



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 411.19	
<b>Subject:</b> Investigations	<b>Topic:</b> Drug Court	
<b>Accreditation:</b>	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 2/20/2020	<b>Last Review:</b>	<b>Review:</b> 05/01/2021

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## I. PURPOSE

The purpose of this General Order is to establish guidelines for the participation of the Sheriff's Office in the Loudoun County Drug Court program.

## II. POLICY

The Loudoun County Sheriff's Office maintains a partnership with the Loudoun County Circuit Court, the Loudoun County Commonwealth's Attorney, the Loudoun County Department of Mental Health, Substance Abuse, and Developmental Services, the Loudoun County Department of Community Corrections, Adult Probation and Parole, and the Loudoun County Office of the Public Defender to facilitate a Drug Court program within Loudoun County.

Within this partnership, the Loudoun County Sheriff's Office is committed to conducting field and home checks on participants, conducting field and home drug tests, conducting pre-entry investigations and inspections of residences, conducting program violation investigations, conducting after-hours responses to participant incidents when needed, serving capias when issued by the Drug Court judge, monitoring curfew compliance, participating in weekly Drug Court Team staff meetings, recommending incentives and sanctions, attending weekly Drug Court dockets, and participating in ongoing training.

## III. PROCEDURES

### A. Command and Supervision of Drug Court deputies

1. Drug Court deputies perform a unique and specialized function with dual levels of supervision.
  - a. Drug Court deputies are primarily supervised by a designated supervisor within the Sheriff's Office's Criminal Investigations Division.
    - i. Drug Court deputies shall notify their Sheriff's Office supervisor of all schedule deviations, leave requests, training requests, and any other information regarding their schedules or performance as required by the General Orders.
    - b. For day-to-day activities, however, Drug Court deputies are assigned to, and

supervised by, the Drug Court Administrator in conjunction with the Drug Court judge.

- i. Drug Court deputies shall abide by the guidelines of the Drug Court program and the directives of the Drug Court Administrator or Drug Court judge, provided that the directives are in accordance with legal standards, General Orders, and the Law Enforcement Code of Ethics.
- ii. Drug Court deputies shall immediately report any conflict with the Drug Court Administrator or the Drug Court judge to their Sheriff's Office supervisor.
  - (a) Drug Court deputies shall also report any unresolved conflict with other members of the Drug Court team to their Sheriff's Office supervisor.

B. Responsibilities of Deputies Assigned to Drug Court

1. Conduct field and home checks on participants

a. Documentation

- i. Each home contact must be documented and disseminated as directed by the Drug Court Administrator within one business day of the home contact.
- ii. If illegal or prohibited items are located during a home contact and probable cause exists that the items belong to the individual in the drug court program, the item(s) shall be packaged as evidence.
  - (a) Unless the violation is severe and requires immediate arrest, deputies should consult with the Assistant or Deputy Commonwealth's Attorney assigned to the Drug Court team prior to placing criminal charges.
- iii. If illegal items are located but the Drug Court deputy cannot determine who owns the items, he/she may package the items as evidence, obtain a written statement from the participant, and consult with the Assistant or Deputy Commonwealth's Attorney assigned to the Drug Court team.

2. Conduct field and home drug tests

- a. A Drug Court deputy must physically observe the participant during the drug tests to ensure the test is not tampered with in any way.



- a. Drug Court deputies shall investigate and document alleged or observed violations by Drug Court participants.
  - b. Drug Court deputies shall notify the Drug Court Administrator of alleged violations, as well as the status of the investigation.
  - c. If violations are confirmed, Drug Court deputies shall actively collaborate with the appropriate members of the Drug Court team to identify the appropriate action to be taken.
  - d. Drug Court deputies shall conduct criminal history and driving records checks on Drug Court participants in accordance with a schedule established by the Drug Court Administrator to proactively ensure that Drug Court participants have not received any charges they have not reported.
5. Conducting after-hours responses to participant incidents when needed
- a. From time to time, instances will arise where a Drug Court deputy is needed to respond to an incident involving a Drug Court participant outside of his/her normal working hours. Drug Court deputies should make every effort to respond as needed to these instances.
    - i. In the event a Drug Court deputy is unable to respond, he/she shall promptly notify their immediate supervisor so that an appropriate alternative solution may be identified.
6. Serve capiases when issued by the Drug Court judge
- a. Drug Court deputies are primarily responsible for serving capiases related to the Drug Court program.
  - b. Capiases issued by the Drug Court judge for Drug Court participants should be served as promptly as practicable, following up on all information available to them that may lead them to locate the participant.
7. Monitor curfew compliance
- a. Specific curfews for participants are determined by the Drug Court Administrator or his/her designee, and deviations for work must be approved by the Drug Court Administrator or his/her designee.
  - b. Curfew checks may be conducted through home checks or telephone checks. Curfew checks should be conducted in varying formats and schedules, so that participants are not likely to identify a specific schedule or pattern of

curfew checks that could be manipulated.

8. Participate in weekly Drug Court team staff meetings
  - a. Drug Court deputies shall attend all Drug Court team staff meetings, unless specifically excused by the Drug Court Administrator or Sheriff's Office supervisor.
9. Recommend incentives and sanctions, attend weekly Drug Court dockets
  - a. Drug Court deputies are expected to actively participate in recommending incentives and sanctions for drug court participants.
  - b. Drug Court deputies shall attend all Drug Court dockets, unless specifically excused by the Drug Court Administrator or the deputy's immediate Sheriff's Office supervisor.
10. Participate in ongoing training
  - a. Drug Court deputies are to participate in all relevant trainings provided by the Drug Court team, unless specifically excused by the Drug Court Administrator or the deputy's immediate Sheriff's Office supervisor.
11. Serve as the liaison between the Drug Court team and the Sheriff's Office
  - a. Drug Court deputies are to ensure timely and accurate communication between the Drug Court team and the Sheriff's Office for all matters pertaining to the administration of the Drug Court program.
12. Submit information to the Drug Court database
  - a. Drug Court deputies shall enter all relevant information into the Drug Court database.
  - b. Unless extenuating circumstances apply, information shall be submitted into the database within 48 hours of the receipt of the information or the event requiring documentation.
13. Manage the VDOT Highway Clean-Up Program for the Drug Court
  - a. If assigned by the Drug Court Administrator, Drug Court deputies shall manage the VDOT Highway Clean-Up Program for those assigned to the program by the Drug Court judge.