

I. PURPOSE

To establish basic security guidelines to be used in the event of an escape or suspected escape from the Fairfax County Adult Detention Center (ADC).

II. POLICY

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

- A. All efforts will be made to prevent escapes. If an escape is completed or suspected all reasonable efforts will be made to return the inmate to secure confinement.
- B. Written policy and procedure regarding escapes are available to all personnel and are reviewed at least annually and updated if necessary.

III. PROCEDURE

- A. Attempted escape or inmate out of place.
 - 1. If a deputy on post discovers that an inmate is missing and cannot be found in the activities areas (gym, classrooms, visiting area, etc.), and the deputy has made all possible inquiries as to the inmate's whereabouts and the results are negative, CB1 will be notified of the situation by the deputy.
- B. The Control Booth Deputy will contact the Shift Supervisor, close all security doors and instruct all deputies to report to their posts and stop all inmate movement pending further instructions.
- C. The Shift Supervisor shall be apprised of the situation. If the Shift Supervisor feels that all initial means have been exhausted to locate the inmate and further action is necessary, the Shift Supervisor shall:
 - 1. Order the Control Booth Deputy to announce an escape on the radio and contact the Department of Public Safety Communications (DPSC), Fairfax City Police Department, Herndon Police Department, The Town of Vienna Police Department, and George Mason University Police in order to advise them of the situation. All police traffic to the Fairfax County Adult Detention Center (ADC) shall be directed to the Main Control Booth (CB1) for admittance to the facility.
 - a. At no time will SP1, SP2, or any other doors in the sally port be opened.
 - b. During the hours of court operation, the deputy in charge will be contacted and advised to hold all Court Holding Facility inmates until further notice.
 - c. Have the Control Booth Deputy begin maintaining a log of all actions taken and time of actions (i.e. time of report of suspected escape, time notified DPSC, etc.).
 - 2. The Shift Supervisor will order a "stop movement" in the ADC.

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

**SOP NUMBER: 516
SUBJECT: ESCAPE & ATTEMPTED ESCAPE**

- a. All post deputies will stop inmate movement on their posts. Inmates shall be secured in their cells as quickly as possible. If a large group of inmates are engaged in an activity, they may be secured in the gym or courtyard. Once secured, no inmate is to come out onto the floors except in the event of a medical emergency. Civilian visitors, volunteers, and employees will not enter or leave the ADC.
 - b. Inmates on work details in the kitchen, janitorial services, or elsewhere are to be secured by their immediate supervisor who shall also secure all tools and equipment.
 - c. Once all inmates are secured all deputies and work detail supervisors will verify the inmate count and call that count to the booking desk. A Booking Deputy will brief the Shift Supervisor on which inmates are missing, if any.
3. At the first opportunity, the Shift Supervisor or designee shall contact the on-duty Chief, Confinement Branch (or Staff Duty Officer (SDO) after normal business hours, holidays and weekends).
- D. The on-duty Chief, Confinement Branch (or SDO after normal business hours, holidays and weekends), upon being briefed, shall determine the necessity of starting the notification list procedure. The on-duty Chief, Confinement Branch or SDO shall respond to the Fairfax County ADC to take charge of the situation.
1. In the event a thorough search of the facility is necessary, the Shift Supervisor or ranking deputy on scene shall order the relocation of all civilian personnel to the squad conference room. As soon as the identification of these persons has been verified they will be allowed to leave the Fairfax County ADC.
 2. If a search is to be commenced, K-9 support shall be contacted and utilized.
 3. During a search, the Control Booth Deputies shall monitor search teams on camera, intercom, and radio. The ranking deputy on scene will remain in the Control Booth to co-ordinate the search. Assistant supervisors shall lead the searches.
 4. If the missing inmates are located, they shall be moved to appropriate secure housing pending an investigation by the agency's Internal Affairs Investigator.
 - a. Upon successful completion of the search, the Fairfax County ADC shall resume normal operations. DPSC will be notified that the inmate has been located and the Fairfax County ADC is operational again.
- E. When it has been determined that an inmate has actually breached the security of the Fairfax County ADC and escaped to the outside, the Shift Supervisor shall:
1. Order the Control Booth Deputy to:
 - a. Announce an escape on the radio and contact DPSC, and the Fairfax City Police Department. A basic description of the escapee (name, race, sex, height, hair color, etc.), direction and mode of travel, if known, shall be provided.

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- b. Maintain a log of all actions taken and time of actions (i.e. time of report of suspected escape, time notified DPSC, etc.).
 2. The Internal Affairs Investigator, upon notification will respond to the Fairfax County ADC to initiate an investigation into the escape and gather information to help locate the escapee.
 - a. It is the responsibility of the Internal Affairs Investigator to prepare and distribute bulletins and circulars, and to prepare the case for prosecution.
 3. When it has been determined that the operation of the Fairfax County ADC may resume without further jeopardy of security, the ADC shall resume normal operations.
 4. If the escapee(s) are apprehended, upon return to the Fairfax County ADC, they shall be placed in the most secure housing available. Further security restrictions may be imposed at the direction of the Confinement Commander.
 5. No statement or news releases are to be given by any employee without the authorization of the Sheriff, or a Chief Deputy Sheriff.
- F. During a search for a missing inmate, only ADC personnel or police officers with prisoners will be admitted to the Fairfax County ADC. No civilians will be admitted during the emergency.
- G. If the inmate involved in an escape or attempted escape is a federal prisoner, the Shift Supervisor will notify the Chief Deputy, United States Marshal Service, Alexandria Branch.
- H. The Juvenile Intake Center shall be notified if the inmate involved in an escape or attempted escape is a juvenile.
- I. If the inmate involved in an escape or attempted escape is being held for another jurisdiction; a Booking Deputy shall notify that jurisdiction and request that they gather all available information on that inmate for later contact with the Internal Affairs Investigator.
- J. Less-lethal weapons (baton, etc.) may be utilized in the ADC search with the approval of the on-duty Chief, Confinement Branch or SDO. Weapons may be brought into the Fairfax County ADC only when:
 1. All inmates are secured.
 2. All security doors are closed.
 3. All civilians have departed the ADC.
 4. There is probable cause to believe the escapee has a weapon.
- K. If the Shift Supervisor is faced with a shortage of manpower, deputies from other sections may be utilized and off duty deputies may be called in.
- L. Escapes from other areas:

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1. Escapes from custody that occur from the Court and Judicial Holding Facility will be handled in accordance with [SOP 706 – Escape from Custody.](#)
2. Escapes from custody that occur during transit operations will be handled in accordance with [SOP 516a – Escape from Custody While in Transport.](#)
3. Escapes from custody that occur from the Alternate Incarceration Branch (AIB) will be handled in accordance with SOP [308 – Preventing and Detecting Escapes From Custody and Apprehension of Escapees.](#)



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**05/23/18
EFFECTIVE DATE**

Revised: November 2007, May 2018