



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 409.14

Subject: Specialized Units

Topic: Community Policing Unit

Accreditation: A20.01, A21.01 O. 01.07

Revised:

Reaffirmed:

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I. PURPOSE

The purpose of this General Order is to establish policy and procedure for the Loudoun County Sheriff's Community Policing Unit.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to establish and maintain close ties with the citizens and various communities within the county. The Community Policing Unit is responsible for developing plans to effectively prevent and combat crimes in certain targeted communities.

III. PROCEDURES

A. The Community Policing Unit is a specialized unit operating within the Field Operations Division. A community policing deputy's primary function is to integrate into Loudoun County at-risk communities and provide a method to cultivate pride and ownership within its members. The community policing deputy will also work with community members to address quality of life issues and formulate the means to discourage and decrease crime, delinquency and ordinance violations

1. Community policing deputies will compete for community-policing positions from other section/divisions of the Loudoun County Sheriff's Office following General Order 313.7, Promotion Process. The deputy's performance shall be reviewed by his/her supervisor to determine suitability for the position
2. Community policing deputies will attend homeowner's association (HOA) meetings in their assigned neighborhood(s) of responsibility. These meetings occur monthly or on an as-needed basis at the discretion of the HOA
 - a. The community policing supervisor may assign a replacement to attend scheduled HOA meetings if the assigned deputy is unable to attend due to leave, training, court, etc.
 - b. The attending deputy will complete a report on the HOA database, which is accessible from the County Intranet, <http://www.intranet.col/>. This HOA report will be electronically

submitted to the community policing supervisor for approval and archived

- c. Any HOA database entry that contains significant or time sensitive information should also be routed to the Field Operations Division lieutenants via email for dissemination at roll call and coordinated through the community policing supervisor for resolution
3. Each community-policing deputy will become knowledgeable of his/her assigned community and establish a professional relationship with establishments, groups, and activities within his/her area of responsibility. This relationship encompasses all commercial establishments, both retail and industrial, church groups, private organizations, community based organizations, etc.
4. Each community-policing deputy shall maintain a relationship with the assigned patrol sector units in his/her assigned community and patrol squads in order to advise them of the status of any issues that arise through complaints, calls for service or trends that occur within the community
5. Community-policing deputies shall maintain a current police mountain bike certification. Each community-policing deputy will be issued a full bicycle uniform in addition to the Sheriff's Office uniform of the day. The uniform of the day will be dictated by the specific duties of the community policing deputy or as mandated by the unit supervisor
6. In addition to vehicle patrol, each community-policing deputy will maintain a high level of both foot and bicycle patrols in his/her communities of responsibility. This will assist in maintaining a high level of visibility and personal citizen contact as a cornerstone of the agency's community policing initiative.
7. Each community-policing deputy will participate in special projects and assignments as needed. This may include, but not be limited to, various public relations, crime prevention, and law enforcement education related assignments. Each community-policing deputy may be required to engage in public speaking as part of any assignment
8. The community-policing deputy will, through training and experience, become adept at forming and maintaining traditional and non-traditional partnerships both inside and outside of law enforcement. These partnerships will facilitate the maximum use of resources available to the agency

9. Through training, each community policing deputy shall become familiar with problem solving and nuisance abatement strategies and have an in-depth knowledge of zoning violations that impact public safety concerns within the community. Community policing deputies shall coordinate their responses with county entities to include the Health Department and Zoning Administration when dealing with these types of issues. The ultimate goal is to sustain long term and/or permanent removal of repeat nuisance violators and/or criminal activity within that community policing deputy's assigned neighborhood

A community-policing deputy may transfer to another policing area at the discretion of his/her supervisor. Upon assignment to a specific area, deputies should remain within their communities for at least 12 months, however it is desirable that community policing deputies remain within a particular community for approximately three (3) years. This will allow deputies to remain diverse and familiar with more than one community policing area and enhance functionality within the whole unit. All community policing neighborhood transfers will be approved by the Field Operations Division Commander.

- B. Criteria shall be set to justify placement of the Community Policing Program in communities or neighborhoods. Information to be considered will include crime statistics, population, geographical and residential/commercial makeup, quality of life issues, prior calls for service, law enforcement response times, community need, community support, and an organized, functional community-based government such as a homeowners association, property management company, town council, etc. Incorporated towns without a dedicated police force may be considered for inclusion in the Community Policing Program
 1. When considering a new community or neighborhood for the Community Policing Program, a report will be prepared by the Community Policing Program supervisor to the Sheriff through the Field Operations Division Commander outlining the above listed criterion and statistics
 2. This initial report will form the basis for a yearly written evaluation of each designated community policing area. Similar criteria, to include crime statistics, calls for service, law enforcement response times, community need and support, etc. will be used as a comparison to formulate a yearly evaluation of the effectiveness of the program. This information will be used as a guide when making modifications to the Community Policing Program. Expanded or decreased community policing services will be based on community and public safety needs. In addition, the reports shall include those concerns identified by the HOA/Town Councils and completed or proposed solutions

- a. In January, each Deputy assigned to a Community Policing area shall prepare an annual report that outlines information and data covering the previous year and submit it to the Community Policing Supervisor, who will forward the report to the appropriate Station Commander, Field Operations Division Commander, Operations Bureau Commander, and Sheriff. A copy will also be sent to the Accreditation manager.

- b. The information provided in the annual report should be related to the performance measures and compare statistics and information from year to year. In addition to using these annual reports during the budget process, the statistics provided in the report will be used to formulate community goals and objectives