



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 502.4

Subject: Adult Detention Center Operations

Topic: Inmate Movement

Accreditation: 6VAC15-40-1060

Revised: 09/22/2016

Reaffirmed:

Enacted: 05/07/2010

Last Review:

Review:

I. PURPOSE

The purpose of this General Order is to provide directives for the orderly, safe movement and transportation of inmates in and out of 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 and to provide transportation to facilitate inmate movement outside of the facility. 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.

Inmates shall be secured with full restraints prior to and during any transport outside of the facility. If an inmate or detainee has some type of physical or medical condition that would prevent the use of full restraints (i.e. handcuffs, waist chain, and leg shackles) the escorting deputy shall use his or her discretion on the use of restraint equipment. In the case of transporting a pregnant female follow the directives set forth in General Order 403.11. If a deviation to the normal application of restraint equipment is necessary, the escorting deputy shall notify his or her supervisor of the condition of the inmate or detainee and what type of restraint equipment will be used and how that equipment will be applied. Inmates shall remain under deputy supervision while in restraints or during any escort or movement.

III. DEFINITIONS:

Inmate Movement: When an inmate is out of secure housing and in transit to another location inside or outside of the facility.

High Risk Inmate Movement: An inmate who has a history of violent behavior or escape attempts, or has displayed unstable behavior and is in transit to another location inside or outside the facility.

IV. PROCEDURE

A. Inmate Movement within the Facility

The number of deputies required to escort an inmate will be based on the custody level they present or behaviors currently exhibited. While the actual number of deputies used will be at the deputy's discretion, the number shall not fall below the following ratios:

1. Medium Custody Inmates to Deputy Ratio:
 - a. One (1) deputy per three (3) inmates
 - b. Two (2) deputies per six (6) inmates
2. Maximum/Administrative Segregation Custody Inmate to Deputy Ratio:
 - a. One (1) deputy per one (1) inmate (In Restraints)
 - b. Two (2) deputies per four (4) inmates (In Restraints)
3. If an inmate is being escorted for behavioral reasons, at a minimum two (2) deputies shall be present and the inmate shall be handcuffed behind the back.
4. When movement occurs within a specific duty area, it is the escorting deputy's discretion on the use of restraints and for maintaining the appropriate inmate/deputy ratios unless otherwise directed.
5. All inmates will be searched prior to leaving the facility or housing unit and again before returning.

B. Inmate Trusty Movement

1. Inmate Trustees are assigned to specific areas in the Adult Detention Center. Although it is not necessary 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 Trustees while they are out of their housing units performing their duties.
3. All Inmate Trustees will be searched frequently by deputies when outside of their housing unit in an effort to prevent the exchange of contraband.

C. Outside Escorts

1. Any inmates (not to include Work Release and on-site and off-site inmate workforce) escorted outside of the Adult Detention Center will be restrained by the use of handcuffs, waist chain, and leg shackles and will be escorted by an armed deputy. (Unless inmate is pregnant, see General Order 403.11)

D. 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 documentation will be placed on the appropriate duty post activity

log. An accurate inmate count will be maintained on the duty post activity log.

V. 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

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