

**I. PURPOSE**

To provide guidelines for the operation of the Fairfax County Sheriff's Office Weekend Confinement Program.

**II. POLICY**

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

- A. All offenders sentenced to weekend confinement shall be housed in the Adult Detention Center.
- B. At the time of intake, Classification Section staff will conduct an orientation that includes program rules and regulations, and possible disciplinary actions with the weekend confinement inmate.

**III. PROCEDURE**

- A. Objectives: The objective of the Weekend Confinement Program is to provide a sentencing alternative for the courts.
- B. Legal authority: The Weekend Confinement Program operates under the Code of Virginia Section 53.1-131.1, which authorizes the courts to place offenders on weekend confinement or confinement on non-consecutive days in order that the offender may retain gainful employment. In all cases of program participation, a court order is required.
- C. Staffing: The Weekend Confinement Program is supervised by staff of the Confinement Branch.
- D. Operations:
  - 1. The Adult Detention Center (ADC) Booking Staff has the responsibility of booking in and booking out all inmates sentenced to weekend confinement.
  - 2. All inmates in the Weekend Confinement Program are required to report to the ADC lobby between the hours of 8:00 a.m. and 2:00 p.m., Monday through Thursday, for registration and orientation by a member of the Classification Section prior to serving their sentence on weekends.
  - 3. All inmates sentenced to the Weekend Confinement Program shall receive a sentence-briefing sheet. This sheet shall inform them where and when to report for the weekend program and what personal property is allowed in the ADC.
  - 4. Individuals sentenced to serve weekends in confinement are required to pay \$2.00 per day to defray the cost of their incarceration.
    - a. Room and Board fees shall be paid in full to cover the entire sentence. Payment will be made by money order.
    - b. Weekend confinement inmates that do not pay their room and board fees in full shall have their sentences converted to straight time.

- c. The Inmate Records Section supervisor shall forward a non-compliance letter to the sentencing judge.
5. The Inmate Records Section will provide a list of offenders sentenced to weekend confinement to the ADC staff every Friday afternoon. If Friday is a holiday, the list will be provided on the last regular working day prior to Friday.
  - a. Offenders who have outstanding charges or detainers shall not be placed in the Weekend Confinement Program.
  - b. The ADC Kitchen Supervisor will be informed of the number of weekender meals to be prepared over the weekend.
6. All inmates in the Weekend Confinement Program are to report to the Adult Detention Center ground floor lobby by 6:00 p.m. If the inmate sentenced to serve weekends does not show up, the Inmate Records Section is responsible for forwarding a non-compliance letter to the sentencing judge.
7. Weekend confinement inmates will be checked-in by an ADC Booking Officer (Shift II).
8. It is the responsibility of a Confinement Branch Supervisor to ensure that all weekend confinement inmates are:
  - a. Seen by the Medical Services Branch: A medical staff member shall obtain a medical history on all weekend confinement inmates and ascertain if they are on any prescriptions or over the counter medications. The ADC medical staff and/or the Behavioral Health Section must approve all medications. No more than a five-day supply of medications, in the original prescription container, will be accepted into the ADC. Medications shall be distributed to weekend confinement inmates in accordance with SOP 420 – Health Training For Deputy Sheriff's. A Confinement Branch Supervisor shall make housing decisions concerning those weekenders with physical or mental handicaps on a case-by-case basis after conferring with medical and forensics personnel.
  - b. Administered a breath test: Weekend confinement inmates may be administered a breath test at the discretion of a Confinement Branch supervisor. If the breath test indicates a positive reading for alcohol, the deputy performing the test will:
    - 1) Document the results on an incident report and notify the ADC Booking Officer. A copy will be filed in the offender's file in the Classification & Records Branch.
    - 2) The Classification Section supervisor shall speak with the Inmate Records Section regarding the conversion of weekend time to straight time on a second positive breath test.
    - 3) Upon a second or subsequent positive breath test, the Classification Section supervisor shall forward a non-compliance letter to the sentencing judge.

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

**SOP NUMBER: 525  
SUBJECT: WEEKEND CONFINEMENT PROGRAM**

- c. Administered a urine sample: Weekend confinement inmates may be administered a urine test at the discretion of a Confinement Branch supervisor. If the urine test indicates a positive reading for drugs, the deputy performing the test will:
  - 1) Conduct a second test for confirmation
  - 2) Document the results on an incident report and notify the ADC Booking Officer. A copy will be filed in the offender's file in the ADC Classification & Records Branch.
  - 3) The Classification Branch supervisor shall speak with the Inmate Records Section Supervisor regarding the conversion of weekend time to straight time for positive drug tests.
  - 4) A Classification Section supervisor shall forward a non-compliance letter to the sentencing judge.
- d. Checked for outstanding warrants and criminal histories by the ADC Booking Staff following regular intake and release protocols.
- E. Prior to admittance to the ADC, Confinement Squad deputies will search inmates' persons and property.
- F. All weekend confinement inmates shall be classified. Inmates will be provided with an inmate handbook and jail issued items.
  - 1. Inmates who violate the rules and regulations of the ADC will be required to serve the remainder of their sentence on straight time (in accordance with § 53.1-131.1). Inmates will remain incarcerated at the end of their normal weekender release time. The ADC Inmate Records Section will notify the sentencing court in writing.
- G. Statistics: The Supervisor, Inmate Records Section is responsible for preparing daily statistical reports.
- H. Medical emergencies: The ADC medical staff shall treat weekend inmates who incur injuries or illnesses.
- I. Files shall be maintained on all weekend confinement inmates by the Inmate Records Section.

**01/01/00  
DATE APPROVED**

**04/09/93  
EFFECTIVE DATE**

**REVISED: March 2010, September 2010, March 2013, February 2015, May 2015, July 2015, October 2015, May 2017**

*Stacey A. Kincaid*

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