



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 409.7	
Subject: Specialized Units	Topic: Civil Disturbance Unit	
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 establish the Civil Disturbance Unit's (C.D.U) policies and to describe procedures to be followed by the unit.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to maintain a unit of trained and equipped personnel to provide an organized and disciplined response to situations including, but not limited to, civil disturbances, public demonstrations, disorderly crowds, dignitary protection, and large events.

III. ORGANIZATION AND RESPONSIBILITIES

- A. Platoon: A designated number of deputies, who are organized, trained as a team, and are prepared to handle emergency situations pertaining to crowd control. All members should be able to obtain a training certificate from the Department of Homeland Security in Basic Field Force Tactics within two (2) years of their joining the C.D.U.
- B. Platoon Commander: The operational leader of the entire team and responsible for the overall control of the Civil Disturbance Unit. The Commander will maintain a current emergency call-out list and distribute copies to the Emergency Communications Center and all Squad Leaders. The Platoon Commander will be responsible for ordering supplies and equipment. For agency administrative purposes, the Platoon Commander is also known as the C.D.U. Commander.
- C. Platoon Leader: Responsible for maintaining platoon integrity and carrying out any duties as directed by the Platoon Commander. For agency administrative purposes, the Platoon Leader is also known as the Assistant C.D.U. Commander.
- D. Squad Leader: Responsible for assigned squad members. Often will be a sergeant but could be a well-motivated and trained deputy not of supervisory rank. The Squad Leader reports to the Platoon Leaders and Platoon Commander.
- E. Grenadier: Responsible for the ordering of all unit less-lethal munitions, chemicals and supplies. A grenadier is responsible for maintaining a current list of munitions

and training and usage records of the munitions. The grenadier should be trained as an instructor in all areas of chemical munitions and less-lethal munitions that the unit utilizes.

- F. Training Officer: Responsible for the planning and documentation of all C.D.U. training.
- G. Driver: Responsible for driving all C.D.U. vehicles and trailers. A driver needs to have a valid CDL with a 15-passenger endorsement.
- H. Intelligence officer: Responsible for gathering intelligence on any planned deployments. Should be personable and be able to work with other law enforcement agencies and their intelligence officers.
- I. Equipment Officer: Responsible for maintaining the C.D.U. equipment stored in various locations. The Equipment Officer should be able to maintain detailed records of equipment issued to each C.D.U. member. The Equipment Officer should be able to obtain quotes from different companies as directed by rules governing purchases in Loudoun County and be able to obtain equipment for testing and evaluation.

IV. PROCEDURES

The goal of the C.D.U. is to manage and control crowds. To resolve a situation, their role can range from mere presence to deploying offensive tactics. The unit's deployment, to support within or out of Loudoun County, will be approved by the Operational Support Division Commander.

- A. If a situation arises that requires the presence of the C.D.U., within Loudoun County, the following steps will be taken:
- B. A station commander or shift supervisor may determine there is a need for the C.D.U. team. They should contact the Platoon Commander or Platoon Leader for consultation either by calling them directly or through ECC. A decision to deploy the C.D.U. shall be based on officer safety issues and other available information.
 - 1. The C.D.U. Platoon Commander or Platoon Leader will advise ECC to implement the notification procedures for all or part of the team, based upon need.
 - 2. Upon C.D.U. activation, the following procedures will be followed:
 - a. The Platoon Commander will designate a staging area and notify ECC of its location

- b. All activated C.D.U. members will report to the staging area, in a non-emergency status unless specifically directed. All members of the team responding to the C.D.U. activation will abide by the policies governing the operation of Sheriff's vehicles.
 - c. Once a decision has been made to deploy the unit, Squad Leaders will remain aware of their surroundings and prevent squad members from taking independent action, such as pursuing individuals into a crowd or otherwise breaking ranks.
 - d. Only equipment approved by the Sheriff, or his/her designee, will be used or carried by team members.
3. After the situation has been resolved, the Platoon Commander will complete an After Action Report regarding the C.D.U.'s response and performance.
- C. If a situation arises that requires the presence of the C.D.U. outside of Loudoun County, the following steps will be taken:
1. ECC will contact the Platoon Commander or Platoon Leader and advise them of the request for assistance using the C.D.U.
 2. The C.D.U. Platoon Commander or Leader will advise ECC to implement the notification procedures for all or part of the team, based upon need.
 3. Upon C.D.U. activation, the Platoon Commander will designate a staging area and notify ECC of its location
 4. All activated C.D.U. members will report to the staging area, in a non-emergency mode, unless otherwise advised. All members of the team responding to the C.D.U. activation will abide by the policies governing the operation of Sheriff's vehicles.
- D. There are occasions when the C.D.U. will be asked to assist other jurisdictions for planned events of protests, dignitary security or special events. The Platoon Commander is responsible for informing the Operational Support Division Commander and the Sheriff of such requests. The Platoon Commander is also responsible for the planning of the event as it pertains to the Loudoun County C.D.U.

V. SELECTION

When positions within the C.D.U. become available, a memorandum will be distributed to all sworn personnel for the purpose of soliciting applicants. The positions within the team are voluntary and carry no promotion. Criteria for applicants include the following

requirements:

- A. Certification with the Commonwealth of Virginia, Department of Criminal Justice Services as a law enforcement officer or jail officer.
- B. Two (2) years total experience as a law enforcement officer or jail officer, at least the last year of which must be as a sworn deputy with the Loudoun County Sheriff's Office.
- C. Successful completion of the applicable Field or Corrections Training Program.
- D. Suitable physical condition.
- E. Ability to complete the Department of Homeland Security's Center for Domestic Preparedness training upon joining the unit.

VI. EQUIPMENT

- A. The Platoon Commander will ensure that all weapons and equipment assigned to the platoon are kept in a state of operational readiness and inspected regularly. Inspections will be documented and maintained on file.
 - 1. The Equipment Officer will maintain a detailed, current list of all equipment issued to each squad member and provide a copy to the Platoon Commander. Squad Leaders will perform and document inspections on all issued equipment to ensure proper working order.
 - 2. When a member leaves the unit, the Equipment Officer will collect and inventory all issued equipment from the member. The equipment will be reissued to the member selected as a replacement.
 - 3. No equipment will be issued to any member without the permission of the Platoon Commander or Platoon Leader.

VII. TRAINING

- A. The Platoon Commander is responsible for scheduling training exercises for all team members in addition to coordinating specialized training through the agency's Training Section.
- B. The C.D.U. will conduct simulated tactical exercises so all team members become proficient at the various tasks that are performed by other squads.

- C. The C.D.U. will meet and periodically train with the Special Weapons and Tactics Team to prepare for joint activations.
- D. All members are expected to attend scheduled training exercises. Members must contact their Squad Leader or Platoon Leader in order to be excused from any training date.
- E. The Training Officer shall prepare training outlines for each training to be turned into the Platoon Commander one week prior to the training date. The Training Officer will also complete and submit After Action Reports to the Platoon Commander following each training.
- F. The Training Officer should also liaise with the agency Training Section supervisor in order to maintain a current list of upcoming seminars and formalized training that would be beneficial to the unit. Requests for training will be forwarded to the Platoon Commander or Platoon Leader for consideration through the designated "out-of-county" training approval process.