



# GENERAL ORDER

Loudoun County Sheriff's Office

**Chapter:** Correctional Services

**Section:** 505.11

**Subject:** Classification and Inmate Records

**Topic:** DNA Sampling

**Enacted:** 12/01/2007

**Last Review:** 02/07/2024

**Review:** 8/1/2026

## I. PURPOSE

The purpose of this General Order is to provide directives for the collection of DNA samples for analysis of all persons arrested and or convicted of a qualifying offense in the custody of the Loudoun County Sheriff's Office.

## II. POLICY

It shall be the policy of the Sheriff that those individuals arrested for a qualifying offense as defined in Virginia Code 19.2-310.2:1 or convicted of a qualifying offense as defined in Virginia Code Section 19.2-310.2 have a sample of their saliva collected for DNA analysis in accordance with Virginia Code Section 19.2-310.3.

If a blood sample must be taken, it shall only be done by certified medical authorities.

DNA sampling shall be obtained prior to inmates being paroled, bonded, or released.

## III. PROCEDURE

### A. General Provisions

1. Unless a blood sample is specifically required, all DNA sampling will be conducted using a buccal sample. When required during intake or later during incarceration, a squad supervisor will make sure that a Buccal sample is obtained.

### B. Buccal collection for qualifying arrests

1. When an individual has been arrested on a qualifying offense (Refer to Virginia Code Section 19.2-310.2 and 19.2-310.2:1), the Booking Deputy will perform a query of the [Virginia Department of Forensic Science, DNA Data Bank Sample Tracking System](#), to determine if the individual has been previously tested.
2. If the individual has had a sample taken on a previous occasion, no further action is needed.
3. If the individual has not had a sample taken, then sworn staff will make sure a sample is taken following the instructions listed on the envelope and that the sample is secured in accordance with this General Order.

4. If a test has not been previously completed, the procedures outlined below will be followed.
  - a. Obtain a DNA sample kit, following the collection instructions on the kit, obtain a sample.
5. Once the sample has been collected, it shall be sealed in the envelope provided and placed into the designated DNA sample box in a secured location.
  - a. The Loudoun County Sheriff's Office Property and Evidence Section shall be responsible for the pick-up and delivery of the DNA samples to the Division of Forensic Science.
6. If an inmate refuses DNA testing, a deputy will notify the magistrate to make a note on the original warrant of the refusal. The inmate refusing to provide a sample will not be released pending collection of the DNA sample pursuant to Virginia Code 19.2-310.2:1.

C. Court ordered buccal collection:

1. When a court order is received stating the need to collect a DNA sample, the Booking Deputy will perform a query of the [Virginia Department of Forensic Science, DNA Data Bank Sample Tracking System](#), to determine if the individual has been previously tested.
  - a. If a test has been previously completed, the deputy will fill out the appropriate spaces on the court order and return the copy to the courts for inclusion in the individual's permanent court file.
  - b. If a test has not been previously completed, the procedures outlined below will be followed.
2. Obtain a DNA sample kit, following the collection instructions on the kit, obtain a sample.
3. When the sample has been collected, it will be sealed in the envelope provided and placed into the designated DNA sample box in a secured location.
  - a. The Loudoun County Sheriff's Office Property and Evidence Section will be responsible for the pick-up and delivery of the DNA samples to the Division of Forensic Science.
4. If an inmate refuses DNA testing, the deputy shall notify the Inmate Records Section so notification can be made to the courts.

**D. Blood Sampling**

1. If a blood sample must be drawn, drawn samples will be refrigerated and will be stored at the facility pending pick up by the Property and Evidence Section of the Sheriff's Office.
2. Should a blood sample be required for pick up, medical staff will notify Central Control of the sample.
3. Central Control will then advise the Property and Evidence Section that a blood sample needs to be picked up and delivered to the Division of Forensic Science.

**E. Chain of Custody**

1. A chain of custody must be maintained from the collection of the sample through the delivery of the sample to the DCJS Laboratory.
  - a. Chain of custody is maintained by placing the sample in the secured container until it is picked up by a Sheriff's Office Property and Evidence Technician.
2. Within fifteen (15) days of the sample being taken it must be delivered to the Division of Forensic Science pursuant to Virginia Code Section 19.2-310.3.