



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 407.2

Subject: Communications

Topic: Lookout Broadcasts

Accreditation:

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 provide basic criteria for determining what information is to be relayed to law enforcement personnel and to provide a uniform procedure for doing so.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to establish and maintain an equitable plan for relaying information of importance to the function of this agency.

III. CRITERA

All messages received by ECC personnel that meet the below listed elements will be broadcast as soon as radio traffic permits. Some messages that do not meet the below elements may also be appropriate for broadcast and should be determined on a case-by-case basis.

- A. All lookouts originating in Loudoun County or any of the county's incorporated towns.
- B. Lookouts addressed to Loudoun County from other jurisdictions.
- C. Lookouts from adjoining jurisdictions when there is a reasonable probability that the suspect(s) will enter Loudoun County.
- D. Any lookout from a regional jurisdiction with a well-described vehicle or suspect.
 - 1. When assessing the lookout, take into account the major thoroughfares running through Loudoun County into other jurisdictions, the direction of travel, or when the suspects were last seen.
 - 2. If no direction of travel is given in reference to a major crime, the possibility always exists for the suspect entering Loudoun County.

IV. PROCEDURE

- A. Prior to broadcasting a lookout, an attempt should be made to have a written copy of the lookout from which to read. In all cases, the lookout will be entered into the CAD lookout (BOLO) files.
- B. Prior to giving a lookout, ECC personnel shall be aware of all field units' status to ensure that the lookout will not cover emergency radio traffic.

- C. Prior to giving a lookout, broadcast a single alert tone, about one (1) to two (2) seconds long, wait five (5) to ten (10) seconds for the station to clear, and give the lookout.
- D. Lookouts should be as brief as possible. Lengthy messages should be broken by a pause every twenty (20) to thirty (30) seconds to allow for in-coming emergency traffic.
- E. Lookouts will be simultaneously broadcast on all primary radio channels using the simulcast procedure. All lookouts will be given in plain English to avoid the confusion of different signal codes between the various law enforcement agencies.