
GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT



SUBJECT: STAND BY DUTY / TAKE-HOME VEHICLES	NUMBER:	360
CANCELS ORDER DATED: 6-1-08	DATE:	7-1-12

I. PURPOSE

Providing effective and efficient law enforcement services in Fairfax County requires that the Fairfax County Police Department maintain the constant availability of personnel with diverse specialized, technical, investigative or command responsibilities. While many agencies choose to ensure this staff availability through 24-hour scheduling, these practices are inefficient and costly. Through the use of stand by scheduling and deployment of take-home vehicles, the Police Department leverages personnel resources and expertise, ensures the timely availability of personnel, enhances operational readiness, and maintains a visible presence, while limiting the fiscal impact of such resources.

II. POLICY

It is the policy of the Fairfax County Police Department to enhance operational readiness by ensuring the availability, on an as-needed basis, of the services of specialized, technical, investigative or command personnel in support of operations by assigning the necessary personnel to stand by status.

Take-home vehicles are authorized for those on stand by and other critical personnel, as approved by the Chief of Police, to support mission essential operations. This authorization is necessary to ensure the availability and operational capacity of senior and critical staff for response to emergency/critical incidents. Take-home vehicles are in accordance with County policy, and are in support of the Department's mission, the National Incident Management System (NIMS), and the Incident Command Structure (ICS).

Only sworn police officers employed by the Department, who are authorized by law to make arrests (other than merely citizen's arrests), execute search warrants, and carry firearms, and who regularly carry such firearms (except where it is not possible to do so because of requirements of undercover work), are generally allowed to use such vehicles for the purposes and within the limits described.

The use of a take-home vehicle by civilian Department personnel or any use by sworn personnel which exceeds the limits described, requires written authorization by the Chief of Police and compliance with Section V., E. or F. respectively of this General Order.

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III. DEFINITIONS

On-Call Vehicle – Any vehicle authorized by the Chief of Police and assigned to personnel based upon the criticality of their duty assignment and highly specialized skills, and who are designated and compensated in accordance with County policy for being “on call” during a specified period or on a rotating basis. Personnel assigned to on-call status understand that they are the first responder associated with their highly specialized skill or position, and are expected to be en route to a callback assignment within 30 minutes of notification.

Personnel assigned vehicles under this classification may periodically shift between the on-call, constant stand by, and special exemption vehicle categories.

Constant Stand by Vehicle – Any vehicle authorized by the Chief of Police and assigned to personnel based upon their duty assignment and highly specialized skills. Given the limited number of personnel in highly specialized assignments, the Department relies upon a pool of critical personnel to augment on-call staff when needed to meet routine and emergency service demands. Under this category, authorized commanders are also provided vehicles because of the nature of their assignment and their designated responsibility for critical incident management and response. The constant stand by vehicle category provides sufficient resources required by the Department to effectively respond to service demands.

Personnel assigned vehicles under this classification may periodically shift between the on-call, constant stand by, and special exemption vehicle categories.

Special Exemption Vehicle – Any vehicle specifically authorized by the Chief of Police and assigned to personnel who are designated because of the unique nature of their assignment and/or the purpose and design of the vehicle. Examples include undercover detectives and supervisors, and K-9 officers and supervisors who need to transport dogs.

Personnel assigned vehicles under this classification may periodically shift between the on-call, constant stand by, and special exemption vehicle categories.

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IV. PROCEDURE

A. On-Call Vehicles

Department members with specialized, technical, investigative or command responsibilities may be placed in an on-call status, as directed by the Chief of Police.

1. General On-Call Vehicle Provisions

- a. The Chief of Police shall maintain the number and type of positions eligible to be placed on call.
- b. Personnel who are assigned on-call status shall be equipped with a 24-hour use vehicle and shall furnish their supervisor, or other designated person, with the pager and/or telephone number where they can be immediately contacted. Should it become necessary for an employee to be removed from on-call status due to unscheduled leave, travel from the immediate area, illness, family emergency, or other reason, the employee shall immediately notify their affected supervisor.
- c. On-call vehicles must be maintained in a manner to enable assigned personnel to respond in an expeditious manner. Communications devices and equipment in the vehicle must be operational.
- d. While on or off duty, on-call sworn personnel shall monitor the police radio frequency for the district in which the vehicle is being operated; abide by Regulation 201.15, Aid and Assistance to Citizens; and render appropriate assistance in the event of a call of a serious nature or critical incident in close proximity to their location.
- e. On-call personnel are expected to make telephone or radio contact with the Department of Public Safety Communications (DPSC), or other designated person, within 15 minutes of receiving a notification and to be en route to a callback assignment within 30 minutes of notification.

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2. On-Call Unmarked Vehicles

- a. On-call personnel may use assigned unmarked vehicles for personal use within the County provided they are prepared to render appropriate assistance or aid, or to take immediate action if required, and such use does not interfere with the ability to be en route to a callback assignment within 30 minutes of notification.
- b. To maintain operational availability and readiness to respond, on-call personnel may, incident to their law enforcement functions, use unmarked vehicles for limited personal use outside the County within 30 miles of the County border provided such use does not interfere with the officer's ability to be en route to a callback assignment within 30 minutes of notification and provided the on-call person is prepared and able to respond directly to the assignment without first returning to their residence. Any other personal use of an assigned vehicle is prohibited outside of the County.
- c. Distance to residence shall not exceed 30 miles from the County border. All personnel residing outside of the authorized distance shall park their on-call vehicle at an authorized secure County facility.

3. On-Call Marked Vehicles

This provision applies to clearly marked vehicles that have painted insignia or words (other than by mere marking on a license plate) that make it readily apparent the vehicles are police vehicles.

- a. On-Call marked vehicles shall not be driven home outside of the County without authorization from the Chief of Police.
- b. On-Call personnel may use assigned marked vehicles for personal use within the County provided such use does not interfere with the officer's ability to be en route to a callback assignment within 30 minutes of notification.
- c. Any personal use of marked vehicles outside of the County is

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prohibited.

- d. For authorized personnel distance to residence shall not exceed 30 miles from the County border. All personnel residing outside of the authorized distance shall park their on-call vehicle at an authorized secure County facility.

B. Constant Stand by and Special Exemption Vehicles

Department personnel with specialized, technical, investigative or command responsibilities and/or personnel in unique assignments may be authorized use of a constant stand by or special exemption vehicle, as directed by the Chief of Police. This authorization is required to enhance or augment the allotted on-duty or on-call staffing levels by ensuring additional operational commanders and other critical personnel are able to respond to critical incidents in an expeditious manner. The Special Exemption authorization is also required in other instances such as to protect the identity and safety of undercover detectives or the welfare of service animals.

The following general provisions shall apply to all constant stand by and special exemption vehicles:

1. The Chief of Police shall maintain the number and type of positions eligible to be assigned constant stand by or special exemption vehicles.
2. Personnel who are assigned constant stand by vehicles shall furnish their supervisors or other designated person with the pager and/or telephone number where they can be reasonably contacted.
3. While on- or off-duty, sworn personnel when operating constant stand by or special exemption vehicles shall monitor their issued communication device(s) and monitor the police radio frequency for the district in which the vehicle is being operated; abide by Regulation 201.15, Aid and Assistance to Citizens; and render appropriate assistance in the event of a call of a serious nature or critical incident in close proximity to their location.
4. For sworn personnel residing within the County personal use of assigned constant stand by or special exemption vehicles within the

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County is authorized provided they are prepared and able to render appropriate assistance or aid or to take immediate action if required.

5. For personnel residing outside of the County any personal use, other than travel to and from home to a duty assignment or for incidental errands along the way, is prohibited.
6. Authorization may be granted by the Chief of Police for specific sworn personnel, e.g., undercover detectives, for personal use outside of the County in specific cases only if an articulable officer safety or other demonstrable need exists, but would require affected personnel not on-call to comply with Section V., F. of this General Order.
7. No marked vehicle (as defined in Section IV., A. 3.) classified as a constant stand by or special exemption vehicle shall be driven home outside the County without written authorization from the Chief of Police.
8. Distance to residence shall not exceed 30 miles from the County border. All personnel residing outside of the authorized distance shall park their constant stand by or special exemption vehicle at an authorized secure County facility.

V. SPECIAL PROVISIONS

- A. In those instances where the Chief of Police has approved on-call duty for a particular duty assignment, the responsible division, station or bureau commander shall make specific employee assignments to on-call duty. Individual bureaus and divisions shall establish internal procedures concerning supervisory and command notifications pertaining to changes in on-call duty.
- B. All sworn personnel operating any assigned take-home vehicle while off-duty shall be in possession of an issued or approved handgun, badge, and issued police credentials.
- C. While operating a take-home vehicle off-duty all personnel should be dressed in an appropriate manner to function as a police officer or otherwise render aid and assistance.

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- D. All personnel assigned a take-home vehicle shall be responsible for the proper care and maintenance of the vehicle and associated equipment.
- E. All Department civilian personnel authorized an on-call, constant stand by, or special exemption vehicle must comply with all applicable IRS and County regulations as it pertains to reportable income. Personal use of any assigned vehicle by civilian personnel other than to and from home and work or an assignment, and incidental use on the way, is prohibited.
- F. All Department sworn personnel authorized an on-call, constant stand by, or special exemption vehicle must comply with all applicable IRS and County regulations as it pertains to reportable income for any non-qualified personal use (use exceeding the limits of this General Order).
- G. All personnel operating an assigned on-call, constant stand by, or special exemption vehicle shall comply with all applicable laws and regulations.
- H. Other persons, such as family members, may be transported in a take-home vehicle provided all occupants wear a safety belt or are properly secured in a child restraint system.
- I. On-call, constant stand by, or special exemption vehicles may not be used for vacation or recreational trips.
- J. Personnel assigned to temporary assignments may be provided vehicles based on availability of vehicles and in strict accordance with County and Department policy.
- K. The Chief of Police or his designee may waive some provisions of this General Order in the event of an emergency, significant threat, or other articulable need. Provisions requiring compliance with law, County compensation policies, or IRS regulations may not be waived.

VI. ACCREDITATION STANDARDS REFERENCE

VLEPSC
OPR.
01.01

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01.02
01.03

This General Order becomes effective July 1, 2012, and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

A handwritten signature in cursive script, appearing to read 'M.M.M.', written over a horizontal line.

Chief of Police

APPROVED BY:

A handwritten signature in cursive script, appearing to read 'Edward L. L...', written over a horizontal line.

County Executive