

I. PURPOSE

To describe the duties and responsibilities of the deputies assigned to the Civil Enforcement Section.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to serve and execute all civil process in compliance with the Code of Virginia; Rules of the State Supreme Court and Rules of Fairfax County courts.

III. PROCEDURE

A. Command and Operations.

The Civil Enforcement Section will be organized into two squads of Civil Enforcement deputies, each squad commanded by a Second Lieutenant, and an administrative support unit supervised by an Administrative Assistant. The Civil Enforcement Section Supervisor, First Lieutenant will have command and control responsibility for the Civil Enforcement Section.

1. Location: The Civil Enforcement Section operates from the Fairfax County Courthouse and the Historic Courthouse, Room #2500.
2. Reporting for Duty: All deputies assigned to this branch will report for duty Monday through Friday, after receiving and organizing their paperwork for the day they may leave for their areas.
3. Tour of Duty: The hours of operation in the actual service areas are flexible to include evening and weekend work as necessary; but are structured to cover core business hours.
4. Service and Execution of Process: All services and execution of processes will be performed as stated in the appropriate sections of the Code of Virginia; orders of the court; and instruction of supervisory personnel.
 - a. A supervisor will respond to the scene of an incident whenever a Civil Enforcement deputy is involved in a complex seizure, detention of a juvenile, high risk service or whenever force is used during the performance of duty.
5. Training: It is the responsibility of the Commander, Court Services Division to see that all Civil Enforcement deputies are properly trained. Execution of training will be accomplished by the Chief, Civil Enforcement Section, Squad Leaders and Field Training Officers utilizing the current FTO Program Manual and forms.
6. Area Assignment: Civil Enforcement deputies will be assigned to a service area which are designed to meet agency needs and provide for the efficient execution of services. The service area boundaries may be periodically adjusted to reflect changing workloads.
7. Reports: The Advanced Civil Enforcement System (ACES) will collect statistical data on services and executions. This data will be reported monthly and stored on the Agency computer hard drives for dissemination as needed.
8. Uniform: Civil Enforcement deputies will wear the Class A or B uniform. Civilian employees will wear normal business attire.

9. Ride-Along Program: Any deputy or civilian wishing to participate in the Ride-Along Program may contact a Civil Enforcement Section Supervisor. Ride Along forms and waivers will be required by all civilians before participation in this program.



**STACEY A. KINCAID
SHERIFF**

**September 1999
DATE APPROVED**

**12/03/19
EFFECTIVE DATE**

Revised: August 2007, August 2016, September 2019, November 2019