



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 412.17
Subject: Court Security/Civil Process	Topic: Weapons and Ordinance Control
Accreditation: OPR.11.01, 11.05, 11.08	Revised:
Enacted: 07/30/2015	Reaffirmed:
Last Review: 07/24/2015	Review: 07/30/2016

I. PURPOSE:

The purpose of this General Order is to provide directives and procedures for the operation and security of weapons and the Loudoun County Court Security Armory.

II. POLICY:

It shall be the policy of the Corrections/Court Services Division to promote the safety and security of judges, staff, visitors and the facility by controlling access, providing secure storage of weapons and ordinance within a secure location. Non-issued weapons, munitions, chemical agents and tools shall be stored in a secure location. Only authorized personnel shall be allowed entry at the discretion of the Division Commander. The secure storage area is located in the basement of the Loudoun County Courthouse within the Court Security Section.

A secure location containing weapons safes is provided for the security and storage of weapons and ordinance. All sworn staff of the Loudoun County Court Security Section and uniformed law enforcement personnel shall be authorized to carry departmental issued weapons within the courthouse. Law enforcement not in uniform shall store their weapon and ordinance in the weapons lockers provided at the main entrance or at the King Street entrance.

III. DEFINITIONS:

Armory: Secure storage for non-issued weapons, munitions, chemical agents.

Weapons: Any lethal or less lethal devices that can be used to cause bodily harm or death, such as handguns, shotguns, rifles, Asps, etc.

Deadly Force: Force that is likely to cause death or serious bodily harm.

Less Lethal Force: Force that may result in death or serious bodily injury, however if properly used, may reduce the probability of death or serious physical injury compared to standard firearm service ammunition.

Chemical Agents: Chemical devices that include Oleoresin Capsicum (OC) spray, and Pepperball rounds.

Protective Equipment: Protective gear including riot shields, body vests, arm and shin guards, helmets, and stun belt system.

Loudoun County Court Security Staff: A member of the Sheriff's Office assigned to the Corrections/Court Services Division, or any sworn deputy acting in the capacity of a Courthouse Deputy.

Ordinance: Materials, including weapons, ammunition, and equipment .

IV. PROCEDURE:

A. Armory Access

1. The Division Commander determines which personnel have access to the safe and what items will be stored therein.
2. Limited access to the Armory will be authorized by the Division Commander and controlled by electronic key card access. A list of authorized personnel will be maintained by the court duty lieutenant and reviewed annually by the Assistant Division Commander of Courts.

B. Equipment, Weapon, and Ordinance Storage

1. All equipment, weapons, and ordinance are to be stored in a systematic way to expedite the issuance during an emergency.
2. All ammunition must be stored with its respective weapon.
3. The following areas have weapons storage boxes for short term use to secure weapons, chemical agents, and ammunition while conducting business in the courthouse:
 - a. Vehicle Sallyport.
 - b. Outside Door Number seven leading to the prisoner temporary holding area.
 - c. Screening Station Sergeant's Office.
 - d. King Street Screening Station.
 - e. Sallyport to courtroom holding areas.
 - f. Stairwell five outside courtroom 2-E.

C. Inventory and Control

1. Any time authorized staff is granted access to the armory, specifically the weapon storage safes, they will be required to review the inventory form to verify all weapons are present and accounted for. Any discrepancies will immediately be brought to the attention of the Administrative Support Supervisor.

D. Inspections

1. The Division Commander will appoint a certified staff member to conduct a monthly inspection and inventory of all equipment. Documenting the condition, function tests, and expiration of the equipment.
2. The person conducting the inspection will forward a written report to the Division Commander through the chain of command.

E. Training Equipment

1. All equipment checked out for training purposes must have prior approval from the Division Commander or designee.

F. Issuing Equipment for an Emergency

1. A supervisor will be responsible for the issuing of equipment from the Armory to certified operators in an emergency situation.
2. Any weapon(s) being brought into the secure temporary holding area of the Courthouse must be approved by the Division Commander or designee.
3. If any equipment is found to be missing following an emergency, all courthouse staff will remain until the missing equipment is recovered. The Division Commander will be notified and an investigation conducted.

G. Servicing of Weapons, Equipment, and Ordinance

1. All ordinances must be exchanged by the expiration dates.
2. Only certified Armorers will make repairs to department issued weapons.

H. Tactical Shotguns

1. All Tactical Shotguns will be stored in the Armory. These weapons will only be removed for use with a supervisor's approval. All weapons must be returned on the Armory Equipment Log prior to being reissued. At no time will any deputy exchange or transfer weapons without a supervisor's approval.
2. Specific instructions for the use and care of tactical shotguns are listed below:
 - a. Any time a tactical shotgun is issued, it must be visually and physically inspected for any safety concerns by the issuing supervisor.

- b. Storage: All shotguns will be stored in a station-safe condition, (i.e., no rounds in the chamber, no rounds in the magazine tube, action open and safety on). At no time will a shotgun be stored with any rounds in the weapon.
 - c. Issuance: The supervisor issuing the weapon must first sign the weapon out on the Armory Equipment Log located in the Armory. The supervisor must then inspect the weapon both visually and physically.
 - d. Function Check: The deputy receiving the weapon must perform a function check to verify the weapon is in good working condition with the issuing supervisor as a witness. This must be completed by first visually and physically inspecting the weapon, always keeping the muzzle pointed in a safe direction while performing the function check.
 - e. Ammunition: Only departmental issued 12 gauge 00 Buckshot and/or rifle slugs will be used. Following the function check, the issuing supervisor will issue ten (10) rounds of ammunition to the receiving deputy, loaded as follows: four (4) rounds in the magazine tube and six (6) rounds in the side carrier. Rifle slugs will only be used at the discretion of the Division Commander.
 - f. The deputy will notify a supervisor when he or she needs to return the weapon. The supervisor must witness and verify the unloading of the weapon. If the weapon was not fired it must, at a minimum, be wiped down to remove any dirt or grease that may be present. If the weapon was fired it must be cleaned thoroughly.
 - g. The supervisor must return all unused rounds to the Armory. The supervisor must then visually and physically inspect the weapon to verify that there are no rounds left in the weapon. The supervisor will complete a function check, verify the weapon is clean, log it back in and then return it to its storage location within the armory.
- I. Transporting Shotguns to Duty Post
1. Courtroom Deputies
 - a. Each deputy assigned to a courtroom shall check out a tactical shotgun from the armory; as outlined in section H, sub-section 1.
 - b. The primary courtroom deputy shall transport the tactical shotgun in a cruiser safe condition VIA the judges' elevator and enter the hallway on the secured side of the courtroom and insert and secure the weapon into the designated wall rack.
 - c. At the conclusion of the court proceeding, the primary deputy shall notify a supervisor that they are returning the weapon. The courtroom deputy will retrieve the shotgun from the secure wall rack and use the secure hallway and judges' elevator to the armory.
 - d. Before placing the shotgun in the gun safe, the deputy shall return the shotgun to station safe condition. Refer to section H, sub-section 2-F&G.

2. Screening Deputies

- a. The first reporting deputy assigned to each screening post shall check out a tactical shotgun from the armory; as outlined in section H, sub-section 1.
- b. The screening deputies will proceed to their duty post and secure the shotgun in the designated wall mount.
- c. When the duty post at the King Street entrance is secured for the day, the duty post deputy shall return the shotgun through the lower file room to the armory.
- d. Before placing the shotgun in the gun safe the deputy shall returning the shotgun to station safe condition. Refer to section H, sub-section 2-F&G

3. Transportation Deputies

- a. The transportation deputy shall check out a tactical shotgun from the armory; as outlined in section H, sub-section 1.
- b. Once the tactical shotgun is in cruiser safe mode, the shotgun can be placed in the transport vehicle. This shall be done prior to transporting any prisoners.
- c. When all transports are completed for the day, the transport deputy will return the shotgun to the armory per General Order 814. IV. H-2, F and G.