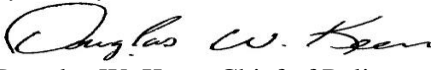




# City of Manassas Police Department General Duty Manual



Effective Date: 11-26-2013	<b>GENERAL ORDER</b>	Number: 02-02
Subject: Use and Care of Equipment		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 05-25-2018	Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A	
General Order 2-2 Dated: 05-07-2005		
Accreditation Standards: 17.5.2 / 41.3.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 3

## PURPOSE:

To outline general responsibilities for the issue, use and care of Department owned equipment.

## POLICY:

In order to accomplish the Department's mission, members shall be issued sufficient specialized equipment consistent with their duties. All Department-owned equipment is issued / reissued to authorized users, according to the provisions of this and other General Orders. All Department-owned property is maintained in a state of operational readiness by the member, section or division that it is assigned or issued to.

## DISCUSSION:

The Department issues a variety of equipment to sworn and non-sworn members for the efficient performance of their official duties, to maintain a safe and orderly workplace, and to present a professional image.

## PROCEDURE:

### I. Authorized Equipment

- A. Only issued and / or approved equipment shall be carried, worn, or used. Approved equipment consists of equipment that has received specific written authorization at the Division level, with the exception of weapons and munitions, which shall only be authorized by the Chief of Police.

### II. Issue / Reissue and Maintenance

- A. All Department-owned equipment is issued / reissued to authorized users, according to the provisions of this and other General Orders.
- B. All Department-owned equipment is maintained in a state of operational readiness by the member, section or division that it is assigned or issued to.

### III. Surrender of Equipment

- A. Members are required to surrender all Department-owned property in their possession upon separation from the Department. Members who are issued specialized equipment for use in a particular section or assignment are required to surrender all such equipment upon termination of their section / assignment status.
1. Failure to return all equipment assigned / issued will result in reimbursement to the Department by the member for the fair market value of such equipment.
  2. Final pay allowances are withheld until all equipment is returned, or payment for such equipment is received.

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**IV. Notification of Damage / Loss**

- A. Whenever Department equipment or property, including vehicles, firearms, equipment, installed items, uninstalled items or facilities become damaged or lost, the member responsible for such damage or loss shall notify his immediate supervisor, who shall determine if a written report is necessary. The supervisor will make a determination and advise the member as to the appropriate referral source for repair or replacement.
- B. In the event that Department equipment or property is found bearing evidence of damage that has not been previously reported, it shall be assumed that the last person using the equipment or property is responsible for the damage, unless a thorough investigation indicates otherwise.

**V. Vehicles**

- A. All Department vehicles shall:
  - 1. Remain clean, fueled, serviceable, and equipped with all assigned gear.
    - a. Vehicles soiled by prisoners are the responsibility of the transporting officer to clean.
    - b. In the event that the transporting officer is unable to clean the vehicle, he is responsible for reporting the situation to his supervisor during his shift.
    - c. In the event that the vehicle is contaminated with bodily fluids / hazardous materials, a private contractor provides cleaning services.
  - 2. Be checked for serviceability and damage at the beginning of each shift or use.
  - 3. Be taken to the maintenance garage in accordance with current servicing procedures.
  - 4. Be searched thoroughly for contraband prior to each use on a shift, and immediately after each prisoner transport.
  - 5. Be assigned to the primary user(s) by the appropriate Division Commander, or accounted for on the appropriate sign-out log in the Roll Call Room.
  - 6. Be towed only upon supervisory approval.
  - 7. Be driven only upon authorization or assignment by a supervisor.
- B. All Department vehicles shall not:
  - 1. Be altered or modified in any manner, without prior supervisory approval.
  - 2. Be driven if deemed unsafe.
  - 3. Leave the jurisdiction of the City without prior supervisory approval, except during traffic stops or other duties making prior notification impractical.
  - 4. Be used in routine or general patrol service unless equipped with emergency lights, siren, and a mobile radio transceiver, all in operational order.
- C. Seatbelts shall be worn by the driver and all passengers, including prisoners, except when officer safety or other operational objectives are better served without their use.

**VI. Flashlights**

- A. Only Department issued flashlights or approved flashlights are authorized for use. Such flashlights include, but are not limited to:
  - 1. Vehicle mounted flashlights.
  - 2. The issued traffic control flashlight with attachable direction cone.
  - 3. Officer purchased mini-flashlights.

**VII. Intoxilyzer Machine**

- A. The Intoxilyzer, located at the ADC, is set up for operation, maintained, repaired and adjusted only by authorized personnel from the Virginia Consolidated Laboratory Services, Division of Forensic Science.
- B. Only licensed operators may utilize the Intoxilyzer, as authorized by Virginia Division of Consolidated Laboratory Services regulations.
- C. All licensed Intoxilyzer operators shall comply with Code of Virginia Section 18.2-268, 18.2-268.1 through 18.2-268.12, and adhere to all Intoxilyzer regulations set forth by the Virginia Division of Consolidated Laboratory Services.

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**VIII. Radios and Communications Related Equipment**

- A. All Department mobile, portable or stationary radios and related communication equipment such as department issued pagers and phones shall be serviced and repaired by a licensed contractor, according to the manufacturer's specifications. Department members shall not service / repair such equipment.
- B. Any repair issue should be brought to the attention of the Technical Services Sergeant who can issue a replacement during any period required for equipment repair.
- C. Communication procedures shall be followed in accordance with Department directives and FCC rules and regulations.
- D. Members who are issued / assigned personal radios and related equipment are responsible for the normal care and safeguarding of the units.

**IX. Computers and Related Equipment**

- A. Department owned computers and related equipment may be stationary, in tabletop configuration, in portable laptop or hand-held configuration, or with a fixed mounting in vehicles.
- B. All maintenance, servicing, repair, and adjustment of Department owned computers and related equipment is the responsibility of the City Information Technology Department.
  - 1. The Technical Services Sergeant is responsible for coordinating all such activities with the Information Technology Department.
- C. Members who are issued / assigned personal computers and related equipment are responsible for the unit's normal care and safeguarding.
- D. Members operate computers and related equipment in compliance with Department directives, provisions of the Manassas City Employee Handbook, and Information Technology Department directives.

**X. DRYSAFE Evidence Drying Cabinet**

- A. Only Evidence Technicians (ET) and Forensic Technicians (FT) can use this equipment.
- B. Before initial use, each ET and FT must watch the DRYSAFE training video / product guide.
- C. Each ET and FT must sign off on a roll call training form to verify they were given video training as well as a demonstration of how to use / clean / and make ready for the next use.
- D. No powder processing is allowed in the evidence room while evidence is in the cabinet.
- E. The equipment shall not be used if the alarm is activated or it is otherwise not operating properly. Prompt notification shall be made to the designated Forensic Technician whenever the equipment is found to be inoperable.
- F. Any exposures as a result of the use of this equipment shall be reported and handled in accordance with G.O. 3-16 and G.O. 7-23.

Attachments: "A" Guidelines for Operating Evidence Drying Cabinet  
 "B" Guidelines for Cleaning Evidence Drying Cabinet

Index as: Use and Care of Equipment.  
 Drying Cabinet - DRYSAFE

References: N/A