



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Operations

**Section:** 408.8

**Subject:** Traffic

**Topic:** Traffic Services and Administration

**Enacted:** 07/30/2015

**Last Review:** 03/26/2024

**Review:** 03/01/2026

## I. PURPOSE

The purpose of this General Order is to provide guidelines relating to traffic safety, the agency's various traffic-related components, and associated record keeping.

## II. POLICY

It is the policy of the Loudoun County Sheriff's Office to collect traffic statistical data for the purpose of analyzing, planning, coordinating and reviewing traffic activities and employing enforcement and investigative strategies to enhance public safety. Traffic law enforcement is the responsibility of all sworn employees. However, specialized traffic functions will be coordinated through the Operational Support Division.

## III. GENERAL

The Operational Support Division Commander is responsible for the oversight and direction of specialized traffic safety and enforcement functions. These functions include traffic safety, crash investigation/reconstruction, commercial motor vehicle inspections and enforcement, and traffic research and analysis.

In addition, the Loudoun County Sheriff's Office works to improve public safety by focusing on engineering, education, and enforcement.

### A. Engineering

Through liaison with the Virginia Department of Highways and Transportation, Highway Safety Commission, Loudoun County Department of Building and Development (Zoning Division), Department of Planning, Office of Solid Waste Management, Fire and Rescue Services and interested community groups, the Sheriff's Office provides advice and makes recommendations regarding the development of:

1. Improved road and street design
2. Modernizing intersections
3. Utilizing improved and updated signs
4. Implementing and updating parking regulations

**B. Education**

The Operational Support Division Commander will, in conjunction with the Crime Prevention Unit and DARE Unit, promote and encourage public awareness through:

1. Instruction to all age groups within the public school system regarding traffic safety, civic organizations, shopping centers, bicycle rodeos, etc.
2. Seat belt demonstrations and child seat safety inspections
3. Driver safety instruction to private industries
4. DUI awareness through liaison with M.A.D.D., S.A.D.D., and other related groups

**C. Enforcement**

The Operational Support Division Commander, in conjunction with the Traffic Unit and Field Operations Division, will maintain and update enforcement objectives through:

1. DUI detection
2. Speed limit/radar/laser enforcement
3. Commercial motor vehicle safety inspection
4. Parking enforcement
5. Highway sign violation enforcement
6. Crash investigation

**IV. PROCEDURES****A. Traffic Enforcement**

The sworn positions within the Operational Support Division and under the umbrella of traffic safety exist for the express purpose of traffic enforcement related to public safety at sites where the most frequent and hazardous violations occur. Enforcement of speed violations, parking, and commercial motor vehicle inspections as well as comprehensive crash investigation shall be targeted.

The use of Traffic Unit, Motorcycle Unit, Motor Carrier Safety Unit, and Accident Investigation/ Reconstruction Unit deputies for duties other than traffic enforcement is discouraged and limited to emergencies of shorthanded situations. These positions

are not intended to relieve all other deputies from taking traffic enforcement action.

**B. Selective Traffic Enforcement**

A selective traffic enforcement detail schedule is published monthly and maintains daily traffic assignments for traffic enforcement units. The scheduling and enforcement locations are designated by the Operational Support Division Commander or his/her designee and are based on analyses of crashes, citizen complaints, traffic surveys, patrol deputies' observations, types of on-going violations, and time of day/day of week where most violations occur.

The Operational Support Division Commander is responsible for the annual review and evaluation of the traffic enforcement program. The Traffic Analyst shall closely monitor all traffic crash patterns to ensure that the selective traffic enforcement scheduled assignments are representative of problems encountered. Should the Traffic Unit supervisor find that modification or change is necessary, he or she shall apprise the Operational Support Assistant Division Commander of the assessment. Nothing in this General Order shall be interpreted to prevent a patrol or traffic supervisor from changing or reassigning a traffic detail to accomplish a goal, objective, or mission.

**C. Performance Objectives**

The Loudoun County Sheriff's Office shall be responsible for efforts to reduce crashes, encourage observation of speed limits, and improve public safety on the streets and highways, and those places open to vehicular traffic. Specific performance objectives are set annually by the Operational Support Division Commander during the budget process and identified in the budget documents.

**D. Specialized traffic services and enforcement within the Operational Support Division are delivered through the following units:**

**1. Traffic Safety**

- a. Requests for support or selective enforcement from the Traffic Unit shall be made to a Traffic Unit supervisor unless exigent circumstances exist.
- b. The Traffic Unit maintains a system of receiving and tracking online traffic complaints via the Traffic Complaint Form. Complaints received shall be promptly reviewed, and appropriate action taken in accordance with Operational Support Division procedures.
- c. Selective traffic enforcement activity will be directed by Traffic Unit supervisors based upon citizen complaints, traffic surveys, crash data and known problem areas using Sheriff's Office vehicles and specially trained deputies.

- d. It is the responsibility of all deputies to report any hazardous roadway situation involving traffic control design or engineering or road construction activity. If immediate action is not required, the report shall be forwarded to the Operational Support Division Commander for evaluation, coordination or action as appropriate.
- e. The Operational Support Division Commander is responsible for the preparation and delivery of traffic safety programs through crime prevention and community policing programs. Programs and instructional material will be reviewed on an annual basis to ensure relevant and consistent information is disseminated.

2. Motorcycle Unit

- a. The Motorcycle Unit is comprised of deputies specially trained to operate police motorcycles. Their duties include traffic law enforcement, traffic control, escort services, and special events.
- b. Motorcycle operation is conducted in accordance with [General Order 405.3 Operation of Special Purpose Vehicles](#).

3. Accident Investigation and Reconstruction Unit (ARU)

- a. Accident Investigation and Reconstruction Unit (ARU) deputies are charged with investigating fatal and serious injury crashes as well as other crashes as directed by competent authority.
- b. Deputies assigned to the ARU are trained in the use of special investigative equipment and coordinate their duties with local trauma centers and the Office of the Medical Examiner.
- c. Patrol deputies shall ensure scene integrity prior to arrival of the ARU and provide traffic control and scene security until released by competent authority.
- d. All crashes are investigated in accordance with [General Order 408.5 Crash Investigation](#).

4. Motor Carrier Safety Unit

- a. Deputies assigned to the Motor Carrier Safety Unit must receive training and maintain certification through the U.S. Department of Transportation to perform inspection on commercial vehicles.
- b. Motor Carrier Safety Unit deputies may use random patrols and roadside inspections to detect unlawful operation, defective equipment, unsecured

cargo, or other violations. Roadside inspections will only occur on State or public-owned roads.

- c. Motor Carrier Safety operation is conducted in accordance with [General Order 408.4 Motor Carrier Safety Unit](#).

6. Traffic Research and Analysis

- a. The Traffic Analyst researches data from the Computer Aided Dispatch system (CAD), Sheriff's Office records and other available sources to identify trends and produce reports.
- b. The Traffic Analyst is responsible for producing monthly, semi-annual, and annual traffic crash and enforcement summary reports. The format and content of reports shall be as directed by the Operational Support Division Commander and as required by designated Accreditation Standards.
- c. Minimally, traffic reports shall consist of the following:
  - 1. Period covered by summary
  - 2. Total number of crashes
  - 3. Total number of deaths or injuries
  - 4. Total number of citations and/or arrests
  - 5. Analysis of types of violations
  - 6. Analysis of day of week for violations and citations
  - 7. Analysis of time of day for violations and citations
  - 8. Analysis of grid for violations and citations
  - 9. Roadway hazards
- d. The Traffic Analyst will coordinate with the Loudoun County Office of Transportation, the Virginia Department of Transportation (VDOT) and other agencies regarding road design, engineering and transportation issues and serve as a liaison to county transportation committees and commissions.
- e. The Traffic Analyst will serve as the conduit for non-emergency road design, traffic control, engineering and road construction issues with

VDOT and the Loudoun County Office of Transportation.

- f. The Traffic Analyst will provide any other traffic-related reports or analyses as requested by supervisors.

V. RECORDS

- A. The Administrative and Technical Services Division Commander is responsible for the administration and maintenance of all records, including traffic data. It is the responsibility of all sworn supervisors to review and analyze all traffic data to ensure that all traffic reports are submitted in a timely manner and contain complete and accurate information.
- B. Crash reports (FR 300P), traffic summonses, and parking violation notices shall be submitted to a supervisor before the end of a deputy's tour of duty.
- C. The agency's Records Section shall be responsible for the physical custody of traffic summonses, crash reports, and all other record forms as applied to law enforcement duties.
  - 1. Upon receiving traffic summonses, crash reports, etc. from duty supervisors, Records Section personnel shall, as a part of daily functions, begin the processing, maintenance, and distribution of records.
  - 2. After processing traffic and crash reports, Records Section personnel shall file, distribute, and categorize reports and data according to agency requirements and the report of Driving under the Influence (DUI) arrests on the federal Uniform Crime Report (UCR).
  - 3. The release of records, whether traffic or criminal related, is strictly regulated by local policy, federal statutes, and state codes. [General Order 413.4, Privacy and Security Act for Criminal History Information](#) should be referenced for questions relating to the release of records.

Requests for Traffic Unit activity reports originating outside of the Sheriff's Office will be handled in accordance with [General Order 410.1 Public Information](#).