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|  | Winchester City Sheriff's Office Manual of General Orders Administration 100 | Effective Date: May 1, 2014 Accreditation Standards: ADM .01.01 |
| | | Original Policy: May 1, 2014 Last Review Date: October 31, 2023 Next Review Date: October 31, 2024 |
| Subject: Oath of Office | | By Authority of: <hr/> William E Sales, Sheriff |

| Effective /Review Date | Sections Changed | Changes | Reviewed by | Approved by |
|------------------------|------------------|--|-------------|-------------|
| 11-10-16 | I | Added, "in accordance with VA Code 15.2-1603." | EAS | LRT |
| 11-22-2022 | III | Removed "attached" | BWD | WES |

I. PURPOSE

To satisfy the requirement that all personnel prior to assuming sworn status must take an oath of office to enforce the Constitution of the United States, the Constitution of the Commonwealth of Virginia and the ordinances of the City of Winchester, in accordance with VA Code 15.2-1603.

II. POLICY

It is the policy of the Winchester City Sheriff's Office that all personnel will be required to take the oath of office before assuming sworn status.

III. PROCEDURE

- A. As a part of the appointment procedure, a supervisor will contact the Clerk of Court to have the newly appointed personnel sworn.
- B. The Sheriff or his designee will be present at all swearing-in ceremonies with the official from the Winchester City Clerk's Office.