



# GENERAL ORDER

Loudoun County Sheriff's Office

---

<b>Chapter:</b> Administration	<b>Section:</b> 206	
<b>Subject:</b> Revision of General Orders	<b>Topic:</b>	
<b>Accreditation:</b>	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 03/02/2017	<b>Last Review:</b> 01/16/2019	<b>Review:</b> 10/01/2020

---

## I. PURPOSE

General Orders are statements of how the Loudoun County Sheriff's Office will conduct itself. The organization is ultimately accountable for whether staff and the organization itself follow the approved policies. Having the "right" policies will ensure that the organization is complying with legal requirements and 'best practices.'

The Policy Review Group will review the current General Orders and established procedures for compliance with statutory and regulatory requirements, recognized best practices, ambiguities, ineffective or impractical language.

## II. POLICY

To ensure that the agency is operating within the confines of current legal and best practices the agency General Orders shall be reviewed on an established reoccurring basis. This review process will also be responsible for determining if memorandums that have been issued since the prior review period should be incorporated into General Orders. The General Order review period is based on the order's impact to daily operations, liability exposure, and changing legal decisions.

## III. DEFINITIONS

**Chapter:** The grouping by subject matter that the General Orders address

**Section:** The numerical reference system in which the General Orders are organized

**Subject:** The subject matter that is addressed by the General Order

**Topic:** If the subject has multiple specific issues

**Accreditation:** Notation that the General Order complies with a specific accreditation standard

**Revised:** If the General Order has been modified since its last review a capital "X" shall be placed in corresponding space. The "X" shall remain until the next scheduled review date in which it shall be removed.

**Reaffirmed:** If the General Order has been reviewed and there is no changes a capital "X" shall be placed in the corresponding space.

**Enacted:** The date in which the General Order was created

Last Review: The date in which the last review was performed

Review: The next scheduled date in which the General Order is to be reviewed

PRG- Policy Review Group

SME- Subject Matter Expert

IV. PROCEDURE

A. The General Orders shall be classified into two categories, critical skills and routine matters. The review period for critical skills shall be twice per calendar year, and routine matters annually. The two categories are listed below:

1. Critical Skills

- a. Vehicle Operations section
- b. Arrest Procedures section
- c. Search & Seizure (single GO)
- d. Use of Force section

2. Routine Matters

- a. All matters not listed as critical

B. While this General Order establishes a review schedule for the General Orders, it shall not preclude any General Order to be reviewed, revised or revoked at any time. The purpose of the review is to consider whether:

- 1. The General Order is consistent with the current legal standards and court decisions.
- 2. The General Order is still needed (perhaps the policy can be combined with another policy).
- 3. The purpose and goal of the General Order is still being met.
- 4. Any changes are required to improve the effectiveness, clarity, or grammar and punctuation of the General Order.
- 5. The General Order aligns with best practice in Law Enforcement and Corrections.
- 6. New technology, equipment, or law enforcement practices that require the creation of a new General Order.

- C. It is important that the review process involves a thorough review of the General Order and critical stakeholders are involved. The Policy Review Group (PRG) shall be made up of the following members:
1. Subject Matter Expert (at least one within the discipline to be reviewed)
  2. Internal Affairs Member
  3. Division Commanders
  4. County Attorney
  5. Lieutenant Colonels
  6. Colonel
  7. Sheriff
  8. Accreditation Manager
- D. The Accreditation Manager shall review all memorandums issued during the previous year to determine their applicability and shall take one of the following actions:
1. Convert or integrate the memorandum into a General Order
  2. Remove the memorandum from any further action and place in the archives
  3. Memorandum remains active until another review period