	TYPE OF DIRECTIVE POLICY	**NUMBER** 200 (2015)
	SUBJECT POLICY	**EFFECTIVE DATE** 04/10/15
	REFERENCE CALEA	**RESCINDS** 200 (2012)

200.00 POLICY

Policy is a written statement of the principles under which the County of Henrico Police Division operates. It establishes guidelines that enable the Division to reach its goals and objectives.

200.10 DISCRETION

Inherent to the establishment of policy are the boundaries within which acceptable performance is found. The range of alternatives between the upper and lower boundaries is known as discretion. It is when discretionary limits are exceeded that the Division is in danger of falling into disfavor.

To reduce the occurrence of misdirected discretion, applicable statements of policy in this directive are reinforced by rules, regulations, directives, Standard Operating Procedures (SOPs), policies, or orders of this Division. Further, the actions of the Division's personnel are subject to the specifics of federal, state, and local laws. It is solely the individual's understanding and application of this combination of factors that determines the limits of his discretionary authority. Those members who elect to extend their discretionary authority beyond the described parameters will be held accountable for their actions.

200.20 ALTERNATIVES TO ARREST

Even though the use of discretion is usually an individual decision, there are certain circumstances for which specific enforcement alternatives are preferred and encouraged. Each directive containing a preferred alternative to arrest will also cite the authority to initiate the alternative.

210.00 ADMINISTRATION – GENERAL PROVISIONS

The Chief of the Police Division shall be the chief executive officer and he shall have the authority and responsibility for the management, direction, and control of the operations and administration of the Division. This authority and responsibility are vested in the Chief of Police through the County Manager form of government approved by a referendum vote on September 19, 1933. Statutory authority for such status is provided through Code of Virginia 15.2-612, 15.2-614, 15.2-632, 15.2-635, and 15.2-637.

211.00 COMMAND RESPONSIBILITY

The County Manager, as Director of Public Safety, prescribes general policies, plans, and objectives for the Police Division and advises procedures when extraordinary situations arise, but the Chief of Police has complete internal control over police activities and police personnel and he shall exercise wide discretion in the administration of the Division.

214.00 CIVILIAN EMPLOYEES CONFIDENTIALITY

Sworn civilian and non-sworn civilian members should be fully aware of the confidential aspects of records, investigations, and other police activities. Because of their position within the Division, they shall remain faithful to that confidence.

220.00 PERSONAL CONDUCT

Members of this Division shall not conduct themselves in a manner that would be detrimental to the Division's image as the law enforcement agency of the County of Henrico. All personnel shall adopt as their standard of behavior the following Code of Ethics:

As a member of the Police Division, I will adhere to upholding our values, the very foundation of our agency: honor, professionalism, commitment, compassion, and accountability. I will keep my public and private life unsullied as an example to all; maintain calm in the face of scorn, or ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions.

Sworn personnel shall adopt as their standard of behavior the Law Enforcement Code of Ethics:

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly

strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – Law Enforcement.

220.05 APPEARANCE

Properly attired police personnel increase the public's confidence in and respect for the Division. Henrico County police officers have established a reputation of demonstrating pride in their appearance. The Division will not tolerate any appearance short of this standard. Civilian members, whether in uniform or in civilian clothing, are also a part of the Division's image. Personal appearance shall reflect a professional and favorable image upon the Division.

This includes attire worn on designated casual workdays. Any questions regarding proper personal appearance and attire shall be addressed by a member's appropriate section/unit Commander.

220.10 PROFESSIONAL ATTITUDE

The attitude of the police officer is one of objectivity toward the people and situations they encounter. Professional police officers have been trained to understand the impulses in both themselves and the people with whom they deal. This understanding also eliminates their own expressions of prejudice and any unjustifiable action, thereby inspiring in the citizen a greater degree of respect and cooperation.

220.15 LOYALTY

Loyalty is a two-way process. Management, including all supervising and command officers, must have a concern for the welfare of subordinates and a responsibility to support them in their proper actions. This does not include protecting them from the consequences of misdeeds.

No member will divulge Divisional information regarding a concern or grievance within the Division, unless authorized by the Chief of Police (or his designee).

Whenever a member initiates action against an agency member of the criminal justice system, he must inform the Chief of Police (or his designee).

Members of the Division have an obligation to be loyal to their peers, to their superior officers, to the administration of the Division, and to the County government that employs them as long as those to whom they are responsible are acting lawfully and in accordance with Division policy.

220.20 MILITARY COURTESY

Proper respect shall be accorded an individual's rank. Each member addressing another member above his rank must address such member by that rank. When in uniform, due respect to the flag will be shown by a hand salute.

220.25 ACCEPTANCE OF REWARDS, GIFTS, AND FAVORS

Members of this Division shall not accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence the performance of official duties, except lawful salary (§2.2-3103).

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred (§ 2.2-3101).

221.00 BRIBERY

Bribery tarnishes the image of the Division, is a violation of Virginia State Code §18.2-439, and will not be tolerated.

222.00 SEXUAL HARASSMENT

Sexual harassment as defined in the County's Rules and Regulations will not be tolerated within the Police Division. Disciplinary action will be initiated against members engaging in such activities. Supervisors who are aware of such incidents and take no action will be considered negligent in their duties and shall be subject to disciplinary action.

223.00 DISCIPLINE

Discipline is a necessary function of command that must be exercised in order to maintain a police agency that is receptive to direction and control. Discipline is not a negative force, but a positive form of training and an important constructive leadership tool. Discipline and punishment should not be confused. Proper discipline results in an organization that voluntarily conforms to regulations.

224.00 GRIEVANCE

The County of Henrico Rules and Regulations manual states, “A grievance is a complaint or dispute by an employee relating to his employment, including but not necessarily limited to: disciplinary actions; applications of personnel policies, procedures, rules, and regulations, and the application of ordinances and statutes; acts of retaliation as the result of the use of or the participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United States Congress or the General Assembly of Virginia, or has reported an incident of fraud, abuse, or gross mismanagement; discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, or sex.”

The County Grievance Procedure will be followed by the Police Division. While County Personnel is responsible for grievances beyond Step 2, the Internal Affairs Unit is designated to coordinate the grievance with County Department of Human Resources. Internal Affairs will be responsible for maintaining grievance records through Step 2 and copies of all

grievance records from Steps 3 and 4, which are sent to the Chief of Police by the County Department of Human Resources. The Commander, Internal Affairs will analyze these records once a year for any problem solving benefit.

225.00 RESPONSE TO RESISTANCE

A police officer's duty is to protect life and property. In fulfilling this duty, every possible and reasonable alternative should be used before resorting to force. If it becomes necessary to employ force as a response to resistance or other action, a police officer should use only that force necessary to achieve the lawful objectives of the Division.

226.00 VOTER PARTICIPATION AND POLITICAL ACTIVITY

Police officers are a vital part of any community. As such, they should use their privilege to vote in local, statewide, and national elections. Local political activities by any police officer should be limited to preventing conflicts of interest or an infringement of the Division's neutrality.

227.00 RECOMMENDATION OF ATTORNEYS AND BONDSMEN

Members of this Division shall not recommend attorneys and bondsmen since this type of action presents a conflict of interest.

228.00 QUOTING FINES

Under no circumstances will any member of this Division quote the cost of fines for violations of the law. Citizens requesting this information should be instructed to contact a magistrate.

229.00 INTERFERING IN THE ADMINISTRATION OF JUSTICE

Members shall not interfere in the administration of justice by attempting to subvert the lawful intent of any investigation or arrest made by any member of this Division or any other agency.

231.10 RE-HIRING

The Police Division will have an open re-hire policy. When appropriate, testing and evaluation may be required. Re-employment will be at the sole discretion of the Chief of Police and determined on a case-by-case basis. Upon successful re-employment, salary and benefits will be determined by the County Department of Human Resources. Nothing in this policy shall supercede the Uniformed Services Employment and Reemployment Rights Act of 1994, or other applicable provisions of law.

231.20 INVESTIGATION AND SELECTION OF APPLICANTS

The selection process will consist of multipurpose testing, interviews, physical and psychological examinations, and an extensive background investigation. The background

investigation will include verification of qualifying credentials, a review of any criminal record, and verification of at least three personal references. This process will be followed to identify any personal characteristic that would make the applicant acceptable or unacceptable. Unsuccessful applicants may reapply for a position during subsequent hiring processes. The process will follow all Federal and County guidelines.

Files maintained on the investigation will be open for inspection only to those within the County Administration who have a need to know. All investigations and files on persons not employed will be destroyed five years from the date of application.

231.30 PROBATIONARY STATUS

In accordance with the Henrico County Rules and Regulations, sworn officers of the Police Division serve a probationary status of 24 months. The probationary period, which commences on the date of employment, provides an opportunity for the new member to develop his skills through intense classroom and field training. Further, it allows the Division to identify any unacceptable traits or areas in need of development so that the concentrated corrective effort can be initiated. The probationary period should be considered a learning experience for both the probationary officer and the Police Division and, as such, any adverse impact upon the ratio of persons employed to those who attain permanent status will remain within acceptable boundaries. Any exception to the prescribed probationary period will be in accordance with guidelines established in the Henrico County Rules and Regulations.

232.00 PERSONNEL FILES

Personnel files are accurately kept on every person employed by the Division. Five different files are maintained for all personnel: (1) Background Investigation, (2) General Information, (3) All evaluations, (4) Commendation/Disciplinary Action (refer to 400 Discipline), and (5) Accidents/Workers' Compensation. These files are accessible only to the Office of the Chief, Section Commanding Officers, and Personnel Unit members directly responsible for the maintenance of these files. Charges of misconduct, complaints, commendations, and recommendations regarding disciplinary action will be initialed by the member prior to being placed in that member's file. It is required that all members desiring to review their own files do so by requesting such a review in writing through the chain-of-command to the Chief of Police.

233.00 HEALTH AND WELFARE

The functions of a law enforcement officer require a level of physical and psychological fitness not demanded by many other occupations. All police officer recruits receive a thorough medical and psychological evaluation prior to employment. In order to provide effective law enforcement service, all members are encouraged to maintain a satisfactory level of physical and emotional health.

After consultation with the appropriate medical staff of the County's Employee Health Services and in conjunction with/and supervised by a medical doctor, the Chief of Police (or his designee), may require a member to undergo certain medical examinations and/or tests

for their own safety and the safety of others. All mandated examinations and/or test expenses will be borne in full by the County of Henrico.

A physically and emotionally fit member can more capably perform the requirements of an assignment. It is the responsibility of each member to maintain a level of health and fitness that will ensure the ability to perform the required tasks of any assignment within the Division.

235.00 REFUSAL TO WORK

Virginia State Code §40.1-55 states: "Any employee of the Commonwealth, or of any county, city, town, or other political subdivision thereof, or of any agency of any one of them, who, in concert with two or more other such employees, for the purpose of obstructing, impeding or suspending any activity or operation of his employing agency or any other governmental agency, strikes or willfully refuses to perform the duties of his employment shall, by such action, be deemed to have terminated his employment and shall thereafter be ineligible for employment in any position or capacity during the next twelve months by the Commonwealth, or any county, city, town, or other political subdivision of the Commonwealth, or by any department or agency of any of them."

236.10 MOBILIZATION OF OFFICERS

The need to notify officers or call out officers for mobilization is essential in responding to unusual occurrences. The Chief of Police or a member of the Command Staff will determine the need to place officers on alert during the implementation of a Second Stage Mobilization. A Third Stage Mobilization can only be declared by the Chief of Police (or his designee). (Refer to the All-Hazards Critical Incident Response Plan)

237.10 RESPONSIBILITIES OF OFF-DUTY ASSIGNMENT

When working an off-duty assignment, officers are expected to respond to any lawful request for service, either handling it themselves or personally seeing that it is handled. There should be no further necessity on the complainant's part to contact other officers unless the provision of such assistance would be detrimental to the responsibilities of the off-duty assignment. Reporting of additional income earned from off-duty assignments to the Internal Revenue Service is the personal responsibility of the individual officer.

238.00 LEAVE REQUEST

All sections and units are required to operate at an established complement level. Request for compensatory time or annual leave will be granted only if the number of people working will be equal to the established minimum staffing level. The policies establishing all other forms of leave are covered in the County's Rules and Regulations.

240.00 TRAINING

Training ensures that all personnel perform assigned tasks with maximum efficiency and in such a way as to protect their safety and give the best possible service to the public.

Members' actions shall be in accordance with the training they have received. Training is a continuing process.

241.00 RECRUIT TRAINING

Basic training is a process of developing a foundation for capable law enforcement work and of developing the individual officer for more advanced and specialized training. The Henrico County Police Academy exceeds the standard of training mandated by the Virginia Criminal Justice Officers' Training Standards Commission. Recruit training is also a continuation of the selection process. Those recruits not meeting the Divisional training standards shall be terminated by the Division.

241.10 FIELD TRAINING

Probationary officers shall be uniformly taught the basic patrol techniques when being instructed by a Field Training Officer (FTO). This precludes misunderstanding or a lack of knowledge in certain areas when the probationary officer transfers from one platoon to another. Field Training Officers will adhere to the standards established in the Field Training Officers' Training Manual.

242.00 IN-SERVICE TRAINING

In-service training provides an opportunity for an officer to update his knowledge of new techniques and procedures within the Division, as well as his knowledge of changes in state law and local ordinances.

243.00 SPECIALIZED TRAINING

The Division's members must not only be prepared for routine occurrences, but also those exceptional events that require specialized training in particular areas. The Division sends interested individuals to specialized schools and conferences and they in turn disseminate their newly acquired knowledge to others within the Division.

245.00 PROFESSIONAL COUNSELING

The Division and the County of Henrico are committed to providing for the mental health and welfare needs of its members. These needs are sometimes best satisfied when a member receives professional counseling. The Division and the County also recognize and identify various methods by which a member may receive needed counseling. It is recognized that confidentiality can be a critical factor in successful counseling. Confidentiality of those persons receiving assistance is maintained by the respective mental health agency, except in instances where the member presents a clear and present danger to themselves or others. Due to the stress factors associated with law enforcement and related functions, Division personnel are encouraged to seek counseling whenever a need is identified.

251.00 LIAISON WITH THE JUDICIAL SYSTEM

It is the obligation of the Division as a member of the Criminal Justice System to work with

and assist the judiciary and the prosecution agencies. Officers should be present in court on dates specified unless they are ill or involved in a serious situation that would preclude their timely arrival. In these instances, the court should be promptly notified. The final obligation for this notification rests with the officer. Pretrial conferences with the Office of the Commonwealth's Attorney aid in prosecution and certain aspects of an investigation.

251.10 MISHANDLING OF CASES

The Division will review any complaint brought to its attention concerning officers who cause a case to be dismissed or not prosecuted because of mishandling. This type of review may be initiated by any member of the court, any Commonwealth's Attorney, any citizen, or any Division member.

255.00 COMMUNITY YOUTH PROGRAMS

The Police Division supports all County agencies in its efforts to provide meaningful programs for the community's youth. Police personnel will endeavor to respond in a positive manner when assistance is requested from these agencies. Support shall include programs in public safety, providing program demonstration, supplemental employment for security, support equipment if applicable, routine patrol of activities to prevent program interruption, interpersonal interactions between participants and officers, and providing competitive teams.

264.20 DIVISION EQUIPMENT (AUTHORIZATION AND ISSUANCE)

The Division issues certain articles of equipment to various members and it is the responsibility of those members to whom it is assigned to properly maintain that equipment. Equipment not issued to officers and members, and not approved in writing by the Chief of Police (or his designee), is unauthorized equipment and shall not be worn or used by an officer of this Division. Members may be assigned Division owned vehicles and other owned property which includes, but is not limited to, offices, lockers, desks, safes, file cabinets, toolboxes, cases, and other equipment for the mutual convenience of the Division and its personnel. The retention of personal items in such containers or facilities is at the risk of the member and the Division will not be responsible for any losses. All Division equipment is subject to entry and inspection without notice, even if the member has placed a personally owned lock on Division property.

270.00 NOTIFICATION OF POTENTIAL LIABILITY

Any incident arising where there may be a question as to the liability of the Division, or those which may result in a heightened community interest, will be reported to the Chief of Police as soon as practical in accordance with RP-46.

270.30 CONSTITUTIONAL REQUIREMENTS

The Constitution of the United States provides all citizens with certain guarantees. Some of these guarantees are in the form of requirements placed upon law enforcement agencies to ensure that no infringement of individual rights occurs during a criminal investigation.

Members of the Police Division shall adhere to any and all constitutional requirements in the conduct of criminal investigations that apply to the use of coercion or the involuntary nature of confessions and admissions, delays in arraignment, informing a defendant of his rights, deprivation of counsel, and/or prejudicial pretrial publicity.

271.00 PATROL AREA RESPONSIBILITIES

Patrol officers will utilize all valuable patrol strategies and tactics to prevent crime in their assigned area. Specific focus areas, hot spots, and current crime trends are included in crime data that is distributed to all patrol officers. This information will be utilized to direct patrols within the officers' assigned area.

Communication and information gathering are essential components in an officer's daily activities. Officers will develop and maintain informational sources or contacts through their interactions with citizens during their regular patrol, traffic stops, and calls for service. The information gained through these interactions may then be used to assist in developing actionable intelligence utilizing TEMPO.

Officers are often required to leave their assigned station in the performance of their duties. Officers shall notify their Field Supervisor or Communications when leaving their assigned station.

272.40 HOSTAGE SITUATIONS

Hostage situations will be handled by negotiations, if possible, with every reasonable effort made to maintain the life of the hostage(s). The overriding principle that should be recognized is that the life of any person involved in a hostage situation is very important. No appeasement measures will be taken which will allow the situation to move from the contained areas.

272.90 ***SEX OFFENSE*** CALLS

If available, an officer of the same sex as the victim should be assigned to ***sex offense*** investigations during the initial interview. Officers should refer victims of the crime to the available community counseling services.

273.00 TRAFFIC FUNCTIONS

Traffic law enforcement is an important aspect of the Division's mission. It is a responsibility shared by all enforcement personnel, particularly the uniformed officer. Enforcement activities shall be performed at a level that will maximize the safe flow of traffic and voluntary compliance with all traffic laws.

273.15 OFF-DUTY ENFORCEMENT

An off-duty officer operating a privately-owned motor vehicle will not engage in traffic enforcement unless the violation endangers life, limb, and property.

273.35 FIRST AID

Police personnel are obligated to administer whatever first aid is possible to injured parties. Depending on the extent and help available (such as rescue squads), they must continue this effort until the situation is stabilized or until properly relieved.

273.45 ESCORTS

A police escort will be provided upon request only to the President of the United States, the Vice President, or heads of other governments recognized by the United States. Funeral processions will also receive service by marked police vehicles from the Division. All other escort requests must be approved by the Chief of Police (or his designee). No police vehicle will be used to escort an emergency vehicle or those private vehicles being used as emergency transportation.

275.10 PRIORITY OF INVESTIGATIONS

The severity of any criminal offense will necessitate the urgency and immediacy of the follow-up investigation. Criminal offenses will be assigned in accordance with criteria set forth in the Incident/Crime Report Manual.

275.20 CRIME SCENES

Protection of crime scenes is imperative to the solving of any case. Every officer shall endeavor to preserve crime scenes until a determination of subsequent handling is made.

276.00 COVERT FUNCTIONS

Covert police techniques are universally accepted as both a deterrent and an enforcement approach to crimes. This Division endorses both approaches and subscribes to their use. The covert nature of a member working in an undercover operation must be safeguarded. Officers working in an undercover capacity shall not be approached by a member of the Police Division in public view without prior radio clearance.

277.10 JUVENILE CRIMES INVESTIGATIONS

Special Victims Unit detectives must place major emphasis on cases involving juveniles either as the victims or the perpetrators of the crime.

277.20 MISSING PERSONS

The Special Victims Unit will be notified immediately following the preliminary investigation of all reports of missing persons under the age of 10 years. The Special Victims Unit will give first consideration to those missing persons investigations in which foul play may have taken place, or in which the health and safety of the juvenile is a factor.

277.30 SCHOOL RESOURCE OFFICERS

School Resource Officers will handle investigations of offenses as outlined in the Incident/Crime Reporting Manual that occur on and off school property.

277.60 LIAISON WITH THE SCHOOLS

The Henrico County School Board has established a policy that the principals of the schools will lend full cooperation to all police officers entering upon school property to investigate incidents involving a student. When Division personnel conduct investigations on school property, the principal will be informed prior to the initiation of any interviews or investigations during school hours.

279.00 ANIMAL PROTECTION

Animal Protection Police Officers shall enforce State laws and County ordinances relating to animals within the County of Henrico. In addition, Animal Protection Police Officers may enforce all State and County criminal and traffic laws whenever violations of these laws occur in their presence. Animal Protection personnel will maintain the Animal Shelter and will develop programs to promote the health and welfare of animals in the County.

281.00 FIREARMS

Division personnel are equipped and trained with firearms to defend themselves or others from deadly force or when it is necessary to affect the arrest of a felon. When firing the weapon, the officer attempts to prevent further aggressive action. Deadly force shall not be employed except as a last resort in any situation in which such force is justified.

281.30 FIRING OF WARNING SHOTS

Warning shots are most often hazardous to innocent bystanders and to other officers within the area and shall not be fired.

281.40 OFFICER SURRENDERING WEAPON

Experience has shown that the danger to the officer is increased by surrendering the firearm. Officers of the Division shall use every tactical means at their disposal to avoid surrendering their weapon.

282.00 POLICE VEHICLE

Police vehicle operation is critical in performing the mission of the Police Division and is the sole responsibility of the operating officer. It is imperative that each officer realize that the operation of the vehicle is always in public view and often scrutinized by citizens. Officers shall obey Virginia state laws and all rules, regulations, directives, Standard Operating Procedures (SOPs), policies, or orders of this Division. Division members will exercise good judgment and appropriate caution when operating a vehicle. The operation of any computer equipment, wireless devices, or any other electronic equipment is secondary to safety. It is the responsibility of the Division to provide a fully equipped and operative vehicle that is safe to use as an emergency vehicle.

282.10 USE OF SEAT BELTS

The unpredictability of the driving situations faced by an officer requires that all precautionary measures be utilized. All persons riding in police vehicles shall utilize their seat belt.

282.20 EMERGENCY RESPONSE WITH POLICE VEHICLES

Officers engaged in emergency response (emergency lights and siren) shall operate their police vehicle with due regard for their safety and the safety of others. Officers shall adhere to the traffic law exemptions in accordance with Section §46.2-920 of the Virginia State Code. Officers cannot provide assistance if they do not arrive on the scene safely.

282.30 EMERGENCY RESPONSE – APPROACHING SCHOOL BUS

Any police officer, when operating a police vehicle in an emergency response mode (including pursuit), who approaches a school bus in any direction and that school bus is stopped or about to stop for the purpose of picking up or discharging students, shall bring the vehicle to a complete stop prior to reaching the school bus. The officer shall not proceed until such time as the school bus driver has signaled the police officer that it is safe to proceed and the officer has checked to ensure that no students are about to cross or are in a position that would endanger their lives should the emergency vehicle proceed.

290.00 POLICE FACILITIES

The appearance of police facilities leaves an impression on the public as great as that of the appearance of the officer. The members of this Division will maintain clean and orderly facilities.

290.10 SECURITY

Police facilities will be secured in a manner to prevent the free flow of unauthorized persons throughout the building. The degree of security should be elevated during other than normal working hours to assure optimum safety for police operations and personnel.

By Order of:

Douglas A. Middleton
Chief of Police

	TYPE OF DIRECTIVE GENERAL ORDER	**NUMBER** G-15-16
	SUBJECT POLICE VEHICLES	**EFFECTIVE DATE** 01/22/16
	REFERENCE G-04A, RP-12A, RP-25, CALEA	**RESCINDS** G-15-13

PURPOSE

To establish procedures for the use of police vehicles and the issuance of Division vehicles to individual Division members, as well as the inspection, security, and repair of all Division vehicles. To promote increased vehicle life and to reduce the costs associated with maintenance and repair.

POLICY

The issuance of an assigned or take-home vehicle is a privilege that is granted to police officers within the Police Division. There are no guarantees or rights to an assigned or take-home vehicle and the issuance of such is not a benefit or entitlement. The Chief of Police, at his sole discretion, may suspend or revoke this privilege whenever he deems it appropriate. Furthermore, the continuation of any program to provide assigned or take-home vehicles is based on the availability of funding as provided by the Henrico County Board of Supervisors. The Board of Supervisors historically has supported the current program; however, modifications or changes could result if for any reason funding was reduced or no longer available.

ELIGIBILITY CRITERIA

I. TAKE-HOME VEHICLE PROGRAM

A. Only those full-time sworn and certified Division Police Officers who reside in Henrico County and who have successfully completed their field training will be eligible for the issuance of a take-home vehicle. There shall be no deviation concerning the eligibility criteria established for issuance of a take-home vehicle.

B. The issuance of take-home vehicles will be governed by funding appropriations, allocations, and vehicle availability. The ***Police Division*** will seek to give vehicle issuance priority to those officers who reside in Henrico County and are eligible to be issued a take-home vehicle.

C. Motorcycle officers who reside in Henrico County and who have an adequate, secure structure on their premises may be issued both a take-home motorcycle and a take-home vehicle. Those motorcycle officers who cannot garage the take-home motorcycle at their residence must store their motorcycle at a secure, interior, County-owned storage facility which has been approved by the ***Major, Administrative Services***.

II. ASSIGNED VEHICLE PROGRAM

Any Division member that is not eligible to participate in the take-home vehicle program may seek approval for issuance of an assigned vehicle under this program. The assignment of vehicles under this program will be secondary to the take-home vehicle program and will be based on years of service.

PROCEDURE

I. PROGRAM ADMINISTRATION

The ***Major, Administrative Services*** (or his designee) shall administer and accomplish the issuance of vehicles in the take-home car and assigned vehicle programs.

A. Take-Home Vehicle Program

Issuance of take-home vehicles shall be limited to full-time sworn Division Police Officers who reside within the boundaries of Henrico County and who agree to park the vehicle at their residence in Henrico County.

B. Assigned Vehicle Program

1. Any Division member that is ineligible to participate in the Division's take-home vehicle program (per section I.A-D in the eligibility criteria section) may apply for the issuance of an assigned vehicle by submitting a Police Vehicle Issuance Application/Agreement (HCPD-360) to their immediate supervisor requesting the issuance of an individually assigned vehicle. This application should also include a memorandum detailing the justifications and operating parameters of this vehicle issuance.

2. Members issued an assigned vehicle by this directive shall park their assigned vehicle at an attended Division Facility (i.e Fair Oaks Station, PSB, Aerial Unit Hangar, Firearms Range, or, in the case of OCC vehicles exclusively, the Innsbrook facility) in accordance with applicable policies and practices when not on-duty or utilizing their vehicle as approved by this directive. The parking of an assigned vehicle at Henrico County fire stations is also allowed; however, written approval for use of Division of Fire facilities must be approved by the Division of Fire Commanding Officer in charge of the facility. Personnel using fire facilities for the parking of assigned vehicles must comply with all conditions and stipulations established by the Division of Fire.

a. No other facilities shall be used for parking of assigned vehicles, such as schools, other agency facilities, other governmental facilities, or other Division members' residences.

b. The location where each assigned vehicle will be parked will be specifically noted on the Police Vehicle Issuance Application/Agreement (HCPD-360). Any change in the parking location shall require the submission of a new HCPD-360 and must be approved by the appropriate ***Operational Major***.

c. Only those Division members who have an approved exemption to this requirement issued by the Chief of Police prior to July 1, 2005 may park their assigned vehicles at any location other than an attended Police Division or Division of Fire facility.

3. Non-sworn Division members operating assigned Division vehicles shall not respond to any call for service unless they have been dispatched to that call by the Communications Dispatcher or they have been directed to do so by sworn Division personnel.

C. Any sworn Division Police Officer issued a take-home vehicle or any Division member issued an assigned vehicle in accordance with this directive shall resubmit a new Police Vehicle Issuance Application/Agreement (HCPD-360) for approval whenever:

1. They change residence.
2. That member is to be issued another Division vehicle by Fleet.

D. Police Officers who violate the provisions of this and associated directives, orders, or procedures may be subject to discipline as prescribed in RP-25. The appropriate Operational ***Major*** may revoke the privilege of an officer to be issued a take-home/assigned vehicle at any time for good and sufficient reason. Furthermore, any member issued a take-home/assigned vehicle that is judged to be a "total loss" as a result of negligent vehicle operation or the result of a preventable traffic crash shall immediately be removed from the take-home/assigned vehicle program. Requests to be readmitted into the program and to have a replacement vehicle issued must be approved by the officer's Operational ***Major*** after his review of the circumstances of that incident.

E. Use of Seat Belts in Division Vehicles

1. All persons riding in Police Division vehicles shall wear their seatbelt at all times while the vehicle is in motion, unless there is an articulable satisfactory reason for not wearing the seatbelt (i.e. arriving on a hot call or officer safety situation).

2. Failure to wear the seat belt may result in removal from the take-home or assigned vehicle program.

3. Division members removed from the program for failing to wear a seat belt will be required to reapply by written request to the Chief of Police.

II. ATTENDING TRAINING OR CONFERENCES AND EXTENDED LEAVE

A. Injury Leave

1. Members on injury leave shall not operate a take-home/assigned vehicle.

2. Members who are on injury leave (to include extended workers' compensation and extended sick leave) for more than four days or who are performing authorized light duty shall relinquish use of their take-home/assigned vehicle until they return to a normal duty status.

3. Vehicles shall be returned to Fleet within seven calendar days and all personal items and equipment removed from the vehicle.

4. For the purpose of this directive, members attending court while on injury leave shall not utilize their take-home/assigned vehicle for transportation to and from court, the Commonwealth's Attorney's Office, or any other judicial appearance.

B. Extended Leave and Training/Conferences

1. Members who will be away from the County on annual leave, or while attending training or conferences longer than four consecutive days, and whose take-home/assigned vehicle will be left unattended (either at their residence or other location) shall park their police vehicle at the appropriate district headquarters for safekeeping or may loan their vehicle to another sworn Division Police Officer/Division member as outlined in section III.H.

2. Members activated by the United States Armed Forces or by order of the Chief of Police (or his designee) shall relinquish use of their take-home/assigned vehicle until they return to a normal duty status.

C. The keys to the vehicle will be left with the officer's immediate supervisor, who will maintain the keys and a log in the appropriate supervisor's office. The log will identify the vehicles available for use and the period of time they will remain available, as well as the name of the officer to whom the vehicle is issued.

The vehicle will be used when necessary to supplement section vehicle needs; however, the supervisor who issues the vehicle will be held accountable for the same.

D. If additional vehicles are needed for a tour of duty or major special event, Commanders will utilize the take-home/assigned vehicles of off-duty members. The officer will pick up the vehicle and return it to the lending officer's home at the end of the tour. The vehicles will be obtained in the following manner:

1. Off-duty, same platoon vehicles.

2. Off-duty, vehicles from members on an AWL status.

E. Unattended vehicles shall be locked at all times. Portable radios and computers shall be secured if left in the vehicle.

III. OFF-DUTY USAGE

A. All policies, procedures, and orders of the County of Henrico and the Police Division that govern vehicle use shall, unless specifically stated otherwise, apply to off-duty members as if they were on duty.

B. No off-duty passengers shall be permitted; however, two or more officers performing the same function may pool for that purpose.

C. Use of a take-home/assigned vehicle shall be limited to transportation to and from the following:

1. Division facilities (i.e. duty, meetings, administrative work, physical training, payroll distribution, and mailbox checks after extended absences);
2. Court;
3. Vehicle maintenance and cleaning;
4. Uniform care;
5. Haircuts;
6. Approved law enforcement related secondary employment functions in accordance with RP-12B;
7. Staff activities;
8. Physical Fitness training at locations within Henrico County, including private gyms and County-owned schools and parks;
9. Attending approved County Training programs and courses at colleges or universities in the Richmond metropolitan area (adjoining Counties or the City of Richmond). The use of Division vehicles for transportation to training and conferences outside the metropolitan area is prohibited, unless specifically approved by the Division's Training Academy Director and Fleet.
10. Attending religious services; and/or
11. Attending fraternal or civic organizational meetings.

D. Off-duty sworn officers utilizing their take-home/assigned vehicle must be in a position to function effectively. Accordingly, each officer shall:

1. Be appropriately attired to conduct police business should the occasion arise;

2. Be armed with their issued handgun or approved non-issued handgun (if not in uniform) and carry handcuffs, badge, and ID card;

3. Have possession of their assigned radio and monitor the appropriate frequency.

E. Response to Calls for Service

1. Whenever an off-duty officer in his take-home/assigned vehicle becomes aware of a call for service to which his immediate response may result in the prevention of a crime or the apprehension of a perpetrator, that officer shall, after advising Communications of his proximity to the incident, respond to the call, provided he is not cancelled by a field supervisor or Communications Officer.

2. All response codes shall be followed as if the officer was on-duty.

3. Off-duty members who have been cancelled <u>shall not</u> respond to the scene.

F. Off-duty members in their take-home/assigned vehicle encountering a traffic crash shall notify Communications and render whatever assistance is required to stabilize the scene until such time as an on-duty unit arrives.

G. Any damage or crash involving an off-duty take-home/assigned vehicle shall be reported immediately to Communications. Crash investigations shall be in accordance with RP-06.

H. Loaning of Take-Home/Assigned Vehicles

1. With the written approval of the Section Commanding Officer:

   a. Take-home vehicles may only be loaned to another police officer.

   b. Assigned vehicles may only be loaned to another Division member.

2. If approved, the ***Manager, Fleet (Corporal position)*** shall be notified ***by*** e-mail by the Section Commanding Officer (or designee) and the appropriate information recorded to include vehicle shop number, name of officer temporarily utilizing the vehicle, and the purpose for use of the vehicle.

I. COMPENSATION

1. Off-duty members injured while utilizing their take-home/assigned vehicle shall report all such injuries as if they were on-duty so workers' compensation benefits can be initiated.

2. Off-duty officers who become involved in police actions shall be appropriately compensated.

   a. Officers who initiate or who otherwise become involved in police actions while off-duty shall immediately contact Communications and advise them of:

      1) Their location;
      2) The nature of the incident; and
      3) The fact they are off-duty.

   b. The Communications Officer will:

      1) Enter a call for service;
      2) Advise the officer of the CAD number; and
      3) Inform a field supervisor of the information provided by the off-duty unit.

   c. The field supervisor will be responsible for taking the necessary action to ensure the off-duty unit is relieved by an on-duty unit as soon as possible.

IV. POLICE VEHICLE INSPECTION AND SECURITY

A. Prior to Operation

1. Each vehicle shall be subject to a thorough visual inspection prior to the assumption of responsibility for the vehicle by a Division member.

2. If more than one member is assigned to the vehicle, either may inspect it but the final responsibility and accountability shall rest with the senior member.

3. The pre-operational inspection shall include, but is not limited to:

a. The vehicle's exterior, to determine cleanliness and any damage of the paint or structure;

b. The tires, to ensure proper tread depth, sidewall condition, and inflation;

c. All lights, to ensure they are operating properly;

d. The engine compartment, to include oil level, transmission fluid level, missing components, loose connections, leaks, and loose or damaged belts;

e. The inspection of the trunk, to ensure the following:

1) The spare tire is secured and serviceable;
2) The jack and related equipment are secured and serviceable; and
3) The first aid kit is properly stocked and ready for use;

f. Equipment:

1) At least ten flares;
2) Plastic seat covers;
3) Blankets; and
4) Fire extinguisher (secured and seal is intact).

g. The interior of the vehicle, to determine cleanliness, damage, disrepair, or any other condition which is unsightly or which will impair the member's use of the vehicle;

h. The vehicle's state inspection and licenses, to ensure they are valid and properly mounted;

i. Fuel card ***or FOB***, if applicable.

B. Operation of Vehicle

1. Condition of Vehicle

a. All gauges and indicators should be viewed frequently to be certain the vehicle is operating properly. Any indicated malfunction must be verified and corrected immediately.

b. The operator shall report any vehicle damage sustained during the tour of duty immediately to a field supervisor. The member will ensure proper accountability for collision damage by visually inspecting the exterior of the vehicle to verify no damage has been done.

c. Brakes, steering, etc. should be inspected through careful "road testing" and observation. Deficiencies noted should be corrected or reported (whichever is appropriate) and, should the operator have reason to believe the vehicle is

mechanically unfit or unsafe, operation shall be ceased immediately and the appropriate supervisor notified.

2. Vehicle Interior

a. Clothing, packages, and other loose items shall be properly stored when not in use. Such items are unsightly and may be used against Division members by a prisoner or may cause injury in a collision.

b. Before and after each tour of duty, floorboards and areas under the seats should be inspected for trash, debris, and contraband. If any is found, it will be removed from the vehicle and properly disposed of. When any items of this nature are discovered in pre-use inspection, this fact shall be reported immediately to the appropriate supervisor.

c. Containers used to store equipment or other items shall be non-transparent and secured to the vehicle by the seat belt. This excludes car seat organizers.

d. Nothing shall be attached to, installed, displayed, or stored on the rear deck of the vehicle without prior written approval from the Commander, Fleet.

3. Vehicle Security

a. No member of the Division shall leave the ignition key in the ignition lock at any time when the vehicle is not under their physical control.

b. All Division vehicles shall be secured, windows closed, and doors locked, unless under the physical control of a member or when absolutely necessary to prevent the commission of a crime or the escape of a subject;

c. Tremco anti-theft devices shall be active at all times on equipped vehicles, except when the vehicle is being serviced or cleaned at a County-contracted car wash. Members shall deactivate the device prior to leaving a vehicle and reactivate it once service is completed.

C. End of Shift

1. All fluids (including gas and oil) and equipment used during the shift will be replaced.

2. The same inspections shall be made as those made prior to operation. The member's immediate supervisor shall be notified if any of the following conditions exist:

a. Replacement fluids (gas, oil, transmission fluid) are needed and unavailable;

b. It has been over 4,000 miles since the vehicle's last oil change;

c. The vehicle is in need of repair or sustained damage during the tour;

d. Replacement equipment for the trunk is unavailable;

e. Equipment from the vehicle was lost during shift; or

f. The fuel card ***or FOB*** is missing.

3. If the vehicle is from a vehicle pool, it shall be locked and keys for which operators are responsible shall be ***placed back in the pool binder located in each station at the end of the shift***.

V. VEHICLE EQUIPMENT

A. All Division Vehicles

1. Each vehicle is issued with two sets of keys. The Fleet Operations Unit shall maintain a full set of auxiliary keys (Fleet Manager's keys) associated with all Division-owned vehicles.

2. Each vehicle shall be equipped with at least a first aid kit, fire extinguisher, ten flares, and two emergency blankets.

B. Patrol ***Bureau*** Vehicles

1. Patrol ***Bureau*** vehicles shall be issued the following equipment in addition to that issued to all Division vehicles:

a. Mobile radio;
b. Siren;
c. Mounted emergency light(s);
d. 100' measuring tape; and
e. An extra case of flares.

2. Non-Issued Equipment – Specialized equipment not issued by the Police Division must be approved individually by the Chief of Police in accordance with G-04A.

C. Patrol ***Bureau*** Sergeant Vehicles

All Patrol ***Bureau*** Sergeants who participate in either the take-home or assigned vehicle programs shall be issued marked patrol vehicles.

VI. FUEL CARDS/ FOB

A. In the event an officer is unable to locate or has lost their fuel card/***FOB*** outside of normal County business hours and is in need of fuel to complete their tour of duty, to include weekends, they shall request supervisory approval to use another Division member's fuel card. The following information shall be provided via e-mail to the ***Commander, Fleet*** regarding the gas card usage:

1. Shop number of the Division fuel card being used;

2. Mileage of the Division vehicle for which the fuel card is being used;

3. Total gallons obtained during fill-up.

B. Missing Fuel Cards

1. If a vehicle is not equipped with an automated fuel system and the fuel card is missing, the ***Manager, Fleet*** shall be notified. If the ***Manager, Fleet*** cannot be contacted, the member's immediate supervisor shall be notified.

2. If a pool vehicle, note the absence of the fuel card on the Pool Vehicle Trip Report (HCPD-039) and notify the ***Manager, Fleet***.

3. The ***Manager, Fleet*** shall obtain and deliver the replacement fuel card to the appropriate section/unit.

VII. VEHICLE NUMBERS

All Division vehicles shall be assigned four-digit shop numbers. The shop number shall be used when referring to any Division vehicle, such as when reporting damage or when requesting maintenance or repairs.

A. Marked vehicles shall be identified by having the shop number stamped on the key ring and by exterior decals on a location(s) determined by a ***Manager, Fleet***.

B. Unmarked vehicles shall be identified by having the shop number stamped on the key ring only.

VIII. TOWING AND REPAIRS OF POLICE VEHICLES

A. Vehicle maintenance shall be accomplished at the appropriate County maintenance facility. If repairs are needed, a Central Automotive Maintenance Request for Repairs shall be completed in its entirety and submitted to the appropriate maintenance facility foreman.

B. Emergency repairs shall be made as soon as possible after the problem arises, as is feasible.

C. During the regular hours of a County workday, County depots will accomplish all repairs, except those covered by vehicle manufacturer warranty. If warranty work is needed on a Division pool vehicle, Fleet shall be consulted <u>and will coordinate the warranty work.</u>

D. Supervisors will authorize any towing of police vehicles.

E. If the police vehicle is covered under a manufacturer's warranty and towing is required for mechanical failures, the vehicle shall:

1. Be towed by wreckers specified by the manufacturer's Roadside Assistance Program; and

2. Be delivered directly to the manufacturers authorized service facility and should not be delivered to a County Facility.

3. Police Fleet Operations shall be notified as soon as practical of any police vehicle towed in such a situation.

F. If the police vehicle is not covered under a manufacturer's warranty, the vehicle:

1. Shall only be towed by contracted County vendors. Police vehicle tows will be facilitated through the Central Automotive Maintenance shop. After-hours calls for police vehicle tows should be made through Communications.

2. Should be delivered to either the Central Automotive Maintenance Facility or the Eastern Automotive Maintenance Facility.

G. Any questions or problems concerning these services should be directed to a ***Manager, Fleet***.

IX. VEHICLE MAINTENANCE

A. Cleanliness of police vehicles, whether take-home, pool, or assigned, is the responsibility of the officer to whom the vehicle is assigned.

B. Vehicles may be washed and interior cleanliness maintained at:

1. The Central Maintenance Facility;

2. Fair Oaks Station;

3. ***Villa Park Station***;

3. No expense to the officer at the commercial establishments approved by the County of Henrico (limited to one per month); ***and/or***

4. The officer's residence (if the officer has been issued a take-home vehicle).

C. Routine maintenance and service shall be accomplished in accordance with manufacturer's service schedules and warranty programs and should conform to operating procedures established by the Henrico County Central Automotive Maintenance facility. Unless authorized by the ***Manager, Fleet***, all service work shall be completed at the appropriate County maintenance facility. No District pool vehicle will be used as a substitute for a take-home vehicle ***unless authorized by the on-duty Watch Commander or Fleet***.

D. Fueling and Oil Replacement

All fueling and addition of oil shall be accomplished at an appropriate County facility or by utilizing a County issued fleet fuel card if outside the County.

E. Mechanical, Electrical, and Cosmetic Changes

1. Decals, bumper stickers, or other items, or mechanical and/or electrical alterations to take-home/assigned vehicles, and any other unauthorized addition, use, or removal of equipment, is specifically prohibited unless authorized by the ***Lieutenant Colonel, Support Operations*** (or his designee).

2. If approved, alterations shall be made at a County maintenance facility or by a County-contracted vendor only. Documentation of any approval shall be forwarded to Fleet and maintained in the vehicle's shop folder.

F. ***Loaner*** Vehicles

Fleet maintains a limited number of ***loaner*** vehicles. Members may request the use of a ***loaner*** vehicle when:

1. Their vehicle is damaged as the result of a non-preventable traffic crash or vandalism;

2. A vehicle is out of service for an extended period due to repairs;

3. If available, during routine vehicle maintenance with the approval of the ***Manager, Fleet.***

4. ***Loaner*** vehicles shall not be issued when repairs or vehicle damage are the result of negligent vehicle operation or a preventable traffic crash, unless an emergency exception to this procedure is granted by the member's Operational ***Major***.

G. Off-Duty Vehicle Inspection

Members shall inspect their take-home/assigned vehicles to determine cleanliness, state of repair, proper functioning, and maintenance of equipment, safety hazards, etc. prior to the vehicle's use, as if they were on-duty.

1. Any supervisor observing a vehicle in use that appears to be in violation of this policy shall inspect that vehicle to ensure compliance and direct corrective action. Violations shall be reported through the chain-of-command to the ***Lieutenant Colonel, Support Operations.***

2. Current on-duty inspection practices as prescribed by this policy shall not be compromised.

H. Repairs

1. Members shall monitor the quantity and quality of work performed on their take-home/assigned vehicles. Ineffective repairs, or those likely to be excessive in cost, shall be reported to the ***Manager, Fleet***.

2. No major components are to be repaired or replaced without the prior approval of the ***Manager, Fleet***.

X. ALTERNATE TRANSPORTATION

A. Any member issued a take-home/assigned vehicle whose vehicle is not operable for any reason must first attempt to arrange for the use of a ***loaner*** vehicle from Fleet.

B. If a ***loaner*** vehicle is not available, a member shall locate a vehicle from another Division member who also has an issued vehicle for utilization during their tour of duty.

C. Any exceptions must be approved by the member's Commanding Officer.

XI. PROHIBITED PRACTICES

A. Off-duty officers are prohibited from stopping at food service/coffee shops if another marked unit is present, unless responding to an incident at that location.

B. Police vehicles shall not be utilized at any time for the purchase or transportation of alcoholic beverages (except in the line of duty) or after the operator has consumed alcoholic beverages.

C. Presumption of special privileges, violating any statute or ordinance, or operation in any manner that would bring discredit to the County or the Police Division should be avoided by the use of good judgment.

D. Take-home/assigned vehicles will not be driven outside of the County of Henrico, except on authorized business or as allowed by this directive.

1. The ***Manager, Fleet*** shall be consulted if a member intends to travel outside the Metro-Richmond area on official business or training to determine the need for a trip vehicle and fuel card.

2. For purposes of this directive, "outside the Metro-Richmond area" shall be defined as in excess of 50 miles from the nearest Henrico County boundary to the destination site.

E. No shotgun, handgun, or rifle, other than those issued or authorized by the Division, or confiscated or seized as evidence in the line of duty, shall be transported in the police vehicle.

XII. DIVISION POOL VEHICLES

A. The Police Division provides each District with an inventory of pool vehicles to be utilized by members <u>not</u> <u>assigned</u> a vehicle. Members utilizing pool vehicles shall follow procedures as set out in this directive.

B. Vehicles requiring service or repair shall not be dead-lined but delivered to the appropriate County repair facility.

C. Personal possession of pool vehicle keys, when not issued by a supervisor, is prohibited. Officers assigned vehicles in accordance with this policy shall not utilize pool vehicles.

D. The use of Patrol pool vehicles for supplemental employment is prohibited, unless approved by the Commanding Officer of the affected section.

XIII. ADMINISTRATIVE POOL VEHICLES

A. The Administrative Pool is located at the Public Safety Building. The use of these vehicles are primarily for non-sworn members.

B. A reservation and sign-out log is maintained by Criminal Records, along with vehicle keys.

C. Non-sworn members requiring a vehicle for official business shall utilize this pool, except when traveling outside the Metro-Richmond area. In such cases, Fleet should be consulted.

D. Sworn members are prohibited from utilizing Administrative Pool vehicles during normal County business hours, unless authorized by the Commander, Fleet (or his designee). Use of an Administrative Pool vehicle by a sworn member is limited to the time period that the sworn member is on-duty. Each Administrative Pool vehicle shall be returned to the Administrative Pool vehicle storage facility at the conclusion of the sworn member's tour of duty.

E. The use of Administrative Pool vehicles for supplemental employment is prohibited, unless approved by the Commanding Officer of the affected section.

XIV. SPECIAL CIRCUMSTANCES

A. During the course of a Division member's duties, it may be necessary to have the following as passengers (these individuals do not require a Waiver of Civil Liability (ride-along/observer) (HCPD-006A)):

1. Division Chaplains;
2. Members of other law enforcement agencies actively engaged in an investigation;
3. Members of the Commonwealth's and County Attorney's Office;
4. Members of Mental Health and Social Services personnel who provide services;
5. Any person with the permission of an immediate supervisor who works within the Criminal Justice System and, by virtue of their relationship to an active investigation, is assisting a Division officer; or
6. Persons who are being transported short-term by an officer while handling a call for service (i.e. domestic situation, stranded motorist, etc.).

B. There may be times when non-County/non-Division members are authorized to be passengers in Division vehicles (i.e. funerals, Division events). Those passengers shall complete an HCPD-006A.

C. At no time shall Division members transport people not listed above, whether on-duty or off-duty, without prior authorization from a supervisor and the completion of an HCPD-006A.

By Order of:

Douglas A. Middleton
Chief of Police

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO
POLICE DIVISION

December 11, 2015

DOUGLAS A. MIDDLETON
CHIEF OF POLICE

All Division Members:

I wanted to take a moment to discuss a nationwide epidemic that I would like to get your help with. This is the use of or lack thereof of seat belts by officers. The National Highway Traffic Safety Administration reviewed over 700 police vehicle fatalities and found that 42 percent of the time officers were not wearing their seat belts. In a comprehensive study currently underway found that 50% of the officers surveyed stated that they do not wear seat belts while operating a police vehicle.

I was notified a few weeks ago by County Risk Management that in at least 4 recent crashes of Police vehicles in Henrico County, officers were not wearing seat belts and as a result, they have been denied their Worker's Compensation claims.

I am sure that everyone has heard of the nationwide initiative "Below 100" to reduce police fatalities below 100 deaths in a year. Each year officers across the nation are killed by a variety of reasons, but most are them are being killed in automobile crashes. During this current year, officer deaths nationally are up 7 percent from last year. It has been over 65 years since the officer death toll in the United States was below 100. Let's not become statistic. Everyone needs to buckle up.

The seat belt is just as important as your ballistic vest, your handgun, or any tool on your belt. You have to use it for it to be effective. It is there to save lives and reduce injuries during an automobile crash.

Several years ago a survey was conducted by the Traffic Enforcement Unit which found officer seat belt compliance below that of the State average for motorists. After an educational campaign by several units within the Division, we achieved over 90 percent compliance rate, but did not reach 100 percent. This needs to be 100% and I am implementing steps to improve our current rating by putting things in place to encourage you to wear your seat belt. If you don't wear it for yourself, then wear it for your families.

We will start with an educational campaign to explain the dangers of not wearing your seat belt and how it can be beneficial. We are also going to hold you accountable if you decide not to wear your seat belt. Supervisors will also be tasked with holding you accountable.

It is not only State Law that requires officers to wear seat belts, but also County and Division Policy. Below is the Division Policy:

> ***282.10 USE OF SEAT BELTS***
> *The unpredictability of the driving situations faced by an officer requires that all precautionary measures be utilized. All persons riding in police vehicles shall utilize their seat belt.*

I would be naïve to not know that there are situations that may prevent us from wearing our seat belts such as arriving on a "hot" call or other officer safety situations. Officers and supervisors will have to provide an articulable reason why the seat belt was not worn, if involved in a crash, so that it can be shared with Risk Management.

Failing to wear your seat belt when required could result in disciplinary action or have other repercussions such as loss of your assigned or take-home vehicle for a period of time.

The ultimate goal with all of this is to gain compliance of policy and law, but also to help reduce officer injuries and fatalities. I also do not want you or your families to lose benefits that rightfully belong to you or them due to your failure to use all the safety equipment at our disposal. Remember, if we set the example for others, they will follow.

Let's start being the role models for the public that I know you are, and let them see you wearing your seat belt at all times.

Sincerely

Douglas A. Middleton
Chief of Police

	TYPE OF DIRECTIVE GENERAL ORDER	**NUMBER** G-57-13
	SUBJECT TRANSPORTATION OF PERSONS IN CUSTODY	**EFFECTIVE DATE** 03/22/13
	REFERENCE G-15, G-28, G-81, RP-46, CALEA	**RESCINDS** G-57-12

PURPOSE

To establish guidelines to be followed when members of the Division transport persons taken into custody and to ensure the safety of those persons and the transporting officer.

PROCEDURE

I. SEARCH OF ARRESTED PERSONS

It shall be the responsibility of the arresting officer to perform a search of any arrested person and their belongings. Whenever a person in custody is relinquished to the custody of another Division member, that member shall also search the person in custody and their belongings.

II. TRANSPORT VEHICLES

A. Any vehicle used for, or having the potential to be used for, the transportation of persons in custody shall, prior to beginning a shift, be inspected by its operator to:

1. Ensure it is in safe operating condition and contains all assigned equipment (refer to G-15);

2. Remove any insecure materials that could be utilized as a weapon or other source of interference to the operator, or which could be a safety hazard to any occupants;

3. Identify and remove contraband.

B. Prior to the actual transportation of a person in custody, the vehicle shall be inspected by the operator to remove insecure materials, potential or actual weapons, and/or contraband from any area accessible to the person in custody.

C. Immediately following the transport, a similar inspection shall be performed to locate and properly process any illegal items left by the person in custody.

D. Vehicles assigned to the Organized Crime Section should not be used for the transportation of persons in custody, unless circumstances deem it necessary.

III. POSITIONING OF PERSONS IN CUSTODY IN THE TRANSPORT VEHICLE

A. Division Vehicles

1. When one officer is transporting one person in custody, the person in custody shall be handcuffed and secured with a seatbelt in the right front seat.

2. When two officers are transporting one person in custody, the person in custody shall be handcuffed and secured with a seatbelt in the right front seat and one of the officers shall be placed in the right rear seat.

   An exception to this is if the wagon is unavailable and it is necessary to maintain a control hold on the wrist of a combative person in custody, the officer maintaining the hold should sit in the left rear seat with the person in custody in the right rear seat. The control hold must be maintained during the entire transport.

3. When two officers are transporting two persons in custody in the same vehicle, one person in custody shall be handcuffed and secured with a seatbelt in the right front seat and the second person in custody shall be handcuffed and secured with a seatbelt in the right rear seat. One of the officers shall be placed in the left rear seat.

4. Under no circumstances shall the "person in custody to officer" ratio in a patrol vehicle exceed one to one.

B. Patrol Wagons

1. Patrol wagons provide two separate and secure compartments for transporting persons in custody.

   a. Males and females shall not be transported in the same compartment.

   b. Whenever possible, only one person in custody per compartment should be transported; however, the patrol wagon may be utilized to capacity as needed.

   c. No person in custody shall be allowed to ride in the driver's compartment.

2. The person in custody shall be handcuffed and assisted into the transport compartment. The person in custody should be seat belted whenever practical. If belting the person in custody is not possible due to violent behavior, extra precautions should be taken by the driver of the patrol wagon to ensure the safety of the person in custody.

3. Due to the secure construction of the patrol wagon, the ability of the transporting officer to maintain visual contact of persons in custody is somewhat reduced. It is imperative that transporting officers pay particular attention to the application of restraint devices, the physical search of the person in custody and his belongings, and the overall welfare and condition of persons in custody.

4. When the wagon is assigned for a normal shift and is not being utilized for custodial transport, it will be available for back-up and primary calls that do not detract from its primary responsibilities.

IV. CONTROL OF PERSONS IN CUSTODY DURING TRANSPORTATION

A. Visual Contact

The transporting officer shall be aware of the location and actions of a person in custody and shall maintain as much visual contact with the person in custody as safety allows. Matters such as the personal hygiene needs of persons in custody shall be accomplished prior to beginning or after completing the transport.

B. Provisions for Meals

1. Under normal transportation circumstances or when transporting persons in custody in the Division aircraft, stopping for meals is not usually required; however, occasional long range transports by motor vehicle may necessitate considering a meal break.

2. Whenever a meal must be provided, the selection of the eating establishment shall be done randomly and with due regard for the public's safety.

C. Stopping During Transport to Perform Law Enforcement Services

1. The transporting officer shall not delay the transport by stopping to render assistance to others, except in the following instances:

a. The officer is in the immediate area of a Mayday and confrontation with the situation is unavoidable;

b. The officer comes upon a medical emergency situation (i.e. a traffic crash with injuries).

2. In either circumstance, the safety and security of the person in custody and the welfare of the public must be considered as a part of the actions taken by the transporting officer.

D. Communication with Other Persons

1. During transport, the person in custody shall not be allowed to communicate with other persons unless deemed necessary by the transporting officer;

2. The right of the person in custody to converse with an attorney shall be honored after the transport and booking procedures have been completed.

E. Escape of Persons In Custody

1. When a person in custody escapes during transport while in Henrico County, the following actions shall be taken to maximize a rapid apprehension:

a. The transporting officer shall immediately initiate notification procedures through Communications, give his location, and give a description of the escapee.

b. Communications shall simulcast the information, assign back-up units, and assign a Patrol Operations supervisor, who will respond, coordinate the

search, and investigate the escape.

2. When an escape occurs while in another jurisdiction, the transporting officer shall initiate notification procedures, request the assistance of the affected jurisdiction, and, if the jurisdiction is adjacent to Henrico County, have a Patrol Operations supervisor respond to the scene to provide liaison and investigate the escape. No other Police Division personnel will assist in the search unless their presence is requested by the jurisdiction in which the escape occurred.

3. If the escape is beyond the boundaries of an adjacent jurisdiction, notification and assistance procedures shall be the same, except that no immediate response by a Patrol Operations supervisor shall be required; however, one shall be assigned for later investigation of the matter.

4. In all escape situations, the transporting officer shall complete an ICR, if physically able, before the end of his shift.

5. The Patrol Operations supervisor shall include in his report (not the ICR) a detailed inter-office memorandum from the transporting officer, together with any recommendations deemed appropriate.

F. Restraining Devices

1. Unless the application of restraining devices is a risk to the health or safety of a person in custody because of his physical condition (i.e. handicap, injury, or illness) or mental state, or the application is physically impossible to accomplish, such devices shall be used whenever a person is taken into custody and shall remain in place until the person in custody safely arrives at his cell or interview room;

   a. At a minimum, a person in custody shall be secured with handcuffs or, if necessary, flexcuffs, with his hands behind him and the restraint device looped through the belt of the person in custody;

   b. Leg irons may be used if the actions of the person in custody so dictate.

2. Issued or approved non-issued handcuffs, leg irons, waist restraints, and flex cuffs shall be the only restraint devices used by Division personnel. This does not preclude the use of devices such as a rescue gurney with restraining straps when handling a mentally ill person in custody.

3. Under no conditions shall a person in custody be handcuffed or have leg irons attached to any part of the transport vehicle.

4. During long range transports, restraining devices placed on a person in custody shall be checked periodically to ensure that no impairment to circulation exists.

V. ARRIVAL AT DESTINATION

A. When the transporting officer arrives at his destination and the facility is controlled by an

agency other than the Police Division, he shall comply with the agency's instructions for entering the facility, securing of weapons, and turning over the person in custody to that agency.

B. When the transporting officer arrives at the Warrant Services Unit, he shall comply with the provisions of G-81 as they pertain to entering the facility with a person in custody, security of weapons, and processing of a person in custody.

C. Regardless of the facility to which the person in custody is taken or by whom it is controlled, the transporting officer shall ensure all pertinent documentation accompanies the person in custody. Documentation shall include, but not be limited to, the following:

1. An arrest paper, a committal card, a teletype authorizing arrest, and/or extradition or waiver papers;

2. Any medical records;

3. Information concerning the mental or physical state of the person in custody (to include suicidal, escape, or hazardous potential), if applicable;

4. The personal property of the person in custody.

VI. INJURIES AND MEDICAL CARE OF PERSONS IN CUSTODY

A. Injuries sustained to persons in custody that are not a result of response to resistance (i.e. during a foot pursuit, subject steps in a hole causing injury) shall be documented on an ICR. ***The injury to prisoner shall be entered as a separate offense type as "Injury to prisoner – non-force" in the "officer's offense description" box. The UCR code "3405 – Prisoner Injury" shall be entered. The narrative*** shall include the following information:

1. A detailed account of the incident;
2. The cause of injuries;
3. A description of the injuries;
4. Actions taken after (i.e. summonsing rescue, hospital treatment);
5. A description of injuries to the officer(s), if applicable;
6. The Fire CAD number, if treated.

B. The ICR shall be e-mailed to Internal Affairs at HPDIA@henrico.us before the end of the officer's shift.

C. Injuries sustained to persons in custody that are a result of response to resistance shall be documented on an ICR and a Response to Resistance After-Action Report (HCPD-340) (refer to G-28).

D. Photographs of all alleged injuries and/or clothing and property damage shall be taken and uploaded in ADAMS by the end of the officer's shift. This shall include photographs of any injuries, and/or site of alleged injuries. Photographs shall be taken even if there are no visible injuries.

E. Injured/Sick Persons In Custody

1. If a person in custody becomes ill or is injured prior to arrest or detention for an emergency custody order, becomes ill or injured incident to arrest, during transport, or at the Warrant Services Unit, the transporting officer shall:

   a. Seek medical treatment for the person in custody prior to that person's commitment to jail;

   b. Notify an on-duty Patrol Operations supervisor.

2. The responding supervisor shall investigate the circumstances surrounding the injury of the person in custody and ensure the following items are completed and forwarded to Internal Affairs through the chain-of-command:

   a. An ICR;

   b. A copy of the attending physician's report, if available; and

   c. Photographs (ensure they are uploaded in ADAMS).

3. If the injured/sick person in custody is transported to a medical facility for treatment, the transporting officer shall ensure the person in custody, <u>not</u> the County of Henrico, is listed as the responsible party for costs associated with the treatment.

4. The transporting officer shall obtain, if available, a copy of the attending physician's report for attachment to the Jail Committal Card.

5. Any person in custody transported by an emergency medical vehicle shall be accompanied by a Police Officer.

6. The Police Division shall not be responsible for medical bills incurred by any person who becomes ill or injured while in police custody.

F. Admission to a Medical Facility

1. If a person in custody must be admitted to a medical facility, the transporting officer shall notify an on-duty Patrol Operations supervisor, who shall then notify the Watch Commander.

2. The Watch Commander shall:

   a. Determine if a probable cause hearing before a Magistrate is required. If a probable cause hearing is required, contact the Magistrate, who will then respond to the medical facility;

   b. The decision to allow a person in custody to post bond or to be released on personal recognizance shall be the sole determination of the attending Magistrate.

3. The Police Division shall maintain custody of any person in custody who is not released on personal recognizance until a Jail Committal Card is issued by the Magistrate and custody is transferred to the Sheriff's Office.

4. If a hospitalized person in custody is not released on bond by the Magistrate, the Watch Commander shall:

   a. Determine the degree of security needed;
   b. Establish a relief schedule;
   c. Brief the oncoming Watch Commander of all pertinent information;
   d. Notify the section Commanding Officer, who shall determine if further notifications are necessary in accordance with RP-46.

5. Officers assigned to guard a hospitalized person in custody shall:

   a. Remain with the person in custody at all times;
   b. Be alert to prevent escape;
   c. Prevent unauthorized articles from being passed to the person in custody;
   d. Limit visitation to persons on official business.

VII. MISCELLANEOUS CONSIDERATIONS

A. Direct Transportation to Court

No person in custody shall be transported directly to court. He shall first be turned over to the Sheriff's Office or, if applicable, juvenile detention personnel.

B. Handicapped Persons In Custody

Physically and/or mentally handicapped persons in custody may require special considerations such as the following:

1. Restraining devices may not be applicable because of the handicaps;
2. Prosthetic devices should be examined for hidden weapons;
3. Equipment such as wheelchairs and crutches may require transportation;
4. Alternative transportation vehicles may be required.

C. Persons In Custody of the Opposite Sex

1. Whenever an officer transports a person in custody of the opposite sex, the officer shall transmit his vehicle mileage at the beginning of the transport and his ending mileage upon reaching the destination.

2. Communications should acknowledge both transmissions by announcing the current times.

D. Special Situation Transports

1. Transports of persons in custody for unique circumstances (i.e. to attend funerals, to visit a critically ill relative, or to attend the reading of a will) are a function of the Sheriff's Office and shall not be performed by Division members.

2. Any such person in custody who is considered a security hazard shall cause the transporting officer to forewarn the detention facility as to the risk involved so that appropriate security can be established in the courtroom.

E. Transporting Juvenile Offenders

1. Juveniles under the age of 12 shall not be transported in a patrol wagon.

   Juveniles 12 years of age or older may be transported in a patrol wagon when their actions present a potential threat or safety hazard to the transporting officer and when approved by a field supervisor.

2. Juveniles shall not be transported with adults in a patrol wagon or police vehicle. Exceptions to this would be during mass arrest situations as deemed by the Incident Commander.

3. Whenever an officer transports a juvenile, the officer shall transmit his vehicle mileage at the beginning of the transport and his ending mileage upon reaching the destination;

4. The provisions of this directive are applicable to juveniles as well as to adults. If circumstances dictate, Juvenile Intake shall be contacted in lieu of the Magistrate;

5. If a juvenile person in custody becomes ill or injured, the guidelines in section VI shall be followed.

F. Children in Need of Medical Care While in the Detention Home

1. During normal business hours for court, the detention staff will contact the Sheriff's Office to provide transportation for children in custody who need medical or mental treatment.

2. After normal business hours for court, the detention staff will contact Communications requesting Rescue and Police. Rescue will transport the juvenile with a Police Officer to a treatment facility. Detention will call the Sheriff’s Office to relieve Police, who are to remain with the child until relieved.

3. In the event the child is admitted to the hospital, the officer will remain with the child until further instructions are received from a Juvenile Judge and/or until relieved by the Sheriff’s Office.

4. In all cases in which an officer of the Division is used for transporting a juvenile for treatment, the detention staff shall arrange for the Sheriff’s Office to provide relief as soon as possible.

By Order of:

Douglas A. Middleton
Chief of Police

	TYPE OF DIRECTIVE GENERAL ORDER	**NUMBER** G-85-11 REV.
	SUBJECT TRAFFIC LAW ENFORCEMENT	**EFFECTIVE DATE** 11/16/11
	REFERENCE NHTSA "MANUAL OF MODEL POLICE TRAFFIC SERVICES," CALEA	**RESCINDS** G-85-11

PURPOSE

To define traffic enforcement alternatives. To encourage proper handling of the traffic violation from the point when the decision to stop the violator is made until the encounter is terminated.

POLICY

Traffic enforcement is an important tool that can be utilized to enforce traffic laws and gather information concerning criminal activity. Seatbelt and child restraint enforcement, speeding, and identifying impaired drivers are a top priority. Officers are encouraged to conduct various enforcement activities to address these issues. Enforcement action should be taken upon detection of a violation of law or a potentially hazardous act and shall be taken in a uniform and consistent manner. Any information from these enforcement activities can be utilized by Homeland Security, Patrol, CASE, or any Division component to increase traffic safety and further the suppression of criminal activities.

I. ENFORCEMENT ACTIONS

A. In dealing with a traffic violator, there are four enforcement alternatives for the officer to consider:

1. Physical arrest is limited by law as to its application.

2. Issuance of a summons shall be this Division's primary traffic enforcement action. While the use of officer discretion is a valid procedure to be used in determining the need to issue a summons, members of this Division shall cite those persons who commit violations deemed to be traffic crash causative in compliance with RP-06. Enforcement shall be at a level commensurate with crash-frequency and severity-reduction efforts.

3. Verbal warning is a viable alternative if, in the officer's determinations, the violator's actions (to include the type of violation, its severity, and the violator's intent, not attitude), in conjunction with temporal and geographic circumstances, would be best corrected by not issuing a summons.

4. Officers who discover vehicle operators believed to be a hazard to themselves or others, due to incompetence, physical/mental disability, disease, or other conditions that might prevent those operators from exercising reasonable and ordinary care in the operation of a motor vehicle, shall complete a MED3 Medical Review Request and ***place it in the appropriate box at PSB/FOS.***

B. Application of the aforementioned alternatives can be considered for most classifications of violations. The following is a list of types of violations and acceptable enforcement actions:

1. Driving under the influence – a major cause of traffic crashes and their severity and this Division's first traffic enforcement priority. The strict enforcement through physical arrest of drunk drivers is an absolute necessity which allows for no justifiable discretionary deviation if, through field testing and observation, the officer determines that the violator is indeed intoxicated.

2. Speeding and other hazardous violations (e.g. reckless driving, following too closely, disregarding traffic signals) – considered to be causative, these violations are often times the cause for selective enforcement activities. Such violations shall be subject to the Division's primary traffic enforcement action and only when all stipulations in section I.A.3 are met can an officer consider a verbal warning.

3. Equipment and other non-hazardous violations – depending upon the nature and severity of the violation, and its relationship to the causes of accidents, the officer may elect to implement discretionary prerogatives in determining the appropriate enforcement action.

4. Public carrier/commercial vehicle violations – generally regulatory in nature, the laws governing public carriers and commercial vehicles are designed to instill confidence in the public for those who use the highways for commercial purposes. Violations of those laws are an infringement of public trust that is a matter the Division is obligated to uphold. Issuance of warnings should be limited to those occasions when the violator is unaware of the violation.

5. Multiple violations – encountering a motorist who has committed multiple violations provides the most opportune occasion for an officer to exercise alternatives to the primary enforcement action. While multiple summons issuances are often appropriate, the officer should give first consideration to the most serious/flagrant violation(s).

6. New traffic regulations – grace periods shall be given for violations of certain new regulations (listed below). Violations of all other new regulations shall be subject to the Division's primary enforcement action immediately upon enactment.

   a. Turning/parking regulations – 7 day grace period
   b. Reductions in speed limits – 30 day grace period

7. Off-road vehicles – these types of vehicles, including dirt bikes, mini-bikes, and all-terrain vehicles, present unique problems for law enforcement. Many violations of this type involve private property; however, each officer should be aware of State Code 46.2-915.1 and others that govern the use of these vehicles. Safety of the operator and the general public are paramount when dealing with these violations.

II. THE TRAFFIC STOP

A. Pre-stop considerations – prior to initiating a traffic stop, the officer should consider the following:

1. Seek adequate lighting:

   a. Avoid shadows, tunnels, and underpasses;
   b. Utilize streetlight and illumination from businesses.

2. Maximize visibility:

   a. Avoid inclines/declines, curves, hillcrests;
   b. Choose areas with unobstructed vision.

3. Be concerned with traffic flow:

   a. Choose a location that facilitates the movement of traffic;
   b. Utilize bus/taxi stop areas, loading zones, wide shoulders, etc;
   c. Avoid intersections, railroad crossings, ramps to interstates, etc.

4. Avoid areas containing pedestrians:

   a. Reduces possibility of interference;
   b. Reduces possibility of injury to bystanders;
   c. Reduces presence of potential hostages;
   d. Allows clearer field of fire if use of firearm is necessary.

5. Limit escape routes/avoid alleys, open fields/vacant lots, openings between buildings, low bridges, etc.

6. Observe occupants prior to stop:

   a. Drivers switching;
   b. Occupants disappearing from view;
   c. Any other suspicious movement.

B. Executing the stop – the following procedures for executing traffic stops are intended to provide maximum safety for the officer, the violator, and bystanders. Varying conditions of the roadway, urgency to stop the violator (e.g. a drinking driver), and the existing volume of traffic may dictate deviance from the recommended procedure.

1. Utilize emergency equipment as provided by state law and/or Division training techniques and directives:

   a. Blue lights;
   b. Horn;
   c. Siren;
   d. Headlights;
   e. Flashers;
   f. Spotlight (as per State code);
   g. Take down lights;
   h. PA system.

2. Record information concerning the stop:

a. Radio the license number and location to Communications;
b. Record the license number on a note pad.

3. Position the police vehicle properly:

a. Place the vehicle 20-25 feet behind violator, with a slight angle to the left;
b. Offset police vehicle 3 feet to the left of violator vehicle;
c. Turn front wheels of police vehicle all the way to the left.

4. Approach the violator cautiously:

a. Check rear view mirror for traffic;
b. Close door after exiting;
c. Approach in "blind spot;"
d. Check trunk of violator's vehicle;
e. Ensure that weapon hand is free at all times;
f. Visually observe passenger compartment and hands of passengers;
g. Stay close to the violator vehicle during approach;
h. Stop just behind driver's door;
i. Stand facing the vehicle;
j. Accept documents with non-gun hand.
k. Alternative passenger side approach may be utilized.

5. Return to the police vehicle carefully:

a. Walk back in a slightly turned manner so as to keep continual visual observance of the violator vehicle;
b. Remain alert after reaching police vehicle.

III. OFFICER/VIOLATOR RELATIONS

Once the officer has stopped the violator and approached to a point where communications begin, the officer should:

A. Be alert for the unexpected, but not be apprehensive;

B. Be certain that observations of the traffic violation were accurate;

C. Present a professional image in dress, grooming, language, bearing, and emotional stability;

D. Be prepared by having the necessary equipment and form;

E. Greet the violator with appropriate title and explain to the violator the reason for the stop;

F. Request the violator's operator's license, vehicle registration, and additional documentation if necessary;

G. Discuss the violation; explain if necessary (do not argue with violator);

H. If a summons is to be issued, advise the operator at that time that you are going to issue a summons. Complete the ***Virginia*** Uniform Summons;

I. Read the summons to the violator, explain his obligations, and where and when to appear in court. If possible, indicate pre-payment (instructions on yellow copy of the ***Virginia*** Uniform Summons). If pre-payable, provide a copy of the ***appropriate*** prepayment sheet along with the summons.

J. Offer no suggestions as to the probable actions of the court, or the amount of the fine;

K. Be certain the driver is calm and there are no signs of emotional stress before allowing them to leave;

L. Return the violator's license, registration, and provide a copy of summons;

M. Assist the violator in re-entering the traffic flow.

IV. REQUESTS FOR GRANT MONEY

A. When there are grant monies available for traffic specials, a patrol field supervisor or his designee shall submit a Request for Traffic Enforcement Special Grant Funding (***HCPD***-406) form through his chain-of-command for approval. The request packet shall include copies of the Operational Plan, ICS chart, and any other supporting documentation. Once the Operational Plan is approved, it shall be forwarded to the Commanding Officer, Homeland Security to verify the funds are available and the plan complies with the grant requirements.

B. Once the request has final approval, the requesting supervisor (or his designee) will be notified in writing by the Sergeant, Traffic Safety.

V. TRAFFIC SPECIALS

A. Whenever traffic specials (e.g. red light, speeding, DUI, etc.) are conducted, a patrol field supervisor shall complete a Traffic Special After-Action Report (***HCPD***-382) and submit to the Commanding Officer, Homeland Security within five working days from the conclusion of the traffic special.

By Order of:

Douglas A. Middleton
Chief of Police