



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 502.6	
<b>Subject:</b> Adult Detention Center Operations	<b>Topic:</b> Facility Inspections	
<b>Accreditation:</b> 6VAC15-40-900, 6VAC15-40-1045, 6VAC15-40-1050, PREA.115.13		
	<b>Revised:</b> 09/22/2016	<b>Reaffirmed:</b>
<b>Enacted:</b> 02/21/2012	<b>Last Review:</b>	<b>Review:</b>

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## I. PURPOSE

The purpose of this General Order is to provide directives for conducting facility inspections.

## II. POLICY

It shall be the policy of the Corrections Division to conduct facility inspections which will identify, document, and maintain the overall safety, security and cleanliness of areas and the functionality of equipment at the Loudoun County Adult Detention Center. Minimum daily security checks shall include locks, doors, and windows.

## III. PROCEDURE

### A. Facility Inspections

1. Daily inspections conducted by duty post personnel and squad supervisors. These inspections include, at minimum, electronic monitoring equipment, security alarm systems, security lighting, and auxiliary power supplies. In addition, the Shift Supervisor will ensure that all gates, fences, screens, ceilings, floors, walls and barriers require regular inspection.
2. All inmate housing areas shall be inspected a minimum of twice per hour at random intervals between inspections. All inspections and unusual incidents shall be documented. No obstructions shall be placed in the windows that would prevent the ability of staff to view inmates or the entire housing area.
3. Weekly inspections conducted by shift supervisors.
4. Monthly inspections conducted by the Staff Duty Officer.
5. All facility inspections shall be conducted in a thorough and systematic manner, carefully inspecting all areas and equipment as outlined on the Facility Inspection Sheet.
6. All deficiencies will be documented in detail on the inspection sheet.
7. Corrective actions will be taken immediately by personnel at the time the deficiency is found and will be documented in detail on the inspection sheet.

8. All inspection sheets will be forwarded to the Division Commander through the chain of command.

B. Housing Unit and Cell Inspections

1. Cell inspections are necessary to promote the discipline, security and cleanliness of the inmates and the facility. Cells inspections will be performed each morning by the assigned duty post deputy and verified for completion by the squad supervisor.
2. Each squad supervisor will perform a random daily inspection of each housing unit located within their assigned zone.
3. All beds are to be made prior to daily inspection. Each cell and dayroom area shall remain in an orderly manner. Until the daily inspection is completed, the housing units will not receive their daily privileges such as telephones, televisions, programs, and visitation until the deficiencies are corrected.
4. Prior to an inmate being assigned to a cell, the post deputy shall conduct a cell inspection. This inspection shall consist of ensuring all lights, fixtures, furnishings, detention equipment, security devices, and utilities are free from defects and are operational. When an inmate is assigned to a cell they will be required to report any damage to the cell and equipment in the cell to the post deputy at the time they are assigned. If the inmate does not report damage to the cell or equipment in the cell, they may be held liable for any damage that is discovered after their assignment to that housing location.

C. Cleaning of Individual Cells and Dayroom Areas: General Population

1. The post deputy is responsible for overseeing that cleaning is being conducted in the correct manner by the inmates. The following areas must be cleaned daily, or more as needed:
  - a. Cells and dayrooms
  - b. Shower stalls
  - c. Toilets
  - d. Sinks
  - e. Mirrors
  - f. Railings

- g. Floors
- h. Tables
- i. Counter Tops
- j. Window Sills
- k. Janitor Closets and Equipment

DOC STANDARD #

6VAC15-40-900: Examinations and Maintenance of Security Devices

Written policy, procedure and practice shall specify that, at least once daily, a careful examination is made of security devices and that maintenance is routinely performed to ensure their proper operation.

Compliance Documentation:

- Review written policy and procedures
- Minimum requirements for security devices are locks, bars/doors, and windows
- Review daily security device checks
- Interview staff

Equipment used to maintain security that the facility should examine is: electronic monitoring equipment, security alarm systems, security light units, and auxiliary power supplies. In additions, gates, fences, screens, ceilings, floors, walls and barriers require regular examination.

6VAC15-40-1045: Supervision of inmates

All inmate housing areas shall be inspected a minimum of twice per hour at random intervals between inspections. All inspections and unusual incidents shall be documented. No obstructions shall be placed in the bars or windows that would prevent the ability of staff to view inmates or the entire housing area.

6VAC15-40-1050: Institution Inspection

Supervisory staff shall inspect the institution daily. Such inspections shall be documented. Unusual findings shall be indicated in writing and submitted to the senior supervisor on duty for review.

Compliance Documentation:

- Review documentation
- Interview staff

In those facilities that may not have a supervisor on shift, a senior officer or line staff person should be designated to conduct the inspection.

PREA STANDARD #

**§ 115.13 Supervision and monitoring.**

(d) Each agency operating a facility shall implement a policy and practice of having intermediate-level or higher-level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment. Such policy and practice shall be implemented for night shifts as well as day shifts. Each agency shall have a policy to prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

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