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<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 201	Section: OPERATIONS	Effective Date: SEPTEMBER 2022
Title: <b>PATROL</b>		
Accreditation Standards: ADM.24.06; OPR.01.01; OPR.01.02; OPR.01.03; OPR.01.04; OPR.01.07		
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I. ADMINISTRATION.

A. 24-Hour Law Enforcement Coverage.

To provide for continuous 24-hour coverage, patrol officers will remain available for calls for service until relieved by an officer assigned to the next shift. The team supervisor is responsible for ensuring that during a change of shift the Town has continuous patrol coverage. No officer will go off duty without approval from the team supervisor.

B. Assignment / Scheduling.

1. Shift Assignment.

- a. The department operates a 12-hour shift rotation comprised of six patrol teams. Two patrol teams work the day shift, two patrol teams work the evening shift, and two patrol teams work the night shift. Hours assigned are staggered to provide for continuous coverage during shift changes.
- b. It is the policy of the Department that officers assigned to patrol will work a fixed shift. This does not preclude the Field Operations Division Commander or designee from temporarily assigning officers from one team to another for the purpose of responding to special situations or meeting minimum personnel availability standards.
- c. Probationary officers assigned to a Field Training Officer may be required to rotate shifts for the purpose of training or orientation.
- d. At the direction of the Field Operations Division Commander or designee, officers may bid for shift preference.
- e. Officers possessing special skills may be subject to transfer from one team to another to evenly deploy these technical personnel. The Field Operations Division commander has the authority to deploy personnel as necessary.

2. Beat Assignments.

- a. The Team Supervisors are accountable for the assignment of personnel to beat assignments.
- b. Beat assignments will be based on the following criteria:
  - (1) Officers CTAP Sector Assignment;
  - (2) Available personnel;
  - (3) Any special needs in an area.

3. Beat Rotation.

Beat rotation will be accomplished at the discretion of the Team Supervisor.

4. Day-Off Scheduling.

Days off rotate equally among the six teams that provide patrol coverage. The work schedule is planned, at a minimum, six months in advance.

5. Foot Patrol Beats.

- a. The Department combines foot patrol with motorized patrol, and each officer is encouraged to walk whenever possible during their tour of duty. No permanent foot patrol beats are deployed.
- b. Officers and supervisors should consider the following criteria when deciding when and where to utilize foot patrol:
  - (1) Patterns of criminal activity;

- (2) The need for frequent inspections, such as in business, commercial or community policing areas;
- (3) The concentration of calls for service involving persons on foot;
- (4) Personnel availability.

C. Roll Call Procedure.

1. Roll call will be conducted at the beginning of each tour of duty. Roll Call is paid duty time and is mandatory.
2. Roll call will accomplish the following tasks:
  - a. Review of current information posted on information clipboards;
  - b. Line inspection conducted by the team supervisor of personal grooming, uniform, weapon and equipment;
  - c. Training provided to each team from a written lesson plan approved by the Training Officer or designee;
  - d. Notification of any special events, operations, assignments or changes in procedures and policy;
  - e. Assignment of beats, tasks for the tour of duty, equipment, and vehicles, if necessary, will be given for each officer.
3. Communications personnel will update the roll call board when lookouts come in. All Team Supervisors are required to update their teams with information on the teletypes received when they report for roll call.

II. OPERATIONS.

A. Response Procedures/Use of Emergency Equipment.

1. Police response must be governed by the nature of the occurrence, the amount of information a caller or complainant provides and the accuracy of that information. During daily police operations, many calls are received from citizens which concern matters of routine services and complaints. In the majority of these calls the situation reported is neither urgent nor of an emergency nature. An officer responding to such an assignment would not be justified in operating the police vehicle in a manner other than that defined as normal driving. In other cases, however, an officer may or may not be justified to expedite to the location of a call, depending upon the nature of the call, the seriousness of the situation, and the variable conditions of traffic congestion, weather, road surface, etc., present at the time. It would not be possible to establish a fixed order or priority to include every possible situation, but the determining factor when considering police response is the threat to human life.
2. Any situation in which there is a high probability of death or serious bodily injury to a person, is one that calls for action that is immediate and swift. Recognizing that the protection of human life is paramount, the responding officer must safely get to the location of the occurrence as soon as possible, without danger to the officer or to others.

- B. The Department's policy is geared toward achieving a safe and expeditious response to emergency and non-emergency situations. At all times when operating a police vehicle (marked or unmarked), officers will drive with due care, exhibit exemplary driving behavior, and wear their seatbelt/shoulder harness combination. Officers will respond to calls consistent with the response assigned to the incident by dispatch or a supervisor.

III. RESPONSES.

A. Type of Responses.

1. **Normal Response** – officers will respond without delay but will obey all traffic laws and will not utilize emergency equipment.
2. **Priority Response** – Call will be designated by dispatch or a supervisor as a priority response. Officers will utilize their emergency equipment to ensure an expedited response.
3. **Dispatch personnel will only provide a response designation for PRIORITY calls.**
  - 1.

## B. Normal Response

1. A normal response will be designated for most calls for service that do not require an expedited response, unless information is available to either dispatch personnel or field officers that a quicker response is necessary to prevent loss of life or serious injury, and to apprehend suspects.
2. Unless advised by dispatch or a supervisor, officers will respond to all calls for service under a normal response.
3. Officers responding shall obey all laws and Department regulations.
4. The emergency equipment of a police vehicle during a normal response will not be activated for the purpose of responding to the call.

**This does not apply to an officer that activates his/her vehicle's emergency equipment to make a traffic stop, or to assist a disabled motorist, or for another legitimate reason, while enroute to the assigned call.**

5. If dispatch or an officer receives additional information indicating the situation has escalated into one requiring a priority response, the information will be provided to the other responding officers and their response will be upgraded.
6. Similarly, if an officer is responding to an incident dispatched as a normal response and has information, based on his/her knowledge of crime problems in a beat, suspects seen in the area, or familiarity with the suspect's modus operandi, etc., the officer may request a supervisor to upgrade the response to a priority response.
7. In order to avoid redundancy and waste "air-time", supervisors will continuously monitor the calls assigned to officers so that they can direct operations, modify responses, if necessary, and make decisions concerning tactics and deployment.
8. Officers not assigned to the call should closely monitor the call as it is dispatched to determine if the nature of the call would warrant additional officers as back-up units (i.e., alarms, domestic disputes, disorderly conduct, 911 disconnect, etc.)
9. Officers responding as back-up units will not exceed the original dispatched response, unless:
  - a. Dispatch or a supervisor upgrades the response to priority,
  - b. A priority response is requested by an officer on the scene, or
  - c. The officer on the scene does not respond to a check of his/her welfare and the supervisor authorizes a priority response.

## C. Priority Response

1. A "Priority" response will be designated for situations that require an emergency response to the scene of an incident.
2. When officers respond to a priority call, they are authorized to activate their police vehicle's **emergency lights and siren** to warn other users of the road of their approach.
3. When responding priority, officers will drive with due care and caution and will not drive their vehicle at a speed that hinders the vehicle's safe operation.
4. Because this is a situation requiring an emergency response by police, responding officers will use the safest and most expeditious route to the scene.
5. If a call is dispatched as a priority and an officer feels that such a response is not justified under the circumstances, he/she will make dispatch aware that they are responding in a normal mode so that other responding officers can be advised. An example of this may be hazardous road/ driving conditions

6. Likewise, supervisors have the option of reducing a response if they feel that the priority is not justified.
7. A Priority response will be designated for the following situations:
  - a. Officer in trouble, needs immediate help;
  - b. Murder in progress or just occurred;
  - c. Rape in progress or just occurred;
  - d. Robbery in progress or just occurred;
  - e. Aggravated assault in progress or just occurred;
  - f. Burglary in progress;
  - g. Arson in progress;
  - h. Fight in progress;
  - i. Suicide attempt in progress;
  - j. Felony fugitive/escape, when there is a likelihood of apprehension;
  - k. Kidnapping in progress or just occurred;
  - l. Domestic / Family fight in progress if battery/weapons are involved;
  - m. Personal injury traffic collisions (exception - fire/rescue personnel or other police agencies on the scene and the situation does not warrant a priority response by LPD, the response will be reduced);
  - n. Any other situation where additional information is available to dispatch personnel or officers that a priority response would prevent loss of life or serious injury.

**IV. CALLS FOR WHICH AT LEAST TWO (2) OFFICERS SHOULD RESPOND**

- A. Whenever possible, at least two (2) officers should respond to the following types of situations:
  1. The potential for, or actual assault on, an officer,
  2. The possibility of an on-scene arrest being made,
  3. Any crime in-progress
  4. A situation involving a fleeing suspect,
  5. Domestic disputes,
  6. Alarms,
  7. 911 disconnects,
  8. Any other situation that a prudent officer believes would warrant additional officer(s) to preserve the peace and to protect each other.
  
- B. Field supervisors shall monitor the response codes for calls for assistance and shall have the authority to upgrade or downgrade assigned response codes. Field supervisors shall closely monitor all priority calls and shall respond if necessary.
  
- C. Officer's response to call
  1. Upon arrival at the scene of a call, the responding officer shall rapidly evaluate the situation and determine whether additional units are still needed or whether other units responding can be slowed or cancelled.
  2. [REDACTED]
  3. Officers are reminded that upon deactivation of a siren and flashing lights, their response ceases to be an emergency and they must comply with all posted speeds and traffic control devices.
  4. In situations requiring a silent response, e.g., alarms and prowler calls, officers shall respond as rapidly as possible, obeying all traffic laws and signs.
  
- D. Police Radio.  
The police radio will be turned on and will be utilized by all personnel whenever a departmental vehicle is being utilized.
  
- E. Use of Emergency Equipment.  
Officers shall utilize their emergency equipment only when authorized, when required by the nature of their assignment, or when confronted with a situation where there is a need for the use of such equipment.

1. Emergency Lights.
    - a. Emergency lights will be utilized in accordance with the Code of Virginia, §46.2-920, this General Order, and General Order 205. Emergency lights shall be used in conjunction with the siren to signal other roadway users that emergency conditions exist and the right of way should be relinquished to the police vehicle. Officers shall not assume that the use of lights and siren will automatically give them the right of way. Even though the law requires that emergency vehicles be yielded the right of way, officers are still obligated to drive with due regard for the safety of others.
  2. Siren.
    - a. The siren shall be used in accordance with the Code of Virginia, §46.2-920, this General Order, and General Order 205.
    - b. The siren may be used to signal violators to stop when other means of attracting the violators attention have failed.
  3. Hazardous Warning Lights.
    - a. Hazardous warning lights are defined as the vehicle's four-way flasher lights.
    - b. These lights may be used in conjunction with the emergency lights and only when the vehicle is stationary.
  4. Spotlight/Alley Lights.
    - a. These lights may be used to illuminate the interior of the violator's car when officers suspect a threat to their safety. Officers should exercise care not to allow themselves to be silhouetted by the light.
    - b. These lights shall not be used to signal violators to stop due to the possibility of temporary blindness to the violator and to other drivers.
  5. Public Address System.
 

The public address system may be used when officers wish to direct the actions of a suspect or violator, from a safe distance, to minimize the hazards to the officers. The system may also be used to instruct the violator to a safe location to stop, for instructing persons during unusual conditions, alerting citizens to hazardous conditions, or for making general notifications to large crowds.
- F. Use of emergency warning devices in non-emergencies.
1. Officers shall activate emergency equipment to notify drivers that they must stop and to provide a safe environment for the driver, officer, and the public.
  2. Officers may activate emergency equipment in non-emergencies when expediency is required to eliminate a potential hazard to the public or other officers, such as using emergency lights to protect disabled motorists or when department vehicles are used as protective barriers.
  3. Any incident where the use of emergency lights constitutes a necessary warning for the safety of life (such as scenes of fires, accidents, or disasters).
  4. As a visual signal to attract the attention of motorists being stopped for traffic violations, or to warn motorists of imminent danger.

## V. SUPERVISORY RESPONSE

- A. The primary officer will request the communications center to make appropriate notification to the Team Supervisor.
  1. Incidents of a serious nature often arise that require the presence of a supervisor who possesses the authority necessary to deal with the problem. Team Supervisors shall respond to and assume command of the following incidents:
    - a. Felonies against persons;
    - b. Injuries to police officers;
    - c. Traffic accidents involving police vehicle;
    - d. Emergency conditions, whether from natural or man-made causative factors;
    - e. Any other incident where the supervisor is requested by a citizen, communications technician or police officer.
  2. Team Supervisor Notification Responsibility/Procedure.
 

***The On Duty Team Supervisor will ensure that notification to either on-duty Field Operations Division Command Staff or the on-call Command Duty Officer will occur should any of the listed events occur within the Town: (When there is any doubt whether to call, resolve it in favor of doing so,***

*regardless of the hour. Communications Center personnel due to exigent circumstances may make actual notification.)*

- a. Unattended death cases (Homicide, Suicide, Accidental deaths, or any death involving suspicious circumstances)
  - b. Life threatening vehicular and pedestrian crashes
  - c. Pursuits
  - d. Rapes and sex related offenses when suspect is unknown to victim
  - e. Use of force resulting in serious injury
  - f. Aggravated assaults that have the potential for serious consequences (life-threatening injuries, shootings, stabbings, etc.)
  - g. Any incident where a Town officer discharges his/her weapon on or off duty except in cases of range qualifications and animal destruction
  - h. Town officer is seriously injured by any means, on or off duty. \*
  - i. Town employee is implicated in a criminal or serious traffic offense. \*
  - j. Hostage/barricade situation in the Town
  - k. Aircraft accident in the Town \*
  - l. Any demonstration held on Town property or directed at a government official in the Town. \*
  - m. Any event with racial/ethnic/religious overtones, which has the potential of becoming a controversy for the Department. \*
  - n. Any natural or man-made circumstances that requires evacuation and/or closing of portions of the town roadways and highways. \*
  - o. On-going searches (longer than 2 hours) for critical missing persons (critical is defined by age, mental/physical condition or suspected foul play).
  - p. Bomb threats/plants where actual or suspected devices have been found or detonated. \*
  - q. Explosions of any kind
  - r. Events involving extensive property damage/serious injury occurring in/on government facilities or property in the Town. \*
  - s. Large scale disorders requiring significant police intervention and/or when chemical agents are used to disperse a large group. \*
  - t. Incidents involving individuals of interest, by virtue of their position in society. \*
  - u. Any serious crime where, due to its very nature or circumstances involved warrants such notification. \*
  - v. Crashes involving police vehicles
  - w. Request of significant resources from outside agencies.
3. On-duty Command Staff /On-call Command Duty Officer Notification Responsibility/Procedures.  
Initial efforts for notification will be through issued departmental cell phone and/or the Everbridge Alert system via the Emergency Communications Center. Following notification to command, the senior ranking officer on the scene can expect a telephone call from a command officer for further clarification. It will be the responsibility of the On-duty Command Staff /On-call Command Duty Officer to make notification to the Chief of Police and/or Deputy Chief of Police. It is the responsibility of the Office of the Chief or in his/her absence the senior officer available, to notify the Town Manager of those incidents identified with an asterisk (\*). Immediate notification to the Town Manager will be made only in cases where in the command officer's judgment the situation is such that it requires an immediate Town Manager notification. Otherwise, notification will be made first thing during normal working hours.
4. The On-duty Command Staff /On-call Command Duty Officer may make the determination and approve the use and subsequent call-out/deployment of additional resources to include but not limited to:
- a. CIS Detectives
  - b. Emergency Response Teams (ERT/T and ERT/N)
  - c. Unmanned Aircraft Systems Team (UAS)
  - d. Crash Reconstruction Team
  - e. Leesburg Police Citizens Support Team
  - f. Significant resources from outside law enforcement agency

Once authorized the on scene supervisor will make notification to the appropriate resource or request the Emergency Communications Center make initial contact for the purpose of efficiency. When notified by the Emergency Communications Center the requested resource should at the first opportunity contact the on-scene supervisor in order to gain the most accurate details regarding the incident.

#### VI. FIELD INTERVIEWS.

- A. Field interviews should be initiated when an officer reasonably believes an inquiry into a situation is warranted. Information obtained during a field interview is entirely dependent upon the voluntary cooperation of the citizen involved. The citizen may decline to provide information to the officer. If the field interview is conducted as part of a consensual encounter, the subject may terminate the interview at any time and leave the area; If the field interview is conducted incident to a lawful investigative detention, the subject is not free to leave, but may decline to answer the officer's questions.

Field interviews shall be based on:

1. The need to identify victims, witnesses, or suspects;
  2. Crime prevention or community relations;
  3. Intelligence gathering;
  4. Circumstances which would reasonably arouse the suspicion of an officer and where the potential for gathering crime analysis information exists.
- B. The field interview may be initiated any place in which the officer has a legitimate right to be. These interviews shall not be initiated as a means to coerce the citizen to leave an area where that individual has a right to be and no violation of law has occurred.

#### VII . PROFESSIONAL NOTIFICATIONS.

- A. Public Works Personnel.

The Public Works Department will be notified immediately to effect emergency road repairs or removal of debris from the roads. This includes snow, ice or other precipitation or conditions that degrade the surface condition and safety of the streets within the town. For further information see General Order 208.

- B. Public Utilities Personnel.

The appropriate utility company will be notified immediately to effect emergency repairs or service whenever necessary.

- D. News Media.

1. When an accident or other event occurs which causes traffic congestion and/or detours for an extended length of time, it will be the investigating officer's responsibility to inform the Team Supervisor.
2. The Team Supervisor must evaluate the situation and, if necessary, notify the Public Information Office so the information can be disseminated. Release of information will be governed by General Order 118.

#### VIII. MISSING PERSONS/RUNAWAYS.

- A. Officers responding to reports of missing or runaway persons shall adhere to the following procedures:

1. Within the following guidelines, a missing person or runaway juvenile report shall be taken when:
  - a. The missing or runaway person is domiciled in the Town of Leesburg, even though the last known location may have been in another jurisdiction. For example, a Town of Leesburg resident visiting another area, and last seen in that area, would be handled for follow-up by the Leesburg Police;
  - b. The missing or runaway person is a suspected victim of criminal acts which occur or originate in the Town of Leesburg;
  - c. The missing or runaway person is being sought by another law enforcement agency and that agency requests assistance from the Leesburg Police;
  - d. The missing or runaway person was seen or known to be in the Town of Leesburg and the jurisdiction from which the person disappeared refuses or is incapable of investigating the case.

2. A complete description of the missing or runaway person must be obtained for reporting purposes, entry into NCIC/VCIN files, and dissemination to patrol units;
3. Missing adult information will be entered into NCIC/VCIN upon the communications technician's receipt of the officer's report and the form SP 67, Affidavit for Missing Person age 18 or over. Missing juvenile information will be entered into NCIC/VCIN upon the communications technician's receipt of the officer's report and the form SP 183, Missing Children Clearinghouse Form. Entry of missing juvenile information is mandated by law to occur within 2 hours of notification to police of missing status of juvenile by reporting party.
4. It is the investigating officer's responsibility to ensure that missing persons and runaways are immediately removed from NCIC/VCIN files after they have been located. Officers locating a missing person or runaway juvenile shall notify the complainant. All lookouts, teletypes, or electronic messages shall be canceled. The deletion of missing adults from NCIC/VCIN files must be initiated by the officer/ detective or communications technician who first learns of the return of the subject. For runaway juveniles, the C.I.S. detective assigned to the case shall verify NCIC/VCIN file deletion and Missing Children Clearinghouse notification;
5. Investigations requiring the search of areas shall be coordinated by the on-duty patrol team leader who shall notify the On-duty Command Staff /On-call Command Duty Officer. Additional resources shall be requested from the Leesburg Police Citizens Support Team, Loudoun County Sheriff's Office and State Police as needed.

## IX. EQUIPMENT

### A. Patrol Vehicles.

Vehicles used in patrol are marked conspicuously to ensure they are identified as Leesburg Police vehicles. Marked patrol vehicles are each equipped with emergency lights, a siren, and police radio. In the event of unusual circumstances, unmarked vehicles may be substituted for marked vehicles on a temporary emergency basis.

### B. Unmarked Patrol/Traffic Enforcement Vehicles.

Unmarked vehicles used for patrol/traffic enforcement are equipped with emergency lights, a siren, and police radio.

### C. Operational Equipment.

1. Every marked patrol vehicle may be equipped with the following items:
  - a. Spare tire;
  - b. Lug wrench;
  - c. Fire extinguisher;
  - d. First aid kit;
  - e. Shotgun;
  - f. Flares;
  - g. Emergency blanket;
  - h. Traffic cones;
  - i. Infectious Disease Control Kit;
2. In addition to the items listed in A, the team supervisor's car may also contain:
  - a. One box of handgun ammunition;
  - b. One box of shotgun ammunition;
  - c. Crime scene barrier tape;
  - d. Pry bar / Breaching tools
  - e. Ballistic shield

### D. Use of Seat Belts.

1. The Leesburg Police Department makes a priority the enforcement of all occupant safety laws, as well as annually supporting educational and enforcement campaigns such as Click-it or Ticket and Checkpoint Strikeforce.
2. Use of seat belts by departmental personnel will be in accordance with the Code of Virginia, §46.2-1094.



3. All passengers or prisoners being transported in departmental vehicles will use seat belts in accordance with State law.
4. The use of seat belts may be optional when transporting persons in custody or traveling in circumstances which render the wearing of such safety belt system impractical.

E. Damaged/Inadequate Equipment.

Damaged or otherwise inadequate equipment shall be immediately reported by memorandum to the respective Division Commander through the employee's supervisor.

F. Parking of Police Vehicle.

All police vehicles shall be parked legally and in accordance with all Town of Leesburg Parking Regulations unless responding to an emergency call for service. Every effort should be made to avoid parking the police vehicle in a manner which will require the vehicle to be backed out of the parking spot. This will prevent the operator from having to back out quickly should an emergency arise.