

I. PURPOSE

To define the issues concerning the intake, housing and separation of inmates known or suspected of being under 18 years of age.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that male and/or female juveniles will not be processed, held, or housed in the Adult Detention Center.

Male inmates under age 18 that have been certified as adults by the court, (Youthful Offenders), may be processed, held, and housed in Adult Detention Center.

III. PROCEDURE

A. Intake and Pre-Classification.

1. Youthful Offenders will be committed and released at the Booking Desk.
2. All efforts will be taken to keep adult inmates and the youthful offender from conversing and separate from each other.
3. The securing of property and searching of youthful offenders will be conducted out of sight and sound from adult offenders.
4. After intake processing, youthful offenders will be immediately escorted by a sworn staff member to an appropriate housing area according to current standards. If the youthful offender has medical or mental health issues they will be housed in R-1, R-2, S-1, S-2 until cleared where they will then be moved to appropriate housing. An Observation Log will be started and maintained on all youthful offenders until the completion of a Formal ICC Hearing.
5. Youthful offenders will have the same telephone privileges as any other newly admitted inmate and receive 15 minute security checks.

B. Classification and Medical Interviews.

1. All youthful offenders will receive a classification interview and a medical screening as soon as possible after intake in accordance with SOPs 609 and 428.
2. Classification plans for youthful offenders determine level of risk and program needs developmentally appropriate for adolescents. Classification plans include consideration of physical, mental, social, and educational maturity of the youthful offender. The Classification Plan shall be prepared by the Institutional Classification Committee, as outlined in SOP 600
3. The inmate orientation will be conducted by the classification interviewer.

C. Housing.

1. All youthful offenders that remain in custody will be scheduled for a Formal ICC as

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soon as possible to determine appropriate housing. The ICC will stipulate whether the youthful offender should be placed in general population or placed on administrative segregation. All recommendations for administrative segregation will be clearly documented on the Formal ICC disposition.

2. Considerations for housing youthful offenders separately are:
 - a. violent, predatory youthful offender that pose an undue risk of harm to others, or
 - b. a qualified medical or mental-health specialist documents that the youthful offender would benefit from certain housing assignments.
3. Youthful offenders will not be housed in receiving without written authorization from the Chief, Classification and Records Branch or for the reasons specified in III, A, 3 above.

D. Privileges

Youthful offenders will have all the same privileges as any general population inmate. The Formal ICC will stipulate any specific recommendations outside normal procedures.

E. Movement.

Segregated youthful offenders who require movement to or from their housing areas will be escorted by sworn staff at all times.

H. Programs

Adequate program space is provided to meet the physical, social, and emotional needs of youthful offenders and allows for their personal interactions and group oriented activities.

I. Program Staff

Program personnel who work with youthful offenders are trained in the developmental, safety, and other specific needs of youthful offenders. Written job descriptions and qualifications require training for staff who are responsible for programming of youthful offenders before being assigned to work with youthful offenders. Training includes, but is not limited to the following areas:

1. adolescent development
2. educational programming
3. cultural awareness
4. crisis prevention and intervention
5. legal issues
6. housing and physical plant

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7. policies and procedures
 8. management of, and programming for, sex offenders
 9. substance-abuse services cognitive behavioral interventions, including anger management, social-skills training, problem solving
 10. resisting peer pressure
 11. suicide prevention
 12. nutrition
 13. mental-health issues
 14. gender-specific issues
 15. case-management planning and implementation
- J. Suspected Juvenile Inmate

Any time that an inmate is booked in as an adult and later suspected to be a juvenile, the inmate shall be segregated immediately. An investigation shall be conducted in an attempt to get documented proof of age. Any documentation shall be turned over to the court of record for validation. The arresting authority shall be notified of the status change and pending release. If the inmate is determined to be a juvenile, he shall be released immediately to the Police Department for transfer to the Juvenile Detention Center.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**02/02/98
EFFECTIVE DATE**

Revised: August 2006, January 2010, May 2017