



# GENERAL ORDER

Loudoun County Sheriff's Office

<b>Chapter:</b> Correctional Services	<b>Section:</b> 506.11
<b>Subject:</b> Inmate Programs and Services	<b>Topic:</b> Inmate Trusty Program
<b>Accreditation:</b> 6VAC15-40-210, 6VAC15-40-545, 6VAC15-40-750, 6VAC15-40-1070	
	<b>Revised:</b> 09/23/2016
<b>Enacted:</b> 04/16/2008	<b>Last Review:</b>
	<b>Reaffirmed:</b>
	<b>Review:</b>

## I. PURPOSE

The purpose of this General Order is to provide directives for an Inmate Trusty program in the Loudoun County Adult Detention Center that provides eligible inmates with a positive outlet for their energy as well as a source of labor.

## II. POLICY

It shall be the policy of the Corrections/Court Services Division to provide eligible inmates the opportunity to work in the Inmate Trusty Program. The use of Inmate Trustees shall be for manual labor in and around the Adult Detention Center. The Inmate Trusty Program provides a cost effective means for the continued cleanliness and orderly operation of the facility. Inmate Trusty status is a privilege not a right. When an Inmate Trusty works with toxic or caustic materials, the deputy assigned to such work detail shall provide the Trusty with proper protective equipment.

The jobs performed by Inmate Trustees may include; but are not limited to, the following: food preparation and service, food service area preparation and clean up, general janitorial duties within the Adult Detention Center, trash retrieval and removal, library services, laundry services, manual labor in and around the Adult Detention Center, and any other duties as seen fit by security staff.

Inmates seeking participation in the Inmate Trusty Program are required to meet the following criteria in order to be accepted: have been confined in the Adult Detention Center for at least thirty (30) days, (the thirty (30) days can be waived on a case by case basis by the Classifications Supervisor); be medically approved for all work assignments by the medical Staff; be classified or be pending classification as a medium custody inmate and maintain good personal hygiene. Inmates shall be deemed ineligible if they have been charged with, sentenced to, or been convicted within the past ten years of:

- |  |                                 |
|--|---------------------------------|
| Abduction                                | Homicide (Attempted/Conspiracy) |
| Arson/Bomb/Burn (Any)                    | Kidnapping                      |
| Assault on Law Enforcement Officer (Any) | Larceny by Force from Person    |

Assault with a Weapon	Malicious/ Unlawful Wounding
Attempted Assault with a Weapon	Murder I (Attempted/Conspiracy)
Burglary w/ a Deadly Weapon	Murder II (Attempted/Conspiracy)
Carjacking	Organized Crime (Gang or Mob related offense)
Carnal Knowledge	Possess Sawed-Off Shotgun
Damage of Property with Explosive	Rape (Attempted/Conspiracy)
Explosive/Incendiary Device	Robbery (Attempted/Conspiracy)
Extortion	Sexual Assault (Attempted/Conspiracy)
Felonious Assault	Sexual Battery
Firing into or within a dwelling, building, or vehicle	Sodomy
Forcible Escape/Attempted Escape/ or Walk Way	Stalking
Forcible Purse Snatching	Threats to Burn/Bomb
	Voluntary Manslaughter

Those inmates that have been convicted of a major or minor in-house or two housing unit violations within the last ninety (90) days shall be ineligible for the program. Those inmates previously removed from the program twice for any violations shall be ineligible for the program this includes all previous incarcerations.

Inmate Trustees must adhere to all rules, regardless of their Inmate Trusty status.

Supervision, control and authority over inmates shall be the sole responsibility of staff. No inmate shall supervise, control or exert any authority over other inmates.

Inmate Trustees may pay off fines and costs if approved by the court OR may earn extra good-time credit of up to five (5) days for each thirty (30) days of work performed per Virginia Code section 53.1-116. If an Inmate Trusty is authorized to pay court costs and fines through work as an Inmate Trusty, and all costs have been met, then the Inmate Trusty may begin to accrue good-time credit. Inmate Trustees shall apply for good-time credit through the Adult Detention Center Records Supervisor. No credit shall be given if an inmate is removed from the Inmate Trusty Program for disciplinary reasons.

Inmate Trustees shall be required to adhere to strict hygiene standards. Inmate Trustees shall be required to shower daily, shave on allowed razor days (neatly trimmed facial hair is acceptable), with nails clipped. Hair is to remain neat and covered by an issued hat when performing assigned duties.

### III. PROCEDURE

#### A. Inmate Trusty Selection Process and Responsibilities

1. To be considered for the Inmate Trusty Program, an inmate must submit an Inmate Request Form to the Programs Deputy. The Programs Deputy shall then complete the Inmate Trusty Application.
2. After reviewing the application, making sure all eligibility criteria is met, the application is forwarded to confinement staff for sign off by 2 Deputies and 1 Sergeant.
3. If the confinement staff approves the Trusty Program Application, the Programs Deputy will forward a request to the Medical Section for appropriate clearances. If the applicant is denied, the Programs Deputy will cite the reason in the response to the inmate. Inmates may reapply thirty (30) days following the date of the notice.
4. All approved Trusty Program Applications will then be reviewed by the Classification Supervisor to verify that all information such as criminal charges, jail adjustment, classification level, in-house charges and criminal history have been checked accurately and considered by the reviewers.
5. Applicants who are approved for the Inmate Trusty Program will be assigned to fill the available openings or be placed on the waiting list for the next available opening.
6. When selected, Inmate Trustees will be clothed in a different color uniform distinguishing them from general population inmates. Inmate Trustees will be housed separately from the general inmate population when space is available.
7. The Programs Deputy and the Classification Supervisor will oversee the Inmate Trusty Program and act as the liaison in matters between the Adult Detention Center staff and Inmate Trustees.
8. All Trustees assigned to work in the kitchen will receive at a minimum, a visual medical exam that occurs no more than 30 days prior to assignment and quarterly thereafter. Each inmate will be given a TB test and documented prior to any food service assignment. Should an inmate test positive for TB, that inmate will not be assigned to any food service position.

#### B. Removal from Trusty Program

1. An inmate may be removed from the Inmate Trusty Program for the following reasons:
  - a. Requesting removal at Inmate's request.
  - b. Performing job poorly.
  - c. Failing to follow any and all rules and/or directives given by staff.
  - d. Failing to work effectively with staff and other Inmate Trusties
  - e. Conviction of a major or minor in-house offense or two housing unit violations.
  - f. Subject of any official investigation being conducted.
  - g. A squad supervisor determines that an inmate's removal from the Inmate Trusty Program is in the best interest of the Adult Detention Center.
  - h. Committing a criminal act.
  - i. Receives additional criminal charges and or Detainers.
  
2. All removals from the Inmate Trusty Program shall result in an in-house incident report being generated with a copy forwarded to the Classification Supervisor. The Classification Supervisor will review all removals from the Inmate Trusty Program within three (3) business days. This review is to determine if the removal is justified and also to determine if a reclassification is warranted.
  - a. Upon removal from the Trusty program, these inmates are to be returned to their original housing location.
  
  - b. Inmates removed from the program may reapply ninety (90) days following the date of the notice.

IV. DOC STANDARD #

6VAC15-40-210: Earnings

Written procedures shall be developed to ensure the accountability of all earnings received, disbursed, to whom and reason on behalf of the participant. Procedures shall be in accordance with §53.1-131 of the Code of Virginia.

Compliance Documentation:

- Review written accountability procedures
- Review financial records and/or inmate accounts
- Interview staff/inmates

In accordance with §53.1-131 of the Code of Virginia, any wages earned pursuant to this section by an offender may, upon order of the court, be paid to the director or administrator of the program after standard payroll deduction required by law. Distribution of such wages shall be made for the following purposes: (1) To pay an amount to defray the cost of his/her keep, (2) To pay travel and other such expenses made necessary by his/her work release employment or participation in an educational release, (3) To provide support and maintenance of welfare or social services or the Commission of Social Services as appropriate, on behalf of dependents who are receiving public assistance, (4) To pay any fines, restitution or costs as ordered by the court.

6VAC15-40-750: Issuance of Special and Protective Clothing

The facility shall provide for the issuance of special and protective clothing to inmates assigned to food service, farm, sanitation, mechanical services, and other special work functions.

Compliance Documentation:

- Interview staff
- Observation

To ensure the health and protection of the inmate population, appropriate protective clothing must be provided when an inmate is participating in certain types of work assignments. This may include uniforms, shoes, protective glasses, gloves, etc. For additional information the facility may wish to review OSHA standards.

6VAC15-40-1070: Prohibition of Inmate Control Over Other Inmates

Written policy, procedure and practice shall prohibit inmates from supervising, controlling or exerting any authority over other inmates.

Compliance Documentation:

- Review written policy and procedures
- Interview staff/inmates
- 

Supervision, control and authority over inmates is the sole responsibility of staff. It cannot be delegated to inmates where it could lead to abuse and a general breakdown of security and control use of trustees should be carefully regulated and closely supervised by staff.

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