



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Administration	Section: 202
Subject: Procedural Orders	Topic:
Accreditation: ADM.07.04, PER.09.01	Revised:
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I. PURPOSE

The purpose of this General Order is to establish the appropriate procedures for employees of the Sheriff's Office to give and to follow orders.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to ensure that all interpersonal communications that are issued in the form of an order comport with the provisions of this General Order.

III. PROCEDURES

A. Manner of Issuing Orders

Orders shall be issued in a clear and civil tone, in an understandable manner, and in the interest of agency business.

B. Unlawful Orders

No employee of the agency shall knowingly issue any order, which is in violation of any law, statute, or ordinance, or agency rules and regulations.

C. Insubordination

Except as otherwise stated herein, defiance of lawful authority or disobedience to orders constitutes insubordination.

D. Disobedience to Unlawful Orders

No employee shall obey any order that they know to be contrary to Federal or State law, or to County ordinance. At the time an unlawful order is issued, the employee shall advise the issuing authority of its illegality. Should that authority persist in commanding compliance, an employee of superior rank to all parties involved should be summoned to resolve the controversy. Responsibility for refusal to obey rests with the employee, who shall be required to justify their actions.

E. Obedience to Improper Orders

An employee who receives an order which they feel to be unjust or contrary to agency rules and regulations is required to obey the order, but may then proceed to appeal that

order at the earliest opportunity.

F. Conflicting Orders

Upon receipt of an order that conflicts with any previous order or instruction, the affected employee shall respectfully advise the person issuing the superseding order of the conflict. Responsibility for countermanding the original instruction then rests with the individual issuing the superseding order. If the superseding command is held in force, it shall be obeyed, thereby rendering previous orders ineffective. Orders will be countermanded only when in the best interest of the agency

G. Reports and Appeals – Unlawful or Improper Orders

An employee receiving an unlawful, unjust, or improper order shall, at the first opportunity and prior to the conclusion of the tour of duty in which the order was given, report the fact in writing to the Sheriff through their chain of command. This report shall contain the facts of the incident and the action taken. Appeals for the release from such orders may be made at the same time.