




City of Manassas Police Department General Duty Manual



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| Effective Date: 09-15-2000 | GENERAL ORDER | Number: 06-27 |
| Subject: LoJack Stolen Vehicle Recovery Equipment | | |
| <input checked="" type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 12-11-2014 | | Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A |
| General Order # Dated: | | |
| Accreditation Standards: | By Authority Of:  Douglas W. Keen, Chief of Police | Total Pages: 3 |

PURPOSE:

To provide written direction for training requirements, use, maintenance and reporting procedures for the use of LoJack Stolen Vehicle Recovery Equipment.

POLICY:

All training, use and maintenance shall follow established LoJack System procedures as established by the LoJack Corporation and the Virginia State Police. The Virginia State Police are the designated state coordinating agency. The Technical Services Lieutenant is the LoJack Coordinator for the Department. All requests and problem notifications concerning LoJack equipment are made to the LoJack Coordinator by memorandum or by use of computer mail.

DISCUSSION:

The Commonwealth of Virginia has entered into a contractual agreement with the LoJack Corporation for the monitoring of LoJack Stolen Vehicle Recovery Equipment installed into privately owned vehicles. Part of this agreement requires the LoJack Corporation to provide the Department with LoJack monitoring devices. As part of the Department's commitment to recovery of stolen property, LoJack trained officers assigned certain LoJack equipped Department vehicles actively monitor their LoJack devices while conducting routine duties.

PROCEDURE:

I. Training

- A. Selected officers are trained in the operation of the LoJack device. Such training may be conducted by in-house approved instructors, LoJack company representatives, members of the Virginia State Police, or other persons authorized by the Department of Criminal Justice Services.
- B. Officers who desire training on the LoJack System should make their request to the LoJack Coordinator through the appropriate chain of command.
- C. As needed, LoJack officers may request the use of a LoJack signal training unit. This unit transmits a LoJack training signal to allow LoJack operators to practice following and locating a vehicle equipped with the training device. The system allows officers to remain proficient at tracking and locating LoJack signals and its use is encouraged. Requests for the use of this device are forwarded to the LoJack Coordinator.

II. Operations

- A. Approved officers operating LoJack equipped vehicles are to visually inspect the LoJack unit for defects and other problems prior to use. If any are found, they are to be reported to the LoJack Coordinator.
- B. LoJack trained officers operating a LoJack equipped vehicle conduct the required self-test procedure following the LoJack operating procedures. Any unit that does not function properly should not be used. The testing officer is to notify the LoJack Coordinator of the system failure detailing the specific problem.
- C. If in the course of tracking, the LoJack PTC begins to behave erratically, displays a weak signal when the target vehicle is close or other malfunctions occur, the unit needs to be repaired. The LoJack Coordinator is to be notified of the specific problem so that the coordinator can arrange repair or replacement of the unit.

| | | |
|--|----------------------|------------------|
| Effective Date: 09-15-2000 | GENERAL ORDER | Number: 06-27 |
| Subject: LoJack Stolen Vehicle Recovery Equipment | | Page: 2 of 3 |

- D. Whenever a LoJack equipped cruiser is taken for cleaning at the contract car wash, the four LoJack antennas are to be removed prior to washing. The antennas should be unscrewed by hand and replaced after cleaning.

III. Actions Taken Subsequent to a LoJack Signal

- A. LoJack signals within the City.
 - 1. When an officer receives a LoJack signal within the City limits, the officer locks the signal into the PTC. Notification is then made to the Public Safety Communications Center (PSCC), providing the LoJack code received, the officer's current location and the direction that the LoJack operator believes the signal is coming from.
 - 2. Area officers are notified of the LoJack signal reception and available units should respond to the area to assist in the search. The LoJack operator advises responding units as to the best locations to check.
 - 3. Upon receipt of the LoJack code from the LoJack operator, PSCC enters the code using the VCIN LoJack format, and attempts to verify the code as a stolen vehicle. Any information received is relayed immediately to the LoJack operator and responding units.
- B. LoJack signals beginning in the City and entering Prince William County or Manassas Park.
 - 1. When a LoJack operator receives a signal that starts in the City and leaves the City, notification is provided to PSCC and the procedures outlined in Section III, A of this General Order are followed.
 - 2. PSCC then notifies the appropriate police department of the signal direction, the LoJack code if known, and any other information that may assist them. In the event that the appropriate police department has no LoJack units in service, other jurisdictions should be notified based on the direction the LoJack operator determines the stolen vehicle may be heading.
 - 3. While another jurisdiction's LoJack equipped vehicle is being moved into position the City LoJack operator continues to monitor the signal and direction until the operator is required to leave the City. If approved by the Duty Supervisor the City LoJack operator may leave the City to continue monitoring the signal. Once the other jurisdiction's LoJack vehicle is in place the City operator is to return to the City immediately. If requested by the other jurisdiction and approved by the Duty Supervisor, the City LoJack officer may remain in the area to assist in monitoring the LoJack signal.
 - 4. While outside the City, LoJack operators should take no direct action to enter into a pursuit of the vehicle (see General Order 6-21). See General Orders 1-11 and 6-6 for arrest procedures outside the City.
- C. LoJack signals coming from outside the City but picked up in the City.
 - 1. When an officer receives a signal that appears to be coming from outside the City, the officer notifies the PSCC to contact the appropriate police department and advises them of the general area the signal is coming from so that they can get their LoJack vehicle to that general area.
 - 2. If the officer starts to lose reception of the signal prior to the appropriate jurisdiction's LoJack vehicle arriving in the general area the Duty Supervisor may approve the Department LoJack officer to leave the City to continue the monitoring process. Once the LoJack officer leaves the City, Section III, B of this General Order is followed.

IV. Post Action Reports

- A. Required Reports.
 - 1. See General Order 6-3. In the event that any report is required, the reporting officer documents the use of the LoJack System as it applies to the incident. A copy of any report that documents LoJack use is forwarded to the LoJack Coordinator.

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| Effective Date: 09-15-2000 | GENERAL ORDER | Number: 06-27 |
| Subject: LoJack Stolen Vehicle Recovery Equipment | | Page: 3 of 3 |

2. The LoJack Coordinator forwards a copy of any reports involving LoJack use with a cover letter to the Virginia State Police by mail at:
Department of State Police, Deputy Director.
Bureau of Administrative and Support Services.
PO Box 27472,
Richmond, Virginia 23261-7472.

Attachments: N/A.

Index as: LoJack.

Reference: N/A.