

**CLASS 300 RULES:**

- 301. Unauthorized or harassing communication
- 302. Possession of Contraband
- 303. Blocking view
- 304. Disruptive behavior
- 305. Habitual failure of inspection(s)
- 306. Profiteering
- 307. Unauthorized use or possession of property
- 308. Indecent exposure
- 309. Dress code violation
- 310. Out-of-bounds
- 311. Malingering
- 312. Unsanitary conditions or acts
- 313. Mutilation of self or others
- 314. Improper display of travel pass
- 315. Violation of Program Guidelines
- 399. Conjunction charge

**UNIT REGULATIONS:**

- 1. Out of bounds within assigned housing unit
- 2. Monopolizing Housing Unit or Program Center facilities
- 3. Excessive noise
- 4. Manufacture or use of clothes lines or other hanging structures
- 5. Obstructing vents or other openings
- 6. Excess property
- 7. Littering
- 8. Improper dress
- 9. Gambling
- 10. Marking on walls
- 11. Items on railings, doors, or windows
- 12. Improper use of intercoms, call boxes, or emergency buttons
- 13. Attaching pictures
- 14. Waste of resources
- 15. Throwing items between levels
- 16. Misuse of furniture or railings
- 17. Passing items or talking through locked doors
- 18. Failure to clean mess
- 19. Failure of inspection(s)
- 20. Failure to keep cell door closed

# ARLINGTON COUNTY DETENTION FACILITY



ARLINGTON COUNTY DETENTION FACILITY  
1435 NORTH COURTHOUSE ROAD  
ARLINGTON, VA 22201

## INMATE ORIENTATION BROCHURE

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SHERIFF**

(REVISED 10/2006)

### INTRODUCTION

You are in the Arlington County Detention Facility (ACDF), operated by the Sheriff's Office (ACSO). This initial orientation brochure is provided to help you know what to expect during the initial phase of your detention.

Your physical environment and privileges will primarily be determined by your behavior. You are expected to demonstrate positive, rational behavior. Your cooperation with all staff is required for processing to occur in a timely manner. If your behavior dictates, you may be placed into a holding cell until processing can be completed. **This is a no smoking facility.**

The ACDF is charged with the responsibility of detaining inmates in the least restrictive environment necessary to ensure public safety. Program and security procedures exist to ensure effective and efficient operations. Since most inmates will be returning to the community, opportunities for developing skills are provided through social, psychological, educational, vocational and spiritual programs.

The ACDF is a Direct Supervision facility, which is a combination of management and operational philosophies, design features, and staff training. The key concept is placing Deputies within each housing unit in constant and direct contact with the inmate. Staff is proactive in addressing inmate needs and concerns rather than only reacting to negative inmate behavior. Deputies in housing units are in charge of its operations and inmates. This control is not challenged or shared with inmates or other staff members. Direct Supervision supports the ACDF goals of staff empowerment and inmate accountability, responsibility and self-sufficiency.

You will be treated respectfully at all times. Staff will speak to you appropriately by addressing you as "Mr." or "Ms." and your last name. In turn, you will speak to staff in the same respectful manner by addressing them as "Mr." and "Ms." and their last name, Sir, Ma'am, title or rank.

### BOOKING PROCEDURES

You are fingerprinted and photographed before you are taken for a bond hearing. Your cooperation in this process is critical - you are not eligible for release until fingerprints and photographs are obtained.

You will be asked several questions throughout the booking process regarding your personal history (name, address, employment, date of birth, etc.) as well as other general information. You are expected to answer these questions

honestly. Providing false information will delay your release, influence your classification and could result in additional criminal charges.

### MEDICAL

During initial processing, you will be seen by a nurse who will interview you for a health evaluation, take vital signs and screen you for exposure to tuberculosis. A medical file will be started, and arrangements can be made at this time for any medications to be retained or evaluation for new ones. If you are charged with a felony, you are required to provide a blood sample.

### BONDING INFORMATION

Your bond is set by a magistrate or judge. If bond is set, you may arrange bond in order to be released. If you cannot afford to pay the entire amount of the bond, you may use a bonding company. There is no law requiring a bonding company to bond anyone out of jail and Sheriff's Office staff cannot arrange for your release or recommend a bonding company. Posted next to the telephone is a list of names and telephone numbers of bonding companies.

### GRIEVANCES/SEXUAL MISCONDUCT

A grievance procedure is available for inmates in order to identify problems, resolve complaints, reduce litigation, and provide information to improve ACDF operations. This formal grievance procedure is a last resort to other means of input, including verbal communication with staff. An **emergency** grievance mechanism is available when time considerations would result in irreparable harm or injury to the grievant. Grievance forms are available in the housing units or from staff.

The ACSO does not condone nor tolerate any type of sexual misconduct, sexual assault, consensual sexual contact, sexual abuse, rape and/or sexual harassment toward any inmate(s). This Office will aggressively pursue any complaints, suspicions, or criminal acts of sexual misconduct up to and including prosecution under Virginia Code. Inmates may confidentially disclose incidents of sexual misconduct, sexual assault, sexual contact, sexual abuse, rape and/or sexual harassment to ACSO staff, either verbally or in writing. Inmates may also confidentially disclose these incidents to any Sheriff's Office employee by filing a sexual misconduct complaint through the emergency grievance system.

### PROPERTY

Upon commitment, you are permitted to keep the following personal items:

1. Wedding band without stones, to be worn on left hand ring finger
2. Medical alert bracelet or necklace
3. Prescription eye glasses or contact lenses
4. Writing materials, paper, pencil or non-retractable pen
5. Legal materials
6. Religious items (medallions limited to 2"x2" and chain or (1) rosary) without stones
7. Address/phone book if not bound by metal or wire
8. 8 photographs no larger than 3"x5" (no polaroid)
9. Medication, hearing aid, dentures, and/or prosthesis as approved by facility medical staff
10. Shoelaces and shoes as approved by staff

Other items may be returned to you only after being searched, approved, and marked by the Property Section. You must complete a property release form prior to any release of your property to another. If not released within the proper time frame, your property may be mailed to an address of your choosing at your expense, or disposed of. Alcohol, perishable items and open cigarettes will be destroyed.

**Dress Code:** Throughout the Facility, inmates are expected to be in a full uniform with all buttons fastened. This includes when you are in your cell, with the exception of after lockdown at 11:00 p.m., you must, at a minimum, be clothed in underwear and a tee-shirt. You are allowed to wear authorized gym clothing when going directly to and from and while in the recreation area. (Also see rule 309 on page 23 in the Inmate Handbook)

## CLASSIFICATION PROCESS

Classification is a continuous diagnostic process by which your educational, social, medical, psychological, housing, custody and program needs can be identified, evaluated, and assigned. The classification process is conducted by Inmate Services staff.

After booking and jail processing, you will be interviewed by Medical and Inmate Services staff. You must answer all questions to the best of your ability. This information will significantly impact your classification and custody assignments for the duration of your incarceration.

Refusing to answer questions or failure to cooperate may have an impact on your classification, custody status,

housing assignment, program and service participation and other privileges that you may be eligible for. Your initial housing assignment is made at this time.

After successful completion of this phase, you may be housed in an Intake Unit. An Intake Counselor and Housing Unit Deputy will observe your behavior and interactions with others for further classification and custody evaluation. A complete facility orientation will be completed, during which you will receive a copy of all facility rules, regulations, and their definitions. Until then, refer to the listing of all rules and regulations that you will be held accountable for. You will be asked to sign an agreement to pay for County property that you lose or destroy. Funds will be deducted from your commissary account to cover such losses.

You will be moved from the Intake Unit and possibly placed into general population based on information gathered by Inmate Services. This may include your observed behavior, criminal history, prior jail experience, current offense, and interviews with the Processing and Intake Counselors. You will meet with a Case Manager within 72 hours of placement into general population. The Case Manager will help you design an individual treatment plan based on your needs and goals. Your educational, social, medical, and psychological needs will be addressed.

## INITIAL PRIVILEGES

You are permitted to make non-collect local telephone calls (**NO LONG DISTANCE**) after your booking process is completed. While in processing you may:

1. Not receive social visits
2. Not participate in programs
3. Not purchase or receive commissary
4. Receive professional visits from bondsman, attorney, or Probation/Parole Officer

Within the Intake Unit you may:

1. Make collect telephone calls
2. Receive calls from your attorney
3. Receive social and professional visits
4. Purchase or receive commissary
5. Participate in limited programs and services

## RULES AND DISCIPLINE

You are expected to behave as a rational respectful adult. Rules and Discipline procedures are detailed within the **Inmate Handbook**. Staff will assist you if you have any questions concerning the rules and any disciplinary

procedures. If you are charged with a formal rule violation, you are given due process considerations. If you are charged with a Unit Regulation, you are subject to informal disciplinary procedures. All records of formal disciplinary procedures will follow you to the Virginia Department of Corrections and may affect your classification, sentencing and/or parole.

**Class 100 Rules:** If violated, would seriously endanger the security and safety of the facility, staff or inmates. If you plead or are found guilty, you may lose all of your good time and/or be subject for up to 15 days of disciplinary detention per violation.

**Class 200 Rules:** If violated, would adversely affect the security and safety of the facility, staff, inmates, or the orderly operation of the facility. If you plead or are found guilty of a Class 200 offense, you may lose up to five days of your good time and/or be subject to disciplinary detention for up to 15 days per violation.

**Class 300 Rules:** If violated would disrupt the routine operation of the facility.

**Unit Regulations:** Unit Regulations apply to individual Housing Units and Program Centers and are processed informally. There are general unit regulations (applied throughout the facility) and regulations which apply to individual areas of the facility.

105. Assault on staff
106. Tampering with security devices
107. Interfering with security operations
108. Use or possession of a controlled substance
109. Possession of ACSO uniform equipment items
110. Serious destruction of property
111. Forcible sexual acts/threatening sexual advances
112. Resisting restraint
113. Blackmail, extortion, threats
114. Violating a condition of a temporary release
115. Resisting or interfering with a search
116. Hostage taking or kidnapping
117. Possession of a weapon
118. Rioting/inciting to riot
155. Repeated or habitual violations of major rules
199. Conjunction charge

## CLASS 200 RULES

201. Deceiving or lying to a staff member
202. Willful disrespect towards a staff member
203. Possession of incendiary items or devices
204. Simple assault
205. Fighting
206. Harassing physical contact with staff, public, inmates
207. Interfering with facility operations
208. Abuse of inmate pass system
209. Possession of unauthorized drugs or intoxicants
210. Forgery/unauthorized reproduction of documents
211. Destruction of property
212. Larceny/theft
213. Sexual Misconduct
214. Violating sanction
215. Misuse of mail services
216. Misuse of telephone
217. Bribery of staff
218. Refusing to provide blood, DNA, urine or breath samples
219. Possession of Gang/Graffiti property
220. Repeated or habitual violations of Minor Rules
221. Conjunction charge
222. Knowingly or intentionally making False Statements regarding Sexual Misconduct

## CLASS 100 RULES

101. Escape or escape plan
102. Willful refusal to obey orders
103. Setting a fire
104. Serious Assault