



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 509.12	
<b>Subject:</b> Community Custody Program Operations	<b>Topic:</b> Creating, Maintaining, and Archiving Inmate Records	
<b>Accreditation:</b>		
	<b>Revised:</b> 09/23/2016	<b>Reaffirmed:</b>
<b>Enacted:</b> 08/02/2010	<b>Last Review:</b>	<b>Review:</b>

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## I. PURPOSE

The purpose of this General Order is to establish procedures for creating, maintaining and archiving the records of inmates participating in the Community Custody Program.

## II. POLICY

It shall be the policy of the Corrections/Court Services Division to create, maintain and archive each inmate's court documents and other program information in a secure folder.

## III. PROCEDURE

### A. Creating Inmate Records

1. A record shall be established for each inmate. Staff shall immediately assign a Community Custody number to each inmate arriving for participation in the Community Custody Program.
  - a. Staff members shall create a record for each inmate transferred or assigned to the program.
  - b. Staff members shall maintain all community custody records.
2. Each inmate record shall contain, but not be limited to, the following information:
  - a. Court Order/Commitment Order
  - b. Computer criminal history
  - c. Photo
  - d. Community Custody Information Form
  - e. Employer's Work Agreement
  - f. Community Custody Program Contract

- g. Escape From Custody Statement
- h. Acknowledgment of Program Rules and Regulations
- i. Route Agreement
- j. Financial Statement
- k. Consent to Release Information
- l. Application for Community Custody Program
- m. Any employee/staff evaluations
- n. Processing procedure sheet
- o. Authorization to operate a motor vehicle
- p. Bicycle/Orange Vest Contract
- q. Meeting attendance forms
- r. Request forms
- s. Account deposit receipts
- t. Counseling, Disciplinary, and Incident Reports
- u. Drug Screening sheets
- v. Any other pertinent information

B. Maintaining Participant Records

- 1. Inmate records shall be secured inside the Community Custody Control Center. Only authorized personnel are permitted to view records. Records shall be kept active until the inmate is released from custody or removed from the program.
- 2. The staff member assigned to evaluate an inmate each month shall also be responsible for reviewing the inmate's record and ensuring it is filled out correctly and is in order with all necessary documents inside.

C. Archiving Records

- 1. The records of inmates that are released, removed from the program or transferred to the Department of Corrections shall be closed out immediately.

2. Records shall be stored in a secure location as determined by the Records Supervisor, purged according to Library of Virginia standards and policy. All criminal history reports and driving record transcripts shall be shredded before the inmate record is stored.
3. The Community Custody Sergeant is responsible for ensuring that all records are created, maintained and stored as a permanent record in accordance with all applicable directives.
4. All records once closed out will be sent to the records section for archiving and filing.

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