

CODE OF PROFESSIONAL CONDUCT (Sworn)

In keeping with the highest standards of law enforcement practice, employees of the Loudoun County Sheriff's Office (LCSO), both sworn and non-sworn, are expected to adhere to a set of responsibilities and code of professional conduct as set forth in the General Orders. These highlighted standards of conduct apply to all divisions of the agency.

LCSO MISSION STATEMENT

INITIAL_____ The Loudoun County Sheriff's Office will strive to continuously improve safety and law enforcement services to all members of our community through the Step Up Strategy of improved service, technology, efficiency and professionalism.

INITIAL_____ We will work interactively with federal, state, and other local law enforcement authorities to vigorously and fairly enforce criminal laws by sharing capabilities, strategies and assets. We will partner with community services groups and human services agencies to implement strategies that improve the quality of life for County residents, businesses and visitors. Finally, we will engage our community through courteous and proactive outreach and communication, and work diligently to constantly improve our professionalism.

INITIAL_____ Every member of the Loudoun County Sheriff's Office is expected to contribute to the furtherance of this mission.

LAW ENFORCEMENT OATH OF HONOR

INITIAL_____ On my honor, I will never betray my badge, my integrity, my character or the public trust.

INITIAL_____ I will always have the courage to hold myself and others accountable for our actions

INITIAL_____ I will always uphold the constitution, my community, and the agency I serve

LAW ENFORCEMENT CODE OF ETHICS

INITIAL_____ 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 intimidation, and the peaceful against violence; and to respect the constitutional rights of all persons to liberty, equality and justice.

INITIAL_____ I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or 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 regulations of my Agency. 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.

INITIAL_____ I will never act officiously or permit personal feelings, 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.

INITIAL_____ I recognize the badge of my office as a symbol of public faith, and I 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 and to my chosen profession...law enforcement.

INITIAL ALL **STANDARDS OF CONDUCT QUESTIONS**
YES or NO

County HR Policy Chapter 3 - Employee Conduct

Do you know that you, as an employee of the County, are to conduct all dealings with the public, County employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of Loudoun County government.

YES_____ **NO**_____

LCSO General Order 303 II. POLICY HIGHLIGHTS

Are you aware that you, as a LCSO employee, are required to familiarize yourself with the contents of the General Orders Book and with the specific divisional directives, responsibilities, and standards of the division to which you are assigned? **YES**_____ **NO**_____

A. Knowledge of Regulations

Do you know that you, as an employee of the agency, shall establish and maintain a working knowledge of all laws and ordinances in force in the Commonwealth and the County of Loudoun, regulations and General Orders of the agency and the divisions thereof? And, in the event of improper action or breach of discipline, are you aware that it shall be presumed that as

an employee familiar with the law, regulation, or order in question that violation of any law, regulation, or order may be grounds for disciplinary action? **YES** _____ **NO** _____

B. Loudoun County Personnel Regulations

Do you know that the personnel rules established by the Human Resources Manual of the County of Loudoun, unless specifically exempted, govern employees of the Sheriff's Office; and, that each employee of the Sheriff's Office shall familiarize themselves with these personnel rules? **YES** _____ **NO** _____

C. Obedience to Laws and Directives

Are you aware that all employees of the Sheriff's Office shall observe and obey all Federal, Commonwealth and local laws and ordinances, all rules and regulations of the County of Loudoun, and all General Orders and regulations of the Sheriff's Office? **YES** _____ **NO** _____

Do you understand your obligation to give full and complete disclosure of records from local, state, federal or other law enforcement agencies; to include local or federal court systems related to: records of arrests (criminal, civil, traffic) and convictions; or records of any contact you have as a suspect, victim, witness or complainant? **YES** _____ **NO** _____

D. Performance of Duty

Do you understand that all employees shall perform the duties required of them by law, agency rule, policy, or order; or by order of a superior officer; and that all lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities? **YES** _____ **NO** _____

E. Obligation to Supervise

Are you aware that all supervisors are responsible for monitoring the actions of their subordinates while on duty and that these responsibilities include, but are not limited to, reviewing all reports and other documentation for accuracy, thoroughness, and ensuring completion of tasks? **YES** _____ **NO** _____

Do you know that supervisors are responsible for conducting periodic inspections of agency issued equipment? **YES** _____ **NO** _____

Are you aware that supervisors should be prepared to respond to major incidents and take incident command from subordinates when appropriate? **YES** _____ **NO** _____

Do you know that supervisors are expected to notify their chain of command of any employee misconduct; and that all supervisors are expected to conduct detailed, thorough, fair and impartial investigations stemming from incidents of use of force, employee misconduct, citizen

complaints or other investigations in accordance with General Order 302 and 403.12- Failure to comply with this General Order is considered a failure to supervise? **YES** _____ **NO** _____

F. Reporting Violation

Are you aware that an employee who has knowledge of other employees (individually or collectively) who are (knowingly or unknowingly) violating any laws or statutes, ordinances, or rules and regulations of the Sheriff's Office, or who are disobedient to orders, shall bring any and all facts pertaining to the matter to the attention of a superior officer; that the superior officer contacted shall take appropriate action, and if the superior officer fails to take appropriate action, the matter may be brought to the attention of a superior higher in the chain of command, or to the Sheriff? **YES** _____ **NO** _____

Do you know that all Sheriff's Office employees, sworn and non-sworn, are prohibited from any surreptitious recording of another employee or supervisor? **YES** _____ **NO** _____

G. Preservation of Peace and Protection of Property

Do you understand that it shall be the duty of each sworn employee of the Loudoun County Sheriff's Office to: Preserve the public peace, Protect life and property; and enforce and uphold the laws of the Commonwealth of Virginia and the Ordinances of the County of Loudoun? **YES** _____ **NO** _____

H. Cooperation and Coordination

Do you know that each employee shall coordinate their efforts with other employees of the Sheriff's Office, with other Loudoun County agencies, and with other law enforcement agencies with the objective of ensuring maximum achievement and continuity of purpose through teamwork; and that each employee is charged with the responsibility for maintaining a high degree of cooperation, both within the Sheriff's Office and with any other agency?

YES _____ **NO** _____

I. Assistance to Fellow Deputies

Do you understand that no sworn employee of the Sheriff's Office shall fail to aid, assist, or protect a fellow deputy to the full extent of their capabilities in time of need, in accordance with established procedures? **YES** _____ **NO** _____

J. Obligation to Duty

Are you aware that sworn employees of the Sheriff' Office are always subject to duty, although periodically relieved from its routine performance and that each sworn employee shall at all

times respond to the lawful orders of superiors and other proper authorities, as well as to requests for Sheriff assistance from citizens; and that proper Sheriff action must be taken whenever required, and that sworn employees assigned to special duties are not relieved from taking proper action, even though outside the scope of their specialized assignment, when necessary? **YES** _____ **NO** _____

K. Reporting for Duty

Do you know that each employee shall report for duty at the time and place required by assignment or orders, and shall be properly uniformed, equipped, and prepared to assume duty; and that each employee shall give their undivided attention to orders, instructions, and other information that may be disseminated; and that each employee shall be punctual and prompt in response to all requirements of duty, court appointments, and in any other situation where time may be specified? **YES** _____ **NO** _____

L. Inspections

Are you aware that inspection of any sworn employee's dress, uniform, or LCSO equipment may be made at any time by a competent authority; and that such inspections may include, but may not be limited to, examination of lockers, desks, electronic equipment, issued vehicles, or any other space on agency premises utilized by any employee? **YES** _____ **NO** _____

Do you understand that all tattoos and/or body art that are visible to the human eye is strictly prohibited unless otherwise specifically approved by the Sheriff or his designee?

YES _____ **NO** _____

M. Human Relations

Do you understand that each employee shall perform his/her duties in an efficient, courteous, and orderly manner, employing good judgment and patience at all times, and each employee shall refrain from harsh, profane, or insolent language or acts, and shall be courteous and civil in dealing with others; and that no employee shall use racial or ethnic slurs, but shall use respectful, civil forms of address to all persons, regardless of their lifestyle; and that display of bias toward any person because of race, sex, religious preference, or lifestyle shall be considered conduct unbecoming an employee of the Sheriff's Office? **YES** _____ **NO** _____

N. Assistance to Citizens

Do you know that while on duty, sworn employees shall aid and assist citizens within Loudoun County whenever such aid or assistance appears to be appropriate and is not in conflict with the general principles of law enforcement, or in violation of legal statutes or agency rules and regulations; and that included in this instruction is the requirement to render all possible assistance to any citizen who may wish to make any report in accordance with established

policies and procedures of the Sheriff's Office, and while in an off-duty status, each employee has a professional obligation to act, in any bona fide emergency or where his/her assistance is requested? **YES**_____ **NO**_____

O. Identification as a Law Enforcement Officer

Do you understand that each sworn employee shall identify himself/herself by displaying the Sheriff's Office official badge and/or identification card before taking action, except where impractical or infeasible, or where identity is obvious; and that upon the request of any citizen, a sworn employee shall willingly supply his or her name and law enforcement identification in a courteous manner? **YES**_____ **NO**_____

P. Training

Are you aware that each employee shall attend appropriate Sheriff's Office and other in-service training at the direction of competent authority and that such attendance shall be considered a duty assignment? **YES**_____ **NO**_____

Q. Stand-By Duty

Do you know that any sworn employee placed on stand-by duty shall furnish the Emergency Communications Center with his/her agency issued telephone and pager numbers where he/she may be immediately contacted? **YES**_____ **NO**_____

R. Physical Fitness

Do you understand that because quick response to situations requiring physical exertion may be required of a sworn employee, the safety of the general public and of deputies demands that each sworn employee maintain themselves in good physical condition, regardless of assignment; and that poor physical condition (e.g., obesity) is as much a detriment to the agency's image as improper demeanor or unkempt uniform appearance, and that each sworn employee of the agency is encouraged to keep fit and to undertake such programs of exercise as may be required to do so; and each sworn employee shall have a periodic physical examinations conducted by a designated County agency or contractor, as required?
YES_____ **NO**_____

S. Establishing Elements of a Violation

Do you know that the existence of facts confirming a violation of law, ordinance, rule, or regulation is all that is necessary to support any allegation for a charge under this section and that it is not necessary that a formal complaint be filed or sustained? **YES**_____ **NO**_____

T. Truthfulness

Are you aware that when questioned by competent authority, each employee shall give complete and honest answers to any question related to the performance of his/her official duties, or to his/her fitness to hold public office? **YES** _____ **NO** _____

U. Polygraph

Do you know that each employee shall be required to submit to a polygraph test if deemed necessary by the Sheriff or his designated representative? **YES** _____ **NO** _____

V. Criticism of Sheriff's Office or Superiors

Are you aware that under no circumstance may an employee speak, transmit, or in some other fashion communicate critically or in a derogatory manner to other employees or to persons not of the agency in regard to the orders or instructions issued by a superior officer, and that if an employee has reason to believe that any order or instruction is inconsistent or unjust, then that employee may appeal to the next higher authority in the agency? **YES** _____ **NO** _____

W. Nepotism

Do you know that no employee of the Loudoun County Sheriff's Office shall be transferred, promoted or demoted to a position that regularly places him/her in a direct or immediate supervisory role with a family member, a member of the same household, or a partner in a consensual relationship? **YES** _____ **NO** _____

Do you understand that family members, members of the same household or partners in a consensual relationship will not be regularly assigned as a direct supervisor to a family member, member of the same household or partner in a consensual relationship within the same chain of command; and that short term special assignments will be handled on a case-by-case basis? **YES** _____ **NO** _____

Are you aware that in the event the Sheriff approves a special assignment which would ordinarily place employees in a position of violating the terms of this policy, the supervisor shall recuse him/herself from any action affecting the subordinate family member, member of the same household, or partner in a consensual relationship? **YES** _____ **NO** _____

X. Personal Relationships and Fraternization

Do you know that if a dating, romantic, or marriage relationship develops between two employees, the Sheriff's Office will not permit such employees to supervise or report to one

another, work in the same functional area, work on the same team, or participate in the review or evaluation of the performance of one another? **YES** _____ **NO** _____

Do you know that if a dating, romantic, or marriage relationship develops between persons who supervise or report to one another, work in the same functional area, work on the same team, or participate in the evaluation of the performance of one another, the persons involved in the relationship shall report it to their respective Bureau Commander; and that the Bureau Commander will consider suitable and available transfers, reassignments, or other arrangements in order to comply with this policy? **YES** _____ **NO** _____

Do you know that when possible, transfers, reassignments, or other accommodations will be determined based on a combination of performance, time in position, seniority, and the overall needs of the agency; and any exception to this policy must be authorized by the Sheriff, and that an exception may be granted only if the Sheriff determines that the exception is in the best interests of the Sheriff's Office? **YES** _____ **NO** _____

LCSO General Order 308 POLICY HIGHLIGHTS

Y. Body Art

Do you know that all employment applicants are required to successfully complete a body art screening during the employment application process, using the Body Art Waiver Form (LCSO Form 6.65)? **YES** _____ **NO** _____

Do you know that employment applicants who bear inappropriate, offensive, or excessive visible body art, as determined by the Sheriff, may be disqualified? The Sheriff's Office will not accept employment applications from persons with body art on the head, face, neck (above the collarbone in the front; above the first cervical vertebrae in the back), ears, or scalp; but a wedding ring tattoo on one finger no wider than 1/3 inch is acceptable. **YES** _____ **NO** _____

Do you know that any current Sheriff's Office employee (civilian or sworn) with existing visible body art; as of the publication date of this policy, shall be considered "grandfathered" and therefore subject to the previous version of this policy? **YES** _____ **NO** _____

Do you know that any Sheriff's Office employee (civilian or sworn) seeking new body art must obtain an approved body art waiver (LCSO Form 6.65) before obtaining any new visible body art? **YES** _____ **NO** _____

Do you know that if the Sheriff approves the body art waiver, the employee shall comply with the waiver requirements and maintain compliance? This policy applies while the employee is on duty or representing the Sheriff's Office in an official capacity. **YES** _____ **NO** _____

Do you know that current employees are encouraged to evaluate the necessity of body art and the effect they may have on the public's perception of the employee and the agency? Deputies shall refrain from tattooing Sheriff's Office logos or insignias on their bodies. Deputies with law enforcement logo tattoos may not participate in undercover operations due to the risk of exposure. **YES** _____ **NO** _____

Z. Appearance Standards

Male Deputies

Do you know that hairstyles must be neat, clean, and well groomed? Hairstyles for deputies shall not extend below the midpoint of the shirt collar in the rear, or side growth beyond or covering any part of the ears? The style shall not be bulky at any point or prevent the hat from resting on the head? Pigtails, cornrow braids, dreadlocks and the shaving of designs into the hair and scalp, or other extreme or unusual hairstyles are prohibited? If parted, only one (1) cut, clipped, or shaved natural, narrow, front-to-back part is authorized? Male deputies shall not dye, color or streak their hair in any unnatural shade, or style their hair in any way to detract from the uniform? Wigs or hairpieces are permitted only if they conform to the standards set forth herein for natural hair? **YES** _____ **NO** _____

Do you know that sideburns with limitations are permitted? The length may extend down to a point straight and level with the lowest point of the ear lobe? The width of the sideburns shall be no more than one and one-half (1 1/2) inches, with the edges parallel to prevent being flared? Sideburns are to be kept neatly trimmed at all times and shall not be bushy or shaggy in appearance? **YES** _____ **NO** _____

Do you know that mustaches must be neatly trimmed, with the growth limited to one-quarter (1/4) inch beyond the corner of the mouth? The ends of the mustache shall not be waxed or twisted? **YES** _____ **NO** _____

Do you know that deputies shall be clean-shaven when reporting for duty? A beard may be permitted only for documented medical reasons or when required by the nature of the assignment? **YES** _____ **NO** _____

Do you know that no earrings of any style or design are to be worn while on duty by any male deputy of this agency? No other visible jewelry piercings may be worn while on duty? **YES** _____ **NO** _____

Female Deputies

Do you know that hairstyles must be neat, clean, and well groomed? The hair shall be arranged in such a style as to prevent any hair from extending below the lowest point of the back of the uniform collar? The style shall not prevent the hat from resting on the head? Pigtails, cornrow braids, dreadlocks and the shaving of designs into the hair and scalp, or other extreme or unusual hairstyles are prohibited? If parted, only one (1) cut, clipped, or shaved natural, narrow, front-to-back part is authorized? Female deputies shall not dye, color or streak their hair in any unnatural shade or style their hair in any way to detract from the uniform? Wigs or hairpieces are permitted only if they conform to the standards set forth herein for natural hair?

YES _____ **NO** _____

Do you know that the hair of non-uniformed female deputies shall be styled so as to permit compliance with the above paragraph in the event a deputy may be required to perform uniformed duties? **YES** _____ **NO** _____

Do you know that female deputies may wear one pair (one earring in each earlobe) of small, plain, button or post-type earrings of gold, silver, or pearl? Loop, ring or other dangle-type earrings shall not be worn while on duty? No other visible jewelry piercings may be worn while on duty? **YES**_____ **NO**_____

As an employee of the Loudoun County Sheriff's Office, I am expected to conduct myself in a professional manner. I have acknowledged each of the statements and questions contained in this document pertaining to my Standards of Conduct. I recognize the fact that these responsibilities represent the prescribed minimum acceptable behavior for employees of the Loudoun County Sheriff's Office. They are not to be considered all-inclusive and may be supplemented by the Sheriff or his designee as necessary. Therefore, with my signature, I certify that I have familiarized myself with the content of these Professional Standards of Conduct and understand the personal responsibilities they represent.

Employee's Signature

Date_____/_____/_____

Employee's Printed Name and Title

Supervisor's Signature

Date_____/_____/_____

Supervisor's Printed Name and title
