



# GENERAL ORDER

Loudoun County Sheriff's Office

---

<b>Chapter:</b> Personnel Management	<b>Section:</b> 310.6
<b>Subject:</b> Human Resources	<b>Topic:</b> Recruitment
<b>Accreditation:</b> P.01.01	<b>Revised:</b>
<b>Enacted:</b> 07/30/2015	<b>Reaffirmed:</b>
<b>Last Review:</b> 01/26/2019	<b>Review:</b> 11/01/2020

---

## I. PURPOSE

The purpose of this General Order is to establish the Loudoun County Sheriff's Office recruitment program. The Loudoun County Sheriff and the County of Loudoun are Equal Employment Opportunity Employers. Recruitment is primarily performed by the Loudoun County Department of Human Resources in conjunction with the Loudoun County Sheriff's Office. The Loudoun County Sheriff's Office Recruitment program is contained in this General Order.

## II. POLICY

It is the policy of the Loudoun County Sheriff's Office to initiate and maintain an active recruitment campaign in order to compete with other employers for qualified applicants.

## III. ADMINISTRATIVE PRACTICES AND PROCEDURES

The recruitment program is based on actual or forecasted vacancies for a specific period. It may be modified, enhanced, or suspended, depending on agency requirements.

- A. The recruitment program for the Loudoun County Sheriff's Office falls under the Employment Services Section and is administered by the Division Commander of Administrative & Technical Services. The Division Commander has the authority and responsibility for the agency's role in this process.
- B. The Loudoun County Sheriff's Office will participate in job fairs held at educational institutions, military bases & other locations, as the need arises.
- C. Personnel assigned to these functions shall be trained in matters affecting the hiring process.

## IV. COMMUNITY OUTREACH

The Loudoun County Department of Human Resources routinely sends notices of position vacancies to many community organizations and key leaders. In addition, these notices are posted with numerous community service organizations.

The Loudoun County Sheriff's Office currently sends deputies to educational institutions and community service organizations for the purpose of soliciting interest in the law enforcement field. In addition, the agency supports and actively participates in student intern programs. The agency participates in an internship program with the Virginia Department of Criminal Justice Services whereby college students who are majoring in criminal during their junior or senior year, who are majoring in criminal justice, are placed with various law enforcement agencies to gain first-hand experience.