



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 509.7
Subject: Community Custody Program Operations	Topic: Job Checks and Removal From Job Site
Accreditation: 6VAC15-40-170	
Enacted: 08/02/2010	Revised: 09/23/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to establish procedures for the supervision of Community Custody and Electronic Incarceration Program inmates while in the community.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to maintain the accountability of all Community Custody Program inmates and to provide an adequate level of supervision while they are in the community.

III. PROCEDURE

A. Processing of Community Custody Inmates

1. When an inmate is transferred to the Community Custody Program, the staff shall meet with the inmate's employer to set his/her work schedule and work location. The employer will fill out the Employers Agreement to be filed in the inmate's Work Release folder prior to the start of employment.
2. During initial processing, the inmate shall complete and sign a route agreement. In this agreement, a specific route to and from work is mapped in detail. This agreement shall also list the mode of transportation, including vehicle and/or driver information.
3. All drivers will provide a valid driver's license, valid vehicle registration/title and current proof of insurance. Only after staff members validate the driver's information in VCIN/NCIC will the inmate be approved as a driver, provided the VCIN/NCIC check produces favorable information.
4. The inmate shall be instructed to adhere to the specific route agreed upon without stopping or making any detours.
5. The inmate shall be instructed that they are required to be available to Community Custody staff at all times while in the community. The inmates shall be informed that they will be monitored through phone calls, job checks and GPS Tracking from staff.

6. If an inmate's work location varies during the day, he/she, prior to leaving for work, shall inform the staff of where he/she can be located at all times. If he/she cannot provide this information before leaving the Community Custody Program, he/she will not be permitted to leave until the information is provided by the employer through a telephone call or fax.

B. Inmates Going to Work

1. The job location for each inmate shall be listed on a daily Check-in/Check-out Log, which is to be signed by staff when he/she leaves for and returns from work.
2. With this log, the inmate's work location is readily available to Community Custody staff members.

C. Job and Phone Checks

1. At a minimum, staff members shall conduct one job check and one telephone check on each inmate per week.
2. When conducting a job check, a Community Custody staff member shall drive to the inmate's work location and meet with the inmate. A job check shall always be conducted as discreetly as possible so as not to disrupt the business.
3. Neither the inmate nor the employer shall be notified of the job check prior to the arrival of the staff member.
4. Inmates may be required to sign an Inmate Job Check Sheet that lists the date, time, location, inmate name and signature, alco-sensor results (optional) and the staff member's initials. The completed Inmate Job Check Sheets shall be made a part of the daily log. Visual Job checks may also be done and must be annotated on the job check sheet.
5. Prior to the end of a shift, the deputy shall document the name(s) of the inmates that were checked during the day on the Monthly Job Check Sheet as well as the OMS job check form. The Monthly Job Check Sheet acts as a quick reference for staff members to see which inmates have been checked on during the month. This documentation also ensures that all inmates are checked on an equal basis.
6. Telephone checks, where the deputy speaks directly with the inmate, shall be conducted randomly throughout the week. These checks shall be documented on the Monthly Job Check Sheet and the OMS job check form.

D. Removal of Inmate from Job Site

1. If any inmate is to be removed from the job site due to being under the influence of drugs or alcohol or any other violation of Community Custody rules, the following procedure shall be followed:
 - a. The inmate shall immediately be placed in handcuffs and detained.
 - b. The Loudoun County Emergency Communications Center shall be notified of the removal and shall be asked to inform the Community Custody Program of the situation. The Community Custody Sergeant shall also be notified.
 - c. The inmate shall be transported to the Adult Detention Center for a preliminary breath test as per General Order 509.5 or a drug screening urine test, if required. If the inmate is removed for a violation of Community Custody rules, he/she shall be held in Intake pending investigation and/or a disciplinary hearing.
 - d. If the inmate escapes from the job site, follow the procedures outlined in General Order 509.06, Community Custody: Walk Away from Job Site or Community Custody Area.

IV. DOC STANDARD #6VAC15-40-170: Written Procedures for Accountability of Participants

Written procedures shall ensure the accountability of participants and provide for supervision in the community. Such procedures shall include at a minimum:

1. Provisions for a daily inmate count
2. Methods for determining and identifying inmates who are authorized to leave the facility
3. Provisions for a controlled sign-out and sign-in process
4. Methods of verifying the inmate's location within the community, both by telephone and random field visits

Compliance Documentation:

- Review written accountability/supervision procedures
- Review sign in/out logs
- Review documentation telephone/field visits (a minimum of one contact by telephone or field visit per week for each inmate assigned to the program)
- Interview staff/inmates

An effective work release program provides strict rules for identification of those inmates allowed to leave the facility. This can be done with the use of I.D. cards, wristbands or pictures (either paper copy or computerized). Sign in/out procedures assist in increased compliance with established rules and regulations and heighten public safety.

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