



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Administration

**Section:** 206

**Subject:** Revision of General Orders

**Topic:**

**Enacted:** 03/02/2017

**Last Review:** 03/02/2023

**Review:** 10/01/2025

## I. PURPOSE

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

The Policy Review Group ("PRG") 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 Sheriff's General Orders shall be reviewed on an established reoccurring basis. The PRG will also be responsible for determining if memorandums and Standard Operating Procedures (SOP) 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 substantive matter that is addressed by the General Order

Topic: If the subject has multiple specific issues

Enacted: The date on which the General Order was originally created

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

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

## IV. PROCEDURE

A. The General Orders shall be classified into two categories, Critical Policies and Routine Matters.

1. Critical policies shall be reviewed, edited, and approved annually by the PRG. Critical policies involve actions or areas of high liability, potential for injury, or civil rights. Critical policies include the following General Orders and Sections:
  - a. Section 402: Arrest Procedures
  - b. Section 403: Response to Resistance
  - c. Section 405: Vehicle Operations
  - d. General Order 208: Cash Handling
  - e. General Order 401.2: Non-Biased Policing
  - f. General Order 401.5: Effective Communication with the Deaf and Hearing Impaired
  - g. General Order 406.9: Interacting with Individuals in Mental Health Crisis
  - h. General Order 409.1: Special Operations Section
  - i. General Order 409.2: Crisis Negotiation Team
  - j. General Order 409.4: Tactical Enforcement Unit Organization & Administration
  - k. General Order 409.5: Tactical Responsibilities for TEU
  - l. General Order 409.3: Canine Operations
  - m. General Order 411.01: Search & Seizure
  - n. General Order 411.3: Juvenile Operations
  - o. General Order 411.6: Seizure and Forfeiture of Assets
  - p. General Order 411.14: Confidential Funds
2. Routine Matters, which are policies not considered critical as defined above, shall be reviewed on an as needed basis. There are several methods of review:
  - a. Members of the PRG may at any time suggest revision of existing General Orders as needs arise.
  - b. Each month a Group of Subject Matter Experts from each division shall meet to review General Orders and determine whether revisions are needed.

- i. The Group of Subject Matter Experts shall review each routine general order every two years at a minimum, and determine if revision, editing, and review and approval by the PRG is necessary.
    - c. Any deputy may recommend that a policy be reviewed and revised. This recommendation should be made in writing and submitted to the Policy and Accreditation Manager. This recommendation will then be reviewed by the Subject Matter Expert(s) who shall provide a recommendation to the PRG as to whether the recommendation should be considered, and whether a policy change is necessary.
- B. While this General Order establishes a review schedule for the General Orders, it shall not preclude the review, revision or revocation of any General Order by the Sheriff 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 examination of the General Order and critical stakeholders are involved. The PRG shall be made up of the following members:
  1. Subject Matter Expert (at least one within the discipline to be reviewed)
  2. Division Commanders
  3. Counsel from the Office of the County Attorney
  4. Internal Affairs Unit Member
  5. Lieutenant Colonels
  6. Colonel
  7. Sheriff

8. Accreditation Manager

- D. The Accreditation Manager shall review all memorandums and SOPs issued during the previous year to determine their applicability and shall take one of the following actions:
  - 1. Convert or integrate the memorandum or SOP into a General Order
  - 2. Remove the memorandum or SOP from any further action and place in the archives
  - 3. Permit the memorandum or SOP to remain active until another review period
- E. The Policy and Accreditation Manager shall review all new laws adopted or enacted during the previous year to determine their applicability and make recommendations to the PRG to draft or edit General Orders to meet new legal requirements.
- F. The Policy and Accreditation Manager shall review all directives issued by the Virginia Department of Criminal Justice Service and the Virginia Law Enforcement Professional Standards Commission during the previous year to determine their applicability and make recommendations to the PRG to draft or edit General Orders to meet new legal requirements.