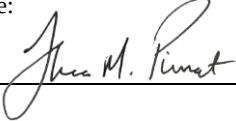


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 110	Section: ADMINISTRATION	Effective Date: February 2022
Title: LEESBURG POLICE CITIZENS SUPPORT TEAM		
Accreditation Standards: ADM.12.01		
Review Date: JANUARY 2024	Total Pages: 2	Chief of Police: 

I. LEESBURG POLICE CITIZENS SUPPORT TEAM, INCORPORATED.

A. Leesburg Police Citizens Support Team, Incorporated (LPCSTI).

1. Purpose.

The Department supports and sanctions the operations and activities of the LPCSTI. The LPCSTI is to report to the Leesburg Police any crime or suspicious activity which a team member observes within the Town and to provide support to the Leesburg Police during times of need. The LPCSTI is a valuable resource to the Town which enhances the operations of the Department.

2. Membership and Equipment.

The LPCSTI is organized and administered by its elected officials in accordance with its charters and bylaws. LPCSTI personnel use their own vehicles and fuel for team activities at no expense to the Town of Leesburg. LPCSTI members may use Team Vehicles that are fueled with Town gas. Team personnel are permitted to use Leesburg Police radios while working after completion of the prescribed training course. It will not be standard practice to store the portable radios within vehicles when personnel are not in service.

3. Legal Limitations.

LPCSTI personnel are trained in crime detection and prevention, but they are not sworn personnel and are not empowered to initiate legal action. LPCSTI personnel shall not be subjected by departmental personnel to situations which may result in an overextension of LPCSTI authority. LPCSTI personnel shall not:

- Leave their vehicles or become involved with suspicious persons;
- Take part in any physical activity other than traffic direction or perimeter control during emergencies or special events;
- Pursue any vehicle or attempt to enforce any law or ordinance;
- Carry on their person or in their vehicle, displayed or concealed, any form of weapon or restraining device while performing duties of the LPCSTI;
- Report for duty influenced by alcohol or drugs, nor shall they consume alcohol within eight hours of reporting for duty, and shall not purchase or consume alcohol during their tour of duty.

4. Violations of these rules shall be reported to the LPCSTI President. The necessary disciplinary measures shall be taken in accordance with the bylaws of the Corporation. This may include the removal from membership without recourse upon the request of the Chief of Police or designee.

5. The LPCSTI President and Operational Support Commander or designee shall meet on a monthly basis to discuss matters of interest, to plan upcoming duties, and to resolve current concerns.

6. Liaison Officer.

The Operational Support Commander shall designate and maintain a liaison officer to coordinate activities with the LPCSTI. Since the LPCSTI is incorporated, the liaison officer will assume a subordinate role and shall:

- Attend monthly meetings offering guidance on technical matters;
- Be available to LPCSTI personnel for matters of police interest;
- Schedule or conduct applicable training during monthly LPCSTI meetings;
- Be responsible for recording and documenting official police training given to individual or group members;

- e. Bring to the attention of the Field Operations Division Commander any unresolved situations involving LPCSTI personnel and Department personnel;
 - f. Bring to the attention of the LPCSTI President any disciplinary matters concerning LPCSTI personnel.
 - 7. Reporting for Duty.

LPCSTI personnel reporting for duty shall immediately report to the Communications Section and/or team supervisor. Communications shall notify the team supervisor of the LPCSTI arrival. The police supervisor will instruct the LPCSTI personnel in the duties to be performed. LPCSTI personnel checking off duty shall inform the Communications Section of the termination. Communications and/or team supervisor will notify the police supervisor.
 - 8. While on duty LPCSTI personnel shall:
 - a. Perform tasks as directed by a police officer, LPCSTI supervisor, or the senior LPCSTI member on duty;
 - b. Abide by all rules and regulations of the Leesburg Police and the LPCSTI;
 - c. Obey all laws and ordinances;
 - d. Document any suspicious activity observed and immediately notify police of the situation.
 - e. Utilize communication procedures as outlined in General Order 601 (Numbers have been assigned to all LPCSTI personnel and a current roster is maintained in the Communications Section. LPCSTI personnel shall use their assigned identifiers when using the Leesburg Police radio);
 - f. Be liable in both criminal or civil proceedings should one exceed their authority.
 - 9. Patrol with Officers.

LPCSTI personnel may participate in ride-alongs, only one member may ride per shift except during training, provided that the member:

 - a. Is in good standing;
 - b. Has satisfied all requirements as an LPCSTI member prior to requesting the ride-along;
 - c. Has signed a blanket waiver ride-along form which has been approved by the Chief of Police or designee;
 - d. Obeys all orders and stipulations from the ride-along officer. Failure to obey lawful orders shall result in immediate termination of the ride-along and discipline in accordance with the bylaws of the Corporation. The Department reserves the right to suspend or cancel a ride-along at its discretion.
 - 10. The Department allows qualified members of the LPCSTI, approved by the Chief of Police, to assist in the traffic direction of vehicles and pedestrians in Town. LPCSTI members shall operate in accordance with General Order 208.
- B. LPCSTI Training.
- 1. LPCSTI personnel shall complete a training and probationary period as outlined in the directives of the LPCSTI. Personnel must complete the recruit and probationary periods successfully before becoming certified as a member of LPCSTI. Each member must be instructed in all LPCSTI duties and responsibilities before being permitted to perform those duties.
 - 2. Training will be performed by the LPCSTI training officer, the Leesburg Police liaison officer, and other instructors as appropriate. All training shall be recorded and documented by the LPCSTI training officer. Training will include classroom and field instruction. Subjects of instruction shall include radio communication and procedures, traffic direction, and emergency procedures.
- C. LPCSTI Uniforms.
- Field and dress uniforms are authorized for LPCSTI personnel. The uniforms must be clearly distinct from that of the Leesburg Police. The uniform will not be worn on routine patrol assignments. The uniform will only be worn when directed by the appropriate police supervisor or LPCSTI official. Uniforms shall be provided by the Support Team Logistics Officer who shall equip each qualified member. LPCSTI civilian dress will be business casual clothing.