

I. PURPOSE

To provide guidance to staff for the management of individuals within the secure confines of the Adult Detention Center wearing religious head coverings.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that employees abide by laws that require the agency to make reasonable accommodations for the religious beliefs of those with whom staff interact in their official capacities. Persons wearing religious head coverings as part of their religious expression shall be treated in a manner that is professional, respectful, and courteous.

II. DEFINITIONS

Religious Head Covering (RHC): An article of clothing, worn on the head by men and women of various faiths for religious purposes.

Exigent Circumstance: Those circumstances that would cause a reasonable person to believe that the current situation requires a deviation from written policy and normal practices to ensure the safety and security of the facility.

III. PROCEDURE

A. The following rules are in effect regarding arrestees wearing RHCs brought into the Adult Detention Center; Unless exigent circumstances exist.

1. If an arrestee professes a religious belief requiring his or her head to be covered, the Receiving Sergeant will be notified immediately. Staff will conduct the initial pat search in the privacy of GE 67 or GE 68.
2. Staff will ensure that the arrestee is out of view of others to include uninvolved staff.
3. Allow the arrestee to slowly remove the RHC. Staff will remain vigilant during this time as this area of the arrestee may not have been searched by the arresting officer.
4. Staff of the same gender shall conduct the search.
5. The RHC shall be searched thoroughly. The RHC will be placed in the inmate's property and documented accordingly.
6. An RHC will be given to the arrestee.
7. Property Officers will ensure that a supply of approved RHCs are kept in male and female receiving.
8. Staff will document the search and the issuance of an RHC on an incident report.

B. Intake and Booking Procedures:

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1. During the intake process, arrestees will have their booking photographs captured with and without the issued RHC. Staff shall ensure that only the necessary number of deputies be present. In addition, those present should be of the same gender as the arrestee. The arrestee shall be kept out of view of others as much as possible.
 2. After the intake and booking process has been completed, staff will allow the arrestee to wear their issued RHC.
 3. Arrestees wearing the issued RHC shall be processed as any other arrestee in accordance with [SOP 512 - Inmate Searches](#), [SOP 526 - Booking Desk](#), and [SOP 528 - Inmate Property](#).
- C. Classified, indigent inmates requesting an RHC:
1. If an inmate wishes to wear an RHC and is indigent, he/she will be instructed to submit an inmate request form to the Chaplain explaining their request.
 2. The Supervisor, Programs and Recreation Section in cooperation with the Chaplain, will review and investigate if the inmate is indigent.
 - a. The Programs Section will make the notification to the inmate on whether their request was approved.
 - b. If the request is approved, the inmate will be issued one RHC.
 - c. Updated booking photos will be taken to capture an image of the inmate wearing the jail issued RHC.
- D. Classified inmates wishing to purchase an RHC:
1. Classified inmates will have the opportunity to purchase up to two RHC's through Commissary.
- E. Wearing the RHC within the secure confines of the Adult Detention Center and any facility operated or controlled by the Fairfax County Sheriff's Office.
1. Inmates will always be allowed to wear their RHC within the Adult Detention Center, during transportation, at the Fairfax County Courthouse, or within any other facility operated or controlled by the Fairfax County Sheriff's Office.
 2. All RHCs are subject to search at any time. A staff member of the same gender shall conduct the search of the RHC. Whenever possible, the search should be conducted in private.
 3. Unless there are exigent circumstances, the inmate will NOT be required to remove their RHC in the presence of the opposite gender in any facility or vehicle operated or controlled by the Fairfax County Sheriff's Office.
 4. If exigent circumstances exist and an inmate is required to remove their RHC in the presence of the opposite gender, an incident report shall be generated.

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5. Inmates will not cover their face with their RHC at any time during their incarceration.
 6. If the RHC is altered, it will be considered contraband and disposed of. If it is used for anything other than its intended purpose, it will be confiscated and placed in the inmate's property.
 - a. These incidences will be documented accordingly on an incident report.
 - b. In these cases, notifications will be made via SIMS referral to the Programs Section.
 - c. If indigent, the inmate will not be given another RHC during their remaining incarceration.
 7. If an inmate is suicidal and placed on restricted issue, their RHC will be removed and placed in their property. Once the inmate is cleared by Behavioral Health Staff, their RHC will be returned.
- E. Released from Custody
1. Staff members shall allow an inmate to keep their RHC and wear it upon release from Sheriff's Office custody.



**STACEY A. KINCAID
SHERIFF**

**04/11/18
DATE APPROVED**

**05/31/19
EFFECTIVE DATE**

Revised May 2019