



## Conflicts of Interest

Loudoun County Code 228.03 (L) states that Auxiliary members “shall not be employed police officers, security guards, military police officers, civilians in law enforcement positions or firemen.”

Sheriff’s Office General Order 409.13 further states that each member meet the following standards:

- A citizen of the United States.
- A resident of Loudoun or a bordering Virginia county.
- Not be a member of any corrections agency,
- Not be a member of any auxiliary, reserve or Special Officer/Deputy program.
- Not be a security guard/loss prevention officer or private investigator.
- Not be employed in any capacity that can be deemed a significant conflict of interest or possess the potential to interfere with the integrity of the Sheriff’s Office.
- Be willing and able to perform assigned tasks.
- Not have a criminal record or history of drug usage.
- Able to successfully complete the training program and pass written examinations.
- Mentally and physically capable of performing the various tasks and duties assigned.
- Devote an average of eight (8) hours of volunteer service per month.

## Duties and Responsibilities

Auxiliary personnel provide services during public service events and assist law enforcement personnel in the performance of their duties. They may be assigned to conduct foot and vehicle patrols, traffic control, assisting at driver’s license and sobriety checkpoints and other public or ceremonial events at festivals, shopping centers, parades, safety fairs, and community events.

Auxiliary personnel may also be requested to perform office duties, when needed.

## Applications

Applications may be obtained by going to <http://sheriff.loudoun.gov/LCSA> or by mail.

**Mail the completed application to:**

**Lieutenant Easton McDonald**  
**Attn: Sheriff’s Auxiliary**  
**P.O. Box 7200**  
**Leesburg, VA 20177-7200**

**Loudoun County Sheriff’s Office**  
**803 Sycolin Road, S.E.,**  
**Leesburg, VA**  
**703-777-0407**



### A Uniformed Volunteer Support Program for the Loudoun County Sheriff’s Office



### Join us and become an Everyday Hero!

## History

The Loudoun County Sheriff's Office Auxiliary Unit was formed in 1999 and is part of the Sheriff's Operational Support Division. It is presently organized, trained, coordinated, and supervised by members of the Operational Support Division. Eleven applicants graduated in the first class of the Loudoun County Sheriff's Auxiliary Academy on August 23, 1999, consisting of two women and nine men.

## Training

Auxiliary candidates are required to successfully complete the Citizens Police Academy, which consists of a two hour class, one night a week, for eleven (11) weeks. Additional required training includes orientation to the county, the sheriff's office, laws, report writing basics, privacy and records, radio communications, traffic control, crime scene technology, juvenile issues and law enforcement special duties.

## Time Commitment

Auxiliary personnel must be available to work evenings, weekends and/or holidays. Members should work, in uniform, an average of eight (8) hours per calendar month at events and activities pre-approved by the Auxiliary Coordinator.

## Background Requirements

Auxiliary candidates and members are required to reside in Loudoun, Clarke, Fairfax, Fauquier or Prince William counties and must be 18 or older for office duties and 21 or older to participate in community events and patrolling.

Auxiliary applicants and members must have no criminal history and possess a valid Virginia driver's license with a good driving history (free of DUI, Habitual Offender, Vehicular Homicide, Fleeing to Elude and other serious charges).

Applicants must submit an employment application, a set of fingerprints, and provide a physician's letter stating that they are in good physical and mental condition. Applicants pay all fees required for the medical examination.

Applicants must also be at least a high school graduate or possess a GED. A college degree (any major) is preferred.

## Uniforms and Appearance

Auxiliary personnel are required to abide by the same appearance regulations followed by uniformed members of the Sheriff's Office.

Sheriff's Auxiliary members will be provided the necessary uniforms and equipment, free of charge. They wear black baseball caps embroidered with gold "Sheriff's Auxiliary" letters. Uniform shirts are white with a Loudoun County Sheriff's Auxiliary patch worn on each sleeve, and a white name bar is worn above the right pocket. A gold or silver whistle, with chain, is worn above the left pocket. Uniform and BDU style pants are black and members wear high-visibility jackets or coats with Auxiliary patches on the sleeves. Any required additional equipment will also be issued to members by the sheriff's office.

## Weapons and Authority

Auxiliary members do not carry weapons of any kind, including firearms, pepper spray/ mace, or side-handle batons/ night sticks.

Members with Virginia Concealed Carry (concealed firearms) permits are not authorized to carry firearms while on-duty or acting in Auxiliary capacity.

Members do not carry handcuffs or use red or blue emergency lights or sirens.

Members of the Loudoun County Sheriff's Auxiliary do not have the authority to arrest or detain beyond the powers allowed any individual in the Commonwealth of Virginia.

Auxiliary members have minimal authority and, as a volunteer, are considered unpaid county employees with limited benefits.

If witnessed while on duty, Auxiliary members should notify "sworn" deputy sheriffs of violations for enforcement consideration.

