



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 409.13	
Subject: Specialized Units	Topic: Auxiliary Unit	
Accreditation: ADM. 12.01	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 policy and procedure for the Loudoun County Sheriff's Auxiliary Unit. The Sheriff's Auxiliary mission is to supplement and support the Loudoun County Sheriff's Office in both operational and administrative areas to maximize the availability of sworn Deputy Sheriff's. The Sheriff's Auxiliary Unit is comprised of non-paid, non-sworn volunteers who do not have the authority to detain or arrest violators of the law, but are expected to promptly report suspicious or illegal activities to Loudoun County Sheriff's Office and/or other State and Local Law Enforcement agencies

II. QUALIFICATIONS

A. Members of the LCSO Auxiliary must meet the following requirements:

1. Be a citizen of the United States
2. Reside in Loudoun, Clarke, Fairfax, Fauquier or Prince William counties
3. Be 21 years of age or older to participate in Operation's component (i.e., community events and patrolling); be at least 18 years of age or older to participate in the Administration component
4. Not have a criminal record or history of drug use under the same criteria that is required for Deputy Sheriffs
5. Possess a valid Virginia driver's license with a good driving history, as determined by the LCSO
6. Have earned a high school diploma or GED
7. Obtain a medical release from your physician stating that you are in good physical and mental condition to perform the duties of the LCSO Auxiliary (Prospective members are required to pay all fees for the medical examination. Failure to provide a medical release upon request may result in dismissal from the Auxiliary Unit.)
8. Not be employed in any capacity that can be deemed a significant conflict of

interest or which possesses a potential to interfere with the integrity of the Sheriff's Office

9. Shall not be employed as a law enforcement officer, military police officer, civilian in law enforcement position
10. Shall not identify themselves as a Loudoun County Sheriff's Office employee while off duty and/or civilian attire
11. Be approved for membership by the Sheriff's Office Applicant Section and/or Auxiliary Coordinator following a successful application process for the role of Auxiliary Member
12. Auxiliary Member(s) agree not to participate in any event or respond to a call-out if they have been drinking alcohol or on medication that may affect their abilities within twelve (12) hours of the start of the event or call-out
13. Maintain compliance with all Auxiliary Unit protocols, Sheriff's Office General Orders, and directives put forth by the Coordinator
14. Operational members must maintain at least 96 activity hours each year. The aforementioned hours shall encompass the combination of Administrative and Support Activities. Administrative members (only) are not required to maintain the minimum 96 activity hours each year.

III. ESTABLISHMENT AND CONTROL

- A. The authority of the members of the Loudoun County Sheriff's Auxiliary Unit is limited by Sheriff's Office policy. Although authorized by the Code of Virginia, Section 15.2-1731 and Section 228.03 of the Codified Ordinances of Loudoun County, it has been the policy of the LCSO not to recognize members of the Sheriff's Auxiliary Unit as sworn Deputy Sheriffs and not to assign police powers to Auxiliary members. The Sheriff's Auxiliary Unit is under the administrative control of the Operational Support Division and consists of two components: Operations and Administrative. The Sheriff has the authority to determine the selection, the appointment, and tenure of Sheriff's Auxiliary members.
- B. LCSO Auxiliary Officers are strictly prohibited from carrying a firearm while serving as an auxiliary police officer, referred as Auxiliary member
- C. Members shall be familiar with the following Loudoun County Sheriff's Office General Orders and various other pertinent General Orders that will apply to Sheriff's Auxiliary members:

1. 203: Prohibited Activities
2. 303: General Responsibilities
3. 205: Employee Conduct
4. 308: Uniforms, and Equipment/Personal Appearance and Grooming
5. 313.2: Agency Training
6. 401.1: Patrol Operations and Procedures
7. 405.1: Operation of Sheriff Vehicles
8. 405.3: Operation of Special Purpose Vehicles
9. 408.8: Ancillary Motorist Service
10. 408.10: Traffic Direction and Control
11. 409.13: Auxiliary Unit
12. 407.1: Basic Radio Procedure

IV. ORGANIZATIONAL STRUCTURE

- A. Auxiliary members report to an appointed Sheriff's Office Auxiliary Coordinator. The Auxiliary Coordinator reports to the Operational Support Division Commander for Auxiliary matters. The rank structure for the Sheriff's Auxiliary shall not supersede and/or impact sworn members of the Sheriff's Office in their official duties.

V. PROBATION

- A. All new members of the Sheriff's Auxiliary must successfully complete a twelve (12) month probationary period which will be evaluated by the Sheriff's Auxiliary Coordinator and reviewed by the Operational Support Division Commander and the Sheriff.

VI. UNIFORMS

- A. Auxiliary members are issued a uniform that distinguishes them from sworn Deputy Sheriff's. Auxiliary members will not be issued or wear metal badges. Members shall not carry any weapons, handcuffs or firearms and/or other prohibited items while on duty.

- B. The name bar is to be worn, centered, along the top of the right pocket flap on the uniform shirt. Upon request of any citizen, an auxiliary member shall willingly supply his or her name in a courteous manner. Auxiliary members shall not identify themselves as Sheriff's Office employees while in civilian attire off duty.
- C. Auxiliary members who have received an Auxiliary-related award pin are permitted to wear the award above the name bar, displayed one half inch above and in the center. Two or more awards may be displayed in a horizontal line, centered, no more than one half inch above the name bar and one half inch apart. The Sheriff, as per General Order 312.2, must authorize pins. Additionally, Sheriff's Auxiliary members are authorized to wear the "star of life" pin, if CPR certified, and a unit activity level pin and military service pin on the right pocket flap.
- D. Auxiliary members are expected to wear all parts of their uniform while on duty. Auxiliary Unit members shall not wear part of their uniform with or in part of civilian attire.

VII. ASSIGNMENTS

- A. Minimum duty time requirements are to ensure updated training and performance compatibility between Sheriff's Auxiliary members and Sheriff's Office Deputies. Auxiliary members are required to submit a Monthly Activity Log to the Auxiliary Coordinator and/or designee. Monthly activity logs shall be submitted during the first week of each month. The report shall be turned over to the Auxiliary Coordinator and/or designee by the 15th of each month. The Auxiliary Coordinator shall review each month's report to ensure compliance with minimum hour and training requirements. The Auxiliary Supervisor will review all member accrued hours in December of each calendar year and shall communicate his/her findings to Auxiliary Coordinator.
- B. Sheriff's Auxiliary members may be utilized in an administrative and operational capacity as approved by the Operational Support Division Commander.
- C. The Auxiliary Coordinator shall be the point of contact for arranging the assignment of Sheriff's Auxiliary members when commanders and supervisors seek individuals with special skills (e.g., language translator, unusual or unique skills or abilities, etc.).

VIII. AUXILIARY DUTIES

- A. Administrative duties include and are not limited to the following: routine office duties; records compilation, sorting and filing; telephone staffing; information desk duties; photocopying and photographic tasks; computer tasks; fingerprinting activities in conjunction with programs sanctioned by the Sheriff's Office; traffic surveys; assist

in conducting classes presented by Sheriff's Office; and inventory, control and record keeping.

- B. Operational duties include and are not limited to the following: crime prevention activities; meeting attendance; support of Sheriff's Office divisions/programs; trailer deployments and vehicle maintenance; training; call-outs; traffic/pedestrian control; assisting with crime scene perimeter security; inclement weather assistance; assistance in emergency/disaster situations; missing person and/or article searches; any activity as directed by the Sheriff's Office.

IX. MEMBERSHIP LEVELS

- A. In addition to key leadership positions within the Sheriff's Auxiliary Unit, the LCSO General Orders allow performance level parameters. In this structure, there is no specific hierarchy; everyone is on equal footing in terms of importance, but greater levels of contribution will be recognized.
- B. The levels have been created for logistical planning and to provide incentive for operational members to strive for higher levels of performance. There are two elements bearing on a members' tier designation: seniority and activity level. Each operational member must maintain a minimum of eight (8) hours per month or ninety-six (96) hours per calendar year. An Auxiliary member will be awarded one of the performance levels within the Tier Chart, located in the Auxiliary Manual.

X. EMERGENCY RE-ASSIGNMENTS

- A. Sheriff's Auxiliary members are assigned tasks at the discretion of the Commander of the Operational Support Division, or his/her designee when:
 - 1. It is deemed necessary
 - 2. There is an emergency, civil unrest or disaster
 - 3. There are insufficient numbers of Deputy Sheriffs to preserve the peace, safety and good order of the community
 - 4. It is necessary to train Loudoun County Sheriff's Auxiliary personnel.

XI. EMERGENCY CALL-OUT

- A. All members of the Loudoun County Sheriff's Auxiliary Unit shall provide their home, work, pager, and other telephone numbers to the Auxiliary Coordinator for use during emergency call-outs. Auxiliary members may be called into service through electronic messaging concurrently sent to all mobile/pager numbers of the Auxiliary

members.

- B. Auxiliary members who are able to accept the designated assignment shall contact the Emergency Communications Center (ECC) to confirm their availability and receive additional details regarding the assignment, utilizing the established protocols. As needed, the Auxiliary Coordinator may contact certain Auxiliary members directly if the situation warrants. Auxiliary members will be determined to be on duty once the call-out assignment is accepted.
- C. The Auxiliary Coordinator or his/her designee will be responsible for maintaining a current Emergency Call-Out List. The Incident Commander and/or on-duty supervisor will serve as the initial contact for all emergency call-outs.
 - 1. The shift supervisor may authorize ECC to initiate the call-out alert. If an Auxiliary member(s) does not respond to the initial page within 15 minutes, the Auxiliary Coordinator shall be notified if the situation is urgent.
 - 2. The roster (names, address and telephone numbers) of all Auxiliary members will be kept on file at the ECC and will be updated by the Auxiliary Coordinator, as necessary.

XII. VEHICLE OPERATION

- A. Members of the Loudoun County Sheriff's Auxiliary may operate designated county vehicles only if:
 - 1. They have completed the vehicle familiarization course
 - 2. They are on duty and/or official business
 - 3. The vehicle is marked as an "Auxiliary" vehicle
 - 4. The vehicle may be unmarked (plain) with official magnetic Auxiliary Unit signs. The vehicle should be equipped with amber/red or amber/blue lights, with no siren.
 - 5. The Traffic Safety and Operational Support Division trucks may be used as directed.
- B. County vehicles operated by Auxiliary members may only be used for:
 - 1. Community patrolling
 - 2. Transportation to and from an assignment location

3. Administrative purposes
 4. Special assignments
- C. Some assignments with the Sheriff's Auxiliary may require the use of the member's personal vehicle and gasoline. It is the responsibility of the Sheriff's Auxiliary member to operate the vehicle in accordance with existing laws and safety rules, as well as to provide adequate liability insurance in the event of an accident.
- D. Members of the Loudoun County Sheriff's Auxiliary shall not use any vehicle to conduct a traffic stop, pursue another vehicle, and/or respond in an emergency manner. The Sheriff has authorized the use of amber/red emergency lights that would only be used for increased safety during traffic related incidents to include but not limited to crash scenes and disabled vehicles. Auxiliary members shall not be permitted to use sirens.

XIII. COMMUNICATIONS EQUIPMENT

- A. Sheriff's Auxiliary members are authorized to use the Sheriff's Office mobile and portable radio system, for official communications only. Members will not be permitted to utilize radio system(s) not purchased by the County of Loudoun unless prior approval has been granted. Proper radio etiquette must be followed at all times. Members are reminded that local, state and federal agencies, including the Federal Communications Commission, may impose severe legal sanctions for improper use. Members of the community and the media also monitor our frequencies. Radio communications shall be kept to a minimum and Auxiliary members should get to the point quickly and the radio should not be used for idle chatter. Plain language and the phonetic alphabet (whenever necessary) shall be used. The Auxiliary Coordinator shall be responsible for assigning radios and unit numbers.

XIV. AUXILIARY COORDINATOR RESPONSIBILITIES

- A. Sheriff's Auxiliary applicants, trainees, members, and team leader(s) are under the authority of the Auxiliary Coordinator.
- B. When the Auxiliary Coordinator is not available, the members of the Sheriff's Auxiliary shall report to the most applicable Deputy Sheriff on duty (e.g., incident commander to which the Auxiliary member is providing support, patrol supervisor) or designated Auxiliary Event Leader.
- C. The Auxiliary Coordinator or his/her designee shall be responsible for the oversight of determining assignments for Sheriff's Auxiliary members for routine and special events. Events will primarily be staffed with the assistance of computerized staffing

software and the LCSO Special Event Coordinator, unless otherwise specifically authorized by the Operational Support Division Commander.

- D. The Auxiliary Coordinator or his/her designee will be responsible for requesting and ordering uniforms and supplies from the Sheriff's Office Property Section for members of the Sheriff's Auxiliary.
- E. The Auxiliary Coordinator or his/her designee shall be responsible for monitoring the number and quality of duty hours provided by Sheriff's Auxiliary members.

XV. DISCIPLINARY PROCEDURES

- A. The Auxiliary Coordinator shall be responsible for initiating disciplinary actions against Sheriff's Auxiliary members as necessary. Deputy Sheriff's and Auxiliary members may initiate action by forwarding a memorandum to the Auxiliary Coordinator, which shall be forwarded to the Operational Support Division Commander and Sheriff for appropriate action. Appeals resulting from disciplinary action may be made to the Sheriff. In all cases, the decision of the Sheriff shall be final.

XVI. DUTY-RELATED INJURIES

- A. If the injury requires emergency medical treatment or hospitalization, an insurance form shall be submitted to the attending physician by the shift supervisor responsible for investigating the injury, or the Auxiliary Coordinator as soon as possible. The attending physician shall be requested to complete and sign the form.
- B. In all cases, a shift supervisor shall investigate the circumstances of the injury and submit a written report of the findings to the Operational Support Division Commander and Auxiliary Coordinator no later than the next business day. When possible, the Auxiliary Coordinator should be paged or contacted by telephone immediately. The injured Auxiliary member shall be given an opportunity to review and sign the injury report.
- C. Limited insurance coverage is provided through the County of Loudoun. Auxiliary members are provided limited insurance coverage by VFIS.
- D. The Auxiliary Coordinator shall coordinate the timely filing of all claims and reports to Loudoun County Department of Financial Services.

XVII. RECORDS/CONFIDENTIALITY

- A. Personnel records of Sheriff's Office Auxiliary members shall be maintained by the

Auxiliary Coordinator and shall be confidential except that an individual member may have access to their own file. Division Commanders and supervisors shall ensure that copies of all relevant correspondence pertaining to an individual member are sent to the Auxiliary Coordinator for filing.

- B. Training records of Sheriff's Office Auxiliary members shall be maintained by the Auxiliary Coordinator and the Training Section. The Auxiliary Coordinator and the Auxiliary's training officer shall work with the Training Section to keep these files current.
- C. Sheriff's Auxiliary members may have access to other confidential records maintained by the Sheriff's Office, such as criminal histories, personnel records or records of current investigations, when required by their job duties and authorized by supervisory personnel.
- D. All Sheriff's Office records and the information contained therein are confidential and shall not be disseminated unless expressly authorized by the Sheriff. Sheriff's Auxiliary members shall receive training in maintaining the confidentiality of Sheriff's Office Records, and the consequences of unauthorized disclosure of information.