



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.8
Subject: Adult Detention Center Operations	Topic: Facility Logs: Information and Management
Accreditation: 6VAC15-40-100	
Enacted: 02/21/2012	Revised: 09/22/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for collecting, maintaining, and reporting administrative and operational information.

II. POLICY

It shall be the policy of the Corrections Division to maintain an effective system that collects processes, reports, and stores jail operation information. Jail operation logs shall remain current and in compliance with the Department of Corrections Standards for Local Jails and Lock-ups. A supervisor shall review all completed logs prior to the end of each shift.

III. DEFINITIONS

Committal/Release Logbook: A book located in the Intake area used to document all inmate committals and releases, the dates and times of said committals and releases and a current inmate count.

Duty Post Activity Logs: The facility will maintain duty post activity logs which record the following information:

1. Inmate count and location, to be verified with a minimum of one formal count per shift, observing flesh and movement.
2. Intake and release of inmates.
3. Entries and exits of physicians, attorneys, ministers, and other non-facility personnel.
4. Any unusual incidents such as those that result in physical harm to, or threaten the safety of, any person or the security of the facility.

Shift Activity Log: All loose paper logs, forms, and reports maintained by the shift supervisor during the shift.

Offender Management System (OMS): Offender Management System is a software application system to serve the Adult Detention Center using an interface/link to collect and transfer data between various departments within the Corrections/Court Services Division.

IV. PROCEDURE

A. Offender Management System

1. The Division Commander of Administration will be responsible for the design and maintenance of the automated Offender Management System (OMS).
2. The Assistant Division Commander of Administration will oversee the collection and maintenance of all paper files relating to inmates and other operational logs and activities not recorded and maintained in OMS.

B. Reports and Records

1. Once the staff member completes a report, it will then be forwarded to their appropriate supervisor for review and acceptance. Once the supervisor approves the report, it will then be entered into the Offender Management System.
2. Any reports not attached to an inmate, will be documented using the standard report in the Offender Management System.
3. The logs, forms, and reports listed below must be maintained in paper form by the shift supervisor to be added to the Shift Activity Log, to include, but not limited to:
 - a. Shift Activity Log Cover Sheet
 - b. Duty Post Assignment Sheet
 - c. Medical Documents
 - d. Meal Service Sheet
 - e. Court Docket and Transfer Sheets
 - f. Key and Equipment Logs
 - g. Housing Assignment/Move Sheets
 - h. Special Observation Logs
 - i. Inmate Headcount Sheets
 - j. Facility Inspection Sheet
 - k. Search Logs (housing unit and/or facility)
 - l. Barber Utensils Log
 - m. Haircut Log
 - n. Razor Logs
 - o. Hygiene Issuance Logs
 - p. Program Participation Logs
 - q. Food Service Tool and Equipment Inventory Sheet
 - r. Non-Inmate Related Reports (generated during the shift)
3. The following logs and reports are maintained by the Assistant Division Commander of Administration:

- a. Master Grievance Log
 - b. Investigative Reports including those involving inmate sexual abuse/assault
 - c. Review and Storage
1. Paper copies of reports, logs, and forms not maintained in OMS shall be retained in the Adult Detention Center for the current year, and the previous year. Older records will be boxed, labeled, logged, and stored in the designated records storage room under the supervision of the Assistant Division Commander of Administration.
 2. Data on OMS will be preserved. Data that is inaccurate or improperly entered will be deleted only by the Systems Administrator with the approval of the Assistant Division Commander of Administration. Automated information will be maintained in accordance with Commonwealth of Virginia automated data storage procedures.

D. Security

1. Reports and records will be accessible only to the staff of the Adult Detention Center. They may be accessed by non-staff only upon written permission of the Division Commander, or designee.

6VAC15-40-100: Daily Logs

The facility shall maintain a daily log(s) that records the following information:

1. Inmate count and location, to be verified with a minimum of one formal count per shift, observing flesh and movement;
2. Intake and release of inmates;
3. Entries and exits of physicians, attorneys, ministers and other non-facility personnel;
4. Any unusual incidents such as those that result in physical harm to or threaten the safety of any person, or the security of the facility.

Compliance Documentation:

- Review daily count sheets (at least one formal count per 24 hour period)
- Review intake and release records
- Review professional log
- Review of incident reports/logs
- Interview staff

Sound correctional practices include accountability for all inmates within the custody of the jail. To ensure the security of the facility and public safety, formal counts, which require the inmate to be physically observed, or his location noted, as well as, informal counts, should be performed periodically throughout the day. All intake and release of inmates must be recorded and should

be accurately reflected in the count. All individuals entering and exiting the facility must be accurately recorded.

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