



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 509.11
Subject: Community Custody Program Operations	Topic: Community Custody Employment
Accreditation:	
Enacted: 08/02/2010	Revised: 09/23/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide guidelines for inmate employment while on the Community Custody Program.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to establish and maintain the guidelines as outlined below for the purpose of Community Custody inmate employment

III. PROCEDURE

A. Employment Assistance

1. It shall be the primary responsibility of the inmate to secure employment within fourteen (14) days of acceptance in the Community Custody Program.
2. The Community Custody staff shall assist inmates, on a limited basis, in securing employment.

B. Arranging Employment Interviews

1. The inmate shall arrange all interviews. The inmate shall coordinate a time with staff to allow the inmate to be taken to any job interviews. Staff shall ensure that an employer's agreement is taken and completed during the interview.
2. Once the inmate secures employment, Community Custody staff shall meet with the employer(s). All aspects of employment shall be discussed during the employer/staff meeting.
3. Employers shall be required to read, complete and sign an Employer's Agreement Form.

C. Transportation

1. Inmates must secure their own transportation to and from work. The inmate's transportation must meet the approval of the Community Custody staff.

- a) Such transportation can be by taxi, community bus, bicycle, walking, driving oneself, ride sharing, etc.
 2. If inmates plan to use their own automobile, the following information must be provided:
 - a. Valid Virginia operator's license.
 - b. Valid Virginia registration/license plates.
 - c. Valid county decal and inspection stickers from the Commonwealth of Virginia.
 - d. Proof of automobile insurance.
 - e. Description of vehicle.
 3. If the inmate plans to use any other source of vehicle transportation, the information listed above must be provided by the owner/driver of the vehicle. If this other source of transportation is to be operated by the inmate, written authorization must be obtained by the owner and provided to staff.
 4. Significant others shall not be used as a source of transportation, but immediate family members may be used with approval from the Community Custody Sergeant.
 5. The inmate must provide a route agreement that explains in detail the inmate's planned route of travel to and from work.
 6. Unless authorized by Community Custody staff, any deviations from the agreed upon route shall be considered a violation of the Community Custody rules.
 7. Should an inmate be allowed to utilize their own vehicle for transportation, it will be parked in the designated location.
- D. Employer Contact/Work Hours
1. The inmate's employer shall be notified that the Community Custody staff must have continuous contact with each inmate's employer to obtain progress reports.
 2. Quarterly, the direct supervisor of the inmate (or higher) must meet with a member of the Community Custody Staff to give a verbal report of the inmate's performance at their job. These quarterly reports will be maintained in the inmate's Community Custody file.

3. The inmate shall inform his/her employer that it is the employer's responsibility to call and notify the Community Custody staff if an inmate is going to work past his/her scheduled time.
4. A Community Custody inmate shall not be absent from the Community Custody Facility for more than fourteen (14) hours per day. The fourteen-hour limit also includes travel to and from work.
5. All employers must provide the Community Custody staff with an inmate's written work schedule/hours in writing.

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