



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Court Services

**Section:** 412.1

**Subject:** Court Security/Civil Process

**Topic:** Mission and Organization

**Enacted:** 04/23/2010

**Last Review:** 01/27/2025

**Review:** 05/01/2027

## I. PURPOSE

The purpose of this General Order is to define the mission and outline the structure of the Loudoun County Sheriff's Office Court Services Division.

## II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to ensure the safe and orderly operation of the Loudoun County Courthouses and properly execute all civil process and orders as directed by the Courts of Loudoun County in accordance with the applicable provisions of the Code of Virginia.

## III. AUTHORITY

Code of Virginia §53.1-120 states, "Each sheriff shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose." Section §15.2-1609 of the Code of Virginia, "Sheriff," provides that the Sheriff is to "...assist in the judicial process as provided by general law...."

## IV. ORGANIZATIONAL STRUCTURE.

A. The Court Services Division includes the Courts and the Civil Process sections.

1. A Court Services Section supervisor, a second lieutenant, manages Court Security for both the Circuit and General District judicial buildings and their sergeants. The Court Services Section and Civil Enforcement Section Supervisors shall both report directly to the Court Services Staff Duty Officer, a first lieutenant.
2. A Courthouse Unit Supervisor, who holds the rank of Sergeant, manages one specific unit, and reports directly to the Court Services Section Supervisor.
3. The Court Services section is divided into the following units:
  - a. Courtroom Security – Utilizes Court Services Deputies to maintain security and order in each courtroom and ensures the safety of the sitting judges. The unit is overseen by a Courtroom Security Supervisor.
  - b. Courthouse Security – Utilizes Court Services Deputies to maintain security of the

assigned court complex and is overseen by the Courthouse Security Supervisor.

- c. Courthouse Detention Security – Utilizes Court Services Deputies to maintain the safety and transportation of inmates held in the courthouse detention area and is overseen by the Courthouse Detention Supervisor.
  - d. Courthouse Operations Security – Utilizes Court Services Deputies to maintain the safety and monitor the overall operations of the courts complex. This section is also responsible for the processing and court tv units. They are overseen by the Courthouse Operations Supervisor.
4. Civil Enforcement – Utilizes Civil Enforcement Deputies to execute writs and orders as directed by the Loudoun County Courts and in accordance with all applicable provisions of §8.01-294 of the Code of Virginia and is overseen by the Civil Enforcement Supervisor.