



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Administration	<b>Section:</b> 203	
<b>Subject:</b> Prohibited Activities	<b>Topic:</b> Prohibited Activities	
<b>Accreditation:</b> PER.09.01	<b>Revised:</b>	<b>Reaffirmed:</b>
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## I. PURPOSE

The purpose of this General Order is to provide guidance to employees by identifying specific prohibited activities.

## II. POLICY

It is the policy of the Loudoun County Sheriff's Office that all personnel conduct themselves in a manner that brings credit to the Sheriff's Office, maintaining a level of conduct in their personal and official affairs consistent with the highest standards of the law enforcement profession. A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves.

## III. PROHIBITED ACTIVITIES:

### 1. LOITERING, SLEEPING, LOAFING ON DUTY

No employee of the Sheriff shall loiter, loaf, or sleep on duty, or in any other manner shirk his/her responsibilities in the performance of his/her assigned duties.

### 2. MALINGERING

An employee may be absent from duty due to sickness only when that employee is suffering from an illness or injury, or when that employee must provide necessary care of an immediate member of his/her family, which care would prevent the proper performance of duty. No employee shall feign sickness or disability, nor shall he/she attempt to deceive a supervisor concerning his/her mental or physical condition. Each employee, before utilization of sick leave, shall notify his/her immediate supervisor or other supervisor, as appropriate, prior to his/her scheduled reporting time.

### 3. DRUG USE

No employee shall use or be under the influence of cannabis or any of its derivatives, or any illegal drug, on or off duty.

### 4. MEDICATION

Medication prescribed by a physician may be taken; however, any sworn employee under the influence of any prescribed medication upon reporting for duty shall inform

his/her immediate supervisor of that fact. A supervisor may, if appropriate, limit or restrict on-duty activity of an employee in such cases.

5. PURCHASE/CONSUMPTION OF INTOXICANTS

No employee of the Sheriff shall consume or purchase any intoxicant while on duty. No employee shall consume intoxicants while off duty to the extent that evidence of such consumption is apparent when he/she reports for duty, or to the extent that his/her ability to perform duty is impaired.

6. INTOXICATION

No employee shall be intoxicated while on duty, nor shall any employee be intoxicated in public view at any time. No employee of the agency shall operate an agency vehicle while under the influence of an intoxicant, or while intoxicated. No employee shall consume any intoxicant to an extent that would bring discredit to the employee or the Sheriff's Office.

7. INTOXICANTS ON SHERIFF'S OFFICE PREMISES

No employee shall bring or keep any intoxicants on Sheriff's Office premises, except for official law enforcement purposes. No intoxicants shall be transported in any agency vehicle, on duty or off duty, except as may be necessary in accordance with official duties.

8. PUBLICITY

No employee shall use his/her position with the Sheriff's Office to enhance or promote any private enterprise, or to seek personal publicity. This provision is intended to protect the Sheriff's Office and individuals from potential conflicts of interest.

9. DEBTS

Financial responsibility is expected of each employee of the agency. Each employee shall make every reasonable effort to pay, in a timely manner, all debts for which he/she is legally responsible.

10. GIFTS AND GRATUITIES

No employee shall knowingly accept any gift, gratuity, service, or discount which would constitute a conflict of interest, or the appearance of a conflict of interest, or which would reflect unfavorably upon the agency. No employee shall solicit any gift, gratuity, service, or discount under any circumstance. This is not intended to prohibit sworn employees from accepting minor gratuities such as beverages (e.g., coffee) from businesses or individuals offered while the employee is on duty; in all such cases, the employee shall take a "reasonable and prudent" approach in judging the

appropriateness of accepting the item in question. Generally, however, gifts and gratuities shall not be accepted unless previously approved by the Sheriff or a Bureau Commander.

11. DISPOSITION OF UNAUTHORIZED GIFTS OR GRATUITIES

Any unauthorized gift, gratuity, loan, fee, reward, or other material benefit which comes into the possession of any employee of the Sheriff's Office shall be forwarded to the employee's Division Commander, along with a written report explaining the circumstances. The Division Commander shall present the Sheriff with all information concerning the matter, and the Sheriff shall determine appropriate action. Any employee receiving such an item shall be notified in writing of the disposition of the matter.

12. OTHER TRANSACTIONS

All employees of the Sheriff are prohibited from buying/selling anything of value from/to any complainant, suspect, witness, defendant, prisoner, or other person involved in any case, or which arose out of their employment, except as may be specifically authorized by the Sheriff or a Bureau Commander.

13. COMMERCIAL TESTIMONIALS

No employee shall permit his/her name/photograph to be used in endorsing any product or service connected with law enforcement without the permission of the Sheriff. No employee shall allow his/her name/photograph to be used in any commercial testimonial that alludes to his/her position or employment with the Sheriff.

14. MEMBERSHIP IN ORGANIZATIONS

Except for Armed Forces Reserve components, no employee may become affiliated with any organization which would prevent its members from rendering proper and efficient service to the Sheriff's Office.

15. PERSONAL PREFERMENT

No employee shall seek the influence or intervention of any person outside the Sheriff's Office for purposes of personal preferment, advantage, transfer, advancement, or to gain favor or preferential treatment of any kind.

16. SPECIAL PRIVILEGES

No employee shall issue to persons, other than employees of the Sheriff any card, button, badge, device, or statement that appears to grant special privileges or consideration.

17. POLITICAL ACTIVITY

No employee shall use his or her position in the Sheriff's Office to endorse political candidates, nor shall he/she use such position to solicit, directly or in-directly, funds or other services in support of any political issue. No employee shall use his or her official capacity in any manner that might influence the outcome of any political issue. This order is not intended to prevent an employee of the Sheriff from exercising his/her rights under the United States Constitution or the Code of Virginia.

18. RUNNING FOR POLITICAL OFFICE

No employee of the Sheriff shall run for an elected position without permission of the Sheriff. The Sheriff may deny permission where he deems a conflict of interest exists, or it is otherwise inappropriate.

19. INAPPROPRIATE LANGUAGE AND VIOLENCE

No employee shall use threatening, abusive, or insulting language toward any other employee of the Sheriff or toward any person in the custody of the Sheriff's Office. No employee shall strike or threaten any violence toward any other employee of the Sheriff.

20. USE OF TOBACCO PRODUCTS ON DUTY

No employee shall use any tobacco products (cigarettes, cigars, smokeless tobacco, e-cigarettes, vaping, etc.) while performing official duties (includes off-duty assignments and special assignments), except in designated areas.

21. TAPE RECORDINGS

No employee of the Sheriff may surreptitiously record conversations with any other employee of this agency. An exception may be made with prior approval of the Sheriff or his designee.

22. FIREARMS/ WEAPONS

No deputy shall carry a firearm or any weapon in to any courtroom if the deputy is a defendant in a criminal or traffic case, or a party in any civil matter. No deputy shall wear his/her issued uniform or any part thereof while appearing in any of the aforementioned court proceedings.

23. PERSONAL VEHICLES

Unless the most exigent of circumstances exist, no deputy shall use a personal vehicle to overtake and/or stop a motorist under any circumstance. The grant of authority

under Section 46.2-920 of the Code of Virginia does not extend to privately owned vehicles operated by law enforcement officers.

24. INTERVIEW ROOMS

Neither arrestee nor detained person will be left unattended in any Sheriff's Office interview room unless the room is equipped with audio/visual monitoring and personnel are in close proximity to intervene on behalf of the person as needed. All suspects, victims and witnesses are subject to search prior to entering the interview room. A thorough search of the interview room should be conducted before and after it has been used.