



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 411.8

Subject: Investigations

Topic: Criminal Investigations: Organization and Administration

Enacted: 07/30/2015

Last Review: 07/18/2025

Review: 04/01/2027

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 is the policy of the Loudoun County Sheriff's Office to promptly and thoroughly respond to all reported criminal violations. The investigation and prosecution of criminal offenses are core functions of the Sheriff's Office, requiring seamless cooperation between the Field Operations Division and the Criminal Investigations Division (CID). To ensure effective and efficient investigation of criminal offenses, the Sheriff's Office will maintain a CID, staffed with highly trained and experienced detectives and support personnel.

III. ORGANIZATION AND ADMINISTRATION

A. Organization

1. Investigative Responsibility

The investigation of most criminal offenses begins with the first deputy to arrive at the scene, typically a uniformed member of the Field Operations Division. For most offenses, the initial responding deputy will handle the investigation from start to finish. However, cases deemed serious and/or complex will fall under the investigative responsibility of the CID. Guidelines for the assignment and investigation of criminal cases are outlined 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 divided into specialized investigative groups as follows:

a. Major Crimes:

- i. Robbery/Homicide Unit
- ii. Cold Case Unit
- iii. Special Victims Unit

- iv. Financial & Cybercrime Unit
 - v. Domestic Violence Unit
 - vi. Victim Advocate Unit
 - b. Drug & Gang Unit:
 - i. Narcotics/Vice
 - ii. Gangs
 - c. Forensic Services Section:
 - i. Crime Scene Investigations Unit
 - ii. Digital Forensics Unit
 - iii. Biometric Examination Unit
 - iv. Technical Investigations Unit
- B. Personnel
- 1. Deputies will be assigned to the CID based on their knowledge, skills, and abilities. Within the CID, personnel assignments will also consider individual expertise, experience, and proficiency in specific areas. Detectives within the Criminal Investigations Division will maintain general investigative knowledge, pursue cross-training, and work collaboratively with all units to assist on an as needed basis. This approach guarantees that investigations are conducted with the highest level of professionalism, effectiveness, and efficiency.
 - 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 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 three 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 in CID by the Division Commander, based on need and ability.

f. Detailed Deputies

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 assignments 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.