

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

**SOP NUMBER 503
SUBJECT: SHIFT CHANGE**

I. PURPOSE

The purpose of this policy is to provide instructions concerning the procedures for exchange of duties for on coming and off-going confinement squads.

II. PROCEDURE

- A. All squad members will report to the squad room thirty (30) minutes before the hour (0630 for Shift I, 1830 for Shift II).
- B. Deputies assuming duties at a post will take the following steps:
 - 1. Receive the keys, equipment and pass-on information from the off-going deputy.
 - 2. Make a physical count of all inmates assigned to that duty post, with the off-going deputy. Account for all inmates not physically on post, i.e., court, programs, dispensary, etc.
 - 3. If the count is correct, release the off-going deputy.
 - 4. Be prepared to provide headcount results to the booking desk deputy upon request.
- C. Deputies being relieved of duty will:
 - 1. Conduct a Stop Movement Lock-In, per SOP 505 - Lock-In/Lock-Out, one (1) hour prior to shift change.
 - 2. Release the keys to the on-coming deputy.
 - 3. Pass on all information pertinent to that duty post.
 - 4. Give the oncoming deputy the headcount along with the names, physical location, and cell assignment of inmates not physically on post. Assist the oncoming deputy with a physical count of all inmates assigned to the post.
 - 5. Take the off-going post log and appropriate equipment to the supervisor.
- D. Prior to releasing the off-going deputy the on-coming deputy will ensure that the work area is clean.
- E. Deputies will not leave the Adult Detention Center until dismissed by a supervisor.

**01/01/00
DATE APPROVED**

**06/21/18
EFFECTIVE DATE**

Revised: December 1995, December 2005, May 2017, June 2018



**STACEY A. KINCAID
SHERIFF**