



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 401.1
Subject: Operational Functions	Topic: Patrol Operations and Procedures
Accreditation: A.04.01, 09.01, 20.01, O.01.01, 01.07, T01.02	Revised:
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I. PURPOSE

The purpose of this General Order is to establish guidelines for the deployment and utilization of Sheriff's Office personnel assigned to the Field Operations Division in order to ensure the most effective and efficient delivery of law enforcement services to the citizens of Loudoun County.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to provide twenty-four hour law enforcement and emergency services to the citizens and business establishments within its service area. The primary responsibility for delivery of these vital services rest with the uniformed patrol deputy. Therefore, it is of paramount importance that procedures for the establishment of shifts and assignments of personnel be formalized in order to ensure continuous coverage and promote better understanding among affected personnel.

III. PROCEDURE

A. The primary function of the Field Operations Division is to provide twenty-four hour service to the citizens and businesses of Loudoun County and to ensure security, safety and maintenance of order. Services provided by this division include, but are not limited to:

1. Proactive patrol, oriented toward prevention of crimes and accidents, maintenance of order, and the discovery of hazards and delinquency-causing situations
2. Crime prevention
3. Response to calls for service
4. Investigations of crimes, offenses, incidents, and conditions of welfare affecting the public, including arresting offenders
5. Traffic direction and control
6. Regulation of certain businesses and/or activities as required by law
7. Maintain public order

8. Provide emergency services
9. Develop relationships between the community and the agency
10. Report information to appropriate organizational components
11. Apply problem-solving policing techniques to address criminal, traffic and community concerns
12. In addition, the Sheriff or his/her designee may periodically issue directives detailing specific functions to be performed by the Field Operations Division. Each directive will include the overall goals, objectives, and time period for each program and specify the feedback required, if any. Examples of such programs include:
 - a. Selective enforcement operations
 - b. Traffic surveys
 - c. Crime prevention efforts
13. The Field Operations Division Commander shall, on a regular basis, inform the Sheriff of activities of the Division, and annually report the accomplishments, deficiencies, and projected need of the Division.

B. Patrol Squads

1. The Field Operations Division is comprised of two squads: "A" and "B"
2. Each squad is scheduled to work eighty-four hours (84) per two-week pay period. Overtime, including court appearances, in-service, firearms and specialized training, and maintenance of service routinely occur.
3. The schedule for patrol squads is a variation of the "Pitman Shift Schedule." Using this shift schedule, deputies have a schedule with fixed days off including every other weekend off. This schedule continues indefinitely and is available to all deputies using the "MDC Portal" installed on all MDC's.

Patrol Schedule Per Pay Period						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				"A" Squad	"B" Squad	"B" Squad
"B" Squad	"A" Squad	"A" Squad	"B" Squad	"B" Squad	"A" Squad	"A" Squad
"A" Squad	"B" Squad	"B" Squad	"A" Squad			

4. Shift supervisors will make specific assignments based on squad and agency needs

C. Patrol Shifts

1. The Field Operations Division's function will be met by the utilization of two permanent patrol shifts within each of the two squads and designated as "A" Squad or "B" Squad Days and Nights. The night shift is divided into two separate time durations with a staggered start time. The duty requirements for each shift are as follows:
 - a. Days: 0600 hours - 1800 hours
 - b. Nights: 1600 hours - 0400 hours
 - c. Nights: 1900 hours – 0700 hours
2. As noted, each shift is twelve hours in duration, thus allowing for an overlap between the day and night shifts. The purpose of the overlap is to provide for continuous patrol coverage at all times and maximum coverage at the times of greatest demand for service.

E. Patrol Sectors

1. In order to best meet the demands for service and provide rapid response to complaints, the county has been divided into station areas and further divided into patrol sectors (beats), varying by shift and time-of-day.
2. Deputies will be assigned to sectors at the beginning of each daily tour of duty and will make that particular sector the primary focus of their patrol activity. Sector assignments will be made by the shift supervisor using a formula that he/she feels best meets individual and departmental needs. The criteria for selecting these are based on the number of calls for service, number of incidents or reported offenses, businesses in the area and other specific problems that arise which may require additional or a reduced manpower. Sector assignment schedules will be entered in CAD by the shift supervisor on a daily basis in order to keep individual deputies and department officials well informed.
3. In an effort to establish effective problem solving skills and community ties, deputies will routinely be assigned to the same sector. Deputies are expected to establish and maintain working relationships with the citizens and business owners in their sectors on a daily basis.

E. Roll Call

1. Each patrol shift will begin its shift by holding a formal roll call at each station. Roll calls between stations may be conducted simultaneously through the use of the video link system. The roll-call session will be up to fifteen (15) minutes in duration and will be conducted by the shift 2nd Lieutenant, sergeant, or his/her designee.
2. Roll call is considered a vital function that is designed to accomplish, but is not limited to, the following:

- a. Brief deputies with up-dated information regarding daily patrol activities
 - b. Notify deputies of changes in schedules and assignments
 - c. Notify deputies of new directives and or changes in department or county policy
 - d. Evaluate the readiness of individual deputies to assume duty
 - e. Provide deputies with roll call training on selected topics
 - f. Inform deputies of existing and/or potential hazards in the service area and discuss special precautions to be employed
 - g. Provide information to oncoming shifts of previous shifts' activities.
3. The shift supervisor may waive roll call if emergency/exigent circumstances exist that indicate immediate deployment of on-coming personnel. If roll call is waived, the shift supervisor shall notify the Field Operations Division Commander as soon as practical and relay the reasons for the waiver of roll call.
 4. Sunday roll calls will last up to one (1) hour in duration and the entire shift will meet together. Sunday roll call training will be conducted and documented in accordance with agency training policies.