



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services

Section: 501.2

Subject: Administration and Management

Topic: Policies and Procedures

Enacted: 07/01/2013

Last Review: 04/11/2025

Review: 06/01/2027

I. PURPOSE

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

II. POLICY

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

III. PROCEDURE

A. Manual Formatting

The Corrections Division General Order Manual shall include at a minimum:

1. Mission Statement
2. Table of Contents
3. All Sheriff's Office General Orders
4. Corrections Division Standard Operating Procedures
5. Post Orders
6. Virginia Board of Local and Regional Jails Minimum Standards for Local Correctional Facilities and Lockups
7. Inmate Handbook

B. General Order Formatting

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

1. Chapter

2. Section Number
3. Subject
4. Topic
5. Accreditation Standards
6. Revised Date
7. Reaffirmed Date
8. Enacted Date
9. Last Review Date
10. Review Date
11. Purpose
12. Policy Statement
13. Mission Statement
14. Definitions (if applicable)
15. Procedure
16. Applicable Accreditation Standards and Code of Virginia Requirements

C. General Order Review

The Corrections Division Commander is appointed by the Sheriff to oversee all operations and functions of the Loudoun County Adult Detention Center.

1. The Division Commander shall ensure a complete review of the Corrections Division General Order manual and official publications every 12 months and issue new policies or revisions as necessary and in accordance with this policy.
2. Upon the issuance of a new or revised General Order, an immediate review will be conducted with all staff through PowerDMS.
3. When a General Order is scheduled for review, notification will be made through the chain of command utilizing Power DMS.

4. During the review process, comments and suggestions will be submitted utilizing PowerDMS to the Corrections Division, Commander of Administration for consideration and presentation to the Division Commander.
5. If within the 12-month period preceding a review process, any memorandum that has been issued amending or creating a policy or procedural change, will be reviewed for incorporation into the affected General Order or if necessary, the creation of a new General Order.
6. All General Orders shall be reviewed and approved by the County Attorney's Office.

D. General Order Changes

1. Changes to a General Order may 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. 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 the next revision of the General Orders, all changes previously submitted in memorandum 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 206, Revision of General Orders](#).
4. All changes to 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 safety and security of the Loudoun County Adult Detention Center be compromised 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 supervisor, advise them of the concern, and ask for resolution or clarification.
3. Should any staff member determine that there are conflicting directives or a lack of direction within an existing policy or procedure, they shall be required to bring the matter to the attention of the Corrections Division Commander through the chain of command. This information shall be presented in the form of a memorandum.

F. Posting and Availability

An electronic copy of the Corrections Division General Order Manual shall be available to all staff 24 hours a day, as provided through PowerDMS. All Corrections Division personnel are required to read and remain knowledgeable of all Mission Statements, Sheriff's Office General Orders, Post Orders, and Virginia Board of Local and Regional Jails Minimum Standards for Local Correctional Facilities and Lockups.

G. Accreditation Standards and Code of Virginia Requirements

As prescribed by Virginia Code Section 53.1-116.2, the Sheriff is designated as the keeper of the jail. He/she is responsible for seeing that the jail is operated according to the requirements of the Virginia Board of Local and Regional Jails, as prescribed in Virginia Code Section 53.1-125, and specified in the Minimum Standards for Local Correctional Facilities and Lockups.

Under the Virginia Board of Local and Regional Jails Minimum Standards for Local Correctional Facilities and Lockups, elements listed in the compliance documentation shall be interpreted as part of the standards and therefore policy of the Corrections Division. All Corrections Division staff will be held to the content of such policy. If the agency policy exceeds the requirement of the standard, the agency and staff will be held to the content of such a policy.

1. DOC STANDARD #

- a. 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.

b. 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.

c. 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