



# GENERAL ORDER Loudoun County Sheriff's Office

**Chapter:** Operations

**Section:** 406.22

**Subject:** Response to Selected Situations

**Topic:** Crisis Intervention Team and Assessment Center

**Enacted:** 02/21/2020

**Last Review:** 06/29/2025

**Review:** 02/01/2027

## I. PURPOSE

The purpose of this General Order is to establish guidelines for the Loudoun County Sheriff's Office [Crisis Intervention Team](#).

## II. POLICY

It is the policy of the Loudoun County Sheriff's Office to protect the safety, dignity, and rights of persons with mental illness and to protect the community from potentially dangerous behavior. Crisis Intervention Team training is provided to members of the agency and other local jurisdictions to ensure that law enforcement officers are skilled in handling situations with individuals in crisis. It is the policy of the Loudoun County Sheriff's Office to provide Crisis Intervention Team training to all sworn personnel who have a minimum of one year of post-academy experience.

The Loudoun County Sheriff's Office also partners with the Loudoun County Department of Mental Health, Substance Abuse, and Developmental Services ("MHSADS") in the operation of the Crisis Intervention Team Assessment Center. The Crisis Intervention Team Assessment Center provides a therapeutic setting for assessment and clinical intervention to assist individuals in mental crisis in a safe, non-threatening, and neutral environment.

## III. DEFINITIONS

A. Crisis Intervention Team ("CIT"): A team of deputies trained in the official Memphis-model Crisis Intervention Team training.

## IV. ORGANIZATION

A. The Crisis Intervention Team program reports to the Operational Support Division.

B. Crisis Intervention Team Coordinator

1. The Crisis Intervention Team Coordinator is responsible for the overall management of the Crisis Intervention Team training and the Crisis Intervention Team Assessment Center ("CITAC").

2. The Crisis Intervention Team Coordinator is responsible for:

- a. Organizing CIT training classes for employees and external stakeholders.
- b. Ensuring the CITAC is fully staffed by LCSO deputies.
- c. Maintaining a list of all employees trained in CIT.
- d. Ensuring training remains current with state and national training standards.
- e. Ensuring there are adequate numbers of instructors trained within the Sheriff's Office.
- f. Liaising with state, county, and community stakeholders.
- g. Updating CIT and CITAC policies and procedures as needed.
- h. Collecting data related to calls for service ("CFS") where CIT deputies respond.
- i. Collecting data related to the use of the CITAC.
- j. Identifying grants and other related funding sources to support program needs.
- k. Projecting future training needs and proactively working to meet those needs.

**C. Crisis Intervention Team Members**

1. All deputies who have completed the 40-hour basic CIT course are members of the Crisis Intervention Team.
2. In general, CIT members will be the primary deputies and responsible for handling calls for service in the following situations:
  - a. Any incident where it is known or suspected that any involved party is suffering from a mental illness.
  - b. If requested by another deputy who is dealing with an individual who is in mental crisis.
  - c. At the direction of the Emergency Communications Center ("ECC") or a supervisor.
  - d. CIT members will not be the primary unit if the incident is already resolved and CIT skills are not needed, or where reasonable grounds exist to take an

individual into emergency custody and the on-scene deputies are able to safely perform that duty.

3. CIT members are authorized to wear the issued CIT pin or patch while in uniform.
  - a. The CIT pin and patch serve as identification for citizens of deputies trained in CIT and shall only be worn by CIT members. CIT members are highly encouraged to wear their issued pin or patch in accordance with General Order 308 (Uniforms and Equipment).

D. Crisis Intervention Team Assessment Center Deputies

1. Deputies assigned to the CITAC must be law enforcement certified, members of the Crisis Intervention Team, and report directly to the Crisis Intervention Team Coordinator.

V. CRISIS INTERVENTION TEAM ASSESSMENT CENTER (CITAC)

- A. The CITAC was created by the Loudoun County Sheriff's Office and MHSADS as a facility designed to provide a therapeutic setting for assessment and clinical intervention to assist individuals in mental crisis in a safe, non-threatening, and neutral environment.
- B. Deputies who are assigned or volunteer to work at the CITAC shall provide law enforcement services during the operating hours of the CITAC.
- C. Procedures
  1. Individuals who need mental health treatment or assessment shall be evaluated by LCSO deputies to determine their eligibility to be taken to the CITAC, prior to transporting the individual there.
    - a. Individuals who need mental health treatment or assessment who present the following conditions shall not be transported to the CITAC, and should be transported to an emergency department:
      - i. Suspected to be under the influence of either alcohol or drugs.
      - ii. Known or suspected to have a medical condition that may need treatment.
      - iii. Combative or considered a flight risk.

- iv. Any other behavior that may endanger the safety of the individual or others present at the CITAC.
- b. If the deputy determines that the individual is eligible to be taken to the CITAC, the deputy shall contact MHSADS at 703-777-0320 prior to transporting the subject to the CITAC. The deputy must speak with MHSADS personnel directly and confirm that the CITAC is the appropriate location to take the individual.
  - i. The deputy shall contact MHSADS at the time of custody prior to transporting the individual.
  - ii. MHSADS staff may direct the deputy to take the individual to an emergency department.
- 2. Deputies who transport an individual to the CITAC shall confer with the CITAC deputy and advise him/her of the situation and the status of the transported individual.
- 3. Both the transporting deputy and the CITAC deputy will confer with MHSADS personnel, who will make the final decision on whether they will accept the individual as a transfer of custody to the CITAC.
  - a. If the transporting deputy has established a positive rapport with the individual, consideration may be made on how the consumer in crisis may respond to having the transporting deputy leave him/her.
  - b. Only one transfer of custody of an individual under an Emergency Custody Order ("ECO") shall take place at a time. However, additional ECOs may be brought to the CITAC.
    - i. If an additional ECO arrives at the CITAC, the transporting deputy may be required to remain with the individual. MHSADS may also opt to have the individual transported to the closest emergency department.
  - c. The CITAC will accept individuals from Leesburg Police Department, Purcellville Police Department, and Middleburg Police Department, if they meet the criteria for acceptance.
  - d. Prior to finalizing a transfer of custody, the deputy assigned to the CITAC will complete the CITAC data sheet.
  - e. Once the transfer of custody is complete, the transporting deputy may return to service.

- f. If a transfer of custody cannot occur, the transporting deputy shall remain at the CITAC with the individual in custody until one of the following occurs:
  - i. Transfer of custody becomes available.
  - ii. The individual is released by MHSADS.
  - iii. No Temporary Detention Order ("TDO") is issued, and the ECO expires.
- 4. The CITAC deputy shall not be deployed to an alternate location to take over an ECO for another LCSO deputy during the CITAC's operating hours.
- 5. If an individual is still being assessed at the end of the CITAC deputy's shift, he/she is required to stay at the CITAC until the assessment has been completed and the individual has been released or transported from the CITAC. The CITAC deputy shall not leave MHSADS personnel alone at the center with an individual in the CITAC.

**D. Responsibilities of Deputies Assigned to the CITAC**

- 1. Deputies assigned to the CITAC shall:
  - a. Always conduct themselves professionally.
  - b. Prior to working in the CITAC, review the HIPAA training manual. This training is provided by MHSADS.
  - c. Ensure that any discussion regarding specific individuals is only conducted when required and not in a manner that could be overheard by others in the CITAC.
  - d. Monitor the security camera, respond to individuals requesting access to the CITAC, and notify MHSADS personnel if someone enters the CITAC.
  - e. Ensure that all necessary paperwork is completed by any law enforcement agency that brings an individual to the CITAC.
  - f. Maintain regular communication with MHSADS personnel regarding the status of individuals seeking treatment at or en-route to the CITAC.
- 2. The deputy assigned to the CITAC may be alone in the center, however the deputy shall not leave the CITAC except at the discretion of MHSADS. The deputy assigned to the CITAC shall advise MHSADS if he/she leaves to pick up a meal. However, the CITAC deputy shall provide his/her cell phone number to

the MHSADS staff in case he/she is needed to return immediately to the CITAC. The deputy shall not be gone more than 15 minutes for meal breaks.

3. If the deputy assigned to the CITAC leaves the center, his/her position must be backfilled by a patrol deputy if there are individuals present in the CITAC or if an individual is being transported to the facility. A request for a patrol deputy to respond shall be made by MHSADS via the ECC. Upon receiving this request, ECC staff shall create a call for service and dispatch a patrol deputy to the CITAC.
4. The deputy assigned to the CITAC shall immediately initiate an ECO when requested by MHSADS. The deputy may inquire as to the facts surrounding the individual's situation, however there should be no delay in placing the individual into custody unless there are obvious mitigating circumstances. If there are obvious mitigating circumstances, the deputy shall communicate their concerns with MHSADS and work to identify a mutually satisfying resolution that is in the best interest of all parties, including the individual in question, as quickly as possible.
  - a. The individual under an ECO may require transportation to an Emergency Department for medical clearance. The CITAC deputy shall notify a patrol supervisor, and a patrol deputy shall take custody of the individual and transport them to an Emergency Department.
5. The deputy assigned to the CITAC shall complete a supplemental IBR for any transfer of custody originating with a Loudoun County Sheriff's deputy. An original IBR shall be completed for individuals who walk-in to the CITAC and any transfers of custody accepted from law enforcement officers of other agencies.
6. The CITAC deputy shall ensure that all paperwork, including IBRs and the CITAC data sheet, is completed prior to going off duty.