



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 412.1
Subject: Court Security/Civil Process	Topic: Mission and Organization
Accreditation: OPR.11.02	Revised:
Enacted: 07/30/2015	Reaffirmed:
Last Review: 05/11/2020	Review: 05/11/2021

I. PURPOSE

The purpose of this General Order is to define the mission and outline the organizational structure of the 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...."

Code of Virginia, § 15.2-1609 provides that the Sheriff is to, "...assist in the judicial process as provided by general law...."

IV. ORGANIZATION STRUCTURE

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

1. The Court Services Section Supervisor, a second lieutenant, manages both the Court Security Section as well as Civil Process and the sergeants assigned to each section. This supervisor shall report directly to the Court Services 1st Lieutenant.
2. Court Services Section
 - a. A unit supervisor, who holds the rank of sergeant, supervises one specific unit within a section, and reports directly to the Court Services Section Supervisor.
 - b. The Court Services Section is divided into the following units:
 - i. Courtroom Security Unit – Court Services Deputies are assigned

to maintain security and order in each courtroom and ensure the safety of the sitting judges. This unit is overseen by the Courtroom Security Unit Supervisor.

- ii. Courthouse Security Unit – Court Services Deputies maintain the security of the entire courts complex and this Unit is overseen by the Courthouse Security Unit Supervisor.
- iii. Courthouse Detention Unit – Court Services Deputies maintain the safety, security and transportation of all inmates being held in the courthouse detention area. This Unit is overseen by the Courthouse Detention Unit Supervisor

3. Civil Process Section

- a. The Civil Process section is supervised by a unit supervisor, who holds the rank of sergeant and reports directly to the Court Services Section Supervisor.
- b. Court Services Division Deputies execute writs and all orders as directed by the judges of the courts of Loudoun County and in accordance with all applicable provisions of the Code of Virginia § 8.01-294. This Section is overseen by the Civil Process Supervisor.