



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 401.19

Subject: Operational Functions

Topic: Relationships with Other Agencies

Accreditation: A.14.02, A.14.03, A.24.07

Revised:

Reaffirmed:

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I. PURPOSE

The purpose of this General Order is to develop the procedure for maintaining positive working relationships with outside agencies and organizations.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to maintain open channels of communication with neighboring law enforcement agencies, other criminal justice agencies, and both public and private social service agencies. Effective liaison and open channels of communication are essential steps toward cooperation, which is the backbone of law enforcement. Each deputy is responsible for maintaining liaison and relationship with other agencies.

II. PROCEDURE

A. Liaison

It shall be the responsibility of all agency personnel to maintain harmonious working relations and communications with the following criminal justice agencies including, but not limited to:

1. Judges, clerks, and employees of the Loudoun County General District Court
2. Judges, clerks, and employees of the Loudoun County Juvenile and Domestic Relations Court
3. Judges, clerks, and employees of the Loudoun County Circuit Court
4. Employees of the Commonwealth Attorney's Office
5. Employees of the County Attorney's Office
6. Employees of Probation and Parole agencies
7. Employees and volunteers of the Victim Witness Program
8. Employees of adult and juvenile correctional facilities

It is of considerable importance to ensure these agencies are provided with meaningful information about our objectives and activities. This, in turn, helps to assure information flow and coordination between law enforcement agencies and other authorities. Members of the Loudoun County Sheriff's Office shall provide all possible information, assistance, and support to these agencies allowed by law. Serious policy or procedural problems with personnel of other agencies will be called to the attention of the Sheriff.

The Sheriff or his/her designee shall meet with the appropriate personnel of these agencies in order to resolve the problem. All personnel of the Loudoun County Sheriff's Office shall assist

and cooperate with all federal, state, and local law enforcement agencies in every way possible allowed by law.

The Loudoun County Sheriff's Office provides law enforcement support as required at fire scenes and jointly investigates arson, bomb and fire related deaths with the Fire Marshall's Office. Liaison between the Sheriff's Office and the Department of Fire and Rescue Services is maintained in two ways. First, the Commander of the Criminal Investigation Division shall meet, at least semi-annually, with representatives of the fire service to ensure proper support is provided and that good working relationships are maintained. Second, the Department holds an ex-officio seat on the Loudoun County Emergency Medical Services Council. The Sheriff, or his/her designee, shall attend at least two of the monthly meetings per year, and others as requested, to ensure good working relationships and proper support is maintained with the rescue service.

B. Interagency Coordination and Planning

Although many programs can be instituted in the short term for immediate improvement in the interface between law enforcement and other agencies, none has the long-range potential of coordinated interagency planning. Criminal justice coordinating councils provide a vehicle for change, and they allow law enforcement officials to eliminate barriers and problems before they become serious. The Loudoun County Sheriff's Office currently participates in, and will continue to participate in, numerous criminal justice coordinating activities and maintains liaison with several local organizations and committees.

C. Referrals

Employees of the Loudoun County Sheriff's Office often encounter citizens, either adult or juvenile, who are in need of specialized forms of help which the agency cannot give (e.g., marriage counseling, mental health counseling, welfare assistance, assistance in handling civil matters, etc.). When, in the best judgment of the deputy, this situation arises, the citizen should be referred to the most qualified agency to deal with the problem. Below are some of the agencies that are prepared to provide these and other services.

Loudoun Hospital Center, Loudoun County Mental Health, Loudoun Department of Social Services, Senior Nutrition Program, Commonwealth Attorney, County Attorney, Housing Office, Substance Abuse Treatment Center, Public Health, Child Abuse & Neglect (24-hour), Victim Witness, The Salvation Army, The American Red Cross, Alcoholics Anonymous, Food Stamp Program, Crime Solvers, Women's Shelter.

The Emergency Communications Center should be contacted for the phone numbers of the agencies and organizations listed above.