



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 505.4	
Subject: Classification and Inmate Records	Topic: Committal of Inmates	
Accreditation: 6VAC15-40-710, 6VAC15-40-730, 6VAC15-40-790, PREA.115.33		
	Revised: 09/22/2016	Reaffirmed:
Enacted: 02/21/2012	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for the lawful and proper processes of committing inmates to the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to establish Detention Center committal procedures to afford that an inmate is being legally incarcerated and that any and all detainers or other jurisdictional holds on the inmate are listed appropriately on the record.

All committal documents shall be verified and checked for validity and required signatures prior to the inmate being accepted into the custody of the Loudoun County Adult Detention Center. Prior to the end of shift a supervisor will ensure that all requirements outlined in this General Order have been accomplished correctly. All committals into the Loudoun County Adult Detention Center shall be fingerprinted using the LiveScan machine, and via the Secure Communities program, shall have an IAQ run on them. The CORIS technician will enter this data into the CORIS database once receiving the file.

III. DEFINITIONS:

Commitment Authorization: The legal status of an arrestee which places the individual in the custody of the Sheriff's Office.

Detainer: A warrant or hold placed against a person in a federal, state or local correctional facility notifying the holding authority of another jurisdiction's intent to take custody of that individual when he/she is released.

PB 14: (Parole Board Warrant) a warrant issued by the Virginia Parole Board for the arrest and detention of a delinquent parolee. This is a no bond warrant.

PB 15: (Probation Violation Warrant) a warrant issued by a probation officer for the arrest and detention of a delinquent probationer. This is a no bond warrant.

VCC Code: (Virginia Crime Code) Charge codes that are maintained by the Virginia Compensation Board.

LESC: Law Enforcement Support Center (ICE Secured Communities)

IAQ: Immigration Alien Query

Red Sheet: The Intake Checklist used while an inmate is located in the Intake area which documents the following: Booking Process, Classification Process, Medical Clearance, Inmate Movement to Population and a Final Review by the Intake Supervisor.

IV. PROCEDURE

A. Commitment Authorization

1. Magistrate Committal
2. Court Order
3. PB 14 / PB 15
4. Juvenile Detention Order
5. Bond Surrender
6. In transit transportation

B. Booking Procedures

1. The Booking Deputy is to receive the committal documents from the arresting officer, transport deputy, court bailiff or magistrate.
2. The Booking Deputy must review the paperwork to make sure all information is supplied and filled out and that all paperwork is signed by the legal representative incarcerating the inmate.
 - A. If the paperwork is not correct, the Booking Deputy must inform the arresting officer, deputy or bailiff that corrected paperwork is needed. It is the responsibility of the committing agent to obtain corrected paperwork.
3. Once fingerprinted, the prints are sent electronically, via the Secure Communities program, to ICE to check for any outstanding warrants, etc.

on each person (IAQ). In the event that an IAQ returns with a "No Match" or no response is obtained the following steps are to be followed:

- a. The IAQ is to be sent manually for all "no matches" to ICE Secured Communities.
 - b. A CCH will be run on all arrests, looking for flags, especially those involving ICE, FBI, DHS, and Border Patrol responses.
 - c. If an arrestee is severely intoxicated or disorderly and prints cannot be obtained during the initial intake process, these individuals will be printed as soon as possible to allow enough time for an IAQ response.
 - d. Should NCIC/VCIN be down or unable to make a proper inquiry, staff will contact the Law Enforcement Support Center (LESC) at (802) 872-6020 and make detailed notes in the inmates file and in the Offender Management System. Staff will also document who they spoke too and the outcome of the conversation. Should the LESL not be available, staff will contact the local ICE office and document the findings in the same manner.
 - e. Intake staff will emphasize any and all scars, marks, and tattoos; this information will be detailed in the Offender Management System and used as a tool for identifying inmates in IAQ or other inquiries.
4. If an arrestee is being released on local charges with an ICE Detainer (also pertains to print and release), ICE will need to be notified that the inmates release is imminent. Pursuant to the Attorney General's opinion we will not hold inmates on an ICE detainer only. The inmates release will not be delayed if waiting for ICE to arrive, however if Immigration and Deportation officials arrive to take custody of the inmate prior to release the inmate may be turned over to their custody.
- a. Local ICE office warrant
 - i. Detainer should read "ICE- Fairfax/Prosperity Ave. or Washington D.C. in the top right corner of the detainer.
 - ii. Fax detainer(s) (with cover letter) to 703-285-6214 stating the inmate is being held on an immigration detainer only and is ready to pick up. Please be sure to include fax confirmation sheet in the inmate's folder.
 - iii. Any questions, call ICE @ 703-285-6259 or 703-285-6304.
 - i.

b. Dulles Airport Customs and Border Protection warrant –

- i. Detainer issued by Dulles Airport Customs and Border Protection Deferred Inspection Unit.
- ii. Call 703-661-7100 and advise them that we have an inmate holding on their immigration detainer that needs to be picked up.
- iii. There is no need to fax anything unless the airport requests we do so, they will then provide a number to use.

C. Booking Deputy Responsibilities

1. The Booking Deputy is responsible for making the following documentation in the Committal/Release Logbook :
 - i. Time of committal
 - ii. Full name (last, first and middle) of the individual committed
 - iii. Charge(s)
 - iv. New inmate count total
2. Copies/Distribution of Committal Paperwork
 - i. Original paperwork is placed in inmate record.
 - ii. A copy of all committal documents and warrants are made and placed in the box for the Loudoun County Community Corrections and Pretrial Program.
 - iii. If an inmate has been transported in from another jurisdiction, where they have been held on Loudoun County charges, a copy of that committal paperwork must be sent to the courts. This will serve as notification to the courts that an inmate is now being held in the Loudoun County Adult Detention Center and will notify the courts so that they are arraigned in the appropriate amount of time.
 - iv. If the committing document is from the courts and it needs a time computation done, the Records Section will be notified that a release date needs to be calculated.

- v. During the intake process, inmates shall receive information explaining the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment. This will be done by issuing the inmate the PREA "Sexual Abuse Awareness for the Offender" brochure.
- vi. Once the inmate has completed their medical screening, they will remain at the intake nurses' station and watch the video regarding their rights to be free from sexual abuse, harassment, and free from retaliation for reporting such events.
- vii. Intake staff will provide inmate education in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills upon request.
- viii. Documentation will be noted on the Inmate Classification Orientation.

3. Inmate Record Assembly

- a. The following information must be placed on the lavender colored summary sheet which will be the central location for inmate information and court information:
 - i. Full name (last, first and middle).
 - ii. Race, sex, DOB, Social Security Number, hair color, eye color and booking number.
 - iii. Reason for committal. (This committal reason is a code established by the Virginia Compensation Board).
 - iv. Time and date of commitment.
 - v. Charge(s), followed by VCC code, court date, bond information and court having jurisdiction over the case.
 - vi. Detainer information
 - vii. Place of Birth/Citizenship information
 - viii. Booking deputies initials, badge number and date entered in Offender Management System.

- ix. Any other pertinent notes or information will be logged in the Record of Activity section of the record.
- b. The computerized booking module of the Offender Management System must be completed after the inmate record is prepared.
- c. A photograph of the inmate will be taken. If an inmate is uncooperative at the time of commitment, a photograph will be taken when the inmate becomes cooperative. The photograph must be taken prior to the inmate's release. Each photo must have the following information on it:
 - i. Name.
 - ii. Inmate I.D. Number.
 - iii. Social Security Number.
 - iv. Date of birth.
 - v. Charge(s).
 - vi. Date of photo.
 - vii. Inmate classification code. (Added after Classification interview)
- d. Once the booking process has been completed, the booking deputy will make a white inmate wristband with photo and affix it to the inmate's wrist, if the inmate will only be staying in Intake (ie. Short-sentence). If the inmate gets classified at the conclusion of the booking process and either has no bond or a lengthy sentence, then the appropriate colored wristband shall be made and affixed to the inmate's wrist.
- e. During the booking process, the booking deputy will ensure that all new committals have an opportunity to complete at least two (2) local or long distance calls in the continental United States. These calls should not exceed three (3) minutes in duration. Reasonable accommodations shall be made for non-English speaking inmates, as well as hearing impaired and visually impaired inmates. These telephone calls will be documented in the appropriate location within the OMS.
- f. It will be the booking officer's responsibility to ensure that all new committals are provided a medical screening.
- g. All of the above procedures will be documented on the Inmate's "red sheet" so that appropriate tracking of the intake process may be conducted for each inmate.

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. Dispositions of clothing and personal possessions;
4. Interview for obtaining identifying data;
5. Photograph; and
6. Telephone calls.

Compliance Documentation:

- Review written policy and procedures
- Review commitment records
- Review property records
- Review inmate records
- Interview staff/inmates

Care must be taken to ensure appropriate legal commitments are in place prior to accepting an inmate into custody. Searches must be conducted in compliance with applicable laws, and disposition of property must be documented. Interviews to obtain identifying information should be initiated at this time. A photograph and telephone calls must be part of the admission process.

6VAC15-40-730: Telephone Calls During the Booking Process

Written policy, procedure, and practice shall specify that newly admitted inmates who are physically capable are permitted to complete at least two local or long-distance telephone calls during the booking process. Reasonable accommodations shall be made for non-English speaking inmates, as well as hearing impaired and visually impaired inmates.

Compliance Documentation:

- Review written policy and procedures
- Review phone logs/Observation
- Interview staff/inmates

6VAC15-40-790: Inventory of Cash and Personal Property

A written itemized inventory of cash and personal property of each inmate shall be made at the time of initial booking. A copy signed by both staff and inmate shall be furnished to the inmate.

Compliance Documentation:

- Review inventory sheets for both inmate and staff signature (computerized officer identification will not substitute for a signature, inmates refusing to sign shall be documented)
- Review documentation for property released by inmate
- Interview staff/inmates

Current and accurate inmate property records reduce grievances and unfounded complaints by inmates. Property released to family members, destroyed, etc., should be accurately documented.

PREA STANDARD #

§ 115.33 Inmate education.

- (a) During the intake process, inmates shall receive information explaining the agency's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.
- (b) Within 30 days of intake, the agency shall provide comprehensive education to inmates either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.
- (c) Current inmates who have not received such education shall be educated within one year of the effective date of the PREA standards, and shall receive education upon transfer to a different facility to the extent that the policies and procedures of the inmate's new facility differ from those of the previous facility.
- (d) The agency shall provide inmate education in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.
- (e) The agency shall maintain documentation of inmate participation in these education sessions.
- (f) In addition to providing such education, the agency shall ensure that key information is continuously and readily available or visible to inmates through posters, inmate handbooks, or other written formats.

This General Order becomes effective September 23, 2016, and rescinds all previous rules and regulations pertaining to the subject.