



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.7
Subject: Adult Detention Center Operations	Topic: Contraband Control
Accreditation: 6VAC15-40-920, 6VAC15-40-945	
	Revised: 09/22/2016
Enacted: 02/21/2012	Last Review:
	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to define the control of contraband in the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections Division to prevent contraband from existing within the Adult Detention Center by use of proactive measures. These policies will aid in prosecution, maintain the chain of custody, and prevent the loss of confiscated items.

All persons entering the secure areas of the Adult Detention Center are subject to search of their person and property for contraband. Any person found in possession of or attempting to deliver contraband into the facility is subject to criminal prosecution as prescribed by law pursuant to 53.1-127 (B) of the Code of Virginia. Inmates received at the Loudoun County Adult Detention Center will be thoroughly searched in the manner currently taught by the Northern Virginia Criminal Justice Training Academy and approved by the Loudoun County Sheriff's Office.

All housing units, cells, and inmate access areas will be periodically searched for contraband. Any inmate that leaves the secure confines of the facility for work details, furloughs, etc. is subject to a strip search upon return to confinement. Any inmate found in possession of contraband shall be subject to disciplinary action as prescribed in the Inmate Handbook and/ or Code of Virginia.

III. DEFINITION:

Contraband: Any item that is not specifically authorized for inmate, staff, visitor or volunteer possession. Any item modified, altered, used for any other purpose than that which it was originally intended, or in excess of allowable amounts set in the inmate handbook shall be considered contraband. This is to include, but not limited to, tobacco products, weapons, sharp objects, glass containers, cell phones (non-departmental), keys (non-departmental), or any other item that may be fashioned into a weapon.

IV. PROCEDURE

A. Introduction of Contraband

1. Inmates attempting to receive or pass contraband will face disciplinary charges as prescribed in the Inmate Handbook and/or Code of Virginia.
2. Any staff member who delivers or is found in possession of contraband will be subject to disciplinary action.
3. If found contraband is an Adult Detention Center rule violation by an inmate(s), but not a violation of criminal law:
 - a. A thorough search will be made of the involved inmate(s) and area to verify that no other contraband is present.
 - b. The incident will be reported on an In-House Incident Report.
 - c. The item will be photographed and attached with a copy of the report for disciplinary action. Once the item(s) have been photographed, they may be destroyed.
 - d. The squad supervisor will review the report and determine if charges will be brought against the inmate(s). The report will be forwarded to the Division Commander through the chain of command.
4. If found contraband represents a violation of criminal law:
 - a. A thorough search will be made of the involved inmate(s) and area to verify that no other contraband is present.
 - b. A complete investigation will be conducted.
 - c. A Property Control Form will be completed.
 - d. An Incident Based Report (IBR) will be completed prior to the end of the shift and a copy will be forwarded to the Division Commander through the chain of command.
 - e. To preserve the chain of custody, the item attached with the Property Control Form will be taken by the reporting staff member to the evidence room located at the Sheriff's Administrative Building. The guidelines for securing and testing can be found in Loudoun County Sheriff's Office General Order # 414, Property/Evidence Procedures.
 - f. Criminal charges will be sought based upon the direction from the supervisor and the Commonwealth Attorney's Office.

B. Firearms or Weapons

1. Should a deputy discover a firearm or other weapon during a search they will secure the item(s) and maintain the proper chain of custody.
2. The firearm or weapon will be returned to the arresting officer and an In-House Incident Report will be completed to show custody of the weapon. A copy of the report will be forwarded to the Division Commander through the chain of command.
3. The items(s) will then be placed in a weapons locker until the arresting officer can retrieve the item(s). Refer to Loudoun County Sheriff's Office General Order # 414, Property/Evidence Procedures.

C. Facility Search

1. The following procedures will be followed when contraband is discovered during a search or inspection of the Adult Detention Center.
 - a. Any contraband, which will not be used as evidence to obtain criminal charges, will be photographed and the photo attached to the incident report being used for in-house disciplinary charges. Items considered to be contraband but that are not used as evidence to obtain criminal charges will be properly handled.
 - b. Any contraband that is discovered, which will be used as evidence to obtain criminal charges will be secured outside the secured confines. Refer to the Custody of Property procedures in Sheriff's Office General Order 414.
2. The deputy will investigate how the contraband was introduced into the facility. The squad supervisor will verify that both an In-House Incident Report and/or Incident Based Report (IBR), if necessary, is completed and reviewed in a timely manner.
3. If it is determined that the contraband was arranged to be brought into the facility by another inmate, the inmate responsible for this arrangement/introduction will be placed into Administrative Segregation pending possible criminal charges and In-House disciplinary action.

D. Tool Control

1. Loudoun County General Services will be responsible for maintaining their own tools that are used while performing work within the facility.
2. Anytime General Service's staff enters the secure area of the facility, a sworn staff member will provide an escort.

3. That sworn staff member shall be responsible to ensure all tools that enter the facility, exit the facility once the work has been completed. The sworn staff member will conduct a search of the work area to ensure no tools or equipment is left behind.

V. DOC STANDARD #

6VAC15-40-920: Policy for Search of Contraband

The facility shall post the policy regarding searches for the control of contraband or otherwise make it available to staff and inmates.

Compliance Documentation:

- Review written policy
- Review posting or method of availability (Inmate Handbook, orientation, etc.)
- Interview staff/inmates

6VAC15-40-945: Tools

Written policy, procedure, and practice shall govern the control and use of tools.

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