

**I. PURPOSE**

To provide guidelines regarding the times and circumstances under which inmates are locked in and out of their cells.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that lock-in and lockout of inmates for the purposes of safety and supervision will be in accordance with Virginia Department of Corrections regulations.

**III. DEFINITIONS**

**Lock-In** - Those times when inmates are locked into their cells in accordance with the regular routine of the ADC.

**Lock-Out** - Those times when inmates are locked out of their cells in accordance with the regular routine of the ADC.

**Quiet Time** - A period immediately following lock-in when televisions are off; and there is no inmate communication from cell to cell.

**Emergency Lock-In** - Those times when inmates are locked in their cells in order for the staff to maintain control during usual occurrences other than the regular routine of the ADC.

**Stop Movement Lock-In** - Those times when inmates are locked in their cells in order for the Post Deputies and the Booking Desk to verify the total inmate head count and for shift change to take place.

**IV. PROCEDURE**

A. Headcount will be performed three times daily at the following times: 0600-0700, 1800-1900 and after Lock In at 2300 hours. A shift supervisor may order additional headcounts if a situation requires.

B. General Population Indirect Supervision Cellblocks.

1. Lock-In: 2300 hours until breakfast arrives,
2. Stop Movement: 0600-0700 hours.
3. Free access to cells: 0700-0800 hours.
4. Lock-Out: 0800 hours until dinner arrives.
5. Stop Movement: 1800-1900 hours.
6. Free access to cells: 1900-2300 hours.

C. General Population Direct Supervision Units.

1. Lock-In: 2300 hours until breakfast arrives. Quiet time is authorized for an

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additional 30 minutes within an inmate's cell. No noise is permitted upon the conclusion of quiet time.

2. Stop Movement: 0600-0700 hours.
  3. Free access to cells 0700-1800 hours.
  4. Stop Movement 1800-1900 hours.
  5. Free access to cells 1900-2300 hours.
- D. Group Holding (GH1, GH2, GH3, GH5)
1. Holding of newly admitted inmates prior to classification.
  2. Inmates in transit.
  3. Inmates awaiting arraignment.
  4. Inmates awaiting change up by a property officer.
- E. Male and Female Receiving (R & FR). The male and female receiving area is for short term (24-28 hours) housing of inmates. Short term housing shall include but not be limited to:
1. High observation of inmates in mental health crisis.
  2. Inmates in transit (pending transport, court and return).
  3. GH holds (disorderly, too intoxicated, assaultive, protective custody, high profile).
  4. Disciplinary hold, when no other housing space is available.
  5. Inmates believed to be juveniles or certified juveniles.
  6. Other circumstances as approved by a supervisor.
- Inmates requiring long term housing in male and/or female receiving shall be approved by the Confinement Division Commander or in his/her absence, a Confinement Division Captain.
- F. Diagnostic & Treatment Housing (DT1-DT6). Male housing used for general population inmates with disabilities (ADA compliant), weekender inmates and other inmates as approved by the Confinement Division Commander.
1. Lock-In: 2300 hours until breakfast arrives.
  2. Stop Movement: 0600-0700 hours.
  3. Free access to cells: 0700-0800 hours.
  4. Lock-Out: 0800 hours until after dinner.

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5. Stop Movement: 1800-1900 hours.
- G. The post deputy will conduct a walkthrough inspection after lock out. Inmates will be instructed to stand by their cell door with their jail issued blanket, towel, washcloth and gym uniform draped over the arm that does not have their wrist band. The post deputy will give a walkthrough speech which includes his/her name, and shall explain the rules to all inmates. The post deputy should address any problems or issues that are brought to his/her attention during walkthrough.
- H. Free access between cell and day room is for the purpose of personal hygiene, cell cleanup, preparation for court or programs, or other specific purposes.
- I. Inmates assigned to General Population and not in Direct Supervision, may be allowed one (1) blanket for the purpose of sitting or lying on in the dayroom.
- J. Inmates with special security or medical considerations may be exempted from the regular lock-in/lock-out procedures. These cases must be approved by the Institutional Classification Committee and noted in the special housing information log.



**STACEY A. KINCAID  
SHERIFF**

**08/30/01  
DATE APPROVED**

**10/12/18  
EFFECTIVE DATE**

**Revised: August 2002, December 2005, October 2017, October 2018**