

I. PURPOSE

To describe the organization of the Sheriff's Office Child ID Team and to provide guidance for deputy sheriffs serving in the capacity of Child ID team members.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that the Child ID service it provides to the community is an officially sanctioned activity in order to establish and promote close ties with the community and respond to the needs of our residents. All Child ID team members will be trained in the use of the computer equipment used to provide the service.

III. PROCEDURE

A. Organization of the Child ID Team

1. One or more supervisors in the rank of sergeant or above will be appointed as the Child ID Team Coordinator(s) and organize all Child ID responses, training, and staffing.
2. The coordinator(s) shall ensure that new and/or replacement equipment and supplies are ordered, when necessary, and all team equipment is maintained in proper working order.
3. Child ID team membership is limited to Sheriff's Office staff. Team members may be sworn full or part-time deputy sheriffs, reserve deputy sheriffs, civilian employees, or agency approved volunteers.

B. Child ID Team Membership and Training

1. Any staff member who submits a request in writing by email to a coordinator will be considered for membership in the Child ID team.
2. All team members will be given a copy of the Non-Standing Unit Expectations agreement specific to the Child ID team (Attachment 1), and will be expected to return a signed copy to a coordinator. The signed copy will be kept on file. In order to be recognized as a member of the Child ID team in good standing, all team members are required to follow all SOPs and meet the following minimum expectations:
 - a. At all times, Child ID members shall conduct themselves in a manner that reflects positively on the Agency in accordance with established Agency and County policies.
 - b. To be recognized as an individual with an active status and acceptable level of participation, members are required to participate in at least three Child ID events per calendar year.
 - c. Members are required to report any damage to the Child ID equipment to a Child ID Unit coordinator on the same day the damage occurs.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 046c
SUBJECT: CHILD ID TEAM**

- d. Members are required to report any lost or missing Child ID equipment as soon as possible to a Child ID Unit coordinator.
 - e. Members are to ensure that a Child ID Unit coordinator is made aware of any issues or problems that arise while attending a Child ID event.
 - f. Members are required to complete all other required notifications after returning from a Child ID event within two business days.
 - g. Members are required to check email requests every workday and respond to the Child ID Unit coordinators when appropriate.
3. Members of the Sheriff's Office Child ID Team may be suspended or removed from the unit should they fail to consistently meet the minimum expectations, come under investigation, are suspended from full duty status (non-medical) or receive formal discipline. The Chief, Professional Services Branch, a member of Internal Affairs or a Child ID Team Coordinator will notify members if they are suspended from the Child ID Team, and when the suspension is lifted.
 4. All training for the Child ID team is either conducted peer-to-peer, on site at an actual scheduled Child ID event, or one-on-one with a coordinator. Training will consist of familiarity with reporting procedures, location of equipment and supplies, and technical specifications for use of the computer equipment and software program.
- C. Equipment Maintenance
1. All equipment and supply setups will be checked after each Child ID event, and before use at another event, for damage, missing components, or malfunctions.



**STACEY A. KINCAID
SHERIFF**

**07/24/2017
DATE APPROVED**

**08/24/2017
EFFECTIVE DATE**