



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 507.5
Subject: Support Services	Topic: Background Investigations for Contractual Hires
Accreditation:	
Enacted: 12/01/2007	Revised: 04/16/2008
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for conducting background investigations on contractual personnel through the Loudoun County Sheriff's Office.

II. POLICY

It shall be the policy of the Corrections/Court Services Division that a background investigation of contractual personnel shall be performed by the Loudoun County Sheriff's Office Applicant Section. No civilian contractors or their employees shall work within the secure confines of the Adult Detention Center until the background investigation is complete and they are approved for work by the Division Commander.

III. PROCEDURE

A. The following information will be given to the Assistant Division Commander of Administration and to the Loudoun County Sheriff's Office Applicant Section so a background investigation may begin:

1. Full name of applicant.
2. Social Security Number of applicant.
3. Address of applicant.
4. Phone number of applicant.

Once the investigation is concluded and the applicant completes the Adult Detention Center Security Class, all investigative information will be turned over to the Division Commander for review

This General Order becomes effective April 16, 2008, and rescinds all previous rules and regulations pertaining to the subject.