


Portions of the requested records have been withheld pursuant to Sections 2.2-3705.2(14), 2.2-3706(B)(5), 2.2-3706.1(E)(5), 2.2-3706.1(E)(6), of the Code of Virginia.

LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 224	Section: OPERATIONS	Effective Date: MARCH 2023
Title: SPECIAL PURPOSE VEHICLES		
Accreditation Standards: OPR.01.08		
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I. Special Purpose Vehicles

The Leesburg Police Department utilizes several special purpose vehicles within the daily operations of the department.

- A. Emergency Response Team Vehicle - Negotiations Element (ERT-N) Vehicle [also known as the Negotiations Operation Center (NOC)]
 - 1. The ERT-N will be utilized by the members of the ERT-N for the purposes of conducting operations and training. The ERT-N vehicle is housed at the department.
 - 2. Only authorized ERT-N members or officers with the approval of the ERT Commander or either element Team Leader may operate the vehicle.
 - 3. Keys to the ERT-N vehicle are stored in the Emergency Communications Center.
 - 4. Equipment and supplies utilized with this vehicle are tracked on the vehicle's inventory sheet and may include but is not limited to:
 - a. Throw Phone System
 - b. Cellular Link
 - c. Portable Public Address System
 - d. Digital Audio Recorder
 - e. Television Monitor
 - f. DVD Recorder
 - 5. Review of operational efficiency and inspection of the vehicle contents and specific specialized instruments will be the responsibility of the ERT-N Team Leader or designee on a monthly basis.
 - 6. There is no specialized training required to operate the ERT-N vehicle.

- B. Emergency Response Team – Tactical Element (ERT-T) Vehicle [also known as the Tactical Operations Center (TOC)]
 - 1. The ERT-T vehicle will be utilized by the members of the ERT for the purposes of transporting the team to and from ERT operations and training. The ERT-T vehicle is stored at the department.
 - 2. Only authorized ERT members or officers with the approval of the ERT Commander or either element Team Leader may operate the vehicle.
 - 3. Keys to the ERT-T vehicle are stored in the Emergency Communications Center.
 - 4. Equipment and supplies utilized with this vehicle are tracked on the vehicle's inventory sheet and may include but is not limited to:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]

- ██████████
██████████
5. Review of operational efficiency and inspection of the vehicle contents and specific specialized instruments will be the responsibility of the ERT-T Team Leader or designee on a monthly basis.
 6. There is no specialized training required to operate the ERT-T vehicle.

C. Mobile Command and Communications Center (MC3)

- a. The Mobile Command and Communications Center will be utilized for the purposes of establishing a field command post in the event of a large-scale, extended operation or special event occurring. The MC3 is capable of deploying for extended periods of time and operating as a primary communications center should the need arise.
- b. The vehicle is stocked with a variety of administrative, communication, and operational supplies to sustain long-term operations.
- c. All operators will undergo thorough training to include on-the-road time prior to being certified as a driver/operator of the MC3.
- d. Keys to the MC3 are stored in the Emergency Communications Center.
- e. The MC3 is inspected weekly by the certified operators through the establishment of a weekly rotational list.
- f. A standard equipment list is maintained in the MC3 as well as with the training outline for new operators.

D. Golf Cart

1. The golf cart will be utilized for special events, parades, and patrols of areas where a police vehicle cannot travel.
2. The use of the golf cart will be at the discretion of the on-duty patrol supervisor or a member of the Off-Road Team.
3. Any police officer may operate the golf cart with the approval of a supervisor.
4. The golf cart shall not be driven in a reckless manner and will not be used to carry more than the driver and one passenger.
5. Keys for the golf cart are stored in the Emergency Communications Center.
6. The golf cart is stored inside when not in use.
7. The golf cart is inspected before and after each deployment by the operator and annually by a member of the Off-Road Vehicle Team.
8. The only equipment that is stored on the golf cart is a first aid kit with standard first aid supplies and flares.
9. No formal training specialized training is required prior to operation of this equipment.

E. Polaris Utility Task Vehicle (UTV)

1. The UTV will be utilized for special events, parades, and patrols of areas where a police vehicle cannot travel.
2. The use of the Polaris UTV will be at the discretion of the on-duty patrol supervisor or a member of the Off-Road Vehicle Team.
3. Any police officer may operate the UTV with the approval of a supervisor.
4. The UTV shall not be driven in a reckless manner and will not be used to carry more than the driver and one passenger.
5. Keys for the UTV are stored in the Emergency Communications Center.
6. The UTV is stored in the support bay when not in use.
7. The UTV is inspected before and after each deployment by the operator and annually by a member of the Off-Road Vehicle Team.
8. The only equipment that is stored on the UTV is a first aid kit with standard first aid supplies and flares.
9. No formal specialized training is required prior to operation of this equipment.

F. Critical Accident Response Equipment Trailer (CARE)

1. The CARE Trailer may be utilized for emergency response to traffic conditions that require additional cones or barricades to control or divert traffic, or to close roadways due to hazardous conditions.
2. The CARE Trailer will be towed by a department vehicle that has an appropriate hitch and electrical connections.
3. A visual inspection of the trailer shall be made before and after each use, to include the lights and tires, and hitch assembly, to ensure that everything is functioning properly.
4. The CARE Trailer is inspected annually.
5. Equipment and supplies stored in the trailer may include but are not limited to:
 - a. Portable barricades
 - b. Traffic Cones; various sizes
 - c. Traffic Cone handcarts
 - d. Sandbags
 - e. Checkpoint signs
6. The CARE Trailer is stored at the LPD firearms range when not in use.
7. No formal training specialized training is required prior to operation of this equipment.

G. Community Services Trailer

1. The Community Services Trailer is utilized as an all-purpose trailer to carry equipment.
2. The Community Services Trailer will be towed by a department vehicle that has an appropriate hitch and electrical connections.
3. A visual inspection of the trailer shall be made before and after each use, to include the lights and tires, and hitch assembly, to ensure that everything is functioning properly.
4. The Community Services Trailer is inspected annually.
5. There is no permanently stored equipment in the Community Services Trailer.
6. The Community Services Trailer is stored at the LPD firearms range when not in use.
7. No formal specialized training is required prior to operation of this equipment.

H. SMART Trailers

1. The SMART Trailers are utilized to take speed surveys and as a deterrent to speeding vehicles in designated enforcement areas.
2. The SMART Trailers are towed by a department vehicle that has an appropriate hitch and electrical connections.
3. Only those personnel who have been trained in the setup and operation of the SMART Trailers will be authorized to deploy them.
4. A visual inspection of the trailers shall be made before and after each use, to include the lights and tires, and hitch assembly, to ensure that everything is functioning properly.
5. The SMART Trailers are inspected annually.
6. Other than the factory installed RADAR equipment there is no permanently stored equipment in the SMART Trailers.
7. Only officers trained in the use of the SMART trailer will deploy this equipment. Officers will receive appropriate training "in-house".

I. Variable Message Sign Boards

1. The Variable Message Sign Boards are utilized for the purposes of emergency notification of hazardous roadway conditions, detours, or other traffic related problems. The sign boards are also utilized for Town of Leesburg special event notifications, tax deadlines, safe driving tips, and other messages as deemed appropriate by the department.
2. The sign boards are towed by department vehicles that have the appropriate hitch and electrical connections.
3. The sign boards are stored at the police department when not in use.
4. No equipment is stored on the sign boards
5. Only those personnel that have been trained in the proper setup and usage of the signboards are authorized to deploy them.

J. Unmarked Vehicles

1. Unmarked vehicles owned by the Department will be utilized for the following purposes:
 - a. Surveillance operations
 - b. Traffic enforcement
 - c. Conducting covert operations
 - d. Conducting investigations
 - e. Administrative and Command assignments
2. Unmarked vehicles that are assigned to any Division/Section/Unit are used in accordance with their assigned duties. There are no special qualifications other than a valid operator's license, to operate unmarked vehicles.
3. Officers assigned unmarked vehicles are responsible for ensuring that the routine and special maintenance of their assigned vehicle is conducted by the Town Fleet Maintenance Division.
4. LPD form 320 Police Vehicle Inspection Checklist outlines the equipment that is required for the vehicles assigned to the Criminal Investigations Section.