

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

**SOP NUMBER: 100
SUBJECT: STAFF DUTY OFFICER**

I. PURPOSE

To establish policies and procedures for insuring continuity of the operation of the Fairfax County Sheriff's Office after normal working hours and on weekends and holidays.

II. DEFINITION

Critical Incident- A "critical incident" is any event or situation that threatens the safety and security of staff, inmates, and any physical facility under the authority of the Sheriff's Office.

If circumstances allow, Sheriff's Office staff involved in the critical incident are expected to participate in debriefings, as soon as practical, following the event. The debriefings shall consist of those involved and, at minimum, supervisory representatives from applicable Divisions in the Sheriff's Office. Supervisors will also ensure that referrals for mental health and medical assistance are initiated for individuals involved in the critical incident.

III. POLICY

It is the policy of the Fairfax County Sheriff's Office that a Staff Duty Officer (SDO) shall be assigned to be on-call during none regular business hours to potentially monitor operations and provide advice and assistance to the on-duty shift commander of the Adult Detention Center. The SDO is also authorized to act on behalf of the appropriate Division Commander in matters requiring action and decisions which exceed the normal authority and responsibility of a shift commander or designated supervisor.

IV. PROCEDURE

- A. The Commander, Administrative Services Division, is responsible for coordinating members of the Fairfax County Sheriff's Office in the grade of Captain or above to fulfill the duties of SDO.
- B. The normal tour of the SDO will be seven (7) days, commencing at 0630 on Monday and ending at 0630 on Monday of the following week.
- C. The Commander, Administrative Services will periodically publish an on-call schedule of the Staff Duty Officer's assignments. The on-call schedule will be available to staff electronically.
- D. When the SDO is not within the offices under the Sheriff's Command, or at his/her residence, the SDO will be available via Mobile/Cellular phone.
- E. The SDO shall maintain a permanent record of significant events, which occur during their tour of duty.
- F. The SDO is responsible for:
 - 1. Advising and assisting on-duty shift commanders or supervisors as required.
 - 2. Coordinating with appropriate members of the Sheriff's Office to resolve problems.
 - 3. Notifying the Sheriff, a Chief Deputy Sheriff, applicable Division Commanders and Branch Chiefs of critical incidents.

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

**SOP NUMBER: 100
SUBJECT: STAFF DUTY OFFICER**

4. Responding to the appropriate location related to a critical incident(s) to assume command of operations until relieved by the appropriate authority.
- G. The SDO is authorized to:
1. Approve the temporary confinement of Federal prisoners.
 2. Order off-duty personnel to duty in emergencies and when the number of personnel available for duty is less than the minimum number required to insure adequate security and effective operation of the Fairfax County Sheriff's Office.
 3. Act on behalf of the Sheriff, in accordance with Agency policy and procedure, in any critical incident until relieved by higher authority.
- H. The SDO shall report to the appropriate location related to the critical incident (s) in the event of, but not limited to, any of the following circumstances:
1. The serious injury or death of any person in the custody of the Sheriff's Office.
 2. The serious injury or death of an employee of the Sheriff's Office while in the performance of official business, or a visitor in the Adult Detention Center, or the Public Safety Complex.
 3. An escape or attempted escape.
 4. A hostage situation.
 5. A riot or disorder.
 6. A major fire.
 7. A chemical release or hazardous material incident.
 8. A significant loss of utilities.
 9. Bomb threats.
 10. Mass arrests.
 11. An evacuation of any portion of the Public Safety Complex.
 12. Any emergency situation that may affect our service area.
 13. A deputy involved shooting.
- I. The SDO/designee shall conduct a debriefing of any critical incident including (but not limited to) those listed in section (IV. H. 1-13). The debriefing shall be conducted, as soon as it is practical, after the incident. The debriefing process includes coordination and feedback about the incident. A briefing includes, but not limited:
1. A review of staff and offender actions during the incident.
 2. A review of the incident's impact on staff and offenders.

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

**SOP NUMBER: 100
SUBJECT: STAFF DUTY OFFICER**

3. A review of corrective actions taken and corrective actions still needed.
 4. Plans for improvement, if appropriate, to avoid another critical incident.
- J. The shift commander or designated supervisor shall also notify the SDO of any of the above situations and of any non-routine incidents, to include reports of unprofessional conduct by on-duty and off-duty Sheriff's Office employees.



**STACEY A. KINCAID
SHERIFF**

**1/1/00
DATE APPROVED**

**6/5/95
EFFECTIVE DATE**

Revised: April 2004, February 2011, June 2017