



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 411.8

Subject: Investigations

Topic: Criminal Investigations: Organization and Administration

Accreditation:

Enacted: 07/30/2015

Last Review: 4/5/2021

Review: 04/01/2022

I. PURPOSE

The purpose of this General Order is to set forth the authority, organization and administrative procedures to be employed in the investigation of criminal offenses by the Loudoun County Sheriff's Office.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to vigorously respond to and investigate all reported violations of criminal law. The thorough investigation and prosecution of criminal offenses is a vital function of the Sheriff's Office and one which requires cooperation and coordination of both the Field Operations Division and the Criminal Investigations Division ("CID"). In order to effectively and efficiently investigate criminal violations, the Sheriff's Office shall maintain a CID, staffed with experienced and highly trained Detectives and support personnel.

III. ORGANIZATION AND ADMINISTRATION

A. Organization

1. Investigative Responsibility

- a. The investigation of most criminal offenses begins with the first deputy to arrive at the scene. This will normally be a uniformed member of the Field Operations Division. The majority of such offenses will be investigated from start to finish by the deputy who initially responds to the complaint. However, the investigative responsibility for cases of a serious and/or complex nature rests with the CID. The guidelines for assignment and investigation of criminal cases are set forth in the Loudoun County Sheriff's Office General Orders 411.9 Criminal Investigation Case Management, and 411.12, Criminal Investigation: Operational Procedures.

The CID is responsible for the investigation of all felony cases, serious misdemeanors which show a pattern of occurrence, and cases which involve organized criminal activity, narcotics, vice crimes and/or corruption. The CID shall be divided and sub-divided into specialized investigative groups as follows:

- b. Major Crimes:
 - i. Robbery/Homicide Unit

- ii. Special Victims Unit
 - iii. Financial Crimes Unit
 - iv. General Investigations
 - c. Tactical Enforcement Unit:
 - i. Narcotics/Vice
 - ii. Gangs
 - d. Forensic Services:
 - i. Crime Scene Investigations Unit
 - ii. Digital Forensics Unit
 - iii. Biometric Examination Unit
- B. Personnel
 - 1. Deputies shall be assigned to the CID based on knowledge, skill, and ability. The assignment of personnel within CID shall also be based on knowledge, skill, ability, and experience in a specific area. This ensures that cases are investigated in the most professional, effective, and efficient manner possible.
 - a. CID Division Commander

The responsibility for the overall operation and administration of the Criminal Investigation Division rests with the Division Commander. The CID Commander shall be appointed by the Sheriff.
 - b. CID Assistant Division Commander

The responsibility for direct supervision of the 2nd Lieutenants assigned to CID rests with the CID Assistant Division Commander. The Assistant Division Commander supports the overall operation of the Division, and reports directly to the Division Commander.
 - c. CID Lieutenants

The responsibility for the direct oversight of the units within the CID will be divided between two 2nd Lieutenants. The coordination of activities within these units will be the responsibility of the 2nd Lieutenants who shall report directly to the CID Assistant Division Commander.
 - d. CID Unit Supervisors

The CID Division Commander, or his/her designee shall refer cases to the appropriate investigative section, based on the nature of the offense, in accordance with existing agency directives. The daily operation and administration of the sections is the responsibility of the unit Supervisors, who shall report to their respective 2nd Lieutenant.
 - e. CID Detectives

Deputies shall be assigned to the CID by the Sheriff or designee, based upon the process outlined in General Order 313.7, Transfer Process. Deputies shall be assigned within CID by the Division Commander, based on need and ability.

.f. Detailed Deputies

In order to enhance career development for individual deputies and to improve the overall investigative capabilities of the agency, the Sheriff may assign deputies from any division to CID for periods of thirty (30) days up to twelve (12) months. These personnel shall be considered Detailed Deputies and they shall not be designated Detectives for administrative purposes. The Division Commander shall make assignment within CID based on specific need. Upon completion of the temporary assignment, the deputy shall be returned to his/her original duties, unless otherwise directed by the Sheriff.