

# Loudoun County Adult Detention Center



## Inmate Handbook

Revised: 05/01/2016

## **PHILOSOPHY, GOALS AND POLICIES**

The belief of Loudoun County Adult Detention Center (ADC) is that the security, safety and welfare of inmates are essential. Your safety, welfare and value as an individual are a genuine concern to the staff. For this reason, you will need to understand the necessity for security requirements, rules, regulations and regimentation. We expect a spirit of understanding, mutual respect, self-discipline, tolerance for others, desire for self-improvement and a willingness to comply with rules.

It is our goal to operate this facility in compliance with the standards, policies and procedures prescribed by the Virginia Board of Corrections.

The purpose of this book is to inform you of the policies that have been established to meet your needs and to ensure your safety and welfare while you are at this facility. These policies are necessary for maintaining order and discipline.

Please note that no inmate is housed or segregated due to race, color, creed or national origin.

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Major Michael Manning  
Chief Correctional Officer

## **INTRODUCTION**

Please read this handbook carefully. The contents of this handbook explain what you can expect from Loudoun County Adult Detention Center staff members and what the staff expects from you.

It is your responsibility to familiarize yourself with the contents of this handbook and to follow the established rules and regulations, as you will be held responsible for your actions.

If you have any questions, check the handbook first for the answer. If you cannot find the answer, ask your Post Deputy for assistance.

Take care of this handbook; it is the property of the Sheriff's Office. If this handbook is lost, damaged, or destroyed, you will be charged a replacement fee set by the administration and/or be criminally charged for destroying County property. **You will not write in this book.**

## **CONTRABAND CONTROL POLICY**

Contraband is defined as any item that has not been specifically approved for you to possess or use while housed in this facility.

Items approved for your use that have been altered, are being used in a way other than intended, or are in excess of the allowable amounts set forth in this handbook are considered contraband and will be removed and/or destroyed immediately.

You are subject to a search of your person, housing area, and possessions/property at any time while in our custody.

You need not be present during a search of your housing area or possessions/property. In most circumstances, you will not be present.

It is our policy that any inmate found in possession of contraband or who produces contraband will be subject to criminal and/or disciplinary charges, depending upon the scope of the incident. If contraband is located in a cell and two inmates are housed there, both inmates will be held liable for the contraband if it is not reported to staff.

It is also the policy of the Loudoun County Adult Detention Center to subject anyone who delivers contraband into the facility to criminal charges under the provisions of the Code of Virginia.

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## **GENERAL INFORMATION FOR NEWLY ADMITTED INMATES**

### **Committal / Intake**

You are currently detained in the Loudoun County Adult Detention Center located at 42035 Loudoun Center Place, Leesburg, Virginia 20175. The following basic information and guidelines will help you understand our expectations of you while you are in our facility.

Your behavior will influence your housing assignment and/or privileges. Decisions about your housing assignment will be based on available information.

Upon being committed into the Adult Detention Center, the Booking Staff will interview you and enter personal and factual information about you into the Offender Management system. Medical Staff will complete an initial medical assessment of you to include your medical history, obvious illnesses, injuries or complaints, current medication, personal doctor's information, allergies, psychological condition, etc. The information that is provided during the interview will determine your Classification status, custody level and housing unit assignment.

Once this process is completed, there will be telephones available for you to use in the Intake Area. You are permitted to make two free phone calls using your issued Telephone ID number (TID#). These phone calls must be completed in Intake, prior to being moved to housing. Once these calls are completed, you are required to setup an inmate telephone account. Instructions for using the telephone can be obtained from any deputy.

While housed in the Intake area, personal visits are not allowed.

### **Consular Notification**

Foreign Government/Consular Officials are entitled access to their citizens while being detained in this facility, and are entitled to provide consular assistance.

If a foreign citizen's country is not a mandatory notification country, assistance for foreign government/consular services may be requested at any time. A standard Inmate Request Form may be used for this purpose.

### **Bonding**

Your bond has been set by the Magistrate or by the Judge who hears your case. If a bond is set, you have the right to post bond and be released.

A list of bonding companies and their telephone numbers will be provided to you upon request. Staff members are not allowed to recommend or discourage the use of any particular bonding company.

## **Immigration and Customs Enforcement**

If you are here on immigration charges or have an immigration detainer and have questions about your treatment you may write or call the Immigration / Customs Enforcement agency at:

Immigration and Customs Enforcement  
245 Murray Drive, S.E., Building 410  
Washington, D.C. 20538

Phone Number : 1-800-323-8603

## **Public Defender's Office**

You can contact the Public Defender's Office by writing or calling:

Office of the Public Defender  
*c/o your attorneys name*  
3 East Market St.  
Leesburg, Va. 20176

Phone Number: 1- 703-771-4767

## **CLASSIFICATION AND HOUSING**

### **1. Housing Assignment**

The Intake Staff/Supervisor, using an Objective Jail Classification System, will make the decision as to where you are housed. The classification decision is based on the severity of your current charges and past convictions, criminal history, prior institutional behavior, past escape history, total amount of time spent in jail or prison, age, and individual program needs.

No inmate shall be housed or segregated due to race, color, creed or national origin. Inmates may be segregated for medical or mental health purposes.

### **2. Custody Level**

The Intake Staff/Supervisor assigns custody levels based upon the information obtained and entered into the Objective Jail Classification System. The custody level determines your housing unit and privileges. You have the right to appeal your custody level through the Division Commander; all appeals must be submitted to the Classification Section.

### **3. Reclassification**

Every ninety (90) days your custody status will be reviewed by the Classification Section and you may be subject to a custody level change. This means that you could be transferred to another housing unit.

NOTE: An inmate in Maximum custody may submit a request form to be reviewed for downgrade to Medium custody if you meet the following criteria:

- You have completed at least 90 days at your current classification level
- You have not been charged with a Felony Assault on Law Enforcement, current or previous incarcerations
- You must not have had a Misdemeanor Assault on Law Enforcement in the past 10 years
- You have had no misconducts within the last 6 months

Also be advised that your entire Classification will be taken into consideration prior to authorizing any downgrade.

Any Major infraction while downgraded to Medium custody may result in your return to Maximum custody.

NOTE: Your Classification status will be reviewed every fifteen (15) days if you are on Administrative segregation status.

#### 4. **Inmate Identification Wristbands**

The Intake staff will supply you with an inmate identification wristband. The wristband must be worn at all times. **Without it, you shall not receive mail, commissary, visitation, recreation or any other privileges. Temporary removal of your inmate wristband will constitute a loss of these privileges.**

Tampering with or destroying your wristband will subject you to disciplinary action. If convicted of this action, you will be charged a replacement fee set by the Administration. This fee will be deducted from your inmate account according to the most current schedule of fees.

If your wristband breaks or is otherwise destroyed, immediately give it to your Post Deputy for replacement. Not asking the post deputy for a replacement wristband or failing to turn in a damaged wristband may result in disciplinary action.

#### 5. **Transfer to a Housing Unit**

Once a decision has been made as to where you will be housed, you will be transferred. During this process you will:

- a. Be issued Adult Detention Center uniforms, linen, and hygiene items.
- b. Be assigned to a housing unit. Once assigned to a specific location, you may not change places with anyone or move to a different cell or bunk. Requests to change housing assignments will only be considered when exigent circumstances exist.
- c. An inspection of your assigned cell will be conducted at the time you are assigned to that specific cell. After the initial inspection of your cell, you will be held accountable for any damage/alterations not reported to your Post Deputy.



- d. If you have any problems getting along with another inmate or have a known enemy in the housing unit to which you are assigned, you shall inform your Post Deputy immediately.
- e. The following is a scheduling of events that occur throughout the day. However, times are approximate and may change or be adjusted at any given time.

|               |  |
|---------------|--|
| 0500 - 0530 - | Wake up kitchen workers for meal service / Kitchen workers taken to kitchen and inmates going to court taken to Intake. Diabetics taken to medical at 0500 |
| 0545 - 0615   | Formal Facility Headcount.   |
| 0600 –        | Breakfast Meal Service   |
| 0630 – 0900   | Upon the completion of meal service Clean-up / morning inspection/ lockout to begin.   |
| 0800 –        | Pulling of mattress(s) and property (Disciplinary Isolation)   |
| 0800 – 0930   | Medication Rounds  |
| 0900 – 1100   | Program(s)   |
| 0900 – 1100   | Recreation   |
| 1000 –        | Diabetic to medical  |
| 1100–         | Lunch Meal Service   |
| 1145 –        | Lockdown and Formal Housing Unit Headcount.  |
| 1330 –        | Unlock   |
| 1330 – 1700   | Programs   |
| 1345 –        | Lockout  |
| 1400 – 1630   | Recreation   |
| 1500 – 1600   | Medication Rounds  |
| 1600 –        | Diabetic to medical  |
| 1630 –        | Meal Service (all meals will be consumed in your assigned cell.)   |
| 1745 – 1815   | Formal Facility Headcount  |
| 1900 –        | Unlock and Cell Lockout  |
| 1900 – 2100   | Programs (AA, Bible Study, M/H groups)   |
| 1900 – 2100   | Hygiene passed out (Saturdays Only)  |
| 2030 – 2130   | Medication Rounds and Diabetic night snacks.   |
| 2100 –        | Lockdown (All units on scheduled razor night)  |
| 2100 –        | Lockdown all Maximum Security Units.   |
| 2200 –        | General Population Lockdown/Return Disciplinary Isolation Items  |

\*\*Lockdown/Lockout - All inmates assigned to cells will return to their cells during periods of lockdown. Inmates will remain locked in their cells following the 9:00/10:00 PM lock down until 6:30 AM the next day. All telephones and televisions will be turned off 5 minutes prior to lock down times. All inmates are locked out of their assigned cells during periods of lockout. Items needed during the day must be removed from cells prior to

lockout. Cells will not be re-opened except during an emergency situation. For sanitation reasons, bedding materials are not allowed in the dayroom during lockout.

### **INMATE SEXUAL MISCONDUCT/SEXUAL ASSAULT/PREA**

**Definition:** Rape or Sexual Assault – (a) the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, forcibly or against that person’s will; (b) the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person, not forcibly or against that person’s will, where the victim is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity; or (c) the carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

1. The Loudoun County Sheriff’s Office has zero tolerance for an incident of rape, sexual assault or sexual misconduct, and makes every effort to comply with applicable components of the Prison Rape Elimination Act. As a rule, the Adult Detention Center does not utilize Administrative Segregation as a means of protecting vulnerable inmates unless protective custody status has been requested by the inmate.
2. The Loudoun County Sheriff’s Office does not condone nor tolerate any type of inmate rape, sexual assault, sexual misconduct, consensual sexual contact, sexual abuse and sexual harassment towards any inmate(s) or staff. The Loudoun County Sheriff’s Office aggressively pursues any criminal acts, complaints, suspicions of sexual misconduct, up to and including prosecution under Virginia Code.
3. It is your right as an inmate to be free from any type of non-consensual sexual contact. These acts are prohibited by the Adult Detention Center. Anyone found to be involved in these types of activities will be subject to in-house disciplinary action/criminal prosecution. Inmates and staff that report sexual abuse or misconduct or cooperate with an investigation into allegations of sexual abuse or misconduct shall be free from retaliation.
4. The Loudoun County Sheriff’s Office provides for confidential disclosure of incidents of inmate rape, sexual assault, sexual misconduct, consensual sexual contact, sexual abuse and sexual harassment to a Sheriff’s Office employee either verbally or in writing by use of an inmate request form. Inmates may also file a sexual misconduct complaint through the grievance process. An inmate who reports an incident of rape, sexual assault, sexual misconduct, consensual sexual contact, sexual abuse or sexual harassment may request to be treated as an anonymous informant.
5. You may also report any type of inmate rape, sexual assault, sexual misconduct, sexual abuse and sexual harassment to an outside agency, such as Loudoun County Mental Health or the Medical Department here at the Adult Detention Center. You can also contact the Rape, Abuse and Incest National Network (RAINN) or Virginia Sexual and Domestic Violence Action Alliance (VSDVAA) or the Virginia Department of Corrections Victim Services Unit.

RAINN – (800) 656-HOPE or [www.rainn.org](http://www.rainn.org)  
VSDVAA – (800) 838-8238 or [www.vsdvalliance.org](http://www.vsdvalliance.org)  
VA DOC VICTIM SERVICES – (800) 560-4292 or [www.vadoc.virginia.gov/victim/](http://www.vadoc.virginia.gov/victim/)

6. If, at any time, you feel your safety may be in jeopardy, you should contact a staff member immediately in person or by use of the intercoms located within the dayroom area and your assigned cell.

### **PERSONAL POSSESSIONS/PROPERTY**

1. Wedding Band (Solid band with no stones or sharp edges).
2. \*Stationery Items – two (2) Flex pens, up to ten personal letters.
3. Jail approved address book or list of addresses of relatives, friends and other correspondence (no metal, spiral-bound notebooks).
4. Warrants and legal papers relating to your arrest.
5. \*Legal material used in preparation of your case. Quantity of legal material may not exceed the storage capacity of issued property bin.
6. Prescription glasses, contact lenses and solution and/or hearing aids.
7. Reading glasses if approved through the Medical Department.
8. Hair comb and brush, non-metallic and similar to what is sold on canteen. Brushes and combs with extended handles are not permitted.
9. \*Photographs – No more than five (5) total, not larger than 4” x 6” in size. No Polaroids or photographs sexually explicit\*\* in nature. Computer generated photos are allowed with the same size and content restrictions but count toward the total amount allowed.
10. Undergarments with the following guidelines:
  - Underwear, white in color, limit five (5) pair
  - Socks, white in color, limit five (5) pair
  - T-shirts, crew-neck type, white in color (no pockets, logos or tank tops), limit five (5)
  - Bra (females), white only, limit three (3), no under-wire, or metal fasteners
  - Thermal underwear, white, no union suits, limit one (1) set

\* Indicates items whose quantity is limited due to lack of storage space in housing areas and potential fire hazard.

\*\* Sexually explicit materials: Any photograph, picture or any other material depicting partial or full nudity, sexual penetration, fellatio, cunnilingus, bestiality, or sadomasochism. Any material depicting nude photographs of children or sexual abuse of children.

## PROPERTY LIMIT IN HOUSING AREAS

You are responsible for maintaining appropriate amounts of allowable property in your assigned cell, property bin, and on your person.

If you have received via mail or ordered more than the allowable amount of any allowable item(s) you may turn these items in to your post deputy. These items will be sent to the inmate property manager to be logged into your secured storage in the property room. You may request items back from the inmate property manager by using the inmate request form. Request forms for items located in the secured storage room must be submitted to the inmate property manager by Sunday evening. If allowable, the items will be returned by the following Sunday.

Jail issued and personal property in excess of the amounts authorized, will be confiscated and/or destroyed. Excess amounts of items not directly specified in the below list are defined as anything that will not fit into your jail issued property bin (ie. Legal material).

- 1 White plastic property bin
- 1 Loudoun County Adult Detention Center Inmate Handbook (jail issue)
- 1 Mattress (jail issue)
- 2 Sheets (jail issue)
- 1 Blanket (jail issue)
- 1 Laundry Bag (jail issue)
- 1 Towel (2 for females)
- 1 Washcloth (jail issue)
- 1 Drinking Cup (jail issue)
- 5 Sets of Underwear and Socks (white)
- 1 Set of Thermal Underwear (white, no union suits)
- 3 Shirts/Trousers (jail issue) 2 – uniforms if housed in a unit with washers / dryers;  
3- if housed in a unit without washers / dryers.
- 1 Pair of Canvas Shoes (jail issue)
- 1 Pair of Shower Shoes (jail issue)
- 2 Religious Works, such as Bible or Koran
- 2 Books\*\*\*
- 1 Pad of Legal-size Writing Paper
- 10 Plain or Stamped Envelopes
- 2 Flex Pens
- 1 Pack of colored crayons
- 1 Drawing Pad (no metal binding)
- 1 Address Book (no metal binding)
- Legal Material: The amount of notes and reference material needed to work on your case that is not available in the Adult Detention Center.
- 5 Personal Letters
- 5 Photographs (4" x 6", non-Polaroid type)
- 1 ea Cosmetic Items (such as shampoo\*, conditioner\*, hair grease\*, body lotion\*, deodorant\*, toothpaste\*, toothbrush\*\*, soap\* and soap dish\*, dental floss\*, hair ties\*, glasses cleaning cloth\*)

- 1 Pack of Playing Cards
- 4 Rolls of toilet paper (only 1 will be issued each week)
- 1 Radio (Walkman type radio sold through Inmate Canteen) and batteries (4) to operate it.
- 3 Packs Ibuprofen or Tylenol (sold through Inmate Canteen)

- \* Jail issued or purchased through Inmate Canteen.
- \*\* Jail issued only.
- \*\*\* Books provided for the purpose of an in-house program will not count against your total number of allowed books.

With the exception of a set of clothes, pair of shoes and wallet with identification, all other personal property must be released to a person or mailed to an address provided by you at your expense. Excess property left for more than thirty (30) days without disposition instructions from you will be considered abandoned property and will be disposed of as stated in the code of Virginia section 53.1-228.

You will be required to pay for any items issued to you that are lost, damaged, or destroyed and may be subject to disciplinary action if this occurs.

### **PERSONAL HYGIENE AND SANITATION**

- 1. Bathing                    You are encouraged to bathe daily. You are required to bathe three times a week.
  
- 2. Laundry                    Laundry Service is available 7 days a week. Check the schedule posted in the unit for your scheduled Laundry day(s). The jail issued clothing, linen; towel(s) and washcloth are exchanged once each week and are exchanged on a one for one basis, unless such items become unusable. Laundry is picked up and exchanged at each housing unit on your scheduled laundry days. You must keep one (1) uniform to be worn while the others are being laundered.
  
- 3. Personal Laundry        Those units with washers and dryers are provided with detergent packs to wash your personal clothing. You must keep one (1) uniform to be worn while the others are being laundered. At no time are you permitted to wash blankets or sheets.

Once each month, there is a mandatory blanket exchange.

At no time will any item(s) be stored on top of the dryers.

The Adult Detention Center and/or inmate workers assume no responsibility for the damage or loss of personal clothing being laundered.

4. Haircuts                      Haircuts are provided free of charge once per month. Inmates may receive a beard trim in lieu of a haircut or as an additional service at their expense. Funds must be available in your account prior to the day beard trim is provided. If you want a haircut, ensure you notify your Post Deputy when they are compiling the list. If exigent circumstances exist (ie. Jury trial) a haircut may be requested using the inmate request form sent to the shift supervisor.
  
5. Shaving                      Provisions are made for all inmates to shave on scheduled night(s). For those inmates who would like to shave the night before their scheduled court date, they must submit an inmate request form to the post deputy for approval by the On-Duty Squad Supervisor 48 hours prior and listing their court date so arrangements can be made.  
  
You may not tamper with, alter, break, or conceal the razor in any way. Any inmate who tampers with, alters, breaks, or conceals a razor in any way shall be charged with criminal and/or in-house charges.
  
6. Hygiene                      Items such as soap, toothpaste, toothbrush, toilet paper, and 3 laundry soap packs are distributed as scheduled once a week. When requesting new hygiene items, return the used items (toothbrush, tube of toothpaste, etc.) to the Post Deputy at the time the new items are being distributed.
  
7. Nail Clippers                These items are issued by the post deputy at the same time and frequency as razors. Fingernails and toenails shall be kept neatly trimmed (not to extend past the tip of each finger and toe). Once you are finished with the nail clippers ensure that they are returned to the Post Deputy.
  
8. Cells/Dayrooms            Cleaning equipment is made available every day for the cleaning of cells and dayrooms. You are responsible for keeping your cell clean and organized and assisting with the cleaning of the dayroom and showers. Housing units are inspected daily. If you fail to maintain established acceptable standards of personal hygiene and/or cleanliness of your living area, you will be subject to disciplinary action. This disciplinary action may include loss of all privileges or the unit being locked down.
  
9. Inspection                    Inspections shall be conducted daily by the Adult Detention Center staff to ensure proper cleanliness standards and facility goals are met. See Inspection Procedures.
  
10. Uniforms                    Full uniform clothing, to include jail issued shirt, pants, and shoes shall be worn at all times when leaving your assigned cell. Pant legs will not be rolled up or tucked into your socks. When going to and from the shower, the full inmate uniform shall be worn at all times. Any alteration of the uniforms shall result in disciplinary action and/or criminal charges.

11. Chairs                      No chairs are permitted in the dayroom area.
12. Fire Drills                 These drills are conducted for your safety and to insure that you know what to do in case of an emergency. When an alarm sounds, you are to return to your cell and await further instructions from your Post Deputy. All inmates are required to participate in these drills.

### **INSPECTION PROCEDURES**

Housing unit and cell inspections shall be conducted daily.

During inspections you will stand outside your cell, in front of your fully opened door, in complete uniform attire. At this time you will be informed of any discrepancies which need to be corrected.

Bunks will be neatly made; all personal items and jail issued items to include your mail will be stored in the issued property bin. Your bin will be placed underneath the bottom bunk. Property bins will never be propped up against Adult Detention Center furniture or cell walls.

During the inspection procedure, Deputies will be inspecting for cleanliness and damage to your cell. There shall be no scratching, marring, drawing, painting, graffiti or taping on walls, windows, floors, ceilings, fixtures, bedding or defacing of any kind in your cell. Should graffiti, or unsatisfactory cleanliness be discovered in your cell you will be required to clean your assigned area or be subjected to disciplinary action.

You may not cover any window, air vent, intercom, or light fixture in any way at any time. This action is considered a life, health, safety/security violation and will be subject to disciplinary action.

Your mattress must remain on your bunk at all times, unless Medical staff has directed you to place your mattress on the floor.

Failure to comply with inspection procedures and/or alter or damage Adult Detention Center property in any way will be subject to criminal and/or disciplinary action. It is the responsibility of all inmates to maintain the cleanliness of common areas to include, dayroom, showers, restrooms, and recreation yards.

Televisions, telephones, newspapers and indoor/outdoor recreation will not be available until the housing unit and individual cells have passed a cleanliness inspection by the Post Deputy.

You are provided with games, newspapers and magazines in the dayroom. At no time are any of these items permitted in your cell. Photos/clippings are not to be torn from newspapers/magazines and kept for personal use. Game pieces are not to be removed from the games. Items of this nature found in your cell may result in disciplinary action.

Photos posted in the housing units show how your cell shall be prepared for morning inspection; failure to be ready for inspection may result in disciplinary action as well.

## **PROGRAMS AND SERVICES**

You are encouraged to use your time constructively while in jail. To assist you, the Adult Detention Center offers a variety of programs for your benefit.

Security permitting, each inmate will have equal access to all programs and activities. If you are on Keep Separate, Administrative Segregation, or classified as a Maximum Security Inmate your participation in group functions may be affected.

If you are on any type of disciplinary segregation status, program participation will be suspended during this period of time.

### **1. Enrollment**

- a. If you wish to participate in the Phase 1 programs, you must submit an inmate request form to Mental Health staff indicating which program you wish to participate in.
- b. If you are interested in applying for Work Release, Community Work Force, or the Electronic Incarceration Program, you must be authorized by the court, if applicable, and submit a request to the Community Custody Coordinator.

### **2. Waiting List**

If your request is approved for a program and the program is full, your name will be placed on a waiting list.

### **3. Suspension from Programs**

If you have a poor attitude, participation record or otherwise abuse this privilege, this will be revoked or suspended. You will not be allowed to re-apply for a period of 90 days.

## **Religious Services**

The Adult Detention Center Chaplain is available to counsel you concerning any issue or matter of a religious nature that you may have. For further information, submit a standard inmate request form to the Programs Section.

## **Meals**

Meals are served to you at your housing unit three (3) times a day. You must line up single file and receive only one meal tray from the Post Deputy. If you fail to follow these instructions, it will be considered a meal refusal. Post Deputies do not wake inmates up to receive meals, with the exception of breakfast. All meals must be eaten or returned. They will not be given away, traded, or bartered in exchange for other items. All items provided during meal services are to be used for that particular meal and if not used must be disposed of in the trash when you return your meal tray to the cart. You are not permitted to keep any unused items (condiments, sporks, etc...) in your cell and these will be considered



contraband when later found in your cell or on your person. It should be noted that the Adult Detention Center is a pork-free facility.

The Adult Detention Center will not make special concessions for particular foods or beverages disliked by individuals. If you do not like a particular food or beverage, your only option is to not eat or drink it. No substitutions will be made.

You are responsible for informing the Booking Deputy, Medical Staff and/or Classification Section of any religious or medical special food requirements you may have at the time you are processed into the Adult Detention Center. If you do not do so and days later claim you have any medical food requirements, you will be responsible for contacting your personal physician for written verification of the food allergy. This written verification shall be forwarded to the Adult Detention Center physician and the Medical Staff for approval.

### **Legal Computer Access (Lexis Nexis)**

If you desire to access legal reference materials, computers are located throughout the facility for your use in research and preparation for your case. If you desire to use one of these computers, you should submit your request using the standard Inmate Request Form. Inmates are not permitted to assist other inmates with their legal case due to security issues. Only one inmate at a time will be permitted access to each computer to work on their case. Use of the computers may be limited based on availability. You will not be allowed to save any material on the hard drive. The computers are to be used for legal research only. Any abuse or misuse of the computers will result in privileges being suspended and/or charges being placed. The legal computers have limited resources, for additional assistance you will need to contact your attorney or send a request to the Loudoun County Circuit Court Law Library stating specifically what you need (i.e. Code Section, case name, etc.).

### **Legal Photocopies**

Photocopies of code sections and court utilized forms on the legal computers are available upon request through the Inmate Programs Section submitted on a standard inmate request form. Requests must be specific and include the case law number, code section, or form number.

If you request copies of legal documents in your possession, you may make a written request specific to your case to obtain documents up to twenty-five (25) pages per week. (Double sided pages will be considered 2 pages.)

There will be a nominal charge for each page photocopied, see the schedule of fees sheet for the price. This charge is subject to change to adjust for the cost of making each copy. The charge for photocopying will be deducted from your Inmate Canteen Fund on the day the copies are made and clearly noted on the Inmate Request Form. You will be financially responsible for all copies that you request and are made for you. Even if you decide at a later date that you do not need or want them.

### **Notary Public Service**

Notary service is available to you as an inmate. If you need a document notarized, submit a standard Inmate Request Form for notary service to the Programs Section. **Do not sign the document being notarized!** This must be signed in the presence of the notary public.

### **Inmate Typewriter**

There is a portable electric typewriter available for your use in one of the multipurpose rooms for legal purposes only. To request the use of the typewriter simply submit a Standard Inmate Request form addressed to the Programs Section. There will be a nominal charge for each page typed. This charge may be subject to change to adjust for the cost of the paper and typewriter ribbon. The charge for typing documents will be deducted from your Inmate Canteen Account on the day the typewriter is used and clearly noted on the Inmate Request Form. Use of the typewriter may be limited based on availability.

### **Library Cart**

Library Carts containing various books, periodicals, and religious materials are provided to all housing units on their scheduled days. See your post deputy to see when the library cart is available to you.

### **Furloughs and Funerals**

All furloughs and funeral requests must be directed to your attorney and be ordered by the court. For all Sheriff's Office escorted furloughs and funerals, the costs must be paid at least 24 hours prior to the event. Should the funds already be in your account, they will be frozen to cover the cost of the escort.

## **OPPORTUNITY FOR WORK PROGRAMS**

Opportunity for work in the Adult Detention Center is limited.

If you are requesting to be an Inmate Trusty, you will be screened carefully before being selected. If selected, you will be given the appropriate status. If you have been classified higher than medium custody, you will not be considered.

You do not have permission to supervise, control, or exert authority over any other inmate, just as no other inmate has permission to supervise, control, or exert authority over you.

**THE OPPORTUNITY TO WORK IS A PRIVILEGE AND NOT A RIGHT!**

Inmate Facility Trusty:

Definition: Those inmates permitted and approved through the Programs Section to perform cleaning duties, assist with cooking in the kitchen, and limited outside duties. This is available to minimum and medium custody inmates only.

If you are interested in becoming an Inmate Facility Trustee, you must meet the minimum following criteria:

1. Have completed a minimum of 30 days incarceration
2. Minimum or medium custody only
3. No misconducts within the last 90 days

Also note that Keep Separates may prevent you from becoming a Trustee due to the need to perform duties outside of your assigned housing area.

If you meet these minimum requirements, then you may submit an Inmate Request Form to the Programs Section. Your application will be screened and a determination will be made by the classification section as to your eligibility and suitability.

If you have special abilities or training, you should include this information with your request.

If you are eligible, you will have to be medically screened and approved. Once you meet these eligibility requirements, your name will be placed on a list. Should the opportunity become available you will be asked if you are still interested. You can either accept or decline; it's your choice once again!

As a participant in the Inmate Facility Trusty Program, you are eligible for:

1. Additional good time credits, and/or
2. The ability to work off court-ordered fines and costs with the written approval of the Court. (*must be court ordered to do this*)

### **REMOVAL FROM TRUSTY STATUS**

Inmates may be removed from Trusty status:

1. At their own request.
2. For poor work performance or attitude, or the failure to abide by the ADULT DETENTION CENTER and Inmate Trusty rules and procedures.
3. If a criminal act is committed.
4. If convicted of a MAJOR, MINOR or TWO (2) HOUSING UNIT violations.
5. If they are determined to not be medically approved.

Inmates participating in the trusty program can be removed from a job assignment without a formal hearing and the decision **may not be appealed**.

Inmates removed from the trustee program for an in house infraction may not reapply to the program for 90 days unless they were found not guilty during the disciplinary hearing for their removal.

If you were removed from the program for poor work performance you may not re-apply for 90 days.

Inmates removed from the trusty program for disciplinary reasons or poor performance may not apply for Extra Good Time (EGT) credit and any unapplied credit at time of removal will be forfeited.

Inmates who are eligible for EGT credit must submit a written request to the Records section prior to the end of their sentence or before transfer to the Department of Corrections. Extra good time credit will only be awarded to the inmate during their current incarceration.

## **WORK RELEASE AND WORK FORCE PROGRAM:**

### **Eligibility and Suitability Requirements**

If you are eligible for one of these programs under Code of Virginia, Sections 53.1-128 *and* 53.1-131, you will have your paperwork referred to the selection board for screening. You must be deemed both eligible and suitable prior to placement. Eligibility to participate on the Work Release and Work Force Program is based on the following criteria:

1. You must be able to pass an initial screening for drugs and alcohol by taking a urinalysis and breath test. If you report to jail and test positive for drug or alcohol use, you will be tested again in one week. If you test positive again, you will be re-tested in one month. As long as you test positive, you will not be considered for program participation.
2. Sentenced in all courts having jurisdiction, with program authorization from all sentencing courts. This includes courts in other Virginia jurisdictions.

3. **For Work Release Participation:**

Have a TOTAL sentence (**no time left to serve**) of not greater than five (5) years state time for crimes committed prior to January 1, 1995 or not greater than thirty (30) months state time for crimes committed on or after January 1, 1995 pending delivery to the Department of Corrections.

**For Work Force Participation:**

Have a total sentence (**no time left to serve**) that is not greater than five (5) years state time for crimes committed prior to January 1, 1995 or not greater than thirty (30) months state time for crimes committed on or after January 1, 1995 pending delivery to the Department of Corrections.

4. Ineligible if currently convicted of an assaultive, sexually abusive or sexually related crime.
5. Ineligible if you have any outstanding state, out-of-state or federal detainers or pending criminal litigation in other Loudoun County or Virginia Courts. The exception is if an inmate is released on bond on pending charges in other Virginia counties. The severity of those charges will be taken into consideration.

6. Ineligible if convicted of any in-house offenses that reflect a possible risk to the community or the success of the program.
7. Ineligible to reapply for Work Release or Work Force status for ninety (90) days if removed from the Inmate Trusty or Work Force Program for violations or poor work habits/laziness. Inmates are also ineligible if they were removed from programs twice for violations or poor work habits/laziness.
8. Ineligible if not medically approved to work by the Loudoun County Adult Detention Center Medical Staff.
9. Inmates removed from Work Release due to a program violation will not be eligible to reapply for Work Release for a period of twelve (12) months after the date of removal.
10. If approved for the Work Release Program, inmates must be able to provide acceptable transportation to and from work.
11. If an inmate is currently classified as a Maximum Custody inmate, they will not be considered for program participation.

An inmate who is sentenced to a total of two (2) months or less on misdemeanor charges may be eligible to participate in the Loudoun County Work Force Program without Court authorization. However, the inmate needs Court approval to work off Court-ordered fines and costs through Work Force participation in lieu of paying off fines.

If a candidate meets all of the eligibility requirements, they will be screened for program suitability. This involves a thorough examination of the inmate's criminal history and confinement adjustment. For Work Release/Work Force participation, the inmate will have a personal interview with the selection board. Once this screening has been completed, the selection board will make a recommendation to either allow or deny program participation. Participation selection will not be based on race, religion, national origin, gender, political belief or age.

Inmates participating in the Loudoun County Sheriff's Office Work Release and Work Force Programs will be housed separately from the general population inmates or in a facility designed for Work Release and Work Force inmates.

A court having jurisdiction for the trial of the person charged with a criminal offense may allow Work Release and Work Force participation if that person has been:

- a. Convicted and sentenced to confinement in jail or
- b. A court having jurisdiction for the trial of a person charged with a criminal offense may, if that person has been convicted and sentenced to confinement in jail, assign (ORDER) that person into a home electronic incarceration program under the supervision of the Sheriff's Office.

- c. However, the Sheriff's Office may contest an order if there are mitigating circumstances surrounding the inmate's jail adjustment, detainers, other pending charges, criminal history, etc.

### **ELECTRONIC INCARCERATION PROGRAM** **Eligibility and Suitability Requirements**

Unless specifically ordered by the sentencing court, an inmate may request to be evaluated for the Home Electronic Incarceration Program one month prior to their release date (if they are being held on misdemeanor charges or a felony if committed on or before December 31, 1994) or two months prior to their release date (if being held on a felony committed on or after January 1, 1995).

An inmate may receive this evaluation if the following conditions have all been met:

1. Successful participation in the Work Release Program for a minimum of five (5) months.
2. Above-average monthly evaluations on a consistent basis.
3. All court-ordered fines, costs, restitution and back-due child support have been paid.
4. Have an appropriate residence within Loudoun County or within a 25-mile radius of Leesburg, VA. No out-of-state residences will be considered.
5. All other criteria associated with the program having been met.

Once an inmate begins participation in the Home Electronic Incarceration Program, they stop earning good time since they are in their home environment. Therefore, the release date will automatically change to a later date. Under the "old law," an inmate would gain approximately thirty (30) days on their sentence per month of participation in the Home Electronic Incarceration Program. Under the "new law," inmates would gain approximately five (5) days per month on their sentence per month of participation in the program.

### **CANTEEN**

Canteen may not be purchased prior to an inmate being classified and moved to a housing unit. You may purchase items from canteen unless this privilege is suspended due to misconduct.

If you are on a special diet that restricts the purchase of specified food items, you will not be able to order those items. Should you order restricted Canteen food items; the Inmate Canteen system will deny those items. If you are on a special diet, you will be considered in violation of Adult Detention Center rules and regulations if you are found in possession of restricted Canteen items. Such items will be considered contraband and will be destroyed.

1. **Canteen Days** – When holidays occur during the week, the Canteen order for that week may be canceled. You will be notified of holidays celebrated and corresponding canteen cancellations.
2. **Delivery of Orders** – Your canteen order will be delivered to your housing unit. You must be wearing your inmate wristband to receive commissary orders. The Post Deputy will go through your canteen items one by one to verify that all items that were ordered are present. Any discrepancies must be documented at this time, after the receipt is signed, no corrections will be made. Your receipt will be enclosed with your order. The slip will show the total cost of the order.
3. **Radios** – Only radios sold on Canteen are permitted. Housing Unit TVs require a headset to listen to the audio portion and can only be purchased from canteen.
4. **Indigent Canteen Procedures** – If you are found to be indigent, there are a few limited items that will be given to you to assist you in your incarceration. If you have \$2.90 or less in your Canteen account for two weeks, you may apply for Indigent Canteen. This includes ten (10) pieces of paper, five (5) stamped envelopes and a (Flex) pen.
5. **Trading Canteen Items** – No Canteen item may be traded, bartered, sold, or given to any other inmate. Money will not be transferred from one inmate account to another.

**All telephone canteen orders are final. Any orders accidentally placed will not be refunded.**

## **PERSONAL CARE**

### **Medical, Dental, and Emergency Services**

Emergency medical care is available to you twenty-four (24) hours a day, seven days a week.

If the Medical Staff feels that you require emergency medical or dental treatment, or care that the Adult Detention Center is unable to provide, you may be transferred to an appropriate local or state medical facility.

***IF YOU HAVE A MEDICAL EMERGENCY, CONTACT ANY MEMBER OF THE STAFF IMMEDIATELY!***

### **Sick Call**

If you have an illness, medical, or dental problem of a non-emergency nature you can schedule an appointment through the Medical Section. This is known as a “sick call.”

Sick Calls will be conducted in the Medical Suite by nursing staff. To be seen at a Sick Call, you must submit a Medical Request Form indicating the nature of your problem.

## **Medication**

Any medication you possess when you enter the Adult Detention Center will be secured and turned over to the Medical Staff. Aside from over-the-counter medication (which is ordered through the Canteen), you will not be permitted to keep any medication in your possession without special permission from the Medical Staff. Medical Staff and Post Deputies make medication rounds as needed.

You must take all medication at the time it is given to you unless the Medical Staff gives you special permission to keep it in your cell and to take it as needed.

It is against Adult Detention Center rules and regulations for you to hoard medication. It is also against Adult Detention Center rules and regulations for you to give your prescribed medication to any other inmate.

## **Medication Rounds**

When the nurse arrives at your unit for medication rounds, the Post Deputy will make an announcement alerting the inmates that the nurse is ready to distribute medication. At this time those inmates that are to receive medication are to report to the slider door with a cup of water to receive their medication. All medication will be consumed in front of the nurse and a mouth check will be conducted by the deputy to ensure this medication was consumed. It is your responsibility to report to the slider to receive your medication. Once the nurse departs your unit she will not return. Failure to follow these instructions will result in a refusal.

## **Private Medical and Dental Treatment**

You may request treatment for medical and dental problems from a private physician or dentist. If you wish to see a private physician or dentist, you must notify the Medical Staff. Only the Medical Staff can approve referrals to private physicians or dentists. You will pay for the entire cost of consultation or treatment from private sources. This cost includes fees and transportation costs. All money must be in your account before the appointment will be scheduled. If you have insurance, you are responsible for providing the medical staff with proof that the insurance is valid.

The Adult Detention Center Physician must approve any medication, treatment or referral prescribed by the private physicians and dentists.

## **Inmate Co-Pay Policy**

It is important to note that you will not be refused medical treatment based on your inability to pay. Under this policy, you will be provided the same opportunities to receive necessary health care services without regard to your ability to pay for the service.

If there are not sufficient funds to cover the charge, the amount of the co-payment will be set up as an outstanding debt. Any subsequent funds you receive will be automatically deducted to pay for any outstanding co-payment charge.



**THE FOLLOWING HEALTH CARE SERVICES ARE PROVIDED WITHOUT REQUIRING A CO-PAYMENT:**

- a. Initial medical and dental screening.
- b. Initial and Annual physical assessments and lab work.
- c. Follow-up exams, treatments, tests, lab work and x-rays requested by the Physician or Medical Staff.
- d. Mental health services.
- e. Medical care requiring immediate outside medical intervention.
- f. Emergencies as determined by the Medical Staff.
- g. Communicable diseases and infestations, including lice and scabies.
- h. Prenatal care and treatment. \*\*\*(Prescription co-pay applies)
- i. Immunizations, tuberculosis (TB) testing and other tests instituted for public health reasons.

**THE FOLLOWING HEALTH CARE SERVICES REQUIRE A CO-PAYMENT:**

Physician's Sick Call  
Physician's Assistant Sick Call  
Nurse's Sick Call  
Dentist's Office Visit  
Optometry Services  
Prescriptions  
Medical Transportation - (Private Physician with ADC Medical Approval)

\*See the Schedule of Fees sheet for the co-payment cost of each item on this list.

**You are responsible for paying all medical bills for medical conditions that exist prior to incarceration (pre-existing conditions) that require medical treatment.**

There will be a charge for all medical and dental visits unless they are life-threatening emergencies or a recheck as ordered by the doctor.

You will be referred to a dentist or ophthalmologist if you meet the criteria for emergency care as outlined in this handbook.

All elective medical services will be billed at 100% of the cost. (That amount must be in your canteen account before services will be rendered.)

**You are required to pay 100% of the cost for replacement of and the Adult Detention Center does not assume responsibility for the following:**

Dentures lost, stolen or broken.  
Eyeglasses lost, stolen or broken.  
Any prosthetic device that is lost, stolen, broken or destroyed.

This includes dentures, eyeglasses and prosthetics stored in containers that are not designed for such storage and become lost, stolen, damaged, broken or thrown away.

Virginia Code Section 53.1-133.01:1 states medical treatment of a physical injury that an inmate intentionally inflicts on him or herself shall be required to pay 100% of the related medical costs.

The Virginia Code references that if an investigation concludes that one inmate is responsible for another inmate's injuries, the inmate causing injury is required to pay 100% of the medical costs related to the incident.

\*\*\*Virginia Code Section 53.1-126 states that nothing shall be construed to require a sheriff, jail superintendent or a locality to pay for the medical treatment of an inmate for any injury, illness, or condition that existed prior to the inmate's commitment.\*\*\*

### **Medical Concerns**

1. Sharing personal items such as towels, razors, or clippers can spread diseases. Notify the medical staff immediately if you develop a skin infection or irritation.
2. If you think you have a spider bite, it may actually be an infection that needs medical attention.
3. Facts about MRSA:
  - This infection is often referred to as "Staph". It is a bacteria, or germ, that is commonly found on the surface of the skin or in the nose of healthy people. Occasionally, if there is a break or cut in the skin, staph can get into the body. This may cause an infection, which can be minor (such as pimples or boils) or serious (such as blood infections or pneumonia).
  - MRSA is treatable.
  - MRSA infections look like a pimple or boil and can be red, swollen, and painful and have drainage.
4. To prevent MRSA:
  - Wash your hands frequently using soap and warm water
  - Keep cuts, scrapes, and wounds clean and covered at all times
  - Don't touch or squeeze spots or / pimples with your fingers
  - If possible, shower and wash hair regularly.
  - Never share personal items such as towels, wash cloths, soap, combs, razors, or nail clippers.

## MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

### **ADC Mental Health Services**

The Loudoun County Adult Detention Center partners with the Loudoun County DMHSADS to provide special programs along a continuum of care for offenders with a mental illness. At intake and throughout incarceration as necessary, offenders can be referred and assessed by mental health staff to determine the amount of mental health services required and the level of services to be provided.

### **ADC Substance Abuse Treatment Services**

These services focus on the treatment of alcoholism and addiction to drugs. These treatment services are recommended for offenders with a history of drug and/or alcohol abuse, or present with significant risk factors for such abuse.

To access the above services, submit an inmate request form.

### **Mental Health Limits of Inmate Confidentiality:**

As an inmate there are possible Uses and Disclosures of Mental Health Records without Consent or Authorization in correctional institutions and other law enforcement custodial situations.

## MAIL SERVICES

All general correspondence may be opened, examined, and censored by authorized personnel and examined for contraband as per the USPS Administrative Support Manual, Section 274.96. If searched, all legal correspondence shall be opened in the presence of the inmate.

Inmates shall not be permitted to write to other inmates within the Adult Detention Center or any other facilities used to house Loudoun County Inmates.

### Outgoing Mail

- a. Mail will be collected from each housing unit twice per day and sent out on the following business day.
- b. **Do not seal your envelopes when sending outgoing mail.** Envelopes that are sealed when turned in to the post deputy will be returned to you and will not be sent out of the facility. Your letter must include proper postage, name and address for delivery, your name, and the Adult Detention Center's return address. Any envelopes that are not properly filled out will be returned to you for corrections.
- c. If you send registered mail, you pay the postage. The money for postage must be in your inmate canteen account prior to the letter being sent out.
- d. If you need a document notarized before mailing it, notary service is available, by request, during regular work hours, Monday through Friday except holidays.

- e. All outgoing mail will be stamped with appropriate identification.
- f. If you are indigent and have no money to buy paper, stamps and envelopes, you will be given a postage allowance of not more than five (5) first-class rate (one ounce) letters per week, including legal mail.

### **Incoming Mail**

- a. Mail will be delivered to you no later than twenty-four (24) hours after it arrives at the facility or it will be promptly returned to sender.
- b. Aside from the initial booking, any future monetary deposits made to an inmate's account may only be made in the form of a money order. Cash and checks will not be accepted and will be returned to the sender.
- c. Funds may not be sent to you through the mail. Funds must be sent directly to the following name and address:

Loudoun County ADC/Inmate Account Clerk  
42035 Loudoun Center Place  
P.O. Box 7700  
Leesburg, VA 20177-7700

The money order must be made out to "Inmate Canteen Account/Inmate's name".

Money can also be deposited into your account through the Kiosk located in the lobby of the Adult Detention Center, through the internet at <http://www.gtl.net>.

- d. Bulk mail addressed to inmates will not be accepted into the facility.
- e. All items sent to you by mail that are not allowed in the Adult Detention Center will be disposed of by one of the following means:
  - 1. Returned to the sender at your cost.
  - 2. Destroyed
- f. No personal subscriptions (to include: books, magazines, newspapers, etc...) are permitted and will be returned, forwarded at your expense or removed and destroyed.
- g. Items discovered in your mail that is considered illegal or contraband will result in the seizure of the envelope/package and its contents.
- h. All legal correspondence must be sent and received through the postal service, unless approved by the Division Commander or designee.
- i. You are not permitted to keep envelopes that are used for incoming mail items. If you need the return address off the envelope ask your Post Deputy write down the

address if it is a label. Inmates are not allowed to save/keep gum or adhesive style return address labels.

- j. Mail will be distributed Monday through Friday excluding holidays.

### **Mailing Address**

Persons with whom you correspond should address letters to you as shown in the following example:

**Loudoun County ADC/ Mr. John Doe/Mrs. Jane Doe  
42035 Loudoun Center Pl.  
P.O. Box 7700  
Leesburg, VA 20177-7700**

### **TELEPHONE USE**

Only incoming emergency (life-threatening) messages will be forwarded to you and only after the shift supervisor has verified that the emergency is genuine. Once verified, the message shall be delivered promptly by Adult Detention Center staff.

### **Personal Calls**

#### **Use of the telephone for personal calls is a privilege and not a right!**

Upon your initial confinement, you will be given the opportunity to make two (2), three (3) minute telephone calls free of charge from the Intake area.

During the booking process, you were issued a five (5) digit number or TID (Telephone ID Number). This number allows you to access the phone system, order canteen, check account balances, etc...

You **may** be allowed a limited number of collect calls. However, the party you are calling must set up a payment plan with the phone system provider. To set up a payment plan, your family/friends must call 1-814-949-3303 or online at [www.OffenderConnect.com](http://www.OffenderConnect.com)

Phone calls can be made from the facility one of two ways:

1. Collect- To process calls, an account must be established with the inmate phone service provider.
2. Debit Calling- This allows you to make calls with the money in your canteen account. The cost of the call is deducted from your account as soon as the call is completed. Keep in mind, if you have insufficient canteen funds to make a call it will not go through. Your canteen account balance cannot go below \$5.00. If it does, you will not be able to make debit calls. To use Debit Calling, you will be required to set up a five (5) digit PIN number which is separate from your Telephone ID Number.

Inmate Allowed Numbers: This is a feature of Debit Calling which allows you to enter numbers into your phone account on your own. It is **your responsibility** to add and remove these numbers to your Inmate Telephone Account. This includes attorneys, probation officers, family, etc...

Requests to add additional numbers to your account will not be accepted unless you are deemed to be indigent.

If you are found to be indigent you will be allowed to have no more than one (1) number added to your account at any time. These numbers must be professional in nature (i.e. Attorneys, Probation Officers, etc...). You will be limited to making changes to your allowed numbers list to the first day of each month.

**All telephone conversations on the inmate telephone system, with the exception of legal calls, are automatically recorded and may be monitored.**

3-way-calls are **NOT** allowed and disciplinary charges may be imposed for making these types of telephone calls. If you are found making or attempting to make 3-way-calls, it may result in the attempted numbers being blocked and banned from the facility. Calling card and credit card calls are not allowed.

Do not share your TID number. It is your responsibility to keep this number confidential, so as to protect against unauthorized access and usage by other inmates.

If another inmate gets your TID number and makes calls and/or orders commissary using your account, the Loudoun County Adult Detention Center is not responsible for reimbursing you for any losses that may occur.

If commissary is ordered on your account by another inmate you will be given that commissary (as long as dietary restrictions are met) and you will not be allowed to order more until the next ordering cycle.

If you believe your TID number has been compromised, it is your responsibility to submit a standard Inmate Request Form to the Post Deputy. The Post Deputy will forward your request and a new TID number will be issued to you within a reasonable amount of time.

All phone calls are automatically limited to fifteen (15) minutes by the Inmate Phone system.

### **Official Calls**

Official calls are classified as calls made to attorneys, law enforcement officers, probation and parole officers, bondsmen and community resource or governmental agencies. If you are unable to complete an official call because the party you are calling refuses to accept the charges for a collect call, submit a standard Inmate Request Form to the Post Deputy. If possible, other arrangements may be made. The Post Deputy will forward your request to the On-Duty Squad Supervisor who has the authority to approve or deny any request for an official telephone call.

## VISITATION

Video Visitation monitors are available in all housing units and will be used for personal visits on your scheduled visitation day.

### Special Visit

Under certain circumstances a special visit can be approved through the On-Duty Shift Supervisor for out-of-state visitors / special circumstances. In requesting a special visit you must submit a standard Inmate Request Form 24 hours in advance to the On-Duty Shift Supervisor listing the name of the person(s) wishing to visit and the circumstance for your request. The information that you provide will determine if your request is approved or not.

### Visiting Hours

Visits will be conducted on the days listed below by last name.

|     |           |                 |
|-----|-----------|-----------------|
| A-G | Monday    | 7:00 – 9:00 PM  |
|     | Saturday  | 1:00 – 3:00 PM  |
| H-Q | Wednesday | 7:00 – 9:00 PM  |
|     | Sunday    | 9:00 – 11:00 AM |
| R-Z | Thursday  | 7:00 – 9:00 PM  |
|     | Sunday    | 1:00 – 3:00 PM  |

### Regulations

- a. You are required to limit the number of your visitors to three (3) per visit. Only one visitor (excluding any minors) is allowed in the visitation area at a time. Only six (6) visitors are allowed on the visitation list for the month. Visitation sheets must be filled out completely. If they are not, visitation sheets will be returned to the inmate until all information is filled in. No visits will be granted until the visitation sheet is filled out completely and correctly.
- b. No one under the age of eighteen (18) may visit unless they are accompanied by a parent or legal guardian. Visitors age fifteen (15) and above must be listed on the monthly visitation list and will count toward the total number of visitors allowed.
- c. Visitors must have a government issued photo ID that includes their date of birth. Visitors must also be listed on an inmate's visitation sheet. Those without proper identification or not on the list will be denied admission.

Family members, friends, acquaintances, attorneys, etc. will not be given any information listed on a visitation sheet.

- d. Visitors are subject to search. Any visitor who attempts to smuggle contraband or unauthorized items into the Adult Detention Center will be **arrested and prosecuted**.
- e. Your visiting privileges may be suspended for misconduct during any visit.

- f. Visitation is not permitted prior to an inmate being classified, or for disciplinary reasons.
- g. You are limited to one thirty (30) minute visit per scheduled visitation day, twice per week.
- h. Only photo identification and pictures will be allowed to be brought into the public visitation area; food, drinks, bags (purses), cell phones, cameras, any electronic devices or tobacco products will not be allowed.
- i. Any inmate not wearing their wristband at the time of the visit will forfeit the right to that visit and your visit will be canceled.

### **Official Visitors**

Attorneys, clergy, probation and parole officers, legitimate social workers, members of the medical profession and law enforcement officers will be allowed to visit you at any reasonable hour, preferably from 8:30 AM through 4:00 PM and 7:00 PM through 9:00 PM except during meal hours, during scheduled lockdown, emergency lockdown and the Adult Detention Center headcount.

## **Recreation**

### **Recreation Schedule**

All classified inmates will be afforded recreation each day of the week. Recreation times will be determined by the Post Deputy. All classified inmates will be offered recreation at least two (2) hour(s) per week for outside recreation. Passive recreation is offered anytime you are locked out and have access to the dayroom areas.

### **Outside Recreation Rules**

1. Recreation time will be based on the weather conditions and constraints set forth in Adult Detention Center Policy and Procedures.
2. Inmates will wear their issued jail uniform (shirt, pants, and shoes) at all times while in the recreational yard.
3. It is recommended that they use the restroom prior to going out for recreation. Once you return to the housing unit you will not be permitted to return to the recreation yard until the next scheduled recreation time.
4. **No Inmate Wristband, No Recreation.**
5. No items may be carried or taken to the recreation yard.
6. Horseplay is not permitted in any recreational area.
7. Any injury must be reported to staff immediately.



8. Abuse of recreation equipment will not be tolerated. This includes throwing or kicking the basketball in an aggressive manner.
9. No outdoor recreation will be permitted between the hours of 5:00 PM and 9:00 AM.

Failure to follow the rules and regulations of the Adult Detention Center, or other inappropriate behavior can result in the suspension of recreation privileges and can subject you to in-house charges.

## **SPECIAL MATTERS**

### **Personal Conduct**

You are required to follow all rules and regulations of the facility and also those which are given to you verbally by staff. **Any verbal directive given by staff is considered a direct order which must be complied with.** It is your responsibility to familiarize yourself with the rules of the facility. Inappropriate behavior up to and including lewd and obscene behavior will not be tolerated. Staff is required to treat you in a professional manner, and the same is expected in return.

### **Care of Televisions**

The Adult Detention Center provides televisions for viewing by inmates. The use of the television is a privilege and not a right. The use of the television may be restricted at the discretion of the post Deputy.

Inmates are not to touch the televisions or remote controls at any time. If the television in your housing area does not work properly, do not tamper with it! Report problems to the Post Deputy so repairs can be made as soon as possible. Any television that becomes unserviceable due to tampering or rough handling will not be replaced

The volume on the TV shall remain off. Inmates wishing to listen to the TV must purchase a headset from canteen. Those inmates without headsets must read the caption which is displayed on each TV.

Televisions will be turned off during all periods of lockdown.

### **Lockdown**

Unscheduled lockdowns may sometimes be required. If this is announced, go immediately and directly to your assigned cell and secure the door (if you are housed in a dormitory style unit report to your assigned bunk). Your personal safety could depend on your compliance.

## **Emergency Alarms and Evacuations**

Adult Detention Center staff is fully trained in procedures for handling emergencies. Remain calm and do exactly as the deputies instruct you to do.

In situations where evacuation is not needed, you may be told to report to your individual cell. You will be secured in your cell and a count will be conducted. If you are outside your housing unit, you may be temporarily secured where you are located and escorted to your housing unit at a later time.

If it is necessary to move you out of your housing unit for any reason, obey the instructions of staff. Remain calm and do not run or talk. The officers will direct you to a safe place.

## **Going to Court**

You may not take anything with you when going to court except legal papers that pertain to your case.

All inmates are required to wear a complete inmate uniform to include only one pair of pants, one shirt, and shoes when going to court. Shower shoes are not permitted.

Before you leave your housing unit, your cell will be neat and clean, bunk made and room ready for inspection.

## **Searches**

You may be searched at any time. Your cell and housing area may also be searched at any time. You need not be present for your cell, personal property and/or housing area to be searched. All unauthorized items will be seized. Additionally, you may receive disciplinary action and/or be charged criminally for contraband found in your property/possessions. You may also have disciplinary action taken against you and be criminally charged if damage to Adult Detention Center fixtures or property is discovered in the area where you have been assigned to live.

## **Shakedowns**

Deputies are required to conduct emergency and random shakedowns. You are required to comply with a shakedown.

## **Care of Adult Detention Center Property and Equipment**

You are responsible for any and all Adult Detention Center property issued or provided to you. Intentional destruction, damage, or loss of Adult Detention Center property may result in criminal or in-house charges. It is your responsibility to inspect your cell and items assigned to you for damage. If damage is found, notify staff immediately. Failure to do so can result in you being held liable and subject to criminal or in-house charges.

You are not permitted to flush bags, food, wrappers, bedding, garbage, feminine hygiene products or any other items other than body waste and toilet paper down your toilet.

You may not tamper with any locks, cell doors, lights, intercoms, vents, windows, sinks, toilets, or any other Adult Detention Center equipment. Tampering with fire equipment including sprinklers is a felony and will be prosecuted as such.

You may not pound on or kick the doors, windows, or walls.

### **Intercom Usage**

There is an intercom in your cell for communication with your Post Deputy. The intercom is to be used for emergency communications only. The Post Deputy will respond to you over the intercom. Speak calmly and clearly into the intercom when speaking with the Post Deputy. Do not tamper with or cover the intercom in anyway. Intercom abuse **WILL** result in disciplinary action.

## **GRIEVANCE PROCEDURES**

1. The grievance procedure allows inmates to formally express their concerns with policy, procedures, and/or their treatment after other proper means have been used. If a policy or personal treatment situation is not settled to your satisfaction, you can request an Inmate Grievance Form by using an Inmate Request Form. You must attempt to resolve your concern with a deputy and a supervisor prior to requesting a grievance.
2. When preparing a grievance, inmates must state the specific nature of their complaint. Inmates must explain what efforts they have taken to resolve their problem by other means. Complaints that are vague will be returned for clarification. Only one complaint per grievance will be accepted.
2. If you disagree with the response to your grievance, you may appeal by use of an Inmate Request Form. Submit your appeal, outlining the specific issues, to the Assistant Division Commander of Confinement within five (5) days after receipt of the Grievance response. A copy of the original grievance form must accompany the appeal. All appeal decisions are final.
3. The following matters cannot be grieved:
  - a. State and Federal Court decisions, laws and/or regulation.
  - b. Virginia Department of Corrections or Parole Board decisions.
  - c. Disciplinary and/or Administrative Hearing Board decisions.
  - d. Classification decisions.
  - e. All matters beyond the control of the Loudoun County Adult Detention Center.

Inflammatory language in a grievance will not be accepted and the grievance will be returned to you.

## CODE OF INMATE OFFENSES

As in society, the Adult Detention Center has rules and regulations that govern behavior.

Any inmate who commits a criminal act in this facility subjects him/herself to criminal prosecution under the law. Further, any inmate who commits an offense listed in this section subjects him/herself to disciplinary action as set forth in the following sections.

Violation of any of the below major offenses could result in your placement into Pre-Disciplinary housing at the discretion of the shift supervisor.

At no time will food be used as a disciplinary measure.

### **CLASS I – MAJOR OFFENSES PROHIBITED BY THE ADULT DETENTION CENTER**

The maximum penalty for a Class I Offense is 15 days isolation and loss of all good time earned for each offense an inmate is charged and convicted of:

- 101 Escape/Attempted Escape
- 102 Taking of a Hostage
- 103 Sexual Activity by Force of Another Person
- 104 Consensual or Solicitation of Sexual Activity
- 105 Assaulting Another Person
- 106 Possession of Weapon or Sharpened Instrument
- 107 Use of Any Object as a Weapon or Tool in Commission of Any Offense
- 108 Inciting or Participating in a Riot or Disturbance
- 109 Arson
- 110 Fighting
- 111 Stealing or in Possession of Stolen Property From an Inmate, Sheriff's Office Employee, Visitor, or Work Site
- 112 Threatening Bodily Harm to Another Person
- 113 Manufacture, Possession, or Detonation of an Explosive Device
- 114 Smoking, Possession, or Use of Tobacco Products
- 115 Possession of any Spark or Flame Producing Device
- 116 Possession of Contraband
- 117 Distributing/Using Prescribed Medication of Another Inmate
- 118 Tampering with Loudoun County Adult Detention Center Security Equipment, Fire Alarm System, or Structure
- 119 Destruction of Property
- 120 Extortion
- 121 Gambling
- 122 Self-Mutilation
- 123 Conspiracy to Commit a Class I Offense or Aiding/Abetting or Attempting to Commit Another Crime in the Commission of a Class I Offense
- 124 Refusing to Obey a Direct Order
- 125 Lying to a Staff Member
- 126 Curse and Abuse Toward Another Person
- 127 Unauthorized Use of Telephone/Harassing Phone Calls

- 128 Flooding or Attempting to Flood
- 129 Interfering with Inmate Count Procedures
- 130 Engaging in Gang Activities
- 131 Tampering with Life/Health/Safety Equipment
- 132 Possession of manufactured alcohol or ingredients to make alcohol.

**CLASS II - MINOR OFFENSES  
PROHIBITED BY THE DETENTION CENTER**

The maximum penalty for a Class II Offense is 5 days isolation for each offense an inmate is charged and convicted of:

- 201 Disruptive Conduct and/or Being Disrespectful
- 202 Failure to Keep Quarters and/or Cell Clean
- 203 Being in an Unauthorized Area
- 204 Unauthorized Communication or Contact with Another Inmate or the Public
- 205 Tattooing Oneself or Another Inmate
- 206 Abuse of Privileges
- 207 Defacing Property
- 208 Throwing Trash, Food or Other Items
- 209 Indecent Exposure
- 210 Possession of Excess Issued Items
- 211 Malingering or Faking Illness
- 212 Failure to Maintain Personal Hygiene Standards
- 213 Making Excessive, Unnecessary Noise
- 214 Failure to Be Ready/Prepared for Inspection or to Comply with Inspection Rules
- 215 Falsely Identify Oneself or Failure to Identify Oneself
- 216 Unauthorized Passing of Items
- 217 Altering Identification Wristband, Possessing Another Inmate's Identification Wristband or Failure to Wear an Identification Wristband
- 218 Use of Any Items as Unauthorized Exercise Equipment
- 219 Stopping or Delaying Inmate Movement
- 220 Possession of contraband – (ie. Canteen items used to make a burrito, modification of allowed items)

**CLASS III –HOUSING UNIT VIOLATIONS  
PROHIBITED BY THE ADULT DETENTION CENTER**

The maximum penalty for a Class III Offense will be determined by both the Post Deputy and approved by the On-Duty Shift Supervisor (sanctions will not exceed twelve (12) hours in duration) for each conviction involving any of the following charges:

- 301 Putting feet on the furniture, walls, banisters or railings
- 302 Sitting on the dayroom table tops, backs of chairs, leaning back or rocking on any furniture
- 303 “Horseplay” or teasing another inmate
- 304 Loitering around housing unit entrance doors or multi-purpose room doors
- 305 Being on second tier if not housed or assigned there
- 306 Impede movement on either the upper walkway or stairways

- 307 Not properly practicing hygiene standards
- 308 Entering another inmate's cell
- 309 Having materials for use in dayroom in individual cells (games, newspapers, etc.)
- 310 Failure to put away and properly store dayroom materials (games, newspapers, etc.)
- 311 Communicating, harassing, or interfering with the work of housing unit inmate workers involved in the performance of their duties
- 312 Making Excessive Noise during Non-Emergency Situation
- 313 Keeping Food or Drink in Cell that was not purchased from the Canteen
- 314 Improper Clothing while out of Assigned Cell
- 315 Arguing with Housing Unit Deputy
- 316 Viewing Unauthorized TV Stations (music channels, etc.)
- 317 Use of profanity in Housing Unit
- 318 Failure to Follow Routine Instructions and/or schedules posted in each housing unit in regard to procedures and Activities such as Wake-up, Room Cleanliness, and any other Instructions or Posted Orders
- 319 Improper use of Intercom (unless in event of emergency)
- 320 Improper Placement of Cell Mattress (Must be on bed at all times) or Property Tub (Propping it up against walls)
- 321 No Kicking, Banging, or Pounding on Cell Doors, Windows, or Walls
- 323 Failure to Return Food Tray Immediately After Each Use
- 324 Carry Unauthorized Items out of the Housing Unit
- 325 Swinging, exercising, sitting, or standing on Housing Unit stairways
- 326 Communicate or attempt to communicate with another inmate during lockdown
- 327 Covering of any windows and/or ventilation grates
- 328 Obstruction of View (using jail clothing, personal clothing, newspapers or jail issued property to obstruct view)
- 329 Lewd Behavior (ex: putting hands down pants)

### **DISCIPLINARY PROCESS**

The following is a summary of the steps taken during the investigation/placement of disciplinary charges.

#### **Formal Hearing**

All hearings are scheduled and coordinated by the Classification Section.

A supervisory staff member of the Corrections/Court Services Division that has been pre-selected by the Chief Correctional Officer conducts these hearings.

The hearing should be conducted within seven (7) days after service of the Disciplinary Action Report. Either the Classification Section or the inmate has the right to request that the hearing date be extended beyond the seven (7) day period if extenuating circumstances arise.

Inmates having their charges heard by the Hearing Officer have the following rights:

- To be present at the hearing, unless the right is waived or revoked due to disruptive behavior.

- To testify on their behalf.
- To call and cross-examine witnesses.
- To request assistance with their case only if they are not fully competent to prepare their defense, i.e. mentally or emotionally handicapped, or in the event of a language barrier.
- For inmates on Pre-Disciplinary isolation only: To have the case disposed of within seventy-two (72) hours after being charged (excluding weekends and holidays). To invoke this right, the inmate must notify the Classification Section in writing no later than twenty-four (24) hours after being charged.

An inmate may waive all of the rights listed above and have the charge resolved using the Informal Resolution process (Only for Class II and III Offenses).

### **Informal Resolution**

This process allows the inmate to waive his/her right to a formal hearing and to accept sanctions imposed by the housing unit deputy. The process is applicable to minor and/or housing unit violations only and must be agreed upon by the inmate and approved through a supervisor.

### **Hearing Process**

Hearings will be conducted as follows:

- Inmate meets with a designated Hearing Officer.
- Hearing Officer advises inmate of nature of charge(s).
- Hearing Officer asks if the inmate understands the charge(s).
- Hearing Officer asks if the inmate received copies of the Disciplinary Action Report, the In-house Incident Report and inmate rights.
- Inmate pleads guilty or not guilty.
- If inmate pleads guilty, the Hearing Officer shall impose a penalty.
- If inmate pleads not guilty, relevant testimony and evidence against him/her is introduced.
- Inmate presents defense, witnesses and evidence.
- Hearing Officer evaluates testimony and evidence and advises the inmate of the decision (if guilty or not guilty).

**If found guilty:**

- Hearing Officer imposes penalty.
- Hearing Officer informs the inmate that they may appeal the conviction and punishment.
- Hearing Officer provides the inmate with a written summary explaining the conviction(s) and punishment(s).

**APPEAL PROCESS**

Inmates convicted of offenses by the Hearing Officer may appeal their conviction and punishment.

Appeals must be in writing, addressed to the Assistant Division Commander of Administration and forwarded to the Classification Section for delivery.

Appeals must be submitted within five (5) calendar days after the hearing. Appeals received later than five (5) calendar days after the hearing will not be considered. All appeal decisions are final.

**PENALTIES FOR CONVICTIONS OF INMATE CODE OFFENSES**

**MAJOR OFFENSES – CLASS I**

One or more of the following sanctions will be imposed upon conviction for each major offense:

1. Verbal or written reprimand and notation in inmate's record.
2. Loss of privileges up to fifteen (15) calendar days to include all of the below privileges:
  - a. Canteen
  - b. Visitation (except professional visits)
  - c. Telephone Use (except with attorney)
3. Isolation for a period of one (1) to fifteen (15) calendar days for each offense.
4. Classification level change.
5. Department of Corrections Class Level Reduction.
6. Loss of Good Time Earned

**MINOR OFFENSES – CLASS II**

One or more of the following sanctions will be imposed upon conviction for each minor offense:



1. Verbal or written reprimand and notation in the inmate's record.
2. Loss of privileges for up to five (5) calendar days to include all of the below privileges:
  - a. Canteen
  - b. Visitation (except professional visits)
  - c. Telephone Use (except with attorney)
3. The loss of outdoor recreation privileges for up to five (5) recreation days.
4. Classification level change- for repeat offenses (3 or more offenses during current incarceration period)
5. Isolation for a period of one (1) to five (5) days for each offense.

## **INFORMAL RESOLUTION SANCTIONS**

Informal Resolution Sanctions are only available for class III Offenses and can be utilized in handling these offenses without going through the Disciplinary Hearing Process. Sanctions imposed for these types of offenses are as follows:

One of the following sanctions will be imposed upon conviction for each offense:

1. Verbal reprimand
2. Assignment of minor work detail in housing unit

## **CONDITIONS OF DISCIPLINARY ISOLATION**

Inmates transferred to Disciplinary Isolation will be provided the same physical living conditions as those in general population. From the hours of 0800 through 2200 hours, the following property will be removed from the cells of those inmates serving disciplinary isolation:

Mattress  
 Sheets (2)  
 All clothing except for one issued set  
 All undergarments except for one set (underwear, t-shirt, socks and bra)  
 Shoes (one of the two pairs issued)  
 All canteen food items

Upon transfer to Disciplinary Isolation, the following happens:

- a. Personal property is turned in and stored within a secured area, with the following exceptions:

|                           |                                |
|---------------------------|--------------------------------|
| 1 Bible or Religious Work | 1 Toothbrush                   |
| 1 Pen                     | 1 Tube of Toothpaste           |
| 1 Writing Tablet          | 1 Bar of Soap                  |
| 10 Stamps and Envelopes   | 1 Comb or Brush                |
| 1 Shampoo and Conditioner | 1 Face Cream/Hand Cream/Lotion |
| 1 Deodorant               | Medically Approved Items       |

1 Library Book  
Any canteen food items already in inmate's possession  
Glasses or contact lenses and glasses cleaning cloth  
Legal Materials {pertaining to current case(s)}

b. Clothing to be retained is limited to:

2 Red Shirts  
2 Red Pants  
1 Pair of Shoes  
3 Sets of Underclothes and Socks

3. Privileges Suspended:

Program Participation  
Personal Telephone Calls  
Ordering of Canteen (except for purchase of stationary and hygiene items)  
Visitation (except with attorney and clergy)  
Mail can be sent and received as under normal conditions

Library Cart  
Games (may have playing cards)

Meals will be the same for all inmates in the facility unless a special diet is required for religious / medical reasons or placed on the Nutra loaf.

Laundry will be exchanged twice each week.

Razors will be provided, upon request, on scheduled days

When an inmate is on Disciplinary Isolation beyond fourteen (14) calendar days, a medical assessment and personal interview will be conducted and then performed every fifteen (15) days thereafter.