

Lancaster County Sheriff's Office General Orders	
SUBJECT: Mobile Audio/Video Recording Equipment	NUMBER: 093
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annually
AMENDS/SUPERSEDES: March 10, 2010	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opt. 01.11	

PURPOSE

To establish policy and procedures for the utilization of audio/video cameras in police vehicles.

POLICY

The in-car audio/video equipment will be utilized by deputies as an evidentiary aid to document any situation where the audio/video recording of conduct or a crime scene may be useful in court, civil litigation, or the resolution of a citizen complaint. It will be used to its fullest extent to provide a fair and accurate representation of an incident. Video footage may also be used by supervisory personnel for reviews of deputy performance and as a training tool. The use of any other item such as a cell phone or any other equipment capable of audio/video recording is prohibited.

PROCEDURE

A. Operation of mobile audio/video recording equipment

1. At the beginning of each shift, the deputy shall inspect the audio/video equipment and determine whether the equipment is functioning satisfactorily and that the time and date are correct. Any problems with the equipment shall be immediately brought to the attention of the on-duty supervisor. The supervisor shall ensure that the problem is corrected before the equipment is used again. The equipment will be inspected by a supervisor periodically and at a minimum during the annual vehicle/equipment inspection.
2. The audio/video equipment shall be activated at the beginning of the deputy's shift and shall remain activated until the deputy secures from duty. The system shall remain in the stand-by mode and ready for recording until:
 - a) Emergency lights are activated, or
 - b) Manually activated by the deputy
3. The deputy shall ensure that the equipment is operating correctly and recording at the time of:
 - a) Emergency responses (lights or lights/siren);
 - b) Traffic stops beginning at the point of a deputy initiating a traffic stop and continuing for the duration of the stop;

- c) Vehicle Pursuits;
- d) Vehicle Searches;
- e) Suspected DUI enforcement to include observation of erratic driving and any field sobriety test given if they can be done in view of the camera in a safe manner;
- f) Other enforcement actions.

Once the system is recording, it must continue to record until the completion of the incident. The deputy will manually stop the recording at the completion of the incident.

4. Deputies shall not cease the recording of an incident unless one of the following conditions exists;
 - a) The deputy receives an order from a supervisor to stop recording;
 - b) The deputy is directing traffic or assisting in some type of traffic control;
 - c) The deputy is assisting a disabled vehicle or waiting for a wrecker
 - d) The deputy initiated the recording (when lights not activated) and no longer sees a legitimate purpose for recording the activity; In this case the deputy shall be prepared to articulate the reason for stopping the recording.
5. In addition to the above, whenever possible, deputies should utilize their recording equipment to record:
 - a) Acts of hostility or violence when feasible;
 - b) Any confrontation citizen or violator contact;
 - c) The circumstances at a crime scene, accident scene, or other event, such as the documentation of evidence or contraband;
 - d) During the transportation of combative prisoners, juveniles, or members of the opposite sex. In this case the in-car microphone should be on and the camera turned to record the actions of the subject.
6. Deputies are prohibited from tampering with or opening the recording deck. Also deputies are prohibited from attempting to erase or alter the recordings. Any unauthorized use of the recording equipment or the recording themselves may result in disciplinary action.

B. Control and access to data:

Patrol Supervisors will have the only keys that can unlock the tape/disc compartment that house the recordings. Once they are removed a new tape/disc will be installed by the supervisor. It will be determined at that time whether or not it is to be used for evidential purposes. If it is for evidential purposes the tape/disc will be labeled as to its content and placed in the officers file case. If not for that purpose it will be held by the supervisor until it is erased and recycled for use.

C. Retention of Data:

Data from audio/video recording systems will be retained in accordance with the Code of Virginia as set forth in the records retention schedule.

1. The patrol supervisor or his designee will remove recordings generated by the audio/video recording equipment.
 - a) If the recording is to be used for evidential purposes it will be retained for a minimum of 30 days after the case for which it was used has been adjudicated and all appeals have been exhausted.
 - b) It will be kept in the officer's case file along with other forms of case documentation.
 - c) After the 30 day period has elapsed, the recording will be erased and recycled for use.
 - d) If the recording is not to be used for evidential purposes the recording will be retained for 30 days and then erased and recycled for use. The patrol supervisor or his designee will retain these recordings until recycled.

D. Public release of information:

Any request for information contained on the recording must be approved by either the Sheriff or Chief Deputy. The person wanting the information has to fill out a written request form and it goes to the Sheriff or Chief Deputy in the absence of the Sheriff for approval. They will then contact the Patrol Supervisor who will remove the disc from the camera in Question and burn to another disc the recording that was requested.

Lancaster County Sheriff's Office General Orders

SUBJECT: Oath of Office	NUMBER: 001-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 17, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 01.01	

PURPOSE

To require personnel assuming sworn status to take an oath of office.

POLICY

Appointed personnel will take an oath of office to enforce the law and uphold the Constitution of the United States, the Constitution of the Commonwealth of Virginia.

PROCEDURE

Appointed personnel are escorted to the office of the Clerk of the Circuit Court. The Circuit Court Judge, Clerk, or Deputy Clerk administers the oath of office. A copy of the oath is made and placed in the personnel and accreditation file.

Lancaster County Sheriff's Office General Orders

SUBJECT: Code of Ethics	NUMBER: 002-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 17, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 01.02	

PURPOSE

To require all sworn officers to receive and abide by the Virginia State Sheriff's Code of Ethics.

POLICY

All sworn personnel will receive and abide by the Code of Ethics of the Office of the Sheriff.

PROCEDURE

Sworn personnel are to exhibit behavior as set forth in the Virginia State Sheriff's Code of Ethics stated below.

As a Law Enforcement Officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidations, and the peaceful against violence or disorder, and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn ridicule, develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulation of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feeling, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately, without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - Law Enforcement.

Lancaster County Sheriff's Office General Orders

SUBJECT: Authority of Sworn Personnel	NUMBER: 003
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 02.01	

PURPOSE

To define the authority vested in sworn personnel.

POLICY

The Sheriff receives his authority from the Virginia Constitution and from statutory law. All sworn personnel receive their authority from the Sheriff as deputies.

PROCEDURE

Sworn personnel have the authority to:

- A. Enforce the laws of the Commonwealth and of Lancaster Co.
- B. Execute legal process.
- C. Provide courtroom security.
- D. Operate a jail.

Lancaster County Sheriff's Office General Orders

SUBJECT: Constitutional Requirements	NUMBER: 004
EFFECTIVE DATE: November 24, 2020	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 2016	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 02.02	

PURPOSE

To assure compliance with all applicable constitutional requirements.

POLICY

Sworn personnel will use the following procedures for assuring compliance with all applicable constitutional requirements including:

- a. Interviews;
- b. Interrogations;
- c. Access to counsel;
- d. Search and seizure; with a warrant;
- e. Search and seizure, without a warrant;
- f. Stop and frisk;
- g. Arrest made, with a warrant;
- h. Arrest made, without a warrant;
- i. Assuring all constitutional safeguards is provided to non-English speaking and/or hearing-impaired persons in a manner that is clearly understood.

PROCEDURE

A. Interview

The purpose of an interview is to gather information. Officers may conduct interviews for the purpose of identifying a suspect, witness, or victim, crime prevention, intelligence gathering, or community relations. Proper observance of constitutional safeguards must be considered while conducting an interview.

B. Interrogations

1. When a person is taken into custody and questioned (interrogated), the investigating officer is to advise the accused of his/her rights (MIRANDA) either verbally or by using form LCSO #124.

C. Access to counsel

1. Any person in custody requesting to speak to an attorney is to be given access to a telephone.
2. Any attorney requesting to see a client who is in custody is to be allowed access to the interview room for that purpose. **(Applies only during normal business hours).**

D. Search and seizure; with or without a warrant

1. A search warrant is in possession authorizing such entry.
 - a. A Search Warrant has been issued by a judge or magistrate upon application and is based on probable cause that the item(s) to be seized will be found on the person or the place described in the affidavit.
 - b. An officer executing a search warrant is to have at least one other officer assisting.
 - c. All search warrants shall be served between the hours of 8:00 am and 5:00 pm except:
 1. When the warrant is for the subjects blood, or
 2. A judge or a magistrate if a judge is not available, authorizes the execution of the warrant time for good cause shown.
 - d. The serving officer must provide audible notice of his/her authority and purpose prior to the execution of the warrant. **No Deputy Sheriff shall seek, execute, or participate in the execution of a no-knock search warrant.**
2. When permission has been granted by a person having legal authority to grant such entry.
3. Probable cause exist to believe that the person or object for which legal authority exist to search is located in the building and exigent circumstances makes the prior securing of a search warrant impracticable. (Examples of exigent circumstances; danger of violence or injury to officers or others; risk of the subject's escape; or the probability that, unless taken on the spot, evidence will be destroyed). Officers may be required to articulate this in court.
 - a. Any evidence / property seized are to be brought to the Sheriff's office and processed in accordance with the record procedure.

- b. Officers may take only such property as he/she is legally authorized to take.
4. An officer may search incident to an arrest, with or without a warrant, a person and the immediate surroundings for the purposes of:
 - a. Officer safety.
 - b. Preventing escape.
 - c. Discovering the fruits or evidence of the crime charged or for any instruments, articles or items used in the commission of the crime.
5. A lawful search may continue until the purpose of the search has been satisfied.
6. The search must be made contemporaneously with the arrest to which it is incident. A search of the surroundings should also be made in the presence of the suspect.
7. An officer may use reasonable force and employ reasonable means to seize evidence during a search.
8. Objects or material which are not subject to lawful possession such as narcotics, a sawed off shotgun, etc; may be seized if they are within plain view of an officer in a place where he/she is lawfully present.

E. Stop and frisk

1. Any officers intending to make a stop must first have facts to believe that the person or persons to be stopped have committed, are committing, or are about to commit a crime.
 - a. Once the stop has been made, the officer must have a reason to believe the person is in the possession of an offensive weapon before a frisk can be conducted. (Examples: the crime for which the suspect was stopped; murder, rape, burglary, robbery, etc.; furtive movements; a bulge under the clothing; the time and place, (ex. at night time or in a high crime area); near a place of a recently committed crime; an officer's past experience) or;
 - b. The individual gives his permission to be patted down.

F. Arrest made, with or without a warrant

An officer is authorized to take a person in custody only when:

1. In possession of or has confirmation of an arrest warrant in compliance with Va. State Code for such person.
2. Probable or reasonable cause exist that person(s) has committed or is in the commission of a felony, or a crime for which state law specifically authorizes a warrant less arrest;
 - a. Warrant less arrest; (other than a felony).
 - 1) shoplifting
 - 2) assault and battery
 - 3) a vehicle accident where the driver is not at the scene and is located within 3 hours of the offense and is found to be under the influence
 - 4) carrying a weapon on school property
 - 5) destruction of private property located on premises used for business or commercial purposes
3. The person has committed or is committing a misdemeanor in the presence of the officer, and the offense is one for which arrest is authorized by law. (May be released on a summons if the officer believes the accused will honor said summons).
4. Arrest by warrants:
 - a. Officer is to establish if subject named on warrant can be released on a summons or has to be taken before a magistrate
 - b. If subject is to be released on a summons the officer is to:
 - 1) inform the subject of the content of the warrant and that he/she can be released on their signature to appear in court.
 - 2) establish the jurisdiction and the court, than the date for appearance.
 - 3) fill in the lower portion of the warrant.
 - 4) have the accused sign in the appropriate place
 - 5) give a copy to the accused.
5. If a person is taken into custody the officer is to:
 - a. inform the accused of the charge against them and that they will be transported to the Sheriff's office and will appear before the magistrate.
 - b. pat down or frisk for offensive weapons. (if the prisoner is female and the officer is a male, the officer is to use the back of his hand in frisking sensitive areas of the female).
 - c. secure by handcuffing, front or back.
 - d. place in the front seat or cage of the vehicle and seatbelt put on. (If the prisoner is a female and the officer is male, the officer is to contact the

dispatcher and give the vehicle mileage and to record the time. On arrival at the office the officer is again to give the dispatcher the mileage and to record the time).

- e. once at the office the officer will have the accused empty their pockets and the officer is to conduct a thorough search of the person.
- f. complete all of the booking procedures, picture, CCRE, fingerprinting, etc.
- g. place in the holding tank pending arrival of the magistrate.
- h. subject may be permitted to make a phone call at this time if requested.
- i. when the magistrate arrives the accused is to be taken before the magistrate.

G. All constitutional safeguards are to be provided to non-English speaking and/or hearing-impaired persons in a manner that is clearly understood.

1. When Constitutional requirements are to be observed when dealing with non-English speaking and/or hearing-impaired persons, an interpreter is to be used to ensure Constitutional rights are understood.
2. A call up list is maintained in the control room containing those persons who have consented to assist in communicating with non-English speaking persons or those that are hearing impaired. (Some interpreters require payment for services, if this should occur, the Sheriff should be contacted for approval of the expenditure.)

Lancaster County Sheriff's Office General Orders

SUBJECT: Alternatives to Arrest	NUMBER: 005
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 13, 2009	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 02.03	

PURPOSE

To define the authority, guidelines, and circumstances when sworn personnel may exercise alternatives to arrest.

POLICY

Sworn personnel, at their discretion, will exercise alternatives to arrest.

PROCEDURE

- A. 1. Whenever any person is detained by, or is in the custody of, an arresting deputy for any violation committed in the deputies presence which violates, any county, or town ordinance of any provision of the code of Virginia that is punishable as a class 1 or class 2 misdemeanor or any other misdemeanor for which he may receive a jail sentence, except as otherwise provided in Title 46.2, or 18.2-266 of the code of Virginia, or an arrest on a warrant charging an offense for which a summons may be issued, and when specifically authorized by the judicial officer issuing the warrant, the arresting deputy shall take the name and address of such and place to be specified in such summons of notice. Upon the giving by such person of his/her written promise to appear in person and issue a summons or otherwise notify him/her in writing to appear at a time and place, the deputy shall forthwith release him/her from custody.
- 2 Whenever any person is detained by or is in the custody of an arresting deputy for a violation of any county or town ordinance of or any provision of this code, punishable as a class 3 or 4 misdemeanor or any misdemeanor in which he cannot receive jail time, except as otherwise provided in title 46.2 or to the offence of public drunkenness as defined in the Code of Virginia, the arresting deputy shall take the name and address of such and place to be specified in such summons or notice. Upon the giving by such person of his written promise to appear at such time and place, the deputy shall forthwith release him/her from custody. However, if any such person shall refuse to discontinue the unlawful act, the deputy may proceed according to The Code of Virginia.
3. Any person so summoned shall not be held in custody after the issuance of such summons for the purpose of complying.

Exceptions:

1. Person cannot be properly identified.

2. Fails or refuses to discontinue the unlawful act.
3. Public drunkenness.
4. Driving under the influence.
5. A danger to himself or others.
6. Remains at a place of riot or unlawful assembly after having been warned to disperse.
7. Person arrested for domestic violence.

B. Warnings:

An officer is permitted to give a warning in incidents where the officer feels that a warning will suffice and achieve the same results as an arrest.

Exceptions:

1. Crimes with victims.
2. Felonies.
3. Any matters that would reflect negatively on this office.

Lancaster County Sheriff's Office General Orders

SUBJECT: FOREIGN NATIONALS AND DIPLOMATIC IMMUNITY	NUMBER: 006
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 19, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 02.04	

PURPOSE

To ensure that upon arrest of a foreign national, prompt, courteous notification to the foreign national of the possibility of consular assistance be made. In addition, that prompt, courteous notification to the foreign national's nearest consular officials is made so that they can provide whatever consular services they deem appropriate. This General Order relates to the arrest and detention of foreign nationals, deaths of foreign nationals, notification of consular officials when a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, and related issues pertaining to the provision of consular services to foreign nationals in the United States. They are intended to ensure that foreign governments can extend appropriate consular services to their nationals in the United States, and that the United States complies with its legal obligations to such governments. This General Order also includes guidelines in the handling of offenses involving Foreign Diplomats and members of their family.

POLICY

The arrest or detainment of a foreign national, death of a foreign national, or when a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, they must be advised of the right to have their consular officials notified.

Diplomatic and Consular officials will be accorded their respective privileges, rights, and immunities as directed by International Law and Federal Statute. These officials will be treated with the courtesy and respect that benefit their distinguished positions. At the same time, it is a well-established principle of International Law that, without prejudice to their privileges and immunities, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

Questions not addressed in this policy, refer to the "Consular Notification and Access" handbook. Questions not addressed in the handbook, contact the Department of State at the number listed on the first page of the handbook. This handbook is maintained on computer work stations.

DEFINITIONS

Consular Officer: A consular officer (a consul) is a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's

citizens in a foreign country. Consular officers are generally assigned to the consular section of a foreign government's embassy in Washington, DC.

Diplomatic Immunity: A principal of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their personal activities.

Foreign National: Any person who is not a citizen of the United States. This also encompasses undocumented (illegal) aliens.

Honorary Consular Officer: An honorary consul is a citizen or lawful permanent resident of the United States who has been authorized by a foreign government to perform official functions on its behalf in the United States. An honorary consular officer is to be treated in the same way as a consular officer.

PROCEDURE

I.

A. Summary of Requirements Pertaining to Foreign Nationals

1. When foreign nationals are arrested or detained, they must be advised of the right to have their consular office notified.
2. In some cases, the nearest consular officials *must be notified of the arrest or detention of a foreign national*, regardless of the foreign national's wishes.
3. Consular officials are entitled access to their nationals in detention, and are entitled to provide consular assistance.
4. When a government official becomes aware of the death of foreign national, consular officials must be notified.
5. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
6. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.

B. Steps to follow when a foreign national is arrested or detained

1. The arresting officer must determine the foreign national's country of origin. In the absence of other information, assume this is the country on whose passport or other travel documents the foreign national travels.
 - a. Upon an arrest, a determination must be made whether the foreign national is from a country of mandatory notification or not.
 - b. The arresting officer administers the suggested Statements of Rights to the arrestee or detained foreign national. (See Attachment C).

2. If the foreign national's country is not on the mandatory notification list (See Attachment A):
 - a. Offer, without delay, to notify the foreign national's consular officials of the arrest/detention.
 1. The "Consular Notification and Access" booklet containing phone and fax numbers is available in the squad building and the communication center.
 - b. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.
 - c. Notification may be made using the attached "Notification to Consular Officers of Arrest/Detainment" (See Attachment B).
 - d. A notation is to be made in the narrative of the arrest report that notification was made, regardless if the foreign national refused the consular services.
 - e. If the foreign national is committed to jail, a copy of "Attachment C" is turned in as part of the inmate's records to show proof of notification.
 - f. If for some reason, the arresting officer is not comfortable that proper notification was made; all paperwork showing attempts is turned over to Jail personnel for them to continue with the process.
3. If the foreign national's country is on the list of mandatory notification countries (See Attachment A):
 - a. Notify that country's nearest consular officials, without delay, of arrest/detention. (See Attachment B)
 - b. Tell the foreign national that you are making this notification.
 - c. A notation is to be made in the narrative of the arrest report that notification was made, listing the date, time and the person you contacted at the appropriate consular office. (For telephone numbers and fax numbers for foreign embassies and consulates in the United States, see the "Consular Notification and Access" booklet reference guide available in the squad room and communication center).
 - d. If the foreign national is committed to jail, a copy of "Attachment C" is turned in as part of the inmates' records to show that proper notification has been made.
4. Foreign consular officers must be given access to their nationals and be permitted to communicate with them. Such officers have the right to their nationals, to converse and correspond with them, and to arrange for their legal representation. They must refrain from acting on behalf of a foreign national, if the national opposes their involvement. In addition, consular officers may not act as attorneys for their nationals.
5. Consular notification should not be confused with the Miranda warning, which is given regardless of nationality to protect the individual's constitutional rights

against self-incrimination and to the assistance of legal counsel. Consular notification is given as a result of international legal requirements, so that a foreign government can provide its nationals with whatever consular assistance it deems appropriate.

C. Deaths of Foreign Nationals

1. If an officer becomes aware of the death of a foreign national in the course of his/her duties, he/she must ensure that the nearest consulate of that national's country is notified of the death. This permits the foreign government to make an official record of the death for its own legal purposes.

D. Appointments of Guardians or Trustees for Foreign Nationals

1. When receiving legal documents for service regarding guardianship or trusteeship with respect to a foreign national who is a minor or an adult lacking full capacity, the nearest consular authorities for that national's country must be informed without delay.

II. Diplomatic Immunity

Diplomatic officers should not be arrested or detained except for the commission of a grave crime. Family members of diplomatic officers, their servants and employees of a diplomatic mission are entitled to the same immunities under current U. S. Law (22 U.S.C. 254a) if they are not nationals of, or permanently reside in, the receiving state. Associated with this personal immunity is the inviolability enjoyed by the premises of the mission of the sending state and private residence of a diplomatic agent, his/her property, papers, and correspondence.

Diplomatic immunity is granted by the United States government under provisions of the Vienna Convention on Diplomatic Relations. Generally, these provisions apply to two classes of immunity:

1. Diplomats and members of their families enjoy full immunity; and
2. Employees of diplomatic missions and members of their families enjoy immunity with respect to acts performed in the course of their official duties.

The burden is upon the diplomat to claim immunity through the presentation of valid credentials. If the subject is unable to produce proper credentials, the officer takes the individual before the Magistrate on duty where diplomatic status may be verified through current State Department publications that list diplomats and employees of diplomatic missions. The State Department may be contacted for verification through the Communications Center.

OFFENSES INVOLVING FOREIGN DIPLOMATS

A. Diplomatic Officers

Ambassadors and ministers are the highest-ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First

Secretary, Second Secretary, Third Secretary, and Attache. These officials are located either in Washington, D.C. or in New York City. Diplomatic officers, their families, official staff, and servants, who are not nationals of or permanently reside in the receiving state, are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense.

B. Consular Officers

Consular officers (Consuls-General, Deputy Consul-General, Consuls, and Vice-Consuls) are also official representatives of foreign governments. Adequate measures are required to prevent any attack on the person, freedom, or dignity, of a Consular Officer. They are entitled to limited immunities as described below. The governments of Belgium, Great Britain, Italy, France and the Netherlands maintain consular offices in Norfolk.

1. Immunities
 - a. Under prevailing international law and agreement, a foreign career Consular officer is not liable to arrest or detention pending trial except in the case of grave crime (felony offenses that would endanger the public's safety) and pursuant to a decision by the competent judicial authority. He/she is immune from criminal jurisdiction and is subject to court determination.
2. Identification
 - a. Credentials issued by the State Department can identify career Consular Officers and other locally issued official identification papers. The State Department credential bears its seal, the name of the officer, his/her title, and signature of State Department officials.

C. Honorary Consuls

Often nationals or residents of the receiving state are appointed and received as honorary consular officers to perform the functions generally performed by career Consular Officers. Such officers do not receive identification cards from the State Department of the type issued to career Consular Officers, though they may exhibit reduced-sized copies of executor or diplomatic notes evidencing recognition by the United States government. These individuals are not immune from the civil and criminal jurisdiction of the receiving state, except as to official acts performed in the exercise of their consular functions. However, appropriate steps must be provided to accord to such officers' acts performed required by virtue of their official position. In addition, the consular archives and documents of a consular post headed by an Honorary Consul are inviolable at all times and wherever they may be, provided they are kept separate from other papers and documents of a private or commercial nature relating to the other activities of an Honorary Consul and persons working with him/her. There are several Honorary Consuls in the Tidewater area.

D. Families of Consular Officers

Family members of Consular Officers do not enjoy the same privileges and immunities with respect to the civil and criminal jurisdiction of the receiving state, as do Consular Officers. However, they should be accorded appropriate courtesy and respect.

E. Consular Premises

Consular premises used exclusively for the work of the Consular post cannot be entered without explicit permission of the head of the Consular post or his/her designee or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.

1. Current known locations in Lancaster Co.; none at this time, but temporary premises could be established anywhere and at any time.

F. Consular Archives, Documents, Records, and Correspondence

1. The consular archives and documents are inviolable at all times, wherever they may be. The official correspondence of the consular posts, which means all correspondence relating to the consular post and its functions, is likewise inviolable

G. Moving Traffic Violations

When a Consular Officer is stopped for a moving traffic violation, the officer on the scene, upon being advised by the driver that he/she is a Consular Officer and ascertaining that he/she possesses the proper credentials, should exercise discretion based on the nature of the violation and either release with a warning or proceed with issuance of the appropriate citation. *Mere issuance of a traffic citation does not constitute arrest or detention in the sense referred to above.*

H. Driving While Under the Influence

1. The primary consideration in this type incident should be to see that the Consular Officer is not a danger to himself/herself or the public. Based upon a determination of the circumstances, the following options are available:
 - a. Take him/her to the agency or a location where he/she can recover sufficiently to enable him/her to drive safely.
 1. Take him/her to a telephone so that he/she can call a relative or a friend to come for him/her.
 2. Call any available transportation service for him/her.
 3. Take him/her home.
2. The Consular Officer should not be handcuffed, subjected to any sobriety test, or mistreated in any way.

- a. At best, this is a sensitive situation. The official should be treated with respect and courtesy. It should be impressed upon him/her that the officer's primary responsibility is to care for his/her safety and the safety of others.

I. Offenses Involving Family Members of a Consular Officer

1. Family members of a Consular Officer cannot claim immunity. However, consideration should be given to the special nature of this type of case.
 - a. A violation should be handled, when possible, through the seeking of a complaint.
 1. The individual should be released once positive identification is made and relationship with the Consular Official is verified.
 2. If the relative is a juvenile as in all juvenile cases, the subject should be released to the parent Consular Officer

J. Reporting of Incidents to Office of the Governor

1. In the event that a Consular Officer or member of his/her family or personal staff should become involved in any actions taken by members of this agency, the Office of the Governor is immediately furnished with all pertinent information by the Sheriff or his designee.

Mandatory Notification Countries and Jurisdictions

Albania	Mauritius
Algeria	Moldova
Antigua & Barbuda	Mongolia
Armenia	Nigeria
Azerbaijan	Philippines
Bahamas, The	Poland ²
Barbado	Romania
Belarus	Russia
Belize	Saint Kitts and Nevis
Brunei	Saint Lucia
Bulgaria	Saint Vincent and the Grenadines
China (includes Macao and Hong Kong) ¹	Seychelles
Costa Rica	Sierra Leone
Cyprus	Singapore
Czech Republic	Slovakia
Dominica	Tajikistan
Fiji	Tanzania
Gambia, The	Tonga
Georgia	Trinidad and Tobago
Ghana	Tunisia
Grenada	Turkmenistan
Guyana	Tuvalu
Hungary	Ukraine
Jamaica	United Kingdom ³
Kazakhstan	Uzbekistan
Kiribati	Zambia
Kuwait	Zimbabwe
Kyrgyzstan	
Malaysia	
Malta	

¹ Notification is not mandatory in the case of persons who carry “Republic of China” passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office (“TECRO”), the unofficial entity representing Taiwan’s interests in the United States, can be notified at their request. TECRO’s offices are listed on pages 126-127 in the Consular Notification and Access Manual; see also footnote 128 on page 66 of the manual.

²Mandatory only for foreign nationals who are not lawful permanent residents in the United States (i.e., “green card” holders). Otherwise, upon the national’s request. See the question “But since “green card” holders are living in the United States permanently, why can’t I ignore consular notification requirements for them?” on page 12 of the manual; see also footnote 18 on page 43 of the manual.

³The bilateral consular convention between the United States and the United Kingdom applies to British nationals from Great Britain (England, Wales, and Scotland); Northern Ireland; the Crown Dependencies of Jersey, Guernsey, and the Isle of Man; and the British Overseas Territories, including Anguilla, Bermuda, the British Virgin Islands, the Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands, along with other island territories. Residents of the Overseas Territories may be traveling on a passport issued by the territory with no indication that the territory is British. Nevertheless, for them and all others from a British possession listed about, consular notification and access should be provided to the nearest U.K. consulate. For advice on how to ascertain whether an arrested or detained person is a British national, see the question “What about British nationals” on page 24 of the manual. For the U.S. – U.K. convention, see footnote 30 on page 47 of the manual.

ATTACHMENT B
OFFICE OF THE SHERIFF



COUNTY OF LANCASTER

8293 MARY BALL ROAD
LANCASTER, VA 2503
(804-462-5111)

**FAX COVER SHEET FOR NOTIFYING CONSULAR OFFICERS
OF ARREST OR DETENTION**

DATE: _____ TIME: _____

TO: Embassy of _____, Washington, D.C.

or

Consulate of _____, _____, _____
(Country) (City) (State)

FROM Name _____
Office _____
Street Address _____
City _____
State _____
Zip Code _____
Telephone _____
Fax _____

SUBJECT: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

We arrested/detained the following foreign national, whom we understand to be a national of your country,
on _____.

Mr./Mrs. _____

Date of Birth _____

Place of Birth _____

Passport Number _____

Date of Passport Issuance _____

Place of Passport Issuance _____

To arrange consular access, please call (_____) _____ between the hours of _____ and
_____. Please refer to case number _____ when you call.

Comments: _____

Suggested Statements to Arrested Foreign Nationals

Statement 1:

When Consular Notification is at the Foreign National's Option

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country's consular officials?

Yes ____ No ____

Name _____

Signature _____

Consular Office Contacted on _____ at _____ hours.

Consular Official's Name _____ Telephone Number _____

Officer _____

Log all attempts to contact or other notations on the back of this sheet.

Statement 2

When Consular Notification is Mandatory

Because of your nationality, we are required to notify your country's consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

NOTE

For translations, you must refer to the United States State Department Consular Notification and Access Handbook maintained in the squad building and communications center.

Lancaster County Sheriff's Office General Orders

SUBJECT: Bias Policing, Prohibited	NUMBER: 007-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 23, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 02.05	

PURPOSE

To prohibit officers from engaging in bias-based policing and to require complaints to be investigated.

POLICY

Officers are prohibited from engaging in bias-based policing. Any complaints will be thoroughly investigated through this agency's internal affairs process.

PROCEDURE

1. Officers are not consider race, gender, religion, sexual orientation, nationality or socio-economic levels as the single decision making factor regarding the stopping, detention, and/or arrest of any person. This does not prohibit actions such as the stopping/detention of an individual based on descriptive information provided by a victim and/or witness to a crime.
 - a. Bias-based Policing/Racial profiling is defined as:
 - 1) The belief that the human family is comprised of different races.
 - 2) The perception that a particular human being belongs to a specific race.
 - 3) The interpretation that because of the persons race the person should be classified as suspect.
 - 4) The routine negative actions, (like arrest) based (even partially) on the suspects race.
2. Sworn Officers whose primary responsibility is law enforcement are to receive initial (basic) training during their first 12 months of employment while attending the basic academy, and on-going (in-service) proactive training in cultural diversity during in-service training every two years; and
3. All complaints of bias-based policing/racial profiling will be completely and thoroughly investigated through the internal affairs process.

Lancaster County Sheriff's Office General Orders

SUBJECT: MISSION STATEMENT	NUMBER: 008
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: April 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 03.01	

PURPOSE

To define this agency's purpose.

POLICY

All personnel will have this agency's mission statement available on the computer workstations.

PROCEDURE

Lancaster County Sheriff's Office Purpose and Mission

This office constitutes an organization whose every existence is justified solely on the basis of community service. Although official regulations provide a working pattern, our official activity must not be confined within the limited orbit described by them. Actually, that portion of police service dealing with real criminals is only a small part of our overall responsibility. The greater percentage of our time and energy is expended on non-criminal service functions and dealing with law-abiding citizens of the community. We should consider it our duty and privilege, not only to protect our citizens from the criminal, but also to protect and defend the rights guaranteed under our structure of government. It may be said that matters of civil law are not a basic police responsibility and within reasonable limits, we should attempt to avoid being entangled in them. However, many situations can best be served only when we assist in such matters. Our broad philosophy must embrace a wholehearted determination to protect and support individual rights while at all times providing for the security of persons, and property in the community. In meeting this objective, it is our duty to operate as a public service organization. A society free from crime and disorder is an unachieved ideal, nevertheless, consistent with the values of society, it is the primary objective of this office role to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. It is not the role of this office to legislate, render legal judgments, or to punish.

Lancaster County Sheriff's Office General Orders

SUBJECT: Goals and Objectives	NUMBER: 009
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 4, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: ADM.04.01	

PURPOSE

To ensure the unity of purpose and direction.

POLICY

All personnel will work toward and use as guidance the goals and objectives as set forth below.

GOALS

The Lancaster County Sheriff's Office role is to enforce the law in a fair, courteous and impartial manner, recognizing both the statutory and judicial limitation of its authority and the constitutional rights of all individuals. It is not the role of the Lancaster County Sheriff's Office to legislate, to render legal judgment or to punish.

OBJECTIVES

1. FUNCTIONAL OBJECTIVES:

A. PREVENTION OF CRIME: The primary responsibility of upholding the law lies not with the law enforcement officer, but with the people. Since crime is a social phenomenon, then crime prevention is and should be the concern of every person in our society. Society employs full-time professional law enforcement officers to prevent crime, to deter it, and when that does not succeed, to apprehend those who violate the law.

Crime is a symptom of our society, which is not the responsibility of the Sheriff's Office to cure. The Sheriff's Office is responsible, however, for interacting with the community to generate a mutual understanding to ensure that there will be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Sheriff's Office to assist in the identification of problem areas and to inform the public of crime statistics, patterns and trends.

Additionally, knowledge of the community is necessary so that each employee may be instilled with a sense of concern for the crime problems and law enforcement needs generated in the community.

B. DETERRENCE OF CRIME: crime is curbed by the potential criminal being fearful of his/her immediate apprehension or by the increased likelihood of detection. Deterrence of crime requires the observation and the investigation of behavior, which reasonably appears to be criminally directed.

In deploying patrol units to inspire the public's confidence in the Lancaster County Sheriff's Office's ability to ensure a peaceful environment, a balance must be attained between the desirable deterrent effect of a visible patrol and the undesirable appearance of oppression.

C. APPREHENSION OF OFFENDERS: The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of the violator, the objective of which is voluntary compliance with the law. Once a crime has been committed, it is the duty of the Sheriff's Office to initiate the criminal justice process by identifying, locating and arresting the perpetrator. It is also the duty of this office to obtain the necessary evidence, and to cooperate in the prosecution of the case.

D. RECOVERY AND RETURN OF PROPERTY: The actual cost of crime is difficult to measure; there can never be a simple dollar value assigned to the injured bodies, devastated lives, and the human misery which are the products of crime. However, it is possible to observe the steadily rising costs of lost, damaged and stolen property. This loss, as well as the other associated costs of crime, is unfortunately and ultimately borne by the victims. To minimize the losses due to crime, the Lancaster County Sheriff's Office shall make every reasonable effort to recover lost or stolen property, to identify its owner, and to ensure its' prompt return.

E. MOVEMENT OF TRAFFIC: To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Sheriff's Office is charged with the responsibility for traffic law enforcement. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic accidents, the Lancaster County Sheriff's Office shall appropriately warn, cite, or arrest traffic law violators. Traffic accidents are investigated to protect the rights of the involved parties, to care for the injured, and to determine the causes of accidents so that corrective steps and methods of prevention may be developed.

F. PUBLIC SERVICE: Often, due to the fact that there are no public or private agencies available, the public relies upon law enforcement for assistance and advice in routine and emergency situations.

2. RESOURCE OBJECTIVES:

A. DEPARTMENTAL PERSONNEL: Law enforcement officers are frequently required to make rapid decisions that will affect human life and liberty with no opportunity to seek advice and very little time to weigh any alternatives.

Law enforcement requires that an officer have the stamina, intelligence, moral courage, and emotional stability necessary to deal with the human being fairly and impartially. To

obtain the caliber of personnel necessary for professional law enforcement, it is essential that the Lancaster County Sheriff's Office aggressively pursue a program of providing equal employment and promotional processes.

B. UTILIZATION OF RESOURCES: Law enforcement is one of the most necessary, yet expensive and complex services provided by the County. The quality and the extent of the service provided are limited by the availability of resources. To ensure that the highest level of service is provided, the Lancaster County Sheriff's Office will make use of the most efficient and effective management and budgeting techniques available.

The supervisory staff is to review the goals and objectives of this agency annually. Any changes made are to be put in writing and a copy given to all personnel.

The Sheriff or his designee is to note the date of review and any changes made and place said information in the accreditation file under Adm.04.01.

Lancaster County Sheriff's Office General Orders

SUBJECT: USE OF FORCE	NUMBER: 010
EFFECTIVE DATE: November 24, 2020	REVIEW DATE: Annual
AMENDED: January 1, 2016	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm.05.01	

PURPOSE

To establish guidelines governing the use of force and its limitations, to clearly describe prohibited activities and to explain the duty to intervene. This directive may encompass the use of all kinds or types of force, whether deadly or not. The purpose of this standard is to provide officers with guidance in the use of force in threatening or life-or-death situations, and to prevent the loss of life. The force "continuum" and alternative force protocols refers to levels of threat perceived by the officer with corresponding, authorized modes of force to oppose the threats.

POLICY

Sworn personnel will use force only to the extent reasonably necessary to accomplish lawful objective.

PROCEDURE

DEFINITIONS

Deadly Force: Force likely to cause serious physical injury or death.

Less Lethal Force: Force, which is not intended to cause death or serious physical injury. The use of the baton or similar objects is normally non-deadly force, but they may constitute deadly, depending on the manner of use and other circumstances.

Reasonably Necessary: An action or response which is reasonable given the circumstances present at the time and which is necessary to accomplish a lawful objective.

Serious Physical Injury: An injury which creates a substantial risk of death, disfigurement, prolonged hospitalization, impairment of the functions of any bodily organ or limb, or any injury that medical personnel deem to be potentially life-threatening.

Excessive Force: Force is excessive when its application is inappropriate to the circumstances, resulting in serious injury or death to a person. Each situation must be evaluated according to particular circumstances, as outlined in King v. Blankenship 636 F.2d 70 (4th Circuit, 1980), which sets forth four considerations in determining whether force was excessive:

1. Need for application of force;
2. Relationship between the need and the amount of force that was used;

3. Extent of injury inflicted; and
4. Whether the force was applied in a good faith effort to maintain and restore order or maliciously for the very purpose of causing harm.

Intervene: To come between, whether verbally or physically, so as to prevent or alter a result or course of events.

FORCE CONTINUUM

A. General

1. Whenever possible, force should be used progressively in response to opposing force to achieve the officer's lawful objective:
 - a. Physical presence.
 - b. Verbal commands.
 - c. Physical control, Taser or Oleoresin Capsicum (OC).
 - d. Striking instrument
 - e. Deadly force.
2. There are a number of factors an officer shall consider when evaluation the use of force;
 - a. The severity of the crime committed;
 - b. The nature and extent of the threat posed by the suspect;
 - c. The degree to which the suspect resists arrest or detention;
 - d. Any attempt by the suspect to evade arrest by flight.
3. In making arrests, the degree of force that may be applied by an officer cannot exceed the level necessary for self-defense to prevent escape of a suspected felon under certain circumstances, to overcome physical resistance, or to prevent physical violence to another person.
4. An officer shall escalate or de-escalate their use of force in direct response to the other person's actions.

B. Less Lethal Force

An officer may use the following forms of Less Lethal Force when that force is reasonably necessary:

Definition of resisting: Any verbal or physical act of resistance, i.e. "no" or attempts to turn away.

1. Physical Force/Oleoresin Capsicum (OC) Dispenser
 - a. An officer may employ needed and reasonable physical force (holding, pulling, pushing, throwing, or exerting greater strength to overcome resistance) in order to defend himself or herself or another person or to subdue a resisting subject.

- b. Oleoresin Capsicum (OC) is an option to physical force available to the officer during the escalation of force.
 - 1) The use of OC calls for it to be sprayed directly into the face and eyes of the suspect. Shake the canister once a day and/or before use.
 - 2) Officers are responsible for decontaminating subjects in their custody who have been exposed to OC. Personal security should be established in a safe area, area, and subjects must be physically controlled prior to undertaking decontamination procedures. If still in custody and symptoms persist beyond forty-five (45) minutes, the officer will seek medical attention for the arrestee.
 - 3) Rescue or medical personnel will decontaminate subjects who are very obese or have bronchitis, asthma, emphysema or similar respiratory disease.

2. Taser Electronic Control Device

- a. The TASER is designed to offer the officer an alternative to physical force in many situations. However, use of the TASER is not always appropriate and should not be considered when delay in action could be detrimental in a particular situation.
- b. Instances where the use, or availability, of a TASER may be effective would include, but are not limited to:
 - 1) Serving Mental Detention Orders on persons believed to be violent.
 - 2) Subjects who are armed with weapons other than firearms.
 - 3) Preplanned warrant service where the subject is believed to be potentially violent.
 - 4) Violent persons under the influence of drugs.
 - 5) Persons threatening suicide in the presence of an officer.
- c. The TASER may be used to control a violent or potentially violent subject when an officer reasonably believes that the following conditions exist:
 - 1) Lethal force does not appear to be justifiable and /or necessary.
 - 2) Attempts to subdue the suspect by verbalization or physical control have been, or will likely be, ineffective in the situation; or there is a reasonable expectation that it will be unsafe for officers to approach within contact range of the person.
- d. Operational Procedures:
 - 1) Only persons trained and certified in its use use the TASER.
 - 2) Any officer may make requests for a TASER and operator.
 - 3) Use of the TASER will be at the discretion of the operator once on the scene.

- 4) The operator will shout “TASER-TASER” before discharging/firing the TASER to let other officers on the scene know that the discharge sound is not a firearm.
 - 5) The TASER is not to be used if one or more of the following situations exist;
 - 6) Any known or obviously pregnant female.
 - 7) Any subject who is saturated with or in the presence of highly flammable or combustible materials and liquids.
 - 8) Any subject who may receive a secondary injury resulting from a fall from its use, i.e. standing on a roof ledge, second story window, etc.
- e. Removal of Probes
- 1) Subjects with embedded probes or visible wounds of probe penetration will be transported to the jail physician or emergency room of Rappahannock Hospital for removal and /or treatment. The operator may remove probes from the clothing.
 - 2) Photographs are to be taken of the areas of penetration and submitted into evidence.
 - 3) The probes, once removed, should be considered as infectious and treated as any other potentially bio-hazardous evidence. The probes, once removed, should be carefully returned to the air cartridge tip first, secured with tape and placed into a bio-hazard bag held as evidence pending disposition in court or the end of any pending litigation.
 - 4) The officer handling the complaint completes an Incident Report detailing the use of the TASER. The TASER operator completes a Supplemental Incident Report.

3. Baton

- a. The baton may be used to strike the subject in designated target areas of the body; i.e. torso, legs arms. Intentional strikes to the subject’s head, kidneys or groin shall be avoided, whenever possible.

4. Stop Sticks

The use of stop sticks is considered to be the use of less lethal force but when they are deployed there are considerations to consider.

- a. The location of deployment should be in a place that does not place the officer or the public in danger by the fleeing person swerving or unexpectedly maneuvering the vehicle to avoid the sticks.
- b. Sticks should not be deployed in heavy traffic, in areas where pedestrians may walk on them, near road construction, or near steep embankments or curves.

- c. The deploying officer should have a good view of the pursuit as it nears him/her.
- d. Never deploy stop sticks when the vehicle has less than four wheels.

C. DEADLY FORCE

1. General

- a. Any use of deadly force, including the use of a firearm, is justified only when it is use;
 - 1) In defense of the officer or others against death or imminent danger of serious physical injury.
 - 2) To prevent the escape of a suspect or a fleeing felon when;
 - i. The officer has exhausted all other reasonable means of capture and believes that the person to be arrested has used deadly force in the commission of a felony, or
 - ii. Believes that the person whose arrest is sought will inflict death or serious physical harm to the officer or others if apprehension is delayed. (*In Tennessee v. Garner, 105 S. Ct.1694 (1985), the Supreme Court ruled that the use of deadly force to prevent the escape of a suspected criminal is unconstitutional if the suspect appears to be unarmed and not dangerous.*)
 - 3) To kill seriously injured or dangerous animals when no other disposition is reasonably practical. A supervisor's approval should be sought when possible.
 - 4) In routine firearm training or practice at an approved range.
- b. All due care shall be used to prevent injury to citizens
- c. The use of deadly force to apprehend a misdemeanor is not justifiable unless the situation described in C-1 a-2 above confronts the officer.
- d. An officer will not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense of another when the subject is using deadly force.
- e. If circumstances permit and when it is reasonably practical officers will identify themselves as law enforcement and will give verbal warning of their intent to use deadly force.

D. Weapons

All weapons carried are to be approved by the Sheriff

- 1. **Duty Sidearm:** While on duty, an officer will carry a department authorized sidearm. This sidearm will be fully loaded with department issued ammunition.

2. **Shotgun:** While on duty an officer that has been issued a shotgun, will only use said shotgun when a possibility exists that the officer will be dealing with an armed suspect, e.g. armed robbery in progress, searching for armed suspects, answering calls when complainant has indicated a person is armed.
3. **Automatic Assault Rifle:** While on duty an officer that has been issued an assault rifle, will only use said weapon when a possibility exists that the officer will be dealing with an armed suspect, e.g. armed robbery in progress, searching for armed suspects, answering calls when complainant has indicated a person is armed.
4. **Baton:** The baton is used to strike, block and apply pressure to designated target areas of the body; i.e. torso, legs arms. Intentional strikes to the subject's head should be avoided whenever possible.
5. **Oleoresin capsicum (OC)** is an option to physical force available to the officer during the escalation of force.
6. **TASER:** An option to physical force available to the officer during the escalation of force. May be used to control a violent or potentially violent subject.

D. Prohibited Acts

The following acts associated with the use of force are prohibited:

1. An officer shall not use deadly force under any circumstances where injury or death to an innocent bystander is likely; i.e. firing into a building or through doors when the target is not clearly visible.
2. Use of Streamlites or Kel-lites or other flashlights as batons, as a weapon ONLY if departmentally sanctioned methods are not available and used in self-defense.
3. Application of chokehold or carotid control holds, except when deadly force is justified.
4. Carry or use an unauthorized back-up firearm.
5. The carrying or use of saps, blackjacks, or slapjacks.
6. No officer shall use or carry any firearm; baton, OC or any other unauthorized weapon unless the officer has both received training in the use of the weapon and demonstrated proficiency in its use.
7. **Warning shots are prohibited.**

E. Duty to Intervene

- A. Any law-enforcement officer who, while in the performance of their duties, witnesses another law enforcement officer engaging or attempting to engage in the use of excessive force against another person shall intervene when such intervention is feasible to stop such action or prevent the further use of excessive force. The duty to intervene also applies to a

law-enforcement officer observing another law-enforcement officer conducting any act that is unethical, or that violates law or policy (e.g., theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.) Intervention may be verbal/or physical.

Failure to intervene may subject an officer to disciplinary action.

- B. All department members benefit when potential misconduct is not perpetrated or when a potential mistake is not made. Preventing misconduct increases public trust and preserves job security and integrity of all department members, ultimately protecting members from destroying their careers as a result of misconduct or, in some instances, as a result of a failure to intervene to prevent misconduct by others.

Action to be taken: By Officer(s)

1. If aid is required by any individual, ensure that medical attention has been rendered.
2. Take a preventive approach, whenever possible, if observing behavior that suggests that another member is about to conduct unethical or inappropriate behavior.
3. Examine the circumstances surrounding the incident to determine the appropriate form of intervention.
4. Intervene verbally or physically, depending on the circumstances.

Example: While providing backup for a traffic stop after a minor traffic violation, you notice the primary officer raising their voice and becoming increasingly agitated with the driver, despite the driver's cooperative demeanor. In order to prevent an escalation, you could call for the officer's attention to break their agitation, walk up next to the officer and ask a follow up question of the driver to slow down the interaction and give the primary officer a chance to collect themselves, or ask the officer to come speak to you away from the car in order to diffuse the situation.

5. Take an active approach to intervene to stop any unethical behavior or misconduct, when such conduct is being committed by another member.

6. If verbal interventions are not sufficient to stop the act, physically come between the offending member and the other individual involved.

Example: You observe an officer strike an individual without any reason. If appropriate, you could tell the officer to cool it or that you'll take over the matter and have them step aside. If necessary, step in between the officer and the individual or hold the officer back in order to stop them from inflicting more unnecessary force.

7. Immediately notify a supervisor after conducting any type of intervention, when safe to do so.
8. When a physical intervention was performed, document the incident in writing and submit it to a supervisor. If the intervention involved the actions of a supervisor, the reporting member shall forward their report directly to the Sheriff.

Action to be taken: By Supervisor(s)

1. Once learning of an incident involving a member intervening with another member, separate all members involved in the incident.
2. Ensure the preservation of body worn camera and/or in-car camera footage.
3. Conduct a preliminary investigation to gather any pertinent information that would coincide with the reason for the intervention (e.g., witnesses, in-car and body worn camera footage, other video/surveillance footage, area canvass, etc.).
4. Ensure all parties involved in the incident document in writing their observation/participation in the incident and detailing the circumstances that led to the intervention and what, if anything occurred once the member intervened.
5. Determine whether the actions leading to the intervention constitute misconduct, unethical behavior, or potential criminal conduct, and notify the Sheriff.
6. If appropriate, consider making a recommendation that the member who intervened receive recognition for their actions.

Action to be taken: By the Sheriff or his designee

1. Ensure all incidents resulting from a member invoking their duty to intervene are reviewed through the internal affairs process. The Sheriff or his designee may, at their discretion, request investigation assistance from the Virginia State Police, or another outside agency.

2. Ensure all such cases are classified and investigated thoroughly and properly, according to the internal affairs investigation procedures.
3. Approve/disapprove the resulting findings of each internal affairs investigation deriving from a member intervening or failing to intervene to stop misconduct.

Disciplinary procedures:

1. All discipline administered for failing to intervene shall follow departmental disciplinary policies and procedures.

Training:

1. The reading of this policy and the signing of a receipt of understanding will serve as initial training for both the use of force part of this directive as well as the on duty to intervene part of the directive.
2. Refresher training will be conducted every calendar year during the firearms recertification days. These refresher trainings will be held for both the use of force and the on duty to intervene parts of the directive.

Lancaster County Sheriff's Office General Orders

SUBJECT: Training in the Use of Force and Firearms	NUMBER: 011-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 8, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 05.02	

PURPOSE

To ensure sworn personnel are trained in the use of force and its limitations, the use of any less lethal weapons, and successfully qualifies on the firing range before he/she is authorized to carry a firearm.

POLICY

An officer will not be permitted to carry a firearm or any less lethal weapon until he/she receives training in the use of force and its limitations, and successfully qualifies on the firing range.

PROCEDURE

Prior to or as soon thereafter a person is sworn in; the designated firearm instructor is to:

- A. Refer the probate officer to General Order 010 (Adm.05.01) and any information on firearms or less lethal weapons necessary for review and study.
- B. Give the probate officer a written test on his knowledge pertaining to General Order 010 (Adm.05.01) and any other material relevant to firearms and less lethal weapons that meets the minimum state requirements. The Sheriff may waive certain recruit training requirements based on:
 - a. Previous experience
 - b. Previous training
 - c. Current certifications (must be on file)
- C. The probate officer must achieve one hundred percent proficiency on his/her test prior to being taken to the range.
- D. Once the probate officer has successfully passed the written phase, the firearm instructor is to take the probate officer to the firing range where the probate officer is to meet the minimum State requirements in firearm qualifications.
- E. The firearm instructor is to inform the Sheriff or his designee of the results of the test and scores of the probate officer.

- F. Upon review, the Sheriff or his designee will or will not grant authorization to the probate officer to carry a weapon.
- G. Training documents are to be maintained in the officer's personnel file and the firearm instructor's training file.
- H. Officer's will receive training annually in the use of force. This training will be conducted by the firearm's instructor when the agency has its firearms range dates.

Lancaster County Sheriff's Office General Orders

SUBJECT: APPLICATION OF FORCE; DOCUMENTATION, REVIEW, AND DISPOSITION	NUMBER: 012-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 25, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 05.03	

PURPOSE

To outline procedures following an application of force.

POLICY

This agency will review applications of force used by its members in the execution of their duties that results in injury or allegedly resulting in the injury or death of a person.

PROCEDURE

- A. Applications of force used by officers that results in injuries (requiring medical attention) or allegedly resulting in the injury (requiring medical evaluation) or death of a person, or any degree of force used against a person or persons that is not the result of or does not result in an arrest (s), are to be documented and reviewed by the Sheriff and/or his designee
1. Immediately notify the supervisor on duty/call of any use of physical force that results in injuries requiring medical attention, including alleged injuries that the officer believes may be possible, even if not probable and requires a medical evaluation or any degree of force used against a person or persons that is not the result of or does not result in an arrest (s).
 2. Submit a memorandum to the Sheriff or his designee before the end of shift describing the incident, substantiating the force used, and any medical services required as a result of the action.
 - a. A copy of the call sheet may be used in lieu of a memo.
 1. If a copy of the call sheet is used, it must be directed to the attention of the Sheriff or his designee.
- B. Physical injuries (requiring medical attention) or allegedly resulting in the injury (requiring medical evaluation) or death resulting from an officer's application of force or

any degree of force used against a person or persons that is not the result of or does not result in an arrest(s) is to be thoroughly investigated by the Sheriff or his designee.

1. The Sheriff or his designee will notify the Commonwealth's Attorney and the medical examiner if the injury results in death.

C. When the application of force results in serious injury (requiring medical attention) or death of another person, the officer may temporarily be removed from the line-duty assignment pending administrative review. This action protects both the officer's and the community's interest until the situation is resolved.

D. All reported uses of force resulting in injury (requiring medical attention) or allegedly resulting in the injury (requiring medical evaluation) or death of a person or any degree of force used against a person or persons that is not the result of or does not result in an arrest (s) will be reviewed by the Sheriff and/or his designee to determine if:

1. Agency policy and procedures were followed or violated;
2. Relevant agency policy was clearly understandable and effective to cover the situation; and
3. That the agency's training was adequate.

E. The Sheriff may convene a board of inquiry to examine an incident in which force was applied.

1. The board of inquiry may also review training and policy needs.

F. Internal Investigations:

Internal investigations of serious applications of force (usually of compliance techniques and more severe methods) are of two types conducted simultaneously. First, an administrative investigation to determine whether office standards were followed. Second, a criminal investigation to determine if a law was broken by the application of force. A criminal investigation is discontinued whenever the Sheriff is satisfied that no violation of law occurred in the application of force.

1. Dual internal and criminal investigations are conducted on all shootings.

G. Disposition:

1. The findings of any review, at a minimum, will be documented on the appropriate form and filed in the office of the Sheriff.
 - a. Involved officers should be notified of the findings.

H. Debriefing Counseling:

The Sheriff whenever deemed appropriate will normally direct psychological follow-up of post-shooting trauma. During an internal investigation, the agency will do all within its power to avoid placement of a stigma on the officer who had to apply force, resulting in the serious injury or death of another. The officer is not to return to duty until a psychological evaluation has been conducted, and the officer has received counseling.

1. Use of force policies are to be reviewed at least annually.

LANCASTER SHERIFF'S OFFICE

Administrative Review on the Use of Force by an Officer(s)

Case # _____ Date of Incident: _____

Officer(s) Involved: _____

Type of force used:

Type of Injuries or Alleged Injuries: _____

Type of Medical Attention Given: _____

What charge(s) were filed: _____

1. Were agency policy and procedures followed: Yes () No () (If no, explain) _____

2. Were any agency policy and procedures violated? Yes () No () (If yes, explain) _____

3. Are relevant agency policy clearly understandable and effective to cover the situation?
Yes () No () (If no, explain) _____

4. Is the agency's training adequate? Yes () No () (If no, explain) _____

5. Any recommended changes in agency's policies and procedures? Yes () No () (If yes,
explain) _____

Reviewing Officer(s) _____

Sheriff's signature: _____

Lancaster County Sheriff's Office General Orders

SUBJECT: Requirements of Weapons; Lethal and Non-Lethal; On and Off Duty	NUMBER: 013-RR & 14
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 9, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 06.01 - .02	

PURPOSE

To establish training requirements and restrictions on all weapons carried on and off duty.

POLICY

Sworn personnel will receive training and demonstrate proficiency in the use of all authorized weapons before they carry them and are prohibited from carrying any unauthorized weapons and ammunition while on duty or off duty.

This policy applies only to those weapons and ammunition carried and used for Law Enforcement purposes.

PROCEDURE

- A. Officers are to receive training and demonstrate proficiency in the use of authorized weapons from the designated training officer before the weapon can be carried. Training is to include:
 - 1. Inspection, care and maintenance.
 - 2. Laws in the use of weapons.
 - 3. Safe handling of weapons.
 - 4. Meet the minimum state requirements for firearm qualifications.

- B. Officers are to qualify within every calendar year with any firearm they are authorized to use.
 - 1. Officers who fail to pass qualification shall be relieved of their police powers. If unable to pass qualification within a period of time that follows during which the officer will shoot as often as possible, the officer's status shall be determined by the Sheriff.
 - 2. Officers who have suffered an illness or injury that could affect the use of firearms shall requalify before returning to enforcement duties.

- C. Officers are to undergo refresher training on all weapons, other than firearms, once within every two calendar years.

- D. Any officer wanting to have a weapon or ammunition authorized is to submit a request in writing to the Sheriff. Upon approval it is to be added to the list of the agency's authorized firearms and ammunition.
1. While on duty an officer to carry only the weapons (lethal and non-lethal) he/she is authorized to carry, special permission must be granted by the Sheriff to carry any weapon other than what he/she has been issued.
 - a. The request must be in writing and if approved a copy placed in the personnel file.
 - b. Qualification and/or training must take place before the weapon may be carried.
 2. Authorized off duty weapons require annual qualifications.
 - a. Officers may be required to provide their own ammo.
 - b. Failure to qualify will result in non-authorization of the weapon.
- E. Sworn personnel, when in uniform and/or on duty, will carry issued/authorized weapon and ammunition at all times, (Exemption: duty or assignments and/or security reasons prohibits the carrying of such weapon and ammunition, i.e working in Corrections, conducting administrative duties within the agency's compound; going into a secured area of a correctional institution, etc.)
- F. Off duty sworn personnel whose primary duty is law enforcement will have their authorized sidearm and credentials with them and available at all times while within the jurisdiction. (Exemptions: in process of leaving the jurisdiction; involved in a recreational activity that makes it impractical or unsafe, and/or unable to maintain physical security and/or control.)
1. The carrying of any weapon or ammunition that may be or could be used for law enforcement purposes that has not been authorized is prohibited.
 2. Wearing a sidearm in plain view while off duty must be accompanied by displaying the badge of authority in close proximity to the weapon. However officers should refrain from carrying an exposed weapon while off duty whenever possible.
- G. All records pertaining to training and authorized weapons are to be maintained in a central location.

Lancaster County Sheriff's Office General Orders

SUBJECT: Requirements of Weapons; Lethal and Non-Lethal; On and Off Duty	NUMBER: 014-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 2, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 06.01	

PURPOSE

To establish training requirements and restrictions on all weapons carried on and off duty.

POLICY

Sworn personnel will receive training and demonstrate proficiency in the use of all authorized weapons before they carry them and are prohibited from carrying any unauthorized weapons and ammunition while on duty or off duty.

This policy applies only to those weapons and ammunition carried and used for Law Enforcement purposes.

PROCEDURE

- A. Officers are to receive training and demonstrate proficiency in the use of authorized weapons from the designated training officer before the weapon can be carried. Training is to include:
 - 1. Inspection, care and maintenance.
 - 2. Laws in the use of weapons.
 - 3. Safe handling of weapons.
 - 4. Meet the minimum state requirements for firearm qualifications.
- B. Officers are to qualify annually with any firearm they are authorized to use.
- C. Officers are to undergo refresher training on all weapons, other than firearms, every two years.
- D. Any officer wanting to have a weapon or ammunition authorized is to submit a request in writing to the Sheriff. Upon approval it is to be added to the list of the agency's authorized firearms and ammunition.
 - 1. While on duty an officer to carry only the weapons (lethal and non-lethal) he/she is authorized to carry, special permission must be granted by the Sheriff to carry any weapon other than what he/she has been issued.

- a. The request must be in writing and if approved a copy placed in the personnel file.
 - b. Qualification and/or training must take place before the weapon may be carried.
2. Authorized off duty weapons require annual qualifications.
 - a. Officers may be required to provide their own ammo.
 - b. Failure to qualify will result in non-authorization of the weapon.
- E. Sworn personnel, when in uniform and/or on duty, will carry issued/authorized weapon and ammunition at all times, (Exemption: duty or assignments and/or security reasons prohibits the carrying of such weapon and ammunition, i.e working in Corrections, conducting administrative duties within the agency's compound; going into a secured area of a correctional institution, etc.)
- F. Off duty sworn personnel whose primary duty is law enforcement will have their authorized sidearm and credentials with them and available at all times while within the jurisdiction. (Exemptions: in process of leaving the jurisdiction; involved in a recreational activity that makes it impractical or unsafe, and/or unable to maintain physical security and/or control.)
 1. The carrying of any weapon or ammunition that may be or could be used for law enforcement purposes that has not been authorized is prohibited.
 2. Wearing a sidearm in plain view while off duty must be accompanied by displaying the badge of authority in close proximity to the weapon. However officers should refrain from carrying an exposed weapon while off duty whenever possible.
- G. All records pertaining to training and authorized weapons are to be maintained in a central location.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Authority and Responsibility for the Chief Executive Officer	NUMBER: 015
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: April 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 07.01	

PURPOSE

Designates the authority and the responsibility of the Chief Executive Officer by law and/or ordinance.

POLICY

The authority and the responsibility of the Chief Executive Officer are as set forth below:

PROCEDURE

The Sheriff of Lancaster County derives his legal authority from the Constitution of Virginia and the Code of Virginia.

- A. The Sheriff is a constitutional officer by virtue of the Constitution of Virginia. His responsibilities are outlined by the General Assembly in the form of state statutes. The Sheriff is the Chief Executive Officer of the agency and has criminal and civil jurisdiction and is empowered to enforce the laws of the Commonwealth of Virginia within the County of Lancaster.
- B. **SPECIFIC DUTIES**
 - 1. The Sheriff may execute civil and court processes throughout the jurisdiction in which he serves.
 - 2. Law enforcement
 - a. Shall enforce the law or see that it is enforced in the locality from which he is elected.
 - b. Sheriffs are authorized to arrest without warrants for felonies and misdemeanors committed in their presence.

3. Court Duties of the Sheriff
 - a. The Sheriff shall provide officers to attend the courts within his jurisdiction while such courts are in session as the respective judges may require, or under process issuing there from.
4. Shall file a report of arrest of certain school employee for certain offenses.
5. Shall make a report to the CCRE for certain arrest.
6. Records to be kept on each person committed to jail.
7. The Sheriff is to give notice of release of certain prisoners of their duty.
8. Sheriffs to be keepers of jails.
9. To make monthly reports to the Compensation Board)
10. To keep daily records showing number of prisoners admitted and released.
11. To report to the courts number of prisoners, names, date of commitment, offense and sentence of each prisoner.
12. Responsible for food, clothing and medicine of prisoners.

Lancaster County Sheriff's Office General Orders

SUBJECT: Command Protocol	NUMBER: 016-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 16, 2006	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 07.02	

PURPOSE

To establish the command protocol.

POLICY

The command protocol will be followed as stated below.

PROCEDURE

- A. In the absence of the Sheriff, the Chief Deputy is in command, followed by the Lieutenant on call or duty. In the event that neither supervisor is available, than the highest ranking or senior officer of the division that has the responsibility and is on the scene, is in charge.
- B. There are no exceptions to this protocol, unless in writing from the Sheriff or his designee. (In the event a senior officer without rank does not want to assume the responsibility of command, he must do so in writing and give this to the next officer in line to be in command.)
- C. Situations involving personnel of different functions or division engaged in a singular operation are to follow "A" for command protocol.

Lancaster County Sheriff's Office General Orders	
SUBJECT: ORGANIZATIONAL STRUCTURE AND FUNCTIONS	NUMBER: 017-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 19, 2021	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 07.03	

PURPOSE

To describe the office's organizational structure and functions.

POLICY

The following chart/procedure will be this office's organizational structure and functions and will be made available to all personnel.

PROCEDURE:

Sheriff

Administrative Assistant

Chief Deputy
(Senior Supervisor)

Patrol Lt.
(Senior Supervisor)

2 Sergeants
8 Patrol Officers
2 SRO Officers

Jail operations

1 Lieutenant
2 Sergeants*
9 Correctional Officers*
4 cooks

Investigative Lt.
(Senior Supervisor)

3 Investigators

Communications

1 Communications Supervisor
8 Dispatchers

Court Security

6 Court Security Officers

* Denotes dual responsibility between corrections and communications. Senior supervisors have supervisory responsibility and authority for day-to-day operations of the Agency.

OFFICE ORGANIZATION AND COMMAND STRUCTURE

A. Sheriff

Chief Executive Officer to whom all employees and functional units are responsible and is responsible for the proper and efficient administration, control and total operation of the agency.

B. Chief Deputy (Senior Supervisor)

1. Act as Sheriff in the absence of the Sheriff.
2. Assist the Sheriff in the administration, control, and operation of the agency.
3. Chief jail administrator.
4. Supervise communications.
5. Supervise Court security.
6. Authority to take disciplinary action or recommend it in keeping with the provision of the agency's policies.
7. Other duties that the Sheriff may assign.

C. Lieutenant of Patrol (Senior Supervisor)

1. Subordinate to the Sheriff, and Chief Deputy.
2. Responsible for the observance of the orders, proper performance of duty, and maintenance of discipline in his division.
3. Authority to take disciplinary action or recommend it in keeping with the provision of the agency's policies.
4. Authority to schedule and grant annual leave to any officer of his division.
5. Responsible for coordinating the work schedule and daily activities of the officers assigned to his division.
6. Ensures that officers' report for work proper and neat in appearance.
7. Maintain a record of activities performed by officers assigned to him.
8. Investigate any complaints lodged against any of his subordinates that may come to his attention.
9. Ensures the proper and correct service of all processes.

10. Ensures reports are correct, complete and turned in on time.
11. Supervise patrol officers, field activities and make assignments.
12. Other duties that the Sheriff, or Chief Deputy may assign.

D. Lieutenant of the Investigative Division (Senior Supervisor)

1. Subordinate to the Sheriff, and Chief Deputy.
2. Chief Investigator.
3. Report all investigations to the Sheriff each day with progress updates and strategy plans.
4. Supervise investigators and all criminal investigations, make assignments, offering suggestions and give assistance as needed.
5. Ensures reports are correct, complete and turned in on time.
6. Investigate cases.
7. Responsible for the observance of the orders, proper performance of duty, and maintenance of discipline in his division.
8. Take disciplinary action or recommend it is keeping with the provision of the Office policies.
9. Authority to schedule and grant annual leave to any officer of his division.
10. Responsible for coordinating the work schedule and daily activities of the officers assigned to his division.
11. Ensures that officers report for work proper and neat in appearance.
12. Maintain a record of activities performed by officers assigned to him.
13. Investigate any complaints lodged against any of his subordinates that may come to his attention.
14. Other duties that the Sheriff, or Chief Deputy may assign.

E. Sergeants (Daily Operations Supervisors)

1. Subordinate supervisors responsible for day to day operations on their respective shifts.
2. Assigns job tasks to deputies in their respective divisions.

3. Reviews daily reports (shift logs, activity reports, traffic and arrest reports, etc.) for accuracy, completeness and timely submission
4. Performs tasks consistent with his/her designated training function(s).
5. Reports to his/her division supervisor.

F. Deputies (Line Staff)

1. Subordinate to all ranking staff.
2. Performs assigned tasks consistent with his/her designated training function(s).
3. Submits reports consistent with his/her duty assignment.

G. Communications Supervisor

1. Subordinate to all senior supervisors (Lieutenant and above).
2. Reports to division supervisor.
3. Serves as Assistant Terminal Agency Contact for VCIN operations.
4. Conducts second party cross checks for NCIC/VCIN entries
5. Ensures that all VCIN certified staff complete VCIN operator recertification online every 2 years.
6. Performs tasks consistent with the needs of the agency's Public Safety Answering Point as an E911 communications operator.
7. Responsible for main jail door control in accordance with DOC standards.

H. Communications Officer

1. Subordinate to the Communications Supervisor.
2. Performs tasks consistent with the needs of the agency's Public Safety Answering Point as an E911 communications operator.
3. Makes entries, updates, cancellations and clearances of NCIC/VCIN records.
4. Responsible for jail door control in accordance with DOC standards.

Lancaster County Sheriff's Office General Orders

SUBJECT: : Supervision	NUMBER: 018-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 3, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm.07.04	

PURPOSE

To require an employee and each organizational component to be responsible to only one supervisor at any given time and supervisory personnel to be held accountable for employees under their control.

POLICY

Each employee will be responsible to only one supervisor at any given time. Each organizational component will be under the direct command of only one supervisor and all supervisory personnel will be accountable for the performance of employees under their immediate control.

PROCEDURE

- A. Each employee is assigned to serve under the direction of one supervisor and any orders, instructions, or directions are to be given by that supervisor. Any order, instruction or direction by a higher-ranking officer is to be given to the employee's immediate supervisor.
- B. Each organizational component/division is under the direct command of the supervisor as stated in General Order 017. Any general orders, or permanent changes in day to day operations are to be through the chain of command.
- C. Supervisory personnel are held accountable for the performance of employees under their command.
- D. All employees obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank. If an employee receives instruction from a higher-ranking officer that conflicts with what his/her immediate supervisor has told the employee, the employee is to inform the senior ranking officer of the conflict. The senior ranking officer is to either retract the order or direct that the order be obeyed. The senior ranking supervisor is responsible for notifying the subordinate supervisor of the decision when circumstances permit. Also if the employee receives what he/she believes to be an unlawful order, the employee is not required to obey the order, but they will be held accountable for the consequences of

their actions. Any such order will be reported to the next level of supervision in the employee's chain of command.

Lancaster County Sheriff's Office General Orders

SUBJECT: JOB DESCRIPTIONS	NUMBER: 021
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 08.01	

PURPOSE

To provide a job description of each position within the agency.

POLICY

A Job description of each position will be available to all personnel.

PROCEDURE

- A. Job descriptions of each position are available to all personnel on the agency's server.

Click on the below listed position for description.

1. [Administrative Assistant](#)
2. [Chief Deputy](#)
3. [Cook](#)
4. [Correctional Officer](#)
5. [E-911 Communication Operator](#)
6. [Investigator](#)
7. [Lids Coordinator](#)
8. [Lieutenant-Investigator](#)
9. [Lieutenant- Patrol](#)
10. [Lieutenant- Jail](#)
11. [First Sergeant](#)
12. [Patrol Officer](#)
13. [Sergeant-Correctional](#)
14. [Sergeant-Patrol](#)
15. [Sheriff](#)
16. [Victim-Witness Program Director](#)
17. [Court Security](#)

Lancaster County Sheriff's Office General Orders	
SUBJECT: Written Directive System	NUMBER: 022-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 09.01	

PURPOSE

To define this agency's written directive system in order to give employees a clear understanding of the constraints and expectations relating to the performance of their duties and that directives be current and reviewed annually.

POLICY

Written directives, including policies, procedures, rules and regulations, General Orders, and memoranda, will be used to provide personnel with a clear understanding of the constraints under which they operate as well as expectations about their performance. General Orders will be maintained on the Agency's server.

PROCEDURE

A. Written Directives System

1. The formal written directives system of this agency is designated to insure that employees have a clear understanding of the expectations and constraints relating to performance in agency activities and duties. Written directives in use within the agency include, but are not limited to the following:
 - a. Rules and Regulations of the agency relate to the conduct of an individual in that they indicate what must not be done.
 1. Regulations define, to some extent, the duties and responsibilities of the individuals, or what they must do. This also includes the agency in certain areas that require compliance with State Code and/or Virginia Law Enforcement Professional Standards.
 2. The two will collectively be called rules and are the statutes or laws of the agency, are inflexible, rigid and definite and will be complied with by every permanent, part-time, temporary, employee of the agency.

- a) General Orders that are designated Rules and Regulations are distinguishable by “RR” included in the General Order number (example: 022-RR).
3. Disciplinary sanctions will be applied for violation of rules.
 - b. General Orders described permanent directives concerned with policy and procedures affecting more than one organizational component.
 1. Policy generally provides flexible guidelines while giving the employee the general accepted departmental way of acting and a framework within which to make decisions.
 2. Procedures are the normally accepted step by step ways of doing a particular task and usually are used for training new employees or for introducing new or revised methods of all.
 3. Compliance with policies and procedures are normally expected unless good reasons exist for not doing so. It will be the responsibility of any employee choosing non-compliance to justify such non-compliance.
 4. The intent of words such as “will”, “must”, “should”, and “shall” in any order is a directive and is to mandate a particular action. Words such as “may”, “can”, and “normally” are less directive and imply a degree of choice.
 - c. Agency’s Memorandum generally addressed to “All Personnel” or “All Officers” and signed by a supervisor are aimed at providing information, options, guidance, or orders concerning a particular subject or event. Frequently self-concealing after a particular event, those that have general application will be included in subsequent revision of related Administrative Orders.
 - d. Other memos, letters, training materials, etc., are used within the agency to communicate orders, instructions, inquiries, and information among and between units and/or individuals.
2. General Orders establish basic Agency policies and procedures and must be approved by the Sheriff.
 - a. Agency policies are to be issued as General Orders to include purpose, policy and procedure

- b. Agency activities are to be governed by General Orders to include the purpose, policy and procedure.
- c. Rules and regulations are to be issued as General Orders to include the purpose, policy and procedure.

B. General Orders

- 1. Each new General Order receives an assigned number.
 - a. General Orders are grouped with a subject heading, and can be assigned the same number by using the number/letter sequencing, (example: 022A).
- 2. Any General Order that is purged, its number is to be retired.
 - a. A General Order is to be purged when its contents are no longer valid or is superseded by another.
 - b. Any General Order updated or revised is to maintain its assigned number, but is to be marked “**Amended**” followed by the date.
- 3. Divisional supervisors, once a General Order has been approved by the Sheriff, are responsible for ensuring each affected employee reads and understands the General Order and ensures the appropriate signed receipt is filed with the Personnel Officer.
- 4. General Orders are posted on the agency’s server and available at most computer workstations.

C. In order to perform their duties properly, all employees are to familiarize themselves thoroughly with and comply with the General Orders and other written directives adopted by this agency.

- 1. The employee has a personal responsibility to seek clarification from supervisors or the Sheriff of any directive not clearly understood.
- 2. All employees are assumed to have knowledge of a General Order and are bound by each after signing a receipt of acknowledgment and understanding.

D. It is the responsibility of the accreditation manager to review, maintain, and revise written directives as necessary.

- 1. Reviews are conducted annually.

2. Files are maintained in a locked file cabinet available to the accreditation manager.
3. Any revised or amended written directive is so noted on the General Order.

E. Indexing, purging, updating and revising directives.

1. A copy of each directive is forwarded to the accreditation manager for incorporation into the General Orders. The accreditation manager prepares a General Order as necessary for review by the appropriate divisional supervisor and Sheriff. Once approved, the accreditation manager or divisional supervisor disseminates the General Order to effected personnel.
2. Each directive is reviewed and updated as necessary. Directives that are purged are removed from electronic data storage devices and filed for future reference.
3. Directives that are short term, or that are issued for specific, limited assignments, are not incorporated into a General Order.

Lancaster County Sheriff's Office General Orders

SUBJECT:	NUMBER: 023
EFFECTIVE DATE	REVIEW DATE: Annual
AMENDS/SUPERSEDES:	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS:	

THIS PAGE IS RESERVED FOR FUTURE USE

PURPOSE

POLICY

PROCEDURE

Lancaster County Sheriff's Office General Orders

SUBJECT: Dissemination of Directives	NUMBER: 024-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 09.02	

PURPOSE

To define the procedures for the dissemination of approved directives.

POLICY

Approved directives/General Orders will be disseminated to, or reviewed with, affected personnel. New and/or amended General Orders will be posted on the agency server. Personnel will execute a receipt for reviewing and understanding a General Order(s).

PROCEDURE

- A. Each General Order is:
 - 1. Reviewed and explained to the supervisory staff by the Sheriff or his designee, the supervisory staff returns to their prospective division, squad or shift and reviews the General Order with each of the subordinates or;
 - 2. The Sheriff or his designee calls a meeting of effected personnel to review the General Order(s) or;
 - 3. The Sheriff of his designee notifies effected personnel for them to review the General Order(s) posted on the agency's server and if they have questions, to see their immediate supervisor.

- B. General Orders are available to all personnel in the following locations:
 - 1. Any computer workstation that can access the agency's server.
 - 2. Personnel are given a CD that contain the General Orders

- C. Each employee is to sign an acknowledgment of receipt of understanding of the order.
 - 1. Receipts are kept on file in a central location.

Lancaster County Sheriff's Office General Orders

SUBJECT: Planning and Research	NUMBER: 025
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: May 1, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 10.01	

PURPOSE

To provide a basis for administrative decisions which is based on sound principles of data gathering and analysis. The purpose of research and planning is to allow this agency to respond to an ever-changing environment. This function should allow response to changing crime patterns, obtaining necessary resources (both staff and physical), training, and budgeting for future demands on the office.

POLICY

The Sheriff will designate an employee to be responsible for gathering data, analyzing data, and making appropriate recommendations to the Sheriff regarding future operations of the office. The Sheriff may identify areas of concern, members of the office, or citizens.

PROCEDURES

- A. The Chief Deputy is designated to supervise research and planning.
- B. For each research and planning project a specific problem or area of concern will be identified.
 - 1. Planning and Research Function
 - a. Organization of the planning and research function:
 - 1) Grant Funding
 - a. Seeking sources for grant funding of law enforcement programs and equipment through use of the Federal Register, grant related publications, computer services and liaison with other government and law enforcement agencies.
 - b. Application for grants funding by working with other members of the Office to create programs within the requested guidelines and to create the budget for those programs.

- c. Tracking of Active Grants and filing required reports using desktop publishing text and graphics programs to provide an informative and easy to understanding activity report.
- 2. Liaison with County Planning
 - a. The County Planning Office is a vital source of census information and other up to date demographic statistics. An open line of information exchange between these two offices is of mutual benefit.
- 3. Special Projects and Studies
 - a. The planning and research function conducts studies and provides information to other Office members on products, procedures and methods. Request for these studies are received through the proper chain of command.
- C. Written conclusions and recommendations will be made to the Sheriff based on the analysis of the obtained data.

Lancaster County Sheriff's Office General Orders

SUBJECT: Crime Analysis	NUMBER: 026
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERCEDES: July 28, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 11.01	

PURPOSE

To establish the agency's crime analysis function.

POLICY

Information will be obtained from appropriate sources for the purpose of crime analysis. Necessary or relevant data will be provided to the appropriate staff members of divisions.

PROCEDURE

The Chief Deputy and/or Lieutenant is to supervise and/or conduct crime analysis by extracting data from appropriate sources.

- A. Criminal offense reports, IBR computer data, etc., are to be used to extract the required data.
- B. Analysis of crime data is to be conducted and reports are to be done when he/she feels it is necessary
 1. Any patterns and/or trends of criminal activity identified are to be distributed to the appropriate personnel to include the Sheriff.
- C. Potential or actual agency staff/citizens concerns that have been identified are to be documented and given to the crime analyst to include in a report, if any.
- D. The following crimes are to be documented at a minimum. The report may contain other information that may be deemed important to all personnel.
 1. Rape
 2. Robbery
 3. Burglaries
 4. Larceny
 5. Vandalism

Lancaster County Sheriff's Office General Orders

SUBJECT: Interagency Agreements	NUMBER: 028-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 13.01	

PURPOSE

To define the minimum requirements for interagency agreements concerning contiguous jurisdictions and other jurisdictions within the Commonwealth.

POLICY

Interagency agreements concerning contiguous jurisdictions and other jurisdictions within the Commonwealth will be conducted in accordance with the Code of Virginia.

An agreement will be signed by all agency's Chief Executive Officer when:

- A. Any pre-planned or on going operations conducted by this agency involving officers out of the jurisdiction or officers of this agency assisting another agency outside Lancaster County jurisdiction will execute an agreement consisting of at minimum the following:
 - 1. Waiver of any and all claims against all the other parties thereto which may arise out of their activities outside their respective jurisdictions under such agreement.
 - 2. Indemnifies and saves harmless the other parties to such agreement from all claims by third parties for property damage or personal injury which may arise out of the activities or the other parties to such agreement outside their respective jurisdictions under such agreement.

PROCEDURE

- A. The Sheriff and the CEO of the other agency are to upon agreeing sign a mutual aid agreement.
 - 1. Agreements are to be filed in the office of the Sheriff.

Lancaster County Sheriff's Office General Orders

SUBJECT: Liaison with Other Criminal Justice Agencies and Emergency Services	NUMBER: 029
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 30, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 14.01	

PURPOSE

To establish procedures and responsibilities for liaison and maintaining communication between this agency, and other criminal justice and emergency service agencies. Good liaison can break down barriers that may exist and can result in efficient and effective law enforcement operations.

POLICY

This agency will establish and maintain effective liaison and open channels of communication with other criminal justice and emergency service agencies serving Lancaster County.

PROCEDURE

- A. Relationships with other criminal justice agencies:
1. This agency will provide all possible information, assistance, and support to these agencies allowed by law. It is the responsibility of all agency personnel to maintain harmonious working relations and communication with:
 - a. The Commonwealth Attorney;
 - b. Public defender;
 - c. General District, Juvenile and Domestic Relations, and Circuit Courts and their respective clerks;
 - d. The local probation and parole officers;
 - e. Regional jail;
 - f. Juvenile detention home; and
 - g. Any other criminal justice agencies.
 2. Any serious policy or procedural problems or differences with another agency or its personnel shall be brought to the attention of the Sheriff who will meet with appropriate personnel of these agencies in order to resolve the problems.
 3. During any investigation, questions of law or criminal procedure will be addressed to the Commonwealth's Attorney office.

- a. Questions on law enforcement procedure will be addressed to the Sheriff.
 4. Any criminal cases referred to the Commonwealth's Attorney which result either in decision not to prosecute or to dismiss, due to department mishandling, shall be carefully reviewed and appropriate corrective action taken.
 - a. The Commonwealth's Attorney has been asked to bring such cases to the attention of the Sheriff.
 5. All employees of this agency are to assist and cooperate with all federal, state, and local law enforcement agencies in every way possible allowed by law.
- B. Relationships with fire and rescue agencies:
1. This agency will provide all possible assistance and support to these agencies allowed by law.
 - a. It is the responsibility of all agency personnel to maintain harmonious working relations and communication with local fire and rescue agencies.
 2. Any serious problem with any fire or rescue agencies of its personnel shall be brought to the attention of the Sheriff who will meet with appropriate personnel of these agencies in order to resolve the problems.
 - a. All employees of this agency are to assist and cooperate with all fire and rescue agencies.

Lancaster County Sheriff's Office General Orders

SUBJECT: Public and Private Service Agencies	NUMBER: 031
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 14.02	

PURPOSE

To identify the services and resources available to the public allowing agency personnel to refer citizens in need of such services for appropriate assistance through both public and private service agencies.

POLICY

A list of public and private agencies and their telephone numbers will be maintained in the communication center of this office and will be available to all personnel. The list will be updated and changed as needed.

PROCEDURE

- A. It is the responsibility of all Communication Officers to maintain and update telephone numbers of public and private agencies as needed.
 1. A hard copy will be maintained and accessible to the dispatcher on duty.

Lancaster County Sheriff's Office General Orders

SUBJECT: Requisition and Purchase of Agency Supplies and Equipment	NUMBER: 032
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 31, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 15.01	

PURPOSE

To govern procedures for the requisition and purchase of agency supplies and equipment.

POLICY

The following procedures will be used when requisitioning or purchasing supplies and/or equipment for this agency.

PROCEDURE

- A. Specifications for items requiring standardized purchases:
1. All office supplies are obtained through county administration or the agency secretary.
 - a. Items costing \$2,500.00 or more must be approved by the Sheriff.
 2. Operational supplies, such as batteries, film, etc. may be purchased by the individual employee.
 - a. Employee must turn in a signed receipt.
 3. All uniforms and uniform items (including leather) must be obtained through the Sheriff's designee(s).
 - a. Designees' will keep the Sheriff informed of expenditures on a regular basis.
 4. The Sheriff must approve the purchase of any type of equipment.
 - a. The individual responsible will carry out the normal schedule maintenance of equipment.
 5. Any and all other expenditures not stated above must be approved by the Sheriff.

- B. Bidding procedures:
 - 1. In the event this agency has a need for soliciting bids for purchasing purposes over \$10,000 is to be done through the County Administrator's Office and not by this agency.

- C. Criteria for the selection of vendors and bidders:
 - 1. Any selection of vendors and bidders is to be done through the County Administrator's Office.

- D. Emergency purchasing or rental agreements for equipment:
 - 1. The Sheriff or his designee is to contact the County Administrator and any approval or agreements made is to be through the County Administrator's Office.

- E. Requesting supplemental or emergency appropriation and fund transfer:
 - 1. The Sheriff or his designee is to contact the County Administrator and any supplemental, emergency appropriation or fund transfer is to be handled by the County Administrator's Office.

- F. Contracts such as maintenance and service agreements:
 - 1. Any contracts or agreements of this nature are to be made through the County Administrator's Office and not by this agency.

Lancaster County Sheriff's Office General Orders

SUBJECT: Accounting System	NUMBER: 033
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 15.02	

PURPOSE

To establish this agency's accounting system.

POLICY

The Sheriff or his designee will approve each account and will provide monthly status reports showing:

- a. Initial appropriation for each account;
- b. Balance at the commencement of the monthly period;
- c. Expenditures and encumbrances made during the period; and
- d. Unencumbered balance.

PROCEDURE

The Sheriff or his designee is to ensure each month the secretary prepares a report on each account showing the following:

- a. Initial appropriation of each account;
- b. Balance at the commencement of the monthly period;
- c. Expenditures and encumbrances made during the period; and
- d. Unencumbered balance.

The Sheriff or his designee is to approve each account.

Lancaster County Sheriff's Office General Orders

SUBJECT: Cash Funds or Accounts	NUMBER: 034
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 15.03	

PURPOSE

To govern all cash funds or accounts where agency personnel are permitted to receive, maintain, or disburse cash.

POLICY

Cash funds or accounts where personnel are permitted to receive, maintain, or disburse cash will include:

- a. a balance sheet that identifies initial balance, credits, debits, and the balance on hand;
- b. receipts for cash received;
- c. authorization for cash disbursements, including CEO authorization for expenses in excess of a given amount;
- d. records, documentation, or invoice for cash expenditures;
- e. persons or positions authorized to disburse or accept cash;
- f. quarterly accounting of cash activities;
- g. procedures for an independent audit of the fiscal activities.

PROCEDURE

Petit cash is maintained in the Sheriff's office and is to be used for incidentals such as postage, meals for officers on extended prisoner transports or attending training, purchases of office supplies, drug buys, or other incidentals that may arise in day to day operation.

- A. A balance sheet is maintained in the Sheriff's office. Any money added or removed to the fund is to be recorded and the balance shown.
- B. Receipts or documents for cash received will be filed.
- C. Each disbursement requires a petit cash voucher to be filled out and signed by the authorizing supervisor. Any expense exceeding \$200.00 requires approval from the Sheriff.
- D. Receipts, invoices or documentation are required for cash expenditures.

- E. The Sheriff, Chief Deputy and Lieutenants are authorized to disburse or accept cash.
- F. Quarterly accounting of cash activities will be performed by the county administration office and any errors or discrepancy reported to the Sheriff.
- G. A state auditor will be used for an independent audit of the fiscal activities.
 - 1. The Commonwealth of Virginia sets procedures for such audit.

Lancaster County Sheriff's Office General Orders

SUBJECT: Inventory of Capital Assets	NUMBER: 035
EFFECTIVE DATE: January 1, 2016	REVIEW DATE:
AMENDS/SUPERSEDES: March 31, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 15.04	

PURPOSE

To describe the procedure for inventory of capital assets within agency control.

POLICY

The Sheriff or his designee will maintain an inventory of all capital assets within the control of this agency by ensuring assets are accountable, properly maintained and used in accordance with acceptable practices. These inventories are performed annually.

Capital Assets:

A. Definition

Capital Assets are defined as:

1. Land, buildings, and equipment with an initial individual cost of more than \$5,000 and an estimated life in excess of two years
2. [Computer network hardware](#), regardless of initial individual cost
 - a. Servers
 - b. hubs, routers and switches
 - c. computers (included desktops, towers and laptops)
 - d. printers
3. Firearms, regardless of initial individual costs
4. Motor vehicles
5. Pagers and cellular telephones, regardless of single unit value

B. Exemptions

The following items are exempt from the capital asset inventory

1. Munitions
2. Badges, uniforms and leathers
3. Safety vests (bulletproof, tactical and traffic)
4. Office equipment not otherwise listed
5. Consumables

- C. Designate staff will maintain certain inventories, including items not defined as a capital asset.

PROCEDURE

- A. The Sheriff or his designee maintains a list of capital assets within the agency's control.
 - 1. The county owns the land and buildings used by the agency.
 - 2. A designated staff member maintains the [computer network inventory](#).
 - 3. Personnel records include a record of each firearm issued to an officer.
 - 4. The titles to motor vehicles assigned to the agency constitute the motor vehicle inventory.
 - 5. The monthly billings for pager and cellular telephone service constitute the inventory of pagers and cellular telephones.

- B. Routine and emergency maintenance is performed appropriate to the capital asset.

- C. Capital assets are used to conduct agency business. Personal use of capital assets is subject to approval by the sheriff and full reimbursement of costs.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Receiving in-Custody and Evidentiary Property	NUMBER: 037
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 5, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 16.01	

PURPOSE

The purpose of this order is to establish a lawful system for the safe and efficient storage of evidence or other property that enter the custody of this Office.

POLICY

All evidence and property recovered or turned into this agency will be properly packaged, handled, recorded, stored and accounted for. All personnel will maintain strict accountability for all property held as property and evidence.

PROCEDURE

A. Property/Evidence

1. The recovering officer is responsible for properly packaging and labeling all items collected or recovered as property or evidence and stored in this agency's property/evidence room to prevent any tampering, contaminating, or destruction of same. A report is written detailing the circumstances by which the property came into the officer's possession and describing each item of property obtained and is to be submitted before ending his/her shift. (In the event the items are found property turned in by a citizen, the officer may utilize the available space in the "Description of Property" block to detail how property came into possession. An incident number is required for tracking purposes.)
 - a. Upon return to the Office, the recovering officer inventories all items recovered on the property and evidence form. This includes contents in wallets, purses and other like items that are containers for smaller items.
 - b. Before property is placed in the property/evidence room for storage, property/evidence is to be properly packaged in an appropriate container to protect the item from damage, contamination, and to segregate from other items (if applicable) and labeled with the following information:

1. Case/incident number;
2. Officer name;
3. Date.

- c. Property/evidence and related property/evidence forms must be delivered immediately to the property/evidence cabinet, room or vault.
- d. Property/evidence that can be or is considered exceptional, valuable or sensitive comes under the direct supervision of the Chief Investigator and at his discretion may direct property/evidence to be secured in a padlocked metal container located in the property/evidence room or sealed in the safe located in the vault of the main office or provide other means of extra security.
 1. The Chief Investigator and his designee who are the three officers under his command will only have access.
- e. An attempt will be made by this agency in an effort to identify and or notify the owner or custodian of non evidential or found property in a timely manner.

B. Vehicles (impounded, seized or recovered)

1. Criteria for Storage:

- a. evidence;
- b. forfeiture;
- c. seized under civil proceedings;
- d. seized under traffic or criminal statutes.

2. Storage:

- a. LCSO Notice of Vehicle Impoundment/immobilization is completed at the time of storage. **(The condition of release must be specific)**
 1. Complete inventory of vehicle;
 2. valuables handled in accordance with A1 and A1-b of this order.
 3. the gold copy of is placed in the vehicle on the dash, visible from the outside; the canary copy along with the keys and the tow bill is placed in the manila envelopes provided in the communication

center; the remainder of the copies are turned in to the Chief Investigator.

- b. Vehicles are stored in the impoundment lot located on the east side of the main office only.

I. Evidence

All evidence seized and/or recovered by officers is handled in accordance with procedures and methods set forth in the Forensic Laboratories guidelines that are posted on the squad room computer workstation as well as the evidence room workstation. Officers are to acquaint themselves with these guidelines.

Protecting the integrity of evidence is paramount. Contaminated, altered evidence or evidence that has been handled improperly is ultimately not evidence at all. It is not unusual to have the outcome of a case turn on one single piece of evidence. The officer that develops a habit of handling evidence properly in every case rarely has to be concerned with having evidence excluded in his cases.

In major cases protecting the evidence at the crime scene is the job of the first officer to arrive and treated very seriously. On arrival try to determine what area constitutes the crime scene and seal that area pending arrival of Investigators. Don't hesitate to take charge.

The following will help accomplish the above.

1. The investigating officer seizes all items of evidence or potential evidence. It may not be possible to go back.
 - a. Items seized are protected by packaging and labeling immediately.
 - b. Don't allow items to cross contaminate each other when returning from the scene to the office.
2. All items seized are documented in the case report to show what was taken and how it relates to the offense.
3. All items are also documented on a property inventory form.
 - a. This documentation is done as soon as possible and prior to the evidence being turned in at the end of the officer's shift.
4. The property inventory form has three copies.
 - a. White copy that is attached to the original report and is part of the case file.
 - b. Yellow copy remains with the evidence in the property room.

1. The back of the yellow copy is used to track the evidence when it goes into the property room and if it goes out to court or to the lab.
 - c. The pink copy is placed in the Chief Investigators tray for his records.
5. Most evidence turned in will be some type of package or container that is clearly labeled with:
 - a. Case number;
 - b. Item number;
 - c. Officers name, and;
 - d. Date.
 1. Exceptions i.e. bicycles or other large items are labeled with a hangtag, etc.
6. Access to the property room is limited to the members of the Criminal Investigation Division. If you have evidence to be checked in or out, contact a member of C.I.D.
 - a. The investigator on call is contacted when C.I.D. is off.
 - b. The locked drawers are to be used to store evidence when C.I.D. is off and the items are of a size that fit.
 - c. Place the pink property sheet in the Chief Investigators tray to alert him that evidence is in one of the drawers.
 - d. Log the item in the drawer on the back of the yellow copy.
7. When evidence is submitted to the lab and not all items are going it is necessary to make a copy of the property form for the tray to show which items went.
 - a. Log the items going on the back of the original yellow copy then copy both sides.
 - b. A copy of the lab form should be attached to the copy in the tray.
8. Questions concerning the handling of evidence are directed to an investigator or supervisor before a mistake is made. Don't be afraid to ask a question.
9. No evidence shall be documented or stored anywhere except in approved locations.

II Found Property

1. Any item that is found or received by an officer receives an incident number and is documented and turned in prior to the end of the officer's shift.
2. The item is packaged if possible and labeled, (packaging and labeling material located is in the basement of the annex building).
3. Items are handled carefully considering the fact that sometimes found property later turns out to be evidence.
 - a. A field officer experienced in handling such items should receive items such as weapons, drugs or similar property.
 - b. Officers assigned to communications or corrections receiving found property i.e. keys, license plats, wallets, purses, etc. are to follow the same procedures.
 - c. Civilian personnel are not permitted to receive any property, nor are they to handle any type of received property.

III Towed/Impounded Vehicles

1. Any vehicle seized or for any reason towed to LCSO for storage is documented on an impound vehicle form.
 - a. A gold copy of the form is placed inside the vehicle in a conspicuous place that can be read from outside if necessary.
 - b. The officer allowing access to the storage area insures this form has been completed.
2. Vehicles towed/impounded by officers are searched and any valuable items i.e. guns, jewelry, money, electronics, tools, etc. are documented, seized, and turned in (in accordance with A.1. of this standard) to avoid allegations of improprieties. (This includes vehicles towed and stored at other locations).
 - a. A property form is still completed even if no property is found as described above and is so noted on the form.
3. The impound form, keys, tow bill (if applicable) and canary/office copy of the property form is placed in a manila envelope found in the control room and placed into the evidence cabinet in the basement of the squad building and secured with the padlock. The pink copy is placed in the Criminal Investigations tray located in the hallway of the squad room. The white copy of the notice is to be submitted to the court when applicable. The green copy is to be given to the operator/owner of the vehicle. Always have the vehicle placed in VCIN as an impounded vehicle.

4. Only the Evidence/Property Officer or his designee can release vehicles. (All inquiries are to be referred to him).

Lancaster County Sheriff's Office General Orders

SUBJECT: Property & Evidence Storage	NUMBER: 038
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: February 10, 2000	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 16.02	

PURPOSE

To establish procedures for property and evidence storage.

POLICY

Sworn personnel will follow required procedures for property and evidence storage.

PROCEDURE

- A. All property/evidence whether it is evidential or non-evidential that is taken into custody is to be placed in the Evidence Storage Room #1 or #2 located in the basement of the squad building or locked in the temporary holding cabinet in the absence of the evidence/property officer or his designee.
- B. In the absence of the evidence/property officer or his designee the items are placed in the temporary holding cabinet located in the annex basement and secured in one or more of the locked lockers.
 1. The pink copy of the evidence/property form is placed in the evidence/property officer's box notifying him that there is evidence property in the temporary cabinet.
 2. Upon receiving this notification the evidence/property officer retrieves the items and logs them in the evidence/property room.
 3. In the event evidence/property is recovered that will not fit into the temporary holding cabinet the evidence/property officer or his designee is called in to receive the items.
- C. The evidence/property officer is the Chief Investigator. The only personnel to have access to the evidence/property room are the Chief Investigator and his designee, who are his subordinate investigators. All escorted entry of those not routinely associated with the property and evidence function into the evidence/property room must be documented
- D. The Chief Investigator or his designee maintains the records reflecting the status of all property held by this agency.

- E. Property/evidence temporarily removed from the evidence storage room is logged out and in on the yellow copy of the evidence/property form and placed in the appropriately labeled tray by the door.
 - 1. Property/evidence being released is to be documented on the white copy of the property form and turned into the Chief Investigator.

Lancaster County Sheriff's Office General Orders

SUBJECT: Property/Evidence Inspections and Reports	NUMBER: 039
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: February 8, 2000	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 16.03	

PURPOSE

To establish procedures to ensure adherence to the property/evidence control function.

POLICY

Inspections will be conducted on the Property/Evidence Control function and reports filed to ensure records are correct and procedures are being followed.

PROCEDURE

- A. The Property Key Holder is to file an inspection report, at least quarterly, to the Sheriff as to adherence to procedures used for the control of property.
- B. Whenever a new Property Key Holder is appointed, an inventory of property is conducted by the Control Officer and a designee of the Sheriff to ensure that records are correct and properly annotated.
- C. An annual audit of property/evidence is conducted by an employee not routinely or directly connected with property/evidence control.
 1. The Sheriff is to designate an employee to do the audit.
 2. The employee is to conduct the audit and file a report to the Sheriff noting any discrepancies.
- D. Unannounced inspections of property/evidence storage areas are conducted by an employee not routinely or directly connected with property control. These inspections or performed at least twice per year and/or as directed by the Sheriff.

Lancaster County Sheriff's Office General Orders

SUBJECT: Final Disposition of Property/Evidence	NUMBER: 040
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: February 26, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 16.04	

PURPOSE

To establish guidelines for the disposal of found, recovered, and unclaimed property of non-evidentiary value.

POLICY

All found, recovered and unclaimed property of non-evidentiary value will be disposed of according to state statutes. Personal property coming into agency possession as evidence may be disposed of only after approval of the Commonwealth's Attorney and the Chief Investigator.

PROCEDURE

- A. Responsibilities:
 - 1. Evidence that can be released to its owner will be after developed photos return; the preliminary hearing is over, and with the approval of the Commonwealth's Attorney and the Chief Investigator.
 - 2. The recovering officer is to make every effort to identify and notify the owner or custodian of property in the agency's custody and to document those efforts.

- B. Release of non-evidentiary and found/recovered property:
 - 1. Non-evidentiary and found/recovered property will be released to the true owner or his agent when claimed.
 - 2. Satisfactory proof of ownership (e.g., serial number, receipts, sales slip, invoice) must be presented. In lieu of proof listed above, when an owner can describe a property item in great detail as to color, style, brand, scratches, marks, and condition (characteristics which only the owner would know), property may be released.

3. Any other person seeking release of property, particularly when a dispute exists about ownership, will be advised that the property can only be released to them by a court order.
- C. Disposal of found/recovered and non-evidentiary property:
1. The Chief Investigator prepares a semi-annual list of non-evidentiary items that have remained unclaimed for a period of time as specified by law, and disposal is required.
 2. The Chief Investigator presents the semi-annual property list to the Sheriff.
 3. The Sheriff ensures disposal of these items in accordance with procedures specified by law, (e.g., advertisement, public sale, deposit of proceeds), and provides a certificate of disposal, properly witnessed by disinterested persons, for files. The Sheriff may delegate this responsibility.
- D. Unclaimed money or other values:
1. Unclaimed money or other valuables held by this agency that fall into or are closely related to the following categories must be reported to the Department of the Treasury, Division of Unclaimed Property, in accordance with, Virginia Code:
 - a. Currency;
 - b. Coins;
 - c. Stamp;
 - d. Precious metals;
 - e. Securities;
 - f. Art objects;
 - g. Antiques (including weapons).
 2. The Sheriff will report annually a list of unclaimed money and valuables to the Department of Treasury on provided forms. Subsequent disposal of these items will be governed by their response.
- E. Weapons:
1. Following all criminal proceedings, legally possessed weapons not ordered confiscated by the court will be returned to the owner or the owner's agent.
 2. Proof of ownership (e.g., serial number, receipts, sales slips or detailed descriptions) will be required before release. Also before release a form must be signed stating that they have not been convicted of a felony and they are legally able to own a firearm.

3. Disposal of contraband weapons and those ordered confiscated by the court will be according to court orders and the Code of Virginia.
4. Any item of evidence released will have a receipt signed by the recipient and the receipt placed in the case file.

F. Drugs/narcotics:

1. Large seizures in excess of 10 pounds of controlled substances or marijuana will be disposed of according to Virginia Code.
2. Controlled substances and marijuana of no evidentiary value will be disposed of according to Code of Virginia.

G. Alcohol:

1. Alcoholic beverages that are not contraband and have no evidentiary value will not be seized and shall be retained by the owner.
2. Contraband alcoholic beverages (those possessed by underage drinkers) and alcoholic beverages confiscated by the court will be disposed of according to the Code of Virginia.

H. Gambling:

1. Property and evidence seized incident to an arrest for violation of Code Section 18.2-336 will be forfeited to the Commonwealth by order of the court.
2. Money seized will be disposed of according to court order.

Lancaster County Sheriff's Office General Orders

SUBJECT: Law enforcement provided	NUMBER: 041
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 13, 2006	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm.17.01	

PURPOSE

To ensure that any law enforcement services that are provided to another agency has a written contract.

POLICY

If this agency agrees to provide law enforcement services to another jurisdiction, the agency will have a written contract detailing the terms of the service.

PROCEDURE

The terms of service will include at a minimum:

- a. A detailed description of the specific service(s) to be provided;
- b. Financial terms of the contract;
- c. Records to be maintained by the agency;
- d. Duration, modification, and termination of the contract;
- e. Liability issues;
- f. A stipulation that supervision and control of agency personnel will remain with the agency; and
- g. Arrangements for the use of agency equipment and facilities.

Lancaster County Sheriff's Office General Orders

SUBJECT: Internal Affairs System	NUMBER: 042
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 7, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 18.01-18.02-18.03-18.04-18.05-18.06	

PURPOSE

To ensure the integrity of the agency is maintained through an internal system where objectivity, fairness, and justice are assured by intensive and impartial investigation and review.

POLICY

Allegations of employee misconduct, improprieties, criminal behavior, etc., will be recorded, investigated and promptly adjudicated.

The responsible party for the internal affairs function will be the Chief Deputy. The Sheriff can assign someone else if there is a conflict.

PROCEDURE

I. All personnel will make available to the public on request the procedures to be followed in registering complaints against the agency or its employees.

- A. A citizen requesting information on how to make a complaint against an officer's actions, an employee of this Office or the agency itself is referred to a supervisor or the Sheriff, if unavailable the officer is to inform the citizen he/she can:
 - 1. Leave his/her name and phone number where they can be reached,
 - 2. Come back or call back at a later time to speak with a supervisor or Sheriff, and
 - 3. The complaint is to be in writing and signed.

- B. Responsibility for handling complaints:
 - 1. Complaints regarding law enforcement operations are handled through the chain of command. Complaints involving how service is provided or a failure to provide service or improper attitudes or behavior normally is investigated and handled by the division head or by the Sheriff's designee.

- a. The Sheriff, his designee or complainant submits the signed complaint in writing to the division head of the employee or the officer in charge of internal affairs.
- b. The Sheriff (or his designee) determines (based on category in Section II) if the complaint is to be investigated by division head or the internal affairs function and if either as a criminal or administrative matter, or both.
- c. Upon completion of the investigation, a report is filed with the Sheriff of the results and a recommendation of the disposition, including disciplinary action to be taken, if any.

C. Receipts of complaints:

1. Complaints, regardless of nature, can be logged in person, by mail, or by phone at any time. As part of the follow-up investigative procedure, persons making complaints by mail or phone are to be interviewed and a written signed complaint prepared. Anonymous complaints are to be followed up to the extent possible and a report filed only if substantiated or verified through another source.
2. Every effort is to be made to facilitate the convenient, courteous, and prompt receipt and processing of citizen complaints. An employee of this agency who interferes with, discourages or delays the making of such complaints is subject to disciplinary action.
3. If the division head determines that the complainant is apparently under the influence of an intoxicant or drug, or apparently suffers from mental disorder, or displays any other trait or condition bearing on his or her credibility, he is to note such conditions on the reverse side of the complaint form. Any visible marks or injuries relative to the allegation are to be noted and photographed.
 - a. Prisoners or arrestees also may make complaints at the jail for an interview. If appropriate, the agency representative photographs the prisoner's injuries.
4. A citizen complaint received through the mail is to be forwarded to the Sheriff, who determines investigative responsibility.
5. Complaints received over the telephone by dispatchers or other employees are to be courteously and promptly referred to a supervisor. The dispatcher or employee records the name and telephone number of the complainant and states that the Sheriff, Captain or other supervisor will call back as soon as practicable.

6. Complaints are not to be accepted more than thirty days after the alleged incident, with the following exceptions:
 - a. When the act complained of is a criminal violation in which case the criminal statute of limitations will prevail.
 - b. When the complaining person can show good cause for not making the complaint earlier.
7. The above procedure may also be used when agency employees desire to enter a complaint against any other employee governed by this order.
8. Employees' are to be notified when they become the subject of an internal affairs investigation to include the following:
 - a. A written statement of the allegations, and;
 - b. The employee's right and responsibilities;
 - c. The final status/disposition.

D. Disposition of Complaints:

The Sheriff or his designee is to:

1. Notify the complainant, in writing, as soon as practicable, that the agency acknowledges receipt of the complaint, that it is under investigation, that the investigation will be completed within thirty days, and that the complaint will be substantiated or unsubstantiated.
 - a. If the investigation exceeds thirty days, the Sheriff will write the complainant a letter explaining the circumstances of the delay.
 - b. The complainant is to be notified of the status/disposition.
2. Maintain complaint files separate from personnel files.
3. Take appropriate disciplinary action following the investigation.

II. Categories of Complaints

Class I and Class II complaints may be investigated by the division head of the employee or a designee of the Sheriff. Class III complaints will be handled by the internal affairs function.

Unacceptable conduct is divided into three categories:

A. **Class I.**

The least severe in nature but requires corrective action in the interest of maintaining a productive and well-managed work force.

1. Types of offense are:
 - a. Frequent absence from duty.
 - b. Tardiness.
 - c. Unsatisfactory job performance.
 - d. Violation of policy and procedure.
 - e. Other minor offenses.
2. Disciplinary action:
 - a. Oral reprimands.
 - b. Written reprimand.

B. Class II.

1. Types of offenses are:
 - a. Absence from post without being relieved.
 - b. Firing warning shots.
 - c. Insubordination.
 - d. Harassment of inmates.
 - e. Violation of policy and procedures.
 - f. Violation of rules and regulations.
 - e. Other similar offenses.
2. Disciplinary action:
 - a. Written reprimand.
 - b. Suspension without pay, not to exceed five days.

C. Class III.

This is the most serious in nature that may result in dismissal. Alleged or suspected misconduct in this category may be handled as criminal or administrative matter or both.

1. Types of offenses:
 - a. Failure to obey a direct lawful order of the Sheriff.
 - b. Violation of policy and procedure.
 - c. Violation of rule and regulations.
 - d. Excessive use of alcohol.
 - e. Possession or use of controlled drugs.

- f. Conviction of a felony or a crime involving morale turpitude.
 - g. Theft or unauthorized removal of County property.
 - h. Engaging in criminal information to any person except those who may be entitled to such information or when directed by the Sheriff.
 - i. Corruption.
 - j. Brutality.
 - k. Breach of civil rights.
 - l. Acceptance of any bribe, gift, token, or monies, or other things or value intended as an inducement to perform or refrain from performing any official act.
 - m. Manifesting cowardice, feigning illness, or otherwise attempting to shirk official act.
 - n. Other serious offenses.
2. Disciplinary action:
- a. Written reprimand.
 - b. Transfer.
 - c. Suspension without pay.
 - d. Dismissal.
3. The Sheriff has the discretion of making the decision of any of the above actions.

III. ADJUDICATION OF COMPLAINTS:

- A. The Sheriff will classify completed investigations as:
- 1. Unsubstantiated-The named employee is found to have acted in accordance with agency policies and procedures.
 - 2. Substantiated-The named employee is found to have acted in violation of the agency policies and procedures.
- B. Based upon the complaint, the following action may be taken:
- 1. Review applicable policies and procedures.
 - 2. Amend applicable policies and procedures.
- C. Disciplinary action may be taken:
- 1. Punitive.
 - 2. Complimentary.

IV. RECORDS

- A. All matters pertaining to an internal affairs investigation will be confidential and all records maintained in a secured location, accessible only to the Sheriff and Chief Deputy.
 - 1. Completed investigations classified as unsubstantiated will be maintained in internal affairs files in the Sheriff's Office.
 - a. Substantiated complaints will be filed in the individual employee's personnel file with a copy in the internal affairs files.
 - 2. Unsubstantiated complaints are retained for not less than 3 years after employee termination, and then destroyed.
 - 3. Substantiated complaints are retained for not less than 5 years after employee termination, and then destroyed.
- B. Disciplinary action taken will be determined by the seriousness of the violation of the extent of injury to the victim. It will be commensurate with the circumstances surrounding the incident and in consideration of the officer's service record and prior sustained complaints.
- C. Written directives relating to the administration of the internal affairs function will be disseminated to all personnel.

Lancaster County Sheriff's Office General Orders

SUBJECT: Inspection Process	NUMBER: 049
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 13, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 19.01-02	

PURPOSE

To specify this agency's inspection process.

POLICY

The agency's supervisory personnel will conduct inspections to identify agency needs and ensure that control is maintained by constantly evaluating agency operations.

PROCEDURE

Definitions

Line inspection focuses on the conditions of equipment, uniforms, vehicles, etc.

Staff inspection generally focuses on agency's policies and procedures and looks at the entire agency to determine if it is accomplishing its mission.

A. Line inspection responsibilities and objectives:

1. Inspection is an ongoing and daily process conducted by those in direct command and by those who have the authority to act or require immediate action of subordinates. Ongoing inspection is the duty of all supervisory personnel.
2. A formal inspection will be conducted in each division by the divisional supervisor or his designee on an annual basis to include:
 - a. Quantity of forms or other needed supplies.
 - b. Do field officers have all the necessary forms and equipment in the vehicle to carry out their duties?
 - c. Uniforms and equipment maintained properly and authorized.
 - d. Vehicles are maintained and all equipment in good working order.
 - e. Existence of needs.
3. The inspection report is filed with the Sheriff or his designee and any deficiencies that cannot be immediately remedied are to be noted and should include:

- a. Action needed to correct the deficiency.
 - 1) Time needed to correct the deficiency.
- b. Disciplinary action taken or recommend (if applicable).
- c. Other action taken.

B. Staff inspection responsibilities and objective:

1. A review will be conducted annually between the senior supervisory staff and the Sheriff, to include:
 - a. Agency's mission;
 - b. Goals and objectives;
 - c. Policies and procedures;
 - d. Community and employee concerns and/or complaints;
 - e. Crime statistics;
 - f. Agency needs;
 - e. Emergency Operations plan reviewed.
2. Any deficiencies or corrections will be noted and corrections made. This is usually accomplished with-in a one month period, there are exceptions where a large amount of money is required. If this is not possible the senior supervisory staff will again meet with Sheriff to discuss the problem and how to correct it.

Lancaster County Sheriff's Office General Orders

SUBJECT: Maintaining Stored Agency Property	NUMBER: 050
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: April 17, 2012	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm.19.03	

PURPOSE

To direct that stored agency property/equipment be kept in a state of operational readiness.

POLICY

Stored agency property/equipment used for law enforcement purposes will be maintained in a state of operational readiness. An inspection of this stored property will be conducted at least twice per calendar year to determine the operational readiness of the property.

PROCEDURE

- A. Any division or officer assigned agency property/equipment, which is stored until needed, is to maintain the stored property in a state of readiness. The following areas will be inspected to determine the operational readiness of property stored.
 1. The specialized equipment cabinet which houses the ballistic shield, helmet and maul.
 2. The crime scene van. To be checked for its readiness and all equipment in it is checked.
 3. The closet that surveillance equipment is stored. All equipment in it is checked.
 4. All property stored in agency patrol vehicles is to be checked.
- B. Inspection of stored equipment will be conducted semi-annually.
 1. Any repairs or part replacements will be done in a timely manner.
 2. Findings will be documented and filed by the division supervisor.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Community Relations	NUMBER: 051
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm.20.01	

PURPOSE

To establish this agency's community relations function.

POLICY

Community Relations are based on the principle that law enforcement officers are an integral element of the public they serve. Community relations are manifested by positive interaction between the people and the Sheriff's Office. This represents unity and common purpose.

This agency, through its staff, will strive to maintain positive relationships within the communities, which it serves. The Sheriff or his designee, through staff assignments, discussion, and development of policies and procedures will:

- a. Continually address citizen concerns.
- b. Establish liaisons with formal community organizations and other community groups.
- c. Inform staff of their responsibilities for achieving the agency's community relation's objectives.
- d. Develop community relation's policies for the agency as a whole.

PROCEDURE

- A. The Sheriff encourages staff participation in the community's civil organizations. Formal participation in and liaison with civic, social, or other public and community groups. Examples include civic club memberships, school committees, and volunteer organizations. Staff members who join civil organizations are asked to notify the Sheriff or his designee of events and activities, which may:
 - 1. Necessitate law enforcement services.
 - 2. Offer an opportunity for public display by office staff.
- B. While every agency employee has individual responsibilities for promoting community relations, this functional area is concerned with specifically identifying and addressing problems arising between the Sheriff's Office and all segments of the county populations, establishment of formal relationships with community groups, learning of issues and responding to them before they become problems, and by developing programs which increase community understanding and confidence in current and proposed departmental activities and programs. This agency is

committed to correcting actions, practices, and attitudes that may contribute to community problems, tensions, or grievances. By recognizing such problems at an early stage, preventive action can be taken by the Office that might well ward off greater problems in the future. Each employee must be aware of law enforcement needs of the community and of his/her assigned area of responsibility. Guided by policy, an officer must tailor his performance to attainment of the objectives of the Sheriff's Office to the resolution of crime problems in the area he/she serves. The Office shall provide programs to encourage productive dialogue with the public and to ensure that the unity of the policy and people is preserved.

1. All employees who receive or hear concerns expressed regarding police activities, services, or individuals, are encouraged to pass this information to shift/division supervisors. Depending on the severity or urgency of the problem, shift/division supervisors should forward this information to the division head, which in turn ensures that the Sheriff's informed.

C. Community Relations Activities

1. All contacts, official and unofficial, between an agency employee and citizens, in any grouping in our community, constitute a vital part of the Sheriff's Offices community relations program. Ideally, all such contacts would contribute to the development of positive images toward the Sheriff's Office and its employees and activities.
2. A variety of community relation's activities are undertaken by the Sheriff's Office as a means of increasing public support, dialogue, understanding, and the development of the Office's overall community relation's goals. Activities include, but are not limited to:
 - a. Presentation of programs to community groups and organizations addressing crime prevention, as above, or other selected aspects of the Office's programs, objectives, activities, development, successes, programs, and to help establish community groups.
 - b. Pre-planned media releases in support of Sheriff's Office programs. (See General Order # 056, Public Information).
 - c. Soliciting and gathering, at every opportunity, citizen/community input reference Sheriff's Office policies, practices, and procedures, utilizing this information in developing and improving department policies, procedures, and responsiveness to community needs.
 - d. Determining citizen satisfaction with police service based upon feedback received in-group activities; review of inquiries and complaints made, and through the conduct of surveys and interviews, individually or with groups.

- e. Community input concerning Sheriff's Office policies, procedures, practices, programs and training, as well as recommendations and suggestions, are to be considered in the development of future departmental policies.

D. Evaluation

Since responsiveness to community needs and concerns must be flexible, evaluation of community relations programs must occur on an annual basis. Evaluation by the Sheriff will consider citizen surveys, complaints, requests, and inquires. Emphasis and/or activities will be modified, expanded, or reduced as needed.

E. Goal of Community Relations

In seeking to maximize the quality and level of services provided to the community, agency has established the following objectives:

1. Objectives

- a. To support the development of new, and perpetuation of existing, programs establishing close ties with and responding to the needs of the community.
- b. To correct actions, practices, and attitudes that may contribute to community tensions and grievances.
- c. To maximize professional law enforcement behavior by having the lowest possible number of instances of police misconduct and incompetence such as discourtesy, verbal abuse, harassment, excessive use of force, violations of Sheriff's Office rules and regulations, and negligent use of Sheriff's Office equipment.
- d. To maximize public esteem, approval, and respect for the Sheriff's Office by maintaining the highest possible number of instances of citizen approval, satisfaction, and commendation.

Lancaster County Sheriff's Office General Orders

SUBJECT: Annual Report of Agency Statistics and Activities	NUMBER: 052
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 5, 2009	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm.20.02	

PURPOSE

To provide an annual report of agency statistics and activities.

POLICY

The Sheriff or his designee will prepare a report annually that includes:

- a. Agency Statistics to include patrol statistics, arrest made, civil process served, calls for service, traffic stops made, and summons issued.**
- b. Agency activities to include but not limited to keep safe request, residential security checks, and neighborhood watch information if requested.**

PROCEDURE

1. The Sheriff or his designee is to have the report filed as soon after the New Year begins as time allows. The report will include the following:
 - a. Agency statistics
 - b. Agency activities
2. This report will not only be available to the agency staff but also to the public. It will be posted in the commons area (main building) of the Sheriff's Office. A copy will be made available to staff and the general public by request and could be available on the agency web site.

Lancaster County Sheriff's Office General Orders

SUBJECT: Survey of Citizens Attitudes and Opinions	NUMBER: 053
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 17, 2002	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 20.03	

PURPOSE

To solicit citizens attitudes and opinions in order to evaluate this agency's performance and to make improvements where necessary.

POLICY

A survey of citizen attitudes and opinions is conducted by means of the survey on the agency webpage with respect to:

- a. Overall agency performance;
- b. Overall competence of agency employees;
- c. Officers attitudes and behavior to citizens;
- d. Concern over safety and security within the county; and
- e. Recommendations and suggestions for improvements.

PROCEDURE

Survey will be conducted electronically.

Lancaster County Sheriff's Office General Orders

SUBJECT: Crime Prevention	NUMBER: 054
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 22, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm.21.01	

PURPOSE

To establish and describe this agency's crime prevention function.

POLICY

The crime prevention function will maintain close ties with other functions that support the furtherance of the prevention effort and will target programs to address the public safety needs of the community.

PROCEDURE

- A. Crime prevention programs are to be based on local crime data. Programs may include, but not limited, to:
 - 1. Checking details
 - 2. Extra patrol
 - 3. Security check program
 - 4. Surveillance
 - 5. Initiating a neighborhood watch program if the community is receptive
 - 6. Conducting a neighborhood meetings if the community is receptive
 - 7. News releases
 - 8. Newsletters
 - 9. Posting news releases or notices of the agency's website.

- B. Evaluation of the programs are conducted by the Sheriff or his designee after a sufficient time has past to obtain an accurate assessment of the effectiveness of a program based on local crime data.

- C. Assistance is provided in organizing crime prevention groups in residential and business areas targeted for such program; and

- D. Maintaining liaison with these and other interested community groups.

Lancaster County Sheriff's Office General Orders

SUBJECT: Crime Prevention Input into Local Government Policies	NUMBER: 055
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 21.02	

PURPOSE

To provide crime prevention input into the development and/or revision of zoning policies, building codes, fire codes and residential/commercial building permits.

POLICY

This agency will seek input into Lancaster County governing body to provide crime prevention input into the development and/or revision of zoning policies, building codes, fire codes, and residential/commercial building permits.

PROCEDURE

- A. The Sheriff or his designee, upon notification from county administration, will review and advise on crime prevention issues in the developing and/or revising of zoning policies, building codes, fire codes, and residential/commercial building permits.

Lancaster County Sheriff's Office General Orders

SUBJECT: Public Information Function	NUMBER: 056
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 27, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 22.01	

PURPOSE

To establish and define the public information function.

POLICY

This agency will inform the public and the news media of events with openness and candor within legal requirements, without jeopardizing the outcome of activities or investigations.

PROCEDURE

- A. The Sheriff or his designee must approve any special news release other than the weekly arrest/call summary report, which the Chief Deputy or his designee is authorized to release.
- B. The supervisor on the scene of an incident may assist news media personnel if the area is determined to be safe and does not effect or interfere with any operations. If the incident is on private property, permission must be obtained from the owner or person having authority to give permission.
- C. News releases may be prepared and distributed by the Chief Deputy or his designee but must be approved by the Sheriff.
- D. The Sheriff or his designee is responsible for arranging new conferences and may designate any officer to assist.
- E. The Sheriff or his is responsible for responding to media inquiries. If the Sheriff is not available, the duty supervisor is notified of the media request for information and responds as appropriate without jeopardizing an active investigation or other on-going operation.
- F. The Chief Investigator or investigating officer is to be informed and should agree before any information on victims, suspects, or witnesses can be released.
- G. The Chief Investigator, investigating officer or officer in charge is to be informed and should agree before any information concerning on-going agency investigations and operations can be released.

- H. In the event other service agencies are involved in a mutual effort, the Sheriff or his designee may coordinate with other agency heads on the scene before releasing any information.

Lancaster County Sheriff's Office General Orders

SUBJECT: Freedom of Information Act	NUMBER: 057A-RR
EFFECTIVE DATE: July 1, 2021	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 2016	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 22.03	

PURPOSE

To establish guidelines for employees regarding compliance with the Freedom of Information Act.

POLICY:

It is the policy of the Lancaster County Sheriff's Office to provide the people of the Commonwealth of Virginia access to records maintained by the Sheriff's Office as set forth by the Virginia Freedom of Information Act.

PURPOSE:

The purpose of this procedure is to assist employees of the Sheriff's Office in complying with the Virginia Freedom of Information Act.

Definition of Records:

"Records" means anything created or received by any means in any format as part of the work related duties of any person under the authority of the Office of the Sheriff. This includes, but is not limited to, audio recordings, photographs, videos, notes, memoranda, correspondence, emails, reports of any kind, legal documents, financial records, personnel files, inmate files, documents relating to jail operations, work schedules, policies and procedures, and equipment records.

PROCEDURES:

Any request for records maintained by the Sheriff's Office shall be forwarded to the Sheriff or his designated FOIA officer(s). When any employee receives a request for records, instructions are to be given informing the requester that the request must provide a full name, address and phone numbers.

Any citizen of the Commonwealth or media representative from an outlet that serves the Commonwealth, may make a request. Every request for records should be treated as a request under the auspices of The Virginia Freedom of Information Act, whether or not the law is explicitly cited in the request.

Because the Sheriff's Office is a public body and subject to the Freedom of Information Act under Title 2.2-3700 et seq. it is presumed that records maintained by this office are public documents.

Request for records shall be evaluated to determine a response in compliance with The Virginia Freedom of Information Act. All responses will be in accordance with Sec. 2.2-3704:

- A. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.
- B. The requested records are being provided in part and are being withheld in part. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.
- C. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.
- D. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days or, in the case of a request for criminal investigative files pursuant to § 2.2-3706.1, 60 work days in which to provide one of the four preceding responses.

Advice concerning release of information may be sought by contacting the Virginia Freedom of Information Act Advisory Council. <http://foiacouncil.dls.virginia.gov/foiacouncil.htm>

It should be noted that nothing in the Virginia Freedom of Information Act will pre-empt the guidelines for information dissemination set forth in Virginia Code section 19.2-11.2 (Virginia Crime Victims' Rights Act) and Virginia Code Section 16.1-301 (Juvenile Confidentiality).

In most cases, the response to a records request may be completed and supplied in a manner that does not necessitate the imposition of charges to the requester. However, the Sheriff's Office may impose reasonable charges for its actual cost incurred in accessing, duplicating, supplying or searching for the requested records. All

charges will be based on the actual cost of material used, (i.e., paper, CD'S, etc.) and employee time (i.e., hourly wage) spent directly complying with the request.

Records of all request and responses will be maintained in the records within the Sheriff's Office.

VFOIA LETTER OF REQUEST

I, _____, request the documentation listed below. I understand that I may be held criminally liable for the reproduction of this material.

Please be specific about the type(s) of document(s) that you are requesting.

IF MORE SPACE IS NEEDED, PLEASE WRITE ON THE BACK OF THIS FORM.

DATE: _____

SIGNATURE: _____

**LANCASTER COUNTY SHERIFF'S OFFICE
CRIMINAL INCIDENT INFORMATION**

CRIMINAL ACTIVITY REPORTED: _____

DATE OF OCCURRENCE: _____

GENERAL LOCATION OF INCIDENT: _____

INVESTIGATING OFFICER: _____

INJURIES SUSTAINED (GENERAL DESCRIPTION): _____

PROPERTY DAMAGED/STOLEN (GENERAL INFORMATION): _____

NAME OF ADULT ARRESTEE*: _____

*(Only names of adult arrestees must be released. Names of suspects and names of juvenile arrestees are protected from release under the criminal incident information requirements.)

RELEASED BY: _____

DATE: _____

NOTE: The foregoing criminal incident information is provided as required by the Virginia Freedom of Information Act. Additional information may be provided, but is not required to be, at the discretion of the Sheriff's Office.

**Lancaster Sheriff's Office
Request for Audio/Visual Records**

Date & Time of Request _____

Name of Requester _____

Agency & Title _____

Date & Time of Requested Event _____

Record Requested _____

Reason for Request

- Criminal/traffic investigation Criminal/traffic prosecution
 Freedom of Information Act Internal Affairs Investigation
 Other (explain) _____

Release Authorized by _____

Date & Time _____

Copy Prepared By _____

Date & Time _____

Audio/Visual Record Released To _____

Date & Time _____

Method of Release In person By mail

Released By _____

Lancaster County Sheriff's Office General Orders

SUBJECT: News Media Access	NUMBER: 057
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 22.02	

PURPOSE

To control access of news media representatives to the scene of major fires, natural disasters, or other catastrophic events and the perimeter of crime scenes.

POLICY

Access of news media representatives to the scene of major fires, natural disasters, or other catastrophic events and the perimeter of crime scenes will be restricted, but in accordance with the *Code of Virginia*.

PROCEDURE

Personnel from information services such as press, radio, and television when gathering news, are exempt from the provisions set forth in the *Code of Virginia* authorizing law enforcement to set barricades, zones, perimeters or police lines to secure scenes to protect persons, property, evidence and to allow emergency service personnel and law enforcement to operate unimpeded. However, it is unlawful for such persons to obstruct the police, fireman and rescuer workers in the performance of their duties at such scene. Such personnel proceed at their own risk.

The media is not permitted access to a crime scene unless approved by the Investigating Officer.

Lancaster County Sheriff's Office General Orders

SUBJECT: Rights of Victims and Witnesses	NUMBER: 058
EFFECTIVE DATE: January 1, 20016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 18, 2011	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 23.01	

PURPOSE

To summarize the rights of victims and witnesses.

POLICY

Personnel will be familiar with the rights of victims and witnesses.

PROCEDURE

Victim and witness rights as stated in the Crime Victim and Witness Rights Act are summarized as follows:

A. *Code of Virginia* states:

“In recognition of the Commonwealth’s concern for the victims and witnesses of crime, it is the purpose of this Act to ensure that the full impact of crime is brought to the attention of the courts of the Commonwealth; that crime victims and witnesses are treated with dignity, respect and sensitivity; and that their privacy is protected to the extent permissible under the law. It is the further purpose of this Act to ensure that victims and witnesses are informed of the rights provided to them under the laws of the Commonwealth; that they receive authorized services as appropriate; and that they have the opportunity to be heard by law-enforcement agencies, attorneys for the Commonwealth, corrections agencies and the judiciary at all critical stages of the criminal justice process to the extent permissible under law”.

- B. Crime victims may receive compensation for their injuries through the Criminal Injury Compensation Fund, administered through the Virginia Worker’s Compensation Commission, which is an independent judicial agency. Pursuant to Virginia Code, information from the criminal investigative file, not to include the identity of any confidential informant, is released to the Criminal Injuries Compensation Fund in order that the victim’s claim for an award may be properly Investigated.

Lancaster County Sheriff's Office General Orders

SUBJECT: Victim/Witness Services Rendered	NUMBER: 059
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 23.02	

PURPOSE

To define victim/witness services to be rendered during preliminary investigation.

POLICY

The investigating officer will refer victims and/or witnesses to the Victim/Witness Director for information on services available, what to do in the event of threats or intimidation, case number and subsequent step in the processing of the case, and a telephone number to report additional information about the case or to receive information about the status of the case.

The investigating officer will provide petitioning for an emergency protective order, if necessary and arrange transportation for victims to safe places or medical facilities, if requested.

PROCEDURE

1. The investigating officer is to refer victims and/or witnesses to the Victim/Witness Coordinator for information on: (giving a business card is appropriate)
 - a. Applicable services such as medical services, compensation programs, counseling, etc.
 - b. What to do in the event of threats or intimidation from suspect or suspect's companions or family;
 - c. Case number and subsequent step in the processing of the case, and
 - d. A telephone number to report additional information about the case or to receive information about the status of the case.

The investigating officer will provide:

- e. Petitioning for an emergency protective order, if necessary; and
- f. Arrange or provide transportation for victims to safe places or medical facilities, if requested.

Lancaster County Sheriff's Office General Orders

SUBJECT: Follow-Up Victim/Witness Service	NUMBER: 060
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 23.03	

PURPOSE

To specify victim/witness assistance services to be provided during the follow-up investigation, if any.

POLICY

Assistance service will be provided to victims/witnesses during follow-up investigations.

PROCEDURE

1. During the course of investigating/working cases, officers are to provide assistance to victims and witnesses whenever possible, to include:
 - a. When not detrimental to the successful prosecution of the case, the investigating officer is to explain to the victim/witness the procedures involved in their case and their role in those procedures.
 - b. When possible the investigating officer is to schedule line-ups, interviews, and other required appearances at the convenience of the victim/witness, and at the option of the officer, arrange transportation to and from the Sheriff's Office.
 - c. The investigating officer is to promptly return victim/witness property taken as evidence (except contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence and upon completion of all adjudication proceedings.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Victim/Witness Services for Agency Personnel	NUMBER: 061
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 10, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 23.04	

PURPOSE

To specify victim/witness services to be provided to agency personnel and their families following line-of-duty deaths or serious injuries and to insure that personnel are trained in these matters.

POLICY

Victim/witness services will be provided to agency personnel and their families following line-of-duty deaths or serious injuries and officers will be trained on line-of-duty death benefits in accordance with the code of Virginia.

PROCEDURE

DEFINITIONS:

Line-of-Duty Death: The death of an active deputy by felonious or accidental means during the course of performing law enforcement functions while on or off-duty.

Survivors: Immediate family members of the deceased deputy to include spouse, children, parents, siblings, fiancée and/or significant others.

A. Death Notification

The following should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the office. Officers providing services and assistance to family members and survivors are to take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not certain can be met.

1. The name of the deceased officer is not released to the media or other parties before immediate survivors living in the area are notified.
2. The Sheriff or Shift Supervisor will designate an officer to inform the immediate family of the officer's condition or death. If not immediately available, the senior ranking officer will make the appointment.

3. Notification of the immediate family should be made as soon as possible and, if possible coincidental with command notifications.
4. Notification of survivors in the immediate area is to be made in person and, whenever appropriate, with another person such as the family's minister. Whenever the health of immediate survivors is a concern, emergency medical services personnel are requested to stand by.
5. If the opportunity to get the family to the hospital exists prior to the officer's death, notifying officers are to inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the office delegation to arrive. If the officer has died, notification should be made to the survivors in as forthright and empathetic a manner as possible.
6. Communication of information concerning the officer and the incident is to, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.
7. The notifying officer is responsible for identification of additional survivors outside the area and is to make any notifications as desired by the immediate family. Such notifications are to be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification is made.
8. The notifying officer is to submit a written report to the Sheriff specifying the identity, time and place of survivors notified.

B. Assisting Survivors at the Hospital

Whenever possible, the Sheriff is to join the family at the hospital in order to emphasize the agency's support. The next highest ranking officer to arrive at the hospital serves as or designates a hospital liaison officer who is responsible for coordinating the arrival of immediate survivors, law enforcement personnel, the media and others and assume the following responsibilities:

1. Arrange for waiting facilities for immediate survivors and a press staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
2. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.

3. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
4. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the appropriate office authority and that they are not forwarded to the officer's family or other survivors.
5. Arrange transportation for the family and other survivors upon their departure from the hospital.
6. Ensure that immediate family members are provided with appropriate assistance at the hospital.

C. Appointment of Sheriff's Office Coordination Personnel.

The designated officer(s) will begin serving in the following capacities: office liaison, funeral liaison, benefits coordinator, and family support advocate. These assignments are made in writing to office personnel and the surviving family members are to be informed of those designated. In addition, the Sheriff or his designee will:

1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel;
2. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services; and
3. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.

D. Sheriff's Office Liaison

The Sheriff's Office liaison officer serves as a facilitator between the family and the law enforcement office. This individual should be a commanding officer in order to expedite the tasks of employing office resources and the delegation of assignments. This officer works closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

1. Arranging overnight of travel and lodging arrangements for out-of-town family members.
2. Identifying alternative churches and reception halls that can accommodate the law enforcement funeral. These alternatives are to be presented to the family, who makes the final determination.

3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
4. Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
5. Providing liaison with the media to include coordination of any statements and press conferences. The Sheriff's Office liaison also ensures that members of the office are aware of restrictions regarding release of any information that might undermine future legal proceedings.
6. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.

E. Funeral Liaison

The funeral liaison officer acts as facilitator between the decedent officer's family and the Office during the wake and funeral. The funeral liaison officer is responsible for:

1. Meeting with family members and explaining his responsibilities to them;
2. Being available to the family prior to and throughout the wake and funeral;
3. Ensuring that the needs and wishes of the family come before those of the Sheriff's Office;
4. Assisting the family in working with the funeral director regarding funeral arrangements;
5. Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation;
6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the Office liaison; and
7. Briefing the family members on the procedures involved in the law enforcement funeral.

F. Benefits Coordinator

The benefits coordinator is responsible for assisting in:

1. Filing worker's compensation claims and related paperwork;
2. Presenting information on all benefits available to the family;
3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
4. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit payment office;
5. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them; and
6. Advising the surviving family of the role of the law enforcement associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

G. Family Support Advocate

The family support advocate serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include:

1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member;
2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required;
3. Identifying all support services available to family members and working on their behalf to secure any services necessary.
4. Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the Office and the immediate family; and
5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.

- H. All officers that are employed by this agency will receive training in the line-of-duty death benefits that they or their families are entitled to. The lesson plan used for this training is the DCJS Line of Duty Death Benefits. When a new employee comes into the agency he/she will receive the training within 30 days of their employment and again every two years thereafter.

Lancaster County Sheriff's Office General Orders

SUBJECT: Responsibility for the Communication Function	NUMBER: 062
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 10, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 24.01	

PURPOSE

To specify the position in the agency responsible for the communication function.

POLICY

The Chief Deputy will be responsible for the communication function, to include those items listed under Procedure.

PROCEDURE

The communication function includes the following system: radio, telephone (E911 and business), Teletype (NCIC/VCIN), local area network (LAN) computer system, and alarm monitoring.

- A. The communication supervisor is responsible for the following:
1. Policy: In keeping with the orders of the Sheriff, sets policies and procedures that affect the communication function.
 2. Staffing: Ensures staff coverage for 24 hours daily; provides supplemental staffing during critical incidents of prolonged duration.
 3. Training: Ensures that staff receives basic and in-service training as mandated by DCJS and other regulatory agencies; maintains certification as a VCIN self-training agency instructor; provides in-house basic training and re-certification for VCIN operators; provides on the job training to staff.
 4. Daily Supervisor: Provides direct supervision to communication staff. In the event of a critical incident (violent weather, serious crimes in progress, etc.) the supervisor is available to respond rapidly to the communications center to oversee its operation.
 5. Systems Capabilities: Explores system modules to maximize potential for data storage, retrieval and report generation.
 6. Record: Reviews records for accuracy and completeness; ensures the use of logs and reports to maintain dissemination records, hardware/software

problems and solutions, training and staffing records; ensures the storage of records so as to facilitate information recall; ensures the destruction of records in accordance with applicable laws and regulations.

7. Legal Issues: Maintains awareness of legal issues affecting the communication function, including but not limited to FCC rules and regulations, case law and legislative issues.
8. Maintenance: Ensures the maintenance of systems by providing vendor contract information and methods for reporting equipment failures.

Lancaster County Sheriff's Office General Orders

SUBJECT: Communication Function	NUMBER: 063
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 24.02	

PURPOSE

To establish the communication function.

POLICY

The communication function of this agency will include:

- a. Radio communications;**
- b. Telephone communications;**
- c. NCIC/VCIN Communications;**
- d. Alarm monitoring.**
- e. Electronic data communications**

PROCEDURE

Activities

- A. Radio Communications:**
 1. Transmit/receive information from/to law enforcement personnel/agencies, fire, and rescue agencies/personnel.
- B. Telephone Communication:**
 1. Take/give information to/from a caller to provide the appropriate services.
 2. Give/provide appropriate information to achieve desired results.
- C. NCIC/VCIN Communications**
 1. Enter/receive data to achieve desired results and/or respond accordingly.
- D. Alarm Monitoring:**
 1. The only alarm this agency monitors is the Court House duress alarms. This alarm is

located in the communication center.

E Electronic data communication

1. Enter/receive data to achieve desired results and/or respond accordingly

Electronic messages can be sent and received by two different methods other than by radio. They can be sent by dispatch to units or units to dispatch either by means of their MTD's or phone. Transmission of electronic messages and data will be treated with the same degree of professionalism, and confidentiality as official written correspondence.

Messages must be authored in a professional, business-like manner consistent with that considered acceptable for public records. Transmitting messages (other than as required for criminal investigation or public safety purposes), which involve the use of obscene language, images, sexually explicit materials, or messages that disparage any person, group, or classification of individuals is prohibited.

F. Maintaining Appropriate Records:

1. Communication records are maintained and deposited of in accordance with the Records Retention Schedule.

Lancaster County Sheriff's Office General Orders

SUBJECT: Radio Operations in Accordance with FCC Regulations	NUMBER: 064
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 24.03	

PURPOSE

To require agency radio operations are conducted in accordance with Federal Communications Commission procedures and requirements and/or SIRS procedures.

POLICY

Personnel will operate all agency radios in accordance with Federal Communications Commission procedures and requirements and abide by SIRS procedures.

PROCEDURE

A copy of the FCC regulations and requirements is maintained in the communication center and the squad building. All personnel whose job description requires the use of the radio equipment are to be familiar with these regulations and requirements. This agency shall maintain a valid license to operate all dispatch frequencies. All radio communication to include SIRS should be done in plain language or commonly accepted 10 codes. This is especially true when using SIRS since it is used to communicate with other agencies.

Station License:

A public safety radio station shall not be operated unless the FCC properly licenses it and the station license is posted or kept available as specified by the rules governing the particular service and/or class of station. Station licenses must be renewed prior to the expiration of such license as provided in the Rules and Regulations.

The current authorization for each mobile station and each base or fixed station authorized to be operated at temporary locations shall be retained as permanent part of the station records, but need not be posted. In addition, an executed Transmitter Identification Card or a plate of metal or other durable substance, legibly indicating the call sign and the licensee's name and address, shall be affixed readily visible for inspection, to each of such transmitters: provided, that, if the transmitter is not in view of the operating position or is not readily accessible for inspection, then such card or plate shall be affixed to the control equipment at the transmitter operating position or posted adjacent thereto.

The current authorization for each base or fixed station at a fixed location shall be posted at the principal control point of the station, and a photocopy of such authorization shall be posted at all

other control points listed on the authorization. In addition, an executed Transmitter Identification Card or a plate of metal or other durable substance, legibly indicating the call sign and the licensee's name and address, shall be affixed, readily visible for inspection, to each transmitter operated at a fixed location, when such transmitter is not in view of, or not readily accessible to, the operator at the principal control point.

Operator Requirements:

A properly licensed Public Safety radio station during the normal rendition of service, on frequencies above 25 MHz, may be operated by an unlicensed person, if authorized to do so by the station licensee.

All transmitter adjustments or test during or coincident with the installation, servicing with the installation, serving, or maintenance of a radiotelephone station, which may affect the proper operation of such station, shall be made by or under the immediate supervision and responsibility of a person holding a first or second class commercial radio operator's license. The maintenance operator is responsible for the proper functioning of the station equipment, along with the licensee.

The Provisions of the Federal Communications Commission Rules and Regulations, authorizing certain unlicensed persons to operate certain stations, shall not be construed to change or diminish in any respect the responsibility of station licensees. The licensees must maintain control over the stations licensed to them, and be responsible for the proper functioning and operation of those stations.

Nature of Communications:

Only such calls as are specifically authorized by the Rules governing station in the Public Safety Services may be transmitted.

False calls, false or fraudulent distress signals, superfluous and unidentified communications, and profane language, and the transmission of unassigned call signals are specifically prohibited. Stations in the public safety service are primarily authorized to transmit communications directly relating to public safety and the protection of life and property and communications essential to official public safety activities.

Prevention of Interference

Radio transmissions are conducted on radio channels that are shared among many stations. It is necessary that precautions be observed to avoid congestion and interference. To avoid interference with communications in progress, an operator should listen to the frequency on which he intends to transmit for a sufficient period to ascertain his transmission will not cause interference, one should not attempt to call if interference is likely to result.

In some cases, it may be required to disable tone squelch or selective call receivers in order to properly monitor a channel before transmitting.

Operating Procedure

Each station, unless otherwise indicated, shall transmit the assigned call sign at the end of each transmission or exchange of transmissions, or once each 30 minutes of the operating period as the licensee may prefer.

Transmitter Control Requirements

Each transmitter shall be installed and protected that is not accessible to or capable of operation by persons other than those duly authorized by the licensee.

A control point is an operating position, which meets all of the following conditions:

1. The position must be under the control and supervision of the licensee;
2. It is the position at which the monitoring facilities are installed; and
3. It is a position at which a person immediately responsible for the operation of the transmitter is stationed.

A dispatch point is any position from which messages may be transmitted under the supervision of the person at a control point who is responsible for the operation to the transmitter. Dispatch points may be installed at an existing authorized station without added authorization.

At each control point the following facilities shall be installed:

- a. A carrier operated device which will provide continuous visual indication when the transmitter is radiating; or, in lieu thereof, a pilot lamp or meter which will provide continuous visual indication when the transmitter control circuits have been placed in a condition to produce radiation; provided however, that the provisions of this subparagraph shall not apply to hand-carried or pack-carried transmitters or to transmitters installed on motorcycles;
- b. Equipment to permit the person responsible for the operation of the transmitter to aurally monitor all transmissions originating at dispatch points under his supervision;
- c. Facilities which will permit the person responsible for the operation of the transmitter either to disconnect the dispatch point circuits from the transmitter or to render the transmitter inoperative from any dispatch point under his supervision; and
- d. Facilities which will permit the person responsible for the operation of the transmitter to turn the transmitter carrier on and off at will.

Lancaster County Sheriff's Office General Orders

SUBJECT: Immediate Playback Capability; Retention, Security, and Reviewing Recorded Communications	NUMBER: 065 & 070
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 6, 2006	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 24.04 & Adm. 24.09	

PURPOSE

To establish the retention, security, storage and procedures for previewing recorded conversations.

POLICY

The communication component maintains the capability of immediate playback of recorded telephone and radio transmissions and emergency telephone conversations within the communication center.

Audio records from the Communication Center will be retained in accordance with the Code of Virginia and are released for reuse by the Sheriff. The Sheriff will be responsible for secure handling and storage of all audio records. The criteria and procedure for reviewing recorded conversation will be as set forth below.

PROCEDURE

A. Retention of audio records:

1. The RevCord recorder retains recordings for all channels and phone lines, it will retain these recordings based on the amount of memory the hard drive has available. This usually averages out to be 365 days. Once the recorder reaches the limit it will automatically delete the oldest records.

B. Security and Handling of records:

1. The Voice Logging System requires a User name and Password to get into the system. Personnel employed by the agency have a user name and password and can access the system for the purpose of replaying and listening to a call. If a request for records comes in, the person requesting the record has to fill out a request form, and it has to be approved by the Sheriff or Chief Deputy. The system for the purpose of burning disc is only accessible with an administrative password that only the Communication Supervisor, and Senior Supervisors have.

C. Criteria and procedure for reviewing recorded conversations:

1. Communication personnel will have immediate playback capability for the purpose of reviewing/clarifying unclear conversations on the telephone or radio when such information is deemed crucial in the performance of their duties.
 - a. Communication personnel are to limit their search and playbacks to the information sought and are prohibited from listening to other conversations. They are allowed to go back 12 hours in order to listen to a call. Violation of this will result in discipline action.
 - b. Patrol Officers are allowed to go back 24 hours.
 - c. Supervisors and Detectives are allowed to go back indefinitely.

2. The Sheriff or Chief Deputy may permit the reviewing of recordings by others, on request, for the following purposes:

- a. Training;
- b. Investigating complaints against agency personnel;
- c. Criminal investigations.

A [request form](#) must be filled out and approved by the Sheriff or Chief Deputy before recordings can be released.

Lancaster County Sheriff's Office General Orders

SUBJECT: Request for Services: Records	NUMBER: 066
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 26, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 24.05	

PURPOSE

To establish procedures for obtaining, recording, maintaining and purging relevant information of each request for service.

POLICY

The following information will be included, obtained and recorded on all request/calls for services made of this agency. Complaint/request records will be maintained in a location designated by the Sheriff and retained for a period of not less than 5 years. Dispatch logs, including data from computer systems, will be retained for not less than 3 years.

- a. Control number;
- b. Date and time of request;
- c. Name and address of complainant (if possible);
- d. Type of incident reported;
- e. Location of incident reported;
- f. Identification of officer(s) assigned as primary and backup;
- g. Time of dispatch;
- h. Time of officer arrival;
- i. Time of officer return to service;
- j. Disposition or status of reported incident.
- k. Cad equipped agencies must include a retention schedule for data captured by the computer system.

PROCEDURE

1. The DACD function provides for the collection of the specified information.
 - a. Control number;
 - b. Date and time of request;
 - c. Name and address of complainant (if possible);
 - d. Type of incident reported;
 - e. Location of incident reported;
 - f. Identification of officer(s) assigned as primary and backup;
 - g. Time of dispatch;
 - h. Time of officer arrival;
 - i. Time of officer return to service;

- j. Disposition or status of reported incident.
- k. CAD equipped agencies must include a retention schedule for data captured by the computer system.

- 2. Information is stored in the computerized database(s).
- 3. Information is to be purged as needed in accordance with the Records Retention Schedule.

Lancaster County Sheriff's Office General Orders

SUBJECT: Radio Procedures	NUMBER: 067
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 31, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 24.06	

PURPOSE

To establish procedures for radio communications.

POLICY

Personnel from this agency will use the listed radio communications procedures, to include:

- a. Specifications of the circumstances requiring radio communications by field officers;
- b. The recording of the status of officers when out of service;
- c. The methods used for identifying officers during radio transmissions;
- d. Communications with interacting agencies;
- e. Circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command.

PROCEDURE

Staff uses radio communications to ensure officer safety and provide the communications operators with information as to unit availability and location.

- A. Radio communications between and with field officers, communications operators and other agencies are limited to those that are official in nature. Radio communication are used by field officers under the following circumstances:
 1. Marking on duty, off duty, and marking in service while off duty and using an agency vehicle as approved.
 2. Arriving at and leaving the office.

3. Arriving at the scene of call for service; clearing the scene; changing locations while resolving a call for service; and when the assigned call for service is completed.
 4. Making traffic stops, checking on disabled vehicles, and investigating suspicious persons or vehicles.
 5. Serving an arrest warrant, or civil process involving the seizure of personal property, and on completion of the task.
 6. Making a request for assistance, supervisory response, or additional resources; canceling requests.
 7. Making a request for information from NCIC/VCIN, provided that the radio response will not jeopardize officer safety.
 8. Changing location or status as necessary throughout the shift.
 9. Notifying the communications operator of the disposition of each assigned call for service.
- B. The communications operator records, via computer, the status of officers when each is in service, out of service, and on an assignment, along with their physical location.
- C. The use of a unit number during radio transmissions identifies officers. Staff is permitted to use the officer's rank and last name if the unit number is not regularly used and is not known by the officer initiating the radio communication.
- D. Radio communications with interacting agencies are done in clear language.
- E. The following circumstances require the presence of a supervisor at the scene for the purpose of assuming command:
1. Accident involving an agency vehicle
 2. Use of force resulting in an injury that requires medical attention
 3. Call for service involving a definite potential for violence
 4. Disturbance involving a large group
 5. Prisoner escape
 6. Major accident, crime or disaster, the nature of which draws spectators that may tend to interfere with law enforcement, fire or rescue operations
- F. All transmissions on the radio will be done in an understandable, everyday language. The only part of the 10 code still in use is 10-4 (acknowledgement).

Lancaster County Sheriff's Office General Orders

SUBJECT: Access to Agency Resources	NUMBER: 068
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 24.07	

PURPOSE

To require immediate access of agency resources for communication personnel.

POLICY

Communication personnel will have immediate access to:

- a. Officer in charge;**
- b. Residential telephone numbers of every agency member;**
- c. Duty roster of all personnel;**
- d. Visual maps detailing the agency's service area;**
- e. Officer status information;**
- f. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency.**

PROCEDURE

The following resources are made available to communication personnel in the communication center.

- A. Current supervisory schedule is maintained in the Communication Center.**
- B. A current residential telephone number for each agency member is maintained in the communication Center, this list also contains pager numbers if applicable and cell numbers..**
- C. A current duty roster for all agency members is maintained in the Communication Center to include supervisor on call and incoming shifts.**
- D. A visual map detailing the agency service area is posted in the Communication Center; this is supplemented with map books and address cross-reference manuals.**
- E. Officer status information is maintained as part of the DCAD function; a status monitor is used for ready reference.**
- F. Written procedures and telephone numbers for procuring emergency and necessary external services to the agency are as follows:**

1. All staff members are authorized to procure emergency fire and rescue services as necessary for incidents at the agency and is to follow the standing operating procedure for procuring such service; staff is also authorized to contact any law enforcement personnel on duty within the county. Additional resources may be authorized as necessary by a senior supervisor.
 - a. State Police Tactical Team or other special units of the State Police, any agency or unit of an agency that does not have law enforcement authority in the County or services that are not routinely provided within the County must be authorized by a senior supervisor.
2. Upon notification of a senior supervisor, staff may authorize the procuring of any necessary external services to the agency, i.e.:
 - a. Power failure;
 - b. Generator failure;
 - c. Communication failure (telephone, radio, and radio tower);
 - d. Water interruption;
 - e. Electrical trouble;
 - f. Security door lock system failure;
 - g. Security camera system failure;
 - h. Heating and air-conditioning failure;
 - i. Gas pump failure;
 - j. Structural damage/failure;
 - k. Waste treatment system;
 - l. Alarm systems.
3. Telephone numbers of these agencies/services are available to the dispatcher.
 - a. Speed dialing capabilities are built into the communications hardware and are utilized; changes are made as needed.

Lancaster County Sheriff's Office General Orders

SUBJECT: Security for the Communications Center	NUMBER: 069
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 24.08	

PURPOSE

To specify security measures for the communication center.

POLICY

Security for personnel and equipment will be maintained at all times to include:

- a. Limited access;**
- b. Protecting the equipment;**

PROCEDURE

A. Limiting access:

- 1. The security door to the communication center is to remain locked/secured at all times. Access is limited to law enforcement, agency personnel, court related personnel and authorized personnel performing maintenance.**

B. Protecting equipment:

- 1. Halon fire extinguishers are to be readily accessible to personnel in the event of fire.**
- 2. In the event of fire, smoke or toxic fumes the dispatcher is to go to one of the agency's vehicles and contact Northumberland County Sheriff's Office and ask the dispatcher to contact Upper Lancaster Fire and Rescue and a supervisor.**
- 3. In the event of base radio failure the dispatcher is to:**
 - a. Contact the supervisor;**
 - b. Have a field officer to come to the office and use the vehicle's vehicular repeater system for radio communications;**
 - c. Contact the radio repairman for emergency repair;**

- d. Contact the appropriate personnel of the local fire and rescue agencies and inform them of the problem and the need to have someone standing by at their individual agency to receive and dispatch emergency services;
- e. Contact Northumberland County Sheriff's Office and ask their dispatcher to relay any radio traffic to you from SIRS;

The preceding procedures are to be used when all the radios have failed. If only one radio has failed the use the appropriate procedure pertaining to the failed radio.

- 1. Telephone failure:
 - a. Contact a supervisor;
 - b. Contact Northumberland County Sheriff's Office and ask the dispatcher to contact the telephone company for emergency repair and area public radio stations to announce the loss of phones and to contact Northumberland Sheriff's Office for emergencies and the information will be relayed to this agency.
- 2. Total communication failure:
 - a. The dispatcher is to go to one of the agency's vehicles and use the mobile radio and ask Northumberland County Sheriff's Office to contact a supervisor and the necessary repair service and implement the remaining procedures as stated in the preceding part of this section.
 - b. If the failure is regional or due to a natural disaster refer to the County's disaster manual.

Lancaster County Sheriff's Office General Orders

SUBJECT: Alternate Power Source	NUMBER: 071
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: May 8, 2006	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 24.10	

PURPOSE

To ensure continued operation of emergency communication equipment.

POLICY

This agency will maintain an alternate source of electrical power that is sufficient to ensure continued operation of emergency communications equipment in the event of the failure of the primary power source.

PROCEDURE

The Sheriff is to appoint an employee of this agency to ensure proper care and maintenance is performed on the agency's generator. Appointee is to:

- a. Ensure regular scheduled maintenance is performed;
- b. Ensure auto-testing are successful;
- c. Ensure fuel is maintained at a maximum;
- d. Maintain records and/or maintenance agreements.
- e. Ensure all locks are locked to prevent access to the generator to include the fuel tank.

Lancaster County Sheriff's Office General Orders

SUBJECT: Incident Reporting	NUMBER: 072
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 25.01	

PURPOSE

To require the reporting of every incident alleged to have occurred in this agency's service area.

POLICY

A record will be made of every incident in one or more of the following categories if it's alleged to have occurred in Lancaster County.

- a. Citizen reports of crimes;
- b. Citizen requests/calls for service;
- c. When an employee is dispatched or assigned;
- d. Criminal cases initiated by law enforcement personnel;
- e. Non-criminal cases initiated by law enforcement;
- f. Incidents resulting in custodial arrests, and
- g. Incidents resulting in the issuing of citations/summonses

PROCEDURE

A. Citizens reports of crime:

1. Dispatchers are to enter the required information into DCAD (Distributed Computer Aided Dispatching) on each request for service:
 - a. Officers receiving a request in the field for services are to contact the dispatcher and provide the necessary information, (officers are still required to file the property reports on reportable offenses).
 - b. The dispatcher enters the required information into DCAD.

B. Citizen requests/ calls for service:

1. Same as "A".
 - a. Upon completion of the call the field officer provides the dispatcher with the disposition of the call/or what action taken.

- C. When an employee is dispatched or assigned (to investigate an incident):
 - 1. Same as “A”.
- D. Criminal and non-criminal cases initiated by law enforcement personnel:
 - 1. Officers initiating criminal or non-criminal cases are to contact the dispatcher and provide the necessary information for entry into DCAD. Field officers are still required to file the proper reports on reportable offenses.
- E. Incidents involving arrests, citations, or summons:
 - 1. Dispatchers are to enter the required information into DCAD of each incident report by citizens or officers.
 - a. An officer making an arrest or issuing a summons in response to a request for services or for self-initiated actions is to contact the dispatcher and provide the necessary information. (The field officer is still required to file the proper reports on reportable offenses, arrest, and summons).
 - b. The dispatcher enters the required information into DCAD and provides the incident number, if needed or requested by the field officer.

Lancaster County Sheriff's Office General Orders

SUBJECT: Criminal Record System	NUMBER: 073
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.02	

PURPOSE

To ensure agency's criminal incident record system are compatible with the requirements of the Virginia Crime Reporting Program.

POLICY

This agency's criminal record system will meet the requirements of the Virginia Crime Reporting Program and will be accessible 24 hours a day.

PROCEDURE

- A. This agency participates in the Virginia Uniform Crime Reporting/Incident Based Reporting System.
 - 1. Information submitted to the Virginia Uniform Crime Reporting system is forwarded to the national Uniform Crime Reporting/Incident Based Reporting systems.

- B. Criminal Records are accessible 24 hours a day.
 - 1. State and Federal criminal records can be obtained through the VCIN system in the communications center.
 - 2. Local criminal records are accessible to authorized personnel through the agency's database and physical records located in the Administration office.

Lancaster County Sheriff's Office General Orders

SUBJECT: Privacy and Security of Central Records	NUMBER: : 074
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 25.03	

PURPOSE

To establish privacy and security precautions for agency's record.

POLICY

To ensure privacy and security of this Agency's records, the listed procedures will be followed.

PROCEDURE

The following records are maintained:

1. Personnel (employment, medical, disciplinary, and training)
 2. Criminal Investigation
 3. Traffic
 4. Communication
 5. Criminal History and Criminal Records
 6. Jail
- A. Separation of Records
1. Adult and juvenile records are kept separate and apart.
 - a. Hard files
 1. Arrest/detention records on juveniles are filed with the juvenile court clerk, we maintain no hard copy. We do maintain hard copies of adult arrest/incarceration records.
 - b. Computer records
 1. The system displays the notation "Juv" next to each name of a person, who at the time of arrest/detention, was under the age of 18.
- B. Physical Security and Access Control
1. Hard copies of records are maintained at the following locations;

- a. Personnel
 - 1. Sheriff's office
 - 2. Division supervisor's office
 - 3. Inactive records are stored in the vault

- b. Criminal Investigation:
 - 1. Administrative office
 - 2. Squad room
 - 3. Chief Investigator's office
 - 4. Closed cases are stored electronically

- c. Traffic
 - 1. Patrol Division supervisor's office
 - 2. Administrative office

- d. Communications
 - 1. Communication center
 - 2. Division supervisor's office

- e. Criminal history and criminal records
 - 1. Administration office
 - 2. Records may be stored electronically

- f. Jail
 - 1. Active inmate
 - a. Control room
 - 2. Inactive inmate;
 - a. Administrative office
 - 3. Other
 - a. Administrative office
 - b. Division supervisor's office

- g. Inactive records
 - 1. Hard copies of dead files are maintained in designated storage locations within this office.

- h. Computer Records
 - 1. Computer records are kept at designated locations with the Agency's physical plan:
 - a. File servers

- 1. LAN: special projects office
 - 2. E911: property room off the lobby
 - b. Work stations
 - 1. Workstations are located in various offices
 - c. Back up
 - 1. Back up records are kept on site and off site at approved locations
 - a. Special projects office
 - b. Record Archives office
- I. Privacy
 - 1. Unless exempt under the Freedom of Information Act, all records are considered private and confidential.
- j. Security
 - 1. All records are kept in secure locations.
 - a. Access to hard files and computer workstations is controlled.
 - b. Computer user identification names and passwords are required to access the system.
 - c. Only the Sheriff and the senior supervisors have access to personnel records (which also include medical, disciplinary, and training records). These are housed in a file cabinet in the Sheriff's office. Employees of this office have access to other records by the means of their computer work stations.

C. Dissemination of Records

Personnel

- 1. Personnel record information is released on the authority of the Sheriff or the employee named in the information request. A supervisor may release confirmation of employment.

Criminal Investigations

- 2. Investigative records are released on the authority of the Sheriff, the Chief Investigator, or the records manager.
 - a. Criminal investigative reports are shared with the appropriate prosecutor's office on a regular basis.

- b. Pursuant to the Sheriff's discretionary authority under the code of Virginia, criminal incident records are released to the Victim-Witness Director, when applicable.

Traffic

3. Copies of accident reports and summons may be released to a charged party and/or authorized agent and parent/guardian of juveniles upon request.
4. DMV records in accordance with VCIN regulations.

Communications

5. Communication records are released on the authority of the Sheriff.

Criminal History and Criminal Records

6. Criminal Adult Information may be disseminated to individuals as follows:
 - a. To individuals and agencies for research purposes provided an agreement exists addressing the security and confidentiality.
 - b. All persons requesting a copy of their own local criminal history record information.
 - c. Commissioner of Department of Social Services for investigating applicants to operate a childcare center.
7. Persons requesting the dissemination of CHRI which is reported to the Central Criminal Record Exchange (i.e., Class I, II misdemeanor, felonies) will be provided a Criminal History Record Request form and instructed to make a direct inquiry.
8. If there are any questions regarding to whom information can be released, one of the following avenues should be taken:
 - a. Check with the shift supervisor or the Sheriff.
 - b. Ask the requesting company or persons to submit a copy of the federal/state statute or court order permitting them access to the information.
9. Criminal history records are released as follows:
 - a. Arrest and conviction information may be released to any member of a bona fide criminal justice agency.
 - b. Local conviction information is released to the record subject or his agent, provided an information request is filed in writing;
 1. Two forms of identification.
 2. Second party requests must be in writing with a notarized signature from the record subject; the receiving agent's signature must be notarized unless the agent appears in person to receive the record.

Juvenile Arrest Information:

10. Virginia Code requires that all law enforcement agencies take special precautions to ensure that law enforcement records concerning a child are protected against disclosure to any unauthorized person.
11. Juvenile arrest information/records may be disseminated to individuals/agencies on a need to know basis to include:
 - a. A court having the child currently before it, in any proceeding;
 - b. The officers of public and non-governmental institutions or agencies to which the child is currently committed, and those responsible for his supervision after release;
 - c. Any other person, agency, or institution, by order of the court, having legitimate interest in the case or in the work of the law-enforcement agency;
 - d. Law enforcement officers of other jurisdictions, by order of the court, when necessary for the discharge of their current official duties
 - d. The probation and other professional staff of a court in which the child is subsequently convicted of a criminal offense for the purpose of a pre-sentence report or other disposition proceedings, or by officials of penal institutions considering his parole or discharge or in exercising supervision over him;
 - e. The child, parent, guardian, or other custodian and counsel for the child by order of the court.
 - f. Officers may release, upon request to one another and to other local, state or federal law enforcement officers, current information on juvenile arrests, limited to name, DOB, social security number, address, physical description, date of arrest, and charge for which the arrest was made. Such information may only be used for current investigation and not for creation of new individual files or records.
 - g. Upon request, may release current information on juvenile arrests or juvenile victims to the Virginia Workers' Compensation Commission solely for purposes of determining whether to make an award to the victim of a crime.

12. Exception as to Confidentiality

- a. On certain offenses when a juvenile becomes a fugitive from justice or Class 1, 2, 3 felonies if committed by an adult. A court order authorizing public release of the juvenile's name, age, physical description and photograph, the charge for which he is sought or for which he was adjudicated and any other information which may expedite his apprehension.

Jail:

13. Jail record information is released as follows;

- a. Record of prisoner confined in jail are sent as required by law
 - 1. State and federal agencies
 - 2. Courts
 - 3. Prosecutors
- b. Detention facility to which the inmate is being transferred
- c. On request, the following information as to the current incarceration of specifically named individual is released;
 - 1. Confirmation that the inmate is incarcerated at this facility
 - 2. bond amount, if requested
 - 3. no other information is released except in the authority of the Sheriff or the Chief Correctional Deputy.

Logs:

- 14. Primary dissemination is not required to be logged.
- 15. Secondary dissemination of criminal history records is logged.
 - a. records obtained through VCIN are logged in accordance with Section II-9 Criminal Histories of the VCIN manual.
 - b. local records checks are logged as follows;
 - 1. hardbound book with numbered pages
 - 2. date of dissemination
 - 3. record subject's identification information
 - 4. name, rank, title, or position of requestor
 - 5. requestor contact information
 - 6. name of person releasing the local record
 - c. copies of reports filed under C-13 of this policy serves in place of a dissemination log.
 - d. no other dissemination logs are required
- 16. This policy does not supersede the requirement to release records under a subpoena duces tecum or other order of court.
- D. Expungement:
 - 1. Records may be expunged by court order, or purged by an order of the Department of Criminal Justice Services.
 - 2. In the event of an expungement or purge order, all records of the arrest are placed in an envelope and sealed. These records include the Department Arrest Report, CCRE Arrest Report, Fingerprint Cards, Photos, Offense Reports, and all other documents, which indicate that the arrest took place.

3. This envelope is placed in a secured location and under direct control of the Sheriff.
4. No one, under any circumstances whatsoever review or disclose any information from such sealed record without an order from the court which ordered the record expunged. Violation of this section (Title 19.2-392.3) is a Class I Misdemeanor.

E. Retention of Juvenile Arrest Information (Also See, Juvenile Operations):

1. Retention and disposition schedules/statutes, as approved by the State Archivist for Records and mandated by Virginia Codes, are maintained by the Sheriff or his designee.
2. Fingerprint cards and photographs may be retained when the court finds that a juvenile, of any age, has committed a delinquent act.
3. All arrest shall take fingerprints and photographs of any juvenile who is taken into custody and charged with a delinquent act an arrest for which, if committed by an adult, is required to be reported to the Central Criminal Records Exchange. Whenever fingerprints are taken, they shall be maintained separately from adult records and a copy shall be filed with the juvenile court on forms provided by the Central Criminal Records Exchange.
4. If a juvenile of any age is adjudicated delinquent or found guilty of any offense which would be a felony if committed by an adult or any other offense for which a report to the Central Criminal Records Exchange is if the offense were committed by an adult, copies of his fingerprints and a report of the disposition shall be forwarded to the Central Criminal Records Exchange and to the jurisdiction making the arrest by the clerk of the court which heard the case.
5. If a petition or warrant is not filed against a juvenile whose fingerprints or photographs have been taken in connection with an alleged violation of law, the fingerprint card, all copies of the fingerprints and all photographs shall be destroyed 60 days after fingerprints were taken. If a juvenile charged with a delinquent act other than a violent juvenile felony or a crime ancillary thereto is found not guilty, or in any other case resulting in a disposition for which fingerprints are not required to be forwarded to the Central Criminal Records Exchange, the court shall order that the fingerprint card, all copies of the fingerprints and all photographs be destroyed within six months of the date of disposition of the case.
6. Arrest information (i.e., fingerprints, photographs, custody reports), which may be collected and made part of a juvenile arrest record, is retained for the specified length of time and then may be disposed of as directed in the retention schedule.
7. For release of juvenile information to the media, see, Public Information.
8. Expungement/Sealing: Provisions for the expungement and sealing of juvenile arrest records are explained in detail in Section 16.1-306 of the Virginia Code and is adhered to as mandated.

F. Applicability:

1. These rules/regulations/statutes are applicable to originals, copies, and manual or automated criminal history information records, which are used, collected, stored, and disseminated by the Lancaster County Sheriffs Office.
2. Provisions of the rules and regulations applicable to adult arrest information do not apply to:
 - a. Court records of public criminal proceedings;
 - b. Posters or lists for identifying fugitives or wanted persons;
 - c. Criminal justice intelligence information;
 - d. Criminal justice investigative information.
3. Nothing in these rules and regulations are construed as prohibiting this Agency from disclosing to the public factual information concerning:
 - a. The status of an investigation
 - b. Apprehension and arrest information
 - c. Traffic accident/charge information.

Lancaster County Sheriff's Office General Orders

SUBJECT: Master Name Index File	NUMBER: 075
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.04	

PURPOSE

To establish and maintain an alphabetical master name index.

POLICY

This agency will maintain an alphabetical master name index file with the ability to cross reference to all documents in which a person has been named.

PROCEDURE

Names of persons identified in field reports are entered into the agency's Criminal Justice Information System (CJIS) resulting in the recording of the name in the master name index file.

- A. Designated personnel enters names of person identified in field reports into CJIS database.
 1. Other sources that result in the inclusion into the master name index file.
 - a. DCAD (Distributed Computer Aided Dispatching System)
 - b. Citations
 - c. Warrants
 - d. Booking and jail management
- B. CJIS electronically serves as a cross reference to all documents in which an individual has been named.

Lancaster County Sheriff's Office General Orders

SUBJECT: Certain Files to be Maintained	NUMBER: 076
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.05	

PURPOSE

To require the following files to be maintained:

- a. **Incidents by type;**
- b. **Incidents by location;**
- c. **Stolen property file;**
- d. **Found property file; and**
- e. **Recovered property file.**

POLICY

This agency, through its automated system, will maintain files containing:

- a. **Incidents by type;**
- b. **Incidents by location;**
- c. **Stolen property file;**
- d. **Found property file; and**
- e. **Recovered property file.**

PROCEDURE

Designated personnel enter the necessary information from the appropriate documents into the CJIS (Criminal Justice Information System) program. These files are maintained and contain the following:

- a. Incidents by type;
- b. Incidents by location;
- c. Stolen property file.
- d. Found property file; and
- e. Recovered property file.

Lancaster County Sheriff's Office General Orders

SUBJECT: Numbering System	NUMBER: 077
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.06	

PURPOSE

To establish a numbering system with provisions for the assignment of a unique number to every agency identified incident.

POLICY

A unique number will be assigned to each incident of law-enforcement service.

PROCEDURE

- A. Each incident called in to this agency is to go through the dispatcher.
 - 1. Walk-ins and incidents initiated by field personnel are to contact the dispatcher and give the necessary information.
 - 2. Each incident receives a number generated by the computer, this number is to be used when and where required.

Lancaster County Sheriff's Office General Orders

SUBJECT: Field Reporting System	NUMBER: 078
EFFECTIVE DATE: January 1, 2016	REVIEW DATE:
AMENDS/SUPERSEDES: September 8, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.07	

PURPOSE

To establish an incident reporting system.

POLICY

Incident and accident reports will be completed submitted and processed using appropriate agency forms.

PROCEDURE

A. Guidelines When Reports Must Be Filed:

1. Reports are filed and required in the following:
 - a. Founded reports of crime
 - b. Follow-up investigations
 - c. Receiving property coming under agency control.

B. Procedures for processing reports;

Completing Incident and Accident Reports:

1. Reports are to be completed and turned in before ending the shift.
 - a. Any extension must be approved by a supervisor.
2. Active cases are to have a supplement report filed every fourteen (14) days until the case is cleared, inactive or unfounded.
3. An officer filing a report is to review the report for accuracy, completeness, legibility, spelling, etc.

Submitting and Processing:

1. Criminal reports are placed in the Chief Investigator's door tray.
 - a. Chief Investigator or his designee will review reports for accuracy, completeness, legibility, spelling, etc.

1. Reports requiring corrections is returned to the officer for correcting;
 2. Approved reports are given a disposition, assigned to an officer for follow up if needed and signed off by the Chief Investigator or his designee.
- b. Chief Investigator or his designee forwards reports to the Sheriff for review.
 1. Sheriff review reports and forwards to administration.
 - c. Administration enters reports into the CJIS database.
 1. Copies are separated and forwarded as follows:
 - a. White to administration
 - b. Canary to case file
 - c. Pine to Chief Investigator
 2. Administration makes up a case file on cleared and pending cases.
 - a. Cleared cases are filed in the squad building
 - b. Pending cases are returned to the officer assigned to follow-up.
2. Traffic summons are routed to the Sheriff for review.
 - a. To administration for filing; and
 - b. The appropriate copies of the traffic summons forwarded to the clerk of the appropriate court.
 3. Accident reports are forwarded to the Sheriff for review.
 - a. Sheriff forwards to administration
 - b. Administration separates copies and forwards as follows:
 1. Original to DMV
 2. Copy filed in administration
- C. If a citizen of Lancaster County reports a CCRE reportable incident to this agency and the jurisdiction of the offense cannot be determined, the same procedures will apply as if the offense occurred in Lancaster County unless the seriousness of the incident requires immediate attention, than the Virginia State Police or other appropriate State agency is to be contacted.
1. The Chief Investigator or his designee upon receiving the report will determine the best course of action to take regarding the incident.

- a. This may include a disposition of unfounded, inactive, pending, and cleared or referral to the appropriate agency or jurisdiction.

Lancaster County Sheriff's Office General Orders

SUBJECT: Arrest Information; Recording	NUMBER: 079
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.08	

PURPOSE

To establish criteria for recording arrest information on all CCRE reportable offenses.

POLICY

All arrest will be recorded in the agency's CJIS database. Reporting to CCRE will be in accordance with the Code of Virginia.

PROCEDURE

- A. All arrest receives a number upon entry into the CJIS database.
 - 1. The arresting officer or other designated personnel is to enter all arrest made by personnel of this agency.
- B. A file is to be created on all persons under custodial arrest to include a copy of the CCRE form, fingerprints and photographs (photos available in the agency's data base).
 - 1. Exceptions are class three (3) and four (4) misdemeanors, and Drunk in Public.
- C. All reports are completed through the CJIS data base entry.
- D. A CCRE form is to be completed on each arrest.
 - 1. On multiple charges, a CCRE form must be completed for each charge.
- E. A photograph is taken of each person arrested meeting CCRE requirements, one (1) front and one (1) profile.

Lancaster County Sheriff's Office General Orders

SUBJECT: Traffic Record System	NUMBER: 080
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.09	

PURPOSE

To require a traffic records system or to have access to comparable system containing specific information.

POLICY

This agency will maintain a record and/or obtain the necessary data containing the following information:

- a. Traffic accident data;**
- b. Traffic enforcement data;**
- c. Roadway hazard reports.**

PROCEDURE

- A. Reportable accidents investigated by personnel of this agency are to be documented on the appropriate report form.
 1. All reportable accident records are maintained on file in the administrative office.
 2. Accident data is maintained electronically in the CJIS automated records system.**
- B. Traffic enforcement data is maintained electronically in the CJIS automated records system. Information entered into the system by the data processor is as follows:
 1. Individual charged or arrested;
 2. Violation charged; and
 3. Location of offence.**
- C. All road hazards are reported to the dispatcher and forwarded to the Virginia Department of Transportation.
 1. These calls are entered as a call for service and a record therefore maintained.**

Lancaster County Sheriff's Office General Orders	
SUBJECT: Warrant and Wanted Persons	NUMBER: 081
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Adm. 25.10	

PURPOSE

To establish procedures for maintaining a warrant and wanted persons file.

POLICY

This agency will maintain a warrant and wanted file that is accessible 24 hours daily.

PROCEDURE

- A. Wanted persons who cannot be located for service are to be placed into the NCIC/VCIN.
 - 1. To enter a notice into the state of federal information systems (NCIC/VCIN) a form designated for that purpose is completed.
 - a. Officers are to complete the form titled, "Lancaster County Sheriff's Office NCIC/VCIN Wanted Person" and give the dispatcher.
 - b. The dispatcher enters the wanted person and places the form in the designated logbook.
- B. When receiving hit conformation from other jurisdictions, the dispatcher is to verify the existence of a warrant and give a response to the inquiring/holding agency, or forward the information to the division or individual it is addressed to.
- C. Information entered into the state or federal information system is to be recorded and maintained in a logbook located in the communication center.
- D. Information received through the federal or state information system is to be verified by checking for the existence of a warrant or contacting the originating agency, whichever applies, to determine the accuracy of the information.
- E. Information entered into the state or federal information system can be canceled by the Sheriff, Chief Deputy, Chief Investigator, or the individual or agency from whom the request to enter originated.

- F. The warrant and wanted file is maintained in the communications center.
 - 1. Each dispatcher has control of the warrant and wanted file 24 hours a day.
 - 2. Law enforcement personnel have access through the dispatcher on duty to the warrant and wanted files.
 - a. Anytime a warrant is removed for any reason a note must be left containing the following information:
 - 1. Person named on the warrant;
 - 2. Officer taking the warrant;
 - 3. Date taken.
 - 3. The warrant and wanted file is crossed referenced with the master name index file.

Lancaster County Sheriff's Office General Orders

SUBJECT: Records Retention Schedule	NUMBER: 082
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 9, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.11	

PURPOSE

To require a records retention schedule.

POLICY

This agency will follow the Virginia Public Records Act as a schedule for records retention.

PROCEDURE

The Records Retention Schedule is available on line at The Library of Virginia website.

- a. No public records (including electronic records) are to be destroyed or discarded without first consulting the records retention schedule to ensure retention period has passed.
- b. The Sheriff is the official keeper of records and must approve all dispositions.
- c. The proper forms must be completed and sent to The Library of Virginia.

Lancaster County Sheriff's Office General Orders

SUBJECT: Distribution of Reports & Records	NUMBER: 083
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Adm. 25.12	

PURPOSE

To establish procedures for the distribution of reports and records.

POLICY

Agency personnel will route specific reports and records to the various specialized functions or organizational components for follow up and those to be distributed outside the agency.

PROCEDURE

Reports and records are to be routed to the specified function or component.

A. Crime reports:

1. Criminal reports are placed in the Chief Investigator's door tray;
 - a. Chief Investigator review reports for accuracy, completeness, legibility, spelling, etc.
 1. Reports requiring corrections are returned to the officer for correcting;
 2. Approved reports are given a disposition, assigned to an officer for follow up if needed and signed off by the Chief Investigator.
 - b. Chief Investigator forwards reports to the Sheriff for review.
 1. Sheriff reviews reports and forwards to administration.
 - c. Administration enters reports into the CJIS database.
 1. Copies are separated and forwarded as follows:
 - a. White to administration;
 - b. Canary to case file;
 - c. Pink to Chief Investigator.
 2. Administration makes up a case file on cleared and pending cases.

- a. Cleared cases are filed in the squad building.
 - b. Pending cases are returned to the officer assigned to follow-up.
 - d. Prepared case files for the Commonwealth Attorney are given to the Chief Investigator for review and he is to forward this file to the Commonwealth Attorney.
2. Traffic summons are routed to the Sheriff for review, to administration for filing and the appropriate copies of the traffic summons forwarded to the clerk of the appropriate court.
 3. Accident reports are forwarded to the Sheriff for review.
 - a. Sheriff forwards to administration.
 - b. Administration separates copies and forwards as follows:
 1. Original to DMV;
 2. Copy filed in administration.
 4. Uniform Crime Report: Submitted to Virginia State Police.
 5. Validation of NCIC and VCIN Records: Submitted to Virginia State Police.
- B. Field Activity Reports:
1. Routed to the Patrol Lieutenant.
- C. Correction Division Reports:
1. LIDS report is submitted monthly to the State Compensation Board.
 2. Daily Security Checks- Maintained in Jail records section to be made available to the Department of Corrections.
 3. Security Searches-Maintained in Jail records section to be made available to the Department of Corrections.
 4. A list of confined persons to the Circuit Court.

Lancaster County Sheriff's Office General Orders

SUBJECT: Responding to Routine and Emergency Calls	NUMBER: 084
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr.01.01	

PURPOSE

To establish procedures for responding to routine and emergency calls and guidelines for the use of emergency equipment.

POLICY

All personnel operating agency vehicles will exercise due regard for the safety of all persons. No task, call, or incident justifies disregard of public safety. Further, the public expects its officers to demonstrate exemplary driving behavior. All agency personnel who operate agency vehicles will comply with safe driving procedures outlined herein with particular attention to responding to calls for service or engaging in pursuits. Emergency warning devices will be minimally used consistent with both legal requirements and the safety of the public and police personnel.

PROCEDURE

DEFINITIONS:

Normal or routine driving:

That driving which dictates vehicle speed consistent with the normal flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly-understood "rules of the road," and courtesy.

Emergency driving:

That driving in response to a life threatening or other serious incident (based on available information), which requires emergency equipment in operation shall be governed by the sections of the **Code** of Virginia that pertain to this type of driving.

Emergency equipment:

Flickering, blinking, or alternating emergency lights and a siren, whistle or air horn designed to give intermittent signals automatically.

ALL RESPONSES:

A. General:

1. All agency vehicles are to be driven safely and properly in full compliance with all traffic laws and regulations. Agency vehicles are conspicuous symbols of authority on the streets and many observe the actions of its drivers. **Each officer must set an example of good driving behavior and habits.**
2. Under certain emergencies as defined below, the **Code** of Virginia authorizes disregard of traffic regulations; however, both the operator and the agency are not released from civil liability for failure to use reasonable care in such operation.

B. Driving Rules:

In case of accident or damage to any agency vehicle, the officer is to immediately request a supervisor and the Virginia State Police to conduct an investigation, which is to be reported immediately on a state accident investigation form. The Sheriff will review all such reports and take appropriate action, to include coordination with the commonwealth attorney.

1. The officer is to carefully observe the surrounding conditions before turning or backing any vehicle.
2. The officer must recognize the variable factors of weather, road surface conditions, road contour, and traffic congestion, all of which directly affect the safe operation of any motor vehicle, and is to govern the operation of the vehicle accordingly.
3. The nature of certain crimes-in-progress may call for the use of the siren to be discontinued upon close approach to the location of the occurrence, and although authority of this order permits such action, vehicle operations under these conditions require extreme caution.
4. Emergency driving to the scene of a motor vehicle accident is permissible **ONLY** when an emergency exists, or when specific information indicates that conditions at the scene require the immediate presence of an officer.
5. Upon approaching a controlled intersection or other location where there is great possibility of collision, the driver who is responding under emergency conditions is to reduce the speed of his vehicle and control it to avoid collision with another

vehicle or pedestrian, stopping completely, if necessary, before entering and traversing the intersection. When faced with a red traffic signal, the officer will stop his vehicle or proceed slow enough to react and to assure by careful observation that the way is clear before proceeding through the intersection.

6. Regardless of the seriousness of the situation to which he/she is responding, and excepting circumstances that are clearly beyond his/her control, the operator of an agency vehicle will be held accountable for the manner in which he/she operates his vehicle.
7. At the scene of a crime, a motor vehicle crash, or other police incident, an agency vehicle is to be parked in such a manner as not to create an obstacle or hazard to other traffic. The emergency lights are always to be used to warn other drivers approaching the location.
8. Operators of agency vehicles must bear in mind that traffic regulations requiring other vehicles to yield the right of way to any emergency vehicle do not relieve the emergency vehicle operator from the duty to drive with due regard for the safety of all persons using the highways, nor will they protect the driver from the consequences of an arbitrary exercise of such right of way.

EMERGENCY DRIVING:

A. General:

1. No fixed rule can apply to every circumstance that may arise governing emergency driving. Although an officer may receive information that leads him to respond to a call with emergency lights and siren activated, in the majority of such cases an officer discovers, upon arrival, that an emergency response was not justified. The agency, however, imposes on the officer the restriction of driving **no faster than 20 miles per hour above the posted speed limit** in an emergency response (excluding officer down or in trouble and pursuits). If an officer has reasons to believe that human life is in imminent danger and a rapid response is necessary, then the officer is authorized to exceed the restriction. The officer may be required to justify such response and if unable to, face disciplinary action.
2. The **Code** of Virginia reminds the officer that "Nothing shall be construed to release the operator of any such vehicle from civil liability for failure to use reasonable care in such operation." Recognizing that protection of human life is paramount; the responding officer must remember that his objective is to get to the location of the occurrence as soon as possible--safely--without danger to himself or to others.

B. Officer's Response to Calls.

1. Upon arrival at the scene of a call, the responding officer will rapidly evaluate the situation and determine whether additional units are still needed or not.
2. All units responding to robbery and burglary in progress calls, before coming within hearing distance, will discontinue the use of the siren and at that time fully comply with all traffic laws. Before coming within sight of the location, officers will discontinue the use of the emergency warning lights.
3. In situations requiring silent response, e.g., alarm response and prowler calls, officers will respond as rapidly as possible, obeying all traffic laws and signs.

C. Officer-initiated response.

1. When, in the opinion of the officer, an emergency is imminent or exists, or that activation of emergency warning devices is necessary to protect life or render the necessary service, the agency authorizes an emergency response.

Examples include:

- a. At the scene of any incident where the use of emergency lights constitutes a necessary warning for the safety of life (such as scenes of fires, accidents or disasters).
- b. A visual signal to attract the attention of motorists stopped for traffic violations, or to warn motorists of imminent dangers.
- c. Due to location, distance to be traveled, or traffic conditions, the officer determines that emergency operating conditions are essential in order to provide an appropriate police response.
- d. Responding to an officer's emergency request for assistance.

Lancaster County Sheriff's Office General Orders

SUBJECT: Patrol Vehicles	NUMBER: 085
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 01.02	

PURPOSE

To require vehicles used for routine or general patrol services be conspicuously marked and equipped with at least a siren and emergency lights and radio for communications.

POLICY

Agency vehicles used for routine and general patrol will be conspicuously marked and equipped with operational emergency blue lights, siren and radio for constant communication with the communication center and other law enforcement vehicles.

Lancaster County Sheriff's Office General Orders

SUBJECT: Unmarked Vehicles	NUMBER: 086
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 2016	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 01.03	

PURPOSE

To require that unmarked vehicles used for routine general patrol and/or traffic enforcement be equipped with a siren, emergency lights, and radio for communications.

POLICY

Agency's unmarked vehicles used for routine general patrol and/or traffic enforcement will be equipped with a siren, emergency lights in operational order and radio for constant radio communication.

Lancaster County Sheriff's Office General Orders

SUBJECT: Occupant Safety Restraints	NUMBER: 087
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 10, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 01.04	

PURPOSE

To require members of this agency to use safety restraining devices when operating agency vehicles.

POLICY

Agency members will use occupant safety restraining devices when operating or riding in agency vehicles.

PROCEDURE

- A. Seat belts and shoulder harnesses are worn by all officers, agency personnel, and any occupant during vehicle operation. Prisoners are strapped in with seat belts whenever possible. The only exception is:
1. At approach to any scene of an incident or service call where the officer believes a rapid departure from the vehicle may be required; the officer may release the seat belt. Seat belts are worn any time the vehicle is being operated under emergency conditions.
 2. Officers transporting prisoners are exempt if the prisoners' behavior is such to warrant the officer to be non-restrictive by the belt for prisoner control.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Body Armor	NUMBER: 088
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: April 1, 2011	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 01.05	

NOTE: This written directive is for internal use only and does not enlarge a deputy's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this office, and then only in a non-judicial administrative setting.

PURPOSE

The purpose of this policy is to provide deputies with guidelines for the proper use and care of body armor.

POLICY

It is the policy of this agency to maximize deputy safety through the use of body armor in combination with prescribed safety procedures and to supply well-fitting and quality body armor to all deputies engaged in enforcement/field operations. While body armor provides a significant level of protection, it is not a substitute for the observance of deputy safety.

PROCEDURE

A. Issuance of Body Armor

1. All body armor issued must comply with protective and related requirements as prescribed under standards of the National Institute of Justice current at the time of issuance.
2. All deputies involved in enforcement/field operations shall be issued agency-approved body armor.
3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the deputy shall be paid for by the deputy.

B. Use of Body Armor

1. Deputies shall wear only agency-approved body armor.
2. Body armor shall be worn by recruit deputies during field training.

3. Deputies who perform patrol, traffic enforcement duties, and/or field activities which could reasonably be expected to place deputies in situations where they would be required to act in enforcement rather than administrative or support capacities have the greatest exposure, have experienced the greatest injury and loss from gunshot wounds, and would experience the greatest safety benefit from wearing body armor; therefore, the wearing of body armor is **MANDATORY** unless exempted as follows:
 - a. When an agency-approved physician determines that a deputy has a medical condition that would preclude wearing body armor.
 - b. When a deputy is involved in undercover or plain cloths work that his/her supervisor determines could be compromised by wearing body armor; or
 - c. When the office determines that circumstances make it inappropriate to mandate wearing body armor.

C. Inspection of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation.
2. Annual inspections of body armor will be conducted during line inspections.

D. Care, Maintenance and Replacement of Body Armor

1. Deputies shall routinely inspect body armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each deputy shall be responsible for cleaning his/her personal body armor in accordance with manufacturer's instructions.
3. Deputies are responsible for the proper storage, maintenance and care of body armor in accordance with manufacture's instructions.
4. Deputies are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.
5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

Lancaster County Sheriff's Office General Orders

SUBJECT: Cellular Telephone Usage While Driving	NUMBER: 089
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 10, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 01.06	

PURPOSE

To define agency policy on cellular telephone, mobile data terminals/laptop computers, or other wireless communication devices use while operating an agency vehicle.

POLICY

Personnel will use cellular telephones/mobile data terminals/other electronic devices in a manner that is conducive to the safe operation of motor vehicles. It is recommended that the vehicle be safely stopped out of the traffic for extended non-hands free usage of cellular phones and for the usage of mobile data terminals and/or other electronic devices.

PROCEDURE

- A. Using a cellular telephone while operating an agency vehicle is to be limited to the time needed to accomplish the purpose of the call.
 - 1. No socializing or non-essential use is permitted.
 - 2. Use is not permitted while operating in an emergency status and its emergency equipment in operation.
 - 3. If at all possible agency personnel should pull off the road or use a headset while on the phone.

- B. The use of data terminals/laptop computers while operating an agency vehicle is to be limited to the time needed to accomplish the purpose of the business at hand.
 - 1. No socializing or non essential use is permitted.
 - 2. Use is not permitted while operating an agency vehicle in a moving mode.
 - 3. The vehicle has to be pulled off the road and parked in a safe manner before operating any data terminal/laptop computer.

- C. Any other wireless electronic devices used in the vehicle either issued or personally owned shall be operated in a manner conducive to the safe operation of the agency vehicle and to the safety of the motoring public. Safety is always the utmost concern of this agency and must be the operator's primary concern. Devices shall be used in accordance with manufacturer's operational and safety instructions. Officers are advised to use extreme caution when and how they operate the devices while the vehicle is in motion

Lancaster County Sheriff's Office General Orders

SUBJECT: Shift Assignments	NUMBER: 090
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: August 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 01.07	

PURPOSE

To specifies procedures for assignments to operational shifts and the frequency to shift rotation.

POLICY

Any officer assigned to the patrol division will work shifts assigned by the Lieutenant of Patrol. Shift rotation will occur only after a 48 hours period has past and not exceed any more than once in a seven day period.

PROCEDURES

- A. An officer assigned to patrol is required to work shifts and is assigned a shift by the Divisional Lieutenant.
 - 1. Shifts are to be posted, at a minimum, 30 days in advance.
 - 2. Changes made to the schedule are to be done as soon as the change becomes known by supervisory personnel.
 - a. Effected personnel are to be notified as soon as possible thereafter of the changes made.
- B. Officers assigned to a shift are not to be rotated within a 48 hour period or more than once in a seven day period.
 - 1. The only exception is when a state of emergency is declared by the Sheriff or illness effect manpower and shift coverage.
- C. Beats are normally not assigned, but may be incorporated in special classes.
- D. Frequency of beat rotation is to be considered when the assignment extents beyond a normal 10 hour shift.
- E. Shift changes occur twice in a 24 hour period, one is from day shift to the evening shift and the other is from evening shift to the day shift. To provide continuous coverage during the shift change the following will apply.

Day shift to evening shift:

1. An officer assigned to day shift is to be available to receive complaints before officially going on duty; this is referred to as “being on call”. The time to be set by the Sheriff.
2. If an officer assigned to evening shift is going to be late reporting for duty, he/she is to contact the supervisor on duty, the supervisor is to ensure coverage until the tardy officer reports for duty.
3. If an officer calls in sick, the supervisor on duty is to ensure coverage is maintained on the evening shift.
4. Day shift personnel are not to end their shift until an officer of the evening shift has reported for duty.

Evening shift to day shift:

5. An officer on the evening shift is to be designed as “on call” and available to take complaints until such time the responsibility is transferred to the day shift personnel. This is to be set by the Sheriff.
- F. Information is to be provided to oncoming shifts by the previous shift if it is determined that it could be an on going incident. The previous shift can also ask the dispatcher to provide any information that could be pertinent. It is also acceptable for the previous shift to leave notes or memos for the oncoming shift.

The preceding includes Corrections and Communication personnel where applicable.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Special Purpose Vehicles and Animals	NUMBER: 091
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 1, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 01.08-.09-.12	

PURPOSE

To establish policy and procedures for the use and care of special purpose vehicles and animals.

POLICY

The crime scene vehicle and the canine vehicle with the canine will be used to support the agency's law enforcement and public relations functions.

- A. The crime scene vehicle will be maintained in an operational state of readiness. It will be marked, including emergency lights and siren, and equipped for response to any crime scene as deemed necessary by the criminal investigations division. Any duly designated member of the agency may operate the vehicle. The investigative tools and supplies will be used by, or under the direction of, a member of the criminal investigations division. The canine vehicle will also be marked with at the very least a caution and K9 marking. It also will have emergency lights and siren and operational radios. It will be used to transport the canine safely when the need arises and the canine is called for.
- B. The canine will be trained, deployed and cared for in accordance with generally accepted practices. The canine will be assigned to a volunteer officer who will be trained in the care and use of the canine as a law enforcement tool. There is no formal training required for the operation of the canine vehicle other than basic training which is received when the officer goes through the academy. There is no formal training required for the operation of the crime scene van as the same as above applies. It will be maintained and operated by the Chief Investigator or his designee.
- C. This agency will maintain an inventory of equipment needed for the operation of the crime scene unit as well as equipment needed for the care and housing of the canine and canine vehicle.

PROCEDURE

- A. Crime Scene Vehicle
 - 1. The vehicle is marked and equipped with emergency lights and siren.
 - 2. The vehicle is stocked with tools and equipment for use in collecting and preserving evidence found at a crime scene. An inventory of such tools and equipment is maintained. Consumable items are replaced as necessary, including any item that has reached the manufacturer's expiration date.

3. The vehicle may be deployed to any crime scene as deemed necessary and appropriate by a member of the criminal investigations division.
4. A duly designated member of the agency operates the vehicle.
5. The investigative tools and equipment are used by, or under the direction of, a member of the criminal investigations division.
6. Routine maintenance is performed on the vehicle at the agency's expense.
7. The vehicle is included in the agency's vehicle inventory as a capital asset and for insurance purposes.
8. The crime scene vehicle may be assigned to community events as part of the agency's public relations function. Any such assignment will be for educational or general information purposes.

B. Canine and canine vehicle

1. Agency responsibilities
 - a. The agency is financially responsible for all legitimate costs relating to the training, use and care of the animal and its assigned handler.
 - b. The agency is responsible for choosing an appropriate volunteer staff member who agrees to serve as the canine handler.
2. Canine Handler
 - a. The handler agrees to house the animal at the handler's residence, and to be trained, and maintain training deemed necessary and appropriate by the agency's chief executive officer. After the initial training the canine and handler will be recertified annually. The handler is required to train with the canine a minimum of 15 hours a month which is the equivalent to 180 hours a year in addition to the annual recertification. This training is to be done and documented in the areas that the canine and handler are trained. The handler is to make monthly reports to the patrol supervisor who will maintain copies of these training records.
 - b. The handler is responsible for the daily care and maintenance of the animal, regardless of the handler's work schedule and personal schedule. By agreement with another duly trained and designated person, the animal may be cared for on a short-term basis by someone other than the assigned handler.
 - c. The handler is responsible for the timely preparation and submission of all reports, documentation and notifications related to the health, care, training and use of the animal.
3. The canine vehicle in addition to being marked with caution and K9 will be out fitted with a cage to transport the canine. The vehicle will also have some of the items described in Opr. 01.09 bullet C in it to care for and use the canine as described in this policy.

C. Equipment and Supplies

1. The criminal investigation division supervisor determines the type and quantity of equipment and supplies necessary for the crime scene vehicle.
2. The canine handler is supplied with appropriate uniforms and equipment necessary for the housing, care and use of the animal. Such items may include, but are not limited to:
 - a. Vehicle and animal transport cage

- b. Kennel and animal shelter
 - c. Leashes, collars, muzzles, brushes, combs, bowls and bins
3. The canine handler is responsible for securing appropriate training aids for the animal. This agency uses Scent-Logix as a training aid for the narcotics K-9.

D. Reports

- 1. No special reports are required for the use of neither the crime scene vehicle nor canine vehicle.
- 2. The canine handler is responsible for the following reports, documentation and notifications relating to the animal:
 - a. Training records
 - b. Medical treatment
 - c. Bites or other injury to any person caused by the animal, whether on duty or off duty and regardless of the location of the incident
 - b. Notification of the duty supervisor of any bite or injury caused by the animal
 - c. Use of Force report

E. Use and Care

- 1. The crime scene vehicle is used and maintained as stated above. The canine vehicle is maintained in accordance with general vehicle maintenance.
- 2. The canine team responds to calls, including requests for assistance from other agencies, appropriate to the canine team's certified training. Such training may be alone or in combination with other training, including, but not limited to, narcotics, searching, tracking, apprehension and firearms/explosives.
 - a. Call outs
 - i. The canine team may be called out at anytime.
 - ii. The handler has discretion to respond or to decline to respond.
 - iii. If the call is declined, the handler notifies the duty supervisor of the reason for declining the call.
 - b. Requests by other agencies
the canine team may respond to the following requests for assistance from other agencies:
 - i. Felonious assault upon a law enforcement officer, fire fighter or emergency medical care attendant in the performance of his/her duties
 - ii. Life or death situations that may require the use of the canine
 - iii. Missing person, based on the totality of the circumstances at the time of the request
 - iv. Searches for narcotics that may require the use of the canine

The canine handler is responsible for scheduling routine medical care for the animal during normal duty hours. The handler is authorized and responsible for obtaining emergency medical care for the animal regardless of the handler's work schedule. A licensed veterinarian treats the animal. The handler may provide emergency first aid treatment for the animal if trained to do so.

F. Retirement

1. The crime scene vehicle is retired from service when the cost of maintaining the vehicle exceeds its value.
2. The canine is retired when it can no longer perform adequately due to age, health, injury or other reason. Upon retirement, the animal:
 - a. Is offered at no cost to the handler(s) familiar with animal as a nonworking dog, or
 - b. To a person approved by the sheriff to accept the animal as a nonworking dog.
 - c. If no person-approved person is found to accept the animal, the dog is destroyed.
 - d. Under no circumstances is the animal donated for scientific or medical testing.
 - e. The agency is released from all financial obligations upon retirement of the animal.

Lancaster County Sheriff's Office General Orders

SUBJECT: Vehicle Pursuits	NUMBER: 092
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: May 17, 2000	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 01.10	

PURPOSE

To govern the pursuit of motor vehicles.

POLICY

Any officer of this agency engaging in a vehicular pursuit will exercise due regard for the safety of all persons. Personnel will comply with the driving procedures outlined herein, engaging in pursuits. Emergency warning devices will be used consistent with both legal requirements and the safety of the public and police personnel.

PROCEDURE

A. Evaluating the circumstances of a pursuit:

An officer may pursue a vehicle only when he has probable cause to believe the violator has committed or is attempting to commit a serious felony (a felony involving the use or threatened use of violence) or when the necessity of immediate apprehension in case of a misdemeanor outweighs the level of danger created by the pursuit (e.g., DUI, reckless driving). Officers can pursue vehicles for minor traffic violations or violations of county ordinances but must consider the following.

Considerations in engaging in pursuit

- 1. Officers are not to operate a vehicle at a rate of speed that may cause loss of control. This agency expects an officer to end the pursuit whenever the risks to his or her own safety, or the safety of others, outweighs the danger to the community if the suspect is not apprehended.**
- 2. The decision to begin, responsibility for continuing, and the choice of method of pursuit rests primarily, if not solely, with the individual officer(s) involved. In deciding, he or she is faced with a dilemma because, although the law does not prevent the officer from using emergency speeds while engaged in pursuit, it does hold him or her criminally and civilly responsible. Therefore, officers must exercise sound judgment and carefully consider the seriousness of the offense, the possible consequences, and the safety of citizens. Such considerations include:**

- a. Does the seriousness of the crime warrant a chase at unsafe speed?
- b. What is the possibility of apprehension?
- c. Will the pursuit take place on residential streets or a business district?
- d. When an officer begins pursuit of a fleeing vehicle, he or she must remember that citizens using public highways do not expect their travel to be interrupted by a high-speed chase or to become involved in an accident as a consequence. Children playing on the side of the street are likely to be drawn towards a police car with the siren and emergency light operating, rather than cautioned away from it.
- e. Street and traffic conditions.
- f. The weather conditions.
- g. Road conditions and lighting (visibility).
- h. Balancing the pursuit's danger to the public against allowing suspect to escape.

B. Initiating officer's responsibilities:

The officer who undertakes a pursuit does so at his or her discretion taking into consideration the factors listed below. The officer's primary responsibility in a pursuit is the safe operation of the vehicle. The officer is to notify the dispatcher of the pursuit, direction of travel, description of the pursued vehicle, and location.

1. Intersections are a particular source of danger. Officers, when approaching an intersection where signal lights or stop signs control the flow of traffic, will:
 - a. Decelerate and be prepared to apply the brakes.
 - b. Enter the intersection only when safe, when all other vehicles are aware of the officer's presence, and at a reduced speed.
 - c. Resume pursuit speed only when safe. When using emergency lights, siren, and headlamps, the officer is requesting the right of way and **DOES NOT ABSOLUTELY HAVE** the right to run a red traffic light or stop sign.
 - d. Officers will not ram, bump, or collide with a fleeing vehicle nor will officers pull alongside such vehicles in an attempt to force them off the road or into an obstacle without a supervisor's permission.
 - e. Pursuits are limited to two police vehicles, a primary and a secondary. Additional units may participate but only under order by the senior officer on duty or the supervisor.

- f. Officers will not fire their weapons from a moving police vehicle. Officers may only fire weapons at a vehicle under conditions described in GO 10, Paragraphs C, 1a 1-2, and C, d.
2. When two vehicles are involved in pursuit, each unit will maintain a safe distance especially when passing through intersections. Each unit involved in the pursuit is to use a different siren-sound selection.
3. Should the person(s) attempting to avoid apprehension stop the fleeing vehicle and proceed on foot, the officer is to give the location, and continue efforts to apprehend on foot. The back-up car, or second police vehicle, is to be dispatched to offer assistance.

C. Secondary unit's responsibilities:

1. The first back-up unit to respond or the closes will assist the primary officer in making the arrest. He/she will also assume the responsibility of updating the dispatcher with the location and direction of travel of all vehicles involved, thereby allowing the primary officer to focus attention on the pursuit driving.
2. Tire-deflation devices may be deemed appropriate to stop a pursuit and may be set up by supporting officers'; this includes pursuits originating in another jurisdiction. (Not to be used on motorcycles).
 - a. These devices are to be used only by officers trained in their use.
 - b. Patrol supervisor is to submit any forms or reports required to the manufacturer for replacement of used sticks.

D. Dispatcher's responsibilities:

1. Advise all other units of the pursuit and the information given by the pursuing officer. Assist in directing back-up units to strategic locations.
2. Order the police radio cleared of all but emergency traffic.
3. Alert all other nearby law enforcement agencies of the pursuit and information given by pursuing officer when continuing beyond the county line.
4. Query DMV, VCIN, and NCIC for license data and any warrants.

E. Supervisor's responsibilities:

The patrol supervisor is to monitor the pursuit and respond. The supervisor may end the pursuit at any time that he or she feels circumstances warrant

F. Forcible stopping/roadblocks:

Only in the case of suspected fleeing persons whose escape poses a danger to life can officers set up a roadblock or forcible stop. The decision to erect a roadblock or forcible stop will only be made by the supervisor on duty or call. The decision to erect a roadblock/forcible stop must consider:

- a. The safety of officers;
- b. The risk of physical injury to the occupants of the pursued vehicle;
- c. The protection of citizens and their property.

A roadblock must be clearly visible at a distance sufficient to enable approaching vehicles to stop safely. The officer in charge of the roadblock will notify the dispatcher of its precise location. The agency stresses that roadblocks or forcible stops constitute a last resort in stopping a fleeing violent person.

G. Inter- and intra-jurisdictional pursuits:

1. Pursuits of a misdemeanor will not proceed beyond the Virginia State line. A pursuit of suspected felons may extend beyond the state line, but the pursuit is to be relinquished as soon as possible to police personnel of the entered state.
2. When the fleeing suspect is apprehended in another jurisdiction, the pursuing officer will take the arrested person before a judicial officer of that jurisdiction.
3. When a fleeing suspect is apprehended within this county, the officer will take the arrested person before the magistrate. The on-duty supervisor will confer with the other jurisdiction to determine which jurisdiction will maintain custody of the suspect based upon the seriousness of the charges and the likelihood of release by the respective magistrate.

H. When to terminate a pursuit:

This general order has noted the necessity for a pursuing officer to continuously evaluate the risks and goal of a pursuit. Under some conditions, abandoning a pursuit may prove the most intelligent decision the officer can make.

Officers may discontinue pursuit under the following circumstances:

1. Whenever the pursuit extends off the roadway, as when the fleeing vehicle leaves the roadway and proceeds cross-country, the pursuing officer(s) must carefully consider whether or not the seriousness of the offense outweighs the risk to his safety and the potential damage to the police vehicle or private property. When the risks of pursuit exceed the need to capture the offender, **THE OFFICER MUST DISCONTINUE PURSUIT.**

2. A supervisor may direct that the pursuit be ended. If the pursuing officer receives such an order to stop the pursuit, he or she is to do so immediately and acknowledge the order. Also, the pursuing officer(s) must end the pursuit if at any time during the course of the pursuit he loses extended sight of the fleeing vehicle.
3. Officers, when accompanied by civilian passengers, will not pursue. If a civilian is in the police vehicle at the beginning of a pursuit, that officer will turn the pursuit over to another officer, or deposit the civilian at an appropriate, safe location.
4. Should the violator enter a one-way highway against the flow of traffic, the pursuing officer will not follow the violator but instead parallel the violator from the correct roadway.
5. If, in the opinion of the pursuing officer or supervisor, the pursuit creates a clear and unreasonable danger to the officers and other motorists or pedestrians that outweighs the need for immediate apprehension.
6. The suspects have been identified and can be apprehended later.
7. The prevailing traffic, roadway, and environmental conditions render pursuit futile.
8. The pursued vehicle outdistanced the officer, or its location is not known.
9. The pursuing officer knows, or is reasonably certain that the fleeing vehicle is operated by a juvenile and the offense constitutes a misdemeanor or non-violent felony (the pursuit may stimulate the juvenile to recklessly disregard public safety).

Discontinuing a pursuit does not mean that the officer cannot follow the vehicle at a safe speed, or remain in the area ready to resume the pursuit if the opportunity presents and circumstances warrant. Officers, when pursuing, will resist the temptation to get into the violator's back seat--figuratively speaking--but instead simply follow the violator and allow him or her to make the driving mistakes. **NO OFFICER CAN BE DISCIPLINED FOR DISCONTINUING A PURSUIT.**

I. Administrative Review:

1. PURSUIT REPORT:

All officers who operate law enforcement vehicles in vehicular pursuit situations are required to file a report with a case number. Reports are to contain at a minimum the following information:

- a. Location, date and time of pursuit initiation.
- b. Location, date and time of pursuit termination.

- c. Highest speed achieved, weather conditions, road surface and description of pursuit area.
- d. Reasons for initiating and terminating the pursuit.
- e. Consequences of the pursuit, such as accidents, injuries, fatalities.
- f. Whether or not the violator was apprehended.
- g. The offenses with which the violator was charged.
- h. Was any action taken against the suspect vehicle (i.e., ramming or roadblock)? If so what circumstances necessitated this action.
- i. During the pursuit, did the actions of the involved officers conform to established office policy?

2. VEHICULAR PURSUIT REVIEW:

- a. Pursuit incidents are reviewed by the Patrol Lieutenant for compliance with applicable policy and procedures within 5 working days of the incident.
 - 1. The review should identify the need for remedial training (if any) of individual officers or specific areas of training regarding pursuit situations and the application of pursuit policies and procedures.
 - 2. The review should identify and make any additions, deletions or modification warranted in pursuit policy and procedures.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Audio/Video Recording Equipment (Body Cameras)	NUMBER: 093
EFFECTIVE DATE: May 17, 2017	REVIEW DATE: Annually
AMENDS/SUPERSEDES: January 1, 2016	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 01.11	

I.

POLICY

Law enforcement officers shall activate the body-worn cameras (BWCs) when such use is appropriate to the proper performance of his or her official duties and where the recordings are consistent with this policy and the law. The use of BWCs is intended to enhance transparency and accountability. This policy does not govern the use of covert recording devices used in undercover operations.

II. PURPOSE

This policy is intended to provide law enforcement officers with instructions on when and how to use BWCs, to accurately record law enforcement actions and to capture evidence for investigations and court proceedings. Additionally, the use of BWCs may result in reducing the number of complaints against deputies and frivolous lawsuits against the Sheriff's Office. This procedure also sets forth guidelines for the management, storage, release, and retrieval of audio –visual media recorded by BWCs.

III. PROCEDURES

A. Use of BWCs Generally

1. BWCs may be used to achieve the following:
 - a. Documentation of law enforcement-public contacts, arrests, and critical incidents;
 - b. Enhancement of law enforcement reports and courtroom testimony;
 - c. Documentation of crime and accident scenes or other events that include confiscation and documentation of evidence and contraband;
 - d. Supervisor review and evaluation of reasonable suspicion, probable cause for arrest, deputy and suspect interaction, and evidence for investigative and prosecutorial purposes;
 - e. Identifying and correcting internal agency issues (i.e. tactics, communication, policy compliance, customer service, officer safety, etc.); and
 - f. Enhance law enforcement training.
2. Deputies who are assigned BWCs shall complete a Department approved training program to ensure proper use and operation. Additional training may be required at periodic intervals to ensure the continued effective use and operation of equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in Department policy and equipment.
3. Procedures or equipment shall be put in place to ensure deputies do not edit, alter, or erase video/audio recorded by BWCs.

B. Equipment

1. Department issued BWCs shall be for official Departmental use only and shall not be used for non-work related or personal activities.
2. Law enforcement shall use only those BWCs issued by the Department. The wearing of personally owned BWC equipment or audio/video recording equipment shall not be permitted.
3. BWCs shall be issued and assigned to specific law enforcement personnel.
4. Law enforcement personnel shall not use BWC equipment assigned to other deputies.
5. Intentional misuse or abuse of BWC equipment may result in disciplinary action.

C. Deputy Responsibility

1. Prior to beginning a shift, deputies shall retrieve their assigned BWC and conduct an operational inspection.
2. Any BWC equipment malfunction shall be immediately documented and a supervisor will be notified of the malfunction as soon as practical.
3. Deputies shall activate the BWC during each law enforcement-public encounter related to a call for service, law enforcement action, subject stop, traffic stop, and/or deputy services provided that such activation does not interfere with deputy safety or the safety of others. Additionally, the BWC shall be activated for tactical activities such as, searches of buildings and vehicles, searches for suspects and missing persons, seizing and processing evidence, and building checks when security alarms are triggered.
4. Where practical deputies shall monitor the position of the BWC to ensure the BWC is capturing evidentiary versus non-evidentiary (e.g. ground, sky, deputy's arm) footage.
5. Every deputy on a scene shall activate their BWC and leave it on for the duration of the incident. This shall include transporting to and processing a person at the jail.
6. Deputies shall note in incident, arrest, and related reports when video recordings were made. However, BWC recordings shall not be a replacement for written reports.
7. If a deputy fails to activate the BWC, fails to record the entire contact, or interrupts/mutes the recording the deputy shall document the reason.
8. Deputies shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without the prior written authorization and approval of the Sheriff or a designee.
9. Deputies shall not permit civilians to review recordings without authorization of the Sheriff or a designee.
10. Deputies shall download video files and charge the equipment at the end of each shift. Deputies shall mark files as evidentiary, non-evidentiary, or training demo. Additionally, each file shall contain the date, BWC identifier (i.e. the series of numbers and/or letters assigned to each BWC to distinguish one piece of BWC equipment from another), and the name of the assigned deputy.
11. Officers are restricted to reviewing and categorizing their own videos.
12. At the conclusion of the shift deputies shall conduct an operability inspection and report any issues to their supervisor.

D. Supervisor Responsibility

1. Supervisors shall:
 - a. Ensure deputies use BWCs in accordance with Department policy and procedure;
 - b. Review evidentiary video and re-categorize for indefinite retention if a complaint is associated with a recorded event or the deputy has reason to believe an incident may generate a complaint; and
 - c. Conduct random weekly reviews of selected recordings in order to assess deputy performance as well as identify videos that may be appropriate for training.
2. Supervisors may limit or restrict a deputy from viewing the video file, if a deputy is suspected of wrongdoing or involved in a deputy-involved shooting or other serious use of force.

E. Privacy and Restricted Use

1. Whenever practical deputies shall inform individuals that they are being recorded.
2. In locations where individuals have a reasonable expectation of privacy, such as a residence, individuals may decline to be recorded unless the recording is being made pursuant to an investigation, arrest, or search of the residence or individuals within the residence.
3. In general BWCs are not to be used in the following circumstances:
 - a. Communications with other law enforcement personnel without the permission of the office of the Sheriff or a designee;
 - b. Communications involving law enforcement tactical and strategic policy, procedures, or plans;
 - c. Encounters with undercover officers/deputies and confidential informants;
 - d. While conducting strip searches;
 - e. When community members are reporting crime;
 - f. Appearing before a magistrate;
 - g. When officers/deputies are on break or otherwise engaged in personal activities; or
 - h. In restrooms or locker rooms.
4. Deputies shall comply with individual federal, state, and local courthouse policies regarding the wearing of BWCs within respective courthouses.
5. Deputies shall comply with medical facility policies pertaining to video and audio recordings.

F. Access

1. The BWC equipment and all data, images, sounds, video, and metadata captured, recorded, or otherwise produced by the equipment shall be the exclusive property of the Sheriff's Office.
2. All access to BWC data must be specifically authorized by the Sheriff or a designee.
3. Deputies may be permitted to review video footage of an incident in which they were involved, prior to preparing a report or making a statement about the incident.
4. All access is to be audited to ensure that only authorized users are accessing the

data for legitimate and authorized purposes.

5. Deputies requesting video for trials must make such requests through the Sheriff or a designee at least ten (10) business days prior to the trial date. Situations where circumstances outside of the deputy's control prevent such notification shall be handled on a case-by-case basis.
6. Court personnel (e.g. representatives from the Office of the Commonwealth's Attorney, Virginia Indigent Defense Commission, and the private defense bar) may request videos for trial through the Sheriff or a designee.
7. Freedom of Information Act (FOIA) and media requests of video shall be submitted to the Sheriff or designee and shall comply with requirements of Title 2.2 of the *Code of Virginia*.
 - a. Video capturing criminal incident information pertaining to an ongoing law enforcement investigation or prosecution shall not be released if the release of the video is likely to jeopardize the investigation, prosecution, or safety of an individual; or likely to cause a suspect to flee or evade detection, or result in the destruction of evidence.
 - b. Criminal investigative files are excluded from FOIA requirements but may be disclosed by the Sheriff in his discretion, except where disclosure is prohibited by law.
 - c. Provisions will be made for blurring the image of individuals or the personal identifying information (e.g. license plates, addresses etc.) of those not involved in the law enforcement act in question, and of crime victims, or an act described in section (C)(3) of this policy prior to releasing the video to the media or the individual making the FOIA request.

G. Video Retention

1. Deputies shall make requests for the deletion of portions of the recording (e.g. in the event of a personal recording, conversations with confidential informants etc.) in writing. The Sheriff or a designee shall approve or deny requests in accordance with records and retention schedules issued by the Library of Virginia. All requests for deletions and the final decision shall be kept on file.
2. All video files shall be securely stored in accordance with the records and retention schedules issued by the Library of Virginia. If a video is re-classified to a different category (e.g. non-evidentiary to evidentiary) the video will be subject to deletion based on the new category and the original date of the recording.
3. Back-up storage for video files shall be provided.

Lancaster County Sheriff's Office General Orders

SUBJECT: Preliminary Investigation	NUMBER: 094
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 8, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 02.01	

PURPOSE

To establish procedures to be followed in conducting preliminary investigations.

POLICY

When conducting a preliminary investigation, officers will:

- a. Document pertinent conditions, events and remarks;
- b. Maintain and protect the crime scene and arrange for the collection of evidence;
- c. Locate and identify victims and witnesses;
- d. Interview the complainant and witnesses, and interview the suspect; and
- f. File reports.

PROCEDURE

- I. When a complaint of a criminal offense is received, communications is to dispatch an available officer (patrol officer or investigator).

The officer is to respond promptly and is responsible for the initial offense report and protection of the crime scene.

The officer determines if and what offense has been committed.

If the responding officer is the patrol, the investigator and supervisor on duty or call are to be notified, or if the responding officer is an investigator then the supervisor on duty or call is to be notified for all reported felonies, (break-ins, rapes, homicide, etc: any felony requiring immediate investigation, including death cases: (sudden death of a person not under the care of a doctor).

The dispatcher is to complete a Serious Incident Notification form, LCSO #118.

If not the responding officer, the investigator will determine if the case requires his immediate response or if the investigation will be followed up at a later date.

The investigator will make decisions concerning the strategy of the investigation from this point on.

- II. A. The following steps are to be taken in conducting preliminary investigations:
 - 1. All pertinent conditions, events, and remarks are to be documented:
 - a. Nature of reported offense;
 - b. Initial findings of responding officer and a summary of information from witness.
- B. The crime scene is to be secured:
 - 1. Crimes against the Person
 - a. The building is to be secured by law enforcement personnel; the business is to be closed to the public.
 - b. A perimeter is to be established to protect the scene.
 - c. Any evidence, which is a threat to officer/public safety, is to be secured immediately; all other evidence is to be collected at the direction of the investigator.
 - 2. Narcotics
 - a. Recovered narcotics are to be held by the officer making the initial recovery.
 - b. Items, which are a threat to officer safety, are to be secured immediately.
 - 3. Property Crimes
 - a. The initial scene, if any, is to be secured.
 - b. Physical evidence is to be noted for collection and examination.
 - 4. Evidence is to be collected in an orderly and organized manner
 - a. The investigator is to direct the collection of evidence.
 - b. Evidence is to be photographed and documented as to its condition at the time of collection, its location with respect to the crime scene, if any, and the person from whose control it was obtained, if applicable.

- C. Victims, witnesses, and suspects are to be located and identified by the first officer on the scene, unless the investigator otherwise directs this matter. The following information should be obtained:
 - 1. Names;
 - 2. Contact address and telephone number;
 - 3. Birth date and social security number.

- D. The following interviews are to be conducted:
 - 1. Victim(s)/complainant.
 - 2. Witness (es).
 - 3. Suspect(s).

- E. All information is to be reduced to a written report. Said report is to be prepared and submitted by each officer involved in the initial response before the ending of that shift.

Lancaster County Sheriff's Office General Orders

SUBJECT: Case Screening System	NUMBER: 095
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 02.02	

PURPOSE

To specify the criteria for continuing and/or suspending an investigative effort.

POLICY

The Chief Investigator or his designee will review all offense reports and will determine the status of the investigation and assign an officer for follow-up as needed or suspend any further investigative effort. Such a recommendation will be based on the following but not limited to:

- a. availability of witnesses;
- b. naming of a suspect;
- c. information about suspect's location;
- d. information about suspect's description;
- e. information about suspect's identification;
- f. information about suspect's vehicle;

PROCEDURE

- A. All offense reports are to be turned in before the end of the shift.
 1. Upon reviewing the report for spelling, grammar, punctuation, and diction the report is placed into the administrative tray.
- B. The Chief Investigator or his designee reviews all offense reports and determines the status of the investigation and assigns an officer for follow-up as needed or suspends any further investigative effort. Such a recommendation is based on the following but not limited to:
 - a. availability of witnesses;
 - b. naming of a suspect;
 - c. information about suspect's location;
 - d. information about suspect's description;
 - e. information about suspect's identification;
 - f. information about suspect's vehicle;
 1. The status of the case is classified as:
 - a. unfounded;

- b. pending;
- c. inactive; or
- d. cleared.

2. When appropriate assign an officer for the follow-up investigation.

C. Active cases are to have supplements filed every 14 days until the case is cleared or declared inactive.

Lancaster County Sheriff's Office General Orders

SUBJECT: Follow-Up Investigations	NUMBER: 096
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 28, 2013	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 02.03, 02.07, 02.08	

PURPOSE

To establish procedures to be used in follow-up investigations.

POLICY

Criminal complaints requiring follow-up investigations will include:

- a. Reviewing preliminary investigation reports;
- b. Conducting additional interviews and interrogations;
- c. Collecting and preserving physical evidence;
- d. Identifying and apprehending suspects;
- e. Conducting in-person, photographic lineups, show-ups; and
- f. Preparing case files.

PROCEDURE

- A. Major crimes are to be followed up by the Investigative Division. Officers conducting preliminary investigations of such offenses are to contact the investigator as soon as practicable.
- B. Occasionally, additional investigation is required at the end of the tour of duty of the assigned officer. In such cases, the assigned officer's immediate supervisor will determine whether the investigation should be discontinued until the assigned officer's next tour of duty or continued by the investigating officer, or an officer on the relieving shift.
- C. Any and all evidence will be collected and preserved by the investigating officer.
- D. During the course of the investigation all possible leads will be exhausted in an attempt to identify and apprehend the suspect.
- E. Composing Lineups

Principle: Fair composition of a lineup enables the witness to provide a more accurate identification or non-identification.

Policy: The investigator shall compose the lineup in such a manner that the suspect does not unduly stand out.

Procedure:

Photo Lineup: In composing a photo lineup, the investigator should:

1. Include only one suspect in each identification procedure.
2. Select fillers who generally fit the witness' description of the perpetrator. When there is a limited/inadequate description of the perpetrator provided by the witness, or when the description of the perpetrator differs significantly from the appearance of the suspect, fillers should resemble the suspect in significant features.
3. If multiple photos of the suspect are reasonably available to the investigator, select a photo that resembles the suspect description or appearance at the time of the incident.
4. Include a *minimum* of five fillers (non-suspects) per identification procedure.
5. Consider that complete uniformity of features is not required. Avoid using fillers who so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
6. Create a consistent appearance between the suspect and fillers with respect to any unique or unusual feature (e.g., scars, tattoos) used to describe the perpetrator by artificially adding or concealing that feature.
7. Consider placing suspects in different positions in each lineup, both across cases and with multiple witnesses in the same case. Position the suspect randomly in the lineup.
8. When showing a new suspect, avoid reusing fillers in lineups shown to the same witness.
9. Ensure that no writings or information concerning previous arrest(s) will be visible to the witness.
10. View the spread, once completed, to ensure that the suspect does not unduly stand out.
11. Preserve the presentation order of the photo lineup. In addition, the photos themselves should be preserved in their original condition.

Live Lineup: In composing a live lineup, the investigator should:

1. Include only one suspect in each identification procedure.
2. Select fillers who generally fit the witness' description of the perpetrator. When there is a limited/inadequate description of the perpetrator provided by the witness, or when the description of the perpetrator differs significantly from the appearance of the suspect, fillers should resemble the suspect in significant features.
3. Consider placing suspects in different positions in each lineup, both across cases and with multiple witnesses in the same case. Position the suspect randomly unless, where local practice allows, the suspect or the suspect's attorney requests a particular position.
4. Include a *minimum* of four fillers (non-suspects) per identification procedure.
5. When showing a new suspect, avoid reusing fillers in lineups shown to the same witness.
6. Consider that complete uniformity of features is not required. Avoid using fillers who so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.

7. Create a consistent appearance between the suspect and fillers with respect to any unique or unusual feature (e.g., scars, tattoos) used to describe the perpetrator by artificially adding or concealing that feature.

Summary: The above procedures will result in a photo or live lineup in which the suspect does not unduly stand out. An identification obtained through a lineup composed in this manner may have stronger evidentiary value than one obtained without these procedures.

Instructing the Witness Prior to Viewing a Lineup

Principle: Instructions given to the witness prior to viewing a lineup can facilitate an identification or non-identification based on his/her own memory.

Policy: Prior to presenting a lineup, the investigator shall provide instructions to the witness to ensure the witness understands that the purpose of the identification procedure is to exculpate the innocent as well as to identify the actual perpetrator.

Photo Lineup: Prior to presenting a photo lineup, the investigator should:

1. Instruct the witness that he/she will be asked to view a set of photographs.
2. Instruct the witness that it is just as important to clear innocent persons from suspicion as to identify guilty parties.
3. Instruct the witness that individuals depicted in lineup photos may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change.
4. Instruct the witness that the person who committed the crime may or may not be in the set of photographs being presented.
5. Assure the witness that regardless of whether identification is made; the police will continue to investigate the incident.
6. Instruct the witness that the procedure requires the investigator to ask the witness to state, in his/her own words, how certain he/she is of any identification.

Live Lineup: Prior to presenting a live lineup, the investigator should:

1. Instruct the witness that he/she will be asked to view a group of individuals.
2. Instruct the witness that it is just as important to clear innocent persons from suspicion as to identify guilty parties.
3. Instruct the witness that individuals present in the lineup may not appear exactly as they did on the date of the incident because features such as head and facial hair are subject to change.
4. Instruct the witness that the person who committed the crime may or may not be present in the group of individuals.
5. Assure the witness that regardless of whether identification is made; the police will continue to investigate the incident.
6. Instruct the witness that the procedure requires the investigator to ask the witness to state, in his/her own words, how certain he/she is of any identification.

Summary: Instructions provided to the witness prior to presentation of a lineup will likely improve the accuracy and reliability of any identification obtained from the witness and can facilitate the elimination of innocent parties from the investigation.

Conducting the Identification

Principle: The identification procedure should be conducted in a manner that promotes the reliability, fairness, and objectivity of the witness' identification.

Policy: The investigator shall conduct the lineup in a manner conducive to obtaining accurate identification or non-identification decisions.

Simultaneous

Photo Lineup: When presenting a simultaneous photo lineup, the investigator should:

1. Provide viewing instructions to the witness as outlined in subsection B, "Instructing the Witness Prior to Viewing a Lineup."
2. Confirm that the witness understands the nature of the lineup procedure.
3. Avoid saying anything to the witness that may influence the witness' selection.
4. If identification is made, avoid reporting to the witness any information regarding the individual he/she has selected prior to obtaining the witness' statement of certainty.
5. Record any identification results and witness' statement of certainty as outlined in subsection D, "Recording Identification Results."
6. Document in writing the photo lineup procedures, including:
 - a. Identification information and sources of all photos used.
 - b. Names of all persons present at the photo lineup.
 - c. Date and time of the identification procedure.
7. Instruct the witness not to discuss the identification procedure or its results with other witnesses involved in the case and discourage contact with the media.

Sequential

Photo Lineup: When presenting a sequential photo lineup, the investigator should:

1. Provide viewing instructions to the witness as outlined in subsection B, "Instructing the Witness Prior to Viewing a Lineup."
2. Provide the following *additional* viewing instructions to the witness:
 - a. Individual photographs will be viewed *one at a time*.
 - b. The photos are in random order.
 - c. Take as much time as needed in making a decision about each photo before moving to the next one.
 - d. All photos will be shown, even if identification is made; **or the procedure will be stopped at the point of identification (consistent with jurisdictional/departamental procedures).**
3. Confirm that the witness understands the nature of the sequential procedure.

4. Present each photo to the witness separately, in a previously determined order, removing those previously shown.
5. Avoid saying anything to the witness that may influence the witness' selection.
6. If identification is made, avoid reporting to the witness any information regarding the individual he/she has selected prior to obtaining the witness' statement of certainty.
7. Record any identification results and witness' statement of certainty as outlined in subsection D, "Recording Identification Results."
8. Document in writing the photo lineup procedures, including:
 - a. Identification information and sources of all photos used.
 - b. Names of all persons present at the photo lineup.
 - c. Date and time of the identification procedure.
9. Instruct the witness not to discuss the identification procedure or its results with other witnesses involved in the case and discourage contact with the media.

Simultaneous

Live Lineup: When presenting a simultaneous live lineup, the investigator should:

1. Provide viewing instructions to the witness as outlined in subsection B, "Instructing the Witness Prior to Viewing a Lineup."
2. Instruct all those present at the lineup not to suggest in any way the position or identity of the suspect in the lineup.
3. Ensure that any identification actions (e.g., speaking, moving) are performed by all members of the lineup.
4. Avoid saying anything to the witness that may influence the witness' selection.
5. If identification is made, avoid reporting to the witness any information regarding the individual he/she has selected prior to obtaining the witness' statement of certainty.
6. Record any identification results and witness' statement of certainty as outlined in subsection D, "Recording Identification Results."
7. Document the lineup in writing, including:
 - a. Identification information of lineup participants.
 - b. Names of all persons present at the lineup.
 - c. Date and time the identification procedure was conducted.
8. Document the lineup by photo or video. This documentation should be of a quality that represents the lineup clearly and fairly.
9. Instruct the witness not to discuss the identification procedure or its results with other witnesses involved in the case and discourage contact with the media.

Sequential

Live Lineup: When presenting a sequential live lineup, the investigator should:

1. Provide viewing instructions to the witness as outlined in subsection B, "Instructing the Witness Prior to Viewing a Lineup."
2. Provide the following *additional* viewing instructions to the witness:
 - a. Individuals will be viewed *one at a time*.
 - b. The individuals will be presented in random order.

- c. Take as much time as needed in making a decision about each individual before moving to the next one.
 - d. If the person who committed the crime is present, identify him/her.
 - e. All individuals will be presented, even if identification is made; **or the procedure will be stopped at the point of identification (consistent with jurisdictional/departmental procedures).**
3. Begin with all lineup participants out of the view of the witness.
 4. Instruct all those present at the lineup not to suggest in any way the position or identity of the suspect in the lineup.
 5. Present each individual to the witness separately, in a previously determined order, removing those previously shown.
 6. Ensure that any identification actions (e.g., speaking, moving) are performed by all members of the lineup.
 7. Avoid saying anything to the witness that may influence the witness' selection.
 8. If identification is made, avoid reporting to the witness any information regarding the individual he/she has selected prior to obtaining the witness' statement of certainty.
 9. Record any identification results and witness' statement of certainty as outlined in subsection D, "Recording Identification Results."
 10. Document the lineup procedures and content in writing, including:
 - a. Identification information of lineup participants.
 - b. Names of all persons present at the lineup.
 - c. Date and time the identification procedure was conducted.
 11. Document the lineup by photo or video. This documentation should be of a quality that represents the lineup clearly and fairly. Photo documentation can be of either the group or each individual.
 12. Instruct the witness not to discuss the identification procedure or its results with other witnesses involved in the case and discourage contact with the media.

Summary: The manner in which an identification procedure is conducted can affect the reliability, fairness, and objectivity of the identification. Use of the above procedures can minimize the effect of external influences on a witness' memory.

Recording Identification Results

Principle: The record of the outcome of the identification procedure accurately and completely reflects the identification results obtained from the witness.

Policy: When conducting an identification procedure, the investigator shall preserve the outcome of the procedure by documenting any identification or non-identification results obtained from the witness.

Procedure: When conducting an identification procedure, the investigator should:

1. Record both identification and non-identification results in writing, including the witness' own words regarding how sure he/she is.
2. Ensure results are signed and dated by the witness.
3. Ensure that no materials indicating previous identification results are visible to the witness.

4. Ensure that the witness does not write on or mark any materials that will be used in other identification procedures.

Summary: Preparing a complete and accurate record of the outcome of the identification procedure improves the strength and credibility of the identification or non-identification results obtained from the witness. This record can be a critical document in the investigation and any subsequent court proceedings.

F. **Show-up procedure**

1. Show-ups should only be performed using a live suspect and only in exigent circumstances that require the immediate display of a suspect to an eyewitness.
2. Deputies should not conduct a show-up with a single photograph; if deputies want to determine if an eyewitness can make an identification using a photo, a photo lineup should be employed.
3. The eyewitness should be transported to a neutral, non-law enforcement location where the suspect is being detained for the purposes of a show-up.
4. The eyewitness should be provided with the following instructions:
 1. The perpetrator may or may not be the person that is presented to the eyewitness;
 2. The eyewitness should not feel compelled to make an identification;
 3. The investigation will continue regardless of whether identification is made;
 4. The procedure requires the deputy to ask the eyewitness to state, in his or her own words, how certain he/she is of the identification that was made;
 5. The eyewitness should not discuss the identification procedure with other eyewitnesses involved in the case and should not speak to the media.
 6. If there are multiple eyewitnesses, only one eyewitness at a time should participate in the show-up procedure, independent of the others. If a positive identification is made, and an arrest is justified, additional eyewitnesses should be shown photo lineups.
 7. If identification is made, the deputy should seek and document a clear statement from the eyewitness, at the time of the identification and in the eyewitness's own words, as to the eyewitness's confidence level that the person identified is the perpetrator.
 8. Deputies should photograph a suspect at the time and place of the show-up to preserve a record of his or her appearance at the time of the show-up.

(Deputies are encouraged to video record the show-up procedure. This assists the agency in demonstrating that they conducted the show-up at a neutral location and without any additional suggestion.)

G. Training:

Training in this policy shall be completed upon initial FTO training within the first 18 months of employment. Refresher training will be conducted during range days every two years or as policy/code changes occur. The reading and understanding of this policy and the signing of acknowledgement will serve as initial training.

H. In addition to the original report. On major offenses, supervisors will ensure that each officer who responds submits a supplemental detailing what that officer did and any information that the officer gathered as it pertains to the offense.

I. A follow-up investigation consists of, but not limited to, the following activities:

1. Interviewing complainants and witnesses.
2. Location missing persons.
3. Determining if information or suspicious activity relates to criminal activity.
4. Distributing information to the proper persons or agencies.
5. Locating lost property and returning same to the owner.
6. Investigating deaths, overdoses, suicides and injuries to determine if a crime was committed.
7. Making necessary notifications, conducting necessary inspections, etc.
8. Recording information obtained.
9. *Reviewing and analyzing reports of preliminary investigations.*
10. Recording information obtained during a follow-up investigation.
11. Reviewing departmental records for investigative leads.
12. Seeking additional information (from other officers, informants, contacts in community, other investigators/agencies, etc.)
13. *Interviewing victims and witnesses.*
14. Interrogating suspects.
15. Arranging for the dissemination of information as appropriate.
16. Planning, organizing, and conducting searches.
17. *Prepare case file for the Commonwealth's Attorney.*
18. *Collecting and preserving physical evidence.*
19. Recovering stolen property.
20. Arranging for the analysis and evaluation of evidence.
21. Reviewing results from laboratory examinations.
22. *Identifying and apprehending the suspect/offender.*
23. Checking for suspect's criminal history.
24. Determining if other crimes may have been committed by the suspect.
25. *Consulting with the commonwealth's attorney office in preparing cases for court presentation and assisting in the persecution thereof.*
26. Notifying victims and witnesses when their presence is required in court.
27. Attendance to testify in court.
28. Plan, organize, obtain warrants for, and conduct searches.
29. Arrange for polygraph examinations, if necessary.

Lancaster County Sheriff's Office General Orders

SUBJECT: Case File Management	NUMBER: 097
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 02.04	

PURPOSE

To establish a case file management system for the criminal investigation function.

POLICY

Each criminal report filed by an officer of this agency will come under the control of the case file management system, which will include:

- a. A case status control system;**
- b. A case coordinator for each case;**
- c. The types of records to be maintained; and**
- d. Rules defining accessibility to the files.**

PROCEDURE

- A. Each report filed is to be classified by the Chief Investigator or his designee:**
 - 1. Upon an officers writing of an offense report the report is placed in the Chief Investigator door tray.**
 - 2. The Chief Investigator or his designee reviews and classifies reports and takes to the secretary to prepare copies and case file folders.**
 - 3. The secretary returns case file to the Chief Investigator or his designee and files a copy with the Sheriff.**
 - 4. Classification:**
 - a. Pending-still under investigation, requiring a supplemental up-date at least once every 14 days.**
 - b. Cleared-by the arrest of all suspects involved.**
 - c. Inactive-all leads have been exhausted without adequate result leading to an arrest. May be reopened when any lead or information is received.**
 - d. Unfounded-when investigation reveals no crime to have occurred.**

- B. The investigation officer is to be the coordinator for his/her case.
1. When a case is cleared by an arrest, the officer is to write a supplement, complete the case file to include a copy of the Commonwealth Attorney and forward to the Chief Investigator or his designee for review.
 - a. Case file is to be completed and given to the Chief Investigator or his designee for review as soon as possible, but definitely prior to arraignment.
 2. The Chief Investigator or his designee is to forward the file to the Commonwealth Attorney.
- C. Records to be maintained in the case file:
1. Offense report.
 2. Supplements from all officers involved.
 3. Witness statements.
 4. Suspect statement with waiver.
 5. Crime scene log.
 6. Lab requests.
 7. Lab reports.
 8. Photos.
 9. Sketches.
 10. Witness lists.
 11. Misc. Documents (receipts, search warrants, etc.)
 12. Notes.
- D. Accessibility to the files:
1. No one other than officers of this agency are permitted access to case files.
 2. No one is to release any portion of or information from any case file to anyone, including attorneys or officers of other agencies without approval from the Sheriff.
 3. Case files are confidential and for the use of the Lancaster County Sheriff's Office and the Commonwealth's Attorney only.

Lancaster County Sheriff's Office General Orders

SUBJECT: Investigator on Call Availability	NUMBER: 098
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 02.05	

PURPOSE

To ensure the availability of an investigator 24 hours.

POLICY

During the period of time an investigator is not on duty, one will be on call and available.

PROCEDURE

- A. The Chief Investigator is to ensure an investigator is on call and available during the times of no coverage.
 - 1. The work schedule containing the investigative personnel is marked to indicate the investigator on call when one is not on duty or available.
 - a. The schedule is to be maintained on a clipboard in the squad building and in the communication center.

Lancaster County Sheriff's Office General Orders

SUBJECT: Informants	NUMBER: 099
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 02.06	

PURPOSE

To specify policies and procedures to be followed when using informants.

POLICY

Officers should develop a variety of information sources or informants. In many cases, information will flow as a result of friendly, courteous conversations and questioning, by building rapport, by providing efficient law enforcement response, and by just listening and talking.

For purposes of this order, an informant is defined as someone who provides useful information concerning criminal activity including, vice, organized crime, or intelligence and who expects some kind of return. Return is defined as payment in money or assisting the Commonwealth's Attorney or the courts or the satisfaction of a personal need to contribute to the improvement of the neighborhood.

In developing informants, officers will ensure confidentiality of informant identities and transactions, but observe lawful accountability. The following procedures will be used when using informants.

PROCEDURE

- A. Informants are to be included into the master file and maintained by the Chief Investigator.
- B. Informant files and its contents:
 - 1. Any officer developing and using an informant, as defined above, is to prepare a confidential file folder on the informant as follows:
 - a. On the front of a file folder, place the following information:
 - 1. Officer's name.
 - 2. Badge number.
 - 3. Informant's number-assigned by Chief Investigator.
 - 4. Date file opened.

If the informant is a juvenile, write the word "Juvenile" on the folder.

2. Prepare or collect the following and place inside the folder:
 - a. Biographical and background information: name, aliases, address, telephone number, known acquaintances, habits, etc.
 - b. A criminal history record, if any.
 - c. Information the informant has or can be expected to provide.
 - d. Record of any payments made.
 - e. Degree of involvement of informants in any operation.
- C. Officers are responsible for keeping the file up-to-date. The officer is to request the numbered file from the Chief Investigator, place the additional information within, and return it to the Chief Investigator.
 1. Informant files can be retained indefinitely, but officers are encouraged to keep only active informants on file.
- D. Files are maintained by the Chief Investigator in a secure location accessible only to him or the Sheriff
- E. Upon request an officer can review an informant file in the presence of the Chief Investigator, this is to be so noted and placed in the file.
 1. Once an informant file has been prepared, all future references to the informant in any reports will be by informant number or source. Informant names will not be used.
- F. Criteria for Paying Informants:
 1. Proven reliability of the informant.
 2. Probability for prosecution of the case.
 3. Severity of the offense.
 4. Willingness of the informant to testify if needed.
- G. Precautions:
 1. Officers are not to make any deals with people concerning charging, pleading, or sentencing. Officers may, however, consult with the Commonwealth's Attorney regarding these matters.

2. Informant information may become the basis for a variety of legal and law enforcement issues. The officer will carefully consider the possibilities of being required to identify an informant in the courtroom, possibly placing the informant in jeopardy.
 3. Officers are to deal with informants very carefully and with circumspection, particularly with those of a different sex or those whose sexual preferences may make an investigation susceptible to compromise.
 4. Specific guidelines exist through case law regarding the legal use of informants. The following points are offered to help officers judge the usefulness of their informants.
 - a. If possible, corroborate informant tips through independent investigation.
 - b. If informant tips form probable cause to arrest or search, the deputy involved must be prepared to justify to the court why the informant is credible and his information reliable.
- H. Use of juvenile informants is particularly sensitive, officers must obtain permission from the Sheriff.
- I. Officers of the Patrol Division use the same procedures as stated.

Lancaster County Sheriff's Office General Orders

SUBJECT: Vice, Drug & Organized Crime Complaints	NUMBER: 100
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 03.01	

PURPOSE

To ensure vice, drug and organized crime complaints are recorded and investigated.

POLICY

Officers receiving information on or complaints regarding organized crime, vice and drugs are matters of law enforcement intelligence demanding investigation. Officers receiving such information are to prepare an incident/information report. The Chief Investigator may then order the matter to be investigated.

PROCEDURE

- A. *Any organized crime involvement into but not limited to any of the following areas:*
1. Corruption, extortion, lobby.
 2. Illegal sale and distribution of liquor, tobacco, firearms, or controlled substances.
 3. Prostitution, pornography.
 4. Gambling.
 5. Theft/fencing rings.
- B. Officers receiving such information are to prepare an incident/information report to include the following information:
1. Type of illegal/suspected activity, location, names and addresses of suspects involved and information concerning the activities.
 2. If a complainant is involved then name, address and telephone number.
 3. If the complaint does not involve organized crime then the information may be verbally past onto the Chief Investigator.

- C. The investigator maintains a file on the case to include all pertinent information.
- D. When the investigation is complete, the investigator is to close the case under one of the following labels:
 - 1. Cleared-an arrest has been made in this case.
 - 2. Exceptional Clearance-the identity and address or exact location of the perpetrator is known and sufficient evidence to obtain a warrant exist. However, due to some reason outside the control of the Sheriff's Office, no arrest will be made. Examples: Complainant will not testify; Commonwealth's Attorney will not prosecute; perpetrator is dead; subject arrested by another jurisdiction and no charges will be placed by the Sheriff's Office.
 - 3. False Report-the reporting party lied in order to mislead law enforcement concerning the incident.
 - 4. Suspended-all leads have been exhausted. No further investigation is possible or practical until new leads develop.
 - 5. Unfounded-the offense did not occur, although at the time of the original report, it was believed to have occurred. If the investigation has exhausted all leads, yet the possibility remains that new facts may come to light given future inquiry, the case may remain open.

Lancaster County Sheriff's Office General Orders

SUBJECT: Vice, Drug & Organized Crime File Security	NUMBER: 101
EFFECTIVE DATE: January 1, 2016	REVIEW DATE:
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 03.02	

PURPOSE

To ensure records or reports relating to active vice, drug and organized crime investigations are maintained secure and separate from the central records system.

POLICY

Files on vice, drug and organized crime investigations will be maintained and filed separately from the central records of the Sheriff's Office.

PROCEDURE

- A. All files on investigations being conducted on controlled substance violations, undercover operations, liquor law violations, prostitution or pornography, and organized crime are maintained separately in locked files in the Investigative Division.
 - 1. Only the Sheriff, Chief Investigator and the investigators assigned to the Investigative Division will have access to files on investigations of drug violations, liquor law violations, prostitution or pornography, and organized crime.

Lancaster County Sheriff's Office General Orders

SUBJECT: Surveillance Equipment	NUMBER: 102
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 03.03	

PURPOSE

To establish a system of controls to prevent the unauthorized use and loss of equipment.

POLICY

The Chief Investigator or his designee will maintain, disperse or have direct control over [REDACTED] surveillance and undercover equipment. [Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.](#)

PROCEDURE

- A. The Chief Investigator or his designee is responsible for the release of any specialized equipment for the purpose of surveillance or intelligence gathering.
 1. Person(s) requesting the use of any surveillance equipment must demonstrate his/her ability to operate the equipment prior to release. The person(s) requesting the use of the equipment has sole responsibility for its upkeep and safe return.
 2. All persons, prior to checking out any equipment, must sign the logbook in the appropriate office. Information needed for the logbook include:
 - a. Name or Badge number of person checking out equipment.
 - b. Name of equipment.
 - c. Serial number if available.
 - d. Date checked out.
 - e. Date checked in.
 3. All equipment must be signed in by the Chief Investigator or his designee, who will ensure that the equipment is in good working order when returned.

All maintenance on electronic surveillance equipment will be the responsibility of the Investigation Division.

Lancaster County Sheriff's Office General Orders

SUBJECT: Advising the Sheriff of Vice, Drug and Organized Crime Cases	NUMBER: 103
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 03.04	

PURPOSE

To ensure the Sheriff is informed of vice, drug and organized crime cases.

POLICY

The Sheriff will be informed on vice, drug and organized crime cases.

PROCEDURE

- A. Information received on vice, illegal drug, and organized crime activity is to be reported to the Chief Investigator (see General Order 099), who then reports the activity to the Sheriff as soon as it is practical.

Lancaster County Sheriff's Office General Orders

SUBJECT: Surveillance/Raid/Undercover Procedures	NUMBER: 103
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 03.05	

PURPOSE

To specify procedures for conducting vice, drug and organized crime surveillance, undercover, decoy, and raid operations.

POLICY

When officers of this agency are conducting vice, drug or organized crime surveillance, undercover, decoy, or raid operations, the following procedures will apply.

PROCEDURE

- A. Officers are to be familiarized with the objectives and details of the operation, the neighborhood, or the target area.
- B. Operational procedures
 - 1. The primary investigating officer is to conduct a briefing prior to any raid operation for the purpose of discussing factors including, but not limited to:
 - a. Determining operation procedures for observation, arrests, surveillance and high-risk entries.
 - b. Review of sight characteristics.
 - c. Description of potential occupants and any associated dangers they may pose.
 - d. Assignment of responsibilities for members of the team. This should include assigned evidence officer(s), all specialized equipment to be used such as ram, pry bar, weapons, etc.
 - e. Discuss and develop plans for approaching, entering, securing and leaving the raid site. All team members are required to wear some type of clothing identifying themselves as officers.
- C. Personnel to be selected are to include uniform officers for providing relief, backup security and perimeter protection for the team personnel.

D.

[REDACTED]

Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia, 1950 as amended.

E.

It is the responsibility of the Chief Investigator to ensure that confidentiality and cover is maintained at all times during a vice/narcotics undercover investigation.

F.

The Chief Investigator is the supervisor and coordinator for all vice, drug and organized crime surveillance, undercover, decoy and raid operations.

G.

Officers are to be assigned and briefed regarding property/items to be searched for and seizing evidence and/or contraband.

H.

Assistance of medical and/or rescue squad personnel is to be requested to stand-by if there is reason to believe someone at the scene may have medical reaction or there is a high probability of injury.

I.

During a vice/narcotics raid, radio communications are to be available at all times to the raid teams.

a.

All members are to have in their possession or assigned to someone who has a hand held transmitting unit giving communications capability with other members of the team and the communication center at the Sheriff's Office.

Lancaster County Sheriff's Office General Orders

SUBJECT: Asset Forfeiture	NUMBER: 104
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 03.05	

PURPOSE

To identify forfeiture action seizure procedures and the position in the agency responsible for the asset forfeiture program.

POLICY

The Sheriff or his designee will be conversant in state forfeiture laws (to-wit: Virginia Code Chapter § 22.1, § 19.2-386.22 and § 19.2-386.1-14), to identify assets in case records and implement legal process to appropriate these assets for agency use. The Asset Forfeiture Coordinator (AFC) will also perform as liaison to the Forfeiture Asset Dispute Committee, Criminal Justice Research Board, to other state and federal agencies, and to the courts, as needed.

PROCEDURE

- A. Responsibilities of the Asset Forfeiture Coordinator (AFC)
1. The Asset Forfeiture Coordinator is the Lieutenant of the Investigative Division with assistance from the Sheriff.
 2. Reviews all law enforcement reports to identify property subject to forfeiture.
 3. Effective processing of all paperwork.
 4. Reports to the Sheriff on all matters pertaining to forfeiture proceedings.
 5. Management of property seized and stored under asset seizure laws.
 6. Monitors the proceeds from forfeited assets sales.
 7. Ensures compliance with State and Federal guidelines for asset forfeiture.
 8. Coordinates, where possible, with other agency representatives, as designated by the Sheriff, for “pre-seizure” planning meetings to evaluate target assets to ascertain ownership and the existence of liens or encumbrances.

- a. The planning effort will make every reasonable effort to identify innocent lien holders to avoid inconveniencing them.
 9. Coordinate with the Commonwealth's Attorney to enter a default judgment against persons who fail to respond to the court within 30 days to defend against seizure of their property.
 10. Apply to DCJS for return of in-kind property for legitimate law enforcement use.
 11. Coordinate with the Commonwealth's Attorney, or other officials as necessary to obtain a commercial sale of property in appropriate cases.
 12. Coordinate with other agencies participating in a regional drug enforcement task force to agree on which agency will become the designated seizing agency for purposes of forfeiture proceedings. Negotiate with participating law enforcement agencies for a suitable division of assets.
 - a. Where agencies seize property pursuant to membership in a regional task force, the AFC will forward to DCJS a copy of the interagency agreement or contract that authorizes the task force.
 - b. The AFC will assist inter-jurisdictional coordination to ensure that localities maintain separate forfeitures accounts and auditing procedures. Similarly, the AFC will track cases in which the Sheriff's Office is involved but is not the primary seizing agency.
 13. Ensure that the locality's certification (that the proceeds will be used for law enforcement purposes only and will not supplant existing resources) is submitted to DCJS, and renewed annually by the county administrator.
 14. Ensure that the money seized is forwarded to DCJS in check form. Coordinate with the locality finance officer, as necessary.
- B. If the Sheriff's Office elects to pursue forfeiture through federal proceedings, then the AFC will not notify DCJS.

Lancaster County Sheriff's Office General Orders

SUBJECT: Juvenile Operations	NUMBER: 105
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 04.01	

PURPOSE

To establish guidelines and procedures for handling juveniles who are in need of protection, in violation of status offenses, and those charged with criminal offenses.

POLICY

This agency is committed to the development and the perpetuation of programs designed to prevent and control juvenile delinquency. It will be the responsibility of all sworn personnel to participate and support this agency's juvenile operations function. All members of this agency will cooperate with juvenile justice and support activities. All agency personnel will practice the provisions of this order.

PROCEDURE

DEFINITIONS

Child, Juvenile, Minor: A person who is less than eighteen years of age.

Status Offender: A juvenile who commits an act, which is unlawful only if committed by a juvenile, i.e., (1) a juvenile who is subject to compulsory school attendance but is habitually absent without justification (truant); (2) a juvenile who is habitually disobedient to the lawful commands of parents or other responsible persons (incorrigible); (3) a juvenile who remains away from or who habitually deserts or abandons the family (runaway).

Delinquent Acts: Acts designated as a violation of a law or an ordinance of any city, county, town or federal law, but not to include status offenses.

Delinquent Child: A child who has committed a delinquent act or an adult who had committed a delinquent act prior to his/her 18th birthday.

Intake Officer: A juvenile probation officer who is designated by law as having the quasi-judicial authority to decide probable cause, divert or petition the court and leave a detention or shelter care order.

Juvenile Court: The name by which the Juvenile and Domestic Relations District Court is often called. This court is responsible for the judicial processing of juvenile offenders, and the determination

of abuse and neglect cases. As a result, the judge of this court decides the propriety and legality of police handling of juveniles.

Person Acting for a Parent: A teacher, relative over the age of eighteen, or any adult willing to accept the responsibility for the juvenile.

Officers may handle errant juveniles informally, particularly status offenders, those in need of protection, and those suspected of committing minor criminal offenses. The authority to carry out the provisions of this order derives from Virginia Code §16.1-246, 16.1-247 and 16.1-299.

- A. Handling of juvenile offenders-general.
 - 1. A juvenile offender is to be handled with firmness and respect: this sets the tone for the entire processing of the juvenile's case. The contact a juvenile has with the police is his or her first impression of society's enforcement system. The police officer's proper handling may prevent the recurrence of anti-social behavior. A police officer's warning is often all that is required to keep the juvenile from having to appear in juvenile court. Improper handling often creates the mistaken but lasting impression that all police officers and other government officials are unfair, untrustworthy, and inflexible, and may result in the juvenile's complete rejection of lawful authority.
 - 2. The juvenile justice system and laws are designed to give the child a chance to mature without bearing the stigma of a criminal record. The juvenile justice system emphasizes confidentiality of records and the privacy of an adjudicatory hearing. Terms such as "take into custody" and "not innocent" substitute for "arrest" and "guilty" to avoid giving the juvenile's behavior a criminal label. Where appropriate, officers shall reasonably try to keep juveniles out of the criminal justice system.
- B. Guidelines for Informal or Formal Handling:
 - 1. Officers may handle a juvenile either formally or informally. The informal handling is managing a situation by releasing the juvenile under warning to a parent or guardian. This requires either the parent picking up the child or the officer taking the child home and informing the parents of the alleged offense. Formal handling occurs when the juvenile is brought before the juvenile court or an intake officer for further processing and deciding the proper disposition.
 - 2. In making the decision to handle either informally or formally, the officers are to consider the following:
 - a. Seriousness of the offenses;
 - b. Prior record of the child;
 - c. Age of the youth;

- d. Cooperation and attitude of all parties (child, parent, victim) and the possibility of the offense being repeated.
- e. Degree of wrongful intent, violence, premeditation, knowledge of the violation.
- f. Likelihood that the child or parent can be successful referred to a helping agency.

Lancaster County Sheriff's Office General Orders

SUBJECT: Juvenile Case Alternatives	NUMBER: 106
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 4, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 04.02	

PURPOSE

To establish alternatives to charging juveniles with offenses requiring an appearance before the court.

POLICY

Sworn personnel will employ the use of informal handling of offenses committed by juveniles wherever possible.

PROCEDURE

A. Informal Handling.

1. Informal handling includes the officer's use of the following measures:
 - a. Warning and releasing to a parent or guardian.
 - b. Requiring the parents to pick up the juvenile.
 - c. Taking the child home and informing the parents of the reasons for his being picked up.
 - d. Referring the family to a community social services agency.
 - e. When handling the juvenile informally, the officer must ensure that the parents are notified.
 - f. When the officer encounters a victim/complainant who demands to bring a child before the juvenile court, and the officer wishes the matter handled informally, the officer may contact the intake officer for assistance.
 - g. Even when he or she is being handled informally, the juvenile has all the constitutional rights that an adult would have in the same situation.
 - h. Even if the officer handles a case informally, they may still follow-up the case at a later time or, at any time, refer the juvenile and his parents to an appropriate social service agency.

2. Sample Offenses for Informal Handling:

- a. Runaways.
- b. Annoying telephone calls.
- c. Cursing and abuse.
- d. Drunkenness.
- e. Creating a nuisance.
- f. Disorderly conduct.
- g. Curfew violation and other status offenses (more specific discussion of status offenses follows).

3. Philosophy of Informal Handling:

When handling a case informally, the officer should keep in mind that the objective of the juvenile justice system is to rehabilitate rather than punish. Keeping the child in the patrol car discussing the case for an inordinate length of time will appear to the juvenile to be punishment, and might be unconstitutional or illegal. Officers need to decide without delay whether formal or informal handling is in order, then apply the appropriate guidelines of this order.

B. Written Citations/Summonses.

1. An officer may use the Virginia Uniform Summons Form when dealing with a juvenile just as for an adult, in the following situations:
 - a. Violation of the traffic laws;
 - b. Violation of the county ordinances;
 - c. Violation of game and fish laws;
 - d. Violation of alcohol or tobacco laws.
2. In matters regarding misdemeanor offenses the juvenile may be released on a summons as an adult, but it must be followed up with a petition from intake.

C. Referrals to Juvenile Court.

1. Formal handling occurs when the juvenile is taken before the juvenile court or intake officer for their decision on the proper disposition.
2. When handling an incident by formal handling the officer must complete a juvenile petition and submit it to the Juvenile Intake Officer.
3. Generally the following situations require formal handling of the juvenile:
 - a. Acts that if committed by an adult would be felonies.
 - b. Acts involving weapons.
 - c. Act involving aggravated assaults and batteries.
 - d. Acts involving possession of or distribution of a controlled substance.
 - e. Acts committed by juveniles under probation or with a case pending.
 - f. Acts that are repeated.
 - g. When officers arrive at the scene of domestic violence and discover a child at risk.

Lancaster County Sheriff's Office General Orders

SUBJECT: Juvenile Arrest	NUMBER: 107
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 5, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 04.03	

PURPOSE

To establish procedures for taking a juvenile into custody.

POLICY

Juveniles will be taken into custody as set forth and in accordance with *Virginia Code*.

PROCEDURE

When an officer takes a juvenile into custody the officer is to determine:

- A. If the juvenile is alleged to have engaged in non-criminal misbehavior (a status offender).
- B. An officer may use the Virginia Uniform Summons Form when dealing with a juvenile just as an adult, in the following situations:
 - a. Violation of the traffic laws;
 - b. Violation of county ordinances;
 - c. Violation of game and fish laws.
 - d. Violation of alcohol or tobacco laws.
- C. Ensure the constitutional rights of juvenile are protected in the same manner as those of an adult. Juveniles are entitled to the full **Miranda warnings**. These rights must be explained, in the presence of parents/guardian, if present and circumstances permitting. When questioning a juvenile in custody, the same rules and procedures used for an adult must be followed.

A juvenile may be taken into custody in the following situations:

- 1. With a legal detention order.
- 2. When the child is alleged to be in need of services, and

- a. There is a clear and substantial danger to the child's life or health; or
 - b. Custody is necessary to insure child's appearance before court.
3. When in the presence of the arresting officer, a child commits a crime and the officer believes custody is necessary for protection of public interest.
 4. When a child has committed the following misdemeanor offense although the offense was not committed in the presence of the officer who makes the arrest, the arrest is based on probable cause on reasonable complaint of a person who observed the alleged offense.
 - a. Shoplifting.
 - b. Assault and Batter.
 - c. Carrying a weapon on school property; or
 4. The officer has probable cause to believe the child has committed an offense, which if done by an adult would be a felony.
 5. The officer has probable cause to believe the child is an escapee from the Department of Corrections jail, detention home, court-placed residential family, or residential treatment facility.
 6. The officer has probable cause to believe the child has either run away from home or is without adult supervision at night and in circumstances the officer reasonably concludes that a clear and substantial danger exists to the child's welfare.
- D. Guidelines for Taking the Juvenile into Custody.
1. When a juvenile is taken into custody, the officer is to take the juvenile to the intake facility or the juvenile component without delay (unless the juvenile is in need of emergency medical treatment).
 2. When necessary to take the juvenile into custody do so with the least possible embarrassment to the juvenile and his family. For example, when picking up a juvenile at school, work through the principal's office. Have the juvenile brought there instead of going to the classroom. If he works, try to arrange to pick him up before or after working hours. Unless there is a special justification for doing otherwise, don't remove the juvenile from the home.
 3. When the juvenile court service is closed, depending upon the circumstances, the officer may release the juvenile to a parent or guardian. If the officer feels immediate juvenile court intervention is necessary, the officer is to contact the juvenile intake officer on call for assistance.

- E. Notification of parents or guardians is required in every case that a juvenile is taken into custody.
- F. Officers shall make every attempt to confer with the parents or guardians of a juvenile before questioning and should be given an opportunity to understand what the questioning will cover and to be present during questioning. If this is not feasible, the officer may go ahead and question anyway, but must very carefully ensure that all rights of the juvenile are protected.
 - 1. When questioning a juvenile, officers are not to prolong the interview beyond what is needed in order to complete their investigation. Also, the interrogation is to be handled by no more than two officers.

Lancaster County Sheriff's Office General Orders

SUBJECT: School Liaison Program	NUMBER: 109
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: March 11, 2002	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 04.04	

PURPOSE

To establish minimum requirements in the school liaison program.

POLICY

The School Resource Officer (SRO) will incorporate the following in his duties as an SRO. The D.A.R.E. officer(s) will also incorporate the following while conducting the D.A.R.E. program in the school system.

- a. Provide a resource with respect to delinquency prevention;
- b. Explaining the role of law enforcement in society through classroom presentations.

PROCEDURE

A. The mission of the school liaison program is to:

1. (Acc. bullet "a") Act as a resource with respect to delinquency prevention, by identifying and preventing, through counseling and referral, delinquent behaviors such as substance abuse, violence, vandalism, etc.
2. (Acc. bullet "d") Explain and advise on the role of law enforcement in society.
3. Develop and maintain a positive relationship with the students, staff and parents,
4. Provide a safe learning environment for the students and staff.

B The Role of the School Resource Officer (SRO):

1. To protect and serve by:
 - a. Preserving individual rights as guaranteed by the Constitution of the United States,
 - b. Effectively enforcing state and local laws and ordinances,
 - c. Aggressively investigating criminal offenses,
 - d. The timely apprehension of persons suspected of committing criminal acts
 - e. The creative application of modern principles and technologies of public services
 - f. Cooperating with local, state, and federal law enforcement agencies and school staff

- g. Developing, perpetuating, and constantly evaluating the programs and procedures designed to prevent and control juvenile delinquency, substance abuse and the illegal distribution of narcotics
 - h. Providing impartial, competent and courteous service to students and staff, without regard to race, creed, religion, or gender
 - I. To enforce the instructions of the Sheriff and the Superintendent of Schools, that there be a zero tolerance level for any criminal law violations on school property pertaining to:
 - 1. Weapons
 - 2. Drugs/narcotics
 - 3. Acts of assault or other violence.
2. Being involved with the schools and serving by:
- a. Being responsive to students and staff, and providing feedback regarding efforts to resolve problems or concerns
 - b. Projecting a professional image through positive interaction with members of the student body and staff
 - c. Asking students and staff to assist in the development of law enforcement activities and programs which impact their school and affect their quality of educational experience
 - d. Participating in programs that share responsibility with the school in the delivery of law enforcement services
 - e. Encouraging student and staff cooperation with all criminal justice agencies through various school and community programs.
3. The function of the School Liaison Officer:
- a. He/she is first and foremost a law enforcement officer and will conduct themselves in the following manner
 - 1. Dress in issued and approved uniform apparel,
 - 2. Take law enforcement action as required. School Officials will be notified as soon as possible if they are not a part of the initial process.
 - 3. Not act as a school disciplinarian. However, school officials may include the officer in counseling sessions. This is encouraged when possible.
 - 4. Move freely about the campus, as this is a proven crime prevention practice.
 - 5. Meet with the school principal as necessary to discuss scheduling, programming, students etc ...
 - 6. Meet with their supervisor and provide intelligence information and briefings of activities as necessary.
 - 7. Not to be assigned school administrative responsibilities.

8. Be available for conferences with students, parents and staff to assist them whenever possible.

C. Work Methods:

1. Criminal offenses are to be investigated
2. Interaction with students is the main tool of this program. The officer may use sports, music, drama, counseling sessions, cafeteria time, field trips, tutoring, mentoring, etc. to build positive relationships
3. Interaction with school staff will be positive, professional and cooperative. All parties must strive to maintain open lines of communications to achieve the goals of the program,
4. Upon notification of any persons trespassing, the officer will locate the individual, identify the individual, investigate the circumstances, and determine the potential for prosecution.
5. The officer will strive to communicate with the citizens and businesses of the county. These persons can be a key resource.

D. Training:

1. The SRO will receive SRO training as required by DCJS. He/she will attend in-service training as required. To stay abreast of changes and issues concerning the school environment the SRO will seek and attend appropriate training and conferences that apply to school safety community policing issues, etc.
2. The DARE instructors receive the appropriate and required training. They will maintain a valid instructors certificate and will attend in-service training as required by DCJS and DARE.

E. Assignments:

1. The SRO is assigned to a particular school campus on an ongoing basis. This is his/her daily duty.
 - a. His/her hours are 8:00 a. m. to 4:00 p.m.
 - b. On days that students are not in attendance, the SRO will report to his supervisor for assignment. This does not include state holidays.
 - c. Worked state holidays will be repaid.
2. The DARE instructor's schedule is determined by mutual agreement between the school principal, the officer and the Sheriff.

Lancaster County Sheriff's Office General Orders

SUBJECT: Mobilization Plan	NUMBER: 110
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 17, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr.05.01	

PURPOSE

To establish procedures for mobilizing and responding to a natural or man-made disaster and/or situations/incidents requiring the intervention of law enforcement personnel in force.

POLICY

This agency will mobilize and respond to incidents and/or situations in a manner as set forth.

PROCEDURE

1. Mobilization Plan

This agency's Mobilization Plan consists of three categories:

1. Alert Status I: Upon direction of the Sheriff or his designee, supervisory staff (junior and senior) are notified of possible mobilization and to standby.
2. Alert Status II: Call in of supervisory staff (junior and senior) and the next scheduled shift.
3. Alert Status III: Expanded to include the call-in of selected sworn and support (non-sworn) staff and the notification of extra-agency officials and resources; i.e. other law enforcement agencies.

This plan may be activated in response to the following situations/incidence;

1. Natural disasters,
2. Man-made disaster,
3. Civil disturbance,
4. Hostage/barricaded person,
5. Active shooter situation,
6. Handling a bomb threat; and
7. Search missions of missing and/or endangered persons.

- A. In the event of an Alert Status II or III, the Sheriff or his designee:
 - 1. Directs the communications personnel to inform complainants that the Sheriff's Office is presently available to respond to critical service requests, and to suspend calls for services not involving danger to life and property, (e.g., larceny reports)

- B. The Sheriff or his designee is responsible for providing and supervising adequate personnel to operate telephones. If sufficient personnel are not available the following measures may be taken:
 - 1. Request assistance from other agencies
 - 2. If available, non-sworn volunteers
 - 3. If necessary, assign patrol personnel

- C. Personnel assigned to the telephones are responsible for calling off-duty personnel and informing them:
 - 1. That the Emergency Mobilization Plan is in effect;
 - 2. To immediately report for duty in uniform and ready for assignment.
 - 3. Of specific areas to be avoided in transit.

- D. Assembly Areas
 - 1. Primary and alternate assembly areas to be designated by the Sheriff or his designee at the time the Emergency Mobilization Plan is put into effect.

- E. Equipment:
 - 1. The Sheriff or his designee is responsible for assembly and distribution of needed equipment to cope with the emergency.

- F. Command Assignments
 - 1. The Sheriff or his designee is the coordinator with emergency management personnel and assigns command staff as needed to the following areas:
 - a. Communication center
 - b. Field command post, if any
 - c. Field operations (may be more than one at different locations).
 - d. Transportation requirements.

II. Disasters

A. Definitions:

1. **Natural disaster:** Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, ice storm, fire or other natural catastrophe resulting in damage, hardship, suffering or possible loss of life.
2. **Man-made disaster:** Any industrial or transportation accident, explosion, conflagration, major power failure, resources shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship or loss of life.

B. Authority for placing plan into operation:

1. On-duty supervisors are authorized to place this plan into operation. Appropriate notification of situations requiring plan implementation must be made to the Sheriff. The Sheriff is to immediately notify the County Administrator of the situation and will keep him advised of any changes.

C. Disaster operations:

1. The exact nature of the disaster, buildings or area affected, location, and potential danger will determine the response. The supervisor is to give consideration to the following:
 - a. All agency units at the scene of a disaster must provide information concerning conditions found, so that the supervisor can evaluate the magnitude of the required response. Dispatch will also obtain information for the supervisor from other emergency service and utilities as available.
 - b. Depending on the nature of the disaster, a field command post may be established in the vicinity of the disaster. The command post will be the agency vehicle of the ranking officer present at the scene. In any major disaster, the command post will be located at the Sheriff's Office.
 - c. The supervisor must communicate necessary information to emergency services, utilities, county agencies, and to media agencies. Under some circumstances, it may also be necessary to loan agency radios to emergency service/utility crews with whom essential contact must be maintained.
 - d. In any situation involving casualties, provision of casualty information will be the responsibility of the hospital and public inquiries are to be so directed.

- e. The Sheriff will have area media agencies notified and establish a media briefing point either in the vicinity of a small-scale disaster or at the Sheriffs Office in case of an area-wide disaster. Regularly, information will be provided directly to media representatives present. All media agencies are to be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines.
- f. The supervisor or Sheriff will advise the Virginia State Police office and area Sheriffs' Offices of any disaster and may, subsequently, request additional law enforcement support as required.
- g. The involvement of one or more buildings, public or private, can generate a requirement for security to prevent looting, theft, or trespass.
- h. It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units will be so advised, and announcements made over local radio stations.
- I. Necessary public works and utilities companies are to be notified of road clearance needs, broken mains, and downed lines.
- j. The supervisor or Sheriff will ensure an orderly de-escalation of controls and personnel as the disaster is reduced.
- k. Any special transportation needs may be requested from appropriate county agencies or other emergency services.
- l. The Sheriff may provide a complete after-action report to the county administrator. After-action reports should include any budgetary impact, commitments, and obligations.

III. Civil Disturbance

A. Authority for plan implementation:

- 1. On-duty supervisors are authorized to implement this plan. Appropriate notification is made to the Sheriff.

B. Duties of first officer(s) on the scene:

The duties of the first officer(s) arriving at the scene of a disturbance include the following steps:

1. Observe the situation from a safe distance and determine if crowd is peaceful or potentially violent.
2. Notify the dispatcher concerning the seriousness of the situation and request the supervisor and additional backup to respond.
3. Try to identify, by observation, the leader of the group.

C. Duties of the on-scene supervisor:

Upon arrival at the scene, the supervisor assumes command until relieved by higher authority. His or her duties and responsibilities include:

1. Assessing the situation for seriousness and danger (If the situation is minor, it may be handled with existing resources).
2. Maintaining communications with the dispatcher providing such information as:
 - a. Estimated size of the crowd and area involved;
 - b. Gauging the mood of the crowd;
 - c. Weapons, if any, involved;
 - d. Any destroyed property involved.
3. Establishing a command post from his vehicle, using the radio for communication.
4. Deciding on number of personnel/equipment needed. If a call out is begun, the supervisor determines the assembly point and equipment to be worn.
5. Instructing dispatch to make proper notifications, to include:
 - a. Fire department--to stand by in area;
 - b. Rescue squad--request stand by in area;
 - c. Hospital emergency rooms;
 - d. Neighboring jurisdictions;
 - e. State Police;
 - f. Ethnic/civic group leaders;
 - g. News media to provide public information;
 - h. Commonwealth's attorney to provide legal advice on arrest/confinement;
 - I. District/juvenile court judges and magistrates for arrest/confinement;
 - j. ***Governor's office for assistance from the*** National Guard.
6. Instructing officers about traffic control in disturbance area.

D. Duties and responsibilities of dispatchers:

When a civil disturbance arises, dispatchers are to:

1. Make appropriate notifications requested by the supervisor. Officers, notified of call out, are to be told when and where to report and what personal equipment needed.
2. Make news media referrals to the Sheriff.
3. Refer inquiries about any casualties to the appropriate hospital.

E. Operations:

Once appropriate and adequate personnel are in place, the supervisor is to:

1. Approach the crowd and inform the leader or leaders that the assembly is unlawful and they have to disperse. If the crowd is violent, this may be accomplished by using the P.A. system in police vehicles or a bullhorn.
2. A time limit for dispersal should be established and no extensions allowed.
3. If the crowd fails to disperse and continues its activity, the supervisor will, after consultation with Sheriff:
 - a. Authorize the use of *chemical agents*/force,
 - b. Order the foundation of police lines and move into the crowd for control.

F. Transportation:

All agency vehicles will be available for transportation of officers and equipment to the scene, and for prisoner transport from the scene.

G. Public facility security:

Attempts are made to provide security to all public facilities threatened by any crowd to include:

1. Fire/rescue/hospital buildings and access to them;
2. County facilities;
3. Schools.

H. Public information/rumor control:

The Sheriff is to respond to appropriate news media requests in order to keep the public informed and to dispel rumors.

I. De-escalation procedures:

Once the disturbance has been brought under control and the situation has returned to normal, the supervisor is to begin de-escalation procedures to include the following steps.

1. Disengage officers as appropriate.
 - a. On duty officers are to return to normal patrol operation.
 - b. Called-out officers are to return.
2. Assign officers to remain in area of disturbance to protect from any recurrence of trouble.
3. Discontinue the command post.
4. Ensure that agency equipment is collected.

J. Post-occurrence duties/after-action reports:

The supervisor, upon returning to the office, performs the following duties.

1. Prepare a detailed report, providing all factual information about the incident to the Sheriff, along with any appropriate recommendations.
2. Provide factual information *for review by the Sheriff or designee before release* to the news media.
3. Arrange for evidence collection at the scene.

IV. Mass Arrest

- A. During the course of a civil disturbance, mass arrests may become a reality and must be handled quickly and efficiently providing for transportation to jail, release on summons, arrestee rights, etc.
- B. Arrested persons are removed from the point of disturbance by the arresting officers and brought to where initial booking takes place. The supervisor establishes an arrest team to handle prisoners. Arrest team duties include the following steps.
 1. Photograph the arrested person with the arresting officer using a digital camera. Arrest identification information shall be recorded by using a numbering system.

- a. A number is drawn on a blank sheet of paper, large enough to be seen in a picture.
 - b. The number is held in front of the arrestee when the picture is taken.
 - c. The number and pertinent information is recorded separately for later reference.
2. Prisoners are transported to the jail where formal charging/booking takes place.
 3. Arrested persons are allowed the opportunity to contact legal counsel at the conclusion of booking.
 4. Arrested persons who are injured are given medical treatment before any booking begins.
 5. The Commonwealth's Attorney is to provide legal advice to the supervisor as appropriate.
 6. Juveniles involved in arrests are treated according to procedures set forth in Juvenile Procedures.

M. Use of force:

Officers are to use the minimum amount of force necessary to affect an arrest or control the disturbance. *A Use of Force report is filed as soon as practical after the disturbance is under control.*

V. **Hostage/Barricaded Persons**

Hostage and barricade situations present special problems because of their danger. Each hostage/barricade situation is different, but a basic plan may provide officers with guidelines to help defuse the situation safely. Whatever happens, this agency expects its officers to react logically and sensibly. Officers will not fuel a hostage taker's stress but should strive to contain or limit the situation.

A. General:

The first 10-20 minutes of a hostage/barricade situation are the most emotionally charged and, therefore, offer the greatest danger. Stress is high both among officers and citizens involved. Normally, there is no need to rush to a solution, time may reduce stress and allow communication to begin. Additionally, time is needed to assess the situation and to secure the surrounding area.

B. Dispatcher responsibilities:

Since dispatchers may be the first to receive information concerning a hostage/barricade situation, they are to gather as much information as possible and transmit it to officers in the field clearly and quickly so upon arrival at the scene they are aware of the dangers. Information gathered by dispatchers is to include answers to the following questions. **Try to keep the caller on the telephone until officers arrive.**

1. Where is the event-taking place?
2. From what location is the complainant calling (number and location)?
3. What are complainant's name and telephone number?
4. Can complainant see the scene?
5. Are the suspects armed? With what?
6. How many suspects are there?
7. What do suspects look like?
8. Are there any other persons involved? If so, how many?
9. Is officer already there or approaching the scene?

C. Responsibilities of first officer and supervisor on scene:

The duties and responsibilities of the first officer on the scene include the following.

1. Assess whether a hostage/barricaded situation exists.
2. Inform dispatch and request the supervisor's presence and additional backup.
3. Attempt to contain the situation at its present location.
4. Safely remove all innocent persons from the danger area. Those persons who cannot be removed immediately are to be instructed to seek protection where they are if gunfire is taking place.
5. Inform the on-duty supervisor of all pertinent facts upon his arrival.
6. Assist the on-duty supervisor in gathering as much information as possible about the situation, including the following.

a. Suspects:

- (1) Location: floor, room, roof, and basement?
- (2) What types of weapons does he possess (handguns, rifles, hand grenades, dynamite, etc.)?
- (3) Who is he, a criminal suspect (burglar, rapist), mentally ill, militant?
 - a. Complete physical description?
 - b. Mental and physical condition?
- (4) What is his purpose?
- (5) What crime has he committed?

b. Hostage: physical description (age, height, weight, sex, hair, etc.)?

- (1) Physical and mental condition?

- c. Location:
 - (1) Interior and exterior descriptions.
 - (2) Identify all possible escape routes.
 - (3) Determine locations of service (water and electricity connections).
 - (4) Determine in which rooms telephones are located.
 - (5) Determine if a police scanner is in the building.

D. Supervisor's responsibilities:

Upon arrival at the scene, the supervisor is to assume command of all police personnel and make all appropriate decisions until higher authority relieves him. Duties and responsibilities of the supervisor include the following.

1. Notify appropriate personnel within agency and support agencies.
 - a. The supervisor is to notify the Sheriff.
 - b. After determining the danger of the situation, the supervisor or his designee is to make the appropriate notifications, which may include call-outs.
 - c. Implementing the mobilization plan if he determines that additional agency resources are required.
 - d. Rescue squads are to be asked to stand by in general area.
 - e. Hospital emergency room is to be asked to maintain an alert to possible injuries.
 - f. Fire department is to be asked to stand by in general area.
 - g. State Police can provide specialized services such as the K-9, SWAT, the helicopter and/or a hostage negotiator.
 - h. News media may be asked to inform public to stay out of area.
2. Establish an inside and outside perimeter to ensure a safe area in which to operate.
3. Establish a command post in a safe area while maintaining observation of the scene.
4. Arrange for the evacuation of any injured persons.
5. Arrange for and supervise the evacuation of any bystander in the danger area. If bystanders cannot be evacuated, they are to be instructed to seek protection where they are.
6. Establish communications with the suspects or suspects to determine their demands or intentions. Some guidelines to be followed in establishing communications include the following steps.
 - a. Attempt to locate relatives, friends, or neighbors.
 - b. The telephone company will assist if a telephone number is needed. See Code of Virginia, Section [18.2-50.2](#), "Emergency control of telephone service in hostage or barricaded situations; penalty."
 - c. If unable to contact the suspect telephonically, use public address system.
 - d. Have a relative or friend converse with the suspect, but do not allow that person to go inside the building.

- e. Make every effort to persuade the suspect to surrender voluntarily before using force.

E. Special equipment:

Hostage/barricade incidents may require the use of specialized equipment on the scene.

- 1. All officers assigned to the immediate area of danger are to wear protective vests.

F. Use of force/chemical agents:

The on-duty supervisor following consultation with the Sheriff may authorize the use of force or chemical agents.

G. Negotiating with barricaded persons/hostage taker:

Negotiation involves establishing trust between the hostage takers, requiring "give and take" on both parts. Of primary importance is establishing a dialog is the following points.

- 1. In negotiating, practically all demands are negotiable except:
 - a. Supplying the hostage with weapons,
 - b. Additional hostages or exchange of hostages.

H. Chase/surveillance vehicle/control of travel route:

The on-duty supervisor is to ensure that, should the hostage taker get a vehicle, units cover all possible routes of travel. Additionally, surveillance vehicles may be assigned in order to observe the activities of the hostage taker.

I. De-escalation:

Once the hostage taker has been captured, the following actions are to be performed:

- 1. The suspect is to be removed from the scene immediately. His rights are to be read to him and searched by the officer assigned to investigate the case. He is to be taken directly to the Sheriff's office.
- 2. Hostages are to be removed immediately upon capture of the suspect.
 - a. The on-scene supervisor is to alert all participants by radio that the hostages are coming out.
 - b. Medical treatment is to be provided, if needed.
 - c. Find a quiet area so that hostages may be united with their families.
 - d. The on-duty supervisor is to assign the investigator to interview each hostage to obtain statements.

3. The crime scene is to be preserved until processed for evidence by officers assigned.
 - a. The area will remain cordoned off until the on-duty supervisor declares it open.
 - b. Units that are no longer needed are to be cleared for normal assignments by the on-duty supervisor.
 - c. Investigations are to be made into any surrounding property damage, e.g., bullet holes in neighboring building or destroyed lawns and gardens. Investigations are to include pictures.

J. After action reports.

The on-duty supervisor is to submit a comprehensive report to the Sheriff on all hostage/barricade incidents containing all facts.

V. Active Shooter

- A. Officers responding to an active shooting situation are to proceed with caution and available backup.
 1. Dispatchers are to keep the caller on the phone for updates if at all possible without putting the caller in danger.
 2. The supervisor on duty or call is to be contacted and respond. Once officers are on the scene and have determine that there is in fact an active shooter, the supervisor can have dispatch contact VSP TACT Team for assistance.
 3. Officers are to contain the situation and wait for the TACT Team if possible.
 4. The on scene supervisor is to mobilize whatever resource he believes necessary to minimize the situation.
 5. Evacuation of the surrounding area should be initiated if it can be done safely.
 6. In volatile situation where lives are in danger, officers must decide what course of action to take to protect lives or prevent serious injuries.
 - a. Deadly force must be considered.

B. Active Shooter in School

In the event of an active shooter within a public or private school, the first officer on the scene is expected to enter the building and attempt to engage the shooter to reduce the number of casualties as quickly as possible.

VI. Bomb Threats

In the event of a bomb threat the on-scene supervisor will have the authority to implement this plan and assumes command of the operation. Officers will investigate bomb threats, while actual bombings require the assignment of investigators. The on scene supervisor may

decide it appropriate to call out the investigator if the threat involves extortion or terrorism. The FBI must be notified of any actual bombings. The FBI will investigate bomb blasts in schools or at federal installations.

A. Duties and responsibilities of dispatcher:

The duties and responsibilities of the dispatcher receiving a bomb threat/bomb emergency call include:

1. Obtain as much information as possible such as:
 - a. Exact location of the bomb,
 - b. Time set for detonation,
 - c. Description of bomb,
 - d. Type of explosive,
 - e. Type of bomb (pipe, etc.),
 - f. Reason for bombing.
2. Notify and dispatch the Sheriff (if actual bombing) to the scene.
3. Record pertinent information.

B. Duties and responsibilities of the on-duty supervisor:

C. Upon notification by the dispatcher, the supervisor is to immediately respond to the scene. Radios *and cellphones* are to be turned off. Additionally, the supervisor is to:

1. Assess the situation, make a determination to notify command personnel, investigative personnel or FBI.
 - a. Call out of additional officers is necessary,
 - b. Determine what outside agencies is to be notified or assistance requested such as fire, rescue, hospitals, the FBI, and Virginia State Police.
 - c. If a bomb is found, have the dispatcher contact the State Arson Investigator's Office.
2. Interview the person who received the original call. All details, such as the caller's voice, mannerisms, background noises, and the time are to be noted. The time the call was received is most important since most bombs are activated by a watch or clock which restricts the "bomber" to a 12-hour period or less. Play back the *audio* recording of the bomb call, if one was made.
3. Instruct officers about traffic control in the general area.
4. Establish a security perimeter around the scene.
5. Coordinate with outside agencies that have been called, as they arrive.

C. Duties and responsibilities of investigating officer:

Upon arrival, at the scene, the investigating officer will assume responsibility for the completion of the preliminary investigation and begin a follow-up investigation. If an actual explosion has occurred, detailed investigation and crime scene processing should await the arrival of the investigator.

D. Evacuation:

1. The final decision to evacuate a building must be left up to its management. The role of law enforcement is to provide information and recommendations, which the management officials may use in making the evacuation decision.
2. If the decision is made to evacuate the building, officers may assist in the process.

E. Searching the premises:

1. The decision to search a building is also a management decision, with police providing recommendations. Since building employees are most familiar with the building and the space therein, part of the building management responsibility includes providing assistance to police/fire building search teams.
2. When the decision to search has been made, the on-scene supervisor is to designate search team(s) as needed, depending on the size of the area to be searched.
3. Officers are to coordinate the search to avoid repetition. Care should be exercised, however, to impress upon the searchers the importance of not disturbing any suspected bomb that may be located. A floor plan of the building should be obtained and made available for immediate reference.
4. All areas open to the public are to be given special attention: restrooms, trash receptacles, stairwells, elevator shafts, etc. Custodians are to be directed by their own supervisors, on police orders, to check their closets and storage areas for any unusual objects and supervisors are to ask their subordinates to check their work areas for unusual objects.
5. Nothing is to be done to change the environment of the area searched, such as cutting on light switches or thermostats until the area has been searched thoroughly using flashlights. **DO NOT USE RADIOS** when approaching or searching the area. **DO NOT SMOKE.**
6. Never tell management personnel that everything is all clear. Tell them that the search revealed nothing, but let them make any decisions concerning reoccupation of the building area.
7. If a search reveals an unusual device or bomb, officers are not attempt to disarm or move it in any manner. The explosive may contain an anti-disturbance device and

should be approached only by explosive experts. The main concern is to safeguard lives by isolating the area. If a suspected bomb is found, the dispatcher is to contact the State Police Explosive Ordinance Disposal Unit. A disposal team will respond to handle the device, and has all necessary equipment to handle bomb disposal operations.

F. Communications:

Due to the danger of possible bomb detonation from radio transmissions all police radios at the scene are to be turned off. Communications between the supervisor and dispatch is to be by *standard* telephone or an officer can be sent several blocks away to transmit messages using the police radio. *The on-scene officer should initiate calls to the dispatcher as some devices may be rigged to activate upon the ring tone of a telephone.*

G. Scene protection/evidence collection:

If an explosive device has been detonated, the scene is to remain protected until the investigator or outside agency arrives to begin scene processing. Officers/investigators are to give any assistance requested by the outside agency.

H. After-action report:

Offense reports are to be completed on each bomb threat/bomb emergency.

VII. Search Missions of Missing and/or endangered Person

Search and rescue on land will be this agency's responsibility and will request the necessary assistance needed to carry out its mission.

Search and rescue on the waterways of this county will be referred to the United States Coast Guard, the Virginia Game and Inland Fisheries and VMRC and this will become their responsibility, however this agency will assist if requested.

A. The on scene supervisor has the authority to call upon any resource necessary to fulfill the agency's mission. The dispatcher has the authority to contact the necessary agency for search and rescue on the waterways and to inform the supervisor.

1. Whenever a small child cannot be located or there is reason to believe the person (adult or juvenile) may have wandered off and/or is suffering from a mental disorder and/or is considered endangered, a search of the area should be conducted.

a. In the event the missing person is a client of the Project Lifesaver Program, operated and maintained by this agency, the procedures developed to activate the search team(s) are to be followed.

- b. The SOP's for this program are maintained in the Communication Center and is the responsibility of the Sheriff or his designee for changes, updates and compliance thereof.
2. Whenever a search party is organized for missing persons, K-9 units may be requested from adjoining jurisdiction and Virginia State Police.
3. Search and rescue on the waterways are the responsibility of the USCG or the Virginia Game and Inland Fisheries and VMRC.
4. Additional search and rescue organizations may be requested by calling the Virginia Department of Emergency Services (VADES). This is the official state agency, as determined by state law, which coordinates emergency services within the Commonwealth. It has an extensive list of resources available to assist local agencies. Phone: 1-800-██████████ (number current as of *March 6, 2011*. **Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 1950 as amended.**)
5. Local Resources:
 - a. Kilmarnock-Lancaster Volunteer Rescue Squad.
 - b. Kilmarnock Volunteer Fire Department.
 - c. Upper Lancaster Volunteer Rescue Squad
 - d. Upper Lancaster Volunteer Fire Department
 - e. White Stone Volunteer Fire Department
 - f. Game and Inland Fisheries
 1. Water craft
 2. Man power
 - g. Virginia Marine Resource Commission
 1. Water craft
 2. Man power
 - h. United States Coast Guard
 1. Water craft
 2. Air craft
 3. Man power
 - I. Virginia State Police
 1. Canine units
 2. Air craft
 3. Man power
6. Disaster Search and Rescue is a massive undertaking, this agency will collect and triage all requests. The Red Cross will field and assemble out of area inquiries.

Lancaster County Sheriff's Office General Orders

SUBJECT: Accessibility of Emergency Plans	NUMBER: 116-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 19, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 05.02	

PURPOSE

To ensure emergency operation plans are accessible to all command personnel and are reviewed and updated as needed.

POLICY

Emergency operation plans will be accessible to command and communication personnel and will be reviewed and updated as needed.

PROCEDURE

- A. Emergency operation plans are maintained in a manual issued to command personnel and a manual maintained in the communication center.
 - 1. General Order [110](#) covers the following emergency operations:
 - a. Mobilization Plan;
 - b. Natural Disaster Plan;
 - c. Man-made Disaster Plan;
 - d. Civil Disturbance Plan;
 - e. Hostage/barricaded Persons Situations;
 - f. Active Shooter Situation;
 - g. Bomb Threats;
 - h. Search Mission of Missing and/or Endangered Persons.
- B. Command personnel are to keep these orders accessible at all times for immediately reference.
 - 1. This may be accomplished by keeping a manual in the vehicle or maintaining a booklet containing only those General Orders dealing with emergency operations.
- C. The Communication Supervisor or her designee ensures the manual is updated and current.

Lancaster County Sheriff's Office General Orders

SUBJECT: VIP Security and Special Events	NUMBER: 118
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 1, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 05.03	

PURPOSE

To establish guidelines for the security of visiting dignitaries and special events.

POLICY

This agency will provide adequate security and/or assistance to visiting dignitaries and at special events when requested and in doing so cooperate and coordinate such efforts with any agencies involved.

PROCEDURE

- A. Notification of requests for dignitary security is forwarded to the Sheriff with information including the dates, times, and specific locations where security is needed.
 - 1. Direct supervision of the security detail is the responsibility of the Chief Deputy.
 - 2. The Chief Deputy coordinates office security efforts with the Sheriff and the Lieutenant of the Patrol Division.

- B. Determination of personnel assigned to a security detail is the responsibility of the Chief Deputy. He may request personnel, as he deems necessary for the specific detail from any division of specialized unity within the Sheriff's Office.
 - 1. Temporary reassignment of on-duty personnel for the security detail is coordinated with the supervisors of the divisions or units from which the personnel are drawn.
 - 2. Off-duty personnel utilized for a security detail is to be compensated with the approval of the Sheriff.
 - 3. Any specialized equipment, transportation or identification designations are disseminated under the supervision of the Chief Deputy.

- C. The Chief Deputy or his designee is responsible for coordinating security operations within the office and with any outside agencies involved. This includes:
 - 1. Gathering intelligence information pertinent to the operation.

2. Planning and reconnoitering travel routes, and alternates.
3. Advance inspection of sites and facilities to be visited by the dignitaries.
4. Notification and identification of emergency rescue, fire and medical facilities that may be needed.
5. Coordination with dispatch as to any special communications procedures that may be necessary.
6. Coordinate and/or establish any other detail that is necessary.

Specials Events

This agency will handle special events in such a manner to assure the safety and welfare of the general public.

- A. Notification of special events requiring police presence is forwarded to the Sheriff with information including the date, time, location and nature of the event.
 1. Direct supervision of the operation is the responsibility of the Lieutenant of the Patrol.
 2. Deployment of law enforcement personnel to handle the given event is coordinated by the Lieutenant of Patrol or his designee in the same manner outlined under dignitary security details.
 3. The Lieutenant of Patrol coordinates agency efforts with all other agencies involved.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Tactical Team Operations	NUMBER: 120
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 19, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 06.01-.02	

PURPOSE

To establish guidelines and procedures for the utilization and activation of tactical assistance for tactical operations.

POLICY

This agency will not conduct tactical operations or crisis negotiations.

The Sheriff or the on scene supervisor will request assistance from the Virginia State Police TACT Team should a situation deteriorate to where life of innocent citizens or officers are in danger and additional manpower and/or specialized equipment may minimize injuries.

PROCEDURE

Officers of this agency are to be used for the purpose of containing dangerous situations until the arrival of the VSP TACT Team, and to be in position to act on a situation that may deteriorate and result in injury or the loss of life. This agency's objective is to contain the situation until the arrival of the VSP TACT Team.

- A. Situations where tactical operations are utilized (although not all inclusive)
 - 1. Hostage Situation-a suspect **who is believed to be armed** and is holding a person against their will.
 - 2. Barricaded Suspect-an armed suspect **who is wanted on criminal charges** and has assumed a position which provides the suspect with significant tactical advantage over officers attempting to affect thereby making conditions significantly unsafe for the officers on the scene.
 - 3. Execution of High Risk Arrest/Search Warrants-where armed resistance is likely to be encountered during the execution of such warrants or where the service of such warrants may require the use of specialized equipment.
 - 4. Suicidal Suspect-an armed suspect who appears to be distraught or mentally unstable and is threatening to take his/her own life and/or has the capability of harming others and who has assumed a position which provides a significant

tactical advantage over the officers on the scene thereby making conditions significantly unsafe for the officers.

5. Stakeout-utilized for a felony or crime of violence where the suspect(s) is known or suspected of being armed and where the use of specialized equipment (not available to other officers) may be required.
6. Active Shooter Situation

Officers responding to an active shooting situation are to proceed with caution and available backup.

1. Dispatchers are to keep the caller on the phone for updates if at all possible without putting the caller in danger.
2. **The supervisor on duty or call is to be contacted and respond. Once officers are on the scene and have determine that there is in fact an active shooter, the supervisor can have dispatch contact VSP TACT Team for assistance.**
3. **Officers are to contain the situation and wait for the TACT Team if possible.**
4. The on scene supervisor is to mobilize whatever resource he believes necessary to minimize the situation.
5. Evacuation of the surrounding area should be initiated if it can be done safely.
6. In volatile situation where lives are in danger, officers must decide what course of action to take to protect lives or prevent serious injuries.
 - a. Deadly force must be considered.

C. Requesting Assistance from the Virginia State Police TACT Team

1. The Sheriff or the on supervisor is to request assistance from the Virginia State Police TACT Team should a situation deteriorate to where the life of innocent citizens or officers are in danger and additional manpower and/or specialized equipment may minimize injuries.
 - a. In the event of a preplanned operation such as stated in A-3 and 5 above, the VSP TACT is contacted and arrangements made for their assistance.

2. When the VSP TACT Team arrives officers are to assist as directed.
3. The VSP TACT Team is responsible for any Deliberate Assault initiated to bring the situation to a halt.
4. Officers of this agency are to contain the perimeter of the situation until the VSP TACT Team's arrival.

Lancaster County Sheriff's Office General Orders

SUBJECT: Traffic Enforcement	NUMBER: 125
EFFECTIVE DATE: July 1, 2021	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 2016	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.01	

PURPOSE

To establish uniform procedures for taking enforcement action incidental to traffic law violations.

POLICY

Officers will use the following procedures when taking enforcement action incidental to traffic law violations.

PROCEDURE

Enforcement Actions

A. Physical arrest:

Officers are permitted to make a physical arrest in the following circumstances:

1. When violations of traffic laws pertaining to driving under the influence of alcohol or other intoxicants occur.
2. When a felony has been committed involving a vehicle.
3. When the operator is licensed by a non-reciprocal state.
4. When the officer has reason to believe that the person will not comply with the summons if issued.

B. Uniform Traffic Summons is issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles. Uniform Traffic Summons is completed whenever a motorist is charged with a motor vehicle violation.

C. Warnings:

Officers have discretion in giving verbal warnings to violators whenever minor traffic infractions are committed. A properly administered warning can be more effective than any other type of enforcement. The agency does not do written warnings.

Lancaster County Sheriff's Office General Orders

SUBJECT: Violation Information	NUMBER: 126
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 20, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.02	

PURPOSE

To require officers to provide drivers/motorist with certain information relative to the specific charge.

POLICY

Officers will advise drivers of the following information whenever the driver is charged with a motor vehicle violation:

- a. Court appearance schedule;
- b. Whether court appearance by the motorist is mandatory;
- c. Prepayment information.

PROCEDURE

1. The Virginia Uniform Summons is completed whenever a motorist is charged with a motor vehicle violation. Officers are to advise drivers of the following information:
 - a. Court appearance schedule;
 - b. Whether court appearance by the motorist is mandatory;
 - c. Whether the motorist may be allowed to prepay the fine before court and how.

Lancaster County Sheriff's Office General Orders

SUBJECT: Uniformed Enforcement for Traffic Law Violations	NUMBER: 127
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: May 6, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 07.03	

PURPOSE

To establish uniform enforcement procedures for traffic law violations.

POLICY

This agency will be uniform in its enforcement of traffic law violations.

PROCEDURE

A. Driving under the influence of alcohol/drugs

1. General:

Various courts have interpreted driving under the influence to mean that the ability to operate a motor vehicle is reduced or impaired by the consumption of alcoholic beverages or other drugs. It does imply that the operators of a motor vehicle be in a state of alcoholic or a drug-induced stupor or be entirely incapable of exercising physical control of his vehicle. Driving under the influence of intoxicants is an offense generally associated with leisure-time activity. Consequently, most arrests are made during the evening hours or in the early morning hours after taverns close or social gatherings end. Although the intoxicated driver may be observed any day of the week, weekends and holidays reflect an increase of offenses and arrests.

2. Laws:

It is unlawful for any person to drive or operate any motor vehicle, engine, or train while under the influence of alcohol, or while under the influence of any narcotic drug of any nature. The term motor vehicle shall include pedal bicycles with helper motors (Mopeds), while operated on the public highways of this State.

3. Responsibilities:

Each officer is to be alert for suspected DUI offenders, both on patrol and in selective enforcement areas. He/she is to use standardized roadside sobriety tests. In addition, the alco-sensor, if available, is offered to each suspected driver.

4. Intoxilyzer:

- a. The security and all physical evidence obtained from DUI arrest is every officer's responsibility.
 - b. The regulations of the Division of Criminal Justice Services states: "The breath test device must be stored in a clean, dry location which is only accessible to an authorized licensee for the purpose of actually administering a breath test, preventive maintenance check, or other official uses."
 - c. The term licensee shall mean a person holding a valid license from the Virginia Department of Forensic Science pursuant to the Code of Virginia.
5. Sobriety tests:
- a. Officers are to administer a minimum of three field sobriety tests from the following list. The list names the most commonly administered tests.
 - 1. Gaze nystagmus (only if properly certified).
 - 2. Walk and turn.
 - 3. One-leg stand.
 - 4. Reciting of the alphabet.
 - 5. 10 count.
 - 6. Nose find.

Officers may employ additional tests, but they must be performed in the same order and manner every time.
 - b. If the operator fails the roadside tests, an alco-sensor is offered to the operator, if available. The operator may refuse the alco-sensor test, and must be advised of his/her right to refuse.
 - c. At the officer's discretion or if the operator fails the alco-sensor test, he/she is arrested for driving under the influence and taken before the magistrate.

(Note: The alco-sensor is used for official use only.)
 - d. If an officer suspects that the vehicle operator was driving under the influence of both alcohol and drugs, or drugs alone, he may require the operator to have a blood test performed in addition to testing for alcohol. Blood samples are analyzed by the Virginia Department of Forensic Science for evidence of alcohol and for various illegal, prescription, and over-the-counter drugs.
 - e. The officer makes a full written report of the circumstances of the DUI arrest, formation of probable cause, and witnesses' observations.
6. Arrest:
- a. Advise the arrestee that any person, whether or not licensed by Virginia, who operates a motor vehicle in this state gives implied consent to have a sample of his breath/blood or both breath and blood taken for a chemical test to determine the alcoholic content of the blood or for the presence of drugs if such person is arrested for violation of 18.2-266 within three hours of the alleged offense.

- b. If the arrest occurs as a result of operation of a motor vehicle on private property, the Implied Consent Law does not apply. This does not preclude the arresting officer from attempting to obtain consent from the arrested person to submit to a chemical analysis of his blood or breath. Officers requesting blood or breath samples under these conditions are conducting a custodial interrogation. Therefore, the arrested subject is advised of his Miranda warnings before consent is requested. The officer is to make all reasonable attempts to obtain a blood or breath sample.
 - 1. Miranda is not required before the driver takes sobriety tests, or otherwise before questioning.
 - c. Advise the arrestee that he/she must submit to a breath sample, when available, or blood if the officer suspects the presence of drugs. It is not a matter of defense that either test is not available.
 - d. Any person arrested for driving under the influence and chooses to refuse the breath/blood test will be read the Declaration and acknowledgment of refusal (form DC-233). The form will be signed by the officer and sworn to in front of a magistrate that it was read.
7. Blood test procedure:
- a. Blood tests are offered only when the arrestee is involved in an accident and cannot give a sample of his breath, has a physical problem that prevents him/her from giving a sample of the breath or is being charged with D.U.I.D. The arrested person is taken to a physician, registered professional nurse, graduate laboratory technician, licensed practical nurse, phlebotomist or other technician designated by order of the Circuit Court acting upon recommendation of a licensed physician, who withdraws blood for the purpose of determining its alcoholic content and drugs.
 - b. Blood samples are taken using blood kits available from the Division of Forensic Science. All directions and mailing instructions are included with the kit.
 - 1. The medical person taking the sample places the name of the medical person taking the sample and the name of the accused on the label of each vial with the date and time the blood was taken.
8. Breath analysis:
- a. Chemical analysis of a person's breath is performed by anyone possessing a valid license, issued by the Virginia Department of Forensic Science. This may include the arresting officer or anyone participating in the arrest. In the event the Intoxilyzer is inoperable or a licensed operator is not available, this test is deemed not available.
 - b. The type of equipment and the methods used to perform breath analysis is to be in accordance with the regulations of the Virginia Department of Forensic Science.

- c. The testing officer is to issue a certificate of breath alcohol analysis which indicates that the test was conducted in accordance with the manufacturers' specifications, the equipment on which the test was conducted has been tested in the last six (6) months and was found to be accurate, the name of the accused, the date, the time the sample was taken from the accused, the alcohol content of the sample, and by whom the sample was examined.
 - d. The certificate of breath alcohol analysis. The forms are handled as follows:
 - 1. White copy, original, is given to the magistrate to be forwarded to the General District Court along with the Criminal Complaint and warrant.
 - 2. The second or green copy is given to the arrested person and is asked to sign the yellow sheet to acknowledge the receipt of the green copy or if refuses is given a copy regardless and documented "refuse to sign".
 - 3. The third or yellow copy is for department or officer use and is to be forwarded to administration for filing for a period of one year, after which it may be destroyed.
- B. Operating a vehicle after driving privileges have been suspended or revoked
- 1. Enforcement for operating a vehicle after privilege to drive has been suspended or revoked is performed in accordance with the Code of Virginia.
 - a. Operator is to be released on a summons.
 - 1. If no licensed operator is available at the scene then the violator will be given an opportunity to contact someone to come to the scene if such can be done in a reasonable amount of time. If not, the officer is to have the vehicle towed at the owners expense and the violator may be given a ride to the office or to a residence, whichever is closer or the officer deems best.
- C. Speed Enforcement
- 1. Only Officers trained and certified in RADAR usage are to utilize the agency's RADAR units for speed enforcement purposes.
 - a. Only Sheriffs Office authorized equipment is used in RADAR traffic enforcement.
 - b. Officers utilizing RADAR for speed enforcement purposes maintains all records and operate the equipment as established by training guidelines.
 - c. Officers utilizing RADAR ensures that the equipment has a valid calibration date and is working properly. Any equipment, which is malfunctioning, or has an expired calibration date, is turned in to the Patrol Lieutenant for maintenance and/or repair.

2. Officers operating units not equipped with RADAR, before issuing a summons for speeding will:
 - a. Pace the speeding vehicle for at least 2/10ths of a mile.
 - b. Maintain a record of their unit's speedometer calibration.

D. Other hazardous violations

Hazardous violations are to be strictly enforced when the violation is clearly a threat to the safety of others.

1. This includes private property.

E. Off-Road vehicle violations

Officers are authorized to enforce violations by operators of Off-Road vehicles (i.e., dirt bikes, and go-carts, and ATV's) who illegally and/or recklessly operate such vehicles.

F. Equipment violations

Enforcement of equipment violations are enforced when the operator has failed to correct the problem after being warned or the violation is considered to be dangerous and/or a threat to the safety of others.

G. Public Carrier and Commercial Vehicle Violations

1. In addition to the laws governing the operation of passenger vehicles/private carriers, Officers are authorized to enforce all other applicable county and state traffic codes. This includes:
 - a. Taking enforcement action against any driver, and/or the owner, of any public carrier or commercial vehicle found to be in violation of applicable law.

H. Juveniles:

Juvenile traffic offenders are prosecuted in Juvenile and Domestic Relations Court and that is to be noted on the summons. Officers issuing a traffic summons to a juvenile offender is to advise them of their options regarding prepayment or court appearance and that a parent or guardian must accompany them when they appear before the court.

I. Non-residents:

Officers may consider use of warnings for non-residents who commit minor, nonhazardous violations. If appropriate, given the type of violation, officers may arrest non-residents by issuance of a summons, provided the violator's home state is a reciprocal one. If non-residents are from a non-reciprocal state, they must be taken before a magistrate.

J. Violations resulting in traffic accidents

1. Officers will enforce violations resulting in accidents.
 - a. If through investigation it was determined a violation(s) occurred that caused an accident, then that driver is to be charged with that violation.
 - b. Other violations detected at the scene of an accident may be enforced at the officer's discretion.

K. Pedestrian and bicycle violations

Officers are to enforce all applicable laws related to bicyclists and pedestrians who recklessly disregard traffic laws and/or create a hazard to them and others.

- a. A warning is advisable, but if the individual continues then he/she should be charged.

L. Members of the Legislation

The Lieutenant Governor and members of the General Assembly under the Code of Virginia:

During the session of the General Assembly and for five days before and after the session, the Lieutenant Governor, a member of session, or the Clerk thereof, and their assistants, shall be privileged from custodial arrest except for treason, a felony, or a breach of peace. The issuance of a traffic summons for a moving offence is allowed, as is a physical arrest in the case of an offence involving a DUI offence.

Members of Congress may not be detained for the issuance of a summons while they are in transit to or from the congress of the United States.

If a member of Congress is stopped for a traffic infraction, upon presentation of valid credentials, he or she shall be released immediately. The officer may then obtain a summons for the infraction and make arrangements to serve it when the member of Congress is not on official business.

M. Military personnel:

Military personnel are treated as any other resident or non-resident of the county.

Lancaster County Sheriff's Office General Orders

SUBJECT: Traffic Stop Procedures	NUMBER: 129
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 15, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 07.04	

PURPOSE

To establish procedures for stopping and approaching traffic law violators.

POLICY

Officers will use the following procedures when making traffic stops.

PROCEDURE

A. Objectives of traffic stops:

1. To take proper and appropriate enforcement action;
2. To favorably alter the violator's future driving behavior.

B. Traffic violator/officer relations:

1. Followed in all traffic stops:
 - a. Be alert at all times for the unexpected.
 - b. Be absolutely certain the observation of the traffic violation was accurate.
 - c. Present a professional image in dress, grooming, language, bearing, and emotional stability.
 - d. Be prepared for the contact by having the necessary equipment and forms, if they are to be used, immediately available.
 - e. Decide on the appropriate enforcement action based upon the violator's driving behavior and attitude. In most cases, decide on the formal enforcement action before contacting the violator. Exceptions include stopping an out-of-state driver committing a violation that would not be a violation in his jurisdiction, such as right turn on red light. The officer may then decide to give a warning rather than a citation.
2. Before making a vehicle stop:
 - a. Maintain a reasonable distance between the vehicle and the police unit.
 - b. Locate a safe spot to stop the vehicle.
 - c. Activate the emergency blue lights and, when necessary, siren to signal the vehicle to stop.

- d. Advise the dispatcher of the intention to stop the particular vehicle, giving:
 1. Location of the stop;
 2. Vehicle's license tag number and/or other description when necessary.
 - e. Officers are to position the police vehicle approximately one-half to one car length behind the violator's vehicle. The police vehicle is positioned so that it will offer the officer some protection from oncoming traffic. This position is to be two feet outside and to the left of the violator's vehicle. This position provides maximum safety to a violator, the officer, and all other traffic.
3. Additionally, when stopping a vehicle in which the occupant(s) is (are) deemed to present a hazard to the officer's safety:
- a. Request a backup unit and calculate the stop so that the backup unit is in the immediate area before making the actual stop;
 - b. Train the unit's auxiliary lights (spotlight and alley lights) on the occupant(s) of the vehicle when applicable;
 - c. When necessary, use the unit's public address system to give the occupant(s) of the vehicle instructions.
4. Hazards:
- a. On multi-lane roadways, the officer is to insure the safety of the violator during the lane changes by gradually changing from lane to lane with the violator until the right side of the roadway is reached.
 - b. Should the violator stop abruptly in the wrong lane or another undesirable location, the officer is to direct him to move to a safer location. Officers are to use the public address system to instruct violators to move to a safer location. If the officer's oral directions and gestures are misunderstood, the officer is to quickly leave the patrol vehicle and instruct the violator.
5. Approaching the violator:

The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator, and other users of the roadway. Varying conditions regarding the engineering of the particular traffic way, the urgency to stop the violator (drinking driver), and the existing volume of traffic may require adjusting or altering the recommended procedure. Under ideal conditions, follow these procedures if possible:

- a. The officer leaving the patrol vehicle is to be continuously alert for any suspicious movement or actions on the part of the violator or other occupants in the violator's vehicle.
- b. The officer is to approach from the rear of the violator's car, looking into its rear seat and stop behind the trailing edge of the left front door. This position is to be maintained if there are only occupants in the front seat of the vehicle.

From this position, the officer can communicate with the violator, keeping him in a slightly awkward position and the same time keep all occupants of the vehicle in view.

- c. In cases where the violator's car has occupants in both the front and rear seats, the officer is to approach to the leading edge of the left front door, alert for any unusual actions on the part of the occupants and choosing a path so the door cannot be used as a weapon against the officer. From this position, the officer can communicate with the violator and keep all occupants in view.
- d. In traffic stops may be two-man patrol vehicles, the passenger officer may handle all radio communications, write all notes and messages relayed from the communications center, and during the traffic stop is to leave the vehicle and act as an observer and cover for his fellow officer. At no time are the two officers to approach the violator together.
- e. At night, officers are to exercise caution in selecting an appropriate place for the traffic stop, signaling the violator (the spotlight is not to be used except in what officers perceive as a dangerous situations), and positioning the police vehicle. After the stop, the headlights are to be on low beam for the safety of oncoming traffic, and emergency bar lights in use on the patrol vehicle (as well as during the day).

6. Communicating with the violator:

- a. Greet the violator courteously with an appropriate title.
- b. Inform the violator what traffic law he/she has violated and the intended enforcement action (the violator should not be kept in suspense).
- c. Ask for the violator's driver license and vehicle registration, and accept only these forms. If the driver offers money, the officer is to refuse the money and advise the driver of the illegality of the offer.
- d. If the driver has no driver's license, obtain another document of identification.
- e. Allow the driver to discuss the violation. Do not argue, berate, belittle, or otherwise orally abuse the violator.
- f. Complete the forms required for the enforcement action taken or exercise an oral warning, if appropriate.
- g. Explain to the violator exactly what he is supposed to do in response to the action taken and how this action will affect him.
- h. If the enforcement action requires a court appearance, make sure the violator knows where and when to appear. Explain any alternatives to the violator, but do not predict the actions of the court.
- i. Be alert to any emotional stress exhibited by the driver. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.

7. Conducting the transaction:

- a. Return the violator's driver's license, registration, and a copy of the summons.
- b. Release the defendant after he/she:

1. Signs the summons, and
 2. Receives a copy of the summons.
- c. Assist the violator in safely re-entering the traffic flow.

Do not follow the violator.

C. Stopping a known or suspected felon:

Special procedures are used in vehicle stops when the occupants are known to be armed and dangerous. When an officer locates a vehicle driven by a known or suspected felon, he or she is to notify the dispatcher immediately of the location and give a thorough description of the vehicle and its occupants. The officer is to keep the suspect vehicle in view and request sufficient assistance in making the stop.

The officer is to keep support units informed of the location and direction of travel to aid their approach with minimal use of emergency equipment. The suspect vehicle is not to be stopped unless absolutely necessary until adequate support is available and in position. Circumstances may, however, dictate a one-officer felony vehicle stop.

The following procedures are used in effecting the stop:

1. The officer should attempt the stop in a location, which presents minimal danger to other citizens.
2. When conditions are appropriate and support units available, the officer is to move into position to the rear of the suspect vehicle.
3. The officer signals the violator to stop, using all emergency equipment to warn other traffic.
4. The violator is to be stopped on the extreme right side of the road.
5. If the violator is known to be armed and dangerous, the officer is to have his weapon easily accessible and ready for immediate use.
6. When the suspect vehicle begins to stop, the officer turns off the siren and turns on the public address system.
7. The officer is to park the police vehicle so that it provides maximum protection and cover.
8. At night, the officer is to focus all lights on the interior of the suspect vehicle.
9. The officer leaves the police vehicle quickly but remains behind the door and accessible to the public address system microphone.

10. The officer making the stop is in command and is to direct each occupant, using the public address system, to get out of the vehicle and into the appropriate search position. First, once suspects are stopped, the officer orders the driver to shut off the motor and drop the keys on the ground outside his door. Next, the officer orders occupants to place their hands, palms up, on the ceiling of the vehicle. Officers then order occupants to exit the vehicle on the driver's side only, one at a time. Occupants are then ordered to lie face down on the ground.
11. If a public address system is not available, the officer are to give voice commands if they can be heard; if this fails, the officer may cautiously approach the vehicle, keeping all occupants in view, to a point where he can be heard.
12. To reduce confusion, the officer shall instruct support officers, as appropriate, and shall be the only officer to direct the suspects.
13. The support officers are to cover the arresting officer and remain on the curbside of the vehicle until all occupants are in the search position.
14. Officers are to exercise extreme caution not to get within each other's line of fire.
15. When all occupants have been removed from the vehicle, the support officers are to move to cover the arresting officer while the persons are searched.
16. Arrestees are searched and handcuffed before transportation.

Lancaster County Sheriff's Office General Orders

SUBJECT: Traffic Accident Reporting	NUMBER: 131
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 24, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.05	

PURPOSE

To provide guidelines for and the handling of traffic accidents.

POLICY

When an officer of this agency is dispatched to the scene of a traffic accident for the purpose of investigating the accident, he/she will be responsible for the investigation and preparation of all necessary reports involving death or injury, property damage, hit and run, impairment due to alcohol or drugs, hazardous materials. Accidents occurring on private property will be investigated to the extent of determining the cause and taking any applicable enforcement action and/or ensuring the exchange of driver/vehicle and insurance information.

PROCEDURE

A. All Accidents (on a public highway):

Ordinarily the Virginia State Police have accident investigation responsibility, when not available officers of this agency will handle as set forth.

1. An officer will be dispatched and respond to the scene of an accident involving any of the following:
 - a. Death or injury;
 - b. Property damage;
 - c. Hit and run;
 - d. Impairment of an operator due to alcohol or drugs;
 - e. Occurrences on private property;
 - f. Damage to public vehicles or property; and
 - g. Disturbances between principals.

2. On arrival, the officer must take control of the scene by:
 - a. Positioning his vehicle in a manner that provides the best protection of the scene and providing emergency first aid as needed.
 - b. Notifying dispatch of the situation and requesting additional traffic support units or if additional medical/fire assistance is needed.

- c. Ensuring that access is available for other emergency vehicles and positioning flares/cones as needed.
 - d. Maintaining a flow of traffic, if possible, and assuring that spectators and their vehicles do not interfere with persons or vehicles engaged at the scene.
 - e. Taking valuables into custody for safekeeping, following office procedures regarding the control and storage of money and valuables recovered at the scene.
 - f. Maintaining calm and order among the parties involved in the accident.
 - g. Ascertain the ETA (Estimate Time of Arrival) of the responding State Unit and determine agency responsibility, (if you can have the on-scene accident investigation completed in the length of time it takes a Trooper to get there then you should work it).
 - h. Any reported accident where the vehicle(s) is no longer at the scene, (i.e. hitting a deer and the driver waits to get home to call) an officer is to be dispatched to investigate; however a report is not required unless determined to be a hit and run.
 - i. A hit and run accident is to include an IBR report.
3. In the event an accident cannot be handled by the Virginia State Police, the primary officer dispatched to the scene is in charge of the on-scene accident investigation unless otherwise directed by a supervisor.
- a. The investigating officer determines the apparent severity of the accident and completes the proper accident report forms. Accidents resulting in death, personal injury, and/or damage in excess of \$1,000.00 are completed on the standard Commonwealth of Virginia Police Accident Report (State Form FR-300P), regardless of the location of the accident except on private property.

NOTE: If the accident does not fall within one of the categories, the accident will be considered “minor”. The officer is not required to fill out a report, but ensures that the parties involved have all necessary information and takes any applicable enforcement action.
 - b. The investigating officer should maintain contact with the operators involved and obtain operators licenses and vehicle registrations. Operators should remain at the scene until the conclusion of the on-scene investigation, unless they require medical attention. In those instances, the officer should ascertain where treatment is to be administered and have the parties remain there until he is able to contact them to conclude the investigation.
 - c. As soon as possible, the investigating officer should record all accounts of all drivers and witnesses.
 - 1. All statements are written as they are given and at the time they are made.

2. All driver's statements are taken in the presence of each other whenever possible.
 3. All statements are to be read by (or to) the person interviewed and then signed by the person, if possible.
 4. If the person interviewed refuses to sign the statement, or is unable to do so, the officer is to ask if the statement is accurate and then notes the response at the bottom of the statement.
 5. If the witness request additions, deletions, or changes in the statement, the changes are made prior to the witness's signatures.
 6. The officer ensures that each driver has information pertaining to the other parties involved. This information includes, but not limited to, the name, address, date of birth, telephone numbers, operators license and vehicle registration and name of insurance company of each party involved in the accident.
 7. Accident reports are considered incomplete until such time as all witnesses are interviewed, regardless of whether charges are placed.
- d. In all accidents requiring a state accident report, hit and run, leaving the scene and incidents involving damage to county/state property, written statements is taken from all witnesses.
 - e. The investigating officer records all facts relating to the conditions and physical evidence found at the scene. These should include measurements of tire marks, positions of vehicles/pedestrians, and a record of photographs.
4. Removal of vehicles and debris:
 - a. As soon as practical within the scope of the investigation, the officers on the scene should provide for the resumption of the orderly flow of traffic.
 - b. Whenever possible, vehicles involved in the accident should be removed from the scene by the owner or by a wrecker service requested by the owner. If no owner is present or no preference is stated, a wrecker service is called in conjunction with current Agency policies.
 - c. The investigating officer ensures that debris from the accident is cleared from the roadway by wrecker personnel or an appropriate county or state agency.
 - d. The fire department is notified in the event of any hazardous material spills and will be responsible for any necessary clean up activities.
 - e. The investigating officer ensures that the appropriate public utility company (i.e. electric, telephone, cable TV, etc.). is notified is any of their property has been damaged or destroyed in the accident. Prompt notification should be made if the damaged property poses any risk to vehicular and/or pedestrian traffic.

5. Follow-up Investigations:

- a. Upon leaving the scene of the accident, the investigating officer should interview injured parties who were transported to the hospital. If the nature of the injuries does not allow an immediate interview, the officer should ascertain from the attending physician the earliest time such an interview will be possible and conclude this part of the investigation at that time.
- b. If necessary, canvass the immediate area of the accident to locate witnesses and conduct a further examination of vehicles involved and the scene noting condition of traffic control devices, roadway defects, etc.

6. Conclusion of Investigation:

- a. The one-scene investigation should produce the principle causes of the accident, and the investigating officer should make note of these conclusions.
- b. If violations of law are found to be present, the officer must note the same and may issue the appropriate summonses or arrest if warranted.
- c. In fatality cases, the investigating officer must present the results of his investigation along with the follow-up investigation to the Commonwealth Attorney's Office for determination concerning related charges.
- d. If impairment by alcohol or drugs is determined to have influenced the cause of the accident, procedures in General Order #127 is followed.

7. Reports:

It is the responsibility of the investigation officer to turn in all related reports concerning the accident at the end of this shift to include:

- a. The designated accident investigation report, to include all statements (if this report is to be turned in incomplete, it must be done so with supervisory approval and must be completed within 72 hours, unless there are extenuating circumstances).
- b. Offense report in the event of hit and run, fatality or leaving the scene.
- c. Summonses.
- d. Printed pictures.
- e. Detailed reports concerning investigative findings for later prosecution when involved in a felony or fatality type investigation.
- f. Reports of defects that contributed to the accident are noted on proper forms and turned in to a supervisor on duty to be forwarded to the appropriate agency. Defects or hazards that present an immediate danger to safety are reported to dispatch, which notifies the appropriate agency.

B. Accidents Involving Death or Serious Injury:

1. Accidents involving Death or Serious Injury are referred to the Virginia State Police for investigation, if possible.
2. The officer dispatched to the scene takes control of the scene until relieved by a member of the Virginia State Police.

C. Traffic Accidents Occurring on Private Property:

1. Officers are to respond in the same manner when dispatched to accidents occurring on private property as to accidents on public roadways.
2. Upon arrival at the scene the officer eliminates any existing traffic hazards and, if necessary, request additional traffic units and medical/fire assistance.
3. The officer is not required to fill out an FR 300P accident report, but ensures that the parties involved have all necessary information.
 - a. Virginia Code sections on Hit and Run apply to both public and private property.
 1. An IBR report is to be completed.
4. The only violations on private property permitted by law are D.U.I., Reckless driving and Hit and Run. Any charges filed are handled the same if on a public highway.

D. Damage to public vehicles or property is handled the same as private.

1. Some public agencies have policies that require Virginia State Police to investigate accidents involving public vehicles/property. This should be honored if it does not cause unreasonable delay.

E. Disturbance between principals:

1. The office should handle as he/she would any other dispute between two parties. Regardless of the cause of the dispute the officer is to use the same procedure, as he/she would working any other accident.
2. If the officer has reasons to believe the accident was caused by or the result of a dispute between the two involve operators, than the officer is to consider criminal offenses as well as traffic violations.

Lancaster County Sheriff's Office General Orders

SUBJECT: Accident Scene Responsibilities	NUMBER: 133
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: November 24, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.06	

PURPOSE

To specify accident scene responsibilities for officers responding to accident scene.

POLICY

Upon receiving of a report of a motor vehicle accident that requires the services of an officer, the officer assigned will proceed with due regard to safety. On arrival the following procedures will apply.

PROCEDURE

The first officer on an accident scene has the responsibility and authority to request assistance from any other officers as needed. Other responsibilities include:

- A. Becoming the primary investigating officer in charge at the scene, unless the supervisor deems it more appropriate to assign another officer these responsibilities or is relieved by the Virginia State Police.
- B. Administering emergency medical care (basic life support measures) pending arrival of a rescue squad.
- C. If the potential of fire from leaking or ruptured gas tanks exists or where there is any major crash of two or more vehicles with any sign of hazardous materials being transported, the fire department is dispatched.
- D. All police vehicles are equipped with a copy of the current emergency response guidebook, which permits both rapid identification of DOT vehicles, and contains place cards for hazardous materials giving information concerning the nature of the hazard, emergency procedures, and evacuation disasters. Any officer arriving at the scene of such an accident and seeing hazardous material placards is to immediately request the fire department. The fire chief is to assume control of any scene involving hazardous materials and all officers are to provide support as required. Any investigation of the accident occurs after approval by the fire chief. Any accidents that may involve hazardous materials are referred to the Virginia State Police for investigation.

E. Protecting the accident scene:

The officer is to consider using the police vehicle as a shield to protect the scene as well as him. The officer is to leave his vehicle emergency lights on. Flares are available in each police vehicle for use in creating an illuminated warning pattern to alert other drivers.

1. Preserve short-lived evidence (broken parts, skid marks, etc.)
2. Establish a safe traffic pattern around the scene.
3. Locate witnesses and record key accident information (license numbers, observation of damage only accidents, where possible, getting vehicles off roadways immediately to get traffic moving).
4. Expedite removal from the roadway of vehicles, persons, and debris (in property-damage-only accidents, when possible, get vehicles off the roadway immediately to get traffic moving).

F. Other Responsibilities:

1. At the scene of the accident, the officer may take immediate enforcement action and issue a Virginia Uniform Summons.
2. If officer at the scene concludes the DUI and the defendant is still there, the DUI arrest is to be made before transport.
3. If the driver is transported to the hospital before arrival of an officer, and the officer later concludes DUI, an arrest warrant is to be obtained.
4. In other traffic-related investigations, when the officer leaves the scene of the offense and follows up and later identifies an offender or offense, arrest warrant is to be obtained.
5. *Virginia Code* requires any person clearing a wrecked or damaged vehicle from a highway to remove any glass or other injurious substance dropped upon the highway. The fire department may assist in washing down combustible substances.

Lancaster County Sheriff's Office General Orders

SUBJECT: Property from accident scenes	NUMBER: 134
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 15, 1997	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.07	

PURPOSE

To govern control of property belonging to accident victims

POLICY

Property belonging to accident victims will be protected from theft or pilferage and, if owners are not present, it is to be brought to the office, properly packaged, tagged, and put in the property/evidence room to be held for the victims. (Excludes property attached to or part of vehicles that are towed).

PROCEDURE

A. Any property belonging to accident victims is to be protected from theft or pilferage and, if owners are not present, it is to be brought to the office, properly packaged, tagged, and put in the property/evidence room to be held for the victim. (Excludes property attached to or part of vehicles that are towed).

Lancaster County Sheriff's Office General Orders

SUBJECT: Traffic Direction and Control	NUMBER: 135
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 15, 1997	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 07.08	

PURPOSE

To specify procedures for traffic direction and control.

POLICY

The following procedures will apply when agency personnel are involved with traffic direction and control.

PROCEDURE

- A. Traffic accident scenes:
1. Direction and control of traffic are best accomplished with two officers, but if none are available then assigning volunteers from fire and/or rescue agencies is acceptable.
 2. Establish the route or path you desire traffic to flow without interfering with emergency service personnel. If this cannot be accomplished safely then traffic is to be stopped until safety conditions improve.
 3. The speed of traffic is to be kept at a slow pace to prevent additional safety hazards. This can be accomplished by having the traffic stop before proceeding.
- B. Uniform hand signals and gestures for manual direction of traffic:
1. When an officer is directing traffic, he or she knows and uses standardized, appropriate gestures and/or audible signals to stop, start, and turn traffic.
 2. To indicate that the officer is present for the purpose of directing traffic, he or she is to:
 - a. position self to be seen clearly by all, usually in the center of the intersection or street;
 - b. all hands and arms at his sides except when gesturing;
 - c. stand facing or with the back to traffic which has stopped and with sides to traffic he or she has directed to move.

3. How to stop oncoming traffic:
 - a. To stop traffic, the officer first extends an arm and index finger toward and look directly at the person to be stopped until he or she is aware of the officer's gesture.
 - b. The pointing hand is raised at the wrist so that its palm is toward the person to be stopped, and the palm is held in this position until the person is observed to stop. To stop traffic from both directions on a two-way street, the procedures are then repeated for traffic coming from the other direction while continuing to maintain the raised arm and palm toward the traffic previously stopped.
4. How to start traffic:
 - a. The officer first stands with shoulder and side toward the traffic to be started, extends the arm and index finger toward and looks directly at the appropriate driver until he or she is aware of the officer's gesture.
 - b. With the palm up, the pointing arm is swung from the elbow only, through a vertical semicircle until the hand is adjacent to the chin. If necessary, this gesture is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.
5. Use of a flashlight with an illuminated cone:
 - a. To stop a driver with the illuminated cone, the officer faces the oncoming traffic, hold the illuminated cone in the right hand, bend the right elbow, hold the illuminated cone vertically, then swing the baton from left to right through an arc of approximately 45 degrees.
 - b. The GO and LEFT TURN direction are the same gestures as those previously described except that the illuminated cone acts as an extension of the hand and index fingers. Signals and directions given with the aid of the illuminated cone are exaggerated and often needs to be repeated because of poor visibility.
6. A flashlight alone can also be used to halt traffic, but less effectively and safely than with cone attachment. To stop traffic, slowly swing the beam of the light across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, arm signals may be given in the usual manner, the vehicle's headlight providing illumination.

C. Traffic control at fire scenes:

1. No vehicles, including those of volunteer firemen, are allowed to drive into the area where fire apparatus is parked and operating.
2. No vehicles are allowed to cross fire hoses without the approval of the Fire Chief.
3. The exceptions to the rules above are lifesaving vehicles on actual calls for services.
4. Parked vehicles which interfere with fire operations may be towed.

D. Traffic control during adverse road and weather conditions:

1. The Sheriff or his designee is to notify the local radio stations, highway department, and the emergency service departments of adverse road conditions that affect the motoring public.
2. The Sheriff or his designee may close a roadway if, in his opinion, the surface conditions and terrain are unusually hazardous. He is to call the highway department for assistance in alleviating the problem and request public service radio announcements are made concerning the closure.
3. The Sheriff or his designee is to request dispatchers to notify the proper utility company and assign officers to direct traffic and safeguard movement at the scene of all downed power lines, or water mains or at construction sites, when the situation endangers the safe movement of traffic.

E. Manual operation of traffic control devices:

1. In the event traffic control is required at an area or intersection by a traffic device the VSP is to be contacted and requested to perform the function.

F. Use of temporary traffic control devices:

1. Flares:
 - a. Must be used with caution due to the extreme heat generated. When striking the end of the flare to light, be certain to hold the flare away from the face and strike away from the body. Be careful of the residue dripping from the flare as this is extremely hot and can damage clothing and the tops of the shoes or boots.
 - b. Flares are not to be used near combustible material.
 - c. Flares are not to be used if there is any potential or danger of gas or other hazardous material leaking.

- d. Flares are to be used at a safe distance away from any accident scene.
2. Traffic cones:
- a. Once placed in the desired location, cones are to be checked periodically to ensure they are in the proper location and still standing.
 - b. Remove as soon as possible.
- G. Reflective clothing:
- 1. Any personnel directing traffic or in the roadway controlling traffic is to wear a reflective vest or clothing at all times.

Lancaster County Sheriff's Office General Orders

SUBJECT: Escorts	NUMBER: 136
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 26, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 07.09	

PURPOSE

To set forth provisions on escorts and emergency escorts.

POLICY

Non-emergency escorts may be provided on request upon approval of a supervisor.

No escorts of civilian vehicles in medical emergencies of any kind will be permitted.

PROCEDURE

- A. Non-emergency escorts may be provided on request upon approval of a supervisor (i.e. county treasurer, store clerk to the bank, oversized equipment, funeral, etc.).
- B. Emergency escorts:
 - 1. Officers are not to provide an escort to other emergency vehicles. Officers may direct traffic at intersections to expedite the movement of other emergency vehicles.
 - 2. Emergency escorts are not to be given to private vehicles en route to hospitals. If the patient's life is endangered, a rescue squad can be called or the transporting vehicle proceeds to the hospital.

Lancaster County Sheriff's Office General Orders

SUBJECT: Traffic Checkpoints	NUMBER: 137
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 9, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.10	

PURPOSE

To describe circumstances warranting the use of checkpoints and specifies procedures for implementation.

POLICY

Checkpoints may set up for specific purposes and only with approval of a supervisor.

PROCEDURE

A. CHECKPOINTS

DEFINITION

A brief stop of all traffic through a designated location for a limited time to inspect drivers' licenses and vehicle registrations, and thereby increase traffic safety by apprehending or citing persons who violate licensing laws, operate unsafe vehicles, or operate a vehicle while under the influence of alcohol or drugs.

The following plan is intended for the aforesaid purpose only and is not to be construed as the only time a checkpoint can be utilized. Checkpoints may be utilized for other law enforcement purposes (i.e. apprehension of a wanted person, escapee, abduction, etc.) and is not restricted to the following general guidelines.

1. General guidelines for checkpoints
 - a. All checkpoints are to be conducted pursuant to the agency's operational plan, which accomplishes the following:
 1. Describes the objective of the checkpoint.
 2. Identifies the on-site supervisor.
 3. Specifies the location of the checkpoint.
 4. Requires a pre-determined screening procedure.
 5. Provides adequate space for parking police vehicles out of the traffic flow.
 6. Provides adequate space for vehicles to be pulled out of the traffic flow without creating a hazard.
 7. Ask if lighting is adequate.

8. Specifies the dates, times for beginning and ending the checkpoint.
 9. States required number of officers to man the checkpoint.
- b. Each vehicle passing through a checkpoint will be stopped and subjected to the same inquiry or procedure as described in the plan. Vehicle stops are to be as brief as possible.
 1. Alternative plans must be specified in the event of traffic backup.
 2. Checkpoints should last from half an hour to three hours under most circumstances.
 - c. Nothing in this general order prohibits one or more officers from performing selective enforcement for specific law violations such as speeding or failure to stop at a stop sign.
2. Selection criteria
 - a. The checkpoint operational plan will specify the site to be monitored. The site is chosen from a list of pre-approved locations. The Sheriff must approve all sites.
 - b. Any checkpoint is to be directly supervised by a supervisor or a supervisor designated senior officer.
 - c. The operation plan form is submitted to the Sergeant of Patrol following the checking detail.
3. Conduct of the checkpoint
 - a. Officers assigned to the checkpoint park their vehicles so they do not impede traffic flow. The vehicles should be highly visible to approaching drivers.
 - b. Traffic control and warning devices will be placed to provide adequate warning to drivers.
 - c. Officers will create a safe location for vehicles that require further inspection.
 - d. All officers assigned to checkpoint duty will wear traffic vests.
 - e. Upon approaching a vehicle, officers will scan the interior for weapons and contraband, advise the driver of the purpose of the stop, request driver's license and registration.
 - f. If the officer observes behavior that furnishes a reasonable suspicion that the driver has been drinking, the officer may ask if the driver has been drinking, how much, and when. The officer may then direct the driver to the safe location for further investigation.
 - g. Officers will not stop vehicles on a discretionary basis. Every car will be stopped unless the on-scene supervisor directs a change (i.e., every second or third vehicle stopped).

Lancaster County Sheriff's Office

CFS # Traffic Safety Checkpoint Operational Plan

(Must be entered just prior to implementing)

Objective: _____

Primary Site #: _____

On Site Supervisor: _____

Date of Checkpoint: _____ Hours of Operations: _____

Site Location: _____

Screen Procedures: All vehicles will be screened unless (1) a backup of more than ___ vehicles occur in any lane of travel or (2) vehicles back up more than ___ feet from the designated checking point. The first alternate method will be to check every ___ vehicle. The second alternate method will be to check every ___ vehicle. If back-ups continue, the operation will be ceased. The method used will be noted on this form.

Number of officers required to man checkpoint: _____

Traffic control measures required: Fuses, marked vehicles and safety vests.

Police vehicles out of the flow of traffic: Yes No

Adequate lighting available: Yes No

Violator parking available: Yes No Type of location: _____

Alternate site #: _____

Site Location: _____

Screen Procedures: All vehicles will be screened unless (1) a backup of more than ___ vehicles occur in any lane of travel or (2) vehicles back up more than ___ feet from the designated checking point. The first alternate method will be to check every ___ vehicle. The second alternate method will be to check every ___ vehicle. If back-ups continue, the operation will be ceased. The method used will be noted on this form.

Number of officers required to man checkpoint: _____

Traffic control measures required: Fuses, marked vehicles and safety vests.

Police vehicles out of the flow of traffic: Yes No

Adequate lighting available: Yes No

Violator parking available: Yes No Type of location: _____

Approving Supervisor: _____ Date: _____
SUBMIT THIS REPORT TO PATROL SARGEANT COMPLETION OF THE CHECKING DETAIL.

LANCASTER COUNTY SHERIFF'S OFFICE

TRAFFIC SAFETY CHECKPOINT LOCATIONS

The following redactions are made for officer safety while working a checking detail pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 1950 as amended

White Stone:

2-20 [REDACTED] Day or Night
 2-21 [REDACTED] Day or Night
 2-22 [REDACTED] Day or Night

Irvington:

2-25 [REDACTED] Night
 2-26 [REDACTED] Day or Night

Kilmarnock:

2-30 [REDACTED] Day or Night

Lively:

2-35 [REDACTED] Day or Night

Brookvale

2-36 [REDACTED] Day or Night

Virginia State Police Approved Sites:

Site#	Day	Night	Location
2-1	X		[REDACTED]
2-2	X	X	
2-3	X	X	
2-4	X	X	
2-5	X	X	
2-6	X	X	
2-7	X	X	
2-8	X	X	
2-9	X		
2-10	X		
2-11	X		

Lancaster County Sheriff's Office General Orders

SUBJECT: Assistance to Highway Users	NUMBER: 138
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 15, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 07.11	

PURPOSE

To govern the provisions of assistance and hazards to highway users.

POLICY

This agency will provide necessary assistance needed to citizens using the public highway and to take action to correct hazardous highway conditions.

PROCEDURE

A. General Assistance:

1. Officers are to provide reasonable assistance to motorists. Time and duty permitting an officer may assist stranded and disabled motorists to obtain fuel and repairs.

B. Mechanical Assistance:

1. Under normal circumstances, police vehicles are not to be used to jump-start non-government owned vehicles.
2. Officers are to assist the motorist by calling any requested mechanical service or towing service, but officers are not required to perform the repairs personally.

C. Protection of Stranded Persons:

1. Officers are to be aware of possible dangers to motorists who are stranded in isolated areas and hazardous locations on the highway, and are to take steps to reduce these threats by transporting motorists to safer locations or setting out flares to warn other motorists.
2. If the officer must leave the scene before the arrival of requested assistance, he is to request that another unit check the area and provide assistance or protection.

D. Emergency Assistance:

1. Officers arriving at the scene of any highway emergency are to request the dispatcher to obtain necessary services and then provide emergency assistance, First Aid, fire suppression, and obtain additional assistance as the situation requires, pending arrival of appropriate emergency services.

E. Reporting Hazardous Highway Conditions:

1. An officer locating hazardous debris in the roadway is to remove it or request the dispatcher to notify the highway department to have it removed from the road to a safe location.
2. Officers detecting dangerous icy spots at intersections, curves, hills or other locations that have resulted in accidents are to request the dispatcher to notify the highway department (This includes standing water).
3. Officers are to report all highway defects to the dispatchers and, in turn, dispatchers are to contact the highway department as soon as the situation dictates.
4. Requests or suggestions for additional or new highway safety features are to be forwarded the Sheriff who will forward the request to the appropriate department of agency, if the situation warrants. These requests are to specify the services or actions requested and the location.

Lancaster County Sheriff's Office General Orders

SUBJECT: Abandoned Vehicles/Towing	NUMBER: 140
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 11, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 07.12	

PURPOSE

To specify procedures for handling abandoned vehicles.

POLICY

Abandoned vehicles towed will be at the owners expense and stored by the towing service.

PROCEDURE

A. Parking Violations:

Summons will be issued to the driver of vehicles found to be parked illegally (exp. Parked in a handicap stop without a license, parked in a fire lane). Summons will be issued on a state approved summons and will be charged under the Code Of Virginia.

B. Abandoned vehicles:

1. Whenever any motor vehicles is abandoned upon public or privately owned property, without the permission of the owner, lessee, or occupant thereof, the vehicle may be towed at the expense of the owner of the vehicle.
2. A vehicle may presumed to be abandoned if:
 - a. It lacks either:
 1. A current license plate;
 2. A current county, city or town tag or sticker; or
 3. A valid state inspection.
 - b. It has been in a specific location for ten days (private property) without being moved.
 - c. It has been left within the state highway system 24 hours or more.

C. Towing from public and private property:

1. An officer is to order the removal of any abandoned vehicle found on public property.

- a. The vehicle and its contents are to be stored at the towing services location and become the responsibility of the towing service.
- 2. Property owners, etc., may act immediately to have vehicles towed which are occupying a lot, area, space, building or part hereof without their permission and properly posted as such, under *Virginia Code* which requires them to order the vehicle towed and the tow truck operator to notify State Police or this agency.
 - a. The vehicle and its contents become the responsibility of the towing service.
- D. Dispatchers are to be notified of all vehicles being towed at the direction of an officer (even if the request is from an owner). Information is to include date, time, place towed from and to, license number, make or model, color of the vehicle and reason for being towed. This information is to be entered and maintained in the communication DCAD system and VCIN stored vehicle file.

Lancaster County Sheriff's Office General Orders

SUBJECT: Prisoner Transport	NUMBER: 141
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 08.01	

PURPOSE

To prescribe the security and control of prisoners being transported.

POLICY

Officers will exercise safety awareness, security and control of all prisoners being transported.

PROCEDURE

A. Handcuffs and other restraints:

1. Arrested subjects are to be handcuffed for the safety of the arrested person, the Officer, and/or other persons.
 - a. Handcuffs are to be used when transporting all prisoners.
 - b. Officers are to handcuff a subject with the hands in back, but may choose to handcuff hands in front owing to the suspect's handicap or disability.
 - c. When a suspect is handcuffed, use of the double lock will help insure prisoner and officer safety. The double lock device is normally located directly above the keyhole on the locking mechanism of the bracelet and can be locked by inserting a pointed object (back of handcuff key, pen, pencil) in the lock and pushing down. Double locking reduces the chance of picking the lock or of the bracelet accidentally closing, thereby restricting circulation.

2. Body belt:

The body belt allows the officer to handcuff the prisoner in front yet restricts the movement of the prisoner's arms and hands. Normally, this device will be used when transporting prisoners considerable distances or on a subject that may be or has demonstrated violence.

3. Ankle shackles:

Ankle shackles are used by officers when transporting any prisoner they have reason to believe might be an escape risk or prone to violence.

4. Plastic handcuffs:

Plastic handcuffs are used when officers take into custody several prisoners, or when a prisoner requires multiple restraints. Officers must understand that, once applied, plastic handcuffs can only be removed with a knife or pair of shears.

B. Seating arrangements:

1. When one officer is transporting one prisoner, the prisoner will be positioned to the right in the front seat with the seat belt on; if the vehicle is equipped with a cage or security screen, the prisoner is seated in the right rear of the driver with the seat belt on.
2. When one officer is transporting more than one prisoner, one prisoner is seated on the front to the right of the driver; and the other in the rear to the right of the driver; both prisoners are secured with seat belts. If the vehicle is equipped with a cage or security screen then the prisoners will be located on the rear seat using seat belts to better secure the prisoners.
3. If more than one officer is involved in the same vehicle transporting prisoners:
 - a. One officer positions himself in the rear of the transporting vehicle behind the driver; if the vehicle is equipped with a cage or security screen then the other officer sits in the front.
 - b. In a situation where more than one prisoner is transported by two officers in the same vehicle, the assisting officer should position himself in the rear of the transporting vehicle behind the driver, unless the vehicle is equipped with a cage or security screen then the prisoners should be positioned on the rear seat and the assisting officer should position himself in the front seat in order to see the prisoners at all times.
4. Transporting officers must at all times be mindful of weapon security and retention.

C. Searching the Police Vehicles:

1. The transporting officer searches the vehicle before each prisoner transport to ensure that no weapons or contraband are available to the prisoner.
2. After delivering the prisoner to his destination, officers are to again search their vehicles to ensure that the prisoner did not hide contraband or other evidence.

D. Security of Prisoners:

All prisoners are to be searched prior to transporting.

1. Control of prisoners while transporting

a. Observation

1. While transporting a prisoner, the officer is to observe him/her at all times, even when it becomes necessary to allow the prisoner the use of a toilet.
2. In a situation where observation is not possible (woman prisoner needing toilet facilities and male transporting officer or vice versa), the officer should ensure that he has as much control of the situation as possible. The prisoner should not be allowed in the facility with another person and the officer should ensure that there are no escape routes within the facility and that there are no weapons available to the prisoner.

b. Meals

If necessary for the transporting officer to stop en-route for a meal with a prisoner, he should choose a drive through restaurant.

1. Prisoners should not be allowed hot liquids for officer safety.

4. Stopping to provide law enforcement services while transporting

When transporting a prisoner, the transporting officer will provide law enforcement services only in the following situations:

- a. When there is a need for the transporting officer to act immediately in order that a potential victim is not harmed.
- b. When a victim has been injured and assistance is required right away.
- c. When a crime is in progress and there is an immediate need because of safety reasons that the suspect be apprehended.
- d. In all of the above situations, the transporting officer should ensure at all times that his prisoner is secure and protected.
- e. Under no circumstances is an officer transporting a prisoner to engage in a pursuit.

5. Prisoner communication:
 - a. The transporting officer will not allow prisoners to communicate with other people while in transit unless the situation requires it.
6. Arrival at destination:
 - a. Firearms are to be secured in the designated place.
 - b. Restraining devices removed only when directed to do so by the receiving facility or when the officer is sure that the prisoner is properly controlled and secure.
 - c. The proper paperwork (jail committal, property form etc.) is submitted to the proper person at the receiving facility and, in situations that require it, the officer ensures that proper signatures are obtained on paperwork to be returned.

E. Documentation

1. Prisoner identification:

When picking up a prisoner for transport at a detention facility, the transporting officer is to ensure that he has the correct person. This can be accomplished by:

- a. Officer's personal knowledge of the prisoner.
 - b. Requesting verification by the jail custodian of the prisoner's identity.
2. Receipt for Prisoner(s)
 - a. On releasing a prisoner from this facility to a member of another agency, the releasing officer ensures that a receipt for prisoner (LCSO #431) is completed.
 - b. On delivering a prisoner to another agency, the transporting officer receives a receipt for the delivery of the prisoner.
 - c. Appropriate inmate/prisoner records are transferred to the agency receiving the prisoner.

Lancaster County Sheriff's Office General Orders

SUBJECT: Special Transports	NUMBER: 144
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 14, 2010	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 08.02-03-04-05-06	

PURPOSE

To prescribe procedures for transporting and handling sick, injured, handicapped and mentally ill prisoners.

POLICY

Officers will exercise care and common sense when handling sick, injured, handicapped, and mentally ill prisoners. Prisoners claiming injury or sickness must receive prompt medical treatment. Prisoners suspected of carrying communicable disease must be handled with extreme caution.

PROCEDURE

When transporting a handicapped or a mentally ill prisoner, the transporting officer is to request the assistance needed in order that the transport may be completed conveniently, comfortably, and safely for both the prisoner and officer. A rescue squad may be contacted for assistance. The transporting officer takes whatever special equipment or medicine is necessary for the prisoner. Common sense must be used when the handicap is such that no danger of escape or injury to the prisoner or officer exists, then the restraining devices may be inappropriate.

A. Injured/sick prisoners:

- 1. At any time before, during or after an arrest, the prisoner is injured or becomes sick, the officer must seek immediate medical attention.**
- 2. The transporting officer must use discretion in using restraining devices on sick or injured prisoners. Obviously, if a prisoner is injured or sick enough to be incapacitated, restraining devices may not be appropriate.**
- 3. Minor injuries of sickness maybe treated by the jail physician during normal business hours. After hours or for more serious injuries/sickness, the prisoner is taken to Rappahannock General Hospital.**

- B. Prisoners suspected of carrying communicable disease:
1. Wear latex gloves before handling if possible. Wash hands thoroughly for thirty seconds with warm water and soap after removing gloves or after contact with the subject (if bleeding or vomiting).
 2. Leather gloves or their equivalent should be worn when searching persons. Search techniques should be used that require suspects to empty their own pockets.
 3. When transporting prisoners:
 - a. Do not put fingers in or near any person's mouth.
 - b. A person who is bleeding or producing a fluid may have to wear a protective covering.
 - c. Notify other support personnel or law enforcement officers during a transfer of custody that the suspect has fluids on his or her person, or that the suspect has stated that he or she has a communicable disease. Booking forms should so state.
 - d. A soiled uniform (by blood or bodily fluids) should be changed as soon as possible. Wash in hot water and detergent or dispose in a bio-hazardous container.
 - e. Agency vehicles within which body fluids are spilled require immediate disinfection procedures. Notify the supervisor of the spill and arrange for a thorough cleaning as soon as possible.

Lancaster County Sheriff's Office General Orders

SUBJECT: Juvenile/Opposite Sex Transports	NUMBER: 145
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 08.07	

PURPOSE

To govern situations permitting transports by officers of juveniles or prisoners of the opposite sex.

POLICY

No one under the age of 18 will be transported with an adult suspected of or charged with criminal acts. When transporting a prisoner of the opposite sex the officer will request an additional officer or will contact the dispatcher and give time and mileage prior to leaving the scene of arrest and again on arrival at the jail

PROCEDURE

A. Transportation of juveniles:

No one under the age of 18 is transported in the same vehicle with adults suspected of or charged with criminal acts.

B. Transport of a prisoner by officer of different sex:

1. When transporting a prisoner of one sex by an officer of another sex, an additional officer may be requested to accompany the transport whenever possible.
2. When it is impractical to use a second officer, the transporting officer at a minimum:
 - a. Contacts the dispatcher by radio and request that the time and odometer mileage be entered in DCAD.
 - b. Proceeds directly to the destination by using the shortest practical route.
 - c. Upon arrival at the destination, contacts the dispatcher by radio and request that the time and odometer reading be entered in DCAD.

Lancaster County Sheriff's Office General Orders

SUBJECT: Escape During Transport	NUMBER: 146
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 08.08	

PURPOSE

To establish procedures following the escape of a prisoner while being transported.

POLICY

In the event of an escape during a transport, the transporting officer will notify the jurisdictional agency of the escape, attempt to recapture the escapee and submit a written report of the escape to the Sheriff.

PROCEDURE

- A. Escape action to be take:
 - 1. Request assistance immediately from the jurisdiction the officer is in at the time of the escape.
 - 2. Attempt to recapture the escapee as soon as possible.
 - 3. Charges against the escapee are to be filed by the transporting officer as soon as possible.
- B. Transporting officer is to notify the duty supervisor as soon as possible.
- C. The transporting officer is to submit a written report to the Sheriff as soon as he returns to the office explaining the circumstances of the escape.

Lancaster County Sheriff's Office General Orders

SUBJECT: Restraints	NUMBER: 147
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 28, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 09.01	

PURPOSE

To identify the types of restraints authorized and the circumstances or conditions for their use.

POLICY

Officers will use only those restraints identified in the procedures and in a manner they were designed to be used.

PROCEDURE

Authorized Restraints

Handcuffs:

Arrested subjects are handcuffed for the safety of the arrested person, the officer, and/or other persons.

- a. Handcuffs are to be used when transporting all prisoners.
- b. When a suspect is handcuffed, use of the double lock will help insure prisoner and officer safety. The double lock device is normally located directly above the keyhole on the locking mechanism of the bracelet and can be locked by inserting a pointed object (back of handcuff key, pen, pencil) in the lock and pushing down. Double locking reduces the chance of pick the lock or of the bracelet accidentally closing, further restricting circulation.

Waist belt (may or may not include the black cuff box)

The body belt allows the officer to handcuff the prisoner in front yet restricts the movement of the prisoner's arms and hands. Normally, this device is used when transporting prisoners considerable distances or on a subject that may be or has demonstrated violence.

Ankle shackles:

Ankle shackles are used by offices when transporting any prisoner they have reason to believe might be an escape risk or prone to violence.

Plastic handcuffs:

Plastic handcuffs are used when officers take into custody several prisoners, or when a prisoner requires multiple restraints. Officers must understand that, once applied, plastic handcuffs can be removed with a knife or pair of shears.

A. Multiple prisoners:

1. In transporting more than one prisoner, each prisoner may be together.
2. Plastic cuffs may be used by placing the cuff around one arm of the two prisoners.

B. Hands cuffed in front or rear?

1. Officers have the discretion to cuff in front or the rear. Officer's decision should be based on the prisoner's demeanor and/or actions prior to the arrest procedure, history of violence, and seriousness of the crime.

C. Handcuffing to stationary objects:

1. Under no circumstances is a prisoner to be handcuffed to part of the transport vehicle itself, such as the floor post, a protective screen barrier, etc.
2. If a prisoner is confined to a hospital bed for medical treatment in the hospital, restraining devices may be used to secure the prisoner to the bed.

D. Mental patients:

1. Authorize restraints may be used if patient is a danger to him/herself or others and/or needed to transport safely.
2. If the use of a strait jacket becomes necessary to transport a mentally disturbed prisoner, the officer is to request the assistance of Mental Health personnel. At no time will a strait jacket be used to restrain prisoners who do not require it.

E. Medical situations:

1. If a prisoner is injured or sick enough to be incapacitated, restraining devices may not be appropriate.

F. Lengthy transports, extraditions:

1. Handcuffs may be placed in the front with ankle shackles if transport is done in a vehicle equipped with a security screen/shield. If the transporting vehicle does not have a security screen/shield then the prisoner must be in handcuffs, waist belt and ankle shackles.
2. Any prisoner transport using public transportation is subject to the carrier's policies. Depending on the prisoner and the possibility of escape potential, a carrier's policy on prisoner transports should be reviewed before selecting the type of transportation.

G. Special Situations:

1. When transporting a handicapped prisoner, the transporting officer is to request assistance when needed that the transport may be completed conveniently, comfortably, and safely for both the prisoner and officer. A rescue squad may be contacted for assistance. The transporting officer takes whatever special equipment is necessary to complete the transport.
2. The transporting officer, with a handicapped person in custody, must use common sense. When the handicap is such that no danger of escape or injury to the prisoner or officer exists, then the restraining devices may be inappropriate.

Lancaster County Sheriff's Office General Orders

SUBJECT: Operation of a Lockup/Holding Cell and Interview Rooms	NUMBER: 148
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: June 28, 2011	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 10.01-02, Opr.14.01	

PURPOSE

To ensure that all sworn personnel are trained with the rules in the operation of a lockup/holding cell and interview room.

POLICY

All sworn personnel will be trained in the operation of a lockup/holding cell and interview room and adhere to the procedures as set forth.

PROCEDURE

Definition

Lockup: Any area where a detainee is held and their expectation of freedom to leave is diminished. Placing an individual in this environment is placing him/her in a lockup and is subject to the requirements of a lockup.

Authorized person: A natural person who is permitted access to an area, record or control system based upon approval by the sheriff or other competent authority.

Holding Cell: A temporary detention space for securing a detainee or jail prisoner for not more than 12 hours.

Court detention area: The vehicle sally port, hallways and their storage rooms, two staff stations, four holding cells, two detainee interview rooms and staff rest room incorporated into the physical design of the county's judicial center.

Court holding cell: A temporary detention space within the judicial center for persons in custody as part of the judicial process, either pending court appearance or remanded to the custody of the sheriff.

CSO: Court security officer; bailiff; deputy sheriff.

Detainee/arrestee: A person who has been arrested but for which no bond determination has been made nor has been committed to jail; a person who has been remanded to the custody of the sheriff by the presiding judge of a case heard that day.

I. Training

- A. Training is provided by the Chief Deputy or his designee in the operation of the lockup/holding cell for both the jail facility and the court detention area.
 - 1. Training may be written, oral, practical exercise or any combination thereof.
 - 2. If a written test is used, a copy of such test will be included in the staff member's personnel file.
 - 3. The reading and signing of the understanding of this general order may also serve as training.
- B. The agency lockup is the holding cell located within the booking room.
 - 1. An officer is to be continuously present with the detainee at all other locations.
- C. The court holding cells are located within the county's judicial center.
 - 1. A CSO is present continuously within the court detention area when any person is confined to a court holding cell.

II. Records

Jail Facility

- A. Staff members enter computer-generated records into the system.
 - 1. Each staff member is assigned and required to use his computer user's name and self-defined password.
 - 2. Staff members are required to exit the system upon immediate completion of data entry before assuming other tasks.
 - 3. Written records of detainees are maintained within the control room.
 - a. Access to the control room is limited to authorize personnel.

Judicial Center

- B. Staff members create hard copy records of the activities of detainees
 - 1. Holding cell security checks (randomly twice per hour)
 - 2. Incident reports, if any
 - 3. Detainee property records, if any
 - 4. Other records as deemed necessary by law, rule, regulation or order
- C. Access to the records is limited to authorized persons.

III. Security and Control

Jail Facility

- A. The officer secures his weapon(s) and ammunition prior to entry into the security area.
 - 1. Lock boxes are provided in the sally port and administrative hall for this purpose.
 - 2. The officer searches the detainee prior to entry into the security area.
 - 3. The officer and detainee enter the booking room.

- B. Agency staff maintains access and control to the facility's keys, including those for the lockup/holding cell.
 - 1. Only agency staff members are permitted access to these keys.
 - 2. Agency staff assists non-agency members in securing and removing detainees from the lockup.

- C. The detainee is placed in the lockup/holding cell.
 - 1. Under no circumstances are detainees left alone in the booking room.
 - 2. The door to the lockup/holding/cell is locked and the light left on.
 - 3. The Post 1 duty officer maintains a physical check of the detainee by use of the CCTV system.

The camera dedicated to the lockup is continuously displayed on the CCTV monitors in Post 1.

- D. Agency staff checks detainees at least twice per hour and documents the check.

Judicial Center

- E. Access and control
 - 1. Access to the court detention space is limited to authorized persons.
 - 2. Electronic card readers are installed for access to designated offices and the court detention space. Sworn staff is issued card keys for access to the judicial center including the court detention space.
 - 3. The holding cell doors lock automatically upon closing; a standard key is required to unlock the doors.
 - 4. Sworn staff controls the card keys and standard keys to the doors within the court detention space.
 - 5. The vehicle sally port may be opened remotely by an intercom telephone at the CSO security screening station at the main entrance to the judicial center. This intercom telephone is physically removed and locked within the CSO office in the judicial center at the conclusion of court each day.

F. Security

1. [REDACTED]

Redaction pursuant to Sec. 2.2-3706 B5 of

the Code of Virginia, 1950 as amended

3. Before court, persons in custody are searched, secured with leg irons, waist chain and handcuffs, then transported to the judicial center and placed in a holding cell pending court appearance. While in court, the prisoner remains in full restraints unless otherwise ordered by the court.
4. At the conclusion of court appearance, each prisoner/detainee is removed to the court detention area pending transport to jail.
5. Secure spaces for non-contact communication are provided for attorneys to talk to their client(s) within the judicial center. These spaces are under the control of the court security staff.
6. At the conclusion of each court day, a CSO inspects the holding cells, attorney/client conference spaces and all other areas to ensure no person remains in the court detention area.

G. Life, Health and Safety

1. Drinking water, sinks for hand washing and toilets are provided in each holding cell.
2. Sufficient light, heat and ventilation is provided for throughout the judicial center.
3. Janitorial supplies are kept in a locked room within the court detention area. Such supplies are used as needed to ensure the detention spaces are clean and neat.
4. The need for pest/vermin control is reported by the CSO staff to a supervisor, who in turn notifies the county administrator's office to contact the pest/vermin control services.
5. Automatic and manual fire alarms and fire suppression equipment are located at strategic points within the building.
6. Fire suppression equipment is inspected by a licensed vendor to ensure compliance with applicable fire safety standards.
7. Emergency medical care will be provided to each prisoner/detainee by notification to the local rescue squad. Any prisoner/detainee requiring transport to the local emergency room will be accompanied by a deputy sheriff.
8. Non-emergency medical care will be administered by CSO or other authorized persons based on the nature and extent of the care needed at that time.
9. Persons expected to be in the court detention area during a jail meal time (7 a.m., 12 noon and 5 p.m.) will be provided with a bagged meal prepared by the jail kitchen. Reasonable efforts will be made to provide a meal to any other prisoner/detainee whose custody was not anticipated during a meal time.

H. Prisoner/Detainee Records and Release

1. Records appropriate to each prisoner/detainee (commitment order, continuance notice, etc.) are delivered with that prisoner to the appropriate jail authority.
2. Prisoners are not released by the CSO staff, but are returned to the jail authority for final processing and release from custody.

3. Detainees whose custody has been remanded to the sheriff solely for the completion of any required task (fingerprinting, collection of DNA sample, etc.), but not to serve an active sentence, are escorted by a sheriff's deputy to the jail for completion of such task and thereafter released immediately from custody.

IV. Separation of Adults and Juveniles

Jail facility and court detention

- A. Detainees will be separated as follows:
 1. Adults will be separated from juveniles by sight and normal sound to the maximum extent possible.
 2. Males will be separated from females.
 3. Detainees who are testifying against one another will be separated by sight and normal sound to the maximum extent possible.

V. Escape from Lockup

Jail Facility

- A. On discovery of an escape, or suspected escape, all staff, visitor, and inmate movement ceases.
 1. The duty supervisor is notified and sworn duty staff reports to the facility.
 2. The chief correctional deputy and sheriff are notified to report to the facility.
 3. The identity of the missing inmate(s) is/are determined.
 4. Off duty personnel are contacted to respond as necessary.
 5. All inmates are returned to their respective cells and placed in administrative isolation.
 6. The appropriate escape broadcast messages are sent to the courts, DOC, other jurisdictions, and the media.
 7. The entire building, including all containers of sufficient size, the roof and entire attic spaces are systematically searched; all vehicles at the facility, including the motor spaces, trunks, and undercarriages are searched.
 8. Efforts to apprehend the escapee continue, as the Sheriff deems appropriate.
 9. On apprehension, the escapee is checked for his physical condition and supportive evidence of his escape.
 10. Appropriate notifications of the apprehension are made.

11. The escapee is placed in administrative isolation pending disciplinary and legal action.
12. The escapee is thereafter moved full restraints.
13. A full investigation and report is made for the Sheriff's review.

Judicial Center

- B. On discovery of an escape, or suspected escape, the presiding judge is notified immediately.
 1. The duty supervisor is notified and sworn duty staff reports to the judicial center.
 2. The sheriff and chief deputy sheriff are notified and may report to the judicial center or other location as each deems appropriate.
 3. The identity of the missing prisoner(s) is/are determined.
 4. Off duty personnel are contacted to respond as necessary.
 5. The appropriate escape broadcast messages are sent to other jurisdictions, the media, and other authorities as required by law, rule or regulation or order.
 7. The entire building, including all containers of sufficient size, the roof and entire attic spaces are systematically searched; all vehicles at the facility, including the motor spaces, trunks, and undercarriages, are searched in accordance with constitutional limits.
 8. Efforts to apprehend the escapee continue, as the Sheriff deems appropriate.
 9. On apprehension, the escapee is checked for his physical condition and supportive evidence of his escape.
 10. Appropriate notifications of the apprehension are made.
 11. The escapee is placed in the jail facility holding tank pending the issuance of criminal charge(s).
 12. The escapee is thereafter moved full restraints.
 13. A full investigation and report is made for the Sheriff's review.

VI. Searching Detainees/arrestees

- A. All prisoners/detainees are to be searched before entering a secured area of the jail facility and/or court detention area.
 - 1. Persons brought in by officers of other agencies are searched by or in the presence of an agency staff member prior to being placed into the lockup in either the jail facility or the court detention space.
 - 2. Persons previously not in custody but remanded to custody by the court are removed to the court detention area and searched before being placed in restraints and secured in a holding cell or transported immediately to the jail.

VII. Interview Rooms

Main Building

- A. No arrestee or prisoner is to be left alone in the interview room. (Main building next to the Magistrate's office).
 - 1. In the event the interviewing officer must leave the room, another officer must be present and stand-by either in person or monitoring the room by camera.
 - 2. Personnel in close proximity of the room must intervene on behalf of the arrestee/prisoner or agency personnel immediately if needed.
 - 3. A search of the arrestee/prisoner is conducted prior to entering the interview room.
 - 4. A search of the room is conducted prior to and after each interview.
 - 5. Officers are to secure handguns, ammunition and any item that could be used as a lethal weapon in an approved location prior to entering the interview room.
 - 6. Officers controlling the access to the interview room from the communication center are to:
 - a. Monitor all persons entering and exiting the interview room;
 - b. Ensures that the arrestee/prisoner is not left alone; and
 - c. Arrestee/prisoner enters and exists only when escorted by an officer.
 - 7. No member of this agency is authorized to leave an arrestee/prisoner alone in the interview room.

Judicial Center Interview Rooms

- A. Interview rooms in this location are used by attorneys to confer with their clients either prior to or after a court hearing. These rooms are separated by a block wall equipped with a shatter proof window and microphones that keep the two parties separate.
- B. [REDACTED]
Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.
Detainees/Clients are put in the interview room from the controlled area of the judicial center by the officer in charge. [REDACTED]
[REDACTED] **Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.** The attorneys are allowed to enter from the other side by the officer working the security desk. The officer in charge will not leave the area of the interview room until the detainee/client is removed and either transported back to jail or placed in a holding cell. The officer in charge can visually check the detainee/client by a peep hole installed in the door on the controlled side of the room.
- C. These rooms are searched by the officer in charge prior to each interview.
- D. Since detainees/clients are searched after leaving the court room and before entering the holding cell no further search is needed before entering the interview room since they are in a controlled area that has been searched before court opened.
- E. [REDACTED]
[REDACTED] **Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.**

The reading and signing of the understanding of this general order serves as training for this policy.



COURT SECURITY PLANNING

Approved by

Hon. Patrick McCranie
Sheriff

Court Security Planning

The purpose of court security planning is to maintain a state of preparedness against a wide range of events that may have a negative affect upon the safety of persons or property and the integrity of the judicial process. The sheriff is charged with the responsibility for the court security function pursuant to [§53.1-119](#) and [§53.1-120](#), Code of Virginia.

There can be no “perfect” court security plan because of infinite variables that may affect any event. However, that does not mean that an effective court security plan cannot be developed. This court security plan is intended to serve as a basis upon which staff may rely to guide them through the fluid dynamics of the “routine” of the business of the court’s docket for the day.

The remainder of this document is redacted pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 1950 as amended.

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[REDACTED]

Lancaster County Sheriff's Office General Orders

SUBJECT: Court Security	NUMBER: 153
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: October 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 11.01-02-03-04-05	

PURPOSE

To establish the agency's courthouse/courtroom security function.

POLICY

This agency will maintain the orderly conduct of trials and other legal activities which take place in the courthouse/courtroom.

PROCEDURE

DEFINITIONS

Bailiff - A deputy sheriff who's primary function is to protect the presiding judge and jurors, maintain order in the courtroom, announce the opening and closing of court, call witnesses and persons to appear in the court, attend to other matters under the court's direction, and maintain security of defendants in the courtroom.

Court Security Deputy - A deputy sheriff whose primary function is to provide security for the courtroom. This may include manning a duty post at the entrance to the courtroom and searching persons entering.

Court Security - Procedures, technology, and architectural features needed to ensure both the safety of people and property within the courtroom, and to ensure the integrity of the courthouse.

Prisoner Security Deputy - A deputy sheriff who is primarily responsible for the security of a prisoner who is appearing in a judicial proceeding

A. Physical Security Plan:

The Sheriff or his designated bailiff is responsible for order in the Courtroom and for the smooth functioning of Courtroom procedures. The Court expects the Sheriff or bailiff to take the initiative in keeping order in the Courtroom and in seeing that matters are handled smoothly and efficiently during trials.

1. The Chief Deputy or his designee is responsible for the security function of the courthouse facility, including both public and non-public areas.

- a. Directives governing courtroom/courthouse security will be available to personnel assigned to the security function of the courtroom/courthouse.
2. All personnel are responsible to identify threats, or potential threats, to the safe and orderly operation of the courts, the judicial process, or to the courthouse itself. Such threats may include, but are not limited to escape, attempted escape, disorderly conduct, physical assault, with or without a weapon, bomb threat, bomb explosion, demonstration, suicide, suicide attempt, hostage situation, theft, fire, medical emergency, etc.
3. Deputies are assigned by the Chief Deputy or his designee to courtroom/courthouse security and to duty post within the courthouse.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. [REDACTED]


Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

B. Security Operations:

Responsibilities of Deputies/Bailiffs in General District, JDR and Circuit Court.

1. [REDACTED]

[REDACTED]

2. All persons, except officers of the Court, lawyers, and police officers, are screened by having each person walk through the metal detection device and visually inspected to prevent the bringing in of contraband.
3. 
4. At anytime during a court session there is excessive or deceptive talking among the audience, the bailiff takes action to quiet the audience members. Such action may include expulsion of the individual(s) causing the disturbance from the courtroom or courthouse.
 - a. Newspaper or magazine reading by spectators in the courtroom, while court is in session, is not permitted. Eating, drinking, or smoking is also prohibited at all times in the courtroom. The bailiff is responsible to assure that such activities do not take place.
 - b. Pagers and cell phones are to be turned off.
5. The bailiff limits disrupting traffic into or out of the courtroom when the court is in session, particularly during the opening and closing arguments. In Circuit Court, during the reading of instructions in a jury trial no one should enter or leave the courtroom.
6. When a witness is called by the clerk the bailiff will direct the witness to the witness box. The bailiff should remain alert to the presence of witnesses in the courtroom who have been excluded from the proceedings.
7. At any time the bailiff believes that additional assistance is needed, he or she immediately notifies the Chief Deputy or his designee by the fastest possible means.
8. Before leaving and locking the courtroom, bailiffs will search the courtroom and remove any items left during the court day.

Responsibilities of Deputies Assigned to Court Security

1. The deputy assigned to court security has the primary responsibility for handling the prisoner(s) for the court. The bailiff will assist the deputy assigned to court if necessary. The following guidelines apply to prisoners entering the courtroom.

These guidelines are not intended to be all inclusive, or to replace the judgment of the deputy assigned to the court or the bailiff.

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[Redacted]

[Redacted]

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[Redacted]

[Redacted]

Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

CIRCUIT COURT

In addition to the above requirements, the below listed items will be adhered to in Circuit Court proceedings.

- 1 Prior to opening Court, the Bailiff is to see that counsel are at their tables and the defendant or parties to civil suits are likewise seated next to their attorneys. Injury cases, before opening Court, the Bailiff is to see that members of the jury are seated either in the jury box or in the center section of the Courtroom; he notifies the Judge in Chambers that he is

ready to open Court. While there may be some occasions when it is impossible to start right on the minute, every effort should be made to open Court on time.

m.

[REDACTED]

[REDACTED]

Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

o. Witnesses:

Officers are to assist the witnesses coming up to be sworn before trial, showing them where to go and also where to remain until they are called to stand. When witnesses are called to testify, an officer escorts or directs them to the witness chair and tells them to be seated.

p.

[REDACTED]

Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

q

In handling papers and exhibits, the Bailiff should constantly be available to hand papers from attorneys to the Comi or Clerk or from the Court to the jury. The Bailiff should see that all exhibits are returned to the Judge's bench after they have been viewed by the jury and should hand verdicts and other matters reported by the foreman of the jury to the Clerk.

r. Officers are to be conscious of the audience and be alert for persons who may be present merely for the purpose of causing disturbances. Officers are free to ask any member of the audience to leave the Courtroom for the purpose of searching for weapons or any other purpose that would interfere with the conduct of the proceedings. Persons disrupting the Court by talking, laughing, sleeping or otherwise are removed from the courtroom.

s.



Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

C. High Profile and High Risk Trial Plan

1. Operational Command

- a. Primary authority and responsibility for security operations for a high risk court proceeding is the Chief Deputy or his designee. He will review and approve all operational plans used during the trial.
- b. The Chief Deputy or his designee is designated as the operations field commander.

2. Notification and Planning:

Upon notification of an upcoming high risk trial, Chief Deputy or his designee will prepare and submit an operational security plan to the Sheriff.

- a. All available intelligence information concerning both the defendant(s) and the nature of the charge(s) against him or her.
- b. Criminal history: with particular attention to any previous acts of violence, narcotics use, escapes and/or escape attempts.
- c. Physical description of defendant(s), including a recent photograph.
- d. Personal information of defendant, including home address, names and addresses of family members and friends, organizations to which the defendant belongs which may pose a threat; names and addresses of defendant's visitors at the jail facility.

- e. Law enforcement information - case/arrest reports.
- f. Schedule of court appearances including arraignments and preliminary hearings in the General District or Juvenile Domestic Relations Courts, including the courtrooms to be used; motions, trial, sentencing dates and presiding judge in the Circuit Court; Commonwealth's Attorney assigned to the case; and Defense Attorney(s) and expert witnesses if any.
- g. Coordination with the presiding judge, Commonwealth's Attorney, and defense attorneys.

3. Determination of Security Needs:

[Redacted]

[Redacted]

[Redacted]

[Redacted]


[Redacted]

[Redacted]

[Redacted]

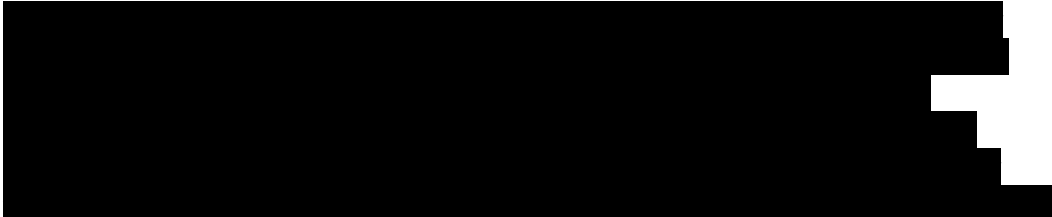
Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

- h. Media relations plan including designating a media liaison, providing space for the media, or other needs.
- i. Hostage situation plan - See Emergency Plan.

4. Staff Coordination: Prior to the opening of the trial, staff briefings will be held by the Sheriff and Chief Deputy or their designee. These briefing(s) will provide information needed to conduct the trial as well as to discuss other planning and strategy options. The result of this planning is a contingency plan to address the potential events.
5. Incidents:
 - a. If information is gathered that suggests there is an imminent threat to the trial, the Sheriff or Chief Deputy or their designee will immediately advise the judge. Action to recess, postpones, or move the trial to another courtroom will be discussed and determined.
 - b. 
Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.
 - c. Threats of events will be documented.
6. Critique: Following the conclusion of the trial, the Chief Deputy or his designee may critique the trial with staff focused on the notification, planning, implementation and outcome of the activities related to the trial.
7. Seizing Property: Property seized in the course of a high security trial, particularly at the location of the magnetometer, will be processed and turned over to a designated evidence officer.

D. Emergency Procedures (fire, bomb, escape, etc.)

MEDICAL EMERGENCIES

1. Medical Emergencies - General Public - If a medical emergency arises involving a member of the general public or a courthouse employee, the deputy will begin emergency first aid as dictated by the situation. The deputy will contact, or have another person contact the Emergency Medical Services, via 911. The deputy will continue the first aid until emergency personnel arrive.
2. 

[REDACTED]

Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

FIRE AND FIRE ALARMS

1. Consideration During a Fire Alarm - Staff should be alert to the possibility of an alarm being deliberately activated to divert attention from other activities, for example assaults, escape attempts, or attempts to disrupt judicial proceedings.

2.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

BOMB THREATS

1.

[REDACTED]

[REDACTED]

Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

HOSTAGE/BARRICADE SITUATION IN THE COURTHOUSE

1. Initial Response

[Redacted]

[Redacted]

[Redacted]

Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

2. Establishing of Command Post: Scene Command

a. [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

COURTHOUSE EVACUATION PLAN

1. [Redacted]

[REDACTED]

Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

ESCAPES FROM CUSTODY

1. Escape or Attempted Escape - In the event of an escape, or a suspected escape, the Chief Deputy or his designee will immediately assume the responsibilities for implementing the procedures contained in this General Order.
2. Securing the Courthouse

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

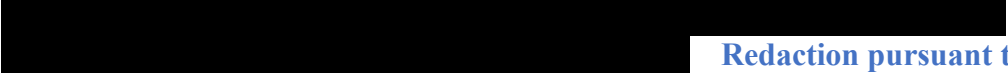
Redactions pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.

5. Notification - Notification to the news media, community groups, if necessary, or other groups will be handled by the Sheriff or his designee.
6. Mobilization of Sheriffs Office Members - If an escape has been affected, the Chief Deputy or supervisor will make the determination to call back members of the Sheriffs Office to work. Notification to members to report to work or notification that members will be held over will be made as quickly as possible.
7. Point of Escape - The point of escape is to be secured and the scene preserved for the collection of evidence.
8. Securing a Warrant - As soon as possible after a determination has been made that there has been an escape from custody and the individual(s) has been identified, the scene commander will secure a warrant for escape. The existence of the warrant should be entered into VCIN/NCIC. The original of the warrant should be filed with the Dispatch office and a copy placed in the inmate's file, in records.
9. Post-Incident Notification - When the escapee is captured, law enforcement agencies assisting with the search will be promptly notified of the capture by the Sheriff or his designee. The news media will be notified by the Sheriff or his designee.
10. Post-Incident De-Briefing - At the conclusion of the incident, the Chief Deputy or his designee will prepare a de-briefing report. This report will include, but is not limited to, a summary of all events, copies of relevant reports and any reference to hardware which may have contributed to the escape. The Sheriff will assign the escape incident to the Chief Investigator for investigation.

POWER FAILURES

1. Power Failures During Court Proceedings - Court proceedings in progress or about to begin when power failure occurs will continue or start at the discretion of the presiding judge. Any important security concern should be brought to the attention of a supervisor and the presiding judge.

E. Equipment

1. While court is in session one entrance to the General District courtroom is opened to the public and employees for entering and exiting. A Garrett Magna Scanner Metal Detector is manned by a member of this Office.
 - a. A Garrett hand held scanner is also available to officers for closer inspection of persons and possessions.
 - b.  **Redaction pursuant to Sec. 2.2-3706 B5 of the Code of Virginia 195 as amended.**
 - c. Items that are used for courthouse/courtroom security are available to officers at all times.

Lancaster County Sheriff's Office General Orders

SUBJECT: Legal Process; Records, Process, Execution and Property Disposition	NUMBER: 159
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 31, 2003	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Opr. 12.01-02-03-04-05	

PURPOSE

To govern legal process, both civil and criminal.

POLICY

Legal process, both civil and criminal, will be governed as follows.

PROCEDURE

I. Legal Process; Records

1. The secretary or a designee of this office upon receiving legal process is to record/enter the following information in the civil process database;
 - a. Date and time received
 - b. Type of process (civil/criminal)
 - c. Nature of document
 - d. Source of document
 - e. Name of plaintiff/complainant/defendant/respondent
 - f. Date of assignment

Tracking

2. Processes are forwarded to field staff for service.
 - a. A process tracer is completed on papers to reflect any attempted service.
 - b. A process tracer is completed on any paper that is kept in an officer's possession past his/her shift.
 1. The tracer is placed in the service tray and stays there until the paper is returned.
 2. Completed tracers are filed in a designated location by the serving officer.

3. Once served or determined service cannot be made, the serving officer executes the return and forwards it to administration.
4. The civil process database is updated to reflect the following:
 - a. Officer assigned for service or serving officer
 - b. Method of service
 - c. Date of service and/or return
 - d. Location of service or attempted service
 - e. Reason for non-service.
5. Upon completion, processes are returned to the appropriate court.
6. Records are to be maintained for a minimum of six (6) months.
 - A. automated records may be purged after the six (6) months retention period, at the direction of the Sheriff.

II. Service of Civil Process

The service of civil process will be in accordance with the, Code of Virginia; Rules of Court; and local rules as established by the Chief Judges of the 15th Judicial District.

Each newly assigned patrol officer will complete training for Court Security/Civil Process, as specified by the Department of Criminal Justice Services.

1. All civil processes are served in accordance with the, Code of Virginia; Rules of Court; and local rules as established by the chief judges of the 15th Judicial District.
2. The Chief Deputy maintains a reference book on civil process. This book contains a copy of each civil process and directions for executing each specific process.
3. The Chief Deputy is consulted as necessary to ensure that process is served in accordance with the law and ruled of court.
4. As of January 1, 1998, each newly assigned patrol officer attends the Court Security/Civil Process training course, as prescribed by the Department of Criminal Justice Services.

III. Execution of Criminal Process.

A criminal process received by this agency will be executed in accordance with the, Code of Virginia, and other sections of stated law.

- A. Entry

All legal documents received are entered into the agency's automated file. All entries include as much information as is available at the time of entry, and updated to indicate the current status and/or location of the document.

1. All criminal documents received are entered into the automated file by designated personnel.
 - a. All felony warrants are entered into VCIN within 72 hrs. Of receipt from the magistrate.
 - b. Misdemeanor warrants sent to other jurisdictions for service are entered into VCIN prior to mailing.
 - c. Criminal processes are delivered to the Patrol Division for service.

B. Assignment:

1. Officers should make every attempt to serve their own warrants.
2. Each field officer is responsible for the service of all criminal processes on file.

C. Types of Documents:

1. Arrest Documents: The following documents require that the officer take the named defendant into custody for criminal law violations.
 - a. Warrant of Arrest-Felony (Form DC-312)
 - b. Warrant of Arrest-Misdemeanor (Form DC 314)
 - c. Warrant of Arrest-Misdemeanor (Local Ordinance Form DC-315)
 - d. Capias, Attachment of the Body (Form DC-361)
 - e. Capias upon Indictment, Presentment of Information (Form CC-1301)
 - f. Probation and Parole Board Warrant of Arrest (Form-PB-15 and PB-14)
 - g. Juvenile Detention Order (Form DC-529)

The following documents require that the officer take the named defendant into custody for reasons other than criminal law violations.

- h. Juvenile Detention Order (Form DC-529)
- I. Criminal Mental Temporary Detention Order (Form DC-391)
- j. Emergency Custody Order
- k. Civil Mental Temporary Detention Order (Form DC-492)
- l. Medical Emergency Temporary Detention Order (Form DC-490)

The following document, related to criminal offenses, require the officer to search a specific person, place or thing.

m. Search Warrants

The following documents require the officer to serve the named individual without making a custodial arrest. The officer may affect a civil arrest to obtain service.

- n. Show Cause Summons (Form DC-360)
- o. Juvenile Petition (Form DC-511)
- P Summons (Form DC-510)
- q. Protective Orders (Form DC-650)
- r. Petition for Support (Form DC-610)
- s. Subpoena (Form CC-1342)
- T. Rule to Show Cause
- u. Indictment, Presentment or Information

D. Execution of Legal and Criminal Documents

1. All documents are for service upon individual found, or expected to be found, within the County of Lancaster.
 - a. If the warrant or other document requiring arrest is from a county contiguous to Lancaster County, (i.e. - the counties of Middlesex, Northumberland, Richmond) the arresting officer may, after executing the warrant and completing a CCRE form (minus the prints), deliver the accused to the custody of a law enforcement officer from that county where the charge is to be tried (this must be immediately), or take the accused before the magistrate, (§ 19.276).
 - b. If the warrant is from a city or county not contiguous to Lancaster County, the arresting officer takes the accused before the magistrate, (§19.2-76).
2. Officers are to attempt to serve all legal and criminal documents "forthwith" which has been loosely interpreted to mean within 72 hours, unless unusual circumstances are present.
 - a. Documents with a predetermined hearing date (items n through u) are returned to the local courts the day before the hearing date.
 - b. Documents from other courts are returned in sufficiently in advance to permit the use of regular mail, unless unusual circumstances dictate otherwise.
 - c. Felony warrants, fail to appear warrants and capiases, and serious misdemeanor warrants may be served at any hour of the day or night as circumstances dictate.

- d. Less serious misdemeanor warrants, summonses and other legal documents should not be served during late hours.
3. A warrant is "valid on its face" when it meets the following requirements as set forth in §19.2-72:
 - A. Directed to an appropriate officer or officers;
 - b. Names the accused or gives a description by which the accused can be identified with reasonable certainty;
 - C. Describes the offense with reasonable certainty;
 - d. Commands that the accused be brought before a court of appropriate jurisdiction in the locality where the offense was committed, and
 - e. Signed by the Issuing Officer, (i.e., - a magistrate, clerk or judge).
4. Purging:
 - a. Misdemeanor warrants are purged from agency files after five years.
 - b. Most felony warrants are purged from the files after fifteen years.
 - c. These warrants are forwarded to the Court to be destroyed.
 - d. As long as a warrant is on file, it is still valid until destroyed by the Court.
5. § 19.2-72 leave the officer no discretion. It states that the warrant shall be executed by the officer, "... into whose hands it shall come or be delivered."
6. The serving officer leaves a copy of any warrant or process which is served with the person arrested, or served with the process, (§ 19.2-75).
 - a. If no space is provided on the document, for the execution, the officer writes "Served" or "Executed," followed by the date and time of service, his name and badge number, and Lancaster County Sheriff's Office for the Sheriff (name), on the original and the defendant's copies in any blank space on the face of the document.
7. Upon execution of the legal document, the arresting officer has the Dispatcher check and remove (clear) the arrestee from VCIN and/or NCIC, or, if the document is from another jurisdiction, notify that jurisdiction (locate message) if the person was placed into VCIN and/or NCIC.
 - a. The officer also checks for other outstanding charges in the agency's automated warrant file and VCIN/NCIC.

1. If other charges are found outside the county, the arresting officer has the dispatcher notify the jurisdiction(s) by sending a locate message that the individual is in custody.
8. All defendants arrested on any felony or class 1 misdemeanor warrant or any offense for which the arrestee must, by law, be processed, with the exception of class 1 misdemeanors released on a summons, are processed.
 - a. All county, CCRE, and FBI forms are completed and submitted.
9. Issuance of a Summons in lieu of Arrest
 - A. For all misdemeanor warrants, the officer releases the accused on a summons, unless circumstances otherwise dictate. The following circumstances prevent the officer from releasing the accused on a summons:
 1. When the issuing officer indicates that the accused must be taken before a magistrate.
 2. The accused refused to sign the summons after the officer has explained the purpose of the signature.
 3. The accused indicates, by word, action or demeanor, that he will not appear in court.

E. Search Warrants:

An issued search warrant, based upon complaint on oath, supported by an affidavit as required in § 19.2-54, Code of Virginia, by any judge, magistrate, or other person having authority to issue criminal warrants, is promptly served according to Standard Operating Procedures.

1. To obtain a search warrant, an officer must complete an Affidavit for Search Warrant, (Form DC-338), and present it under oath to a magistrate, judge or other issuing officer.
2. Search warrants may be issued for the search of specified places, things or persons.
3. The following things may be seized there from as specified in the search warrant:
 - a. Weapons or other objects used in the commission of a crime.
 - b. Articles or things, the sale or possession of which are unlawful.
 - c. Stolen property or the fruits of any crime.

- d. Any object, thing, or person, including without limitation, documents, books, papers, records or body fluids, constituting evidence of the commission of crime.
 - 4. Every search warrant contains the date and time of issue. Any search warrant not executed within fifteen days after issuance must be returned to the issuing officer to be voided, (§19.2-56).
 - 5. A search warrant is executed by the search of the place described in the warrant and, if any property described in the warrant is found there, by the seizure of the property.
 - a. The officer who seizes the property prepares an inventory thereof, under oath.
 - b. This inventory must be produced before the court designated in the warrant.
 - c. The officer executing the warrant must endorse the date of execution on the warrant and file the warrant, with the inventory or a notation that no property was seized and the accompanying affidavit, within three days after the execution, in the circuit court clerk's office in the jurisdiction where the search was made.
 - 1. Saturdays, Sundays or any federal or state legal holiday are not used in computing the three-day filing period. (§19.2-57)
- F. Return of Un-executed Legal Documents
 - 1. When legal documents are returned un-executed, the officer forwards the document to administration along with any information as to the reason for nonservice;
 - A. designated personnel update automated records and forward the document to the appropriate agency or court;
 - 1. If the document is a criminal warrant from this jurisdiction then the document is forwarded to the communication center for entry into the VCIN and placed in the outstanding warrants file.
- G. 24- Hour Access to Warrants:
 - 1. The communication center maintains custody and control of the warrant file to ensure twenty-four hour access to any warrants or other documents on file.

III. Property through Civil Legal Process

Property obtained through legal process will be disposed of in accordance with Virginia Code.

A. Acquisition under Writ of Fieri Facias:

1. The property is placed in secure storage, separate from criminal evidence.
2. For matters resolved before sheriff's sale, the property is released to the judgment debtor, with a signed receipt placed in the file.
3. For matters resolved by the sheriff's sale, the property is turned over to the highest bidder, with a notation as to the sale amount.
4. for items of personal property which must be licensed (vehicles, boats, etc.); a copy of the court order is delivered to the winning bidder, along with such other documents as may be necessary.
5. The Sheriff of Lancaster County is listed as the selling party.

B. Acquisition under Writ of Fieri Facias in Detinue:

1. The property is delivered to the judgment creditor at the time the property is seized.
2. If the judgment debtor surrenders the property to the sheriff by delivery to this office, a receipt is given to the judgment debtor.
3. The sheriff's return is the documentation of the disposal of the property.

Lancaster County Sheriff's Office General Orders

SUBJECT: Domestic Violence	NUMBER: 166
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 14, 2010	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Opr. 13.01	

PURPOSE

To establish procedures for handling domestic violence.

POLICY

When handling domestic violence complaints, officers will follow;

- a. arrest criteria as outlined;
- b. standards for determining the predominant physical aggressor;
- c. standards for completing arrest reports;
- d. procedures for transporting victims to safe places, medical facilities, or to appear before a magistrate;
- e. requirements for advising victims of available legal and community resources;
- f. requirements to petition for an emergency protective order in accordance with Virginia Code.
- g. the requirements for handling domestic violence involving law enforcement officers; and
- h. the requirements for handling repeat offenders of family abuse or domestic violence.

PROCEDURE

Definitions

1. Assault: See Va. Code ("Assault and Battery Against a Family or Household Member," which upon a third or subsequent conviction of the same or similar offense of any jurisdiction within a twenty year period shall be treated as a Class 6 felony)
2. "Domestic violence shelters/programs" mean services that are provided for women and their children who have been physically or emotionally abused, or who have been threatened with abuse by their spouses or partners. Services include crisis intervention, counseling, shelter, escort to court, food, clothing, and transportation.
3. "Family abuse" means any act of violence, force, or threat including, but not limited to, any forceful detention which results in bodily injury or places one in reasonable apprehension of bodily injury and which is committed by a person against such person's family or household member.
4. "Family or Household Member," per Va. Code includes;

- a. Spouses, whether or not residing in the same home;
- b. Former spouses, whether or not residing in the same home;
- c. Persons who have a child in common, whether or not they have been married or resided together;
- d. Parents, children, stepparents, stepchildren, grandparents, grandchildren, brothers, sisters, half-brothers, and half-sisters, regardless of whether such persons reside in the same home with the person;
- e. Parents in-law, children in-law, brothers and sisters' in-law who reside in the same home with the person;
- f. Persons who cohabit or who, within the previous 12 months cohabited with the suspect, and any children of either who then resided in the same home as the suspect.

[Warrants against family/household members are heard by Juvenile and Domestic Relations Court]

5. **"Predominant physical aggressor"** (see Va. Code) is the party that poses the greatest threat. The predominant physical aggressor is not necessarily the first disputant to engage in assaultive behavior, but the one with the most ability and inclination to inflict physical injury. Officers are to identify a predominant physical aggressor based on the totality of the circumstances. Some or all of these characteristics may be present:
- a. Who was the first aggressor;
 - b. the protection of the health and safety of family and household members;
 - c. prior complaints of family abuse by the allegedly abusing person involving the family or household members;
 - d. the relative severity of the injuries inflicted on persons involved in the incident;
 - e. whether any injuries were inflicted in self-defense;
 - f. witness statements;
 - e. other observations.
6. "Protective order" is a court order of protection on behalf of an abused family/ household member that restrains the abuser to refrain from further contact, vacate the residence, relinquish custody of a vehicle, plus other measures. A protective order may be valid up to two years. Officers must be aware of three types of protective orders:
- a. an emergency protective order may be requested by a law enforcement officer by telephone or in person (or by an allegedly abused individual in person) from a judge or a magistrate. The emergency protective order aims to protect the health or safety of any person. It must be reduced to writing as soon as possible by the officer on form DC-626. This order expires at 5:00 p.m. on the next business day that the J & DR Court is in session or 72 hours after issuance, whichever is later. The officer must serve a copy of this order on the respondent, and give a copy to the abused family/household member. The officer must forward the original to the issuing judge or magistrate for verification, who then files it with the Juvenile and Domestic Relations Court within five days of issuance. The officer must also notify communications of the date and time of service. The dispatcher shall enter the order into VCIN as soon as possible, which record shall be updated upon service of the order.

- b. An abused/family household member may petition for a **preliminary** protective order (see *Virginia Code*) through the Court Services Unit. After an *ex parte* hearing and based on immediate and present danger of family abuse or evidence sufficient to establish probable cause that family abuse has recently occurred, the court may issue a preliminary protective order (protecting the petitioner **or** his or her family) which is valid pending a full hearing. The officer shall leave a copy of any order with the abused person. The dispatcher enters the order into VCIN as soon as possible, which record shall be updated upon service of the order.
 - c. an order of protection may be issued by the court after the final hearing. This order is valid for not more than two years, and specifies the types of contacts and conduct which is prohibited. The appropriate VCIN entry is made on receipt of the order by this office. Such entry is updated once service is obtained upon the respondent.
 - d. Any person violating the provisions of a protective order as outlined in Virginia Code shall be guilty of a Class 1 misdemeanor.
7. "Purchase or transporting of a firearm by a person subject to protective orders": Virginia Code prohibit any person subject to a protective order (as defined in the statutes cited in this order) from purchasing or transporting a firearm while the order is in effect, punishable as a Class 1 misdemeanor. Firearms transported or purchased in violation of this law shall be confiscated and subject to forfeiture. Any person with a concealed weapon permit shall surrender his permit at the time of service of the Order. The seizing officer will forward the permit to the court with the return service of the Order.
8. "Stalking": Any person who on more than one occasion engages in conduct directed at another person with the intent to place, or with the knowledge that the conduct places, that other person or the person's family or household member in reasonable fear of death, criminal sexual assault, or bodily injury, shall be guilty of a Class 1 misdemeanor. Note that penalties [see (b) below] apply regardless of jurisdiction where the previous offenses occur. Further, upon a conviction the court shall impose an order prohibiting contact between the offender and the victim or victim's family.
- a. Stalking behaviors include following a person to home, work, and other places, parking outside home or office, threatening notes or telephone calls, threats.
 - b. A person who violates Virginia Code when there is a protective order in effect or for a second time within five years of the first offense will be guilty. of a Class 1 misdemeanor. A third conviction or for similar offense under the law of any jurisdiction within five years of the first one is a Class 6 felony.
 - 1. Eligibility for stalking protective orders is extended to victims of violent crimes resulting in serious bodily injury.
 - c. Upon a written request from the victim(s), they are to be notified of the release if released from this agency.

A. Arrest Criteria

1. Officers may make an arrest without a warrant if they have probable cause to believe that a felony has been committed in or out of his or her presence.
2. The Code specifies the misdemeanors for which officers can arrest for offenses not committed in their presence.
3. This agency promotes a policy of arrest when the elements of an appropriate offense are present.
4. Officers cannot release the abuser on a summons, but must take the abuser before a magistrate.
5. Officers who develop probable cause that a person was the predominant physical aggressor in a violation of Va. Code (assault and battery against a family/household member) or Va. Code (violation of a protective order) is to arrest and take him or her into custody. (If the "no contact," "no trespass," or "no further abuse" provision of a protective order is violated, then it is treated as its own Class 1 misdemeanor offense.)
 - a. When the safety of the complainant or victim could be compromised by an arrest, or some other circumstance precludes physical arrest, the officer must decide, within his or her discretion, whether to arrest. Officers are not to instruct victims to obtain warrants for applicable offenses; officers themselves are to obtain the warrants if circumstance so require.
 - b. If an arrest is made, advise the victim that the case may be prosecuted even if the victim later declines to testify.
 - c. If officers cannot identify a predominant physical aggressor, then they should not make an arrest. A written report is filed, detailing the incident and including the reasons for not affecting an arrest. Further, officers are not to threaten to arrest all parties involved for the purpose of discouraging future request for law enforcement intervention.
6. In cases where the conditions of a protective order have been violated , officers are to review the victim's copy of the order, checking it for validity. This information is also kept on file at the office with the VCIN entry record of the protective order.
 - a. If a protective order exists and its terms ("no contact, ""no trespass," or "no further abuse ") are violated then the officer is to arrest the violator if probable cause exists.
 - b. Officers are to honor court orders from other states. If officers are unable to verify an outstanding protective order, they must nevertheless honor it.
 - c. Officers cannot arrest for violation of the order if the respondent has not be served with the order. The officer is to provide notice to the respondent as to the existence and terms of the order.
7. Arrest is the Most Appropriate Response when these Factors are Present:

- a. Serious, intense conflict;
 - b. Use of a weapon;
 - c. Previous injury or damage;
 - d. Previous court appearance against the offending party;
 - e. Previous attempt to sever the relationship;
 - f. Second call for law enforcement help;
 - g. When a felony has occurred;
 - h. Evidence of drugs or alcohol use at the assault;
 - i. Offenses committed with the officer present;
 - j. Valid warrants on file for other crimes;
 - k. A protective order has been violated. Charge as a Class 1 misdemeanor under Virginia Code;
 - l. Aggressive behavior toward any person, pets or property, or threatening behavior.
8. Arrest the assailant if he or she is present, apply handcuffs, inform him or her that the decision to arrest is a law enforcement one, and transport securely to the jail magistrate.
9. If the assailant is absent, transport (or arrange transportation for) the victim to a safe shelter or other appropriate place. Have circulated a "BOLO" message describing the assailant and arrange for an arrest warrant.
10. If an arrest must be made because a protective order has been violated, verify its validity by:
- a. Examining the victim's copy, if available;
 - b. Having communications search VCIN or contact the jurisdiction that issued the order to confirm its currency.
11. If the Abusive Person is not arrested
- a. Complete an incident report.
 - b. Inform the victim that he or she can begin criminal proceedings at a later time.
 - c. Provide information about how to file a criminal charge, including time, location, and case number, if available, and offer to help in filing charges at a later time.
 - d. Advise the victim of the importance of preserving evidence.
 - e. Explain to the victim about protective orders and restraining orders and how to obtain them and offer to help the victim obtain later.
 - f. If the victim wants to leave the premises to ensure safety, remain at the scene while the victim packs essentials. Advise the victim to take only personal items plus important papers.
 - g. Give the victim telephone numbers of emergency shelters in the area and the Sheriff's Office number.
 - h. Assure the victim that the Sheriff's Office will assist in future emergencies and explain measures for enhancing his or her own safety.
12. The mind-set during the investigation should be: How can we prove this case without the participation of the victim.

C. ARREST REPORTS

A report is completed on any complaint of domestic violence.

1. Upon completion of the investigation, the following is to be included in the report and/or case file.
 - a. Report of Investigation
2. The following information must be included in the written report if probable cause exists that an assault and battery has occurred:
 - a. Identification of the predominant physical aggressor
 - b. Reasons that person was identified as the predominant physical aggressor
 - c. If an arrest was not made, document the circumstances dictating another course of action.
 - d. Photographs
 - (1) Photograph the victim and the crime scene to show that a struggle occurred; if photography is not possible, write a description of it.
 - e. If a protective order was issued and/or served and on whom.
 - f. Statements of victim(s) and witness (es)
 - g. If children were present, make a report of abuse or neglect, if appropriate, and forward it to Child Protective Services.

D. Transporting Victims to Safe Places, Medical Facilities, or to appear before a magistrate

1. An officer investigating any complaint of family abuse including but not limited to assault and battery against a family or household member shall, upon request, transport, or arrange for the transportation of an abused person to the hospital, safe shelter, or magistrate. (See Va. Code)
 - a. Officers are to assist victims in obtaining transportation to another location if they cannot drive themselves or do not have transportation, as the circumstances require. If necessary, officers are to transport victims.
 - b. If a complainant seeks officers' help in entering his or her residence to obtain personal property, the officers must determine that the complainant has lawful authority to do so; must advise all parties that they are accompanying the complainant to obtain items for immediate personal (or children's) use; that the officers' function is to maintain order; that any dispute over property is a matter for the courts to decide.

E. Advising Victims of Available Legal and Community Resources

1. Agency personnel are to refer victims of domestic violence to appropriate community resources (mental health agencies, medical doctors, legal assistance agencies, victim/witness assistance programs, and domestic violence shelters/programs). Where

possible, officers are to help victims directly access referral agencies. Referrals help prevent future disturbances.

F. Petition for an Emergency Protective Order

1. If an officer has at least a reasonable belief that family abuse has occurred and there exists probable danger of further abuse, the officer is to petition a judge or magistrate to issue an emergency protective order. Officers are to advise the victim; too, that he or she can request an emergency protective order directly from a magistrate.
2. An officer can petition for an emergency protective order by telephone or in person.
3. The order will be valid until 5:00 p.m. on the next business day or up to 72 hours after issuance, whichever is later. The officer is to attempt to serve the order as soon as practicable to the assailant.
4. The officer shall complete form DC-626 and serve a copy to the respondent as soon as possible. Field staff is to notify immediately communication of the date and the time of service of the these orders. The dispatcher is to enter the relevant information into VCIN upon receipt and update the entry upon service of the order.
5. The officer submits the original order to the issuing judge or magistrate, provides a copy to the victim, and attaches a copy to the offense report.
6. Officers making arrests under Va. Code will petition for an emergency protective order. If the officer does not arrest but a danger of family abuse still exists, the officer will petition for an emergency protective order.
 - a. If children are involved in the incident, officers are to contact a Child Protective Services worker if a child is abused or neither parent can reasonably look after the child's safety and well-being (neglect is a separate, reportable offense).
 - b. If the abuser is not present, officers will try to serve the protective order as soon as possible and so advise the victim once service has been made (and officers will arrange to have the order entered into VCIN as soon as practicable).

G. Arrests of Law Enforcement Personnel

1. If the predominant physical aggressor or abuser is an employee of this agency, the responding officer summons the supervisor, who in turn notifies the Sheriff.
2. The scene is to be secured and medical attention summoned, if required. The employee is to be disarmed or removed from access to weapons.
3. The Chief Investigator and or the Sheriff are summoned and will begin an internal criminal investigation.
 - a. If probable cause to arrest exists, the investigator will arrest and gather evidence (including taking photographs) consistent with this general order.

- b. The assigned investigator will work with the responding patrol officer to ensure that the victim receives medical attention, if necessary, is transported to a hospital or safe shelter, and that all reports are completed, evidence gathered, and photographs taken.
 - c. The investigator will speedily present the case to the commonwealth's attorney.
 4. Upon termination of the criminal investigation, the Sheriff may assign an officer to undertake an internal administrative investigation in to the incident. The Sheriff may suspend the employee pending the outcome of the investigation.
 - a. Suspended employees will immediately turn in all agency-issued weapons, vehicles, badges, and identification to the property officer.
 - b. If the internal administrative investigation supports a violation of agency policy, the Sheriff will take appropriate action consistent with personnel rules. Further, if the investigation confirms that domestic violence occurred, the Sheriff may require counseling, psychological evaluation, demotion, or termination of employment
 - c. Recently enacted federal law states that any person (including a law enforcement officer) convicted under any state or federal law for a misdemeanor involving the use, attempted use of physical force, or the threatened use of a deadly weapon when committed by a current or former spouse, parent or guardian of the victim, a person sharing a child in common, or a co-habitant of the victim (past or present), is prohibited from shipping, transporting, possessing, or receiving firearms or ammunition. The offense may have occurred at any time. Law enforcement officers convicted of offenses involving weapons or threats of force may therefore be unable to maintain their certification.
 5. The Sheriff will ensure that any court orders or injunctions are served to the employee at the agency. The Sheriff will ensure that legal papers are served in a private setting so that supervisory personnel can coordinate process service with counseling or psychological services.
 - a. The employee's supervisor will monitor the employee's behavior. Upon service of any court papers, the supervisor will be present to review any affidavits supporting such papers. The supervisor will stay alert to behavior that may be unseemly or indicative of problems requiring professional intervention.
 6. Officers are required to notify the Sheriff of any civil or criminal action pending against them.
 7. Officers of other agencies will be treated as a civilian with regards to domestic violence. If an arrest is made this agency will attempt to contact the Supervisor of the officers agency.

H. Dealing with repeat offenders:

1. When investigating domestic disturbances, officers should be aware that there may be a history of domestic abuse by parties involved. The history does not constitute probable cause for arrest but it could be used in addition to other factors found on the scene. Officers should ask the parties involved if there is a history of domestic abuse either in this county or elsewhere. If there is probable cause for an arrest the officer should follow the procedure for arrest as listed in this general order.
2. All circumstances of the abuse should be documented whether an arrest is made or not. If an arrest is not made documentation of the other course of action taken such as referral information given, any counselor contacted, and why the arrest was not made should be made in the report. Officers should also note in the report any findings of repeat offenses.
3. If an arrest is made the officer should provide a copy of the criminal history of the subject to the magistrate for determination of a warrant being issued for the 3rd or subsequent offense, a class 6 felony under the Virginia Code.

DETERMINING THE PREDOMINATE AGGRESSOR

When determining the predominate aggressor, gather all relevant information. Do not assume guilt based only on visual evidence or physical injuries.

- History of calls for service at the home
- History of domestic violence between the parties
 - Dispatch/local database
 - Officer information
 - Disputant information (including excited utterances)
 - Witnesses information (other family members, neighbors)
- Prior assault conviction of either party
- Current or previous orders of protection filed against either party
- Proportional nature of injuries inflicted on each person
- Injuries - offensive and defensive
- Evidence that one party acted in self-defense
 - Scratches on one person's body
 - Bite marks on arm or chest of one body
 - Defensive wounds on upper arms of one party
 - Use of "weapon", such as a frying pan, etc. by one party at the scene
 - Injuries that do not fit the stories told by one or both parties
- Presence of fear in one party
- Presence of other normal responses to trauma e.g. crying, hysteria, anger
- Presence of calm and/or controlling behavior in one party
- Need for protection
- Potential for future injury

Officer's notes: _____

DOMESTIC VIOLENCE CHECKLIST

DOCUMENT THE VICTIM WAS PROVIDED INFORMATION ON LEGAL RIGHTS, THE AVAILABILITY OF SHELTERS AND OTHER SERVICES.

- Victim received information on victims' services in the area. Use handout, victim card or fact sheet. (Circle which)
- Transportation arranged to a hospital, shelter or other safe place at the request of the victim. (Circle where, if other, write location) _____
- A copy of the report is to be made available to the victim upon request of the victim. The investigating officer is to note the victim is to be sent a copy of the report upon its completion. _____
- Victim was put in contact with an advocate, shelter, or hotline. (Circle which) If possible at the crime scene. If not when; _____

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE WRITTEN REPORT IF PROBABLE CAUSE EXISTS THAT AN ASSAULT AND BATTERY HAS OCCURRED, WHETHER OR NOT AN ARREST WAS MADE:

- Identification of the primary aggressor
- Reasons that person was identified as the primary aggressor;
- If an arrest was not made, document the circumstances dictating another course of action

Officer's Notes:

ON SCENE INTERVIEWS

Interview everyone separately at the scene. The victim and children should not be in the suspect's line of vision. Interview the victim first, unless you are working alone. Two officers should respond and investigate domestic violence complaints.

Excited Utterances

An excited utterance is a statement relating to the domestic violence incident made while the victim or suspect was under the stress caused by the incident. These statements are an exception to "hearsay" guidelines. Record all excited utterance in quotes in your field notes and the condition and circumstances the person was in when the statement was made.

Interview the Victim and ask the following questions:

- Do you need medical attention?
- How can I help?
- Do you have any marks of bruises?
- Where else do you hurt?
- Who hurt you?
- What is your relationship to the suspect?
- Were there any weapons or objects used to strike you?
- How were you injured? Were you hit with a closed or open fist?
- Where on your body were you hit?
- Were any threats made against you or others?
- Were you forced to have sex when you did not want to?
- Were any other potential crimes committed (e.g. damaged property, hurt pets, etc.)?
- Is the suspect on probation or parole?
- Are any court cases pending against the suspect?
- Is suspect under any conditions of bond?

Ask about behaviors that might constitute stalking.

- Is the suspect following you?
- Is the suspect harassing you?
- Is the suspect threatening you?

Determine past History.

- When has this happened before? How often?
- What was the worst incident?
- Has a weapon ever been used?
- Has the suspect ever been arrested for assaulting you or another member of the household?
- Have you ever been treated by a doctor or hospitalized for injuries inflicted by the suspect?

Officer's Notes: _____

Interview the Suspect

Start by asking non-threatening questions, being careful not to ask leading question. If suspect is led, the answers are not considered excited utterances. If the suspect has been interviewed by law enforcement before, he may not cooperate. Keep the suspect talking and attempt to establish probable cause for arrest.

What happened?
What is going on?
Don't ask "Did you hit her?"

Question any statement made by the victim or suspect that his/her injuries were caused by an accident.

Interview all Applicable Witnesses

Children

document age, sex and name of each child present
be alert to fearfulness in child of either parent
be alert to evidence of child abuse
even if children are not used as witnesses, the presence of children may affect how the case is handled.

Persons the victim might have spoken with before your arrival

other adults living in home/apartment building
family or friends who were contacted during the incident.

Neighbors

document what was seen and heard
document if neighbor has seen/heard previous incidents of violence.

Person(s) who called (if different than above)

Officer's Notes:

LETHALITY ASSESSMENT

Officers should consider their response to domestic violence calls as homicide prevention. Consider the following issues when determining future risk of harm or death. An officer's determination of the following elements will also help assure victim will be able to attain a permanent protective order.

Guns or weapons are kept in the home.

Suspect has access to or carries weapons. Suspect has concealed weapons permit.

Suspect abuses alcohol/drugs.

Suspect has threatened or attempted suicide.

Parties have been recently separated, the suspect is subject to a protective order, and/or parties have been divorced in past 6 months. The most dangerous time for victim is after separation.

Suspect suffers from depression.

Suspect abuses pets.

Suspect displays obsessiveness about partner.

Suspect has access to victim and/or family members.

Victim has little access to outside resources.

Suspect threatens to kill or severely harm victim or others.

Victim believes suspect may seriously injure or kill him/her.

Suspect shows stalking behaviors.

Officers must petition for an emergency protective order on reasonable grounds that family abuse or danger of family abuse exists.

Officer's Notes:

Lancaster County Sheriff's Office General Orders

SUBJECT: Selection Process For Sworn Positions	NUMBER: 167
EFFECTIVE DATE: October 28, 2020	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 2016	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.01.01-02-03-04-05	

PURPOSE

To identify the process for the selection of qualified applicants for sworn positions.

POLICY

This agency will recruit and select the persons best qualified to perform its work. Responsibility for the selection is shared with the Sheriff and selected agency personnel who will be personally involved in the selection process. The Sheriff reserves the right to wave the selection process if the candidate for employment is certified and the position is part time.

PROCEDURE

A. Selection and Employment.

All appointments to the Sheriffs Office are made according to merit and suitability.

Merit and suitability may be ascertained by examinations which are approved by the Sheriff. Examinations are to relate to those matters which test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the position for which the examinations are held. Examinations may be written, oral, physical, or performance tests, or any combination of these. These tests may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, or any other qualifications or attributes which in the judgment of the Sheriff enters into the relative fitness of the applicant.

Personnel involved in the selection process will be trained in these functions.

Candidates' identities are concealed until the examinations are graded. Applicants are notified of examination dates.

Examinations for purposes of selection are open to all applicants who meet the minimum requirements for the position being tested.

B. Professional and Legal Requirements

1. The Personnel Officer is responsible to formulate, direct and coordinate a comprehensive employment program and is to be trained in its functions.
2. Specific selection responsibilities of the Personnel Officer include, but are not limited to:
 - a. Recruitment announcements
 - b. Application forms, physical examinations, correspondence with applicants.
 - c. Disqualification of applicant.
 - d. Preparation of relevant examination components and procedures tailored to meet the specific needs of the Sheriffs Office to insure the employment of best qualified applicants.
 - e. Establishment and maintenance of eligibility lists, removal of names from list, and annual purging of names from eligibility lists if mandated by the Sheriff.
 - f. Certification of eligibility
 - g. Processing of new employees
 - h. Recommendations to the Sheriff concerning recruitment and selection, including examination components, procedures, forms, etc.
 - i. Assisting in actual testing of applicants in areas of physical fitness/agility and oral panel interviews.
 - j. Conduct oral interviews with applicants on the basis of standing in the eligibility.
 - k. Coordinates panel selection and training.
 - l. Scheduling of applicants for physical examinations and for testing.
 - m. Present recommended applicants to the Sheriff.
 1. The Personnel Officer maintains a manual on file which describes all components of the selection process. A copy of this manual is available in the office of the Sheriff.

2. The Personnel Officer ensures that the selection process uses only those components that have been documented as having validity, utility, and a minimum adverse impact.
 - a. All elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner. Personnel representation of race, sex, and ethnic groups in our service area will be included in carrying out these requirements whenever possible.
 - b. All selection materials are stored in a secure area and, if later disposed of, this action is performed in a manner that prevents disclosure of the information therein.
3. The Personnel Officer and the Sheriff evaluates the selection process annually.

C. Administrative Practices And Procedures

1. Lateral entry is allowed at the officer level, where the Sheriff evaluates prior law enforcement service with another agency and can recommend appointment at an increased salary level. Lateral entry candidates are required to meet the same qualifications as recruit candidates. Lateral entry may similarly be allowed in any civilian non-sworn positions where prior experience may be evaluated.
2. Testing of candidates may be ordered by the Sheriff.
 - a. If testing is ordered, the test will be provided by IPMA (International Personnel Management Association) or other compliant testing institutions.
 - 1) Test records are to be maintained for a minimum of three (3) years.
 - b. The Office normally allows candidates not yet appointed to probationary status to reapply and be retested, and re-included on the eligible list.
 - c. Candidates who have been rejected for cause (background investigation, medical, etc.) are not allowed to reapply.
 - d. Candidates who do not achieve the minimum score are allowed to reapply and be retested one additional time; if again disqualified by score, no former re-application is allowed.
3. The Personnel Officer ensures that at the time of application, all candidates are provided a copy of the selection process information.

4. Candidates determined to be ineligible for appointment are informed by the Sheriff or Personnel Officer, within thirty (30) calendar days of such decision. (Candidates are informed of the basis for their disqualification, e.g., background investigation, test scores, medical examination). Candidates that are determined to be eligible for appointment are informed by the Sheriff or Personnel Officer in writing or in person within the same time frame.
5. The Sheriff ensures that records of candidates not appointed to probationary status are filed, retained, and disposed of in accordance with federal, state and local requirements for privacy, security, and freedom of information.
 - a. Records of applicants that reach the testing stage (if one is given) will be maintained for a minimum of three (3) years in a secured location.

D. Background Investigations

1. The Sheriff ensures that a background investigation is conducted of each candidate prior to appointment. Normally, such investigations are assigned to the Personnel Officer and/or his designee, who has been trained in collecting the required information. The investigation uses all data available on the candidate, especially the application form and medical history questionnaire. Investigations are conducted in person, unless great distances are involved, in which case, mail and telephone inquiries are appropriate.
2. The purpose of the background investigation is to determine the candidate's suitability for employment as a deputy sheriff. Code of Virginia requires such an investigation. Among other things, the background investigation must verify other State mandated minimum qualifications for office including U.S. citizenship, have a high school education or have passed the General Education Development exam (GED), and possess a valid Virginia driver's license (may possess valid license from another state but is required to obtain Virginia license prior to employment).
3. The background investigation of regular applicants will include the verification of a candidate's qualifying credentials to include, at a minimum:
 - A. Educational achievement - obtain copies of school transcripts if possible. Contact school officials for personal information.
 - B. Employment – If the Deputy candidate had been employed at any time by another law-enforcement agency, the hiring agency shall request from all prior employing law-enforcement agencies any information related to:
 1. An arrest or prosecution of the former officer, including any expunged arrest of criminal charge known to the agency or disclosed during the hiring process that would otherwise be prohibited from disclosure in accordance with Virginia Code.
 2. Information of a civil suit regarding a former officer's performance of duties.

3. Information of any internal affairs investigation of alleged criminal conduct, use of excessive force, or other official misconduct of the state professional standards of conduct.
4. Information regarding the job performance of the officer that led to their resignation, dismissal, suspension, or transfer.

If this agency receives a request for this information from any law-enforcement agency the agency will disclose such requested information within 14 days of receiving the request.

- C. Age/citizenship - verify birth, data, naturalization, etc.
 - D. Residence - verify current residence; contact landlords, neighbors.
 - E. Credit history
 - F. Criminal history - obtain NCIC, state, local records to include driving records, FBI fingerprint check.
 - G. Verification of at least three (3) personal references as provided by candidate and development of at least three additional personal references (teachers, landlords, neighbors, friends, co-workers) not listed by candidate.
4. Background investigations conducted for applicants for civilian positions with the department will also be conducted by the Personnel Officer and staff, but is reduced in scope. The intent is still to ensure that persons employed with the department have suitable background to ensure compatibility with the goals and objectives of the department.
 5. As part of the background investigation process, the names of all candidates is posted on the department bulletin board, and all personnel are encouraged to provide any information known, positive or negative, concerning candidates, to the Personnel Officer for use by the investigator conducting the investigation.
 6. The Sheriff will ensure that the record of each candidate's background investigation is:
 - a. Maintained in each successful candidate's department personnel file.
 - b. Maintained for a minimum of three (3) years in the disqualified applicant files. Names of all new candidates are screened against available files. Where a prior file is found, such information is reviewed by the Sheriff and used for determination as to former eligibility for candidacy.

E. Oral Interviews

1. An oral panel, group-interview process is one component of the selection process, including random questions and rating procedures. The Personnel Officer coordinates panel selection, training, and participation in the oral interview process.

2. The Sheriff or the Personnel Officer, as one of the final steps in the selection process, conducts a personal interview with the candidate. The purpose of this interview is to evaluate the candidate's potential as an officer in terms of his understanding of the job requirements, job stresses and demands, as well as to explain the pay, benefits, obligations, and responsibilities of the job.

F. Americans With Disabilities Act: Conditional Offer Of Employment

Applicants selected for positions are offered a Conditional Offer of Employment prior to any medical screening. The Conditional Offer of Employment is conditional upon the successful completion of the following as determined by the standards cited in the written job description for the position and all applicable federal and state statutes and administrative regulations. The Conditional Offer of Employment includes, but not limited to:

1. A comprehensive medical examination by a licensed physician selected by the Sheriff for this purpose.
2. A drug screening test conducted according to agency guidelines.

Should an applicant fail to complete any of the above requirements with the exception of those required by state law or regulation, the Sheriff will investigate the circumstances to determine if a reasonable accommodation can be made that will permit the applicant to perform the essential job functions required of the position without undue hardship or disruption to the Office. If such accommodation is not possible or practical or if the applicant fails any requirements imposed by state or federal law or regulation, the offer of employment may be withdrawn.

G. Occupational Qualifications

1. The Sheriff ensures that all physical and age qualifications for entry-level sworn positions meet the requirements of validity, utility, and minimum adverse impact.
2. A medical examination of each candidate is required by Code of Virginia, subsequent to a conditional offer of employment.
 - a. The Sheriff selects a licensed physician to conduct physical examinations.
 - b. The Personnel Officer schedules the candidate for medical examination.
 - c. The examining licensed physician must certify to the Sheriff that the candidate is physically fit to perform the duties of an officer.
 - d. The conditional offer of employment may be withdrawn if the candidate does not pass this physical.

H. Probationary Period

1. All officers are required to complete a probationary period of not less than 12 months.
2. During the probationary period all officers must complete the DCJS required training program.
3. After completion of the training program, probationary work performance is evaluated, using valid, useful, and nondiscriminatory procedures.
4. The Office provides probationary employees with a review of performance evaluations. Review criteria include;
 - a. Must be the most recent evaluation.
 - b. Provides for an interview between the employee and the rater's immediate supervisor.
 - c. Provides for written comments made by the employee.
 1. The Sheriff ensures that the appointment rate of candidates from probationary to permanent status meets the requirements of minimum adverse impact.

Lancaster County Sheriff's Office General Orders

SUBJECT: Discrimination Prohibition	NUMBER: 172
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 20, 2004	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.02.01-02-03	

PURPOSE

To prohibit discrimination in the work place and provides a means by which it can be reported.

POLICY

Discrimination and/or harassment in the work place based on race, creed, gender, sexual preference, or national origin is strictly prohibited and will be treated as a Category III offense. Any employee that is the victim or a witness of such action will immediately report the incident to his/her supervisor. The supervisor will report the incident to the Sheriff as soon as practical who will initiate the internal affairs function of this agency.

PROCEDURE

- A. An employee of this agency who believes he/she has been discriminated against because of race, creed, or national origin is to contact their immediate supervisor. The employee is to submit a report to the Sheriff, through the chain of command, detailing the circumstances.
- B. Employees are to report all allegation of discrimination immediately.
 - 1. Such reports initiate a confidential internal investigation.
 - 2. Investigations of alleged discrimination are conducted by the Chief Deputy who is in charge of Internal Affairs.
 - 3. Investigations of discrimination is to be held in the strictest confidentiality.
 - a. Written statements or correspondence relating to an investigation into a complaint of discrimination is to be maintained in locked files.
 - b. Reports on investigations of discrimination in the workplace are submitted directly to the Sheriff by the Chief Deputy.
- C. The Sheriff is to immediately take action to limit the concerned employee from any further work contact.
- D. The Sheriff is to initiate the internal affairs function immediately to investigate the allegation (See G.O. 041)

Lancaster County Sheriff's Office General Orders

SUBJECT: Salary	NUMBER: 175
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 10 2007	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.03.01	

PURPOSE

To describe the agency's salary program.

POLICY

Salaries paid by the State are set by the Compensation Board and permit a certain number of sworn and raking personnel. Salaries are determined by years of service, rank and the county's supplemental salary based solely on merit and the Sheriff's discretion. A copy of the Compensation Board's pay plan is available for review in the administrative office. Compensatory time and overtime will be available as defined.

PROCEDURE

Current and up to date information is available on the Compensation Board's website.

- A. Entry Level Salary:
 - 1. Grade 7; Based on the Compensation Board pay scale on file in the administrative office plus annual supplement by the County based on merit, determined by the Sheriff.
 - a. Each grade has 21 steps of increase; an individual may get one step increase for each year of service.
- B. Salary Differential within Ranks:
 - 1. Difference salary within ranks is based on years of service and merit raises determined by the Sheriff;
 - a. See Compensation Board Pay Scale on file in administration or check the Compensation Board's website under Constitutional Officers pay scale.
- C. Salary Differential between Ranks:
 - 1. See the Compensation Board Pay scale plus merit raises determined by the Sheriff.
 - a. Sergeants-Grade 8- plus county supplement and any increase based on merit.

- b. Lieutenant and Investigators-Grade 9- plus county supplement and any increase based on merit.
- C. Chief Deputy-Grade 11- plus county supplement and any increase based on merit.

D. Special Skills:

- 1. There is no change in salary levels for those with special skills.

E. Compensatory time:

- 1. Eligible members are compensated with pay, if and when available, at the time and one-half rate for all overtime hours worked (as defined below).
- 2. Eligible members are allowed to use their accrued compensatory time, subject to the limitation that the member's use of such time does not disrupt the operation of the agency.

F. Overtime:

All employees unless deemed exempt (Chief Deputy) by the Sheriff are eligible for overtime payments or time off at time and a half.

Overtime Hours Defined

- 1. Overtime hours for an eligible employee is defined as all those hours worked which exceed 156 hours in a 28 day period for corrections and 460 hours in a 46 day period for field. Overtime hours that are given back within the same period as accrued will be straight time, overtime hours that are carried over into the next period will be time and a half. Supervisory staff is to make every effort to keep overtime to a minimum.
- 2. The authorization and control of all overtime work is the direct responsibility of the immediate supervisor. Overtime assignments are permitted only when required by operational necessity and without which the normal functioning of the agency concerned would be adversely affected.

Lancaster County Sheriff's Office General Orders

SUBJECT: Leave	NUMBER: 176
EFFECTIVE DATE: July 26, 2018	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 1, 2016	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.03.02	

PURPOSE

To describe the agency's leave program.

POLICY

All personnel will be eligible for leave under the conditions set forth below.

PROCEDURE

A. Administrative Leave:

When administrative leave is given, it is taken with or without pay, at the discretion and direction of the Sheriff, and will not be deducted from the employees previously accrued leave time.

B. Funeral Leave: An employee will be granted full pay for any scheduled work hours missed during the first seventy-two (72) hours following the death of a member of the immediate family. If the funeral or memorial service of the deceased occurs more than seventy-two (72) hours after the death, the employee shall be paid for an additional period of time not exceeding another scheduled work day for the purpose of attending the funeral. The term "immediate family member" is defined as including spouse, parent, guardian, child, brother, sister, grandparent, grandchild, including step, foster, and mother and father in-law relationships. "Immediate family member" will also cover any member of the employee's immediate household who resided with the employee at the member's time of death.

C. Military Leave:

- a. An employee who is a member of an officially recognized reserve unit shall be entitled to fifteen (15) days of military leave for training purposes each federal fiscal year, plus any week-end days and shall be paid his/her regular pay.
- b. An employee who is drafted or volunteers for military service shall be placed on military leave without pay. Upon receipt of an honorable discharge from the service or transfer to inactive duty, he/she may, within thirty (30) days, be reinstated into County service with the same rights and privileges acquired before entering the military service.

D. Maternity/Paternity Leave:

The Sheriff or his designee may approve maternity leave or a period within the Federal Family and Medical Leave Act of 1993 (FMLA) to be agreed upon between the Sheriff or his designee and the employee. Employee's may use accrued sick, annual, or compensatory leave, or leave without pay during the period of maternity.

E. Holiday Leave:

Administrative personnel take holiday leave the day(s) of the designed holiday. Shift personnel and essential personnel works as scheduled, since the schedule rotates the employee will get the holiday as their time off allows therefore not requiring any request for holiday leave. Any holiday leave time given by executive order will be added to the annual leave.

Administrative personnel are granted paid holidays per year as per State Code plus any day by executive order.

F. Sick Leave:

Employees are permitted to take sick leave only for instances of illness or injury. The Sheriff may at any time require a physician's statement to justify the use of sick leave and/or to determine if the physician approves any employee's return to duty.

1. Each employee receives one (1) sick day leave for each month worked. Sick leave may be accumulated without limitation, but the employee is not compensated monetarily for this time when the employee leaves County Service.
2. An employee may use his/her accumulated sick leave for the necessary care and maintenance of a family member, provided that such leave shall be limited to no more than three (3) days at any time, and not more than two (2) times in any one (1) calendar year, and further, employees must have a sick leave balance of at least twelve (12) days in order to use it in this manner.
3. Abuse of sick leave benefits by reporting ill or injured when actually fit for duty is grounds for disciplinary action.
4. Sick leave can be donated to fellow employee's that may be short of time as long as the person donating is still an employee of this agency. Once the employee leaves the agency any accrued sick leave will not be compensated nor transferable to another employee.

G. Vacation (annual) Leave:

All employees earn annual leave as indicated below:

YEARS OF SERVICE	DAYS EACH MONTH	ANNUAL LEAVE EACH YEAR	MAXIMUM ACCUMULATION
During the first year, through And including the 5 th year	1	12	24
During the sixth year, through the 10 th year	1 ¼	15	30
During the 11 th year and and thereafter	1 ½	18	36

One day will equal eight (8) hours when calculating time.

Vacation request must be submitted in writing (3 days notice) to the employee's supervisor for approval.

When an employee leaves the service of the County, he/she is compensated monetarily for accumulated annual leave up to 140 hours.

If an emergency arises, vacations may be canceled and will be rescheduled. If a vacation cannot be scheduled between January 2nd and December 20th because of emergency or shortage or personnel, the vacation may be carried over and rescheduled at the discretion of the Sheriff.

H. Birthday Leave:

1. All employees receive an additional day off for their birthday.
 - a. The employee is responsible to put in for the leave at least 15 days prior to their birthday.
2. If the employee is not able to take off the day of the birthday due to agency needs or scheduling problems, the employee can select a day of his/her choice.
 - a. The day may be taken no more than a week prior to the birthday unless approved by the Sheriff.
 - b. A day off for his leave day is a day off regardless of the hours in a shift and only applies to the birthday leave.

Lancaster County Sheriff's Office General Orders

SUBJECT: Benefits	NUMBER: 177
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: September 11, 2007	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per. 03.03	

PURPOSE

To described the agency's benefits.

POLICY

This agency will describe its benefits to include:

- a. **Retirement program;**
- b. **Health insurance program;**
- c. **Disability and death benefits program;**
- d. **Liability protection program; and**
- e. **Employee educational assistance program, if any.**

PROCEDURE

A. Retirement Program:

1. Virginia Retirement System. Paid by the county and can retire with full benefits after 5 years of service at age 60 or at age 50 with 25 years of service. Civilian employees have to age 50 with 30 years of service.
 - a. Explanation of benefits are available in the "Hand Book for Members" provided by the Virginia Retirement System upon becoming a member. (Also available for review on the website "varetire.org").

B. Heath Insurance:

1. Health insurance is available through the County and is optional.
 - a. If the employee elects the county endorsed health insurance the County pays a portion, the remainder is the employee's responsibility.

C. Disability and Death Benefits Program:

1. Provided through the Virginia Retirement System.

- a. Full time benefits become members upon appointment and are eligible for these benefits.
- b. Explanation of benefits are available in the “Hand Book for Members” provided by the Virginia Retirement System upon becoming a member. (Also available for review on the website “varetire.org”).

D. Liability Protection:

1. Provided by the County. (Information is available at the County Administrators Office)

E. Educational Assistance:

- a. This agency does not offer educational assistance to employees.

Lancaster County Sheriff's Office General Orders

SUBJECT: Clothing and Equipment	NUMBER: 178
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.03.04	

PURPOSE

To describe the provisions of clothing and equipment used by employees in performing law enforcement and correctional functions.

POLICY

Employees performing law enforcement and correctional functions will be provided with the proper clothing and equipment.

PROCEDURE

Employees performing law enforcement function are to be provided with, at a minimum, the following:

- a. Two pairs of standard uniform pants
- b. Two long sleeve standard uniform shirts
- c. Two short sleeve standard uniform shirts
- d. Two standard uniform jackets
- e. One set of rain gear (rain coat and hat cover)
- f. One standard uniform straw hat
- g. Two standard uniform ties
- h. One traffic vest
- i. One bullet resistant vest
- j. One set of standard uniform leather gear
- k. One set of handcuffs and key
- l. One side arm service weapon
- m. One latent print kit
- n. Ammunition for service weapon
- o. Nightstick or Asp
- p. Badge (1)
- q. Slim Jim (patrol)
- r. Two nameplates
- s. One pair of standard uniform shoes
- t. Fire Extinguisher
- u. Identification Card
- v. Collar pins
- w. Cap-Stun

- x. One radio equipped police vehicle
- y. One two-way radio hand set

Personnel permanent assigned to the Investigative Division and given the title of “Investigator” receives a \$300.00 clothing allowance annually, in addition to the aforementioned items. The actual dollar amount may vary and is set by the Sheriff.

Employees performing correctional function are to be provided with, at a minimum, the following:

- a. Two pairs of standard uniform pants
- b. Two long sleeve standard uniform shirts
- c. Two short sleeve standard uniform shirts
- d. One standard uniform jacket
- e. Two standard uniform ties
- f. One set of standard uniform leather gear
- g. One set of handcuffs and key
- h. One side arm service weapon
- i. Ammunition for service weapon
- j. Badge (1)
- k. Name plates
- l. One pair of standard uniform shoes
- m. Identification Card
- n. Collar pins
- o. Cap-Stun

The following uniform may be issued at the discretion of the Sheriff.

- a. Two pairs of BDU (black) uniform pants
- b. Two long sleeve BDU (black) uniform shirts (includes embroidered name tag and badge)
- c. Two short sleeve BDU (black) uniform shirts (includes embroidered name tag and badge)
- d. Two cotton pullover cream color shirts summer/winter
- e. Two black turtle neck shirts (LCSO embroidered on the collar)
- f. Two black t-shirts
- g. One BDU (black) uniform jacket
- h. One black ball cap (includes badge patch)
- i. One pair of black high top all weather leather boots
- j. One cold weather trooper hat

The following item is approved but is at the officer’s expense:

- 1. Dark brown sweaters.

Employees performing the communications function are to be provided with, at a minimum, the following:

- a. Two long sleeve grey shirts with name and approved logo
- b. Two short sleeve grey shirts with name and approved logo
- c. Two pair khaki, black or grey slacks/pants
- d. One coat with approved logo
- e. One pair black shoes
- f. One photo identification card

The following item is approved for communications operators, but at the employee's expense:

- a. Black or grey sweater with name and approved logo

Lancaster County Sheriff's Office General Orders

SUBJECT: Physical Examinations	NUMBER: 179
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 1, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per. 03.05	

PURPOSE

To govern the provisions of physical examinations for sworn employees.

POLICY

Any examination required of a full time sworn employee will be provided at no cost to the employee.

PROCEDURE

- A. The Sheriff may at any time order an officer to have a physical examination by a licensed medical physician.
 - 1. The physical examination required of the employee is provided at no cost to the employee.

Lancaster County Sheriff's Office General Orders

SUBJECT: Work Related Injuries	NUMBER: 180A
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 1, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: N/A	

PURPOSE

To require employees to report work related injuries in a timely manner to ensure claims benefits.

POLICY

Employees will report any work related injuries before the end of duty on the day the injury was sustained. All injuries regardless of severity will be reported.

PROCEDURE

- A. After sustaining a work related injury, the employee:
1. Notifies the duty supervisor of the injury.
 2. The employee makes a copy of the attached document and completes it to the maximum extent possible.
 3. The injury report document is forwarded to administration and placed in the employee's medical file. In the event that a workman's compensation claim is filed, the document and any other supporting information are distributed as necessary in order for the claim to be processed.
 4. In the event that the employee is unable to file the required document(s), due to the severity of the injury, the supervisor on duty at the time of the injury is responsible for the filing of the reports.

Lancaster County Sheriff's Office General Orders

SUBJECT: Physical Fitness	NUMBER: 180
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: May 5, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per. 03.06	

PURPOSE

To encourage both general health and physical fitness be maintained by sworn personnel.

POLICY

It is the policy of the Lancaster County Sheriff's Office to strongly encourage sworn officers to maintain a high degree of physical fitness and mental readiness.

PROCEDURE

Physical Fitness

- A. Each officer is personally responsible for their own level of fitness so as to ensure that they are always fit to perform their duties as a Deputy Sheriff.
 - 1. Each Officer is encouraged to maintain healthy lifestyle habits by eating a well balanced diet and exercising on a regular basis.
 - 2. Officers are encouraged to join the YMCA or any group or gym that will enable them to exercise and maintain their fitness.

- B. If a question of an officer's health and fitness should arise the Sheriff can order a physical examination by a physician. Copies of the examination results will be forwarded to the Sheriff and a copy will be placed in the officer's personnel file.

- C. Health Changes-Any changes, from normal, in an employee's health may be of concern as this relates to performance of duties. These changes may occur at any time and must be reported to the supervisor concerned.

- D. Other Employees-Civilian employees are encouraged to have periodic physical examinations at their own expense.

Lancaster County Sheriff's Office General Orders

SUBJECT: Off-Duty Employment Restrictions	NUMBER: 181-RR
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 26, 2004	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per. 04.01-02	

PURPOSE

To govern the types of off/extra-duty employment.

POLICY

No employee will engage in any other employment, business or profession during the hours which he/she is employed to work for the office, nor outside such hours in a manner or to an extent that effects his/her ability to perform his/her duties with the agency, impairs the efficiency of the agency, creates the impression of conflict of interest, or reflects adversely upon the agency.

Sworn personnel are also prohibited to engage in off-duty employment wherein the actual or potential use of law enforcement powers is anticipated (this does not apply to extra-duty employment).

PROCEDURE

- A. Employees are prohibited from working in any of the following employment situations:
1. Any occupation which would tend to lower the dignity of law enforcement.
 2. Any occupation wherein alcoholic beverages are served and consumed on premise.
 3. Any employment which requires access to police records as a condition of employment.
 4. Employment, which assists (in any manner) case preparation for defense in criminal cases.
 5. Employment on any event wherein any illegal activities are involved.
- B. The following employment is prohibited only within the County of Lancaster:
1. Any employment which has any connection with the towing of vehicles, if the place of employment is used by the office routinely for towing motor vehicles.

2. In the performance of tasks other than those of police service while wearing the agency uniform.
 3. As a process server or bill collector.
- C. Permission of the Sheriff or his designee must be obtained before an employee can engage in off-duty employment. A written request will be submitted by the requesting officer to the Sheriff documenting the duties involved in the employment.
- D. Extra Duty Employment:
1. All extra-duty employment is restricted to the county limits. (This does not include employment with another law enforcement agency where upon the individual falls under that agency's policies and insurance). A written request form must be submitted by the requesting officer to the Sheriff documenting aspects of the extra duty employment and his permission or the permission of his designee must be granted before engaging in the employment.
 2. Any request for employment of officers to perform law enforcement services are to be referred to the Sheriff or his designee.
 - a. Any outside employment is through the agency only.
 - b. The behavior of officers during extra-duty employment should follow agency policy as if on duty.
- E. Approval, review and revocation processes pertaining to officers' off/extra-duty employment will be conducted by the Sheriff or his designee. The Sheriff may revoke permission to work off/extra duty at any time. The Sheriff's decision is final.
- F. The point of coordination within the agency to oversee adherence to the aforementioned policies, processes and other matters deemed appropriate by the agency will be the Sheriff or his designee.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Career Development Plan	NUMBER: 183A
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.05.01-02	

PURPOSE

To encourage professionalism within the agency by improving personal skills, knowledge and abilities of grade seven deputies in order to meet agency objectives, and to reduce deputy turnover, prevent vehicle accidents, excessive sick leave usage and disciplinary actions.

POLICY

This agency subscribes to the concept of the Master Deputy Career Development Program (CDP), and the minimum criteria as set forth in this plan and as prescribed in Items 624, Paragraph P, Chapter 966, Acts of Assembly and the Compensation Board's Minimum Criteria for Master Deputy Programs, dated October 27, 1994.

PROCEDURE

Plan Purpose

To provide each deputy with the necessary information of the eligibility criteria needed to initiate consideration and participation in the Master Deputy Career Development Program.

Scope

The CDP is a recognition and incentive program based upon individual accomplishment and maintenance of specific criteria. Selection in the CDP is not to be considered a promotion in rank. All deputies selected to participate in the CDP shall be subject to current agency policies and procedures and any amendments to established policies. This policy may be amended by the Sheriff at any time. All financial incentives are subject to approved funding.

The Career Development Plan for grade seven (7) deputies incorporates the following minimum criteria:

- A. Selection process for offices with two or more ranked positions:
 - 1. The Sheriff appoints a Career Development Board (CDB) to receive applications of candidate deputies for the program, review and determine eligible criteria and make recommendations to the Sheriff regarding deputies' acceptance into the program.

2. The minimum composition of the CDB are as follows:
 - a. One command level ranking deputy, lieutenant or higher.
 - b. One first line supervisor, sergeant level.
 - c. One grade seven deputy.
 - d. One human resource officer/deputy (if the agency does not have a human resource officer a representative from the county civilian resource office should be utilized).
 - e. One ad hoc member as determined by the Sheriff.
3. The Career Development Board is to convene in June and December of each year to review applications for the program. At this time, the CDB is to request any personnel file of an applicant or request the applicant to appear in person to answer any questions.
4. Notification of the CDB's recommendation:
 - a. The CDB forwards all recommendations concerning CDP candidate to the Sheriff within 30 days following adjournment of the CDB.
 - b. The CDB notifies each candidate in writing of its recommendations to the Sheriff no later than 10 days, following adjournment of the CDB.
 - c. The Sheriff makes the finale decision on a candidate's acceptance into the CDP. The Sheriff notifies the candidates in writing of his/her acceptance into the CDP.
 - d. The Sheriff notifies the deputy's supervisor and all management staff of the candidate's acceptance into the program in order to assist in the ongoing evaluation of the deputy.
5. Appeals:
 - a. A deputy has 10 days to appeal in writing an unfavorable recommendation from the CDB. The CDB then schedules and hears the deputy's appeal within seven (7) working days of the receipt of the appeal.
 - b. If a candidate's application is rejected for entrance into the CDP, that a deputy may appeal in writing within 10 days to the Sheriff to hear the deputy's appeal. The Sheriffs' s finding after this hearing is final,

- c. If a candidate's application is rejected and all appeals have been exhausted, he/she may reapply for entry into the CDP after 12 months provided the deputy has performed at an acceptable level.

B. Initiating Responsibility:

1. It is the responsibility of the individual deputy to review the criteria for entrance into the CDP and to initiate application into the program as prescribed below.
2. Application for entrance into the CDP must be submitted in writing to the Sheriff or his designee 30 days prior to the scheduled meeting of the CDB. Request deadlines, therefore, are May 1st and November 1st. Requests received after the noted deadline will be forwarded for consideration at the next scheduled CDB meeting.
3. It is the responsibility of the deputy candidate to include all material that supports his/her eligibility with the application. Upon request, the deputy appears before the CDB or the Sheriff to provide additional information and answer any questions that may exist during the selection process.
4. It is the responsibility of the Sheriff to notify the Compensation Board using C. B, Form 10-MD, of selections made to the Career Development Plan.

C. Eligibility Criteria:

In order to be eligible for the Career Development Program, a deputy must demonstrate above average service as defined in the following criteria areas.

1. Length of Service: Length of service and, experience is considered when determining eligibility for the CDP. When determining length of service, only those years served with the candidate's current agency are to be considered, Employment must be continuous without a break in service from the time the deputy fulfills the minimum service requirement and application into the CDP.
 - a. The minimum length of service necessary to be considered for selection into the program is five (5) years served consecutively.
 1. The longevity of service beyond the minimum of five years is not to be considered when determining selection into the CDP.
2. Job Performance: Overall job performance is used as a criterion for the selection process. Candidates for the CDP must personify exemplary commitment and dedication to their job assignment and serve as a model to other agency employees. The following criteria should be considered a minimum requirement for selection.
 - a. Each deputy candidate must have received overall above average evaluations on his/her last two performance reviews. (The deputy's supervisor determines the

two performance objectives that are used for evaluation purposes. Deleted per Sheriff 061099)

- b. The deputy candidate is not to be considered for selection into the CDP if overall job performance objectives scores are below 65 per cent on each of the two most recent rating periods. (Percentage is calculated by totaling the highest rating numbers (4's) and obtaining the number that is 65% of that total). (Changed per Sheriff 061599).
- c. The deputy candidate is not to have no more serious disciplinary action than one (1) written reprimand within the past two years immediately preceding application for selection.

3. Vehicle Accidents:

A deputy is required to ensure that a safe driving environment is maintained for the protection of life and property, not only for him/herself, but for the general community as well.

- a. As a minimum, a deputy is not to have more than one preventable vehicle accident in the past three (3) years.
- b. The jurisdiction's accident review board's determination regarding avoid ability is used as documentation in the event an accident has been recorded. If the jurisdiction does not have an accident review board, the agency's internal investigation of the accident is used to determine avoid ability. If section III, A. applies, this information is submitted to the C.B. or sheriff for consideration in the selection process for those situations governed by III. B.

4. Firearms Proficiency:

One of the most critical aspects of a deputy's job is that of exercising sound judgment regarding use of force to ensure a safe environment. Deputy candidates for the CDP should show superior leadership in this and all areas of firearms proficiency.

- a. A deputy must qualify, annually with an agency-approved firearm with a score of not less than 80.
- b. Range qualification includes a review of policy relating to:
 - 1. Weapons' safety
 - 2. Nomenclature
 - 3. Weapons' maintenance
 - 4. Use of force

- c. Courses for firearm qualification is to be in compliance with standards established by the Department of Criminal Justice Services for in-service training. Anyone or combination of the following courses is to be used to qualify.
 - 1. Virginia Modified Double Action Course for Revolvers
 - 2. Virginia Modified Double Action Course for Semi-Automatic Pistols
 - 3. Virginia 50 -Round Tactical Qualification Course for Revolvers and Semiautomatic Pistols.
- d. Any deputy whom carries or by special duty assignment may have available for immediate use any special weapons(s), must qualify with that weapons(s) on an agency-designed course with a minimum score of 80.
- e. Equal consideration must be given to a deputy's judgment and actions based on the appropriate use of force. The deputy's immediate supervisor will make this determination and forward his/her evaluation to the CDB or Sheriff. If available, judgment simulation courses should be used to test a deputy's reaction to stressful scenarios and his/her understanding of use of force principles.

5. Training/Education

- a. A deputy must complete a minimum of 40 hours of job-related specialized training every two years in addition to the mandated in-service training required by DCJS.
- b. Training courses must be approved by the Sheriff and designed to enhance the deputy's career beyond minimum training requirements.
- c. A deputy may substitute job-related college courses for the specialized training requirement as follows:
 - 1. A college course of at least three (3) Credit hours may be substituted for 40 hours specialized training. A minimum grade of C must be obtained in order to receive credit for college course work,
 - a. The college, university or community college must be accredited by the State Council of Higher Education of Virginia or a like agency in other states.
 - b. The deputy must provide copies of official transcripts for all college credits claimed. Transcripts must be submitted within one year of completion of the course.

- c. Upon verification a deputy may substitute a previously acquired job related associates' degree or higher for the training requirement needed to meet the entrance criteria for the CDP. However, once accepted into the program, a previously achieved degree may not substitute for the ongoing training/education requirement.
- e. These requirements will continue to be in force as long as the deputy is participating in the CDP.

6. Attendance:

- a. Sick-leave - Each deputy is to subscribe to agency's Personnel Rules or Policy regarding use of sick leave. A deputy must have a sick leave usage rate the same or less than the average usage in the agency
 - 1. Computation of sick leave usage is on a calendar year basis commencing on January 1st and concluding on December 31st.
 - 2. Instances of legitimate, hospitalization, injuries or illness are not cause for exclusion from the CDP.
 - 3. Each deputy is required to provide justification as to the legitimacy of such when his/her sick leave utilization exceeds the maximum time allowed. Documentation must be included in the deputy's personnel file prior to the meeting of the C.B. or Sheriffs review.
 - 4. Immediate family sick leave and personal sick leave is considered to be one in the same. Each use of such sick leave must be documented in order for it not to be counted against a deputy.
- b. Reporting - Each deputy must have a punctual reporting record in accordance with the agency's policy governing reporting. This applies to all scheduled functions where the deputy is serving in an official capacity including, but not limited to duty assignment, court, range, training, meetings, etc.
 - 1. Evidence of compliance is to be supervisory documentation of on-time reporting; or on such occasion, the deputy contacting his/her immediate supervisor prior to the time tour of duty is to begin and advising his/her supervisor of an impending late arrival or absence from duty.

D. Removal:

Appointment into the CDP is not permanent. A deputy once admitted into the CDP is responsible for maintaining all stated minimum performance criteria in order to retain his/her CDP status. The deputy is encouraged to work with his/her supervisors to ensure

minimum requirements are met. However, if necessary, the following procedures are to be followed to initiate removal of a deputy from the CDP.

1. The Sheriff makes the final determination regarding removal from the CDP. If removal from the CDP is made, the Sheriff makes the necessary notification to the deputy, his/her supervisors the C.B. (if appropriate) and to the Compensation Board by submitting C- B, Form 10-MD.
2. If the deputy's immediate supervisor(s) determines that he/she is not maintaining the minimum prescribed criteria, the supervisor will draft a memorandum to the Sheriff which outlines the specific events or deficiencies leading to a recommendation for removal from the CDP. A copy of the memorandum will be provided to the deputy and a copy placed in his/her personnel file.
3. Upon receipt of the memorandum recommending removal from the CDP, the deputy has five (5) working days to appeal in writing the Sheriff or his/her designee. The Sheriff or designee promptly schedules and conducts a hearing with the deputy and his/her supervisor to allow explanation of the pertinent circumstances from both parties.
4. Any deputy removed from the CDP may reapply for selection into the program at the end of a 12-month period subject to a master deputy' grade availability. The deputy must have performed at an acceptable level during this period and submit his/her request and supporting documentation in writing to the Sheriff through the chain of command. The application is to be accompanied by a recommendation from the deputy's supervisor indicating deficiencies have been corrected and reinstatement is appropriate.
5. Any deputy removed from the CDP for more than 18 months, must reapply under the original selection criteria as established in this plan.
6. Any deputy selected for the CDP is not to have his/her status revoked solely as a result of a reduction in the total number of eligible grade seven Compensation Board reimbursed positions in the agency.

E. Administration.

1. Employee Evaluation Plan - this agency is to develop and maintain an employee plan that meets the minimum criteria established by the Compensation Board.
2. Compensation - It is the understanding of this agency that 20% of grade seven (7) deputies may receive additional compensation reimbursed by the compensation Board as a result of being selected for the CDP. Additional compensation is not to exceed a 4-step increase in salary. Upon removal from the CDP, the deputy's

salary is adjusted to revert back to the original amount which preceded entry into the CDP.

- F. Equal Opportunity Statement -This agency certifies that career development opportunities are available to all grade seven (7) deputies. Selection into the CDP will be made without regard to race, religion, gender, national origin or political affiliation of deputies who choose to apply.
- G. Employment Status of Deputies - Notwithstanding to the contrary contained in this program, nothing herein is intended nor should be assumed to contradict or diminish the power and authority of the Sheriff conferred by Virginia Code Section 15.1-48 with respect to his appointees. All deputy sheriffs are and remain appointees of the Sheriff and are not to be considered or assumed as employees of either the Sheriff or Lancaster County. Neither the creation nor the operation of this program confers in a deputy sheriff any grievance rights, and no deputy sheriff has the right to be represented by counsel when appearing before any administrators of this program in connection with operation of this program.
- H. Availability of the Career Development Plan - This plan is made available to all sworn personnel of the Lancaster County Sheriff s Office.

Lancaster County Sheriff's Office General Orders

SUBJECT: Knowledge, skills, abilities inventory	NUMBER: 183
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 26, 2004	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.05.03	

PURPOSE

In order to provide accurate and effective career planning based on the background of the employee.

POLICY

It is the policy of the Lancaster County sheriff's Office to maintain an inventory of each employee's skills, knowledge and abilities.

PROCEDURE

A. The skills, knowledge and abilities inventory will contain the following information:

:

1. Educational Background
2. Training courses completed
3. Work experience (past and present)
4. Special skills
5. foreign languages

B. The skills, knowledge and abilities inventory will be completed by the employee at initial hiring.

C. Employees will be responsible for review of their skills, knowledge, and abilities at the time of their performance evaluation to verify accuracy.

Lancaster County Sheriff's Office General Orders

SUBJECT: Performance Evaluation System	NUMBER: 187
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 26, 2004	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.06.01-02	

PURPOSE

To outline and describe the agency's evaluation process.

POLICY

The agency will regularly and formally evaluate the performance of officers and other employees. The evaluation system's goal is to serve both the interests of management and agency employees. The objectives of the evaluation system are to:

- a. Allow fair and impartial personnel decisions;
- b. Maintain and improve performance;
- c. Provide a basis and a medium for personnel counseling;
- d. Assist decisions about the tenure of probationary employees; and
- e. Identify training needs.

PROCEDURE

Evaluations on each employee are to be completed annually as set forth and turned into the Sheriff no later than August 1st of each year.

A. General

1. All officers are to be evaluated using forms approved by the Sheriff.
2. Evaluations reflect observations and perceptions by rating personnel, and are, therefore, inherently subjective. Nevertheless, personnel are rated as set forth:
 - a. 0 = does not meet expectation
 - b. 1 = fair, but needs improvement
 - c. 2 = meets expectation
 - d. 3 = exceeds expectation
 - e. 4 = exceptional
3. Personnel receiving a score of zero (0) in any category, a score of one (1) in two (2) categories or a score of one (1) in the same category in two (2) consecutive evaluations is placed on probation for a period to be determined by the Sheriff.

Within the probation period, an officer receives counseling and/or remedial training in the deficient areas; demonstrate proficiency (or satisfactory improvement) in the deficient areas. The training and improvement behavior is documented on the evaluation form. During a probationary period for remedial training, an officer receives evaluations bi-weekly. Upon completion of the probationary period;

- a. An employee receiving a favorable evaluation is removed from probation by the Sheriff.
 - b. Failure of the employee to improve to an acceptable level (above the level that placed the employee on probation) in the deficient areas may result in termination.
4. All evaluations are placed in employees' personnel files.
 5. Officers are to be evaluated formally by the division head; the division heads by the Sheriff.
 6. An officer who receives an unsatisfactory mark he or she perceives unjust may appeal same to the Sheriff. The officer concerned must rebut the comments or marks in writing, submitted through the chain of command to the Sheriff.

B. Scale Value Application:

1. The philosophy of the evaluation form focuses on observations of demonstrated proficiency in behavior relevant to the job. Proficiency may be demonstrated in a variety of ways:
 - a. Performing the behavior in the field.
 - b. Performing the behavior in a practical exercise or simulation, accompanied by written or oral testing.
 - c. Written or oral testing (for subjects not amenable to field demonstration).
2. Any numerical rating 1 or below must be documented. Deficiencies in behavior must receive precise documentation. For example, an officer might receive a "0" under category III, officer safety. The rater would write his comments, "Officer consistently presents his gun to traffic violators and approaches stopped vehicles with objects in both hands."

C. Evaluation of Division Heads and civilian employees.

1. Civilian employees are evaluated on forms approved by the Sheriff.

2. The investigators are to be evaluated using the same form as that for field officers. Under "comments," the rater is to specifically refer to the accomplishments, training and behavior and as an investigator.
3. Dispatchers and Correctional officers are evaluated on form approved by the Sheriff.
4. Division heads are evaluated using a narrative, comments concerning the supervisor's performance. The Sheriff is to address, at a minimum, the following points:
 - a. Ability to instill in officers a high regard and respect for the rule of law, civil rights, and concern for victims.
 - b. Ability to perceive performance weaknesses in his officers, conduct remedial training, and document improved proficiency.
 - c. Command of patrol techniques, methods, and investigative procedures.
 - d. Ability to reprimand, counsel, praise, or otherwise discipline his officers.
 - e. Ability to take responsibility for the performance of his officers.

D. Supervisory Review.

1. The Sheriff or his designee counsels the employee at the conclusion of the rating period and includes the following;
 - a. Results of the performance evaluation just completed;
 - b. Level of performance expected, rating criteria or goals for the new reporting period; and
 - c. Career counseling relative, to such topics as advancement, specialization, or training appropriate to the employee's position.

II. Probationary Employees

- A. During an employee's probation period (6 months), the division head or his designee conducts a monthly performance evaluation on the probationary employee.
 1. The probate is counseled at the conclusion of the rating period to include the following.
 - a. Results of the performance evaluation just completed;
 1. Problems and weaknesses identified,

2. Corrective recommendation given, and
3. Strengths and positive work behavior noted.

b. Level of performance expected, rating criteria or goals for the next evaluation.

B. If the division head determines the employee is not suitable for continued employment, the division head meets with the Sheriff to discuss termination.

Lancaster County Sheriff's Office General Orders

SUBJECT: Promotional Process	NUMBER: 191
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 15, 2013	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.07.01-02	

PURPOSE

To describe the agency's promotional process.

POLICY

This agency will provide promotional opportunities for the full use of employee skills and abilities and to fill higher level positions from the ranks of current employees providing there is a sufficient number of qualified applicants. This agency will select by evaluating candidates for promotion and advancing the most qualified.

PROCEDURE

A. Responsibilities

1. The Sheriff or his designee is responsible for the formulation, direction and coordination of a comprehensive employment program. This employment program includes the functional area of promotion. Specific responsibilities include:
 - a. Approval of position descriptions including any prerequisites for eligibility for consideration;
 - b. Announcements of vacancies and processes to be used to fill these vacancies;
 - c. Receipt of applicants;
 - d. Disqualification of applicants;
 - e. If used, preparation of relevant examination components and procedures that are tailored to meet the needs of the department, which are job-related and non-discriminatory, and measure the skills, knowledge and abilities of employees for positions;
 - f. If used, assuring all examinations are in compliance with Equal Opportunity Employment commitments, programs and practices;

- g. If used, selects and assists in the development of measurement instruments that are used in determining skills, knowledge, and abilities of employees for positions;
- h. Conducts oral interviews of candidates, selects candidate for promotion;
- i. Administers employee probationary periods.

B. Promotion Process

1. All promotions are made according to merit, ability and fitness.
2. Merit, ability and fitness may be ascertained by examinations which are approved by the Sheriff.
 - a. Examinations are to relate to those matters which will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the position for which the examinations are held.
 - b. Examinations may be written, oral, physical, performance tests, or any combination of these.
 - c. These tests may take into consideration such factors as education, experience, aptitude, knowledge, character, physical fitness, or any other qualifications or attributes which in the judgment of the Sheriff enters into the relative fitness to the applicant.
 - d. Candidates' identity is to be concealed until the examinations are graded.
 - e. Applicants are notified of examinations dates, if any.
3. The Sheriff may elect to promote without the aid of an examination. This process will be accomplished by appointing a promotional review board of senior supervisors and/or at least one from outside the agency who will evaluate each candidate for promotion. They will take into consideration the candidate's years of service, training, stats from previous years, and their evaluations. Once the board makes their decision they will make their recommendation to the Sheriff. The Sheriff will have the final say as to who is promoted.

C. Announcements are to be issued no later than 30 calendar days prior to the position being filled.

1. This announcement identifies the prerequisites of the job, and includes all dates, times and locations of all elements of the promotional process, and requires the filing of a letter of intent to participate.

- a. Lateral Entry: In cases where special qualifications and/or attributes are necessary and are not present, the Sheriff may find it necessary to fill a departmental position from outside the Sheriff's Office. Promotions will be made from within when possible.
 - b. Promotions are normally announced in an Executive Personnel Order which states an effective date for the promotion. Promotion, in addition to a change of job, of title, and of insignia, normally involves a salary increase.
- D. The Chief Deputy or his designee is responsible for reviewing the results of the promotional process and reporting to the Sheriff with recommendations.
- E. Eligibility (Due to the infrequency of promotions, no eligibility list is maintained).

Certain time in service and/or rank is established for a candidate's eligibility to participate in the promotional procedure.

1. Master Deputy

An officer must have 60 months of continuous service with the Sheriff's Office, in addition the officer must complete 40 hours of job-related training every two years in addition to mandated in-service. The officer must qualify, annually with an agency approved firearm with a score of not less than 80. Officers must maintain above average evaluations by supervisors and not have more than one preventable vehicle accident in the three (3) years preceding the consideration for promotion.

2. First Sergeant & Sergeant

An officer must have twenty-four (24) months of continuous service with the Sheriff's Office, five (5) years law enforcement work, including investigations. In addition, the officer must be certified as a General instructor, DARE instructor or FTO.

3. Lieutenant

The term is used to describe any employee having charge of, or being responsible for a division while performing the duties necessary to accomplish the assigned mission. Must have five (5) years of continuous service and meet a sergeant's entire requirement.

4. Captain/Major

The Captain and Majors positions are appointed by the Sheriff

F. The Sheriff will ensure all elements used in the promotional process are job related.

Lancaster County Sheriff's Office General Orders

SUBJECT: Code of Conduct	NUMBER: 197
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.09.01	

PURPOSE

To specify a code of conduct for all employees.

POLICY

The maintenance of unusually high standards of honesty, integrity, impartiality, and conduct by employees is essential to assure the proper performance of official business and maintenance of confidence by the citizens of Lancaster County. All employees will adhere to this high standard.

PROCEDURE

Integrity: The public demands that the integrity of its law enforcement officers be above reproach. Succumbing to even minor temptations can be the genesis of a malignancy, which may ultimately destroy an individual's effectiveness and contribute to the corruption of others. An officer must avoid any conduct, which might compromise the integrity of himself, his fellow officers, or the Sheriffs Office.

Courtesy: Effective law enforcement depends on a high degree of cooperation between the Sheriffs Office and the public. The practice of courtesy in public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public is law-abiding citizens who expect fair and courteous treatment. While the urgency of a situation might preclude the ordinary social amenities, practice of courtesy is not a manifestation of weakness; on the contrary, it is consistent with the firmness and impartiality that characterizes a professional law enforcement officer.

- A. General rules of conduct
 - 1. Information in the following is to be confidential:
 - a. Memorandums
 - b. Correspondence
 - c. Evidence
 - d. Complaints related to official investigations
 - e. reports submitted to the office in confidence.

2. Personnel records and any other record or information designated as confidential by the Sheriff.
3. No employee is to release any story or statement to any magazine, periodical or other publication, or publish/cause to be published any statement about the Operations of the office without first submitting it to the Sheriff or his authorized representative for review.
 - a. The purpose of such review is to insure that confidential information is not divulged or any statement made which would improperly impair the efficiency of the office or employees.
4. No employee is to publish or cause to be published any statement in which he represents himself as an official spokesman for the office without authority from the Sheriff.
5. Employees are to be punctual and prompt in response to all calls, requirements of duty, court appointments, and in any other situation where time may be specific.
6. Any employee who is the plaintiff in any civil action, is charged with a traffic offense, or learns that he/she may be the defendant in any civil or criminal action, is to report such action to the Sheriff without delay.
7. Employees will at all times be courteous, patient, and respectful in dealing with the public, and by impartial discharge of their official duties earnestly strive to win the approval of all law-abiding citizens.
8. No employee will, **AS REPRESENTATIVE OF THE OFFICE**, sign any petition without permission from the Sheriff.
9. Employees should pay each just financial obligation in a proper and timely manner so as not to reflect adversely upon the office or employees. Just financial obligations are those, which have been acknowledged by the employee, or those reduced to judgment by a court.
10. Employees are not to use snuff or chew tobacco in public while on duty. Employees having stopped a motor vehicle for a violation or on the scene of a call are to refrain from smoking or leaning on the vehicle.
11. Employees are to give their names in a civil manner to any person who may request this information in relation to their official duties with this office.
12. No employee is to use his/her badge or credentials for the purpose of gaining any personal advantage, nor for the purpose of warding off the consequences of any illegal act.

13. Unless otherwise authorized by the Sheriff, each employee is to carry his/her identification card and badge on his/her person at all times and have access to an approved sidearm.
14. No employee is to authorize the use of a photograph of him or employees in uniform in connection with any testimonial or advertisement of any commodity or commercial enterprise; nor shall any employee in his official capacity endorse or subscribe to any such testimonial or advertisement. No mention is to be made of his official title, rank or testimonial or advertisement without permission from the Sheriff.
 - a. When any employee is photographed while performing his/her official duties, he/she will make every effort to conform to all office regulations governing personal appearance and general demeanor.
 - b. Employees are to make every effort to avoid being photographed with prisoners, at the scene of a crime, or other place where an investigation may be in progress, or in any situation, which may tend to present law enforcement in an unfavorable manner.
15. No employee is to speak derogatorily of a person or group because of race, creed, religion, family background or nationality.
16. Employees are to maintain sufficient competency to properly perform their duties and assume the responsibility of their positions. Employees are to become familiar with local and state laws and enforce them accordingly. Incompetence will not be tolerated in any form and will constitute grounds for disciplinary action.
17. Sworn personnel are to at all times preserve the public peace, prevent crime, detect and arrest law violators, protect life and property, and enforce all criminal laws of this jurisdiction and state. All officers will offer their assistance to any field Deputy, State Trooper, or other Police Officer who is in trouble.
18. Courtesy and civility toward the public are required of all employees of this office.
19. Members of the public occasionally request services of the office, which the office cannot provide or does not, as a matter of policy, provide. When the requested service is available by another public agency, however, consult the county directory and refer them to the appropriate agency.
20. Employees will refrain from making wisecracks and sharp retorts when dealing with the public.

B. Public Appearance

1. All employees of this office will at all times appear neat and clean, and keep their clothing and equipment in proper repair. Whenever they appear in public, they must be clean-shaven, have their hair groomed, and be clean as to their person.
 - a. Hair - Uniformed Female Employees: Hair shall be clean, trimmed and present a neat in appearance.
 - b. Hair - Uniformed Male Employees: Hair shall be tapered on the sides and at the back of the head. It shall not appear bulky at any point, and only the closely cut or shaved hair may touch the collar or ears. Hair on the forehead will not extend below the uniform hat when properly worn.
2. Sideburns shall not extend below the bottom of the ear.
3. If a mustache is worn, it shall be neatly trimmed and tidy. Mustaches may extend laterally not more than one-half inch from the corner of the mouth, and shall not exceed below the corners of the mouth, and shall not exceed three-eighths inch in length.
4. Wigs or hairpieces will not be worn on duty in uniform except for cosmetic reasons to cover natural baldness or physical disfigurement. If under these conditions a wig or hairpiece is worn, it will conform to office standards.
5. Earrings will not be worn on duty except for those females who have pierced ears.
6. Cosmetics, if worn, shall be subdued and blended to match the natural skin color of the individual. False eyelashes are prohibited.
7. Fingernails will be clean and trimmed at all times.
8. When necessity causes any uncleanliness or lack of neatness, the employee will avail him/herself of the first opportunity to remedy this condition.
9. While the uniform is being worn, all buttons will be buttoned and all leather will be shined. Handkerchiefs, notebooks or other articles will not be exposed. The badge will be worn attached to the appropriate holes of the issued shirt. The nameplate will be attached to the pocket flap on the opposite side of the shirt from the badge, directly below the top seam of the pocket flap in the center.

10. When the uniform heavy-duty jacket is worn, the employee's badge will be placed in the appropriate holes in the outside of the jacket.
11. The buckle of the duty belt will be worn exactly centered in front with the tongue of the belt to the left.
12. Metal insignia of rank of officers of grade of Lieutenant and above will be worn on both sides of the shirt collar centered from bottom to top, parallel to the front edge of the collar, an inch from the front edge.

C. Compliance with Orders

1. Employees are to promptly obey any lawful order issued by any superior officer. Should such order conflict with any previous order or published regulations; this conflict is to be respectfully brought to the superior officer's attention. The superior officer who issued the conflicting order is to take such steps as are necessary to correct the conflict in orders, and, at the same time, he are to assume full responsibility for the subordinate's action.
 - a. Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer will be regarded as insubordination and grounds for disciplinary action.
2. Unlawful orders
 - a. No employee is required to obey an order, which is contrary to Federal, State or County laws. Responsibility for refusal rests with the employee, who must be prepared to justify his/her, action.
3. Improper orders
 - a. Employees who are given orders that they feel are unjust or contrary to regulations must obey the order, but at the first opportunity report the incident in writing to the Sheriff through the proper chain of command.

- D. Sworn personnel will, at all times, within jurisdictional limits, prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law, and enforce the laws of the United States, Commonwealth of Virginia, and all local ordinances, in accordance with the roles, regulations, policies, procedures, and orders of the jurisdiction and the agency. Officers will be conscious that when they act under "color of law," that the phrase includes not only laws but also policies, procedures, ordinances, common usage, and custom.

E. Obedience to laws, ordinances, rules, regulations

1. DEFINITION -Employees will obey all federal and state laws. They will also obey all laws and ordinances of Lancaster County. Employees will obey all rules, regulations, directives, and orders as may be issued by the agency. The term "employees" include both sworn and non-sworn personnel.
2. AUTHORITY - Employees will obey all lawful orders issued to them by competent authority.
3. VIOLATION OF LAW - Supervisory officers will not knowingly or willfully issue any order in violation of any law or ordinance or of any rule, regulation, general or special order of the agency.
4. CONFLICT OF ORDERS - To permit effective supervision, direction, and control, employees should promptly obey any lawful order of a superior, including any order relayed from a superior by an employee of the same or lesser rank. In the event an employee is given two apparently lawful but different orders that may be in conflict, the last order given should be complied with unless the order is retracted or modified. In the event an employee receives conflicting orders, the employee should inform the person giving the last order of the conflict of orders. That person giving the conflicting order should then resolve the conflict by either retracting, modifying or requesting the employee to comply with the latest order. In the event the conflicting order is not altered or retracted, the employee will to be held responsible for disobedience of the order or directive previously issued.
5. OBEDIENCE TO ORDERS - No employee of the agency is required to obey any order which is contrary to the laws of the United States, State of Virginia, or ordinances of Lancaster County; however, such refusal to obey is the responsibility of the employee and he will be required to justify his action.
6. CIVIL RIGHTS - All members are to take care to observe and respect the civil rights of citizens, as the term "civil rights" is commonly understood.
7. ARRESTS OF LAW ENFORCEMENT OFFICERS - An officer who arrests a member of another law enforcement agency is to immediately notify his own supervisor of the fact. Officers must take whatever action is appropriate to the circumstances, including issuance of citations or making an in-custody arrest.
8. FALSE STATEMENTS - On any official matter whatsoever, members are not to knowingly make any false statements or misrepresentations of the facts.
9. ENFORCEMENT WHILE OFF-DUTY - If an officer, while off-duty, witnesses a violation of the law committed in his/her presence which,

in his/her professional judgment, demands immediate attention, he/she should take appropriate action, providing:

- a. The law violation was committed in Lancaster County, and
 - b. The officer does not use his own personal vehicle to chase or pursue the violator, but observes all traffic laws applicable to citizens, and
 - c. He/she displays police identification to the violator and announces his purpose, and
 - d. He/she can make the arrest without jeopardizing his/her own safety, the safety of the violator, or of the public.
10. BRIBES - Employees of the agency found to have accepted bribes are to be dismissed with prejudice.

F. GENERAL BEHAVIOR:

1. Employees are to display respect for their superior officers, subordinates, and associates. When on-duty and in the presence of the public, superior officers are to be addressed or referred to by rank.
2. Employees are to address their subordinates, associates, supervisors or members of the general public courteously, and will not use abusive, violent, insulting or provoking language which could be deemed insulting to any person or group by reason of their racial or ethnic background.
3. Employees will at all times be civil and courteous. They will maintain an even disposition and remain calm, regardless of provocation, in executing their duties.
4. **Employees will not gossip or speak rumors detrimental to the agency or another employee.**
5. Employees will always display honesty.
6. Employees will cooperate and coordinate their efforts with other employees to insure maximum effectiveness. This high degree of cooperation and coordination will extend to other law enforcement organizations and government agencies.
7. An officer will not display cowardice in the line of duty or in any situation where the public or another officer might be subjected to physical danger. Unless actually incapacitated themselves, officers will

aid, assist, and protect fellow officers in time of danger or under conditions where danger might reasonably be impending.

8. Employees will not at any time use or attempt to use their official position, badge or credentials for personal or financial gain or advantage.

G. GIFTS, GRATUITIES, REWARDS:

1. Employees will not solicit any gifts, gratuities, loans or fees where there is any direct or indirect connection between the solicitation and their employment.
2. Employees will not accept either directly or indirectly any, gratuity, loan or fee or any item of value arising from or offered because of any activity connected with law enforcement employment.
3. Employees will not accept any gift, gratuity or any item of value, the acceptance of which might tend to influence directly or indirectly the actions of the employee or any other employee in any manner of official business; or which might tend to cast any adverse reflection on the agency or any employee thereof.
4. Employees will not accept any, gratuity or reward in money or other considerations for services in line of duty to the community, or to any person, business or agency except lawful salary and that authorized by the *Code of Virginia*.

H. SUGGESTIONS OR GRIEVANCE:

1. Employees of the agency wishing to make suggestions for the improvement of the agency, or who feel injured or offended by the treatment, orders, or neglect of duty of a superior, may communicate either orally or in writing, through proper channels such suggestion or complaint to the Sheriff. However, certain matters such as those of a personal or confidential nature may be brought directly to the Sheriff. If the Sheriff deems appropriate, he may refer the employee through the chain of command to insure its proper and efficient functioning.

I. DUTY:

1. Employees will report for duty at the time and place specified by their assignment or orders and complete the number of hours on duty required by their assignment.

2. Employees, while on duty, will remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, illegal narcotics, or conflicts arising from off-duty employment.
3. Officers serve in order to protect lives, preserve the peace, enforce the law and assist the public in any reasonable request.
4. Officers are to identify themselves to any person requesting an officer's name, rank, and badge number.
5. All officers are to maintain a telephone at their home. Officers are to notify the dispatcher of their telephone number, address, and any changes thereto.
6. All officers are to, in a timely fashion, complete and submit all forms and reports required by the agency and the laws of the Commonwealth.
7. Officers are not to provide information from computer-based vehicle license checks to citizens.
8. If injured, officers are to promptly notify their supervisor of the injury and the circumstances of it.
9. **Officers, while on duty, are to constantly keep the dispatcher informed of their whereabouts.** To this end, officers will utilize issued portable and vehicle radios to patrol and maintain contact with the communication center. Investigators are to contact the communication center by phone or radio and inform the dispatcher by what means he/she can be contacted, i.e., pager, phone or radio. This includes any on call status.
10. Officers are to maintain a professional attitude and manner when communicating by radio. Officers are to communicate in plain language, abiding by FCC requirements and the requirements of the agency.
11. Officers are to not loiter at the office, but are to use the office for professional Purposes only. Each officer is responsible for the cleanliness and upkeep of the office.
12. Officers are to minimize the use of agency vehicles for personal business.
13. Officers are to maintain a clean vehicle.
14. Officers are to keep their financial affairs in good order and under control. Excessive debt may be a cause for disciplinary action.

15. No employee is to use his or her position with the agency for personal or monetary game.
16. Officers must carry agency identification with them at all times. In addition, while on duty, officers are to carry a valid driver's license.

J. INFORMATION:

1. Employees are not to communicate to any person not an employee of this agency any information concerning operations, activities or matters of police business, the release of which is prohibited by law or which may have an adverse impact on the agency image, operations, or administration.
2. Employees are to communicate promptly to a supervisor information regarding tips on crimes or criminal activity or other relevant law enforcement information, which may come into their possession.

K. PUBLIC APPEARANCES:

If an officer receives a request to make a public presentation or appearance, or publish an article concerning his duties, he is to request permission from the Sheriff. The agency wishes no interference with the First Amendment rights of officers. The agency can and will, however, authorize appearances or writings that represent the agency.

L. USE OF ALCOHOL:

1. Employees will not drink any alcoholic beverage while on duty. Officers in plainclothes, with the consent of their commanding officer, may drink limited quantities while on duty when necessary to accomplish the police mission.
2. Employees will not appear for regular duty, or be on regular duty, while under the influence of intoxicants to any degree or with an odor of intoxicants on their breath.
3. In the event of an emergency recall, each officer must determine fitness for duty if alcohol has been consumed. A supervisor will be consulted and asked to confirm or deny, as appropriate, the officer's judgment in the matter. No adverse actions will be taken if, in an emergency recall, the officer believes him/herself to be incapacitated for duty, or is told so by a supervisor, before actually going on duty.
4. Officers are to not carry weapons when off duty in a situation the officer deems socially inappropriate, particularly where the officer consumes alcoholic beverages.

M. USE OF DRUGS:

Employees will not use any narcotic, stimulating or dangerous drugs while on-duty or off-duty unless prescribed by a physician. Employees using any prescribed drug or narcotic or any patent medicines that could possibly induce impairment of their performance will notify their supervisor.

N. PROPERTY, EQUIPMENT AND UNIFORM:

1. Employees will be responsible for the proper care and the use of agency property and equipment assigned to or used by them and will promptly report to their supervisors any loss, damage, destruction or defect therein.
2. Employees will operate agency vehicles and other equipment in such a manner as to avoid injury to persons or damage to property. Whenever a police vehicle is involved in an accident, the operator will notify a supervisor immediately. Under no circumstances will an officer investigate his or her own accident. Preferably, a senior officer or officer of higher rank will conduct the investigation. If necessary, an off-duty officer will be called out.
3. At the beginning of a tour of duty, employees will examine any vehicle assigned to them and report any operational deficiencies, damage or defects to their supervisors. Failure to report damage or defects will create the presumption that the employee inspected the vehicle and found no damage or defects. The employee, in this case, will be held responsible for the damage.
4. Officers are to keep their uniforms clean and pressed, their shoes and other leather equipment polished and shined, and badges and name plates clean and bright.
5. Employees wearing civilian clothing on duty will present a neat and clean appearance. Employees will wear clothing which is appropriate to the type of duties and citizen contact expected, e.g., coat and tie for men and equivalent skirt, blouse or pants outfit for women is appropriate for business contacts; more informal sports clothing might be appropriate for late hours of work. Civilian dress should not be a source of negative comment from the community.
6. Employees will not temporarily or permanently convert any agency property to their own personal use or the use of any other person.

7. When an employee terminates employment, all issued equipment will be returned on the day the termination is effective. Failure to return all items will result in withholding final pay or taking legal action.
8. Employees will have as a part of their issued equipment a copy of the rules and regulations and general orders manual, and will maintain and make appropriate changes or inserts as directed.

O. MEMBERSHIPS:

No member of the agency is to be a member of any organization which advocates the violent overthrow of the government of the United States, the Commonwealth of Virginia or any unit of local government, or participate in any organization which has a purpose, aim, objective or any practices which are contrary to the obligations of a law enforcement officer under these rules and regulations.

P. MONEY EXPENDITURES:

1. There will be no expenditures of money or financial obligations incurred in the name of the agency by any employee without permission from the Sheriff.
2. No employee is to imply or accept financial liability for loss or damage on behalf of the county. Any inquiries concerning financial liability will be referred to the County administrator

Q. RESIGNATIONS:

An employee must provide at least two weeks written notice of his or her intent to resign.

R. COURTROOM APPEARANCES:

All employees will treat courtroom appearances with the utmost importance. Further, as a rule employees must arrive at the court early enough to check the docket, if necessary, and confer with the prosecutor. Employees are to observe the following rules:

1. If an employee receives subpoenas requiring appearance in different courts at the same time, he or she should honor the first subpoena received. If, however, a circuit or higher court issued one of the subpoenas, it is to receive precedence over the subpoena issued by a district court.

2. A subpoena receives precedence over an order issued by a supervisor. In any event, the employee must notify his or her supervisor of the court appearance.
3. If on duty, sworn employees will appear in court in uniform. If off duty, employees will wear either the uniform or appear suitably attired in civilian clothes. Civilian attire means a tie for men, with a sport jacket or suit if the weather is not too warm, and equivalent clothing for women.
4. When testifying, employees will remain attentive, face the jury when giving testimony, and speak in a clear, audible tone. Employees will respond to questions asked by the judge or attorneys and will not argue, interject, or offer an emotionally charged response to any remark or question.
5. Each member is to be familiar with the laws of evidence and will testify truthfully on any matter.

Conduct Unbecoming an Officer: A Law Enforcement Officer is the most conspicuous representative of government. To the majority of people, the officer is a symbol of stability and authority upon which they can rely. Police conduct is scrutinized, and when actions are found to be excessive, unwarranted, or unjustified, he/she is criticized far more severely than comparable conduct of persons in other walks of life. The conduct of a public employee, on or off duty, reflects upon the Sheriffs Office. Therefore, employees must avoid conduct, which might discredit himself or herself or the Sheriffs Office.

Lancaster County Sheriff's Office General Orders

SUBJECT: Disciplinary System	NUMBER: 198
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.09.02	

PURPOSE

To establish a disciplinary system.

POLICY

Discipline will be positive or negative; it will involve encouragement, inspiration, training, or imposition of negative sanctions. Discipline will be used to channel an individual's effort into effective and productive action.

PROCEDURE

Definitions

As used in this Administrative Order, the following terms have the following meanings:

1. "Administrative Leave" is a non-disciplinary form or personnel action by which an officer may be ordered not to report for duty, but will continue to receive pay and the accrual of benefits. The Sheriff may order administrative leave during the review of any incident involving an officer's discharge of his weapon (other than in training), during an internal affairs investigation, or whenever the Sheriff determines that it is in the best interest of the public safety and the Sheriffs Office.
2. "Alternative Assignments". The Sheriff or any division commander within his own division may order that an officer perform alternative assignments on a temporary basis pending review of any incident, during an internal affairs investigation, or when it is determined to be in the best interest of the public safety and the Sheriffs Office.
3. "Counseling," whether formal as during an annual performance reviews or informal as during impromptu meetings between an officer and his supervisor, is whereby a supervisor advises an officer of aspects of his performance which requires improvement. If unsatisfactory conduct or performance should continue, disciplinary actions will follow.
4. "Demotion" is a reduction in rank ordered by the Sheriff when an officer fails to perform duties competently, efficiently, and in accordance with the expectations of the Sheriff.

5. "Officer" is any sworn member of the Sheriffs Office who is authorized by law to make arrests.
6. "Relief from Duty". Any sergeant, only within his command and any officer of higher rank, generally, may order that an officer on duty be relieved of duty for the remainder of his current shift whenever the sergeant or other officer of higher rank determines that it is in the best interest of the public safety and of the Sheriff's Office to do so.
7. "Reprimand" is a form of punitive disciplinary action which involves a formal written censure by a supervisor of unacceptable performance of duties by an officer within his command.
8. "Supervisor". Any officer ranked Sergeant or above is a supervisor of officers of lower rank within his chain of command.
9. "Suspension". A disciplinary action which may be ordered by the Sheriff and whereby an officer is relieved of duty and law enforcement authority, without pay or accrual of benefits, for a specified period of time.
10. "Termination". A disciplinary action which may be ordered by the Sheriff by which an officer is relieved of duty and law enforcement authority, and his employment with the Sheriff's Office is concluded.

Disciplinary System

The discipline system combines training and incentives to promote efficiency and effectiveness and progressive measures to address poor job performance, including:

- A. Using training as a positive process in discipline to overcome difficulties and improve performance. If applicable, the supervisor is to use training and is to document it as such and place it in the Officer's personnel file.
 1. Training can be a positive, constructive method to handle an employee's inability to properly perform, and to correct improper action. With a wide range of officer backgrounds, training, and longevity, no supervisor should assume that all of his officers know everything. When an officer performs in an unacceptable manner or displays a lack of understanding of a process or procedure, the first thing a supervisor should attempt to identify is the officer's actual state of training and knowledge. If a knowledge or understanding gap exists, training can be the positive mechanism to overcome that.
 2. Each shift or division supervisor has training resources readily available in terms of officers who are proficient in a variety of skill areas. Officers who serve as field training officers are available to meet many of the training needs that might arise.

3. The Training Officer and supervisors provide additional information relative to specialized training and development and can respond either directly to employee statements of need or to shift/division supervisors indications of need. A variety of types of specialized training courses, programs, audiovisuals, etc., is available and can generally be obtained to respond to our training needs.
- B. Using counseling, by persons from within the Office or from outside, as a positive process in discipline to assist employees in growth and development should be utilized if deemed appropriate.
1. Counseling: Whenever officer performance, attitude, work habits, or personal conduct on the job at any time falls below a desirable level. Supervisors are to inform employees promptly and specifically of such lapses and give counsel and assistance. If justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action.
 - a. Supervisors are responsible for counseling employees on job-related matters, within their capabilities. Since many things can have an impact on an officer's job performance, job-related counseling may also involve family as well as other individual, personal subjects. Counseling may include:
 1. Identification of unacceptable behaviors or actions, (i.e., specifically what was done wrong);
 2. What the desired or acceptable performance is;
 3. Attempt to determine the reason for the particular behavior;
 4. Determine and recommend how to correct or improve performance or to solve the problems.
 - b. The chain of command may be used effectively in the counseling process as counseling by the division commander or the Sheriff can be associated with a more severe level of counseling.
 - c. There are a variety of counseling resources available in the community; e.g., family, marital, financial, etc. Officers in need of counseling or supervisors desiring information about such resources are encouraged to talk with the Sheriff. The Sheriff's Office attaches no stigma to individuals who seek professional counseling to address individual problems since it is recognized that unresolved problems may have an adverse impact on job performance. Some counseling is available at no cost or minimal cost, and some cost may be borne by health insurance.
 2. Any supervisor utilizing counseling as a form of discipline is to document it as such and place in the employee's personnel file.
- C. Punitive Action:

1. Punitive disciplinary actions may include oral reprimand, written reprimand, and suspension, reduction in pay, demotion, or termination.
2. As appropriate, punitive disciplinary actions may be taken for any of the following reasons:
 - a. Incompetent or inefficient performance of duty or inattention to or dereliction of duty.
 - b. Insubordination, discourteous treatment of the public or a fellow employee, or any act of omission or commission of similar nature tending directly to discredit or injure the public service or to jeopardize the effective functioning of the service; or any willful violations of the provisions of this article or the rules and regulations.
 - c. Mental or physical unfitness for the position which the officer holds.
 - d. Conviction of a felony or a misdemeanor involving moral turpitude or a pattern of misconduct as displayed by a series of convictions of misdemeanors not involving moral turpitude, or similar type of infraction is cause for automatic termination.
 - e. Failure to report to an appropriate superior authority, incompetence, misconduct, inefficiency, neglect of duty, or any other form of misconduct or negligence by another employee of the Sheriffs Office of which the officer has knowledge.
 - f. Failure of a supervisory officer to take corrective action with regard to officers under their supervision.
3. Nothing in this order shall be deemed to limit charges against officers to those acts and omissions specifically enumerated in the General Orders, Administrative Orders of the Office, or in the laws or ordinances of which the Sheriffs Office takes cognizance.

Disciplinary Measures

4. Oral Reprimand: Administered orally by the concerned supervisor with an informal memorandum prepared reflecting the facts. The memorandum is prepared in original form is used only as a supervisors aid.
5. Written Reprimand: Recommended by the concerned supervisor with a copy to the employee, the Sheriff, and the division supervisor. This memorandum must include a complete statement of the charge(s), facts surrounding the incident, and the officer's signature and signature of a witness who certifies the officer's receipt of the reprimand. (Use form SD #11. Approval must be administered by the Sheriff.

6. Temporary Relief from Duty

- a. Any supervisor may temporarily relieve an officer from duty to prevent embarrassment or discredit to the Sheriff's Office or when it is in the interest of public safety.
- b. No officer may be relieved of duty for longer than the remainder of his current shift.
- c. Each supervisor in the chain of command of the officer who has been removed from duty is to be notified promptly and a detailed memorandum is forwarded to the Sheriff, or his designee, through the chain of command within twelve (12) hours following such events.

7. Termination of Employment, Demotion, Suspension, or Transfer for punitive reasons.

- a. Only the Sheriff may reprimand, suspend, demote, terminate employment, or transfer for punitive reasons.
- b. When a recommendation is made to reprimand, suspend, demote, or terminate an Officer, an action memorandum will be forwarded to the Sheriff by the supervisor making the recommendation through the chain of command. The memorandum will include a complete statement of the charge, facts surrounding the incident, disciplinary action recommended, and the approval/disapproval blocks for each individual in the chain of command. All background material, including the investigative file, will be available for review by the Sheriff.
- c. Upon the Sheriff's determination to impose disciplinary action, the appropriate supervisor of the division reporting to the Sheriff will be notified; and notification of the disciplinary action to be taken will be prepared and signed by the Sheriff. The notification will be delivered promptly to the officer through the chain of command.
- d. Any disciplinary action involving these sanctions may be appealed to the Sheriff.
- e. Should an officer who is the subject of an investigative process be eligible for and elects to retire, the employee's supervisor will promptly notify the Sheriff.
- f. If an investigation of officer misconduct results in dismissal, the officer dismissed will receive:
 1. A statement of the reason for the dismissal;
 2. The effective date of the dismissal;

3. A statement of the status of fringe and retirement benefits after dismissal;
4. A statement regarding the content of the officer's employment record as the record relates to the dismissal;
5. Officer notification of disciplinary action will be delivered prior to the effective date of action.
6. Officers are not to be allowed to work on scheduled days off in lieu of suspension.
7. When an officer is suspended, he/she is required to surrender his/her badge, issued service weapons, county vehicle and any agency keys.
8. The Sheriff reviews all disciplinary actions in order to identify a needed change in policies, procedures, rules and regulations that may prevent allegations of misconduct, or to modify or expand training.

D. Appeals

1. An employee's only appeal is to the Sheriff, the Sheriff's decision is final.
 - a. An appeal must be in writing and delivered to the Sheriff within five (5) days of the final disposition.

Lancaster County Sheriff's Office General Orders	
SUBJECT: Disciplinary Role of Supervisors	NUMBER: 199
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.09.03	

PURPOSE

To specify the role of supervisors and the responsibility and authority attendant to each level of supervision and command relative to disciplinary actions.

POLICY

- I. Supervisors will observe employees' conduct, behavior and adherence to the agency's policies and detect instances when disciplinary actions are appropriate and determine the most effective methods of discipline.

- II. Each supervisory rank will have specific disciplinary limits within which to act.
 - A. Any supervisor may write a letter of commendation for exemplary action taken by any employee regardless of rank or assignment.
 - B. Sergeants will issue:
 - 1. Oral or written reprimand for a Class I violations that do not involve a threat to life or limb of any person.
 - 2. Written reprimand for a Class II violation that do not include a recommendation for suspension of pay.
 - 3. A written complaint of employee action for a Class II complaint that does include a recommendation for the suspension of pay; however, such complaint will be investigated through the employee's division head before any disciplinary action is taken.
 - 4. A written complaint of employee action for any Class III violation.
 - C. Lieutenants and above will issue:
 - 1. Oral or written reprimand for a Class I violation that does not involve a threat to the life or limb of any person.
 - 2. A written reprimand for any Class II violation or a complaint of employee action for a Class II violation that includes a recommendation for a suspension in pay.
 - 3. A written complaint of employee action for any Class III violation;

PROCEDURES

- I. Supervisor Responsibility
 - A. The role of supervisors is crucial in the disciplinary process. Shift and division supervisors have the best opportunity to observe the conduct and appearance of officers and detect those instances when disciplinary actions are warranted (reward, remedial training, counseling, or punishment). Shift and division

supervisors also have the opportunity to understand the personality traits of the personnel under their supervision and to determine the most effective methods of discipline.

II. Disciplinary Actions

Effective discipline must include both positive actions and punitive sanctions.

- A. Positive actions include letters of commendation, written notes from citizens or other records that reflect positive employee actions.
- B. Except for gross, more serious breaches of discipline, supervisors should attempt to begin officer discipline with measures such as counseling. If this does not work, then increasingly more severe punitive measures may be required. While this process may take some time, it is important that each officer be dealt with justly, as an individual, and in a manner that clearly indicates that positive, constructive measures to change behavior or performance preceded the imposition of more negative sanctions. Punitive sanctions include:
 1. Oral Reprimand
Issued for the least serious violations that require corrective action to ensure compliance with the agency's expectations of employee performance. Oral reprimands are documented and entered into the employee's personnel file.
 2. Written Reprimand
Issued for repetitive violations previously handled by oral reprimand, or for more serious violations that are of a more grievous nature that, if not corrected, may tend to lead to more serious problems, including but not limited to an overall decline in the effectiveness of the agency or any of its personnel. Written reprimands are documented and entered into the employee's personnel file.
 3. Transfer
The sheriff may opt to transfer the employee to another primary function/duty assignment when the nature of the violation, or the employee's history, indicates that the employee's performance is more than likely to improve due to such transfer or reassignment.
 4. Demotion
This action may be taken when the employee's supervisory performance has deteriorated and other means of corrective action have failed, or when an employee under the Career Development Program has failed to maintain the necessary qualifications.
 5. Loss of annual/compensatory leave in lieu of suspension of pay
The sheriff reserves the right to punish an employee by this means so as to lessen the financial impact an actual loss of pay would have upon the employee.
 6. Suspension of pay
The sheriff may choose to use this sanction if the employee has insufficient annual/compensatory leave, or if the violation was so severe

as to border between a suspension in pay or dismissal.

7. Dismissal

The sheriff may dismiss the employee when repetitive punitive actions have failed, or when any single violation is so severe that the sheriff deems it to be the best course of action.

III. Disciplinary Authority

- A. Any supervisor may file a letter of commendation or other record that documents positive employee action of an exemplary nature, regardless of the rank or assignment of the employee being recognized.
- B. Sergeants will issue:
 - 1. Oral or written reprimand for a Class I violations that do not involve a threat to life or limb of any person.
 - 2. Written reprimand for a Class II violation that do not include a recommendation for suspension of pay.
 - 3. A written complaint of employee action for a Class II complaint that does include a recommendation for the suspension of pay; however, such complaint will be investigated through the employee's division head before any disciplinary action is taken.
 - 4. A written complaint of employee action for any Class III violation.
- C. Lieutenants and above will issue:
 - 1. Oral or written reprimand for a Class I violation that does not involve a threat to the life or limb of any person.
 - 2. A written reprimand for any Class II violation or a complaint of employee action for a Class II violation that includes a recommendation for a suspension in pay.
 - 3. A written complaint of employee action for any Class III violation.
- D. Any supervisor may immediately relieve from duty a subordinate who reports to work under the influence of any substance or who is otherwise unfit to work, (not to include illness). Such immediate relieve from duty will be reported to the sheriff who will order an investigation.
- E. Only the sheriff may transfer, demote, suspend or dismiss an employee.

Lancaster County Sheriff's Office General Orders

SUBJECT: Dismissals	NUMBER: 200
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.09.04	

PURPOSE

To provide an employee with certain information if dismissal is due to misconduct.

POLICY

When an employee's misconduct results in dismissal, the following information will be provided to the employee.

- a. A statement citing the reasons for dismissal (if applicable); and
- b. The effective date of the dismissal.

PROCEDURE

- A. The Sheriff when in the act of dismissing an employee due to misconduct, provides the employee with the following information:
 1. A statement citing the reasons for dismissal (if applicable); and
 2. The effective date of the dismissal.
- B. The Sheriff so notes the information and places it in the employee's personnel file.

Lancaster County Sheriff's Office General Orders

SUBJECT: Disciplinary Records	NUMBER: 201
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.09.05	

PURPOSE

The purpose is to identify procedures necessary for the proper maintenance and security of disciplinary records

POLICY

It is the policy of the Lancaster County Sheriff's office to maintain personnel records that will contain documentation of all formal disciplinary actions.

PROCEDURE

- A. Formal disciplinary action (written reprimands, demotions, and suspensions, return to probationary status or termination) shall require written supporting documentation.
- B. All documentation shall be forwarded to the Sheriff or his designee to be placed in the employee's personnel file.
- C. All personnel files are maintained in the Sheriff's office to which only the Sheriff and senior supervisors have keys. The Sheriff's office is also behind secured doors that are controlled by a key pad that only employee's have knowledge of the code.
- D. The official personnel file will be maintained as long as the employee is activity employed.
- E. All formal disciplinary actions will be a permanent part of an employee's personnel file.
- F. Upon leaving the agencies employ the personnel record of an employee will be kept in the vault of the Sheriff's office and eventually destroyed in compliance with the Library of Virginia's Records Retention and Disposition Schedule.

Lancaster County Sheriff's Office General Orders

SUBJECT: Communicable Diseases

NUMBER: 202

EFFECTIVE DATE: January 1, 2016

REVIEW DATE: Annual

AMENDS/SUPERSEDES: July 15, 1998

APPROVED: *Patrick McCranie*
Sheriff

VLEPSC STANDARDS: Per.10.01

PURPOSE

To address communicable diseases.

POLICY

This agency will educate employees who may have the potential of coming into contact with body fluids, blood, or hazardous materials, to minimize or eliminate employee exposure to communicable diseases, to establish proper procedure when disposing of or disinfecting contaminated material, and to establish procedures for reporting a possible exposure and follow-up of medical care.

PROCEDURE

- A. The Sheriff or his designee is responsible for the coordination of this agency's communicable disease program.
- B. Precautions Associated with Personnel in the Performance of Their Duties;
 - 1. Whenever possible, officers are to wear disposable latex gloves when doing any of the following:
 - a. Handling persons or items with any blood or body fluid products (hypodermic needles, syringes, or surfaces soiled with blood or body fluids, gun or knife wounds).
 - b. Packaging and handling such items as evidence.
 - c. Cleaning up blood or other secretions which appear on floors, seats, equipment, handcuffs, shoes, clothing, pens, pencils, etc.
 - 2. Specialized Devices:
 - a. Masks are to be worn whenever splashes, spray, spatter, or droplets of potentially infectious fluids endanger contamination through the eyes, nose, or mouth. Masks may be worn with other protective devices such as goggles.

- b. Gowns, jackets, coats, and aprons are to be worn as determined by the degree of exposure anticipated.
3. Handling People:
- a. Wash hands thoroughly for thirty seconds with warm water and soap after removing gloves (when handling evidence) or after contact with the subject (if bleeding or vomiting). If water is unavailable, use pre-moistened towelettes found in the communicable disease control kit to decontaminate skin.
 - b. Leather gloves or their equivalent are to be worn when searching persons or dealing in environments, such as accident scenes, where sharp objects and bodily fluids may reasonably be encountered. Search techniques are to be used that require suspects to empty their own pockets or purses and remove sharp objects from their persons.
 - c. When transporting prisoners:
 - 1. Do not put fingers in or near any person's mouth.
 - 2. Transport persons with body fluids on their persons in separate vehicles from other persons. A person who is bleeding or producing a fluid may have to wear a protective covering.
 - 3. Notify other support personnel or law enforcement officers during a transfer of custody that the suspect has fluids on his or her person, or that the suspect has stated that he or she has a communicable disease. Booking forms should so state.
4. Handling Objects:
- a. Objects contaminated with body fluids are to be completely dried, double bagged, and marked to identify possible disease contamination.
 - b. Contaminated items to be disposed of are to be incinerated;
 - 1. Contaminated items are bagged in biohazard plastic bags, transported to Rappahannock Hospital and incinerated.
 - 2. Officers are to use extra care when handling any sharp objects. If officers find syringes, they are not to bend, recap, or otherwise manipulate the needle in any way, but place them in puncture-resistant containers provided by the department.

5. Handling Fluids:

- a. Clean up blood spills or other body fluids with regular household bleach diluted 1 part bleach to 10 parts water (or use undiluted bleach, if easier). Bleach dilutions should be prepared at least every 24 hours to retain effectiveness.
 1. Wear latex gloves during this procedure.
 2. A soiled uniform (by blood or body fluids) should be changed as soon as possible. Wash in hot water and detergent or dispose of after autoclaving.
- b. Agency vehicles within which body fluids are spilled require immediate disinfection procedures. Employees who have the vehicles assigned to them are to notify their supervisor of the spill and arrange for a thorough cleaning as soon as possible. Affected vehicles should bear an "Infectious Disease Contamination" sign upon arrival at a service center and while awaiting disinfection.
 1. All police vehicles will be cleaned with disinfectant as part of a routine, scheduled washing and maintenance check.

6. Precautions when Bitten:

The danger of infection through bites is low. The victim cannot be infected with HIV through the blood of the biting person unless that person has blood in his or her mouth which comes into contact with the victim's blood. HIV cannot be transmitted through saliva. With HBV, however, transmission takes place through infected blood or blood-derived body fluids. Infection takes place by exposure of the eyes, mouth, or mucous membranes to the virus. Precautionary procedures to minimize the risk of infection include:

- a. Encouraging the wound to bleed by applying pressure and gently "milking" the wound.
- b. Washing the area thoroughly with soap and hot water.
- c. Seeking medical attention at the nearest hospital.
- d. Advising your supervisor, make a report, or follow any other policy for reporting injuries, including the filing of appropriate Worker's Compensation forms.

7. Precautions when Punctured by Needles or Knives:

If an officer is cut or punctured by a needle or a knife or other instrument while searching a suspect or handling contaminated evidence, follow these general guidelines:

- a. Allow the wound to bleed (unless severe bleeding occurs) until all flow ceases. Then cleanse the wound with alcohol-based cleanser (or pre-moistened towelettes) and then with soap and water. Do not rely exclusively on towelettes: wash wounds thoroughly with soap and water.
- b. Seek medical attention as soon as possible after the injury. A physician will then decide the proper treatment.
- c. Advise your supervisor, make a report, or follow any other policy for reporting injuries, including the filing of appropriate Worker's Compensation forms.

8. Precautions at Major Crime Scenes:

At the crime scene, officers and crime scene technicians confront unusual hazards, especially when the crime scene involves violent behavior such as homicides where large amounts of blood have been shed.

- a. No person at any crime scene is to eat, drink, smoke, or apply make-up.
- b. The best protection is to wear disposable latex gloves. Any person with a cut, abrasion, or any other break in the skin on the hands should never handle blood or other body fluids without protection.
- c. Latex gloves should be changed when they become torn or heavily soiled or if an officer leaves the crime scene (even temporarily).
- d. If cotton gloves are worn when working with items having potential latent fingerprint value, wear cotton gloves over latex gloves.
- e. Hands should be washed after gloves are removed, even if the gloves appear to be intact.
- f. Always keep a plastic bag in the communicable disease control kit to be used only to collect contaminated items (gloves, masks, etc.) until they can be disposed of properly. Clearly mark the bag "Contaminated Material."

- g. Shoes and boots can become contaminated with blood. Wash with soap and water when leaving the crime scene, or use protective disposable shoe coverings.
- h. Wrap-around eye safety goggles and facemasks should be worn when the possibility exists that dried or liquid particles of body fluids may strike the face. Particles of dried blood, when scraped, fly in many directions, so wear goggles and masks when removing the stain for laboratory analysis.
- i. While processing the crime scene, be constantly on the alert for sharp objects, such as hypodermic needles, razors, knives, broken glass, nails, etc. Use of mirrors may be appropriate while looking under car seats, beds, etc.
- j. Use tape--never metal staples--when packaging evidence.
- k. If practicable, use only disposable items at a crime scene where blood or other body fluids are present. Even those items (gloves, masks, shoe coverings, pens, pencils, etc.) must be decontaminated before disposal. If autoclaving is not possible contaminated items must be covered with a bleach solution (one part bleach to ten parts water, or undiluted bleach).
- l. Before releasing the crime scene, advise the owner of the potential infection risk and suggest that the owner contact the local health department for advice.
- m. Warning labels must be placed on all plastic evidence bags to go to the crime laboratory.

C. Protective Equipment:

The Sheriff or his designee is to ensure that adequate supplies are available for communicable disease control within the agency. Supervisors are responsible for maintaining continuously an adequate supply of disease control supplies for all affected personnel within their purview. Further, supervisors must ensure that:

1. Personal protective equipment (PPE) can be found in sufficient quantities at advertised locations; and
2. Hypo-allergenic gloves and other materials are available for employees allergic to standard-issue gear; and
3. Supplies are routinely inspected, replaced, cleaned; and
4. First Aid supplies and disinfectants are available always.

5. The Sheriff, through his subordinate supervisors, ensures that the agency vehicles each contain the following PPE supplies at all times:
 - a. 3 pairs of disposable latex gloves
 - b. 1 pair leather gloves
 - c. 1 disposable facemask
 - d. 6 absorbent disposable towels
 - e. 3 disposable plastic bags with contaminated material seals
 - f. 1 bottle of alcohol-based cleanser
 - g. 1 CPR shield (with a I-way valve to prevent the patient's saliva from entering the care giver's mouth)
 - h. 1 pair of wrap-around safety goggles
 - i. 1 carrying bag with zipper closure
 - j. 1 pair disposable shoe coverings
 - k. 2 puncture-resistant, leak proof containers for needles and other sharp objects
 - l. 1 box of waterproof bandages
 - m. "Isolation Area--Do Not Enter" signs
6. Officers using supplies in their vehicles are to replace them or arrange to have them replaced as soon as possible. **Officers are to maintain disposable gloves in their personal possession at all times.**
7. The Sheriff or his designee ensures the following are maintained at the office;
 - a. 3 pair coveralls (different sizes)
 - b. supply of disposable latex gloves
 - c. orange/red plastic bio-hazard bags and tape, or
 - d. plastic bags and sealing ties
 - e. liquid household bleach
 - f. disposable towels/towelettes
 - g. "Isolation Area - Do Not Enter" signs
 - h. buckets, mops
8. Personnel are to use protective equipment under all appropriate circumstances unless the officer can justify otherwise.
 - a. Officers who, for whatever reason, do not use protective gear when appropriate are to document the incident as soon as practicable for agency review.
9. All personnel whose skin comes into contact with body fluids of another are to begin disinfection procedures immediately.

- a. These procedures range from simple soap-and-water washing to the use of alcohol or antiseptic towelettes.
- b. All open cuts and abrasions are to be covered with waterproof bandages before personnel report for duty.

D. Reporting Possible Exposure:

1. All employees, as soon as practicable are to, document possible exposure to infectious fluids or materials. In any case, employees immediately notify their supervisor of possible exposure. Virginia Code Section 32.1-45.2 requires public safety employees to immediately notify their agencies "of any possible exposure prone incident."
2. Examples of such exposure are:
 - a. Direct contact with body fluids on chapped or open areas (cuts, scratches) on the skin or on mucous membranes (i.e., eyes, mouth).
 - b. Direct mouth-to-mouth resuscitation (CPR) without use of a one-way valve.
 - c. Receiving a cut or puncture wound as a result of searching or arresting a suspect or handling contaminated evidence.

E. Disposal of Contaminated Materials:

1. Contaminated items to be disposed of are to be incinerated;
 - a. contaminated items are bagged in biohazard plastic bags, transported to Rappahannock Hospital and incinerated.

F. Guidelines for Associated Medical Care:

1. Vaccination
 - a. The agency affords all employees who have occupational exposure to hepatitis B the opportunity to take the HBV vaccination series at no cost within ten (10) working days of assignment to an occupationally exposed duty. The vaccination is provided only after the employee has received agency training in communicable diseases, is medically fit for the vaccinations, and has not previously received them.

2. Testing:

If a member of the agency is exposed to the body fluids of a person who has or is suspected to have a communicable disease, the agency physician must evaluate the member for evidence of infection.

a. The person whose body fluids came into contact with an officer may state that he or she has AIDS. Often, a person may try to prevent police from withdrawing blood for drug screening (as in a Dill arrest), although, in fact, he or she is not infected at all. While the agency cannot coerce a citizen--suspect or otherwise-to take periodic tests for infection, the agency will try to convince the citizen who may have transmitted infection to do so.

1. Virginia Code states that if any person or employee has been exposed to body fluids, the person or employee whose fluids were involved will be requested by the agency to consent to HBV or HIV testing and disclosure of results.
2. Virginia Code provides measures whereby a person charged with any crime involving sexual assault, or particular offenses against children may be ordered to submit to HIV testing.

b. Personnel should understand the difficulty of transmitting HIV and hepatitis B. If infection control measures have been followed, the risk is very low.

3. Testing for presence of infection is done if indicated by a medical assessment (after an incident involving the possible transfer of blood or other body fluids). The following information details testing methods and their reliability.

a. AIDS/ARC/HIV:

1. Blood tests can detect HIV antibodies (produce by the body's immune system).
2. The two common tests for HIV antibodies are the ELISA (Enzyme-Linked Immunosorbent Assay) and the Western Blot. Since the ELISA is less expensive and easier to perform, it is usually used as a first screen for HIV. If the ELISA identifies the person as seropositive, a second ELISA is performed. If the second test is also positive, a Western Blot is usually performed to confirm the results.
3. Since HIV antibodies may not develop for some months after a person has been infected, an initial negative result may not mean freedom

from infection. High false positive rates also occur with the use of only ELISA test.

4. One must be tested, then, immediately following the incident (for a baseline) and then six and twelve months later.
5. The agency ensures that the employee receives qualified counseling during the testing period.
6. The Virginia State Public Health Agency provides free confidential or anonymous testing (both ELISA and Western Blot) in every health district. The results are given only to the person tested. State law, under Section 32.136.1, provides confidentiality and prescribes a penalty.
 - b. Hepatitis B - A blood test can confirm the presence of hepatitis B virus six to eight weeks after exposure. See Section VI above.
 - c. Tuberculosis - This disease is detected first by a skin test, then confirmed by an x-ray. The agency physician can order this test for the agency employee. (The health agency may do the test.)

G. Training:

1. The Sheriff or his designee ensures all members of the agency with occupational exposure receives a course of instruction on blood-borne diseases before their initial assignment. Plus any additional training appropriate to the particular employee assignment if needed.
2. The Sheriff or his designee maintains in the personnel files complete records on instruction of employees to include dates of training; content of sessions; names and qualifications of trainers; names and job titles of attending employees.
3. The Sheriff or his designee is responsible for dissemination of updated information to all personnel and for appropriate educational programs about communicable diseases. These programs include at a minimum:
 - a. Written information concerning AIDS/ARC/HIV, hepatitis B, and tuberculosis in the form of brochures, bulletins, memorandums, or fact sheets.
 - b. Group and/or individual presentations and discussions provided by adequately trained personnel or experts from outside the department.
 - c. Local resources for further medical and law enforcement information.

d. For more information, personnel may at any time contact:

1. National Hotline for AIDS - 1-800-342-AIDS
2. Virginia AIDS Info Hotline - 1-800-533-4148
3. AIDS Update (Dept. of Health and Human Services) 1-202-245-6867
4. AIDS Clearinghouse (America Responds to AIDS) 1-800-342-7514
5. National Institute of Justice AIDS Clearinghouse 1-301-251-5500
6. State and local public health agency
7. Local American Red Cross
8. Forensic laboratories

H. Record Confidentiality:

1. Confidentiality of information concerning test results is paramount. The victim has a right to privacy from an employer-maintaining information about his/her health. No need exists for a supervisor routinely to know that a person tests positive (for HIV or hepatitis B). The agency views a breach of confidentiality as a serious disciplinary problem which may result in suspension or termination of employment.

Records:

The agency maintains a record for each employee detailing incidents of occupational exposure, including information on vaccination status; the results of examinations and tests; health care professionals' written opinion; and any other relevant information. These records are retained by the Sheriff in their personnel file in a locked file cabinet in his/her office for the duration of tenure of employees. If the employee leaves the agency the file is transferred to a locked vault in the lobby of the office for an additional 30 years and **shall not be disclosed or reported without the express written consent of the employee.**

General Information

Communicable disease, especially AIDS and Hepatitis B, have been identified by health care experts as being a significant risk to Emergency Medical Care Providers including Fire, Rescue, and Law Enforcement Personnel. The following definitions are provided in order to ensure a clear understanding of the information contained in General Order 202 - Communicable Diseases.

AIDS - A disease in which the infected person's immune system is badly impaired and as a result, the person falls prey to a variety of infections. AIDS is caused by a virus known as Human Immunodeficiency Virus or HIV. AIDS is also known as Acquired Immune Deficiency Syndrome. HIV is transmitted by intimate sexual contact, contaminated blood (most often by sharing needles or other drug equipment, and from an infected mother to her baby before or during birth. The risk of getting HIV from a blood transfusion is extremely low; all donated blood has been tested for HIV since 1985. HIV is very fragile and is easily killed outside the body. It is not transmitted by casual

contact, coughing or sneezing, touching, hugging or shaking hands, or by sharing equipment, bathrooms or kitchens.

ARC - (AIDS Related Complex or condition) A variety of symptoms caused by HIV infection. These symptoms are usually less severe than those with AIDS and can include loss of appetite, weight loss, fever, night sweats, skin rashes, diarrhea, tiredness, lack of resistance to infection and swollen lymph nodes.

Body Fluids - Fluids that the body makes including: blood, semen, vaginal secretions, cerebrospinal fluid, synovia fluids, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, breast milk and saliva.

Communicable Disease - transmitted disease

Communicable Disease Liaison Officer - Emergency Medical Services Coordinator.

Disinfect - A procedure which inactivates virtually all recognized disease producing organisms but not necessarily all organisms on inanimate objects.

Exposure - The act of coming in contact with, but not necessarily being infected by, a disease causing agent. (See Exposure Incident)

Exposure Incident - A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

Hepatitis A - A viral infection that affects the liver. The effects of the disease are usually mild with symptoms such as fever, malaise, anorexia, nausea and abdominal discomfort, followed in a few days by jaundice. This type frequents day care centers and institutions, contaminated water, food, milk, sliced meats, salads, raw or undercooked seafood. The infection is found in feces.

Hepatitis B - A viral infection that affects the liver. The effects of the disease on the liver can range from mild, even unapparent, to severe or fatal. Hepatitis B is transmitted through blood, dirty needles, body fluids, and saliva.

Hepatitis (not A or B) - A viral infection not found in Types A and B above, however, it has been found in every part of the world. It is more common in blood transfusions, especially where paid donors are used.

HIV - (Human Immunodeficiency Virus) - The cause of AIDS. Referred to in this Administrative Order and Manual as the AIDS virus or simply AIDS.

Infectious Disease - Invasion of a bodily part by pathogenic microorganisms.

Infectious Waste - Those waste products recognized as presenting a potential exposure hazard either by accidental injection or by improper handling. Examples include those items contaminated by blood or other potentially infectious materials.

Mucous Membrane - A moist layer of tissue that lines the mouth, eyes, nostrils, vagina, anus or urethra.

Non-Intact Skin - Skin that is chapped, abraded, weeping or that has rashes or eruptions.

Pathogen - A disease causing substance.

Parenteral - Exposure as a result of piercing the skin.

Sterilization - Destruction of all microbial life by means of steam, gas or liquid agents.

Subcutaneous - Beneath or introduced beneath the skin (Example: subcutaneous injection).

Tuberculosis - A Communicable disease of man and animals caused by the tubercle bacillus which manifests itself in lesions, especially the lungs.

Blood Borne Infectious Disease

Hepatitis B and AIDS are transmitted **only** by contact with blood and certain other body fluids in one of the following manners:

1. Contact with an open wound.
2. Contact with non-intact skin, such as chapped, abraded, weeping or dermatitis skin.
3. Contact with mucous membranes.
4. Per cutaneous inoculation (needle stick, etc.)

Blood is the single most important source of Hepatitis B and AIDS and is the focus in preventing these types of exposures.

Other Infectious Disease

Hepatitis A and Hepatitis (Not A or B) are carried in feces and transmitted through improper hand washing from exposure. Contamination is from human to human through fecal-oral exposure. Improperly cleaned day care centers, institutions, and restaurants are all potential settings for contamination and exposure.

Personal Protection Procedures

Gloves - "Surgical" type disposable gloves shall be worn whenever the potential exists for skin contact with body fluids, mucous membranes, or non-intact skin. Surgical gloves shall also be worn when handling items or surfaces soiled with blood or other potentially infectious materials.

No one type of glove is appropriate for all situations. Personnel must use judgment concerning the advantage of using multiple gloves or a combination of gloves. In some situations "double surgical gloving" may be appropriate.

Mask - Disposable facemasks are worn when in the presence of persons that are actively coughing, spitting, etc. or are suspected of carrying an airborne infectious disease such as tuberculosis.

Those persons suspected should be requested to wear a mask.

Non-Intact Skin - Those Agency members with open wounds, sores or abrasions shall dress and bandage these areas so as to provide protection from contamination.

Needles and Other "Sharps" - Precautions must be taken to prevent injuries from sharp objects at the scene.

Vaccine - Hepatitis B - Hepatitis B immunization vaccines are provided on a voluntary basis. When given in a 3-dose series, over a six-month period of time, the vaccine induces protective antibodies in 95%-99% of healthy adults 20-39 years of age and 91 % for adults over 40 years of age. Because of the long incubation period for Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given. The vaccine may not prevent Hepatitis B in such cases. The duration of immunity is unknown at this time. The incident of side effects is very low. No serious side effects have been reported with the vaccine. The possibility exists, however, that more serious side effects may be identified with more extensive use. The most common side effects reported were injection site reaction: soreness, pain, tenderness, itching, redness, bruising, swelling, warmth and nodule formation. Other complaints include fatigue, weakness, headache, fever, nausea, diarrhea, sore throat or respiratory infection.

Decontamination/Disinfection/Disposal

General - Precautions should be taken to prevent personal exposure during all decontamination procedures. With the exception of hand washing, all procedures shall be performed using disposable gloves.

Clothing - Contaminated clothing should be dry cleaned or washed in soap and hot water.

Equipment - Contaminated equipment is defined as any equipment that has come in contact with any body fluids from any source. Equipment should be cleaned with a 1: 10 household solution of bleach to water and then with a disinfectant soap and warm water solution.

Hand washing - Hands shall be washed after each contact. If other skin surfaces are contaminated with blood, other body fluids or potentially contaminated micelles, these surfaces should also be washed. When hand-washing facilities are available, wash hands with warm water and soap. Washing should be completed using appropriate facilities, such as utility or restroom sinks. Kitchen sinks shall not be used for this purpose. When hand-washing facilities are not available, use a water-less antiseptic hand cleanser. In cases where body fluids come in contact with non-intact skin, immediate disinfection of the non-intact skin with isopropyl alcohol, followed by a thorough washing with soap and water.

Lancaster County Sheriff's Office General Orders

SUBJECT: Automated External Defibrillators (AED)	NUMBER: 203
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 18, 2008	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Per.10.02	

PURPOSE

Members of this office shall be trained in first aid and CPR (cardio pulmonary resuscitation), and the use of automated external defibrillators (AED). First aid equipment and supplies shall be a standard part of the equipment assigned to patrol vehicles. The AED units shall be assigned to members of this agency who have been trained in its use.

POLICY

Employees of the Lancaster County Sheriff's Office are charged with the duties of enforcement of the law as well as protecting life, limb and property. This includes assisting with medical responses as appropriate. This response shall be in accordance with the training provided to the members of the Sheriff's Office.

PROCEDURE

- A. Use of equipment: All equipment shall be used in accordance with the training provided and with the instructions as provided by the trainer or the manufacturer.
- B. Training: Initial training to all personnel shall be provided in accordance with the standards of either the Red Cross or the American Heart Association or (the currently accepted training agency). This training will be conducted during the first year of employment either by the training academy or the agency and shall include the appropriate and proper use of all equipment involved in the training sessions. Training shall be documented in accordance with agency policy. Refresher training is given with the CPR renewal that is required by the Red Cross or American Heart Association once every two years.
- C. Routine testing of equipment: The annual vehicle/equipment inspection shall include the inspection and testing of the AED and the inspection of first aid equipment and supplies. The county EMS agency shall provide replacement parts and supplies and will test and repair AED units as recommended by the manufacturer.

Lancaster County Sheriff's Office General Orders

SUBJECT: Commendations	NUMBER: 204
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 18, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Per.11.01	

PURPOSE

The purpose of this policy is to provide operational guidelines for the recognition of exceptional acts or performances by a member of this office.

POLICY

The Sheriff's Office recognizes the exceptional performance or acts of members of this office and the procedure to do so shall be made available to the public.

PROCEDURE

- A. All personnel will make available to the public on request the procedure to be followed in registering commendations for an employee of this office.
 1. Give the subject a preprinted form titled "How to Commend an Employee" to make the commendation.
 2. Tell the subject to come back at a later time to speak with the Sheriff or Supervisor if one is not available.
 3. Get the subjects name and phone number where they can be reached.
- B. A copy of "How to Commend an Employee" will be posted in the public area of the Sheriff's Office. The information is also made available on the agency website.

Lancaster County Sheriff's Office General Orders

SUBJECT: Recruit Training	NUMBER: 205
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: February 13, 2003	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Trn. 01.01	

PURPOSE

To require all newly sworn officers to successfully complete a recruit-training program prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field training program.

POLICY

Newly sworn officers will successfully complete a recruit-training program prior to any routine assignment in any capacity in which the officer is allowed to carry a weapon and/or is in a position to make an arrest, except as part of a formal field-training program.

PROCEDURE

- A. Law Enforcement/Corrections Officer/Dispatcher Recruit
1. Each person appointed to the position of Deputy Sheriff, is to attain Law Enforcement Officer or Corrections Officer/Dispatcher Certification by successfully completing a prescribed course of training within twelve (12) months from the time of appointment.
 2. The title "Recruit" is to be used during training for the newly appointed officer.
 3. The "Recruit" is sworn as a Deputy Sheriff and receives training from certified instructors of this agency prior to any assignment. Training to include:
 - a. Use of force;
 - b. Firearms;
 - c. Agency's policy and procedures.
 4. Upon completion of the aforesaid training the "Recruit is assigned to a FTO (Field Training Officer for a Law-enforcement Recruit, a Correctional Sergeant or other designated officer for a Correctional Officer Recruit.)
 - a. The Recruit is assigned to a training officer until he/she attends the next available D.C.J.S. approved State mandated basic training course.

- b. The Recruit is permitted to carry a weapon and/or be in a position to make an arrest only when a part of the formal training program.
 5. Commonwealth of Virginia Law Enforcement/Corrections Certification is granted only after successful completion of all phases of training as mandated by:
 - a. The Lancaster County Sheriff's Office;
 - b. The Department of Criminal Justice Services for the Commonwealth of Virginia.
 6. The Sheriff may waive certain recruit training requirements based on:
 - a. Previous experience;
 - b. Previous training;
 - c. Current certifications (must be on file)
 - d. Knowledge of the County.
 7. At a minimum the recruit will receive training as set forth in "A-3" of this policy. If the new hire is already certified and has been in law enforcement a minimum of three years with an agency of this state the Sheriff may wave all recruit and probationary periods with the exception of "A-3" of this policy.
- B. Obedience to Rules and Regulations of the Sheriff's Office
1. All "Recruits" are subject to all General Orders and policies of the Lancaster County Sheriff's Office.
- C. Probationary Period
1. A twelve (12) month probationary period for "Recruits" commences upon appointments as a Deputy Sheriff.
- D. Training Records
1. The Sheriff or his designee maintains, in each personnel file, a training record, which includes:
 - a. Date of training;
 - b. Type of training received;
 - c. Any certificate received;
 - d. Attendance;
 - e. Score (if received from the training facility).
 2. The Sheriff, or his designee, shall maintain files on all in-house training courses or presentations, including:

- a. Course content (lesson plan);
 - b. Personnel attending;
 - c. Performance attained as measured by tests, if administered, or competence.
- E. Curriculum for minimum training of law enforcement, correctional and dispatchers will be as stated in the Rules of the Department of Criminal Justice Services, Chapter 2 of the Training Manual:
 1. Law Enforcement VR-240-01-1;
 2. Corrections VR-240-01.4;
 3. Dispatchers VR-240-01.5.
- F. New members will be in compliance with all state training mandates, within twelve (12) months after appointment or employment, all applicable legal requirements relevant to performance of duties.

Lancaster County Sheriff's Office General Orders

SUBJECT: Field Training	NUMBER: 206
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 20, 2009	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Trn. 01.02	

PURPOSE

To show that all Deputies have completed FTO training under the supervision of a properly trained FTO(s)

POLICY

Recruits will be required to participate in the agency's field training program.

PROCEDURE

- A. Recruit Field Training:
 - 1. Formal academy training must be supplemented by field training to ensure quality performance. Recruit officers are assigned to a trained and certified Field Training Officer in accordance with DCJS standards prior to being given responsibility for regular assignments.

- B. Selection Process:
 - 1. The Sheriff is to designate certain officers as Field Training Officers (FTO). The division supervisor recommends to the Sheriff an officer for the FTO designation. The Sheriff gives final approval for such designation. This selection is based on several factors including:
 - a. Officer interest;
 - b. Shift supervisory recommendations;
 - c. Officers evaluation; and
 - d. Performance.

- C. Supervision:
 - 1. All FTO's are directly supervised by their Division supervisor.

D. Training:

1. The FTO obtains DCJS certification as a FTO and attends refresher training every three years.

E. Assignment Rotation:

1. The FTO ensures that the Recruit is familiar with all aspects of the agency, with emphasis on the division to which the Recruit is assigned permanently.
2. The agency does not rotate recruits as they are trained in all aspects of the agency.
 - a. In addition, all recruits are trained by the FTO in all agency policies, procedures, rules and regulations.

F. Evaluation:

1. The FTO evaluates the Recruits on a weekly basis. An evaluation report is submitted to the supervisor and Sheriff.
2. In the event the evaluation indicates that the Recruit's performance is below minimal standards and/or insufficient to perform assigned duties the FTO, division supervisor and Sheriff meet to discuss the issue and reach a decision about training and termination.

G. Reporting and Documentation Requirements:

1. The FTO files recruit evaluation reports weekly to the Division Head and the Sheriff.
2. Upon the completion of the required 100 hour training program, the FTO must submit with the evaluation report a separate report stating that the recruit is prepared to be released from the program or should remain in the program for an addition period of time and why.
3. Upon the recruit's completion of the program, the FTO submits in writing to the Sheriff stating the recruit has completed the recruit training program (including any recommendations) and ready for assignment.

Lancaster County Sheriff's Office General Orders

SUBJECT: Specialized Training	NUMBER: 207
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: January 20, 2009	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Trn. 02.01	

PURPOSE

To identify the functions for which specialized training is required.

POLICY

Functions will be identified within this agency for which specialized training is required to include:

- a. Development and/or enhancement of the skills, knowledge and abilities particular to the specialized training and;
- b. Supervised on the job training.

PROCEDURE

- A. The following functions performed by personnel require special training.
 1. D.A.R.E. Program (Drug Abuse Resistance Education)
 - a. Officer must attend mandatory classes and be certified as a DARE Instructor.
 1. Maintain certification by teaching/instructing the program in the schools and attending necessary in-services.
 2. The DARE instructors receive the appropriate and required training. They will maintain a valid instructor certificate and will attend In-service training as required by DCJS and DARE.
 2. School Resource Officer
 - a. The SRO will receive SRO training as required by DCJS. He/she will attend in-service training as required.

- b. To stay abreast of changes and issues concerning the school environment the SRO will seek and attend appropriate training and conferences that apply to school safety community policing issues, etc.

B. Documented on-the-job training

The training for specialized functions may come from courses in different locations of the state or through supervised on-the-job training.

Lancaster County Sheriff's Office General Orders

SUBJECT: Newly Enacted Laws and Revisions Training	NUMBER: 208
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: December 23, 2008	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Trn. 02.02	

PURPOSE

To define policy for the training of sworn personnel in the legislative changes that affect the agency's responsibilities to all members of the Lancaster County Sheriff's Office.

POLICY

It is the policy of the Lancaster County Sheriff's to provide training to personnel on legislative changes that relate to the agency's responsibilities.

PROCEDURE

All personnel attend either legislative update training through an approved method, or review legislative changes as posted on the [Virginia State Police website](#).

- A. Training may be completed by attending a legislative update class at any DCJS certified training academy, by simulcast presentation, video tape or other presentation.
- B. Division supervisors may review the legislative changes and conduct training for division personnel as appropriate.
- C. Training can also be obtained by reviewing a printed list of new law updates and signing off on a sign off sheet that the officer has received the training.

Lancaster County Sheriff's Office General Orders

SUBJECT: Reassignment/Promotion Training	NUMBER: 209
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS: Trn. 02.03	

PURPOSE

To provide skill development to all personnel upon functional reassignment or promotion.

POLICY

Skill development will be provided to all personnel upon functional reassignment or promotion.

PROCEDURE

- A. Upon promotion or reassignment to a job with new functions, the member is to be scheduled to attend courses provided by the Regional Academy, or other approved schools, to enhance his/her skills in the performance of the newly assigned job functions.

Lancaster County Sheriff's Office General Orders

SUBJECT: Civilian Employee Training	NUMBER: 211
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Trn.03.02	

PURPOSE

To require the identification of civilian positions for which pre-service and in-service training are required, and the position responsible for planning, conduction, and/or documenting such training.

POLICY

Civilian positions for which pre-service and in-service training is required, and the position responsible for planning, conduction, and/or documenting such training will be named.

PROCEDURE

- A. Positions requiring pre-service and in-service training.
 - 1. E-911 Dispatcher
 - a. Basic school for dispatchers
 - b. VCIN certification
 - 1. Requires bi-annual re-certification
 - 2. Management Information System Administrator (MISA)
 - a. VCIN certification
 - 1. Requires bi-annual re-certification
 - 3. Records Manager
- B. Position Responsible for Planning, Conduction, and/or Documenting Training.
 - 1. The Communication Supervisor
 - 2. Training Officer

Lancaster County Sheriff's Office General Orders

SUBJECT: Training Records	NUMBER: 212
EFFECTIVE DATE: January 1, 2016	REVIEW DATE: Annual
AMENDS/SUPERSEDES: July 15, 1998	APPROVED: <u>Patrick McCranie</u> Sheriff
VLEPSC STANDARDS: Trn.04.01	

PURPOSE

To require proper documentation and records to be kept on file for all job related training received by agency personnel.

POLICY

Proper documentation and records will be kept on file for all job related training received by agency personnel to include:

- a. The title of the training received;
- b. The dates and hours of attendance;
- c. The identification of trainers or agencies presenting the course;
- d. The names of all agency personnel receiving the training.

PROCEDURE

Agency training officers and division heads are to ensure proper documentation and records for all job related training received by agency personnel to include:

- a. The title of the training received;
- b. The dates and hours of attendance;
- c. The identification of trainers or agencies presenting the course;
- d. The names of all agency personnel receiving the training.

Records are to be maintained in the individual employee's personnel file.

Lancaster County Sheriff's Office General Orders

SUBJECT: MDT Usage and Care	NUMBER: 01
EFFECTIVE DATE: 04/26/17	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED: <u>Patrick McCranie</u> Sheriff

PURPOSE:

To establish policies and procedures regarding use and care of MDT equipment, hardware and software.

POLICY:

The Lancaster County Sheriff's Office will support all policies and procedures regarding computer use and security. The office further supports all applicable State and Federal copyright laws and the license agreements of software manufacturers.

PROCEDURE:

- A. All Sheriff's Office personnel have access to the Sheriff's Office computer network. This is accomplished through the utilization of an assigned "User ID" and a user defined password.
- B. The designated administrator of the Lancaster County Sheriff's Office will changing or assigning all passwords as needed.
- C. All personnel that are issued a MDT will also be issued a copy of this policy and shall adhere to it.

Mobile Data Terminal System:

1. Only certified/approved Sheriff's Office personnel shall have access to the Mobile Data Terminal System. This is accomplished through utilization of an assigned "USER ID" and a user-defined password as approved by NCIC/VCIN.
2. In order to protect access to sensitive information and ensure accountability, MTD users shall not divulge their password to others.
3. Users shall change their password when required by the server software, or whenever a security breach is known or suspected.

4. Messages transmitted or received by MTD's may be subject to Freedom of Information Act requests and subpoena duces tecums. Queries of network databases are logged. Messages sent or received by MTD's are captured by the Computer-Aided Dispatch (CAD) system.
 - a. Electronic messages, queries, and retrieved data are considered official correspondence and shall be handled with the same degree of propriety and confidentiality.
 - b. The MDT shall remain in the possession and control of the employee(s) to whom it was issued. To ensure that database access and locally stored information are not accessible to passengers, prisoners, or motorists, the MTD shall be secured at all times and not left unattended while operational.
 - c. For safety and security reasons, the MTD display screen shall be positioned so that retrieved information can be viewed only by the operator and other authorized persons. The screen must be either fully opened or closed, and pedestal height at the lowest level to comply with the air bag deployment zone.
5. The MDT shall remain locked in the docking station, screen fully closed, and pedestal height at the lowest level while the vehicle is in motion to ensure the safety of the driver and passengers during air bag deployment. Employees are to operate their vehicles with due regard for the safety of others and themselves.
6. Employees are responsible for the care, maintenance, and proper use of MTD equipment in their possession or control. Every effort shall be made to protect and secure the MTD and related equipment from theft, damage, or exposure to the elements or environmental hazards.
 - a. The MTD should be removed from an unattended patrol vehicle as necessary and properly secured. When not in use, the MTD device shall be locked.
 - b. The MTD shall be powered down and removed from its docking station prior to charging the vehicle battery, or any jump-starting activity involving the vehicle.
 - c. Foreign objects, such as pens, pencils, and paper clips, shall not be placed on the MTD, screen or keyboard. Only the proper stylus may be used.
 - d. Magnetic objects, such as magnetic clips or dash lights, shall not be placed near the MTD.
 - e. Beverages shall not be placed on, above, or in proximity to MTD equipment in such a way that liquid may be spilled into the unit.
 - f. Deputies experiencing "hardware Related" problems or failures during their normal shift, but outside of normal business working hours should revert to standard two-way radio practices for driver or vehicle queries.

- g. The deputy shall keep the keyboard reasonably clean using a cloth dampened with water, and the screen may be cleaned using a dry cleaning cloth.
 - h. Upon receiving a message at the mobile terminal to “log off” the deputy should do so as soon as practical to avoid reconnect problems.
 - i. Deputies will be responsible for having the device turned on at the beginning of his/her shift for virus updates to be pushed down to the unit.
7. Any physical damage or loss of the MTD or any of its accessory components shall be reported immediately to the employee’s supervisor.
 8. Only persons authorized by the Lancaster County Sheriff’s Office shall add, remove, modify, or reconfigure software or hardware on the MTD.
 9. When an MDT is equipped with peripherals or network connections to allow loading of documents, forms, software or other files, such files shall be scanned with a current version of Department-approved virus scan software prior to loading.
 10. The MTD will be subjected to and operated in only those environments for which it was designed and intended.

Lancaster County Sheriff's Office General Orders

SUBJECT: Naloxone	NUMBER:
EFFECTIVE DATE: December 13, 2018	REVIEW DATE: Annually
AMENDS/SUPERSEDES:	APPROVED: <i>Patrick McCranie</i> Sheriff
VLEPSC STANDARDS:	

PURPOSE

The purpose of this order is to establish procedures for the Sheriff's Office personnel governing the utilization of Naloxone pursuant to Virginia Code and any other applicable law.

POLICY

The Lancaster County Sheriff's office in an effort to reduce the number of fatalities from opiate overdoses by the deployment of Naloxone/Narcan (Naloxone may be used when referring to Narcan) will train agency members before their being authorized to carry and/or deploy the medication.

PROCEDURE

A. Training:

1. Any sworn member of this office must receive the appropriate training in the carrying, maintenance, use and administration of Naloxone prior to carrying and/or administering the medication.
2. Training shall include a review of the Virginia Code authorizing and governing the use of Naloxone.
3. This training must be conducted by an appropriately trained and certified instructor as required by the Virginia Code and as developed by the Virginia Board of Pharmacy.
4. The Sheriff shall designate a Naloxone program coordinator. The coordinator will be the responsible party for overseeing the program and scheduling the training of agency personnel.

B. Program coordination:

1. The program coordinator shall maintain a sufficient supply of naloxone within the Sheriff's Office.
2. The program coordinator shall ensure the proper training of those authorized to be issued Naloxone.
3. The program coordinator shall issue Naloxone to personnel authorized to carry and administer Naloxone.
4. The program coordinator shall be responsible for the removal of any expired Naloxone from the agency inventory to include that carried in patrol vehicles.
5. The program coordinator shall be responsible for the maintenance of all records pertaining to the training, issuance, inventory and administering of Naloxone.

C. Naloxone Use: **Before any agency personnel deploys Naloxone, the following facts must be considered.**

1. Agency personnel shall maintain universal precautions.
2. Agency personnel shall perform a patient assessment based on their training in first aid and CPR.
3. As a part of the assessment agency personnel shall speak with any by-standers, if appropriate and scan the area for any indication of opiate use by the patient.
4. Agency personnel shall determine the patients level of alertness, check for signs of life and determine if depressed breathing is occurring.
5. Notify the Communication Center that the patient is in a potential overdose state and request that the rescue squad be dispatched to the scene and/or verify if they are enroute.
6. Administer Naloxone as trained.

D. Maintenance/replacement:

1. Periodic inspections of the Naloxone kits shall be conducted by the agency personnel assigned the kit.
2. Any missing/damaged/ or expired Naloxone kits will be reported to the program coordinator.

3. The program coordinator shall replace any missing items in the kit or pull the kit from service.
4. Naloxone kits shall not be left in off-duty patrol vehicle when the ambient outside temperature is to drop below 50 degrees or rise above 90 degrees Fahrenheit.

E. Records/Documentation:

At any time that agency personnel administers Naloxone that person shall notify the communication center of its use, and the number of doses administered and ask that it be indicated in the call comments. The agency personnel administrating the Naloxone shall complete an incident report. This report shall include the nature of the incident, the care received by the patient to include the fact that Naloxone was deployed, the result of that deployment and any additional information available. This report shall be forwarded through the chain of command and shall be filed and maintained by the program coordinator.