



# GENERAL ORDER

Loudoun County Sheriff's Office

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**Chapter:** Correctional Services

**Section:** 505.5

**Subject:** Classification and Inmate Records

**Topic:** Release of Inmates

**Enacted:** 04/16/2008

**Last Review:** 11/18/2025

**Review:** 08/01/2027

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## I. PURPOSE

The purpose of this General Order is to outline procedures for the lawful and proper release of inmates from the Loudoun County Adult Detention Center.

## II. POLICY

It shall be the policy of the Corrections Division to establish release procedures to support the proper and timely release of inmates from the Adult Detention Center.

## III. PROCEDURE

Prior to the release of any inmate, the inmate record and all court paperwork shall be reviewed by the following: Inmate Records staff (during their hours of operation), Intake Supervisor and the Booking Deputy. In the absence of the Inmate Records Supervisor, the releasing authority must be the shift Intake Supervisor

### A. Inmate Records Supervisor Responsibilities

1. During hours of operation for the Inmate Records Section, the Inmate Records Supervisor shall approve all inmates for release.
2. When an inmate is due for release or attempting to bond, the inmate record (either the permanent or temporary) will be reviewed to make sure that there are no [detainers](#) on file and that all charges are adjudicated and/or all sentences are served.
3. Ensure all court paperwork from the inmate record is in chronological order and matches all charges listed on the Inmate Summary Sheet using Offense Tracking Numbers (OTN) and Case Numbers.
  - a. Track the court proceedings pertaining to each charge.
  - b. Verify the final disposition of each charge or that a bond is assigned allowing the inmate to post bond.
  - c. Look for any time computation sheets for all charges and verify that it is the proper date for release (for sentenced inmates only).

4. Verify that the charge(s) listed on the Inmate Summary Sheet in the record match the charges listed in the Offender Management System.
  5. If it is a scheduled release, verify that the release date is also listed in the Offender Management System under the inmate release section.
  6. After the Inmate Records Supervisor completes the review and approves the inmate for release, they will sign on the inmate record that the inmate record has been reviewed, and the inmate has been approved for release. The approval shall be documented on the inmate record with the Inmate Records Supervisor's initials and a notation stating that the file was reviewed and the inmate approved for release. The record will be forwarded to a squad supervisor for review.
  7. If an inmate is being transferred to another jurisdiction, the Records Supervisor will:
    - a. Ensure that the transfer is recorded on the Inmate Records Daily Pass On.
    - b. Notify the medical section so a medical transfer sheet can be completed to accompany the inmate.
    - c. Notify the Inmate Accounts Clerk of the transfer so that if the inmate has funds on an account, the account can be closed, and a check will be written to accompany the inmate to the destination facility.
- B. Squad Intake Supervisor Responsibilities
1. When an Intake Supervisor is made aware of a release, they will perform the same steps (Section A, 1, a through e) taken by the Inmate Records Supervisor.
  2. Contact the Leesburg Police Department via telephone to have them check for outstanding local warrants, to include summons.
  3. Run a Wanted Check through NCIC/VCIN on the inmate to make sure that there are no outstanding warrants on the inmate.
  4. Check the Loudoun County Sheriff's Office Records Management System (Motorola P1) for outstanding local warrants, to include summons.
  5. Contact the Inmate Account Clerk to release any funds due to the inmate.
    - a. If the inmate is being released at night or when the Inmate Account Clerk is not working, have the inmate fill out the Authorization to Mail Released Funds form with a working address and place the form into the box for the inmate accounts clerk.

- b. Check the secure lock box in Intake behind the booking desk to see if money is still in the box; and sign the money out of the money book.
6. Contact the medical staff to check if the inmate being released has any medication or medical supplies that need to be taken with them.
7. When the squad supervisor completes their file review following the steps outlined above, they will sign on the inmate record that the inmate record has been reviewed and the inmate has been approved for release. The record will then be forwarded to the Booking Deputy.

C. Booking Deputy Responsibility

1. Once the Booking Deputy is made aware of a release, they will perform the same steps (Section A, 1, a through e) taken by the Inmate Records Supervisor. If the inmate is being taken to the magistrate to obtain a Release Order, the Booking Deputy shall verify that all charges have been released properly before physically releasing the inmate.
2. If, for any reason, the Inmate Supervisor or the Booking Deputy finds a discrepancy with the information in the record, the release shall be stopped immediately until all the information can be verified and/or corrected.
3. The Booking Deputy will call the housing unit where the inmate is located, and the following steps will be completed:
  - a. The housing unit deputy will have the inmate pack their personal and Adult Detention Center belongings.
  - b. All property belonging to the Adult Detention Center will be collected and returned to the appropriate storage location and documented on the Loudoun County Adult Detention Center Inmate Property Record.
  - c. The housing unit deputy will call to have an available deputy escort the inmate to Intake to complete the release process.
4. Verify that any medications and/or monies for the inmate have been sent to Intake for return to the inmate prior to release.
5. Once these steps are complete, and before physically releasing the inmate from the facility, the Booking Deputy shall return the inmate folder to the Intake Supervisor.

D. Final Release Procedures

1. The Intake Supervisor shall review the inmate file to ensure that there is proper release documentation for all charges and that all charges and detainers are released properly in the Offender Management System.
2. All personal property, including money and any medications, will be returned to the inmate. Prior to being released, the inmate must sign the Property Form acknowledging that all property was returned to them.
3. Verify the identity of the inmate being released using:
  - a. Wristband
  - b. Photographic comparison
  - c. Social Security Number
  - d. Date of Birth
  - e. Fingerprints (In cases of undetermined identity)
6. Release the inmate from the Committal/Release Logbook using the same date, time and reason, for release. Decrease the inmate count by one (1).
7. The Booking Deputy will complete the release portion on the bottom of the inmate record with the date, time and release code along with their initials and badge number.
8. Release the inmate record from the Offender Management System using the same date and time that was documented in the Committal/Release Logbook, and release code.

E. Post-Release Procedures

1. Place the released inmate record in the Inmate Records box so it can be recorded into CORIS (LIDS) and then properly filed.
2. Errant Release Procedures
  - a. Upon discovery of an errant release, immediate supervisory notification needs to be made in compliance with [General Order 503.1 \(Emergency Notification\)](#).
  - b. All reasonable efforts will be made to affect the recovery of the inmate.

IV. DOC STANDARDS

- A. 6VAC15-40-420: Transfer of summaries of medical record

Medical record summaries shall be transferred to the same facility to which the inmate is being transferred. Required information shall include vital signs, current medications, current medical/dental problems, mental health screening, mental health problems, TB skin test date and results, special inmate needs/accommodations, pending medical appointments, medical dispositions, overall comments, health care provider/personnel signature and date, and any additional pertinent medical information such as lab work, x-rays, etc.

B. 6VAC15-40-1090: Release of inmates

Written policy, procedure, and practice shall require that, prior to the release of an inmate, positive identification is made of the releasee, authority for release is verified, and a check for holds in other jurisdictions is completed.