

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE  
ADULT DETENTION CENTER**

**SOP NUMBER: 529  
SUBJECT: ADMISSION TO THE FAIRFAX  
COUNTY ADULT DETENTION CENTER**

**I. PURPOSE**

To publish general guidelines governing admittance to the Fairfax County Adult Detention Center (ADC) and to set forth specific guidelines for the admission of approved persons involved in inmate programs and services.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that admittance to the Adult Detention Center will be controlled.

**III. PROCEDURE**

**A. General.**

1. Individuals who are not employed by the Fairfax County Sheriff's Office will not be admitted to the Fairfax County Adult Detention Center without specific approval of one of the following:
  - a. Sheriff
  - b. Chief Deputy Sheriff
  - c. Commander, Confinement Division
  - d. Commander, Support Services Division
  - e. Chief, Confinement Branch
  - f. Chief, Classification and Records Branch
  - g. Chief, Services Branch
  - h. On-Duty Shift Commander
2. Exceptions are as follows:
  - a. Employees of criminal justice and county agencies including fire and rescue personnel responding to emergencies.
  - b. Attorneys visiting clients in professional visiting areas.
  - c. Members of the Fairfax County Board of Supervisors.
  - d. The Governor, members of the General Assembly, and members of the Board of Corrections.
  - e. Private citizens and groups of individuals touring the Adult Detention Center under provisions of [SOP 036 - Tours](#).
  - f. Members of public and private agencies, as well as private citizens who have been approved to enter the Adult Detention Center for the exclusive purpose of providing direct services and programs to inmates.
  - g. Persons in categories a., c., d., and e. should be escorted by sworn personnel at all times. Persons in category "f", who do not possess a

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valid civilian or volunteer ID, must be escorted by a badged civilian staff member or by sworn Sheriff's Office personnel. They must also show on their person a "Visitor" badge.

3. Non-agency personnel specifically authorized to enter the Adult Detention Center on a full or part-time basis to provide services and programs to inmates will be issued an Adult Detention Center Identification Card by the Supervisor, Inmate Programs & Recreation Section.
4. Employees of the Sheriff's Office will be issued a Sheriff's Office Identification Card by the Applicant Screening Section of the Administrative Services Division.
5. Non-agency personnel visiting the Adult Detention Center on official business which requires them to proceed beyond A Door (Male Confinement), or attorney visiting area (Female Confinement) must be approved and will be required to sign in on the Volunteer/Visitor's Log and sign the Entrance Agreement before being issued a visitor's pass. Each person will then be escorted by badged civilian staff or sworn Sheriff's Office personnel. Uniformed law enforcement officers, uniformed fire and rescue services personnel, and individuals touring the facility in groups of five or more persons are exempt from this provision.

**B. Admittance of Employees of Criminal Justice and County Agencies.**

1. Law enforcement personnel and members of other criminal justice agencies may be admitted to non-secure areas of the ADC for the purpose of conducting official business upon presentation of official identification. They will not require an escort or a visiting pass.
2. Whenever dignitaries such as Judges, Sheriffs, Police Chiefs or Commonwealth Attorneys arrive unannounced, they will be admitted and the on-duty shift supervisor will be notified. The on-duty shift supervisor will make the appropriate notifications through their chain of command. Visiting badges and an escort by sworn personnel will be provided.
3. Employees of other County agencies who are providing services to inmates at the request of other civilian staff of the ADC will be authorized entry by the on-duty shift supervisor. They will be issued a Visiting badge and escorted by the requesting civilian staff member at all times. These individuals may also be authorized visits in Professional Visiting during normal hours. They will not need to be escorted for these visits. Staff should ensure that the visit is of a professional nature and authorized by the on-duty supervisor.

**C. Admittance of Attorneys.**

1. Attorneys may be admitted in areas designated for professional visiting for purposes of conducting official business with clients (inmate or staff), upon presentation of a current Virginia Bar Association Identification Card and an ID which contains their photograph.
2. Attorneys are required to sign in and out in the Professional Visitor's Log. After normal operating hours, attorneys are required to check in with ADC Control Booth 1 (CB1).

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3. Attorneys from jurisdictions beyond Virginia must be approved by a Chief of Confinement or higher rank.
- D. Admittance of the Governor, Members of the General Assembly, Board of Corrections, and Members of the Fairfax County Board of Supervisors.
1. Upon presentation of valid identification, the Governor, Members of the General Assembly and Board of Corrections, and Members of the Fairfax County Board of Supervisors will be admitted to the facility.
  2. Upon arrival of such dignitaries, the Branch Chief present and the Sheriff will be notified.
- E. Admittance of Persons Providing Direct Services and Programs to Inmates.
1. Members of public and private organizations, private citizens, part-time and contract employees of the Sheriff's Office who have been authorized to enter the Adult Detention Center for the purpose of providing services and programs to inmates may be admitted upon presentation of a valid Adult Detention Center Identification Card.
  2. All persons in this category are required to wear their identification cards in a prominent location on their person while in the facility.
  3. Volunteers and visitors, other than those participating in a tour group, must sign in on the Volunteer/Visitor's Log located adjacent to "A" door on A Floor of the ADC.
- F. Applying for Admittance on a Full or Part-Time Basis.
1. Members of public and private organizations and private citizens may apply for admission to the Fairfax County Adult Detention Center for the purpose of providing services and programs to inmates by complying with the policies and procedures outlined in [SOP 224 - Volunteer Involvement](#).
  2. Non-United States citizens who apply for admittance into the ADC shall be required to provide documentation that clearly defines their legal status in the United States. Updated documentation will be required upon the expiration of their legal immigration status documentation. All naturalized citizens will be required to produce a certificate of naturalization. These files will not require further review after the initial inspection by the Inmate Programs & Recreation Supervisor.
  3. If the services of a particular individual are not desired, or there is no need for a particular service, the Inmate Programs & Recreation Supervisor will prepare a letter informing the individual concerned that his or her services will not be utilized. This letter will be prepared for signature of the Chief, Services Branch. Care must be exercised when notifying individuals who are denied admittance on grounds of adverse background information.
- G. Background Checks

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1. An annual background check / review will be conducted on all individuals with access to the secure areas of the ADC. Reviews will be coordinated and scheduled by the Services Branch. Prior to the review being conducted, [SOP 224 - Visitor Request for Admittance, Attachment 1](#) (for non-agency staff) will be submitted by the individual requesting access. Any individual not submitting the required documentation to the reviewing authority shall have access denied /revoked.
    - a. For Non-Agency staff
      1. A sworn supervisor designated by the Chief, Services Branch will review all access requests. Reviews which result in the finding of criminal or civil charges will be processed as follows:
        - a) Any review that produces any arrest for what would be considered a Class 1 misdemeanor, by Virginia statute, or any class of felony arrest shall only be approved by the Chief, Services branch or Division Commander.
        - b) Any new arrest/charge that is discovered during an annual review must be brought to the attention of the Chief, Services Branch for review.
        - c) Any conviction or adjudication of charges involving sexual abuse or sexual harassment as described in PREA Standard 115.17 will result in the denial of access.
      2. The reviewing authority will keep submitted background documents in a secure location. All VCIN/NCIC printouts will be destroyed by mechanical means once an access decision has been reached.
      3. Once annual approval has been granted, an ADC access badge will be updated and valid until the next review cycle. All individuals with access to the facility must have a current access badge.
    - b. For Sworn Staff
      1. An annual background check / review will be conducted on all staff with access to the secure areas of the ADC. Reviews will be coordinated and scheduled by the Services Branch.
      2. If a review results in information that there has been an arrestable incident or a violation of [SOP 016 - Standards of Conduct](#), the information will be forwarded to that staff member's Branch Chief for follow-up.
- H. Processing Approved Applications for Admittance.
1. When an applicant has been approved for an ID card, the Supervisor, Inmate

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Programs & Recreation Section will:

- a. Photograph the individual for identification purposes.
  - b. Prepare and issue to the individual an Adult Detention Center Identification Card.
  - c. Create and maintain a personnel file for the individual.
  - d. Individuals may be approved to enter the ADC on a "one time basis". When this is done, the sworn staff member approving the entrance will create a memorandum (referred to as a "mini-memo") which will list the individual's name, the reason for admittance, or the Program they will be attending, and the date and times of their planned entry and departure from the ADC. A copy of the memorandum will be placed in CB1. A visitor's badge and escort by badged civilian staff or sworn Sheriff's Office personnel is required at all times.
2. Before being approved and issued an ADC I.D. card, each applicant will receive an orientation and briefing on Adult Detention Center operations, policies and procedures, and be issued a copy of the facility's Rules and Regulations for Volunteers and Support Service Personnel.
    - a. The orientation for volunteers will include information concerning lines of authority, responsibility and accountability for the Volunteer Services Program.
    - b. In addition to executing the Entrance Agreement Form, support services personnel who are not employees of the Sheriff's Office must execute the facility's Consultant and Contractor's Agreement, agreeing to abide by the facility's written policies on confidentiality of information.
- I. There are three (3) types of identification cards issued to civilian (non-sworn) personnel approved to enter the ADC to provide services to staff and inmates; civilian Sheriff's Office staff, Support Services personnel, and volunteers.
    1. Civilian Sheriff's Office staff will be issued an identification card which will have the word "Civilian" superimposed over a gold Sheriff's Office badge.
    2. Support Services Staff will be issued an identification card that displays the Fairfax County Seal in the background.
      - a. The specific name of the program, (i.e., OAR; Education) will be displayed on the card. The words "ADC Staff" will be typed below the name of the organization.
    3. Volunteers will be issued an identification card which displays the Fairfax County Seal in the background.
      - a. The specific name of the program (i.e., OAR; Religious) will be displayed on the card. "Volunteer" will be typed below the name of the program.

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- b. "ADC 1", "ADC 2", or "ADC 3" will be typed under the photograph of the individual.
  - 1) Personnel possessing the "ADC1" notation have access to classrooms, offices, and all floors.
  - 2) ADC 2 badge holders are authorized access to professional visiting, programs staff offices, and classroom areas. ADC 2 badge holders are not allowed in inmate housing areas, except when classes and/or programs are held in a pre-designated housing area.
  - 3) ADC 3 badge holders are authorized access to professional visiting areas only. They are not permitted access to any other areas of the ADC.
- 4. Accountability and Control.
  - a. Adult Detention Center Identification Cards.
    - 1) The Supervisor, Inmate Programs & Recreation Section will be responsible for issuing and maintaining accountability of identification cards issued to support services personnel and volunteers.
      - a) A log or other record of identification cards issued will be established.
      - b) Blank identification cards will be stored in a secure container under control of the Supervisor, Inmate Programs & Recreation Section.
      - c) Identification cards will be recovered from inactive support services personnel and volunteers, and destroyed. If the file remains inactive for a period of one year, it too will be destroyed.
  - b. Visitors' Passes.
    - 1) Chiefs, of the Confinement Branch will be responsible for maintaining an adequate quantity of visitors' passes in CB1.
    - 2) CB1 deputies are responsible for maintaining accountability of visitors' passes on hand.
  - c. Sheriff's Office Employee Identification Cards.
    - 1) Sheriff's Office Employee Identification Cards will be accounted for and controlled by the Human Resources Branch of the Administrative Services Division.

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2/27/07  
DATE APPROVED

02/14/2020  
EFFECTIVE DATE

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