



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 509.2
Subject: Community Custody Program Operations	Topic: Inmate Orientation for New Participants
Accreditation:	
Enacted: 08/02/2010	Revised: 09/23/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to establish procedures governing the orientation of new inmates in the Community Custody Program.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to ensure that all inmates receive a formal orientation by assigned staff upon their arrival at the Community Custody Program.

III. PROCEDURE

A. Orientation

1. When an inmate is to be placed on the Community Custody Program, the following procedures shall be followed:
 - a. An initial urine sample shall be taken while housed in general population with negative results prior to the inmate's transfer to the Community Custody Program.
 - b. A new photo to be taken prior to going on the Community Custody Program.
 - c. A Community Custody number shall be assigned and the inmate shall be added to the official count and to the inmate board in the Community Custody Control Room.
 - d. Assigned staff shall search all property that the inmate brings to the Community Custody area.
 - e. Staff shall assist each inmate in completing an Escape from Custody Form. Staff shall review the form with the inmate and ensure that it is signed and included in the inmate record. All work release paperwork shall be signed by the inmate and filed in the inmate's Work Release folder.
 - f. Housing assignments shall be made by Work Release Staff. Once housing is assigned, the intake Sergeant will be notified and inmate's location will be changed in OMS and the appropriate change made on the master locator board.

- g. Hygiene and linen items shall be issued to the inmate.
- h. All necessary forms shall be completed, explained and signed/initialed by the inmate.
- i. The inmate shall be given an explanation of the following:
 - 1) Monthly meetings and evaluations.
 - 2) Meal Procedures
 - 3) Quiet hours
 - 4) Laundry procedures
 - 5) Policy of purchasing items/Shopping passes
 - 6) Motor Vehicle Policy
 - 7) Sign-in/Sign-out procedures
 - 8) Community Custody policy on discipline/administrative removals
 - 9) Work hours (not to exceed 14 hours away from the center)
 - 10) Clean up
 - 11) Restroom/locker rooms
 - 12) Contraband control
 - 13) Unauthorized areas
 - 14) Penalties for destruction of property
 - 15) Fire drill/emergency procedures
 - 16) Alcohol/drug testing
 - 17) Medical attention/medication
 - 18) Personal property and area searches
 - 19) Personal hygiene

20) Visiting policies

21) Any other pertinent information

- j. The inmate shall be issued a rulebook and traffic vest and shall sign the appropriate form confirming receipt of the items. If the inmate cannot read, the staff member issuing the items shall arrange to have it read to him/her.
 - i. The inmate shall be given an orientation of the Community Custody Program area and assigned a locker.
- B. Inmates shall receive a copy of, be informed of, and agree to abide by the rules and regulations of the Community Custody Program as well as any limitations of available services.
- C. The criteria and procedures for removal of an inmate from the program shall be explained.

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