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| LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL | | |
| General Order Number: 237 | Section: PERSONNEL | Effective Date: August 2022 |
| Title: CIVIL DISTURBANCE UNIT (CDU) | | |
| Accreditation Standards: ADM.19.01, ADM.19.03, OPR.05.01 | | |
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I. PURPOSE

The purpose of this General Order is to establish the Civil Disturbance Unit’s (CDU) policies and to describe procedures to be followed by the unit.

II. POLICY

The mission of the Leesburg Police Department Civil Disturbance Unit (CDU) is to support the Town of Leesburg with personnel trained and equipped to provide an organized and disciplined response to situations including, but not limited to, civil disturbances, public demonstrations, disorderly crowds, dignitary protection, and large events.

III. PROCEDURES

The goal of the CDU is to manage and control crowds. To resolve a situation, their role can range from mere presence to deploying offensive tactics. Deployment of the unit will be approved by the Field Operations Division Commander or designee.

A commander or shift supervisor may determine there is a need for the CDU team. They should contact the CDU Commander or a Squad Leader for consultation either by calling them directly or through ECC. A decision to deploy the CDU shall be based on officer safety issues and other available information.

- A. If a situation arises that requires the presence of the CDU, within the Town of Leesburg, the following steps will be taken:
 - 1. The CDU Commander or Squad Leader will advise ECC to implement the notification procedures for all or part of the team, based upon need.
 - 2. Upon CDU activation, the following procedures will be followed:
 - a. The CDU Commander or designee will designate a staging area and notify ECC of its location.
 - b. All activated CDU members will report to the staging area, in a nonemergency status unless specifically directed. All members of the team responding to the CDU activation will abide by the policies governing the operation of police vehicles.
 - c. Once a decision has been made to deploy the unit, Squad Leaders will remain aware of their surroundings and prevent squad members from taking independent action, such as pursuing individuals into a crowd or otherwise breaking ranks.
 - d. Only equipment approved by the LPD will be used or carried by team members.
 - 3. After the situation has been resolved, the CDU Commander or designee will complete an After-Action Report regarding the CDU’s response and performance.
- B. If a situation arises that requires the presence of the CDU outside of the Town of Leesburg, the following

steps will be taken:

1. ECC will contact the CDU Commander or designee and advise them of the request for assistance using the CDU.
 2. The CDU Commander or designee will advise ECC to implement the notification procedures for all or part of the team, based upon need.
 3. Upon CDU activation, the CDU Commander or designee will designate a staging area and notify ECC of its location.
 4. All activated CDU members will report to the staging area, in a non-emergency mode, unless otherwise advised. All members of the team responding to the CDU activation will abide by the policies governing the operation of police vehicles.
- C. There are occasions when the CDU will be asked to assist other jurisdictions for planned events of protests, dignitary security or special events. The CDU Commander or designee is responsible for informing the Field Operations Division Commander or designee of such requests.

IV. EQUIPMENT

- A. The CDU Commander or designee will ensure that all weapons and equipment assigned to the platoon are kept in a state of operational readiness and inspected biannually. Inspections will be documented and maintained on file.
1. The Equipment Officer will maintain a detailed, current list of all equipment issued to each squad member and provide a copy to the CDU Commander or designee. Squad Leaders will perform and document inspections on all issued equipment to ensure proper working order biannually.
 2. When a member leaves the unit, the Equipment Officer will collect, and inventory all issued equipment from the member. The equipment will be reissued to the member selected as a replacement.
 3. No equipment will be issued to any member without the permission of the CDU Commander or designee.