



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 409.10	
<b>Subject:</b> Specialized Units	<b>Topic:</b> Search and Rescue	
<b>Accreditation:</b>	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures to be followed during any search and rescue missions performed by the Loudoun County Sheriff's Office.

## II. POLICY

Any search and rescue missions performed by the Loudoun County Sheriff's Office will be a combined effort of all available members of the agency as well as members of other jurisdictions and resources, as needed, and as available.

## III. PROCEDURE

### A. Emergency Communications Center (ECC) Responsibility

1. Upon the determination of a missing person or any other situation in which a search and rescue mission will be needed, ECC will notify the appropriate sector unit on patrol. They will determine if there are any units that may be closer to the area where response is required, and if so, have that unit respond.
2. The shift supervisor will also be notified of the circumstances involved and what units are en route.
3. Make all appropriate notifications as requested by the first responding deputy as well as from the shift supervisor.
4. Broadcast any lookouts/descriptions/information at request of units on the scene.

### B. Responsibilities of the First Deputy on the Scene

1. The first deputy that responds will be responsible for making contact with the reporting person and getting all the circumstances surrounding the incident. The deputy will notify the shift supervisor of any and all pertinent information.
2. The deputy should advise ECC of all pertinent information (i.e., person's name, age, clothing description, time last seen, place last seen, circumstances of person missing, etc.) so that a lookout can be broadcast.

C. Responsibilities of Back-up Deputy(s)

1. Once on the scene, any back up deputy(s) should meet with the primary deputy and ascertain the circumstances and conduct a preliminary search of the area until other resources are needed or advised to return to a command post for further instruction.

D. Supervisor Responsibilities

1. The supervisor should obtain all pertinent information about the incident in order to make a determination of what resources will be needed. The supervisors shall notify dispatch to notify the appropriate resources/members that will be needed (i.e., Canine, USERT, Helicopter, other State/local agencies, etc.).

Note: The Department of Emergency Services in Richmond may be notified of the incident and can provide additional resources.

2. The supervisor will also request communications to notify the Station Commander, Assistant Station Commander, or his/her designee.
3. Once on the scene, the supervisor will obtain any updated information and assure it is disseminated to all members involved in the search.

E. Incident Command

1. As soon as the situation allows, the supervisor or his/her designee will establish a command post for the purpose of coordinating the activities of all units involved. The command post should be near the incident and in a location that would provide the maximum efficiency and allow for the quickest mobilization of any personnel involved.

F. Canine Response

1. If canine is needed, the supervisor will request the Canine Unit to respond to the command post for briefing. The canine unit will assist as needed and as directed in General Order 409.3. If the subject is located before the canine unit arrives, the supervisor must ensure the request is canceled.

G. USERT Response

1. If the possibility of water related search is determined, the supervisor will request communications to notify the USERT Team Commander so that members may be called out. If the USERT Team is called out, they will be used as needed and within the guidelines set out in General Order 409.6.

H. Other Resources

1. The request for a helicopter may be made by the incident commander if it is determined that the subject may be on terrain which would be unsafe or impractical for a Deputy or Canine Unit to explore in a vehicle or on foot.
2. If members of the Virginia State Police or other state or local law enforcement agencies are needed, they will be requested as appropriate. These members will be used in the event the missing person is missing from this jurisdiction in an area adjoining another state or other jurisdiction. In the event of a search that will go beyond the boundaries of Loudoun County, all appropriate measures will be taken to ensure a smooth and efficient operation. Any operation involving other jurisdictions will follow procedures, as needed, set out in General Order 406.18

I. After Action Debriefing and Reporting

1. Once the operation is completed, the supervisor will assemble all active participants for a debriefing of the incident. Based on all facts from the incident, a report will be submitted by the on scene supervisor to the Sheriff outlining the mission, all resources used, any recommendations regarding training or procedural needs, and the outcome of the mission.