



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations

Section: 412.12

Subject: Court Security/Civil Process

Topic: Escape from Custody-Court Complex

Accreditation:

Revised:

Reaffirmed:

Enacted: 07/30/2015

Last Review: 07/24/2015

Review: 07/30/2016

I. PURPOSE

The purpose of this General Order is to establish guidelines for the apprehension of anyone escaping custody within the court complex.

II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to safely and securely keep all persons remanded to the Sheriff's custody.

III. DEFINITION

The term escape from custody is to flee the lawful custody of a deputy with or without force or violence.

IV. PROCEDURE

- A. Should an escape occur anywhere within the court complex, the deputy who is in charge of the prisoner will immediately give pursuit and broadcast by radio "Unit # I have an escape from location". Broadcast description and name of subject, clothes he/she is wearing, the direction of travel, also whether or not he/she is armed.
- B. Bailiffs in the closest courtrooms who are without prisoners will respond to assist and broadcast that information.
- C. Court complex bailiffs with the assistance of other deputies or police officers will seal off as many exits as possible and allow no one to leave the building. They will broadcast which exits have been sealed to the supervisor or their designee.
- D. The first Supervisor on the scene will take command until the arrival of the Sheriff, Chief Deputy or their designee who will be advised of the overall situation and assume command.
- E. Should the subject evade pursuit, but is believed to be in the building, the Communications Center will be notified for K-9 assistance.
- F. The outside perimeter will be secured by police and Sheriff's deputies and a systematic room by room, floor by floor search will be conducted, and each room to be evacuated and locked after being searched.

- G. Full information on the escapee will be obtained from the ADC including a photograph.
- H. A command post for the coordination of the search will be set up in a secured area of the court complex.
- I. Internal movement of all prisoners within the court complex will cease unless otherwise directed by a judge to continue, after his/her first being apprised of the situation.
- J. In the event an escape occurs and the subject gains immediate egress from the building, steps A, B & D will be followed. In addition, the officer in charge will:
 - 1. Notify Sheriff's Office Patrol Deputies, the Virginia State Police, and the Leesburg Police and advise them of the situation. Give them any pertinent information known at the moment such as description of escapee, clothing, last known direction of travel, any possible vehicles involved, the number of deputies involved in the pursuit and their last known location.
 - 2. Obtain full information on escapee from ADC including a photograph, whether he/she is a convicted felon, what charges are pending, last known address and addresses of relatives and friends and any information that would aid in his/her recapture.
 - 3. If radio contact with pursuing deputies can be maintained and they have lost sight of the escapee, have them join up with the closest police unit and continue the search until such time as they are needed by the officer in charge.
 - 4. Prepare IBR Report and obtain warrants.
 - 5. After obtaining warrants, have Communications enter subject into NCIC/VCIN.
- K. Should an escape occur from J&DR court, or any outlying court, immediately notify Communication Center giving description and location of escape. Notify the nearest supervisor as soon as possible, and follow the above guidelines.
- L. Any media information requests will be released only by the Sheriff or Media Relations Officer.