

**I. PURPOSE**

To provide guidelines for the care and custody of inmates requiring special management.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that special housing exists for the management of inmates requiring segregation from the general population for various reasons.

**III. PROCEDURE**

A. Types of Segregation.

1. Administrative segregation involves the separation from the general population of those inmates who pose a serious threat to themselves, the staff, other inmates, property, or the security and orderly operation of the ADC.
  - a. The immediate segregation of an inmate without a hearing may be ordered by personnel in the rank of sergeant or above when necessary to protect the inmate or others.
    - 1) When immediate segregation is ordered pending a Class I or II disciplinary action, the inmate will appear before a Hearing Officer within seven (7) working days.
    - 2) When immediate segregation is ordered for any reason, the Institutional Classification Committee (ICC) will review the case within seventy-two (72) hours.
2. Disciplinary segregation involves the separation from the general population of those inmates convicted of rule violations. Inmates are placed in disciplinary segregation only after a hearing by a Hearing Officer and only after they have been found guilty of a rule violation.
3. Protective custody involves the separation from the general population of those inmates requiring or requesting protection from other inmates for safety reasons.
  - a. Inmates are placed in special housing for purposes of protective custody only when there is documentation that protective custody is warranted and no reasonable alternatives are available.
  - b. Protective custody may be authorized by any Confinement Supervisor or member of the Classification Staff.
  - c. Protective custody should be used only for short periods of time, except when an inmate needs long-term protection and the facts are well documented.
  - d. The ICC will monitor the status of inmates on protective custody every seven (7) days.
  - e. Inmates on protective custody may, at any time, request reassignment to general population. The final authority for granting such requests is the ICC.

4. Medical segregation involves the separation from the general population of those inmates requiring special health care.
    - a. Inmates are placed on medical segregation only by order of the ADC Physician, ADC Dentist or member of the Medical Staff.
    - b. The Forensic Unit Staff and the ICC may authorize a suicidal inmate to be housed in a high observation area. These inmates will be on restricted issue.
  5. Cell restriction involves the separation of an inmate from other inmates housed in the same unit. This applies only to inmates housed within direct supervision housing units. Cell restriction may be ordered by the post deputy for minor rule infractions for a period not to exceed twenty-four (24) hours.
- B. Management of inmates on administrative segregation, protective custody, medical segregation, and cell restriction.
1. A special housing log will be kept for each inmate containing identifying information, reason for segregation/cell restriction, special problems, and other pertinent remarks.
    - a. Authorities who order the segregation of an inmate are responsible for originating a special housing log at the time the action is taken.
    - b. Members of the Classification, Confinement, Medical and Forensic Staff will record information in the log to ensure an accurate record of the inmate's confinement in special housing is maintained.
    - c. Upon the inmate's release from segregation the special housing log is delivered to the squad shift commander. The shift commander will ensure that the log is complete and accurate prior to delivering it to the classification section. The document is then filed with the inmate's administrative file maintained by the Inmate Records Unit if the inmate was not classified. If classified, the log is filed in the inmate's classification file.
  2. The Classification Section will monitor the status of inmates in segregation and refer cases to the ICC for review according to a schedule which ensures individual cases are reviewed every seven (7) days.
    - a. Classification will interview inmates in segregation at least every 15 days and document this in the inmate's record.
    - b. The Medical Section will perform a medical evaluation of the inmate every fifteen (15) days and record this in the inmate's medical record.
  3. Unless restrictions are necessary due to the inmate's behavior, or for security reasons, individuals on administrative segregation, protective custody and medical segregation are entitled to all programs and services available to the general population.
    - a. Opportunities to shave and shower will be afforded at least three (3)



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- (d) occurs with the written approval of the Commander, Confinement Division, or designee, and the responsible Health Authority.
- (e) Each Sunday, in lieu of the alternative meal, all inmates on segregation status will receive the breakfast, lunch, and dinner meal that is to be served to the remainder of the inmate population.
- (f) The Classification Section will monitor the status of alternative meal service for inmates in segregation through the Institutional Classification committee (ICC) review, every seven (7) days. The Chair of the ICC will ensure accurate meal service information is recorded on the inmate's special housing log, the records management system and will communicate updated status changes to the Food Services Section.

3) Shaving, Showers, Barber Service.

Inmates on disciplinary segregation or cell restriction will be allowed to shower a minimum of three (3) times per week, based on their cell assignments. Inmates assigned to odd numbered cells will be afforded the opportunities on Tuesdays, Thursdays, and Saturdays. Inmates assigned to even-numbered cells will be afforded the opportunities on Mondays, Wednesdays, and Fridays. At their discretion, Deputies are permitted to offer these inmates the opportunity to shower on days they attend recreation. Request for haircuts shall be made on an inmate request form.

4) Laundry and Linen.

- (a) Bed linens will be exchanged once a week.
- (b) Towels, wash cloths, inmate uniforms and personal clothing will be washed twice weekly.

5) Mail.

Writing privileges are not restricted for inmates in disciplinary segregation or on cell restriction.

6) Commissary.

Commissary is restricted to the purchase of stationery items and toiletries.

7) Telephone Use.

Telephone use is restricted to calls to attorneys and other professionals. In bona fide emergencies, phone calls to family are permitted. The date a call was placed by, or offered to, an inmate; the telephone number called; and its status as complete

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or incomplete will be recorded on the inmate's observation log.

b. Programs.

Inmates are suspended from programs while on disciplinary segregation or on cell restriction. Requests for assistance from social services and other organizations are submitted in writing to the Supervisor, Inmate Programs Unit.

c. Library Service.

Books and magazines are restricted to one religious text only for inmates on disciplinary segregation. Legal material is available in accordance with SOP 602, Inmate Access to Courts, Attorneys, and Legal Services.

d. Religious Activities and Services.

Inmates may not participate in religious group activities or services while in disciplinary segregation or on cell restriction. Individual visits by members of the clergy are permitted in accordance with SOP 222, Religious Services.

e. Exercise.

Inmates are suspended from recreation while on disciplinary segregation or cell restriction.

f. Visitation.

Visitation is restricted to attorneys and other professionals. Inmates placed on disciplinary segregation or cell restriction for more than 15 days will be allowed one (1) personal visit for each fifteen (15) day period after the initial fifteen (15) days has been served. The visit will be scheduled by Classification staff. Inmates placed in disciplinary segregation or on cell restriction are given the opportunity to notify their family of this restriction.

g. Counseling.

Counseling is available on request from the Staff Chaplain, Classification and Forensic Staffs.

5. Inmate Programs Unit staff will conduct visits to special housing areas on request.

D. Management of inmates on hand and leg restraint restriction. Any inmate on Administrative or Disciplinary Segregation with hand and leg restraint restriction as directed by the Institutional Classification Committee (ICC) will not be afforded the opportunity for personal visits or recreation during the time hand and leg restraint restriction is in effect. Professional visits will be permitted. The restriction status will be documented and reviewed by the ICC and as outlined in SOP 600.

E. The shift supervisor will visit inmates in segregation daily with documentation provided on the special housing observation log.

F. Management of inmates in wheelchairs. All inmates confined to wheelchairs will have free access to their cells regardless of the lock-out policy.

G. Management of court & return inmates

Court and Return inmates are general population inmates from other jurisdictions attending court in our jurisdiction.

1. Court & return inmates housed in General Holding, GH-1, 2 or 3, shall not have access to a telephone. Meal service will be consistent with the housing area.
2. Court & return inmates housed in receiving or other designated housing areas shall not have access to a telephone. They will receive a mattress, blanket and the meal service afforded other inmates housed in that area.

H. Training of staff.

1. All staff members who interact with inmates in special housing units will be trained in accordance with SOP 030, Training.
2. All sworn staff is cross-trained in all posts and direct supervision procedures.



**STACEY A. KINCAID  
SHERIFF**

**04/18/00  
DATE APPROVED**

**05/01/00  
EFFECTIVE DATE**

**Revised: February 2004, December 2005, October 2009, June 2010, January 2011, May 2014**