



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Personnel Management

**Section:** 304

**Subject:** Administrative Activities

**Topic:**

**Enacted:** 07/30/2015

**Last Review:** 01/16/2024

**Review:** 10/01/2026

## I. PURPOSE

The purpose of this General Order is to outline general administrative responsibilities of all employees of the Sheriff.

## II. POLICY

It is the policy of the Loudoun County Sheriff's Office that all members must thoroughly familiarize themselves with, and adhere to, the rules and regulations set forth herein.

## III. PROCEDURE

### A. RESIDENCE OF AGENCY MEMBERS

All sworn employees who are a member of a team or unit that is subject to an on-call status are required to reside within fifty (50) roadway miles of the Loudoun County Sheriff's Office Headquarters building. Any applicable relocation bonus shall only be paid if a newly hired employee resides within fifty (50) roadway miles of the Loudoun County Sheriff's Office Headquarters and is subject to receipt of documentation showing that the employee's permanent residential address has been updated to comply with this requirement. All take home agency vehicles shall remain within fifty (50) roadway miles of the Loudoun County Sheriff's Office Headquarters building.

### B. CHANGE OF ADDRESS

Employees of the Sheriff shall provide their current home address, mailing address and telephone number to the agency. Immediately upon reporting for duty in a new section, the employee shall record his/her correct address and telephone number with the appropriate supervisor(s). All changes of address and/or telephone numbers must be reported within twenty-four hours of the change, on the appropriate agency form.

### C. TELEPHONE REQUIRED

Sworn and essential personnel shall have a telephone at their place of residence or maintain a personal cellular telephone and shall provide their supervisors with their current telephone number(s). No employee's personal telephone number shall be released to anyone outside the Sheriff's Office.

**D. CELLULAR TELEPHONE AND EMAIL**

Any employee of the Sheriff who has been provided a cellular telephone as part of his/her issued equipment shall be required to check the device for messages and respond accordingly on a regular and routine basis. All employees of the Sheriff shall review and answer their county email messages on a regular and routine basis, minimally during each tour of duty.

The cellular telephone is to be always in the employee's possession, unless on approved leave, to ensure any emergency recall situation can be accomplished in an expeditious manner.

**E. RETIREMENT**

Any employee who makes plans to retire from service shall provide the Sheriff with a written notification of his/her retirement 90 days prior to the date of retirement or as soon as retirement paperwork has been filed with the benefits staff in the County's Department of Human Resources and the Virginia Retirement System.

**F. SUBMISSION OF REPORTS**

Employees of the Sheriff shall promptly submit any report required in the performance of their duties or by competent authority.

**G. FALSIFICATION OR ALTERATION OF REPORTS**

No employee shall knowingly falsify any official report, enter, or cause to be entered any inaccurate, false, or improper information in official records of the agency; nor shall they alter or request any other person to alter or withdraw any report, letter, request, or other written communication that is, or has been, conducted through official channels. This directive is not intended to preclude the correction of errors in spelling or grammar.

**H. SECURITY OF OFFICIAL RECORDS**

No employee shall access or disclose Sheriff's Office information, except as required by law or competent authority, including information contained in agency records; other official correspondence; any information ordinarily accessible only to agency employees; and names of informants, complainants, witnesses, and other such persons known to the agency, which are considered confidential in nature. Indiscriminate and unauthorized access or disclosure or the personal use of such information reflects gross misconduct. Employees shall use Sheriff's Office Record Management Systems (RMS) and other criminal information storage applications for official use only.

**I. SECURITY OF EVIDENCE**

Due to the sensitive nature of law enforcement, it is imperative that members of the Sheriff's Office use common sense and reasonable judgment regarding the handling of any evidence. Deputies should be aware of the possibility of contamination of evidence and shall not disseminate any evidence of any nature to any unauthorized person(s).

**J. REPORTING OF ARRESTS AND COURT ACTION**

Any employee of the Sheriff who has been arrested or who has had any court action initiated against him/her, to include traffic citations, must as soon as practical, report such action to his/her immediate supervisor.

**K. COMPENSATION FOR DAMAGE**

No employee of the Sheriff shall seek, file suit against, solicit, nor accept from any person or agency, any money or other compensation for damages or expenses incurred in the line of duty, or for which the employee has received sick leave pay, without prior notification, in writing, to the Sheriff of his/her intended course of action.

**L. PUBLIC APPEARANCE REQUESTS**

All requests for public speeches, presentations, etc., will be routed to the appropriate Division Commander for approval and processing. Employees approached directly with requests of this nature shall refer the party to his/her Division Commander.

**M. CIVIL ACTIONS, COURT APPEARANCES, REPORTING SERVICE OF PROCESS**

No employee shall testify in a civil action unless served with an appropriate subpoena. This directive shall not apply to cases in which the employee is the plaintiff, or where the employee is related to the defendant by blood or marriage. Employees shall not enter into any financial agreement regarding appearances as witnesses in any civil action. Any employee named as a defendant who is served with civil process, or any employee who is served with a subpoena to testify as a witness in a civil action where another employee of the agency is named as a defendant shall immediately notify the Sheriff in the following manner:

1. A brief memorandum shall be prepared and forwarded to the Office of the Sheriff, which shall state that civil process or a subpoena was served and shall cite the method of service and date of service.
2. A copy of the civil process or subpoena shall be attached to the memorandum.

**N. CIVIL DISPOSITIONS AND AFFIDAVITS**

An employee shall confer with his/her supervisor before sitting for a deposition or providing an affidavit in a civil case resulting from his/her performance of duty. The supervisor shall contact the Sheriff and Internal Affairs before the deposition is taken or the affidavit is signed.

**O. CIVIL CASES**

Sworn employees shall avoid entering into civil disputes, particularly while performing their duties, but shall still be responsible for enforcement of any laws or ordinances that may become applicable to the situation.