



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Correctional Services	<b>Section:</b> 502.9
<b>Subject:</b> Adult Detention Center Operations	<b>Topic:</b> Incident Reporting Procedures
<b>Accreditation:</b> 6VAC15-40-100, 6VAC15-40-1350	
	<b>Revised:</b> 09/22/2016
<b>Enacted:</b> 04/16/2008	<b>Last Review:</b>
	<b>Reaffirmed:</b>
	<b>Review:</b>

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## I. PURPOSE

The purpose of this General Order is to provide Adult Detention Center personnel with directives for reporting incidents that occur during their daily duty assignments and to ensure that a standard reporting process is followed for all incidents.

## II. POLICY

It shall be the policy of the Corrections Division that all incidents or unusual actions or behavior shall be documented in report form and submitted in a timely manner for inclusion in one of the approved report tracking systems.

## III. PROCEDURE

- A. Reports of incidents must be filed on one of three types of report forms.
  - 1. In-House Incident Reports in the Offender Management System shall be used for:
    - a. Activities that do not form the basis for criminal charges.
    - b. Disciplinary infractions that do not involve criminal charges.
    - c. All unusual occurrences.
  - 2. Standard Incident Based Report Forms (IBR) must be used in cases where:
    - a. The incident forms the basis for criminal charges.
    - b. The incident may form the basis for future criminal charges, such as assault, where no one is currently pursuing criminal charges.
    - c. Certain non-criminal incidents such as damage/loss of county property.
    - d. Follow-up to an investigation.
    - e. For a full list of reasons to write an IBR, refer to Sheriff's Office General Order 413.2, Incident Reporting.

3. Arrest Incident Based Report Forms (IBR) must be used in cases where an arrest is made or arrest warrants are served.
- B. Reports will be submitted by the end of the shift in which the incident occurred, unless the Shift Supervisor waives this requirement. If so waived, the report will be submitted on the next day that the deputy assigned to the report works.
  - C. All reports will be submitted to the staff member's immediate supervisor for approval. Offense Reports (IBR) and Arrest Reports will be submitted to the Central Records Section for inclusion in the Sheriff's Office report tracking system via electronic submission.
  - D. The Division Commander or designee will notify the appropriate Department of Corrections Regional Administrator of any reports setting forth the details of deaths, escapes and the discharging of firearms in relation to inmates. Notification must be made within twenty-four (24) hours of the incident. A full report of the incident must be submitted following the investigation.
  - E. All reporting procedures included in Loudoun County Sheriff's Office General Order 413.2, Incident Reporting, and 413.3, Report Submission, will also apply to reports filed under this General Order.

#### IV. ACCREDITATION STANDARD #

##### 6VAC15-40-110: Serious Incident Reports

A report setting forth in detail the pertinent facts of death, escapes, and discharging firearms shall be reported to the Local Facilities Unit, Department of Corrections, or designee. The initial report should be made within 24 hours with a full report submitted at the end of the investigation.

##### Compliance Documentation:

- Review serious incident reports
- Verification of initial reporting of incident within 24 hours to the Local Facilities Unit
- Interview staff and/or Local Facilities Manager

##### 6VAC15-40-1350: Incident Report

A report setting forth, in detail, the pertinent facts of death, escapes and discharging firearms shall be reported to the Local Facilities Unit, Department of Corrections. The initial report should be made by the end of the next workday with a full report submitted at the end of the investigation.

##### Compliance Documentation:

- Interview staff and Local Facilities Manager
- Review incident reports

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.