOURTH DEPUTY)	I
S84A	FAIR OAKS HOSPITAL (FOURTH DEPUTY)	II
S85B THROUGH S87B	OTHER AREAS FAIR OAKS STATION	I

**SECURITY POST 24  
FEMALE BEHAVIORAL HEALTH HOUSING UNIT**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Posts 24 and 25 area inmate counts, respectively.
3. Manage the behavior of the inmates in the unit.
4. Conduct and log checks, at irregular, random times, at least once within 15 minutes and/or at least once within 30 minutes, depending on the status of inmates housed in 26 and 27, respectively.
5. Security Post sheets from posts that house inmates who require 15 minute (four times an hour) checks will have a notation of the 30-minute interval checks on the back of the floor sheet on the appropriate line.
6. Coordinate the movement of special management inmates when it is required they leave the housing area, e.g., protective custody inmates.
7. Adhere to agency SOPs and the requirements of the confinement squad commander.
8. Observe inmates exhibiting unusual behavior - and note on Special Housing Observation Logs, and notify a supervisor or submit a forensics referral, when necessary.
9. Ensure that inmates are aware of their treatment plan.
10. Ensure that inmates behavioral health and other needs are addressed by the current programming. Submit referrals and recommendations regarding available resources as needed.
11. Provide the appropriate level of supervision (locked single cell, locked dormitory, transitional cell, or forensic general population) specified in each inmate's treatment plan.
12. Conduct random inmate searches.
13. The post deputy will escort the nurse during medication distribution.

**SECURITY POSTS 26 AND 27  
MALE BEHAVIORAL HEALTH HOUSING AND OVERFLOW UNITS**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Posts 26 and 27 area inmate counts, respectively.
3. Manage the behavior of the inmates in the unit.
4. Conduct and log checks, at irregular, random times, at least once within 15 minutes or at least once within 30 minutes, depending on the status of inmates housed in 26 and 27, respectively.
5. Security Post sheets from posts that house inmates who require 15 minute (four times an hour) checks will have a notation of the 30-minute interval checks on the back of the floor sheet on the appropriate line.
6. Coordinate the movement of special management inmates when it is required they leave the housing area, e.g., protective custody inmates.
7. Adhere to agency SOPs and the requirements of the confinement squad commander.
8. Observe inmates exhibiting unusual behavior - and note on Special Housing Observation Logs, and notify a supervisor or submit a forensics referral, when necessary.
9. Ensure that inmates are aware of their treatment plan.
10. Ensure that inmates behavioral health and other needs are addressed by the current programming. Submit referrals and recommendations regarding available resources as needed.
11. Provide the appropriate level of supervision (locked single cell, locked dormitory, transitional cell, or forensic general population) specified in each inmate's treatment plan.
12. Conduct random inmate searches.
13. The post deputy will escort the nurse during medication distribution.

**SECURITY POSTS 30, 31, 37, 42, AND 47  
1ST, 2ND, 3RD, 4TH, AND 5TH FLOOR SECURITY ESCORTS**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Regulate inmate movement. Control the movement of inmates to and from activities.
3. Provide back-up security and relief for duty posts in the West Building. Randomly search inmates going to and from their housing units.
4. Log unusual occurrences and report them immediately to a supervisor.
5. Conduct the knife and kitchen tool count with the kitchen supervisor at the conclusion of each shift, or whenever requested.
6. Supervisors assigned to Posts 30, 31, 37, 42, or 47 will review and initial the Special Housing Observation Logs on Posts 24, 26, 27, and 32.

**SECURITY POST 32  
MEDICAL SEGREGATION HOUSING UNIT**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Post 32 area inmate counts.
3. Manage the behavior of the inmates assigned to the unit.
4. Conduct and log checks at irregular, random times; at least once within 15 minutes and/or at least once within 30 minutes, depending on the status of the individual inmates housed in Post 32.
5. Ensure Security Post Sheets that reflect 15 minute checks (four times an hour) on the front, also annotate the required 30-minute checks on the back of the sheet, to document all inmates are being checked on appropriately.
6. Coordinate the movement of special management inmates when it is required they leave the housing area, e.g. - Protective Custody Inmates.
7. Adhere to the agency SOPs and directives of the Confinement Squad Commander.
8. Document inmates exhibiting any unusual behavior or complaints of medical issues on their Special Housing Observation Log and send a referral to the Medical Staff and/or Behavioral Health Staff, if necessary.
9. Ensure that inmates are aware of their treatment plan/restrictions. Contact Medical Staff and/or Behavioral Health Staff for clarification, if needed.
10. Provide the appropriate level of supervision as required.
11. Conduct random inmate searches.
12. Escort the nursing staff during medication distribution on Post 32.

**SECURITY POSTS 33 AND 34  
MALE WORK FORCE HOUSING UNITS**

1. Adhere to agency SOPs and the requirements of the confinement squad commander.
2. Verify Posts 33 and 34 area inmate counts, respectively.
3. Control the flow of movement of inmates assigned to the inmate work force area.
4. Be familiar with work force members' work schedules.
5. Conduct and log checks, at irregular, random times, at least once every 30 minutes, of inmates housed in 3A and 3B, respectively.
6. Log unusual occurrences and report them immediately to a supervisor.
7. Adhere to [SOP 206 - Inmate Workforce](#).
8. Conduct random inmate searches.
9. The post deputy will escort the nurse during medication distribution

**ATTACHMENT 1 TO SOP 501**

**SECURITY POSTS 25, 28, 35, 36, 38, 39, 40, 41, 43, 44, 45, 46.  
1ST, 2ND, 3RD, 4TH, AND 5TH FLOOR HOUSING UNIT SECURITY**

1. Adhere to agency SOPs and the requirements of the Confinement Shift Commander.
2. Verify Posts 25, 28, 32, 35, 36, 38, 39, 40, 41, 43, 44, 45 and 46 area inmate counts, respectively.
3. Manage the behavior of the inmates in the unit.
4. Control the movement of inmates to and from activities.
5. Conduct and log checks, at least twice an hour, at random intervals, within 30 minutes.
6. Log unusual occurrences and report them immediately to a supervisor.
7. Conduct random inmate searches.
8. The post deputy will escort the nurse during medication distribution for their respective housing unit.



Revised: October 2018, January 2019