




City of Manassas Police Department General Duty Manual



Effective Date: 12-13-2013	GENERAL ORDER	Number: 06-22
Subject: Routine and Emergency Response / Patrol Vehicle Protocol		
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PURPOSE:

To establish procedures for the care, maintenance, and operation of police vehicles.

POLICY:

The safety of the public and officers is of paramount importance in the operation of police vehicles. Accordingly, all police vehicles are maintained and driven within the limits of this directive, city ordinances and state law. Officers should provide an example of safe driving for all to see and follow. Supervisors are responsible for ensuring proper care and maintenance to assigned vehicles. This directive is applicable to emergency and non-emergency police vehicles.

DISCUSSION:

For the purpose of this directive, the following definitions apply:

CONTROLLED INTERSECTION: Any location of intersecting streets or highways where vehicular traffic is controlled by signals, lights or signs.

NORMAL DRIVING: That driving which relates to the maintenance of vehicle speed concurrent with the normal flow of traffic, the obedience to motor vehicle laws and requirements of posted vehicular control signs, the adherence to the "Rules of the Road," and the practice of courtesy as a responsible driver.

PURSUIT DRIVING: That driving which concerns itself with the pursuit and apprehension of a violator(s) of the law or persons suspected of any such violation in a motor vehicle, in a manner consistent with Code of Virginia Section 46.2-920.

PACING: The act of following a motor vehicle at a coordinated speed to determine if the followed vehicle's actual speed is in violation of the posted speed limit.

RESPONSE DRIVING: The driving of an emergency vehicle responding promptly and efficiently to the location of an emergency with the vehicle's emergency equipment activated, as required by the provisions of Code of Virginia Section 46.2-920.

OPTICOM EMITTER: The brand name of an electronic system mounted in Department and other City-owned emergency vehicles, and also installed in stationary traffic signals. When the emergency vehicle's emergency lights and siren are activated, the Opticom Emitter system may be manually activated, causing the appropriate traffic signals to be cycled to "green" (and traffic signals in all other directions cycled to "red") with the approach of the emergency vehicle, thus facilitating response driving. The Opticom Emitter system may also be activated in order to control the flow of traffic at intersections for other special uses as specified in this General Order.

EMERGENCY VEHICLE: Any marked or unmarked Department vehicle equipped with emergency lights and siren, operated with or without such equipment activated for routine or general patrol service, or operated with such equipment activated for all situations involving pursuit driving or responses to emergency calls.

NON-EMERGENCY VEHICLE: Any vehicle owned, loaned, leased or rented by the City of Manassas, that is not equipped with emergency lights or siren.

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PROCEDURE:

I. Driving Measures

A. Response Codes.

1. When a call for service is dispatched by the Public Safety Communications Center, the officer is responsible for choosing one of the following response codes, based upon the best possible information received from the Emergency Communication Specialist.
 - a. Code 3: Response Driving.
 - b. Code 2: Normal driving but proceed forthwith.
 - c. Code 1: Normal driving, other brief business may be conducted while en route.
 - d. Signal 1: Response driving, due to a situation that has been declared "Officer in Trouble".
 - e. Signal 15: Response driving, due to a situation that has been declared "School Crisis: Mass Casualty / Shooting in Progress".
2. The officer may decide to change his response code, when ordered by a supervisor, or based on the receipt of clear and articulable facts not known by the Emergency Communication Specialist, or supervisor, that changes the level of urgency. Among the factors which may be considered in lessened responses are:
 - a. A close proximity to the call upon receipt.
 - b. Use of emergency equipment may hamper the safety of persons.
 - c. Suspects may be alerted to the approach of police.
 - d. Because of traffic or road conditions, the speed of response is not significantly enhanced by the use of emergency equipment.
3. Non-sworn members operating Department vehicles respond to all assignments or incidents in Code 1 or Code 2 responses only.

B. Response Driving: Code 3.

1. The use of response driving is, of necessity, governed by the nature of the incident, the amount of information a caller or complainant provides and the accuracy of that information. Response driving is authorized only in an emergency vehicle. Non-emergency vehicles are not used for this purpose.
2. Response driving is reserved for emergency circumstances where life, limb, or property may be in jeopardy, or to increase the likely apprehension of potentially dangerous suspects.
3. Officers responding to incidents other than those dispatched through the Public Safety Communications Center are guided in their use of Code 1, 2, 3, Signal 1 or Signal 15 response by the best information available to them at any given time. The use of Code 3, Signal 1 or Signal 15 response driving must meet the criteria in Section I-B, 2 of this General Order. Pursuit driving is governed by General Order 6-21.
4. Since an officer's judgment and decision to use response driving depends upon what determination he can make from the total information conveyed to him, it is critically important for such information to be complete and accurate.
5. Once a decision has been made to employ response driving, the following applies:
 - a. The responding officer bears in mind that his response objective is to arrive safely at the location of the occurrence as soon as possible. Officers are not protected from criminal prosecution for conduct constituting reckless disregard of the safety of persons and property.
 - b. Upon approaching a controlled intersection or other location where there is great possibility of a collision, the operator of a police vehicle being operated in the response driving mode must make every attempt to reduce the speed of his vehicle in such a manner as to avoid collision with another vehicle, pedestrian, or object, including stopping completely if necessary, before entering and traversing the intersection. When faced with a red traffic signal, the officer shall slow his vehicle to the extent necessary to ensure by careful observation that the way is clear before proceeding through the intersection, if necessary.

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- c. The operator of an unmarked emergency vehicle in the response or pursuit driving mode during daylight hours should, in addition to the use of emergency equipment, have the headlights illuminated or flashing, when so equipped.
- d. During response or pursuit driving, four-way flashers should not be used when the emergency vehicle is in motion because they may interfere with brake lights and turn signals.
- e. The nature of certain crimes in progress (such as a robbery that could turn into a hostage situation) may call for the siren to be discontinued upon close approach to the location of the occurrence. Police vehicle operation under these conditions requires extreme caution and reduction of speed with due regard for the posted speed limit(s) and traffic / road conditions coincidental to the elimination of the siren.
- 6. Nothing in this response driving section is intended to govern the use of emergency equipment during routine activities such as pacing or traffic enforcement.
- 7. Non-sworn members operating Department vehicles are prohibited from using a Code 3 response to any assignment or incident.
- 8. Response Driving is prohibited in non-emergency vehicles.
- C. Normal Driving: Code 1 and Code 2.
 - 1. The majority of routine patrol driving and response to calls for service is conducted in the normal driving mode, Code 1 and Code 2.
 - 2. Normal driving response is performed as follows:
 - a. In addition to provisions of this General Order, the motor vehicle laws of the Commonwealth of Virginia and the ordinances of the City of Manassas also govern the operation of police vehicles.
 - b. Regardless of the seriousness of the situation to which the officer is responding, and excepting circumstances that are clearly beyond his control, the operator of a police vehicle is held accountable for the manner in which the vehicle is operated.
 - c. At the scene of a crime, a motor vehicle accident, or other incident to which police respond, a police vehicle must be parked in such a manner so as not to create an obstacle or hazard to other traffic except to protect the scene. At fire scenes, ingress and egress of additional fire and rescue equipment should be considered. Emergency lights and flashers should always be used to their full advantage to warn other drivers approaching the scene.
 - d. Since improper backing or turning causes many accidents, members must exercise extra caution while doing so.
 - e. The decision to upgrade from normal to response driving is authorized only after consideration of the following:
 - 1) The nature of the call, assignment or occurrence.
 - 2) The seriousness of the situation.
 - 3) The variable conditions of traffic congestion, weather, road surfaces, etc., present at the time.
- D. Signal 1 or Signal 15 Response.
 - 1. A declaration of "Signal 13" indicates that an officer or non-sworn member is in immediate peril of death or serious injury.
 - 2. A declaration of "Signal 15" indicates a "School Crisis: Mass Casualty / Shooting in Progress".
 - 3. A Signal 1 or Signal 15 response is made in the Code 3 response mode, and is governed by the conditions noted in Section I, Part B of this General Order.
 - 4. A Signal 1 or Signal 15 response may be declared in 3 ways.
 - a. By an officer or member himself or another officer or member, in the field, by verbal declaration.
 - b. By an officer or member, who has activated the emergency button on his portable police radio, which notifies the Public Safety Communications Center that the officer or member has declared a Signal 13 emergency.

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- c. By the Public Safety Communications Center, based on the ECS's evaluation of a citizen's report, after evaluation of the conditions in the field, or in response to the conditions noted in a and b, above.

II. Use of the Opticom Emitter System in Response Driving and Other Special Uses

- A. The Opticom Emitter System is mounted in selected Department and other City-owned emergency vehicles, and also installed in stationary traffic signals in the City.
 - 1. All Department vehicles equipped with the Opticom Emitter system are clearly identified by a warning notice attached to the emergency equipment console.
- B. When the emergency vehicle's emergency lights and siren are manually activated, the Opticom Emitter system may be manually activated, causing the appropriate traffic signals to be cycled to "green" (and traffic signals in all other directions cycled to "red") with the approach of the emergency vehicle, thus facilitating Code 3, Signal 1 and Signal 15 responses.
- C. The Opticom Emitter System does not relieve officers of the responsibility of choosing the proper response code, as provided in this General Order.
- D. The Opticom Emitter system may also be activated by a stationary or slow-moving emergency vehicle, in order to control the flow of traffic at intersections for other special uses, such as:
 - 1. Funeral and other escorts.
 - 2. Road or utility repairs.
 - 3. Accident scenes.
- E. Any unauthorized use or abuse of the Opticom Emitter System will result in disciplinary action.
- F. Use of the Opticom Emitter System does not relieve the operator of the responsibility of exercising due regard for safety.

III. Vehicle Assignment

- A. All emergency vehicles that are used in routine or general patrol or investigative service, whether conspicuously marked as law enforcement vehicles or unmarked, are equipped with emergency lights and a siren.
- B. The Chief of Police is assigned an unmarked emergency vehicle.
- C. The Patrol Fleet Manager assigns patrol emergency vehicles. Patrol supervisors ensure that assigned vehicles are driven and cared for accordingly. When an assigned vehicle is unavailable, the squad supervisor assigns a replacement vehicle. Damaged or extremely dirty vehicles are reported to a supervisor immediately.
- D. Marked Patrol Vehicle.
 - 1. The marked patrol vehicle is an emergency vehicle that is assigned to patrol or traffic services officers to meet specific patrol or traffic objectives. It provides transportation for Department members, prisoners, visitors, and equipment, serves as a utility vehicle when needed, and is normally used for general law enforcement and selective enforcement duty.
 - a. Marked patrol vehicles are conspicuously marked as law enforcement vehicles from all viewpoints and from a long distance.
 - b. Reflective markings are applied to marked patrol vehicles.
 - 2. During non-patrol activity periods, the marked patrol vehicle may be used with special restrictions upon the approval of the Commander of Patrol Services.
 - a. When used for parking enforcement / school crossing use by non-sworn members, the law enforcement markings are covered by magnetic signs identifying the vehicle for parking enforcement / school crossing guard use.
 - b. During such use, the vehicle is a non-emergency vehicle, and may be operated by any member possessing a valid Drivers License. No additional training is required to operate the non-emergency vehicle.
 - 3. Only sworn members possessing a valid Drivers License, and having completed basic law enforcement officer training are allowed to operate the marked patrol vehicle (except during authorized law enforcement academy basic training). No additional training is required in order to operate the marked patrol vehicle.

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4. Use of emergency and non-emergency vehicles during a pursuit is governed by General Order 6-21.
 5. The Commander of Patrol Services (or his designee) is designated as the person responsible for inspecting the marked patrol vehicle to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 6. See Section VI for a list of the equipment to be kept in the marked patrol vehicle.
- E. Unmarked Patrol Vehicle.
1. The unmarked patrol vehicle is an emergency vehicle that is assigned to patrol or traffic services officers to meet specific patrol or traffic objectives. It provides transportation for Department members, prisoners, visitors, and equipment, serves as a utility vehicle when needed, and is normally used for general law enforcement and selective enforcement duty.
 2. During non-patrol activity periods, the unmarked patrol vehicle may be used without any special restrictions upon the approval of the Commander of Patrol Services.
 3. Only sworn members possessing a valid Drivers License, and having completed basic law enforcement officer training are allowed to operate the unmarked patrol vehicle (except during authorized law enforcement academy basic training). No additional training is required in order to operate the unmarked patrol vehicle.
 4. Use of emergency vehicles during a pursuit is governed by General Order 6-21.
 5. The Commander of Patrol Services (or his designee) is designated as the person responsible for inspecting the unmarked patrol vehicle to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 6. See Section VI for a list of the equipment to be kept in the unmarked patrol vehicle.
- F. Motorcycle.
1. The motorcycle is a special use, emergency vehicle that provides transportation for Traffic Services Section Motorcycle Officers and equipment, and is normally used for Traffic Services Section special enforcement operations, escorts and details.
 2. Only sworn members assigned to the Traffic Services Section and possessing a valid Drivers License with a motorcycle endorsement, and successfully meeting the law enforcement academy training criteria are allowed to operate the motorcycle on the public highway. The Traffic Services Sergeant maintains a list of those members and positions authorized to operate the motorcycle.
 3. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21.
 4. The Traffic Services Sergeant is designated as the person responsible for inspecting the motorcycle to ensure the motorcycle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 5. The Traffic Services Sergeant maintains a list of the equipment to be kept in the motorcycle.
- G. K-9 Vehicle.
1. The K-9 Vehicle is a special use, emergency vehicle that provides transportation for K-9 Teams, other members and equipment, serves as a utility vehicle when needed, and is normally used exclusively for K-9 operations.
 2. Only sworn members possessing a valid Drivers License are allowed to operate the K-9 Vehicle. K-9 officers are encouraged to attend a familiarization course in SUV driving. The Special Operations Lieutenant maintains a list of those members and positions authorized to operate the K-9 Vehicle.
 3. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21.
 4. The K-9 Officer is designated as the person responsible for inspecting the K-9 Vehicle to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 5. The Special Operations Lieutenant maintains a list of the equipment to be kept in the K-9 Vehicle.

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- H. Bicycle.
1. The bicycle is a special use, non-emergency vehicle that provides transportation for Bicycle Team members, and is normally used for Bicycle Team operations, special enforcement operations and community- oriented policing.
 2. Only sworn members who have passed the basic bicycle operation test (see General Order 6-28) are allowed to operate the bicycle. No additional training is required in order to operate the bicycle. The Bicycle Team Leader maintains a list of those members and positions authorized to operate the bicycle.
 3. Use of bicycles during a pursuit is prohibited.
 4. The Bicycle Team Leader is designated as the person responsible for inspecting the bicycle to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City’s contractor.
 5. The bike is equipped with a saddle bag and lights for night time use.
- I. Community Services Section Van.
1. The Community Services Section Van (hereafter known as the “van”) is an emergency vehicle that provides transportation for Community Services Section members, other members, visitors, prisoners and equipment, serves as a utility vehicle when needed, and is normally used for Community Services Section operations.
 2. Sworn and non-sworn members possessing a valid Drivers License are allowed to operate the van. No additional training is required in order to operate the van.
 3. Use of emergency vehicles during a pursuit is governed by General Order 6-21.
 4. The Community Services Specialist is designated as the person responsible for inspecting the van to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 5. No special equipment is stored in the van.
- J. Motor Carrier Safety (MCS) Truck.
1. The MCS truck is a special use, emergency vehicle that provides transportation for MCS members, other members and equipment, serves as a utility vehicle when needed, and is normally used for selective traffic enforcement.
 2. During non-MCS activity periods, the MCS truck may be used without any special restrictions upon the approval of the Traffic Services Sergeant.
 3. Only sworn members possessing a valid Drivers License are allowed to operate the MCS truck. No additional training is required in order to operate the MCS truck, however, it is recommended that operators be encouraged to attend a DCJS approved Van and Wagon training when the opportunity is available.
 4. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21.
 5. The Traffic Services Supervisor is designated as the person responsible for inspecting the MCS truck to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 6. The Traffic Services Supervisor maintains a list of the equipment to be kept in the MCS truck.
- K. Emergency Services Unit (ESU) Van.
1. The ESU Van is a special use, emergency vehicle that provides transportation for ESU personnel and equipment, serves as a utility vehicle when needed, and is normally used for ESU operations.
 2. During non-ESU activity periods, the ESU Van may be used without any special restrictions upon the approval of the ESU Commander.
 3. Only sworn members possessing a valid Drivers License are allowed to operate the ESU Van. No additional training is required in order to operate the ESU Van, however, it is recommended that operators be encouraged to attend a DCJS approved Van and Wagon training when the opportunity is available.
 4. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21.

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5. The ESU Commander is designated as the person responsible for inspecting the ESU Van to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 6. The ESU Commander maintains a list of the equipment to be kept in the ESU Van.
- L. Department Boat.
1. The Department Boat is a special use vehicle that provides transportation for Department members and equipment while used exclusively on navigable waterways, and is normally used for special operations.
 2. The Commander of Patrol Services or his designee will ensure that all boat operators are proficient in boat operations in accordance with NASBLA or equivalent operator standards for vessels in excess of 10HP. Only sworn members deemed to have such proficiency are authorized to operate the Department Boat.
 3. The Department Boat is not authorized for pursuit operation.
 4. The Commander of Patrol Services or his designee is designated as the person responsible for inspecting the Department Boat to ensure the boat is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 5. The Commander of Patrol Services or his designee maintains a list of the special equipment to be kept in the Department Boat.
- M. Animal Control Truck.
1. The Animal Control Truck is a special use, emergency vehicle that provides transportation for Animal Control Section members and equipment, stores captured animals securely, serves as a utility vehicle when needed, and is normally used exclusively for Animal Control operations.
 2. During non-Animal Control Section activity periods, the Animal Control Truck may be used without any special restrictions upon the approval of a supervisor as needed.
 3. Only sworn members possessing a valid Drivers License are allowed to operate the Animal Control Truck. No additional training is required in order to operate the Animal Control Truck, however, it is recommended that operators be encouraged to attend a DCJS approved Van and Wagon training when the opportunity is available.
 4. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21.
 5. The Chief Animal Control Officer is designated as the person responsible for inspecting the Animal Control Truck to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 6. The Senior Animal Control Officer maintains a list of the special equipment to be kept in the Animal Control Truck.
- O. Investigative Services Division Vehicles.
1. Investigative Services Division Vehicles (hereafter known as "ISD vehicles") are unmarked, emergency vehicles that are assigned to Investigative Services Division officers to meet specific investigative objectives. They provide transportation for ISD members, other members, prisoners, visitors, and equipment, and are normally used for general investigative duty.
 2. Only sworn members possessing a valid Driver's License are allowed to operate ISD vehicles. No additional training is required in order to operate ISD vehicles.
 3. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21.
 4. The Commander of Investigative Services (or his designee) is designated as the person responsible for inspecting ISD vehicles to ensure the vehicles are in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 5. No special equipment is kept in ISD vehicles.
- P. Administrative Services Division Vehicles
1. Administrative Services Division Vehicles (hereafter known as ASD vehicles) are unmarked, emergency and non-emergency vehicles available for use by ASD personnel. They provide transportation for ASD members, other members, visitors, and equipment and are generally used for the accomplishment of routine administrative duties and travel.
 2. Both sworn and non-sworn members possessing a valid Driver's license are allowed to operate ASD vehicles. No additional training is required to operate ASD vehicles.

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3. Use of emergency vehicles during a pursuit is governed by General Order 6-21. Use of special use, non-emergency vehicles during a pursuit or for response driving is prohibited regardless of the operator's sworn status.
4. The Commander of Administrative Services (or his designee) is designated as the person responsible for inspecting ASD vehicles to ensure the vehicles are in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
5. No special equipment is kept in ASD vehicles.

Q. Utility Trailers

1. The utility trailers (hereafter referred to as the "trailers") are non-emergency vehicles normally used for the storage and transport of equipment. The trailers contain inventory specific to their primary function.
2. Trailers are used by the Traffic Services Section, the Civil Disturbance Unit, the SCUBA team, and the Evidence Technicians. Each trailer is the responsibility of the supervisor of the assigned function. The supervisor or his designee is responsible for the inventory, maintenance, deployment and use of the trailer.
3. The respective supervisors responsible for the maintenance of the trailers maintain a list of equipment to be stored in them.
4. The Traffic Services Supervisor is designated as the person responsible for inspecting the Traffic Services Section trailer to ensure that the vehicle is in proper condition and schedule any required maintenance/repair needs through the City Maintenance Garage. The Civil Disturbance Unit Commander (or his designee) is designated as the person responsible for inspecting the Civil Disturbance Unit trailer to ensure that the vehicle is in proper condition and schedule any required maintenance/repair needs through the City Maintenance Garage.
5. The trailers may be used by department members for other purposes as necessary with the approval of the Patrol Services Division Commander or the supervisor responsible for the trailer.
6. Only sworn members are allowed to transport the trailers when they are attached to Department emergency vehicles. The licensing requirements specific to the towing vehicle are applicable in these instances. Non-sworn members may only use the trailers in conjunction with a non-emergency vehicle.
7. Department members utilizing a trailer are to obey all laws pertaining to trailer use as stipulated by Virginia Code.
8. Emergency vehicles engaged in the towing of the trailers are prohibited from engaging in a pursuit or response driving.

R. Incident Command Vehicle

1. The Incident Command Vehicle is a special use vehicle, emergency vehicle normally used by on-scene command as a mobile command post at any major, unusual occurrence. It may also be used in non-emergency situations such as pre-planned events requiring the use of an on-scene command post.
2. The Incident Command Vehicle may be used as a mobile or fixed command post. It is not authorized for use in response or pursuit driving.
3. The Incident Command Vehicle may be utilized by any City department as a command post for any major, unusual occurrence or pre-planned event. It is owned by the City of Manassas, but maintained and primarily used by the Police Department.
4. There are no special licensing requirements for operators of the Incident Command Vehicle. Operators, prior to initial use, must attend familiarization training on the operation of the vehicle and its components instructed by the Technical Services Supervisor.
5. The Technical Services Supervisor is designated as the person responsible for inspecting the Incident Command Vehicle to ensure that the vehicle is in proper condition and schedule any required maintenance/repair needs through the City Maintenance Garage.
6. The Technical Services Supervisor is responsible for maintaining a list of equipment to be kept in the Incident Command Vehicle.
7. The Technical Services Supervisor maintains a list of those Department members and City employees authorized to operate the Incident Command Vehicle.

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- S. Armored Vehicle
1. The Armored vehicle is a special use, emergency vehicle that normally provides transportation for ESU personnel during training and call outs. It can also be used by other sworn members for high risk calls including officer or civilian rescues.
 2. During non-emergency activity periods, the armored vehicle may be used without any special restrictions upon the approval of the ESU Commander or his designee.
 3. Only sworn members possessing a valid Drivers License are allowed to operate the vehicle. No additional training is required in order to operate the armored vehicle; however, it is recommended that operators be familiar with the vehicle. This familiarization will occur during in house training (REACT, etc.).
 4. Use of special use emergency vehicles during a pursuit is governed by General Order 6-21. 41.1.3a
 5. The ESU Commander is designated as the person responsible for inspecting the armored vehicle to ensure the vehicle is in proper condition and schedule any required maintenance / repair needs through the City Maintenance Garage.
 6. The ESU Commander maintains a list of the equipment to be kept in the armored vehicle.
- T. DTS Video Trailer
1. The Video Trailer is a tool that is available to all divisions of the police department, though its primary function will be to assist the Vice/Narcotics and the Patrol Division's Special Operations section with problem areas associated primarily with criminal activity.
 2. It may also be used for special events or other public locations where its use could increase the safety of the general public.
 3. The Video Trailer will be stored in the rear lot at headquarters or at the Public Works Facility when not in use.
 4. Any request for the Trailer should be forwarded to the Technical Services Supervisor. The Trailer will then be deployed by an officer or city employee that has received the training to deploy it. The Technical Services Supervisor will maintain the names of the employees who can deploy the trailer.
 5. The Video Trailer should be towed to the target location using a vehicle without police identifiers and deployed by a non-uniformed employee.
 6. Department members utilizing the trailer are to obey all laws pertaining to trailer use as stipulated in the Code of Va.
 7. Any issues with the Video trailer (mechanical issues, damage etc.) must immediately be reported to the Technical Services Supervisor.
- U. Utility Cart (PDEZGO)
1. The Police Department Utility Cart is a gas-powered, special duty vehicle that may be used in a variety of situations. It will be primarily used for special events in and around the Old Town areas of Manassas. It may only be used for official City of Manassas business.
 2. It is a six (6) passenger shuttle that also has the capability to be used to carry small payloads in the convertible cargo area to the rear.
 3. Use of the vehicle for any special event will be at the discretion of the event/incident commander. Specific assignments for the vehicle and any officer assigned to it should be outlined in the special order drafted for the event. Deployment of the vehicle for anything other than a planned special event must be approved by the duty supervisor.
 4. Personnel assigned to the vehicle must review and adhere to the safety guidelines established for use of the vehicle in accordance with VA Code 46.2-916.3.
 5. This vehicle is equipped with safety equipment including headlights and taillights, flashing blue lights, horns, fire extinguisher and first aid kit. Reflective striping has been applied to increase visibility at night.
 6. The vehicle maintenance shop will maintain the vehicle and perform any repairs and preventive maintenance. It has been assigned the identifying name of "PDEZGO" for tracking purposes.

IV. Care and Maintenance

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- A. The Vehicle Status Board, located in the Roll Call Room, is used to provide ready reference on the availability of the patrol fleet. Supervisors are responsible for ensuring vehicle status is duly noted on this board at all times. Officers should check with the Street Supervisor, Watch Commander, or Commander of Patrol Services before taking a vehicle.
- B. Members operating an emergency vehicle or non-emergency vehicle are responsible for doing so in accordance with the rules governing use in this General Order. The operator also has the responsibility to check safety features of the vehicle prior to commencing operations. The check should include all lights, brakes, tires, siren, horn, steering and equipment assigned with the vehicle. The fuel, oil, water and other engine fluids are replaced prior to the end of the tour of duty. During periods of inclement weather when vehicles can not be washed regularly, the operator must assure that headlight, taillight and emergency light lenses are kept clean.
- C. Members are not authorized to modify, remove, deactivate or otherwise tamper with the vehicle safety belts, emission control devices, or any other part of the vehicle or its assigned equipment.
- D. A police vehicle which must be left unattended, but with the engine in operation to supply sufficient power for emergency equipment, should be locked by the operator to ensure security and safety of the police vehicle.
- E. Preventative Maintenance.
 - 1. The City Maintenance Garage schedules all Department vehicles for preventative maintenance once a month.
 - 2. The Technical Services Supervisor is the general liaison with the City Maintenance Garage.
 - 3. Vehicles should be taken to the car wash as needed by assigned officers. The Technical Services Supervisor schedules patrol vehicles for waxing on an as-needed basis.
 - 4. Supervisors monitor cleanliness and care of vehicles and ensure appropriate corrective measures are taken where necessary.
- F. Breakdowns.
 - 1. When a Department vehicle breaks down during hours the City Maintenance Garage is in operation, the garage should be contacted first. A Department vehicle with serious mechanical defects is towed, not driven, to the City Maintenance Garage. Garage approval is required for each tow. The garage arranges for the vehicle to be towed, by a contractor. The supervisor or operator signs the contractor's tow bill, when required. The City's copy of the tow bill and a work order are given to garage personnel.
 - 2. During daylight hours when the Garage is open, the garage will respond to repair a flat tire; otherwise the changing of the tire becomes the operator's responsibility. A work order is forwarded to the Garage for replacement of the spare.
 - 3. In the event that a replacement of simple parts (i.e., sealed beams, fuses, etc.) is necessary during hours that the Garage is not open, these parts may be purchased from a local vendor using the Department's credit card, thus reducing down time for vehicles.
 - 4. Drive through repairs.
 - a. Whenever possible, drive through repairs may be made at the Garage to reduce the down time of the vehicle with minimum interference to Garage operations. During daylight hours when the Garage is open, officers should contact the Garage and determine whether drive through service is available.
 - b. Minor adjustments or replacement of wiper blades and sealed beams are examples of repairs that are best suited for drive through repairs.
 - 5. Down time repairs.
 - a. Whenever possible, a vehicle requiring down time for service is left at the Garage with the necessary work order. The after hours drop box may be used for this purpose. The vehicle is left at the designated area at the Garage, and locked. The officer leaving the vehicle should ensure that all weapons kept in the vehicle are either removed or (if available) locked in the vehicle's weapons locker. The status of the vehicle is noted on the Vehicle Status Board in the Roll Call Room.

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- b. A vehicle disabled on the parking lot of Headquarters may be left as is, until the Garage is able to respond or arrange a tow. When this is done, a work order is forwarded to the Technical Services Supervisor.
- 6. The Garage send a general email to the appropriate staff members to notify when a vehicle is ready for pickup. Supervisors ensures the pickup of the vehicle during the tour of duty.
- 7. During weekends, the Duty Supervisor ensures that the on-call Garage representative is contacted in the event that critical repairs are needed.

V. Fueling Procedures

- A. Department vehicles are fueled at the City Maintenance Garage, except when they are used for travel out of the City, and refueling becomes necessary.
 - 1. Each member of the Department that operates a City vehicle is assigned a unique password in order to activate the Garage fueling system.
 - a. In order to activate the fueling system, the operator uses a vehicle identification card, and enters such information as required by the fueling system.
 - 2. Members who operate a City vehicle during out of City travel pay for refueling (as well as any other vehicle fluids that may be needed) with a Department credit card. Receipts for refueling are submitted to the Accounts Receivable clerk.
- B. Members operating City vehicles are responsible for checking the vehicle's fluid levels, and adding to them as required. All necessary supplies are available at the Garage fueling station

VI. Patrol Vehicle Equipment

- A. Patrol vehicles are supplied with, at a minimum, the following special equipment.
 - 1. First aid kit.
 - 2. A minimum of one box of flares.
 - 3. Fire extinguisher.
 - 4. Two emergency blankets.
 - 5. Shotgun and / or long Rifle
 - 6. Blood/airborne pathogen exposure kit.
 - 7. Trunk tie-down.
 - 8. Lock out Kit- Supervisors Vehicles.
 - 9. "Stop Stik" device.
 - 10. Ballistic Shields (in selected vehicles and the Rapid Response Vehicles)
 - 11. Incident Command Bag
 - 12. Traffic cones (in selected vehicles only).
 - 13. Weapon locker (in Patrol Supervisors' vehicles only).
- B. Each member is responsible for checking the vehicle to ensure that it has the minimum required equipment, prior to taking the vehicle out of headquarters.
- C. Each member is responsible for ensuring that the special equipment noted in Section A, above is replaced after use.
 - 1. Weapons and ammunition are obtained from the Firearms Supervisor.
 - 2. Flares are obtained from City Public Works as needed.
 - 3. Other equipment is obtained from the Facilities Management Sergeant
- D. Supervisors conduct spot inspections to ensure that the minimum special equipment is in place.

VII. Seat Belt Use

- A. All Department vehicles, whether emergency vehicles or general use vehicles, are equipped with lap / shoulder safety restraint devices (seat belts) for the driver and any passengers / prisoners.
- B. Safety restraint device use is mandatory for all persons operating or riding in a Department vehicle.
 - 1. In certain situations, prisoners may be restrained in such a way that safety restraint device may not be possible. See General Order 6-10.

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2. Sworn officers are exempt from seat belt use in certain instances defined in VA Code § 46.2-1094. as any law-enforcement officer transporting persons in custody or traveling in circumstances which render the wearing of such safety belt system impractical

Attachments: "A" – Vehicle Equipment Inventory and Repair Request

Index as:

<ul style="list-style-type: none"> Emergency Driving. ESU Van. Maintenance of Vehicles. Patrol Vehicles. Specialized Vehicles. Vehicles. Unmarked Patrol Vehicle. Motorcycle. K-9 Vehicle. Bicycle. Community Services Section Van. 	<ul style="list-style-type: none"> Pick-up Truck. Motor Carrier Safety (MCS) Van. Department Boat. Animal Control Truck. Investigative Services Vehicles. Admin Services Vehicles. Utility Trailers. Incident Command Vehicle. Armored Vehicle. Video Trailer. Utility Cart
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References: Code of Virginia § 46.2-920, available at www.leg1.state.va.us