


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
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I. REGULATIONS

A. GENERAL RESPONSIBILITIES

A-1 Knowledge of Regulations.

All personnel are required to establish and maintain a working knowledge of all laws and ordinances in force in the Town and State, regulations and general orders of the Leesburg Police, and the divisions thereof. In the event of improper actions or breach of discipline, it will be presumed that the employee involved was familiar with the law, regulations, or general order in question. Violation of any law, regulation, or general order may be grounds for disciplinary action.

A-2 Town Personnel Regulations.

Personnel of the Leesburg Police shall be governed by the Town personnel regulations unless specifically exempted. Each employee of the Department is required to familiarize themselves with these regulations.

A-3 Obedience to Laws and Regulations.

All personnel of the Leesburg Police shall observe and obey all laws and ordinances, all regulations of the Department, and all general orders of the Department.

A-4 Performance of Duty.

All personnel shall perform their duties as required or directed by law, departmental rule, policy, and general order or by order of a superior. All lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.

A-5 Reporting Violations.

Any employee who has knowledge of other employees, individually or collectively, who are knowingly or unintentionally violating any laws, statutes, ordinances, rules, regulations of the Department, or general orders of the Department, or who disobey orders, shall bring any and all facts pertaining to the matter to the attention of a superior. The superior contacted shall then take appropriate action. An employee may directly advise the Chief of Police of the violation(s).

A-6 Preservation of Peace and Protection of Life and Property.

It shall be the duty of each police officer of the Leesburg Police to:

1. Preserve the public peace;
2. Protect life and property;
3. Enforce and uphold the laws of the Commonwealth of Virginia and the ordinances of the Town of Leesburg.

A-7 Standards of Conduct.

1. Unbecoming Conduct - Personnel shall conduct themselves at all times, both on and off-duty, in such a manner as to reflect most favorable on the Department. Unbecoming conduct shall include: any behavior which brings the Department into disrepute; or any behavior which reflects discredit upon an employee as a member of the Department; or any behavior which impairs the operation or efficiency of the Department.
2. Immoral Conduct - Personnel shall maintain a level of moral conduct in their personal and business affairs that is in keeping with the highest standards of the law enforcement profession. Personnel shall not participate in any incident involving moral turpitude that impairs their ability to perform their duties or causes the Department to be brought into disrepute.
3. Associations - Personnel shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in criminal behavior. Exceptions to this would be when these associations or dealings are necessary in the performance of official duties, or when unavoidable due to other personal relationships.

A-8 Cooperation with Others.

Personnel shall coordinate their efforts with all other employees of the Department, Town agencies, Loudoun County agencies, State agencies, and Federal agencies, when necessary, to ensure the objective of maximum achievement and continuity of purpose through cooperation. All personnel are charged with the responsibility of fostering and maintaining a high degree of cooperation both within the Department and with all other agencies.

A-9 Assistance to Other Officers.

No officer shall fail to aid, assist, or protect another officer to the full extent of their capability in time of need in accordance with established procedures.

A-10 Obligation to Duty.

Officers of the Leesburg Police are always subject to duty, although periodically relieved from its routine performance. They shall at all times respond to the lawful orders of superiors and other proper authorities as well as requests for police assistance from citizens. Proper police action must be taken when required. Officers assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

A-11 Reporting to Duty.

Personnel shall report for duty at the time and place required by assignment or orders, and shall be properly attired, equipped, and prepared to assume duty. Personnel shall give their undivided attention to orders, instructions, and any other information, which may be disseminated.

A-12 Inspections.

Inspections of an employee's attire, uniform, or equipment may be made at any time by competent authority. Such inspections shall include, but not be limited to, examination of lockers, desks, vehicles, or any other space on departmental premises used by any employee.

A-13 Human Relations.

Personnel are expected to perform their duties in an efficient, courteous, and orderly manner, employing patience and good judgment at all times. Personnel shall refrain from harsh, profane, or insolent language or acts and shall be courteous and civil when dealing with others. Personnel shall not use racial or ethnic slurs. They shall use respectful, civil forms of address to all persons regardless of life-style. Displays of bias on the basis of race, sex, religious preference, or life-style shall be considered unbecoming conduct.

A-14 Harassment.

Harassment is a form of discrimination, and is a violation of Title VII of the Civil Rights Act of 1964, as amended, and shall not be tolerated. It is the policy of the Town of Leesburg and the Leesburg Police that all employees have a right to work in an environment free from discrimination, which includes freedom from harassment, whether that harassment is based on gender, age, race, national origin, religious creed, political affiliation, sexual orientation, disability, marital status, or membership in groups. Harassment is defined as unwelcome conduct that materially affects the terms and conditions of employment of the victim. Any form of harassment of the general public by any on duty police employee will likewise not be tolerated

Sexual harassment is a form of sex discrimination, and is a violation of Title VII of the Civil Rights Act of 1964, as amended, and shall not be tolerated. It shall be the policy of the Leesburg Police that sexual harassment is prohibited in any form. Unlawful sexual harassment includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is made a condition of any employment decision affecting such individuals, or which creates an offensive, hostile, or intimidating work environment. Uses of signs, pictures, slogans, or excerpts from periodicals are examples of some items that are considered to affect the employee's work environment. Cooperation in preventing this type of conduct is required at all levels and positions within the Department.

A-15 Aid and Assistance to Citizens.

While on duty, personnel shall aid and/or assist citizens within the Town when such aid or assistance appears to be called for and is not in conflict with the general principles of law enforcement or in violation of legal statutes or departmental rules and regulations. Officers shall provide general and emergency assistance to highway users to include, but not limited to:

1. General information and directions;
2. Arranging for towing, gasoline delivery, or mechanical assistance;
3. Arranging for or providing transportation within the Town (transports out of Town must be approved by a supervisor).

Officers are required to render all possible assistance to citizens who wish to make any report in accordance with established policies and procedures of the Department. In an off-duty status, personnel have a professional obligation to act in an emergency situation which they may encounter or where their assistance is requested.

A-16 Identification as a Police Officer.

Except when impractical or not feasible or where identity is obvious, officers shall identify themselves by displaying the official badge and/or identification card before taking action. Upon request of a citizen, officers shall willingly supply name and badge identification number in a courteous manner.

A-17 Training.

Personnel shall attend in-service training at the direction of the Chief of Police or competent authority. Such attendance is considered a duty assignment.

A-18 Standby Duty.

Officers placed on standby duty shall furnish the Communications Section with the location and/or telephone number where they can be immediately contacted.

A-19 Physical Fitness and Examinations.

The role of a police officer often demands quick response to situations requiring physical exertion after long periods of sedentary activity. The safety of the general public and individual officers demands that officers maintain themselves in good physical condition regardless of assignment. Poor physical condition, such as obesity, is as much a detriment to the Department image as improper demeanor or unkempt uniform appearance.

All officers shall keep physically fit and undertake programs of diet and exercise that may be required to maintain an acceptable level of fitness. All officers shall have physical examinations conducted by a designated agency as required and at no cost to the employee.

A-20 Establishing Elements of Violation.

The existence of facts confirming a violation of law, ordinance, rule, or regulation is all that is necessary to support any allegation for a charge under this section. It is not necessary that formal complaints be filed or sustained.

A-21 Truthfulness.

When questioned by competent authority, employees shall give complete and honest answers to any question related to their official duties, their fitness to hold public office, or violation(s) of the regulations or general orders of the Department.

A-22 Operation of Police Vehicle.

The safety of the public and personnel of the Department is the paramount consideration in the operation of police vehicles. Police vehicles shall be driven within the limits of State laws and Town ordinances, and with the goal of establishing an example of safe driving for all citizens. Needless engine idling, rapid acceleration, and other wasteful practices shall be avoided during the operation of police vehicles. Emergency situations allow for exceptions to this policy.

A-23 Surreptitious Recording

No one will conduct surreptitious audio and/or video recording in police department or Town of Leesburg facilities, vehicles, or on police department time of police department personnel without the expressed authorization of the Chief of Police or command level designee. Personnel actions such as IA /AR/ CA interviews, hearings, etc. will be recorded by the command officer or investigating officer but it will be done in the open. This regulation does not prohibit the use of approved recording equipment (Interview rooms, ECC phone lines, police radio communications, in-car camera system, body worn cameras, etc.) documenting overt police activity or require specific notice of its use. All personnel shall presume that they are being recorded by these systems for the duration of an incident. Violations of this regulation will be considered an Integrity violation, Class E, subject to dismissal.

A-24 Communication Devices in Police Vehicles

1. When utilizing personally owned or department issued cellphones officers shall use them in a manner that is conducive to the safe operation of motor vehicles. Officers are encouraged to use Bluetooth or hands-free options, if they are capable of doing so.
2. As a general policy, employees who operate police vehicles equipped with Mobile Data Computers should refrain from typing on these computers while the vehicle is in motion. There are times, however, when the need for information is critical to the performance of duty. Operation of computers while the vehicle is in motion is discouraged except in extreme emergency situations. In these cases, officers are advised to use extreme caution when and how they operate the computer while the vehicle is in motion.
3. Officers shall pull over to a stationary stop, whenever practical, when utilizing any other personally owned or department issued wireless communication devices such as; GPS, tablets, or laptops.

B. PROHIBITED ACTIVITIES

B-1 Loitering, Sleeping, Loafing on Duty.

Personnel shall not loiter, sleep, or loaf on duty, or in any other manner shirk their responsibilities in the performance of duty.

B-2 Malingering.

Personnel shall be absent from duty because of sickness only when suffering from an illness or injury that would prevent the proper performance of duty. Personnel shall not feign sickness or disability, nor attempt to deceive a supervisor concerning the employee's physical or medical condition. Notification of the use of sick leave shall be made to the employee's immediate supervisor at least four hours prior to the scheduled time for duty. In the event the supervisor cannot be reached after a reasonable effort, the employee shall contact the on-duty team supervisor for notification.

B-3 Use of Tobacco Products, Vaporizers, and Gum.

Personnel shall not use any tobacco products (to include cigarettes and smokeless tobacco products) or Vaporizers, while on-duty and in public view, or in any Town-owned or police department vehicle.

Personnel shall not use chewing gum while on-duty and in direct contact with the public.

B-4 Consumption and Purchase of Intoxicants.

Personnel shall not consume intoxicants while off duty to the extent that evidence of such consumption is detectable when reporting for duty, or to the extent that the ability to perform duty is impaired. Personnel, unless in the performance of official business, shall not consume or possess any intoxicant while on duty.

B-5 Intoxication.

Personnel shall never be intoxicated while on duty, nor shall they exercise any police authority, take any official police action or represent himself/herself as a police officer while impaired by or under the influence of alcohol or drugs. Officers will not be armed while impaired or under the influence of alcohol or drugs. Employees will not take any narcotic or controlled dangerous substance unless prescribed by a physician, and employees taking such prescription medication prior to or while on duty will notify their supervisor of the medication prescribed.

B-6 Marijuana

Regardless of the "*de-criminalization*" status of marijuana within the Commonwealth of Virginia or any other municipality, city, state, or country in which a department member may reside or be visiting, marijuana remains a controlled substance under the Federal Controlled Substances Act, 21 U.S.C. Sec. 812(b)(1) within the United States. Additionally, the department does not tolerate the violation of any state or federal law by employees. Therefore, department personnel shall not, on or off-duty, ingest, use or otherwise consume marijuana or THC. This prohibition applies to the use of any form of such drugs, including but not limited to smoking, injecting or eating, by itself or in combination with other products. The possession of any quantity of marijuana outside the performance of official duties is strictly prohibited.

No member of the department, regardless of any medical prescription, will be considered "*fit for duty*" regardless of their position or assignment if they are using, smoking or ingesting marijuana or THC, even for so-called medical purposes. While the Americans with Disabilities Act (ADA) requires employers to make reasonable accommodations for qualified workers with disabilities, the act does not protect illegal drug use and therefore the use of marijuana is not protected under the ADA.

Any member of the department who tests positive for marijuana, or any detectable amount of any prohibited or illegal substance shall be immediately relieved of duty, surrender any and all department owned firearms, identification cards, and shall not be permitted to perform any police function or possess any firearm in accordance with employment as a member of the department pending the outcome of an administrative investigation.

Members of the department are additionally reminded of Regulation A-7, Standards of Conduct, as it pertains to "*associations*" with individuals outside of their official capacity that elect to engage in criminal behavior.

B-7 Intoxicants on Departmental Premises.

Personnel shall not bring onto or keep any intoxicants on departmental premises except when necessary in the performance of duty. Intoxicants shall not be transported in any police vehicle, on duty or off duty, except as necessary in accordance with official duties.

B-8 Personal Publicity.

Personnel shall not use their position with the Department to enhance or promote any private enterprise, or to seek personal publicity. This provision is required to protect individual employees and the Department from potential conflicts of interest.

B-9 Debts -Incurring and Payment.

Financial irresponsibility is contrary to the special public trust granted all personnel of this Department. To protect this trust and the integrity of the Department, personnel shall make every reasonable effort to pay all debts for which they are legally responsible.

B-10 Accepting Gifts or Gratuities.

Personnel shall not encourage the acceptance of meals, beverages, services, or other material benefits at a discounted rate or at a rate lower than offered to the general public while on duty or by virtue of their position with the Department, unless previously approved by a division commander or the Chief of Police.

B-11 Other Transactions.

Personnel are prohibited from buying or selling anything of value from or to any complainant, suspect, witness, victim, defendant, prisoner, or other person involved in any case which has come to the attention of the Department. Exceptions to this are permissible if authorized by the Chief of Police.

B-12 Free Admission and Passes.

Personnel shall not solicit or accept free admission to theaters and other places of amusement for themselves or others except in the line of duty.

B-13 Disposition of Unauthorized Gifts or Gratuities.

Any unauthorized gift, gratuity, loan, fee, reward, or other material benefit, which comes into the possession of any departmental employee, shall be forwarded to the respective division commander of the employee with a written report explaining the circumstances. The division commander shall inform the Chief of Police and determination shall be made whether to return the gift and/or to pursue an investigation against the giver. The employee involved will be notified in writing of the disposition.

B-14 Commercial Testimonials.

Personnel shall not permit their names or photographs to be used in endorsing any product or service connected with law enforcement without the permission of the Chief of Police, or allow their names or photographs to be used in any commercial testimonials, which allude to their position or employment with the Department.

B-15 Membership in Organizations.

Personnel shall not become affiliated with any organization which in any way exacts prior consideration, or which would prevent its members from rendering proper and efficient service to the Department.

B-16 Political Activity.

Personnel shall not use their position in the Department to endorse political candidates, nor shall they use their position to solicit, directly or indirectly, funds or other services in support of a political issue.

Personnel shall not use their official capacity in any manner to influence the outcome of any political issue.

B-17 Personal Preferment.

Personnel shall not seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, appointment, advancement, or to gain favor or preferential treatment of any kind.

B-18 Investigations without Approval.

Personnel shall not conduct any investigation without approval from a supervisor. Approval can be documented by a supervisor's signature on the report of investigation. All confidential or secret investigations must have the expressed approval of a supervisor prior to engaging in investigative activities.

C. PRISONER CARE AND CUSTODY

C-1 Prisoner Safety.

The arresting officer is responsible for the safety and protection of the prisoner while they are in custody. The officer shall, as soon as possible, notify the team supervisor of any injury, apparent illness, or other conditions that indicate that the prisoner may need emergency or special care. Officers charged with the custody of prisoners shall observe all laws and departmental orders in connection with this activity. Prisoners shall be kept secure, treated in a humane manner, and shall not be subjected to unnecessary restraint or force. Profane or abusive language directed at prisoners is prohibited. Arresting officers are responsible for the custody of their prisoner until custody is assumed by other competent authority. This responsibility includes the prevention of acts by any other employee of the Department that violate the law or departmental regulations. Any employee who has knowledge of any violation of this provision shall immediately report the violation to their division commander. For specific regulations, see General Order 214.

C-2 Care of Property.

The arresting officer is responsible for the security of the prisoner's personal property from the time of arrest, until the property is relinquished to the Adult Detention Center, or other holding facility. If property is lost, or damaged, the responsible employee may be subject to reimbursement and/or disciplinary action.

C-3 Assisting Criminals.

Personnel shall not intentionally divulge in any manner, either directly or indirectly, any information which might assist persons suspected or guilty of criminal acts in escaping arrest or punishment, or which may enable them to dispose of, or secrete money, merchandise, or other property unlawfully obtained, or other evidence of illegal activity.

C-4 Attorney or Bondsperson Recommendations.

Personnel shall not suggest, recommend, advise, or otherwise counsel any person with whom they become acquainted as a result of police business, with regard to the retention of any attorney or bail bond broker. This section does not apply to a relative of an employee.

C-5 Acting as Bailor Prohibited.

Personnel shall not act as bailors for anyone, with the exception that an employee may do so where a relative is involved.

D. ADMINISTRATIVE ACTIVITIES

D-1 Submitting Reports.

Personnel shall promptly submit any reports required as a part of the performance of their duties or by competent authority.

D-2 Reports and Bookings.

No employee shall knowingly falsify any official report, or enter, or cause to be entered, any inaccurate, false, or improper information in official records of the Department.

D-3 Alterations of Reports.

Personnel shall not alter or request any other person to alter or withdraw any report, letter, request, or other written communication that is or has been conducted through official channels. This restriction shall not preclude the correction of grammatical errors. No employee shall advise, counsel, order, or otherwise dissuade any other employee from submitting any lawful report.

D-4 Security of Official Records.

Personnel shall not reveal police information except as provided elsewhere in this manual or as required by law or competent authority. Specifically, information contained in police records, other official correspondence, other information ordinarily accessible only to employees, and names of informants, complainants, witnesses, and other persons known to the police, are all considered to be confidential in nature. Indiscriminate and unauthorized disclosure of this and similar information reflects gross misconduct.

D-5 Residence of Officers.

All officers are required to reside within one hour's drive of the Town of Leesburg.

D-6 Notification of Change of Address or Telephone.

Personnel shall make certain that the Department has their current home address and telephone number. A change of address and/or telephone number must be reported within 24 hours of the change to the Office of the Chief of Police.

D-7 Requirement for Telephone.

Personnel shall have a working telephone at their residence and shall provide their numbers to the Chief of Police. Telephone numbers of departmental personnel shall not be released to anyone outside the Agency.

D-8 Reporting Arrests or Court Actions Involving Personnel.

Personnel shall report as soon as possible to their supervisor in the event that they have been arrested or court action has been initiated against them. Within 24 hours the employee shall report via memorandum to the Chief of Police detailing the circumstances initially reported to the supervisor.

D-9 Accepting Compensation for Damages.

Personnel shall not seek, by filing suit or through other means, nor accept from any person or agency, any money or other compensation for damages or expenses incurred in the line of duty or for which the employee has received sick leave pay, without previously notifying the Chief of Police in writing of the employee's intended course of action. Such notification shall also occur upon the final disposition of any suit in which an employee is awarded compensation for damages or expenses incurred in the line of duty.

D-10 Public Appearance Requests.

All requests for public speeches, presentations, and the like, will be routed to the respective officer's supervisor through the chain of command.

D-11 Civil Action, Court Appearances, Reporting Service of Process.

Personnel shall not testify in civil actions unless served with a legal subpoena. This shall not apply to cases in which the employee is the plaintiff or where the employee is related to the defendant by blood or marriage. Personnel shall not enter into any financial agreement regarding appearances as witnesses in any civil action except as authorized by the Chief of Police. Any employee named as a defendant who is served with a civil process, or any employee who is served with a subpoena to testify as a witness in a civil action where another employee is named as a defendant, shall immediately notify the Chief of Police by forwarding a brief memorandum which indicates that civil process or a subpoena was served, and which details the date and method of service. A copy of the civil process or subpoena shall be attached to the memorandum.

1. Anytime an officer receives a civil subpoena they shall notify the Chief of Police or designee. The Chief or designee will review and if needed consult with the Town Attorney's office to determine if a member of the Town Attorney's staff needs to be present during the civil trial, hearing or deposition.

D-12 Civil Dispositions and Affidavits.

Personnel shall not knowingly issue any order that is in violation of any law, statute, or ordinance, departmental rule or departmental regulation.

D-13 Civil Cases.

Officers shall not serve civil process or assist in civil cases unless specific consent of the Chief of Police has been obtained. (See G.O. 215) Officers shall avoid entering into civil disputes, particularly while performing their duties, but shall still be responsible for enforcing any laws or ordinances, which may become applicable to the situation.

D-14 Traffic Accidents Involving Privately Owned Vehicles.

A police supervisor shall investigate any reportable traffic accident within the Town of Leesburg involving a privately owned vehicle operated by a Leesburg police officer. An officer of equal or greater rank shall investigate any such accident involving a police supervisor or command staff officer. The investigation shall be consistent with the requirements set forth in this Regulations and General Orders Manual.

E. ORDERS

E-1 Insubordination.

Except as otherwise stated herein, defiance of lawful authority or disobedience to orders constitutes insubordination.

E-2 Unlawful Orders.

Personnel shall not knowingly issue any order that is in violation of any law, statute, or ordinance, departmental rule, or departmental regulation.

E-3 Manner of Issuing Orders.

Orders shall be issued in a clear and civil tone, in an understandable manner, and in the interest of departmental business.

E-4 Disobedience to Unlawful Orders.

Personnel shall not, nor are they expected to, obey any order that they know to be contrary to Federal or State law, or Town ordinance. At the time the unlawful order is issued, the employee shall advise the issuing authority of its illegality. Should that authority persist in demanding compliance, an employee of superior rank or status to all parties involved should be summoned to resolve the issue. Responsibility for refusal to obey rests with the employee, and justification for actions or refusal will be required.

E-5 Obedience to Improper Orders.

Personnel who receive orders, which they feel are unjust or contrary to departmental rules and regulations are required to obey the order but may appeal that order at the earliest opportunity.

E-6 Conflicting Orders.

Upon receipt of an order that is in conflict with any previous order or instruction, the affected employee will respectfully advise the person issuing the superseding order of the conflict. Responsibility for countermanding the original instruction then rests with the individual issuing the superseding order. If the superseding command is held in force, it shall be obeyed, thereby rendering all previous orders ineffective. Orders will be countermanded only when in the best interest of the Department.

E-7 Reports and Appeals.

Personnel receiving unlawful, unjust, or improper orders shall, at their first opportunity and prior to the conclusion of the tour of duty in which the order was given, report the facts by memorandum to the Chief of Police through the chain of command. The memorandum shall contain the facts of the incident and the action taken. Appeals for release from such orders may be made at the same time.

F. EQUIPMENT

F-1 Title to Equipment.

Title to all uniforms and equipment purchased for and issued to departmental personnel shall be vested in the Town of Leesburg. Personnel shall be held strictly accountable for the proper care, security, use, and maintenance of all articles, uniforms, and equipment provided. If property is lost, or damaged, the responsible employee may be subject to reimbursement and/or disciplinary action. Uniforms and equipment shall only be worn or used in accordance with departmental regulations.

F-2 Uniforms, Equipment, and Appearance.

Personnel shall maintain regulation uniforms in neat order and good repair. The uniform shall be worn in conformance with departmental policy and only approved uniforms shall be worn. Personnel shall be neat in appearance and well groomed. Leather equipment shall be polished.

F-3 Manner of Dress on Duty.

Personnel will be required to wear the issued duty uniform and equipment; however, command staff officers may prescribe other clothing and equipment as necessitated by the nature of the duty to which a particular employee is assigned. When reporting for or leaving from work, personnel will be dressed in presentable attire. Presentable attire shall be complete uniform, civilian clothes, or a civilian shirt or jacket with uniform trousers. When not in full uniform, the carried firearm will be worn in an inconspicuous manner concealed.

F-4 Civilian Attire.

Civilian clothing worn by personnel during a tour of duty shall conform to standards normally found in private business. Command staff officers may prescribe other types of clothing as deemed necessary. All articles of clothing worn shall reflect good taste. For specific regulations, see General Order 120.

F-5 Replacement of Damaged Uniforms and Equipment.

Claims for damage to clothing and/or equipment resulting from the performance of duty, shall be directed to the respective Division commander or designee through the employee's immediate supervisor.

F-6 Damaged or Inoperative Property or Equipment.

Personnel shall immediately report to their supervisor any loss of, or damage to, departmental property assigned to or used by them. Such notification shall be made by memorandum to the Chief of Police through the supervisor. The supervisor shall be notified of any defects or hazardous conditions found in any departmental equipment or property.

F-7 Care of Buildings.

Personnel shall not mar, mark, deface, or destroy any surface on any Town building, unless it is in the proper execution of duty with the consent of competent authority.

F-8 Defacing Notices.

Personnel shall not mark, alter, or deface any posted notice of the Department unless ordered by competent authority. No inflammatory, discrediting, or derogatory notices will be posted at any time.

F-9 Alteration and Repair of Issued Firearms.

No personnel, except qualified armorers appointed by the Chief of Police, shall alter or repair any firearm issued by the Leesburg Police. No firearm issued by the Department shall be taken to an outside source for alterations or repairs of any form. Officers shall be responsible for the care, security, and maintenance of Department issued firearms. Proper care and maintenance include the cleaning procedures as instructed during firearms training classes.

F-10 Uniform for Court Appearances.

Uniformed personnel shall wear their uniform or business attire during general district court appearances related to their official duties. Circuit court, jury trials, etc. uniformed personnel shall be Class A unless business attire is requested by the commonwealth attorney assigned to the case. Plain clothes personnel shall wear business attire to all court appearances unless uniform attire is requested by the commonwealth attorney assigned to the case. Personnel shall not attend any court in any jurisdiction for the purpose of testifying or appearing as a defendant attired in a Leesburg police uniform, if the purpose of their appearance does not relate to acts that occurred during the performance of official duties.

For court security purposes and officer safety purposes, officers wishing to remain armed while visiting the Loudoun County Courthouse must be in "*full and complete*" Class A or B uniform. Additionally, the wearing of any portion of the police uniform in any combination with civilian attire for any purpose at any time is strictly prohibited.