



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 506.3	
Subject: Inmate Programs and Services	Topic: Volunteers, Programs, and Educational Services	
Accreditation: 6VAC15-40-250, 6VAC15-40-260, 6VAC15-40-270, 6VAC15-40-280, PREA.115.77		
	Revised: 09/22/2016	Reaffirmed:
Enacted: 02/21/2012	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to involve the community in the rehabilitative efforts of the Corrections/Court Services Personnel and to provide inmates with religious and educational programs that may improve their quality of life and reduce recurrence of behaviors which lead to incarceration.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to actively solicit citizen involvement in providing multi-faith religious programs as well as special education and high school equivalency diploma education programs. The Corrections/Court Services Division shall secure and support available social and volunteer services from the community. To ensure the security of the facility and the safety of volunteers, prior to providing services all volunteers shall be made aware of and agree to abide by the rules and regulations of the Adult Detention Center. All civilian volunteers shall be screened for entrance approval, provided with an orientation training class, and monitored to ensure their safety and the security of the facility.

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with inmates and shall be investigated. The facility shall prohibit further contact with inmates, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

DEFINITIONS:

Special Education: Course of study designed to enhance a student's ability to participate in the General Equivalency Diploma program, with emphasis placed on basic education.

GED: General Equivalency Diploma awarded to persons who, having not previously completed high school, complete a course of study and testing process that is equivalent to a high school diploma.

Civilian Orientation Class: An approved, mandatory training class designed to provide civilian volunteers with an overview of the Adult Detention Center operations as well as the best procedures to follow in order to maintain safety while dealing with inmates.

Programs Deputy: A designated staff member in the Classification Section whose primary duty assignment is the coordination and supervision of inmate programs

III. PROCEDURE:

A. Volunteer Authorization Process

1. All prospective volunteers will be screened by the Classification Section and must be approved by the Division Commander or designee. The screening process will include but is not limited to:
 - a. Oral Interview
 - b. VCIN/NCIC and Local Wanted Check
 - c. Computerized Criminal History Check
 - d. Personal References
2. A civilian security/orientation class will be given to all approved volunteers prior to them having access to the facility. This class will be facilitated by the Programs Deputy.
3. A copy of the class attendance roster must be maintained in the Programs Deputy's file. A copy of this roster needs to be forwarded to the Assistant Division Commander of Operations.
4. All volunteers must be at least twenty-one (21) years of age or older.
5. Any individual who is known to have been an inmate in the Loudoun Adult Detention Center will be granted access on a case by case basis once approved by the Division Commander or designee.
6. Volunteers making application may do so from any community group or professional service organization. However, applicants may be screened out based upon program needs.
7. Programs staff will conduct a criminal history check and sex offender registry check.
8. Any applicant who is rejected based upon background information will receive written notification stating the reasons for denial.
9. Rejected applicants may submit a written request for review to the Division Commander for further consideration of the decision. Such requests will be made in writing, outlining any arguments defending their ability to be a volunteer, and will be responded to in writing by the Division Commander within a reasonable time.

10. All volunteers will complete an Entrance Agreement prior to admission into the facilities.
11. The Programs Deputy will perform semi-annual Wanted Checks on all volunteers.

B. Religious Programs

1. The Programs Deputy will be responsible for scheduling religious programs provided through volunteer services. This will include providing security staff with a current schedule of weekly programs as well as any specialized religious counseling approved through programs personnel.
2. The Programs Deputy or designee will maintain records of all religious group activities conducted within the facility to include the names of inmates participating in the activity.
3. The volunteer service providers will be expected to provide for and meet the religious needs of all inmates, regardless of specific faith. The constitutional right to pursue any lawful and legitimate religious practice must be guaranteed to all inmates consistent with maintaining the order and security of the facility. All recognized religions must be accorded equal status and protection. The determination of a recognized faith by jail officials in conjunction with the facility chaplain should consider whether there is a body of literature stating specific religious principles and whether the practices are recognized by a group sharing common ethical, moral or intellectual views.
4. To assist in coordinating the religious programs for inmates, the Division Commander may assign one person or a group of volunteers to act as the direct liaison for all other religious volunteers. Making such a designation does not prevent a supervisor from approving one-on-one religious visits to fulfill case-specific needs.
5. Attendance of inmates at any religious service will be on a voluntary basis. Inmates may not be compelled to attend religious services or take part in religious activities.
6. Specific religious activities may include, but are not limited to, the following:
 - a. Bible Study
 - b. Weekly housing unit visits
 - c. One-on-one counseling

7. Religious programs may be postponed or cancelled due to manpower or security concerns. Such changes in scheduled programs must be approved by a supervisor and documented with justification on the daily log. Notification will also be made to the Programs Deputy.

C. Educational Programs

1. Any inmate may request to participate in the GED or Special Education programs by stating so such on an Inmate Request Form given to the Classification Section.
2. Space will be provided in an approved area for the volunteer tutor to hold group instruction. The Division Commander or designee and the Classification Supervisors will determine program security. GED will be offered weekly, at a minimum, unless safety and security may be compromised.
3. The Classification Section will control all instructional materials not controlled by the tutor. The inmate will be allowed to keep materials in his or her possession that have been pre-approved by the tutor and the Programs Deputy. The Programs Deputy must approve any additional study items. In the event the Programs Deputy approves that additional instructional material may remain with an inmate, an incident report will be written and distributed to make all personnel aware of the approved materials.
4. The Programs Deputy will also provide inmates with any information requested that will assist the inmate in continuing their education beyond the GED program, such as college satellite or extended learning courses.
5. Special Education classes are designed to provide the basic studies needed to complete the GED program for those inmates with a diagnosed learning disability. Prior to being accepted into the program, the inmate will meet with the lead facilitator and a School Board Supervisor to review his/her Individual Education Plan (IEP), if any. The IEP must have been obtained prior to the inmate's incarceration, and the inmate must be under the age of twenty-two (22). This program is voluntary, and no inmate will be required to participate. A licensed educator, provided through the Loudoun County Public School System, will provide all instruction. Instruction is available Monday through Friday unless safety and security may be compromised.
6. Any adjudicated juvenile inmate is required by Virginia Code to attend an educational program until they reach the age of eighteen (18).
7. The tutor and the Programs Deputy may elect to authorize an inmate to have another inmate work with them in preparation for taking the GED test. In such cases, the Programs Deputy will notify a supervisor of the authorization and the specific inmates who are allowed this privilege. The Shift Supervisor will have the final approval based upon operational and security conditions.

8. The Programs Deputy and tutor have the right to deny any inmate participation in the programs for justified security or educational reasons.

DOC STANDARD #

6VAC15-40-250: Participation in Religious Services or Counseling

Written policy, procedure and practice shall allow inmates to participate voluntarily in available religious services or counseling of their choice during scheduled hours within the facility.

Compliance Documentation:

- Review written policy and procedures/inmate handbook
- Review schedule/logs
- Observe space
- Interview staff/inmates

The constitutional right to pursue any lawful and legitimate religious practice must be guaranteed to all inmates consistent with maintaining the order and security of the facility. All recognized religions must be accorded equal status and protection. The determination of a recognized faith by jail officials in conjunction with the facility chaplain should consider whether there is a body of literature stating specific religious principles and whether the practices are recognized by a group sharing common ethical, moral or intellectual views.

6VAC15-40-260: Social Services and Volunteer Programs

Where volunteers provide direct services to inmates in the facility written policies and procedure shall describe each available service or program. The facility shall secure and support available social services and volunteer programs from the community.

Compliance Documentation:

- Review written policy and procedures/inmate handbook
- Review schedule/logs
- Interview staff/inmates

The utilization of volunteers can assist facilities in meeting their goals and objectives by providing programs and services that otherwise may not be available.

6VAC15-40-270: Coordination of Volunteer Program

The volunteer program shall be coordinated and administered in accordance with written policies and procedures. Each volunteer shall sign a statement agreeing to abide by facility rules and regulations.

Compliance Documentation:

- Review written policy and procedure
- Review signed volunteer statements

To ensure the security of the facility and safety of the volunteers, prior to providing services, all volunteers must be made aware of and agree to abide by the rules and regulations of the facility. It is recommended that volunteers complete an orientation process.

6VAC15-40-280: Availability and Administration of Educational Services

Written policy, procedure and practice shall govern the availability and administration of educational services for inmates, including a written agreement with the local school authority for the provision of Special Education. The facility administrator shall coordinate and cooperate with local authorities for the provision of local community services and resources utilized for this purpose where they are available.

Compliance Documentation:

- Review written policy and procedure
- Review written agreement for special education services
- Agreement with local authorities (if available)
- Review educational program schedule
- Interview staff/inmates

The Code of Virginia §2.1-343, Powers and Duties of the Board, states in part, "...the Board of Education has the responsibility to provide technical assistance to local correctional facilities which house convicted state felons, upon request of any such facility, in establishing or improving career and technical, adult and special education programs."

PREA STANDARD #

§ 115.77 Corrective action for contractors and volunteers.

(a) Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with inmates and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing bodies.

(b) The facility shall take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

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