GENERAL ORDER
Loudoun County Sheriff's Office

Chapter: Correctional Services
Subject: Community Custody Program Operations
Section: 509.3
Topic: Community Custody Housing and Linen Issue

Accreditation:

Enacted: 08/02/2010
Revised: 10/29/2020
Reaffirmed: 9/1/2022

I. PURPOSE

The purpose of this General Order is to provide guidelines for the assignment of housing, check-in and check-out procedures, linen issue and housing decoration.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to provide each inmate with assigned housing and to issue proper hygiene items.

III. PROCEDURE

A. Inmate Housing Assignments

1. Upon arrival at the Community Custody Program, inmates shall be assigned a bunk.

2. The staff member will assign each new participant a locker and combination. Only basic hygiene items and work clothing will be stored in lockers.

3. The staff member checking a new participant into the program shall inspect the bunk area with the participant. If any problem is found, the problem shall be logged, and appropriate corrective actions shall be taken.

4. Prior to release, a staff member shall inspect the inmate’s bunk area. Any damage that occurred during the inmate’s stay shall be noted. Normal wear and tear shall be expected and excluded.

5. It is a violation of state law to damage or destroy state or county property. The Community Custody Sergeant shall decide on whether criminal charges shall be taken against any offender.

B. Issuance of Bedding, Linens and Towels

1. Each inmate shall be issued one (1) blanket, two (2) sheets, two (2) towels and one (1) washcloth.
2. Blankets, linens, towels, and washcloths will be exchanged according to the facility’s Linen Exchange Schedule. Only undergarments, t-shirts, and socks will be washed by the inmates using the Community Custody washers/dryers.

3. It shall be the staff’s responsibility to ensure that all items are returned in good condition.

4. It shall be the inmate’s responsibility to ensure that all issued items are maintained in good condition. Inmates shall be held accountable for any lost or damaged items.

5. Inmates shall not be allowed to supply their own items.

C. The Decoration of Individual bunks.

1. Nothing may be hung on any inmate's bunk or dividers.

2. Inmates shall store all personal property in their assigned locker or in their issued plastic bin under their beds. For items allowed to be stored in their bin refer to General Order # 502.7; Contraband Control.

This General Order becomes effective October 29, 2020 and rescinds all previous rules and regulations pertaining to the subject.