



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 502.4

Subject: Adult Detention Center Operations

Topic: Inmate Movement

Enacted: 05/07/2010

Last Review: 03/07/2024

Review: 07/01/2026

I. PURPOSE

The purpose of this General Order is to provide directives for the orderly and safe movement of inmates in the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections Division to control inmate movement throughout the Loudoun County Adult Detention Center. It is the responsibility of the escorting deputy to have inmates arrive and return from their intended destination safely, securely, and in a timely manner. All inmates shall be searched prior to any movement to maintain the safety and security of the facility and all persons involved.

III. PROCEDURE

A. General Population [Inmate Movement](#)

The number of deputies required to escort an inmate will be based on the inmate's custody level, behaviors currently exhibited, and any special security precautions put into place. While the actual number of deputies used will be at the deputy's discretion, the number shall not fall below the following ratios:

1. Minimum/Medium Custody Inmate to Deputy Ratio:
 - a. One (1) deputy per three (3) inmates
 - b. Two (2) deputies for four (4) or more inmates
2. Maximum Custody/Administrative Segregation Status Inmate to Deputy Ratio:
 - a. One (1) deputy per one (1) handcuffed inmate
 - b. Two (2) deputies per four (4) handcuffed inmates
3. If an inmate is being escorted for behavioral reasons, a minimum of two (2) deputies shall be present, and the inmate shall be handcuffed behind their back.
4. When movement occurs within a specific duty area (i.e., intake), it is the escorting deputy's discretion on the use of restraints and for maintaining the appropriate inmate/deputy ratio unless directed by a supervisor.

5. All inmates will be searched prior to leaving their housing unit/location and again when returning.

B. Inmate Worker Movement

1. Inmate Workers are assigned to specific areas in the Adult Detention Center. Although it is unnecessary to escort them during normal assigned duties, they will not be permitted to move freely without authorization from a deputy.
2. Deputies will closely monitor Inmate Workers while they are out of their housing units performing their duties.
3. All Inmate Workers will be searched frequently by deputies when outside of their housing unit to prevent the exchange of contraband.

C. Documentation of Movement

1. The post deputy will document all inmate movement to and from the housing unit. This will include the name of the inmate(s), date, time, destination, and reason. All information will be logged into the electronic log system. An accurate inmate count will be maintained by the post deputy.

IV. DOC STANDARD #

6VAC15-40-1060: Movement of Inmates

Written policy, procedure and practice shall regulate the movement of inmates within the facility.

Compliance Documentation:

- Review written policy and procedures
- Review system utilized to track inmate movement
- Interview staff/inmates
- Observation

A system of identifying the movements of inmates within the facility is necessary for the orderly operation and security of the facility. Logs, a pass system, schedules, etc., can be used for this purpose. An inmate's location in the facility should always be known.