



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 501.2
Subject: Administration and Management	Topic: Policies and Procedures
Accreditation: 6VAC1-40-5, 6VAC15-40-40, 6VAC15-40-50	
Enacted: 07/01/2013	Reaffirmed:
Revised:	Review:
Last Review:	

I. PURPOSE

The purpose of this General Order is to provide guidelines for the Loudoun County Sheriff's Office to maintain a manual outlining policies and procedures for the Corrections Division.

II. POLICY

It shall be the policy of the Corrections Division to provide all information necessary to inform, instruct and direct employees on how to perform their duties in a consistent and uniform manner when working in the Corrections Division. A manual outlining the policies and procedures shall be made available to all Corrections Division personnel. This manual shall be referred to as the "Corrections General Order Manual".

Under the Virginia Department of Corrections Standards for Local Jails and Lock-ups, the elements listed in the compliance documentation shall be interpreted as part of the standards. If the "Corrections facility will be held to the content of such policy.

As dictated by Virginia law (Virginia Code Section 53.1-116.2) the Sheriff is designated as the keeper of the jail. He or she is responsible for seeing that the jail is operated according to the requirements of the Department of Corrections, Commonwealth of Virginia, as prescribed in Virginia Code Section 53.1-125, and specified in the "Standards for Local Jails and Lockups".

The Corrections Division Commander is appointed by the Sheriff to oversee all operations and functions of the Loudoun County Adult Detention Center. The Division Commander shall ensure a complete review of this "Corrections General Order Manual" and official publications every twelve (12) months and issue updates as necessary. The Division Commander shall be the final approving authority on all changes.

A copy of the General Order Manual shall be available to all staff twenty-four (24) hours a day, **as provided through the County's computer system network "G" drive, email, hard copy, and/or disc.** It shall be the policy that all personnel shall update and maintain their issued General Order Manual. All manuals shall be considered property of the Loudoun County Sheriff's Office, should your employment status change, i.e. retirement, resignation, or termination the manual shall be returned to the Corrections Division Commander.

The General Order Manual shall include at a minimum:

- Mission Statement
- Table of Contents
- Current versions of all Sheriff's Office General Orders
- Post Orders
- Commonwealth of Virginia Department of Corrections "Minimum Standards for Local Jails and Lock-Ups"
- Inmate Handbooks – Adult Detention Center and Community Custody

All Corrections Personnel are required to read and remain knowledgeable of all Mission Statements, Sheriff's Office General Orders, Post Orders and Commonwealth of Virginia Department of Corrections "Minimum Standards for Local Jails and Lock-Ups."

Should any staff member determine that there are conflicting directives or a lack of direction within the above information, they shall be required to bring the matter to the attention of the Division Commander through the use of the chain of command. This information shall be presented in the form of a memorandum.

III. PROCEDURE

A. Distribution of General Order Manual

1. Distribution of this manual and all future deletions and additions will be as follows:

Office of the Sheriff:

- Sheriff 1 copy
- Internal Affairs Unit 1 copy
- Chief Deputy of the Administration Bureau 1 copy
- Administration and Technical Services Division 1 copy

Corrections Division:

- Division Commander 1 copy
- Assistant Division Commander of Confinement 1 copy
- Assistant Division Commander of Administration 1 copy
- Corrections Division Staff Individual Copies

Loudoun County Government:

- Office of the County Attorney 1 copy

B. General Order Formatting

1. All General Orders will be outlined as prescribed below to maintain consistency and uniformity:

- a) Subject (Policies and Procedures)
- b) General Order Number (700.03)
- c) Cancellations (date and/or General Order Number)
- d) Issue Date (mm/dd/yy)
- e) Commonwealth of Virginia Department of Corrections "Minimum Standards of Jails and Local Lock-Ups" Title Section (6VAC-15-XX-XX)
- f) Purpose Statement
- g) Policy Statement
- h) Definitions (if applicable)
- i) Procedure
- j) Loudoun County Sheriff's Office Liability Statement
- k) Governing Department of Corrections Title Section References

C. General Order Review

- 1. Upon the issuance of a new or revised General Order, an immediate review will be conducted with all staff.
- 2. When a General Order is scheduled for review, written notification will be distributed through the chain of command by means of a sign-off sheet(s) along with a hardcopy of the General Order.
- 3. During the review process, comments and suggestions will be submitted in writing with the sign-off sheet(s) to the Assistant Division Commander of Administration for consideration.
- 4. All General Orders shall be reviewed and approved by the County Attorney's Office.
- 5. If within the twelve (12) month period any memoranda has been issued amending or creating a policy or procedure change, it will be reviewed for incorporation into the affected General Order or if necessary the creation of a new General Order any and all recommendations and or changes shall be submitted to the Assistant Division Commander of Administration for consideration and presentation to the Division Commander.

D. General Order Changes

- 1. Changes to a General Orders will be warranted under the following conditions:
 - a. Changes in Federal, State, or Local law

- b. Change to the Facility, Administration and Management, or Operations
 - c. Current Policy Failure
 - d. Recommendations from Staff
 - 2. Should the change require immediate action, it will be documented in memorandum form and distributed to all staff with the approval from the Division Commander. The memorandum will include the change, reason for change, affected area, and date of issuance.
 - a. Upon next revision of the General Orders, all changes previously submitted in memo form will be incorporated in revised General Orders.
 - 3. Proposed General Order changes may be submitted through the chain of command at any time for consideration, as directed in Sheriff's Office General Order 208.
 - 4. All General Orders will be reviewed and approved by the County Attorney's Office.
 - 5. In the event of a policy or procedural change, the Division Commander will be the final approving authority.
- E. Conflict and Resolution
- 1. At no time will the facility's safety and security be compromised in order to complete assigned tasks.
 - 2. If a staff member identifies a safety or security concern and the issue is not covered by an existing policy or procedure, that staff member shall immediately notify a Shift Supervisor, advise them of the concern and ask for resolution or clarification.

This General Order becomes effective July 1 2013, and rescinds all previous rules and regulations pertaining to the subject.

DOC STANDARD #

6VAC15-40-5: Compliance documentation.

The elements listed in the compliance documentation shall be interpreted as part of the standard. If facility policy exceeds the requirement of the standard, the facility will be held to the content of such policy.

6VAC15-40-40: Policy and Procedures Manual

Written policy and procedures shall be maintained and shall be available 24 hours a day to all staff. The facility's policies and procedures shall be reviewed every 12 months by administration and updated to keep current with changes.

Compliance Documentation:

- Review written policy and procedure manual
- Document availability to staff
- Review documentation of 12 month review for a three year period (12 months requires reviews to be completed no later than the last day of the same month each year)
- Interview staff
- Interview staff/inmates

(See definition of policy and procedures manual)

A frequent and thorough review of all official publications (i.e., regulation, policies, procedures, post orders, emergency plans, orientation handbooks, manuals, etc.) will ensure that they remain appropriate and continue to contribute to the effective administration and operation of the facility. A regular review of these materials should facilitate the formal incorporation of various changes throughout the year, prevent the disorganized accumulation of a series of memoranda and assist in decision-making regarding previously discussed but unresolved matters. Detailed manuals of standard operating procedures assist employees in successfully carrying out their assignments and help ensure overall conformance to facility policy and procedure.

6VAC15-40-50: Chief Executive Officer

Written policy shall provide that each facility shall be headed by a single chief executive officer to whom all employees and functional units are responsible.

Compliance Documentation:

- Review written policy
- Review organizational chart (if applicable)
- Interview staff