



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 401.18
Subject: Operational Functions	Topic: Emergency Recall
Accreditation: OPR. 01.06	Revised: Reaffirmed:
Enacted: 07/30/2015	Last Review: 07/24/2015
	Review: 07/30/2016

I. PURPOSE

The purpose of this General Order is to establish the authority and procedure by which units may be recalled for emergency duty.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to provide for the prompt and uniform recall of sworn and civilian members in emergencies. Those situations subject to recall of personnel shall be, but are not limited to, the following: possible riot situations, major disasters (e.g., commercial plane crash, weather emergencies, etc.), or large gatherings where crowd control is mandatory.

III. PROCEDURE

A. Authorization to recall manpower for emergency duty shall be as follows:

1. Sheriff, or his/her designee
2. Bureau Commander, or his/her designee.
3. Division Commanders, Assistant Division Commanders, and/or Staff Duty Officers shall have the authority to initiate a recall, but shall notify in descending order the Sheriff, Bureau Commander, or his/her designee as soon as possible.

B. Order of recall shall be as follows:

1. Off-going shift shall remain on-duty. On-coming personnel due to report for next tour of duty shall be called as soon as necessary.
2. Off-duty personnel (those on days off).

C. Assembly

1. Recall of members shall be accomplished by Emergency Communications Center personnel initiating telephone or radio contact with respective first-line supervisors (2nd Lieutenants). Failing contact, or in the absence of the 2nd Lieutenant, the shift sergeant shall be notified. This supervisor is responsible for contacting all persons under his/her command.

- a. All Sheriff's Office personnel who have been issued a pager or cellular telephone are required to carry and respond to any telephone calls or pages in the appropriate manner. Any employee who has elected to use his/her personal telephone or pager in lieu of department-issued equipment shall provide the Emergency Communications Center and his/her supervisor with those alternate number(s). The employee shall respond to those telephone calls or pages from the Sheriff's Office as if the personal device was a departmental pager or telephone.
 - b. The pager and/or telephone are to be in the employee's possession at all times, unless on approved leave, to ensure any emergency recall situation can be accomplished in an expeditious manner.
2. In all situations where an emergency recall order has been issued, the assembly point shall be the deputy's current reporting station or other specified location.
 3. Recall shift commanders will re-establish contact with the Emergency Communications Center and apprise them of the number and status of responding personnel.