



GENERAL ORDER

Loudoun County Sheriff's Office

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| Chapter: Correctional Services | Section: 502.14 | |
| Subject: Adult Detention Center Operations | Topic: Administrative Areas | |
| Accreditation: | | |
| | Revised: 02/21/2012 | Reaffirmed: |
| Enacted: 04/16/2008 | Last Review: | Review: |

I. PURPOSE

The purpose of this General Order is to provide directives for the proper function and use of administrative, and staff areas within the Adult Detention Center.

II. POLICY

It is the policy of the Corrections Division that all Administrative and staff areas shall be utilized only for their intended purpose and are to remain clean and secured at all times. This shall be accomplished through controlled access and inspections. Inspections shall be performed each shift, and by the shift supervisor to make certain that these areas are in an acceptable condition.

III. DEFINITION:

Administrative and Staff Areas: Rooms located in the support area of the building and used by staff for work, training, and breaks. These rooms include, but are not limited to, offices, locker rooms, break rooms, conference rooms and training rooms.

III. PROCEDURE

A. Conference Room

1. The Conference Room will be used for meetings and other professional functions within the administrative area. The administrative assistant will oversee the Conference Room's use and schedule.
2. All personnel using the Conference Room are responsible for cleaning the room after each use. The room must always be left clean, presentable and set up for the next user group.

B. Staff Locker Rooms and Lockers

1. Staff locker rooms are available in the administrative area and include regular bathroom facilities, showers, and lockers. Guidelines for the use of staff locker rooms are as follows:

- a. Staff members shall leave the areas in a way that is considerate of other users and will remove all personal items used in the area.
 - b. Custodial staff members shall maintain all shower, sink, and toilet areas and reserve the right to dispose of any personal items left in or around the restroom facilities.
2. Staff lockers are available to all Adult Detention Center personnel and will be assigned by the Assistant Division Commander of Administration. Guidelines for the use of staff lockers are as follows:
 - a. Combination locks are provided with each staff locker. The Assistant Division Commander of Administration will maintain all individual lock combinations.
 - b. Any locker or accessory found to be damaged or not working properly must be reported to a supervisor. The supervisor will forward a memorandum to the Assistant Division Commander of Administration, through the chain of command, for review and repair.
 - c. The storage of firearms and ammunition in staff lockers is not permitted.
 - d. The storage of food and/or drinks in staff lockers is not permitted.
 - e. No stickers or defacing items will be placed on the lockers, inside or out.
- C. Offices
 1. The Assistant Division Commander of Administration is responsible for all office assignments.
 2. Requests for a change of office assignment must be submitted by memorandum to the Assistant Division Commander of Administration for consideration.
 3. Office personnel are responsible for maintaining the security and cleanliness of their assigned office.
- D. Break Rooms

1. There are staff break rooms located throughout the facility. These break rooms are for use by Adult Detention Center Staff only. At no time will inmates be allowed in these areas.

2. Staff members are responsible for the security and cleanliness of these areas.

This General Order becomes effective February 21, 2012, and rescinds all previous rules and regulations pertaining to the subject.