



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 502.5

Subject: Adult Detention Center Operations

Topic: Searches

Enacted: 02/21/2012

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I. PURPOSE

The purpose of this General Order is to provide directives for conducting searches of inmates and general searches within the Loudoun County Adult Detention Center for the purpose of controlling contraband.

II. POLICY

It shall be the policy of the Corrections Division to maintain security and control in the Adult Detention Center (ADC) through a systematic procedure for searches of inmates and the facility.

A search of an inmate's person is intended to detect contraband or reveal other information that will assist in maintaining institutional integrity. Inmate searches shall be conducted in a thorough and dignified manner. Inmates shall be subject to regular and random searches at any time. The degree to which the search is carried out will be dictated by the circumstances that require the search. Pursuant to 19.2-59.1 of the Code of Virginia, no person in custodial arrest for a traffic violation, Class 3 or Class 4 misdemeanor, or a violation of a city, county, or town ordinance, which is punishable by no more than thirty days in jail shall be strip searched unless the supervisor authorizing the search has reasonable cause to believe that the individual is concealing a weapon.

Unannounced and irregularly timed searches shall be conducted of inmate living areas, and other areas of the ADC to which inmates have access. Inmate cells and housing areas shall be inspected and searched prior to occupancy by a new inmate(s). Vehicles entering or leaving the ADC shall be inspected any time inmates are present in those areas. Supplies and other items entering the ADC shall be inspected for contraband.

Any person entering the ADC is subject to search. Notice of this shall be posted for the information of the public. Visitors shall not be strip-searched without specific authorization of the Division Commander.

All searches shall be conducted in the manner currently taught by the deputy's certifying academy and approved by the Loudoun County Sheriff's Office.

III. PROCEDURE

A. Inmate Searches Generally

1. All inmates are subject to search at any time.

2. The search of an inmate is intended to detect weapons, drugs, and other [contraband](#) to maintain the security and safety of the facility.
3. All searches will be:
 - a. Complete: checking the entire body.
 - b. Thorough: check inside pockets, shoes, socks, etc.
 - c. Systematic: search each inmate in the same manner each time.
4. All inmates will be [pat down searched](#) prior to being moved within or outside of the facility, and upon returning to the facility or their housing unit.
5. All deputies will be trained in current search techniques as taught under Virginia Department of Criminal Justice Services Standards and approved by the Loudoun County Sheriff's Office.
6. Use of hand-held metal detectors or full scanning devices will be used only as a search method supplemental to physical searches.
7. Sheriff's Office canines are not to be used for the search of an inmate's person.
8. The Sheriff's Office shall not permit cross-gender searches of female inmates, absent exigent circumstances. The Sheriff's Office shall document all cross-gender searches of female inmates when it is deemed necessary to perform such search. In these circumstances, a witness should be present when available, an In-House Incident Report shall be generated by the searching deputy, and notification made by a supervisor to the Corrections Duty Officer and agency PREA Coordinator.
9. No staff member shall conduct a search of a transgender or intersex inmate solely for the purpose of determining genital status. If the inmate's genital status is unknown, it may be determined during conversations with the inmate. If the inmate is uncooperative, the immediate supervisor shall request a female deputy conduct the search.
10. Contraband found as a result of a search shall be handled in accordance with Sheriff's Office [General Order # 502.7 Contraband Control](#).

B. [Committal Searches](#)

1. All newly committed inmates will be searched in the Search Sallyport with a minimum of two (2) deputies present.

2. If during the committal search, an inmate is combative or refuses to comply with the search, a supervisor will be notified. The supervisor shall assess the situation to determine what action(s) should be taken to maintain the safety and security of the facility. If determined by a supervisor's observation on scene that the inmate is combative or uncooperative, they will be escorted into the booking area in their personal clothing after a thorough pat down search is conducted. At a minimum, the searching deputy shall remove any outer clothing items such as jackets, coats, shoes, belts, etc. The inmate shall be housed in an observation cell until they comply with the change out process. An In-House Incident Report shall be completed documenting the inmate's behavior and the name of the supervisor assessing the situation.
3. The deputy conducting the search will perform a search of the inmate's pockets, waistband, hair, mouth, and ears while the subject is handcuffed. All items found in the pockets of clothing shall be removed. The deputy shall internally search and turnout all pockets of clothing and perform a groin sweep during the search. Once it is clear that no weapons or contraband are present and if the inmate is compliant, the deputy conducting the search will remove the inmate's handcuffs in the Search Sallyport. The searching deputy shall remove any outer clothing items such as jackets, coats, shoes, belts, etc. and conduct a second search of the inmate's person and clothing. Once the secondary search is complete, the inmate will be moved into the Change Out Room.
4. Once the inmate is moved to the Change Out Room, the second deputy will perform a visual search of the change out stall to confirm no contraband items are present while the primary deputy maintains control of the inmate.
5. The inmate will step into the change out stall while the deputies remain outside of the stall. The door to the change out stall will be closed, and all clothing items will be handed over the door by the inmate to the deputies for search and inventory purposes. This process will be utilized if a strip search is not warranted. The inmate will be provided with an ADC uniform to dress into while in the change out stall.
6. Once the inmate is dressed in an ADC uniform and steps out of the change out stall, they will be handcuffed and [pat down searched](#). This will be done to ensure that they have not maintained possession of any contraband under the ADC uniform.
7. Deputies will search the change out stall again, after the stall has been vacated, and prior to its next use, to ensure that no contraband has been left behind by the inmate.
8. The secondary deputy will be responsible for the thorough search of all clothing and personal items removed prior to placing them in the property

room. All inmate property shall be handled in accordance with Sheriff's Office [General Order # 506.12 Inmate Property](#).

9. Prior to being assigned permanent housing outside of the intake area, inmates shall submit to a body scan using a Full Body Scanning Device.
 - a. If a newly committed inmate refuses to be scanned, is under the influence of drugs or alcohol and not able to stand during the scanning, or incapable of being scanned, the inmate will be placed in an Intake Observation cell until such time as they can be scanned.
 - b. If the results of the body scan indicate that contraband may be present, a strip search shall be performed before the inmate is moved to housing.
 - c. To minimize the risk of contraband entering the confinement housing areas, any inmate that refuses to comply with this process shall remain housed in the intake area until they submit to the full body scan. Once the inmate is classified and is still incapable or refuses to be scanned, a strip search shall be conducted.

C. [Strip Searches](#)

1. Strip searches may be conducted only when they do not conflict with [19.2-59.1](#) of the Code of Virginia and a supervisor determines that specific circumstances necessitate this action. Examples include, but are not limited to, the following:
 - a. After receiving information directly from the arresting officer that the subject being committed may possibly be concealing weapons, drugs, or contraband.
 - b. Subject has a previous history of concealing contraband, weapons, or drugs.
 - c. Subject has a current charge or previous conviction involving drugs, weapons, or smuggling.
 - d. If the results of a body scan indicate that contraband may be present.
 - e. Any Community Custody Program participant removed from the program.
2. No strip search will be conducted on arrestees entering the ADC prior to receiving a commitment order.
3. All classified inmates are subject to being strip searched.

4. All strip searches will be conducted in a dignified manner and in a private setting.
5. At no time will a deputy conduct a strip search of an inmate of the opposite sex.
6. All strip searches will be performed by a minimum of two (2) deputies.
7. An Incident Based Report (IBR) and In-House Incident Report shall be completed for all strip searches that are conducted. This report will specifically detail the authorizing supervisor's justification to approve the strip search, the names of personnel/inmate involved in the search, witnesses, location of the search, and results of the search.

D. Full Body Scanning Device

1. Full body scanning is performed using a device that detects metallic and non-metallic objects on or inside a person's body.
 - a. Only trained staff shall be authorized to operate this type of body scanning device.
 - b. Scanning shall be performed by a trained operator of the same sex as the inmate to be scanned.
 - c. Scanning shall always be performed in a professional manner.
 - d. Body scanning is not a substitute for [pat searches](#) or [strip searches](#).
 - e. Staff members and visitors shall not be scanned.
 - f. Any technical or mechanical issues shall be reported to a supervisor so contact can be made with the manufacturer.
2. Full body scanning shall be performed in the following circumstances:
 - a. Once an arrestee is committed to the custody of the Sheriff's Office and a committal search has been completed, the inmate will proceed through the body scanner before entering Intake.
 - b. When an inmate returns from court in another jurisdiction.
 - c. When an inmate from another jurisdiction is attending court in Loudoun County and is dropped off at the Adult Detention Center prior to being transported to court.

- d. When an inmate leaves the secure confines of the facility and has contact with the public (i.e., a doctor or dental appointment, funeral escort, etc.).
 - e. Any inmate where there is a possibility that he/she may be concealing contraband or weapons in or on their person.
 - f. Other reasons not listed, after approval is received from a supervisor.
3. Inmates participating in a Community Custody Program may be body scanned after receiving approval from a supervisor. Some instances include the following:
- a. Work Release participants returning from work.
 - b. Inmates assigned to Work Force returning from work.
 - c. Any situation where an inmate has come into contact with a member of the public.
 - d. Other reasons not listed, after approval is received from a supervisor.
4. Before an inmate is scanned, the following questions will be asked:
- a. Do you have any body piercings?
 - b. Do you have any implants or prostheses?
 - c. If female, are you pregnant? Pregnant or possibly pregnant females will not be scanned. If the facility's medical provider determines that a female is not pregnant, she will be scanned.
5. The operator shall instruct the inmate on how to enter the body scanner.
- a. The inmate will remain fully clothed when scanned.
 - b. The inmate will be instructed to stand still while the platform mechanically moves through the scanning portal.
 - c. The operator shall announce loudly "scanning" so staff in the immediate area can step outside the designated scanning area.
 - d. Only one inmate will be scanned at a time. When scanning groups of inmates, at least one deputy shall be present to ensure contraband is not passed among the other inmates while the scans are being performed.

6. If contraband is discovered during a scan, a supervisor shall be notified immediately.
 - a. The operator or supervisor will advise the inmate that the scanning system has recognized the presence of a foreign object/contraband on his/her person. The operator or supervisor will ask the inmate what he/she is concealing and if it can be removed.
 - b. If the contraband can be removed, the inmate, in the privacy of a cell, will remove the foreign object/contraband in the presence of a deputy of the same gender.
 - c. If the contraband cannot be removed or if the inmate refuses to remove it, a strip search shall be conducted.
7. If a classified inmate refuses to be scanned, he/she will be in violation of Failure to Obey a Direct Order and will be charged accordingly. At that time, a strip search shall be conducted and any necessary precautions will be taken such as placing the inmate in an Intake Observation cell until he/she can be scanned.
8. All positive scans will be documented via an In-House Incident Report and discovery of contraband will be handled in accordance with Sheriff's Office [General Order # 502.7 Contraband Control](#).
9. The Support Services supervisor shall collect and maintain the following records for a minimum of five (5) years.
 - a. Upgrades, modifications, maintenance, and repair records (for the life of the system).
 - b. Records of radiation surveys.
 - c. Evidence to show the dose limits, inside and outside the isolation zone.
 - d. Total number of scans conducted. The total number of times an inmate is scanned in a 12-month period shall not exceed one thousand (1,000).
 - e. Date and method of disposal or transfer of the system.
 - f. All records reflecting compliance with all applicable regulatory requirements and radiation safety.
 - g. A complete and current set of operating procedures for the system.

10. Each operator's training record will be maintained by the Sheriff's Office Training Section with a copy uploaded to the employee's electronic personnel file.
11. Inmate exposure to screenings shall be in accordance with the recommendations of ANSI/HPS Standard N43.17-2009.

E. [Body Cavity Searches](#)

1. If there is reasonable cause to believe contraband has been concealed in a body cavity, a body cavity search will be performed by a physician or medical provider at a Hospital Emergency Room only.
2. A body cavity search of an inmate may only be conducted after consultation with the Corrections Staff Duty Officer and obtaining a search warrant or court order.
3. A deputy, of the same sex as the inmate being examined, shall be present during the body cavity search.
4. A copy of the warrant or court order shall be given to the emergency room staff.
5. Any contraband found during a body cavity search will be handled in accordance with Sheriff's Office [General Order # 502.7 Contraband Control](#).
6. An Incident Based Report (IBR) and In-House Incident Report shall be completed for all body cavity searches conducted and in cases where a warrant or court order is denied after attempting to obtain such. These reports will specifically detail the authorizing supervisor's justification to seek the warrant or court order, the name of the inmate, the names of personnel involved in the search, witnesses, location of the search, and results of the search.

F. [Common Area Searches](#)

1. Each assigned squad will conduct a systematic and thorough search of one (1) housing unit or common area each month.
 - a. Prior to the beginning of each month, the Corrections Division, Commander of Operations, or designee, will generate a schedule of common area searches to be made ensuring all housing areas are searched at random. This schedule will detail which housing units or common areas

will be searched by which squad for that month. This schedule will then be forwarded to the shift supervisors.

- b. The shift supervisors will determine the date and time of the search.
- c. Searches of areas such as the kitchen, classrooms, laundry, and visiting areas will normally be conducted when the area is not being utilized.
- d. At the completion of the search, an In-House Incident Report shall be completed and forwarded to the shift supervisor for approval. The report shall include the following information:
 - i. Date and time of the search.
 - ii. Location of the search.
 - iii. Personnel participating.
 - iv. List of items found.
 - v. Copies of Property Receipts for individual inmate property placed in the Property Room.
 - vi. Any unusual circumstances or occurrences during the search.
 - vii. Any serious findings of security breaches will be brought to the Division Commander's attention immediately.

2. Common Area Search Procedure

- a. A squad supervisor will advise the post deputy and Central Control staff of the upcoming search. Central Control staff will turn off water to the housing unit being searched until the conclusion of the search.
- b. In the event a search of a housing unit is being performed by staff members of the opposite sex and inmates are in the showers, performing bodily functions, or changing clothing, staff will announce their presence prior to entering the housing unit.
- c. All inmates in the area to be searched will be moved to another location as determined by the squad supervisor. Each inmate will be searched prior to exiting the housing unit or area.
- d. Each deputy will have an assigned cell(s) or area(s) to search and will concentrate his or her efforts on that area.

- e. The searching deputy will complete a thorough, systematic, and complete search of that area, making sure to move systematically from one location to another within their assigned area.
- f. Personal effects belonging to inmates will be handled carefully during searches to avoid damage.
- g. When the search is complete, inmate property is to be placed on the inmate's bunk as neatly as possible.
- h. The deputy conducting the search will document the type, location, quantity, and disposition of any contraband or excess items found. This information will be forwarded to a squad supervisor at the end of the search to be included in the report.
- i. Any item discovered and considered to be a security threat will be brought to the attention of a squad supervisor immediately.
- j. Inmate personal items in excess will be removed and placed in the inmate's property.
- k. Any deputy discovering contraband or excess items that will be placed in the inmate's personal property will complete a Property Receipt. A copy of which will be given to the inmate from whom the property was taken and signature from the inmate obtained on the original. These original receipts will be forwarded to the squad supervisor at the end of the search to be included in the final report.
- l. Inmate personal items in excess will be removed and placed in the inmate's property.
- m. All locking and security devices will be tested at this time. All cell doors shall be opened, closed, and tested to verify that they lock securely.
- n. Inmates will be searched prior to returning to their housing unit.
- o. Any contraband found during the search will be handled in accordance with Sheriff's Office [General Order # 502.7 Contraband Control](#).

G. Searches of Delivery Items

- 1. Any item being delivered into the secure area of the adult detention center shall be received and accepted by a sworn staff member. Any sworn staff member receiving items delivered into the secure area of the adult detention center will immediately open, and systematically and thoroughly search each item received. Upon searching the item(s) and determining its approval to

enter the facility, the sworn staff member shall relocate the item(s) to the appropriate storage location or deliver them to the appropriate person(s). Any item that would be considered a threat to the safety and security of the facility shall not enter or be stored within the secure area of the adult detention center.

2. Any package that has been received by civilian staff shall be searched for contraband by a sworn staff member prior to it entering the secure area of the adult detention center.
3. During the search of delivery items, the packing slip will be located and removed from the package. This will act as a guide to ensure all items are accounted for. Once all the items are accounted for, the sworn staff member completing the search of the package will legibly sign the packing slip and forward it to the Financial Accounts Assistant.
4. Any item(s) found not to be intended for the Adult Detention Center will be returned to the sender. Items considered contraband will be removed from the secure area of the facility and handled in accordance with Sheriff's Office [General Order # 502.7 Contraband Control](#).
5. Delivery items may include, but are not limited to, UPS, FedEx, US Postal Mail, Virginia Department of Corrections, Virginia Distribution Center, and other such deliveries.

DOC STANDARD

6VAC15-40-710: Admitting Individuals into Jail.

Written policy, procedure and practice for admitting individuals into the jail shall address the following:

1. Verification of commitment.
2. Complete search of the individual and his possessions.
3. Disposition of clothing and personal possessions.
4. Interview for obtaining identifying data.
5. Photograph; and
6. Telephone calls.

6VAC15-40-910: Searches of facility and inmates.

Written policy, procedure, and practice provide for searches of facilities and inmates to control contraband and provide for the disposition of contraband. A schedule of searches shall be developed to ensure all housing areas of the facility have been searched on a random, but at least quarterly, basis. These procedures are not made available to inmates.

6VAC15-40-920: Contraband.

The facility shall have a policy regarding the control of contraband. The policy shall be available to inmates via the inmate handbook or orientation.

PREA STANDARD #

§ 115.15 Limits to cross-gender viewing and searches.

The facility shall not conduct cross-gender strip searches or cross-gender visual body cavity searches (meaning a search of the anal or genital opening) except in exigent circumstances or when performed by medical practitioners.

As of August 20, 2015, or August 20, 2017, for a facility whose rated capacity does not exceed 50 inmates, the facility shall not permit cross-gender pat-down searches of female inmates, absent exigent circumstances. Facilities shall not restrict female inmates' access to regularly available programming or other out-of-cell opportunities in order to comply with this provision.

The facility shall document all cross-gender strip searches and cross-gender visual body cavity searches and shall document all cross-gender pat-down searches of female inmates.

The facility shall implement policies and procedures that enable inmates to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Such policies and procedures shall require staff of the opposite gender to announce their presence when entering an inmate housing unit.