



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 504.5	
Subject: Special Management	Topic: Special Operations Team	
Accreditation:	Revised: 06/20/2017	Reaffirmed:
Enacted: 01/31/2018	Last Review:	Review:

I. PURPOSE

The purpose of this General Order is to establish policies for the Sheriff's Special Operations Team (SOT) and to describe procedures to be followed by the team.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to maintain a unit of highly trained and equipped personnel that is responsible for responding to all emergencies within the Loudoun County Adult Detention Center, Courts Complex and divisional facilities. Also, to conduct high risk transports, high risk security patrols (HRSP), and hostage rescue operations.

III. PROCEDURE

A. Staffing

1. SOT is comprised of up to 10 members equipped to handle cell extractions, inmate combatants, riots, high risk transports and high risk trials. The team is comprised of a Commander, Executive Officer, and two teams each led by a Team Leader.

B. Selection

1. SOT is a specialized response team that consists of a group of deputies who have volunteered to participate as a team on a part time basis.
2. When a vacancy on the team exists, a memorandum will be sent to all Corrections and Courts deputies advertising the part time position. The following criteria will be used when selecting personnel for SOT positions:
 - a. Certification with the Commonwealth of Virginia, Department of Criminal Justice Services as a law enforcement officer.
 - b. Two (2) years total experience as a law enforcement officer, at least the last year of which must be as a sworn deputy with the Loudoun County Sheriff's Office. Prior law enforcement or military experience can be considered. The two year requirement commences after the successful completion of the Corrections Training Program.

- c. Ability to pass all firearms qualification courses with a 90% or better proficiency for all weapons platforms utilized.
- d. Ability to respond well under pressure with flexibility in changing situations;
- e. Ability to work with team members and respond to the close discipline of the group;
- f. Ability to complete all phases of the SOT selection process at the time of testing.
- g. Absence of any progressive disciplinary action, a Letter of Reprimand, or a more serious consequence within the year prior to the date of advertisement. The SOT candidate's supervisor(s) will be requested to provide this information along with a recommendation for participation.
- h. Provide a letter of recommendation from your immediate supervisor.

C. Organization

- 1. The Special Operations Team is part of the Corrections and Court Services Division.
- 2. When SOT is called into service, the team will serve as a unit of the Corrections Division and will be under tactical control of the Team Commander, Executive Officer or Team Leader.
- 3. During an incident, it is the SOT Commander's responsibility to be the point of contact for the Incident Commander. In the absence of the Team Commander, the responsibility will go to the Executive Officer or Team Leader.

D. Responsibilities

- 1. Special Operations Team Commander

In order to distribute the responsibility and ensure the teams are adequately trained and equipped, the SOT Commander or his/her designee shall:

- a. Ensure that all weapons, equipment and munitions are in good working order, maintained in adequate supply and inspected once a month.
- b. Ensure that a current emergency re-call list is maintained and distributed to the Emergency Communications Center and all members of the SOT.
- c. Ensure that all members receive the proper and necessary training and instruction in cell extractions, high risk transports, high risk court security, hostage rescue operations and inmate combatants. Training that includes current criminal and terrorist activities, is also encouraged.

- d. Ensure that all teams receive that amount of training necessary to accomplish the objectives of the unit.
- e. Maintain records of all instruction received by the unit, including the name of the instructor, topic(s) covered and the members who participated.
- f. Maintain records of all calls and operations involving SOT members.
- g. Observe and evaluate current and future members.
- h. Appoint an Executive Officer and Team Leaders who demonstrate the mental and physical capabilities and the knowledge to run an operation; assist in training and enhance the development of the team. These appointments are at the sole discretion of the SOT Commander.

E. Training

- 1. Team Leaders should research appropriate training seminars and schools that may be available to team members. It is the Team Leader's responsibility to coordinate and schedule training through the Training Section so that the teams are continually prepared to accomplish their objectives.
- 2. The Team Leaders will record the nature of the training and the Training Section will maintain training records.
- 3. The Team Leaders should schedule periodic team meetings to provide informal training and to take care of administrative matters. In addition, SOT members should conduct simulated tactical exercises so that the team can become proficient at the various tasks to be performed. During training exercises, team members should learn each other's assignments.
- 4. Training shall be coordinated by the SOT Commander as needed, to ensure optimum performance of the team.
- 5. A team member who misses three (3) trainings shall be made inactive until he/she attends an eight (8) hour training day. The SOT Commander determines the active status of each individual team member. Any member who misses six (6) or more training sessions, per year, shall meet with the SOT Commander to establish his/her dedication to the team and possible dismissal from the team.
- 6. Excused absences may include out of county tactical training, mandatory in-service training, court, and sick leave supported by a doctor's note. All members should attempt to schedule any appointments, annual leave or other tasks around training days.

7. Members are required to qualify with their weapons biannually to determine proficiency.

F. Equipment

1. It is the responsibility of the Executive Officer or designated Team Leaders to maintain an up to date list of all equipment issued to each member of his/her team and furnish the Team Commander with a list of any needed equipment.
 - a. Regular, informal inspections will be held monthly by the Team Commander, Executive Officer and Team Leaders to ensure the proper working condition of all equipment.
 - b. Formal, documented inspections will be held quarterly by the Team Commander, Executive Officer and Team Leaders to ensure operational readiness for immediate deployment.
2. Only equipment and uniform items approved by the Sheriff and/or Team Commander will be used or carried by team members. In certain situations, the Sheriff, Division Commander or the SOT Commander may authorize the use of additional weapons.
3. The Executive Officer and/or Team Leader will collect all equipment issued to a member when the member leaves the team. This equipment will then be reissued to any replacement deputy. No equipment of any kind will be issued to any team member without permission of the Team Commander.

G. Response Procedure

1. At the time SOT is requested, and the Executive Officer and/or Team Leader are working, the following duties will be completed:
 - a. The Executive Officer and/or Team Leader will receive as much information as possible from the requesting deputy or supervisor;
 - b. The Executive Officer and/or Team Leader will notify the Team Commander, the Corrections and Court Services Division Commander of the situation and the request for SOT activation.
 - c. The Executive Officer and/or Team Leader will coordinate the efforts of SOT personnel until the arrival of the SOT Commander.
 - d. Other Team Leaders and team members will be notified as required, generally by issued cellphone.
2. At the time SOT is requested and the Executive Officer and/or Team Leader are not working, the following steps will be taken:

- a. The on-duty supervisor will notify the SOT Commander.
 - b. Once it has been determined to use SOT, the SOT Commander will coordinate the activities of the team by notifying the Executive Officer and/or Team Leader and determine the number of SOT members to be activated.
 - c. The SOT Commander, Executive Officer and or Team Leader will advise the Emergency Communication Center to implement the notification procedure for all or part of the SOT members.
3. Logistics
- a. All SOT members who are contacted by the Emergency Communication Center by page or telephone are responsible for returning such calls.
 - b. Upon SOT activation, the SOT Commander, his/her designee, or the SOT Team leader should ensure the staging area was identified in the initial page sent by the Incident Commander.
 - c. SOT members will report to the location specified in the notification.

H. Specific Team Member Responsibilities

- 1. Activation/Deployment:
 - a. All SOT members are responsible for having all issued equipment available and operational at all times.
 - b. When SOT is activated for an emergency, off-duty members shall be credited with a minimum of two hours of pay on his/her timesheet, starting when the member has arrived on scene. If the emergency call-out has been terminated and a member was enroute to the scene, the same minimum pay will be authorized.
- 2. Self-Initiated Response:
 - a. In order to protect life and property, SOT members may respond to an incident and engage subjects who are actively involved in acts of violence.

IV. ACCREDITATION STANDARD # 6VAC15-40-870

This General Order becomes effective June 20, 2017, and rescinds all previous rules and regulations pertaining to the subject.