




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: July 2, 2019	Amends/Supersedes: May 4, 2017 March 1, 2005	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): N/A			

521.02 Metro SmarTrip Cards

I. Policy

ACPD officers are authorized to participate in the Washington Metropolitan Area Transit Authority (WMATA) Police SmarTrip program, subject to the provisions and restrictions cited in this directive and the Memorandum of Understanding between the ACPD and the Metro Transit Police Department.

II. Procedure

A. The Washington Metropolitan Area Transit Authority (WMATA) operates a Police SmarTrip card program which allows sworn Arlington officers to travel free of charge on the Metrorail and Metrobus system. The intention of the Police SmarTrip Program is to enhance police presence on the Metro system in order to create a safer environment for Metro passengers and employees. The Chief of the Metro Transit Police Department reserves the right to withdraw SmarTrip privileges when just cause exists to support a determination that an unauthorized use of a WMATA Police SmarTrip card has occurred.

1. Human Resources Management Section (HRMS) Responsibilities

- Administration, control, distribution and registration of all SmarTrip cards.
- Confirm that officers sign a SmarTrip agreement form; which will be kept on file in HRMS.
- Maintain a record of all issued, returned, stolen, damaged, or lost SmarTrip cards.
- Ensure all SmarTrip cards are returned to HRMS by officers upon separation from the department or loss of program eligibility.
- Report lost, stolen, or damaged cards to WMATA within two business days for cancellation by WMATA.
- When applicable, collect the appropriate fee related to the replacement cost of a lost, stolen, or damaged card. Replacement of a damaged, lost, or stolen SmarTrip card will be in accordance with existing WMATA policy.

2. Employee Responsibilities

- Sworn officers who desire to participate in the SmarTrip program will request a Police SmarTrip card from HRMS.

- b. Police SmarTrip cards are restricted to sworn police personnel only and are not transferable to another person.
 - c. The SmarTrip card will be used to board a Metrobus or when entering and exiting a Metrorail station.
 - d. Officers in uniform using their Police SmarTrip card will not be seated. Officers in plain clothes, regardless of duty status, will not occupy a seat if regular paying passengers are forced to stand.
 - e. A non-uniformed officer, regardless of duty status, will display their badge and credentials upon the request of a Metro Transit Police Officer, WMATA bus operator, or WMATA station manager.
 - f. WMATA parking facility fees are not included as part of the SmarTrip Program.
 - g. Officers shall return their issued SmarTrip card to HRMS upon resignation, retirement, or termination or when they are no longer eligible to participate in the program.
 - h. Officers must complete a case report if their WMATA Police SmarTrip card is lost or stolen. Additionally, they will notify HRMS as soon as possible so that the card can be cancelled.
 - i. Damaged SmarTrip cards must be returned to HRMS.
- B. Enforcement Action - The Arlington County Police Department shares enforcement authority with the Metro Transit Police Department (MTPD) on all Washington Metropolitan Area Transit Authority (WMATA) property within Arlington County. Accordingly, officers traveling upon the Metro system shall take appropriate police action in the same manner as would apply elsewhere in Arlington County. ACPD officers have no police authority on the Metrobus or Metrorail system outside the jurisdiction of Arlington County.
- 1. While traveling in uniform on Metrobus or Metrorail in Arlington County, uniformed officers shall take appropriate law enforcement action when they observe felonies, misdemeanors, and/or quality of life violations such as fare evasion, eating, drinking and smoking prohibitions.
 - 2. The decision to become involved in a police matter while not in uniform is at the officer's discretion. Factors to be considered are the nature of the incident, the potential risk to individuals, and the availability of uniformed officers. If a non-uniformed officer elects not to take enforcement action, he shall observe the incident, summon assistance, and aid responding officers as requested.
 - 3. Law enforcement action taken by non-uniformed officers will conform to the standards identified in Manual directive *521.01 Policing the Metro Rapid Rail Transit System* and *533.06 Recognition of Casual Clothes Personnel*.
 - 4. A sworn officer initiating any police action, including verbal warnings, will advise the Metro Transit Police Communications Division at (202) 962-2121 without delay. A ledger is maintained in the Transit Police Communications Division to log this activity.