

I. PURPOSE

To provide guidelines for insuring that security devices in the Adult Detention Center are in proper working order.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that all security devices in the Adult Detention Center be inspected monthly for serviceability and that the facility be inspected daily for signs of damage, tampering, structural deficiencies, safety hazards, and unsanitary conditions.

III. PROCEDURE

A. Inspection of Security Devices.

1. Security Device Inspection: Post deputies will make a daily inspection of all locks, doors, windows, bars and other security devices on their assigned post upon assuming post duties.
 - a. Inspections will be noted on the post logs including any deficiencies found.
 - b. Deficiencies will be brought to a Confinement Supervisor's attention immediately.
 - c. A maintenance repair request will be forwarded to the Inmate Services, Maintenance Supervisor as soon as possible.
2. Key Inspection: Once each month during the midnight shift, a Confinement Supervisor will ensure an inspection of locking mechanisms, intercoms, and Control Booth panel indicator lights is performed.
 - a. This inspection will be conducted using the prescribed checklist and will be reviewed by the Confinement supervisor.
 - b. Upon completion of this inspection, the Confinement Supervisor will forward the original checklist to the Inspection Supervisor for review, retention and repairs.

B. Inspection of the Facility.

The Sheriff/designee, Chief Deputy or designee, and Division Commanders visit the facility's living and activity areas at least weekly to encourage informal contact with staff and inmates and to informally observe living and working conditions.

1. Morning Walkthrough Security Inspection: Each day during the day shift, a Confinement Supervisor will inspect the Adult Detention Center.
 - a. The Supervisor will visit and inspect every area of the facility. This inspection will be recorded electronically on the Shift Supervisor Area Inspection log and maintained by the Chief, Confinement Branch.

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

**SOP NUMBER: 519
SUBJECT: SECURITY INSPECTIONS**

- b. Matters requiring immediate attention will be brought to the attention of the Chief, Confinement Branch.
 2. Once each month, the Inspection Supervisor will conduct a full security inspection that will include:
 - a. A formal inspection of the interior cell and cellblock walls, courtyards, classrooms, offices, storage areas, maintenance and electrical rooms and any other area that shares a wall with the exterior of the building.
 - b. An inspection of all administrative and disciplinary segregation cell areas.
 - c. A supervisor, or designee, will walk around the exterior of the entire ADC complex and look for signs of tampering or conditions that may jeopardize the security of the facility.
 3. If any tampering is discovered during the inspections, appropriate action, if warranted, will be taken. This may include obtaining criminal charges, institutional charges, and/or the relocation of inmates as deemed necessary by the shift commander.
 4. All inspections must be noted on the appropriate Inspection Form.
- C. Daily Sanitation Inspection: A cell inspection will be conducted every day except Sunday.
 1. Shift I will be responsible for this inspection.
 2. Walls, windows, floors, ceilings and doors in areas inhabited or frequented by inmates will be scrutinized carefully for signs of damage, tampering and defects.
 3. Major defects will be reported immediately to the Chief, Confinement Division and Maintenance Supervisor.
 4. Daily Sanitation Inspection reports will be forwarded to the Inspection Supervisor for review and retention.
- D. Repairs and Maintenance. The Maintenance Supervisor will coordinate all requests for repairs, maintenance, or replacement of defective security equipment.



**STACEY A. KINCAID
SHERIFF**

**01/01/01
DATE APPROVED**

**04/05/03
EFFECTIVE DATE**

Revised: June 2005, December 2005, July 2006, May 2017