



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Organization	<b>Section:</b> 101	
<b>Subject:</b> Authority and Organization	<b>Topic:</b>	
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## I. POLICY

It is the policy of the Sheriff of Loudoun County to outline his authority, the organizational structure of the agency and its chain of command. This policy is designed to ensure maximum efficiency of all agency employees and is provided for the information of all citizens of the County of Loudoun.

## II. AUTHORITY OF THE SHERIFF

The Sheriff is a constitutional officer by virtue of Article VII, Section 4, of the Constitution of Virginia and is elected every four years. The specific responsibilities of the Sheriff are designated by the Constitution of Virginia and by the Virginia General Assembly in the form of state statutes. Attachment A to this order cites the statutes related to the authority and responsibilities of the Sheriff

The execution of these responsibilities, however, is constrained by personnel and fiscal allotments made available by the Commonwealth of Virginia and the County Board of Supervisors through their respective funding processes. While the local governing board may request actions concerning the operation of the Sheriff's Office, the Sheriff's decisions concerning such requests are final unless overridden through the intervention of the courts

The Sheriff and his deputies are empowered to enforce the laws of the Commonwealth of Virginia and the ordinances of the County of Loudoun within the county and within the confined areas that are subject to any duly authorized mutual aid agreement

## III. SERVICE AREA

With the exception of Federal enclaves, the Sheriff's Office serves the citizens and businesses of Loudoun County, including those of incorporated towns within the county which have established police departments

Generally, the Sheriff's Office confines its activities to within the boundaries and unincorporated areas of the county. It responds to service requests from agencies responsible for Federal enclaves and incorporated areas

Normally, the Sheriff's Office limits its patrols to the roads, highways, and public lands of Loudoun County, entering private property only at the request of the resident or owner. An assumption of permission to enter private property is made with regard to shopping centers, apartment/townhouse complexes, etc. however, the Sheriff's Office will generally obtain written

permission to enter private apartment/townhouse complexes from the property owner. The Virginia Code permits the Sheriff and his deputies, upon the order of a court or when exigent circumstances arise, to enter private property.

Pursuant to authority granted by the Virginia Code and Loudoun County Ordinances, the Sheriff's Office provides the following functions in its service area:

- A. Initiates crime prevention activities to reduce the threat of crime
- B. Responds to public safety calls for service
- C. Executes civil and court processes in Loudoun County
- D. Operates the Loudoun County Adult Detention Center
- E. Provides courthouse and courtroom security within Loudoun County
- F. Reacts to requests for law enforcement or related assistance from other jurisdictions

#### IV. ORGANIZATIONAL STRUCTURE

The Sheriff's Office is organized into five divisions in addition to the Office of the Sheriff. These structured components are further divided into units, shifts and individuals as depicted in the organizational chart. Each area is assigned specific functional areas of responsibility that include activities directly related to carrying out the objectives of the Sheriff's Office. The five divisions and Office of the Sheriff are under the direct command of an Operations Bureau Commander or Administrative Bureau Commander

An organizational chart is displayed and maintained on the "G" drive of the county computer network and is available to all personnel to view. This organizational chart reflects the chain of command and the position numbers of all employees within each unit, shift, section, division, and bureau. The organizational chart will be reviewed and updated as needed to reflect current chain of command, lines of authority and communication, rank, and personnel authorization.

##### A. Office of the Sheriff

This office is responsible for establishing policy and working with the County Board of Supervisors and departments of the County government to ensure that the resources

necessary to accomplish agency responsibilities are provided. Additionally, this office is the arbiter of all complaints/grievances from or regarding agency employees.

Policy is issued in the form of guidance to division commanders who, in turn, are responsible for the formulation and continuing update of specific directives for their respective divisions. The directives must reflect the most up-to-date procedures and techniques to provide for the safety of all employees and to meet all legal mandates. Therefore, the commanders must review directives at least annually. The Sheriff must approve all division directives, changes or updates before they become effective.

This office consists of the Sheriff, Bureau Commanders (Chief Deputies), Internal Affairs Unit, Public Information components, and Administrative Assistants to the Sheriff. The Bureau Commanders assume the functions of the Sheriff in his absence.

**B. Administration Bureau**

The Administration Bureau supervises the Administrative and Technical Services Division, Corrections and Court Services Division and portions of the Office of the Sheriff as delineated in the organizational chart.

**1. Administration and Technical Services Division**

The Administration and Technical Services Division provides administrative and support services for the entire agency. Biennially, the division is tasked with the preparation, supervision, and administration of the agency's promotional process. In addition, the division is divided into two functional areas. The first is the Technical Services Function, which is further divided into the following units.

- a. **Records Section:** Maintains all agency records of offenses, arrests, traffic accidents and summonses, calls for service, etc. Enters records into Records Management System (RMS) and manages the Incident Based Reporting System (IBR). Manages Freedom of Information Act (FOIA) requests and other outside records inquiries. In addition, this unit generates statistical data used in the analysis of various agency functions.
- b. **Quartermaster/Evidence Section:** Maintains physical custody of all evidence found, recovered or seized property and associated records thereof. This unit also orders and issues equipment and supplies used in the agency

- c. Emergency Communications Center (ECC): The ECC communicates by radio, telephone and other electronic devices, with citizens, agency members, and other agencies. It receives calls for services, dispatches deputies in response to calls for service, maintains on-call lists for support agencies, and other related tasks. The ECC is comprised of three shifts (days, evenings, and midnights) with each having a dispatch supervisor, assistant supervisor and a communications training officer
- d. False Alarm Reduction Unit: The False Alarm Reduction Unit is responsible for working with alarm companies and alarm users to educate them on ways to reduce false alarms. This Unit also tracks violators through the CAD system and fines repeat offenders through the County Treasurer's Office
- e. Technology Section: The Technology Section manages the training and installation of all Mobile Data Computers; purchases, inventories and distributes other technological devices to Sheriff's Office personnel to include RADAR/LIDAR units, Global Positioning System devices, radios, cell phones, pagers, tint meters, etc.
- f. Human Resources: The Human Resources section works with agency employees and County Human Resources to assist employees with benefits, salary determination, medical/workers compensation claims and grievances.
- g. Buyer: The buyer works to establish purchasing contracts, setting up accounts and purchasing needed items.
- h. Budget/Financial: The budget/financial section works with agency personnel to manage the agency budget. They are responsible for the overall agency budget and ensuring that payments are made, revenues deposited and budget documentation is completed.

The second is the Administrative Services Function. This function is divided into the following six components:

- a. Personnel/Payroll Unit: This unit performs a number of administrative, personnel, payroll, and benefits tasks for the employees of the Sheriff.

- b. Training Section: This section coordinates the classroom and firearms training requirements of all agency personnel, maintains associated records, ensures MIR compliance, and schedules attendance at various in-county, in-state, and out-of-state instructional classes. They also work with new employees to assist them with attending/completing the NVCJA
  - c. Accreditation: This section maintains accreditation files, ensures continued compliance with standards, collects supporting documentation, and completes accreditation reporting
  - d. Support Personnel: These individuals are responsible for answering incoming phone calls; typing and preparing letters, correspondence and memorandums; maintaining files and distributing mail within the agency.
  - e. Applicant Investigations: This section screens applicants for employment minimum qualifications, conducts in-depth background investigations for sworn and civilian vacancies, coordinates polygraph exams, physical examination and evaluations and prepares written recommendations for hiring.
2. Corrections and Court Services Division

The Corrections and Court Services Division is divided into two areas of supervision: Administration and Operations.

- a. The operations function is responsible for the housing, security and safety of persons incarcerated within the Adult Detention Center. Confinement is provided for arrestees, persons awaiting trial/sentencing, persons who are serving sentences of 12 months or less and sentenced State inmates awaiting transfer to State facilities. In addition, the following components are supervised under this area of the division:
  - i. Medical Unit: This unit coordinates with the contracted medical services providers to administer to the medical needs of inmates. This includes scheduling inmates for visits to doctors, dispensing prescription medicines, and providing immediate emergency care as the need arises.

- ii. Food Service Unit: This unit is responsible for preparing and serving meals to the inmates of the Adult Detention Center and the Work Release Facility.

In addition to confinement of prisoners, this function is responsible for:

- 1. Facility security
  - 2. Continuous monitoring of inmates confined in the facility
  - 3. Receiving and processing of new prisoners
- b. The administrative function of the Corrections and Court Services Division includes several different areas of supervision. These components include:
- i. Classification and Records Section: This section maintains all inmate records, assigns housing and custody levels for inmates, performs mandatory computer reporting to the Department of Corrections, schedules and participates in inmate disciplinary hearings, and manages the recreational, spiritual, and educational programs for the jail's inmates. This section contains the following units:
    - a) Programs Unit: This unit is responsible for the administration of Detention Center programs, i.e., bible school, GED schooling, and other programs offered at the Adult Detention Center
    - b) Transportation: This unit is responsible for the transportation of prisoners to and from local detention and state facilities, medical/health care appointments, court appearances, etc.
    - c) Fugitive Unit: This unit locates and apprehends fugitives with outstanding warrants in and out of Loudoun County and arranges for all extraditions
  - ii. Community Custody Unit: This section is responsible for overseeing the application process and selecting appropriate inmates for Work Release, Work Force and House Arrest program participation in accordance with applicable state law, as well as for the housing, security and safety of persons incarcerated at the Work Release Center.

- iii. Courtroom Security Unit: This unit is responsible for providing bailiffs to the court, moving prisoners to and from the court, and being present in court at all times when the court is in session
- iv. Courthouse Security Operations: This unit is responsible for providing security to the courthouse, operating metal detector screening stations at each entrance and other security devices as may be required in the courthouse.
- v. Courthouse Security: This unit is responsible for maintaining the security and safety of prisoners while housed within the courthouse holding facility.
- vi. Civil Process Section: This section receives, processes, and serves all legal documents requiring Sheriff's service, including the coordination of evictions

C. Operations Bureau

The Operations Bureau manages the Field Operations Division, Operational Support Division and Criminal Investigations Division

1. Field Operations Division

The Field Operations Division provides twenty-four hour pro-active patrol of Loudoun County as well as reactive response to calls for service. It is also responsible for routine traffic enforcement and preservation of crime scene evidence. The patrol shifts are responsible for answering calls for service and general enforcement within the entire county.

- a. The Field Operations Division staffs and maintains stations throughout the county, dividing the county into service delivery areas. They further provide services by maintaining the following units:
  - i. Dulles Town Center Mall
  - ii. Community Resource Unit
  - iii. Property Crimes Unit

- iv. Executive Detail
- v. Special Operations Section (SOS)
- vi. Canine Unit
- vii. Emergency Management: This unit is responsible for coordinating emergency preparedness and disaster plans
- viii. Special Events and Grant Coordinator

2. Operations Support Division

The Operations Support Division provides proactive traffic and special enforcement within Loudoun County. The division is also responsible for the maintenance of various specialized part-time units that complement the patrol function. The Operations Support Division is divided into the following six sections:

- a. Traffic Safety and Enforcement: This unit uses targeted enforcement in those areas identified as problem traffic locations by the use of RADAR, LIDAR, and other methods. (The unit includes Crossing Guards, Project Fairness, Traffic Safety, Accident Investigation and Reconstruction, Truck Safety, Motorcycle Squad, and Traffic Research and Analysis.)
- b. Field Operations Support: These deputies are responsible for answering calls for service and enforcement as requested as well as providing specialized back-up assistance, building searches, tracking/locating persons, etc. These deputies include the Canine unit.
- c. Community Service and Education: This unit is responsible for implementing and conducting crime prevention activities with the public. In addition, it conducts community relations functions to increase citizen awareness of the agency's operations. (The unit includes Crime Prevention, Juvenile Resource unit and the Sheriff's Auxiliary.)
- d. School Resource Unit: This unit serves as the law enforcement liaison with the county school system, administers various student programs, conducts security assessments at schools, and attends school and community meetings.
- e. Response Teams: These components are utilized on a part-time or as needed



basis:

- i. Crisis Negotiations
- ii. Dive Team
- iii. Civil Disturbance Team
- iv. Mobile Command Response

3. Criminal Investigation Division

The Criminal Investigation Division provides intensive follow-up investigation of those crimes that are not resolved during the initial response to the call for service. This function gathers information regarding criminal activity. It uses current state-of-the-art techniques and procedures to make a maximum effort to solve (clear) reported crimes. It also focuses on specialized crime areas such as organized crime, vice, controlled substance abuse and intelligence activities. The division is divided into the following units:

- a. Major Crimes Section
  - i. Special Victims Unit: This unit is responsible for the investigation and prosecution of crimes of a sexual nature committed against people such as rapes, sexual assault, etc.
  - ii. Robbery/Homicide Unit: This unit is responsible for the investigation and prosecution of major crimes committed against people such as robbery, murder, etc.
  - iii. Financial Crimes Unit: This unit is responsible for the investigation and prosecution of "white collar" crimes such as, fraud, embezzlement, bad checks, etc.
- b. Tactical Enforcement Unit: This unit is responsible for the investigation and prosecution of all vice and narcotics-related offenses. It conducts covert and overt operations in performing these functions. It further is responsible for gathering information and intelligence, monitoring and investigating all gangs and gang-related activity, crimes and offenses.
- c. Crime Analysis Unit: This unit gathers crime statistics and crime patterns

and, after analysis, makes recommendations and prepares reports for the use of Sheriff's personnel. This unit will build an aggressive, proactive methodology that will provide an accurate analysis of crime trends.

- d. Crime Scene Investigations Unit: This unit is responsible for processing major crime scenes for evidence; performs evidentiary examinations on items recovered for fingerprint processing; extracts evidence; provides photographic courtroom display services and provides factual testimony on forensic issues.
- e. Computer Forensics Unit: This unit is responsible for all criminal investigations involving or relating to computers and/or electronic devices.
- f. Latent Fingerprint Unit: This unit is responsible for comparison and analysis of latent fingerprints recovered from crime scenes in addition to verification of ten print cards enrolled into NOVARIS.
- g. Domestic Violence Unit: This unit is responsible for intensive follow-up on felony domestic violence incidents to include strangulation cases and protective order violations.

## V. CHAIN OF COMMAND

The Sheriff, with authority vested by the Constitution of Virginia and the Virginia Code, is the chief law enforcement officer for the county. His decisions concerning the operation of his agency are final unless overridden by intervention of the courts. The Sheriff also authorizes the organizational structure of and chain of command within the Loudoun County Sheriff's Office.

Employees within each of the agency's divisions are supervised by and report to the next highest level supervisor. This supervisor shall be an identifiable person who shall be responsible for the employee's assignments, performance evaluations, counseling, etc. In order to avoid confusion and to promote efficiency within the agency, each organizational component shall be under the direct command of only one supervisor. In addition, each employee shall be accountable to only one direct supervisor at any given time. This does not preclude orders or direction being given by a senior supervisor or any other supervisor in the absence of an individual's primary supervisor.

### A. Sworn Personnel

1. Sworn personnel are comprised of the following ranks:

Deputy, Deputy First Class, Master Deputy, Sergeant, Second Lieutenant, First Lieutenant, Captain, Major (Division Commander), Bureau Commander (Chief Deputy and/or Lieutenant Colonel) and Sheriff

B. Support Staff

Civilian employee or section supervisor

In general, Majors serve as Division Commanders. Captains, First Lieutenants, Second Lieutenants, or Sergeants supervise sections, depending on the number of personnel assigned to the section. Under certain circumstances, civilians act as supervisors (e.g. Records Section). Units, depending on the number of personnel assigned, are supervised by Sergeants. When only one person staffs a unit, that person may be a deputy who possesses a special skill that qualifies him/her for that position.

VI. SENIORITY WITHIN POSITION

- A. Concerning positions of equal rank, the individual most senior shall rank. Most senior is defined as follows:
  1. Length of time in current rank, from date of last promotion to present
  2. Length of employment with the Loudoun County Sheriff's Office

VII. CROSS-DIVISIONAL PROTOCOL

Under normal operational conditions, cross-divisional assignments from a superior rank to a lesser rank will not occur. In emergency situations, a superior rank may act in a supervisory capacity over lesser ranks of another division. This shall be for only such duration as the exigent circumstance exists. At the first opportunity, that supervisor shall advise the division commander whose personnel were supervised of the circumstances of the incident. In situations where two or more divisions are engaged in a single operation, the division having primary responsibility for the function shall command the operation. This does not preclude the designation of a person of lesser rank having the required qualifications from acting as an incident commander for an overall operation.

VIII. SPAN OF CONTROL

- A. To achieve effective direction, coordination, and control, the number of employees under the immediate control of a supervisor should not exceed twelve.

- B. For any major event in which large numbers of agency personnel will be on duty, plans for the event will clearly delineate the command structure.

IX. DELINEATION OF RESPONSIBILITY

- A. Written job descriptions, which are reviewed annually, exist for all positions and are available in the Administrative Office or the Human Resources Division of the County government. All personnel are encouraged to periodically review their job descriptions and to make suggestions to their supervisor concerning any changes they believe should be made.
- B. Certain tasks may be assigned to individuals that require focus of effort for some period of time. These special tasks may be in addition to those duties and responsibilities prescribed in the current job descriptions. Examples of these include, but are not limited to:
  - 1. Deputies temporarily assigned to the Criminal Investigations Division for additional manpower to combat a particular ongoing offense, e.g. burglaries in a specific area
  - 2. Master Deputies acting as a supervisor, etc.

X. AUTHORITY AND RESPONSIBILITY

At every level within this agency, personnel are given the authority to make decisions necessary for the effective execution of their responsibilities. Employees are given the latitude to make certain decisions commensurate with their authority. Each employee will be held fully accountable for the use of or failure to use delegated authority. Any employee who has questions regarding their delegated authority should bring such questions to the attention of their supervisor for prompt resolution. Legal questions may be referred to the County Attorney or Commonwealth's Attorney through the employee's supervisor. Questions concerning other facets of the criminal justice system may be likewise referred. Employees' acceptance of and proper use of authority will be evaluated on an ongoing basis and reflected during the performance evaluation process. Improper use of authority or failure to accept authority will be reported through command channels.

XI. DIRECTION

The Chief Executive Officer of the Loudoun County Sheriff's Office is the Sheriff. As such, the Sheriff has the authority and responsibility for the management, direction and control of the operations and administration of the agency.

- A. Order of Precedence for Command

1. Sheriff
2. Bureau Commander (Lieutenant Colonel)
3. Division Commander of the division that has primary responsibility for an incident (Major)
4. Assistant Division Commander/Station Commander (Captain)
5. Any 1<sup>st</sup> Lieutenant/Staff Duty Officer
6. Any other deputy as designated by the Sheriff for a specific period or task

**B. Supervisor Accountability**

All supervisory personnel are accountable for the performance of employees under their immediate control

**C. Lawful Orders**

Lawful orders, including those relayed from a superior via an employee of equal or lesser rank shall be in accordance with General Order 202

**D. Conflicting Orders**

Conflicting orders shall be handled as set forth in General Order 202

**XII. POSITION CONTROL**

It is the policy of the Loudoun County Sheriff's Office to follow the established procedures of the County of Loudoun Human Resources Division, with respect to position control in relation to budget authorization. All concerned personnel are hereby directed to ensure compliance with this policy

**1. Civilian Staffing**

During the budget process, and not less than annually, all division commanders shall conduct a review of all positions within their divisions, encompassing the entire agency, to determine whether any may be designated as civilian instead of sworn. It shall be the policy of the Loudoun County Sheriff's Office to designate positions not requiring sworn personnel as civilian and be staffed accordingly. This action is taken with the intent of optimizing the use of agency personnel. This process shall be accomplished in a time frame that permits changes to be reflected in the required budget documents

ATTACHMENT "A"

**STATUTES RELATED TO THE AUTHORITY AND RESPONSIBILITIES OF THE SHERIFF**

**AREA OF RESPONSIBILITY**

**LEGAL AUTHORITY**

- A. General Law Enforcement 

Commonwealth v. Malbon, 195 Va. 368, 78 S.E.2d 683 (1953); Reports of the Attorney General, 1976-77 at 253, and at page 257. See County Attorney memorandum to Capt. Keyes dated September 10, 1986.
- B. Criminal Investigation 

Same authority as stated for "General Law Enforcement". See also, Va. Code Section 15.2-1609.2 providing for compensation for any full-time deputy sheriff who is designated as an investigator by the sheriff in whose services he is employed.
- C. Traffic Law Enforcement 

Same authority as stated for "General Law Enforcement". See also Va. Code Section 46.2.102
- D. Service of Criminal Process 

Va. Code Sections 16.1-129; 17.1-272; 19.2-56; 19.2-73.1; 19.2-76.1; and 19.2-81
- E. Service of Civil Process 

Va. Code Sections 8.01-292; 8.01-293; 8.01-294; 8.01-295; 16.1-79; and 16.1-99
- F. Courthouse Security 

Va. Code Section 53.1-120
- G. Courtroom Security 

Va. Code Section 53.1-120
- H. Court Bailiff 

Va. Code Section 53.1-120; but see also 16.1-69.37 relating to bailiffs for courts not of record.
- I. Serving process on Federal Property 

On federal lands, Va. Code Section 1-400
- J. Records Keeping 

Va. Code Section 19.2-390; Reports to be made by local law-enforcement officers, conservators of the peace, clerks of court, Secretary of the Commonwealth and

Corrections officials to State Police; material submitted by other agencies.

K. Keeper of the Jail

Section 53.1-116.2 Code of Virginia and related statutes under Articles 6 and 7 of Title 53.1