

I. PURPOSE

To establish guidelines for conducting general searches within the Fairfax County Adult Detention Center (ADC).

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that:

- A. Unannounced and irregularly timed searches will be conducted of inmate living areas, and other areas of the Fairfax County ADC to which inmates have access.
- B. Any person entering the Fairfax County ADC is subject to search. Notice of this shall be posted for information of the public. Visitors will not be strip-searched without specific authorization of the Sheriff.
- C. Vehicles entering or leaving the Fairfax County ADC will be inspected any time inmates are performing work in the Sally Port area.
- D. Supplies and other items entering or leaving the Fairfax County ADC will be inspected for contraband.
- E. Cells will be inspected and searched prior to occupancy by a new inmate.

III. PROCEDURE

- A. Procedures for searching inmates are contained in [SOP 512 – Inmate Searches](#).
- B. Housing Area Searches
 - 1. Searches of cells, dayrooms, or any other areas utilized for inmate housing will be conducted systematically.
 - a. Searches of these areas may be conducted in the absence of inmates.
 - b. Inmates present at the time of a search will be removed from the immediate area and either patted down or strip-searched.
 - 2. Personal effects belonging to inmates will be handled carefully during searches to avoid damage.
 - 3. Upon completion of housing area searches, property and effects belonging to inmates who were displaced during the search will be replaced in reasonable order.
 - 4. Items of contraband found will be seized and preserved.
 - a. Depending on the nature of contraband seized, inmates may be referred for disciplinary action or criminally charged.
 - b. In instances where signs of tampering or structural damage are discovered, the location may be secured pending investigation and repair.
 - c. Inmates displaced by these circumstances will be relocated elsewhere in the Fairfax County ADC.

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

**SOP NUMBER: 512a
SUBJECT: GENERAL SEARCHES**

- C. Searches of Working, Recreation and Common Areas
 - 1. Searches of areas such as the kitchen, classrooms, gymnasium and public visiting area will normally be conducted when the area is not being utilized.
 - 2. Contraband discovered during searches of these areas will be removed and reported.
 - 3. Signs of damage or tampering with the facility or its equipment will be reported.
- D. Facility Search
 - 1. A search of the entire Fairfax County ADC may be necessary. A search of this magnitude will only be undertaken upon authorization of the Commander, Confinement Division.
- E. Searches of Visitors
 - 1. Any person who is a non-employee of the Fairfax County Sheriff's Office and enters the Fairfax County ADC is subject to search. This includes, but is not limited to:
 - a. Law enforcement officers
 - b. Attorneys
 - c. Probation and parole officers
 - d. Personnel from public and private agencies
 - e. Volunteers
 - f. Instructors for programs within the ADC
 - g. General public
 - 2. Should circumstances warrant the search of a visitor at time of entry into the Fairfax County ADC and the visitor refuses to submit to a search, they will be denied admittance.
 - 3. As a precautionary measure, visitors entering the secure confines of the ADC shall be advised prior to entry that no contraband and/or weapons will be permitted.
 - 4. Visitor searches are permissible under the following circumstances:
 - a. Anytime a visitor commits or attempts to commit a criminal act in the Fairfax County ADC.
 - b. Anytime a visitor overtly or covertly passes or attempts to pass or receive anything from an inmate without permission from proper authority.
 - c. Anytime a visitor is observed or suspected of being in possession of a

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

**SOP NUMBER: 512a
SUBJECT: GENERAL SEARCHES**

- weapon, or device manufactured for self-protection (e.g. tear gas pen, etc.).
- d. Anytime information from reliable sources indicate that a visitor is or may be in possession of contraband, or intends or may attempt to introduce contraband into the Fairfax County ADC covertly.
 - e. Anytime a visitor is discovered in an unauthorized area, or observed or suspected of tampering with security devices or structural components of the Fairfax County ADC.
5. Procedures for conducting routine searches of visitors
- a. Escort the visitor to an area removed from the view of inmates.
 - b. Advise the visitor of the reason for the search and request their cooperation. Also explain that the discovery of illegal items on their person or in their possession may be cause for criminal charges to be placed against them.
 - c. Two deputies of the same sex as the visitor will be present when the search is conducted.
 - d. In the case of cooperative persons:
 - 1) Have the visitor remove all objects from their pockets and place them on a table or other surface for inspection. Examine the objects.
 - 2) If the visitor possesses a briefcase, handbag, tool box, or like item, request that it be opened and emptied. Inspect the contents and container.
 - 3) If the visitor is wearing a coat, jacket, cap, and hat or like outer garment, request it be removed and surrendered for inspection. Examine pockets, lining, etc., for concealed items.
 - 4) After the above has been completed, inform the visitor that they will be pat searched. When cooperative individuals are pat searched, they should not be required to assume the normal search position. A pat search in such instances may be conducted of the person in a normal standing position, with arms outstretched.
 - 5) After completing the search assist the person to replace items of clothing and objects removed during the search.
 - 6) Even though a visitor consents to being searched, and is cooperative during the search, it is possible that illegal items may be discovered in their possession. In such cases, the items will be seized and the person charged according to standard procedures.
 - 7) In all cases of visitor searches, an incident report documenting the

search will be completed.

e. Procedure in the case of uncooperative persons:

- 1) Should a visitor object to being searched, they will be directed to leave the Fairfax County ADC provided there is no reason to believe the individual has committed a criminal act, interfered with the security of the ADC, or is attempting to introduce into, or remove anything from, the facility covertly.
- 2) Should a visitor object to being searched when there is probable cause to believe they have committed or intended to commit a criminal act, compromised the security of the facility, or acted in willful disregard of safety and security procedure, they will be detained and the senior deputy present or the Staff Duty Officer will be contacted for instructions.
 - a) Depending upon the situation (i.e. rationale for the search and behavior of the individual), discretion must be exercised in the matter of detaining the person.
 - b) If the person is non-violent they will be detained in a secure area such as an attorney booth pending a decision regarding actions to be taken in the case. Should the person be violent and disorderly, detention in a more secure location, such as a cell may be necessary.
 - c) Except when a person is to be charged with a crime, no attempt will be made to forcibly search them at this time unless a search is necessary to preclude destruction of evidence of criminal activity; to preclude harm to the individual or others; or to prevent interference with the security of the Fairfax County ADC.
 - d) The senior deputy present or the Staff Duty Officer will be responsible for approving searches of visitors in this category who are detained on grounds other than involvement in criminal activity.

F. Documenting Searches

1. Any time a search of an area is conducted; an incident report will be submitted. This report will indicate the location of the search and results.
2. All cell and area searches will be recorded electronically in the "cell search log."
2. Routine searches of inmates will be noted on the deputies' post sheets.
3. An incident report shall be completed whenever a visitor is searched.

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

**SOP NUMBER: 512a
SUBJECT: GENERAL SEARCHES**



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**10/22/18
EFFECTIVE DATE**

Revised: May 1995, July 2006, October 2018