



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.3	
Subject: Adult Detention Center Operations	Topic: Housing Unit and Security Cell Entry	
Accreditation: 6VAC15-40-880, PREA.115.14		
	Revised: 09/22/2016	Reaffirmed:
Enacted: 02/02/2012	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to provide directives as to when a deputy may enter a housing unit or security cell.

II. POLICY

It shall be the policy of the Corrections Division to provide procedures and guidelines that deputies shall follow prior to entering any inmate housing unit or security cell. It shall be the policy that the number of staff required to enter a housing unit will be based on the classification level of the inmates housed in that unit and whether that housing unit is a direct or indirect supervision housing unit. Prior to any deputy entering a housing unit, they shall verify the classification level of the inmates housed there, the status of the unit (i.e. all inmates are secured or unsecured in cells) and the activities that are taking place. It shall also be the policy that two (2) deputies must be present prior to entering any security cell. Prior to entering a housing unit or security cell, staff will visually inspect the area to evaluate for potential safety and security risk.

III. PROCEDURE

A. Minimum Staff Requirements for Accessing a Minimum/Medium Direct Supervision Housing unit

1. 1 Deputy May make entry into a Minimum/ Medium Direct supervision housing unit if that post is staffed only with 1 Deputy.

B. Minimum Staff Requirements for Accessing a Minimum/Medium Security Podular Remote Housing Unit

1. In order for a deputy to enter any Minimum/Medium security podular remote housing unit a minimum of 2 deputies must be present. One Deputy observing from either the control room and/or Central Control, one deputy making entry.
2. One Deputy may make entry into a Minimum/Medium security podular remote housing unit if all inmates are locked down and Central Control has taken control of the security doors for the unit.

C. Minimum Staff Requirements for Accessing a Maximum Security Podular Remote Housing Unit

1. In order for a deputy to enter any Maximum Security podular remote housing unit a minimum of two 2) deputies will be physically present unless all

inmates are secured in cells. Central control shall be responsible for the operation of security sliders and doors in the housing unit when both deputies are physically present in one of the pods.

D. Minimum Staff Requirements for Accessing a Podular Remote Security Cell

1. Two (2) deputies will be present prior to entering or opening a group holding cell or a security cell. Deputies will determine whether additional staff members are needed based on inmate classification level and the demeanor of the inmate(s) present in the security cell.

E. Minimum Staff Requirements for Accessing a Direct Supervision Security Cell

1. A minimum of two (2) deputies will be present prior to entering into a security cell. One shall remain at the door to maintain security while the other deputy enters the cell.

DOC STANDARD #

6VAC15-40-880: Officer Entry

Written policy and procedure shall specify the conditions under which an officer can enter a security cell or cellblock.

Compliance Documentation:

- Review written policy and procedures
- Refer to standard (6VAC15-40-960)
- Interview staff

The policies and procedures of this standard are determined by the facility's design and philosophy of the facility administrator. The practice may vary depending on whether the facility is linear, direct, indirect or other style and should be determined with consideration given to ensuring security of both the staff and inmates. Appropriate practices can be identified in consultation with the Compliance and Accreditation Unit staff or your Local Facility Manager

PREA STANDARD #

§ 115.14 Youthful inmates.

(a) A youthful inmate shall not be placed in a housing unit in which the youthful inmate will have sight, sound, or physical contact with any adult inmate through use of a shared dayroom or other common space, shower area, or sleeping quarters.

(b) In areas outside of housing units, agencies shall either:

- (1) maintain sight and sound separation between youthful inmates and adult inmates, or
- (2) provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact.

(c) Agencies shall make best efforts to avoid placing youthful inmates in isolation to comply with this provision. Absent exigent circumstances, agencies shall not deny youthful inmates daily large-muscle exercise and any legally required special education services to comply with this provision. Youthful inmates shall also have access to other programs and work opportunities to the extent possible.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.