

LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 122	Section: ADMINISTRATION	Effective Date: DECEMBER 2023
Title: TAKE HOME VEHICLES		
Accreditation Standards: N/A		
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I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for sworn personnel who utilize take-home vehicles in the course of their duties.

II. POLICY

The Leesburg Police Department is committed to providing effective and efficient law enforcement services in the Town of Leesburg. To ensure this efficient delivery of services, the police department maintains a take home vehicle program to ensure the perpetual availability of personnel with specialized, technical, investigative, and command responsibilities. Take home vehicles ensure availability and operational capacity for both senior and essential staff members for response to unanticipated emergencies and critical incidents. Use of take-home vehicles for any use that exceeds the boundaries of this General Order shall require authorization from the Chief of Police or their designee.

III. DEFINITIONS

For the purpose of this General Order, take-home vehicles are divided into two defined categories:

Standby Vehicle: Any vehicle authorized by the Chief of Police or their designee and assigned to personnel based on their duty assignment and specialized expertise for the purposes of the delivery of police services.

Personally Assigned Vehicle: Any vehicle authorized by the Chief of Police, or their designee assigned to personnel based on the location of their primary residence for the purpose of recalling personnel to work to expediate the operational delivery of police services during unanticipated critical and emergency situations.

IV. PROCEDURES

A. Standby Vehicles: Department members with specialized, technical, investigative, or command responsibilities may be placed in a rotational on-call status as directed by the Chief of Police or their designee and are expected to serve as primary responders associated with their expertise or position. While functioning in the on-call capacity, personnel shall immediately confirm to the Emergency Communications Center (ECC) via telephone or police radio of their receipt of the request to respond. Absent of unusual or mitigating circumstances, on-call personnel are expected to arrive on-scene of a call-back assignment within 1 hour of notification.

Department members with specialized, technical, investigative, or command responsibilities that are not actively designated in the on-call rotation and assigned Standby Vehicles, are expected to function in a constant standby status and remain available via telephonic contact to the ECC with their current availability status within 1/2 hour of being notified of a call-back situation for the purpose of serving as a potential secondary responder to the primary on-call responder(s) based on the nature of their duty assignment.

Standby Vehicles eligibility requirements include:

1. Department member must be a full-time member assigned to:

- a. Command Staff
 - b. Criminal Investigations Section
 - c. Canine
 - d. Traffic Management Unit (TMU)
 - e. Public Information Officer (PIO)
2. Department member's primary residence must be within 30 straight line miles of the Town limit/boundary of the Town of Leesburg.
 3. Department members are subject to removal from program if involved in either one preventable accident and/or any sustained violations relating to police vehicle operations within a one-year period.
- B. Personally Assigned Vehicle: Department members that maintain primary residences within Loudoun County that volunteer to participate may be authorized by the Chief of Police or designee based on resource availability the sole assignment of a take-home police vehicle for the purpose of expediting the recall of personnel to work during unanticipated critical and emergency situations to supplement on-duty staffing. Personnel assigned Personally Assigned Vehicles are expected to maintain telephonic contact with the ECC to provide their current availability status within 1/2 hour of notification for the potential recall to duty during times of unanticipated critical and emergency situations. Department members assigned Personally Assigned Vehicles are encouraged to remain flexible for the needs of the department, but do not have an obligation to respond if off-duty and unavailable.

Personally Assigned Vehicles eligibility requirements include:

1. Department members must be a sworn full-time member.
 2. Department members are subject to removal from program if involved in either one preventable accident and/or any sustained violations relating to police vehicle operations within a one-year period.
 3. Department member must have successfully completed the field training program.
- C. The take home vehicle program allows eligible sworn personnel the use of Departmental vehicles to and from their primary place of residence to work assignments and permits incidental and brief stops for both professional and personal business during the participants commute.
- D. Responsibilities of the Participants.
1. While using a take-home vehicle, all participants:
 - a. Shall comply with all state and local laws, as well as any applicable homeowner association guidelines for parking.
 - b. Shall conduct themselves in a manner that reflects most favorably on the Department.
 - c. Shall carry departmental issued credentials.
 - d. Shall wear clothing that is neat and appropriate for representing the Department.
 - e. Shall leave the vehicle at headquarters while on extended leave (normally of one week or more), and regularly park the vehicle in a location to where it can be retrieved for departmental use if necessary while not in use by assigned department member for operational needs.
 - f. Shall secure the vehicle at all times, and ensure that all contents are secure and/or not visible when unattended.
 - g. Shall immediately report any unsafe conditions or discovered damage on the vehicle to the on-duty supervisor.
 - h. Shall be aware that a vehicle may not be used for take-home purposes while in a restricted duty status without prior approval of the Chief of Police or designee.
 - i. Shall be aware that travel time to and from scheduled working hours is not compensated.
 - j. Shall only utilize handheld personal communication devices while driving in accordance with both the Code of Virginia § 46.2-818.2 and Section 10.9, of the Town of Leesburg's Personal Procedures Manual.
 - k. Shall be advised that personnel assigned take-home vehicles residing outside of Loudoun County while not serving in a compensated "on-call" capacity are not permitted use of vehicles during off-duty hours.
 - l. Shall be advised that use of take-home vehicles during off-duty hours while serving in a compensated "on-call" capacity must be reasonable and articulable for the sole purpose

of the efficient and expedited delivery of police services and the immediate recall of personnel to the Town of Leesburg.

2. While using a take-home vehicle, sworn participants:
 - a. Shall carry the Department issued or approved off-duty weapons and badge of authority.
 - b. Shall monitor the police radio and assist with high priority calls for service as needed.
 - c. Shall be aware that K-9 vehicles are the only marked vehicles permitted to regularly leave the confines of Loudoun County without the prior approval of the Chief of Police or designee.
 - d. Shall be advised that Loudoun County residents assigned take-home vehicles are permitted to operate assigned vehicles while visiting the Town during off-duty hours to increase the overall visual police presence and emergency incident responses within the Town.
 - e. Shall be advised that off-duty officers who become involved in police actions shall immediately notify the ECC of their location, the nature of the incident, and the fact that they are off-duty.
 - f. Shall be advised that off-duty officers who become involved in police actions shall receive compensation at their standard overtime rate or shall receive compensatory leave time.
 - g. Shall be advised that self-initiated enforcement activity while off-duty shall be limited to significant traffic and criminal offenses and not be inclusive of traffic violation enforcement.

E. Prohibited Use of the Vehicle.

Participants are prohibited from using the vehicle in an off-duty status for the following activities:

1. For financial gain, excluding authorized details.
2. Transporting of alcoholic beverages, unless as found property or evidence.
3. After any consumption of any alcoholic beverage.
4. In any manner or at any location which may bring the Department into disrepute.

V. PROGRAM OVERSIGHT

The Chief of Police or designee may temporarily suspend the program in its entirety or any part thereof and may waive or modify any provisions of this General Order in the event of an emergency, significant threat, special event, or articulable departmental operational need at their discretion.