


<p style="text-align: center;">FAIRFAX COUNTY POLICE DEPARTMENT</p>  <p style="text-align: center;">GENERAL ORDER</p>	<p>SUBJECT: STANDBY DUTY AND TAKE-HOME VEHICLES</p>		<p>NUMBER: 350</p>
	<p>EFFECTIVE DATE: December 02, 2024</p>	<p>REVIEW: November 2027</p>	
<p>RESPONSIBLE ENTITY: RESOURCE MANAGEMENT BUREAU</p>			<p><input type="checkbox"/> New Directive <input type="checkbox"/> Replaces: <input checked="" type="checkbox"/> Revised: 12-02-24</p>
<p>ACCREDITATION STANDARDS</p>	<p>CALEA: VLEPSC: OPR. 01.01, 01.02, 01.03</p>		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for all employees who utilize standby or take-home vehicles in the course of their duties.

II. POLICY

It is the policy of the Fairfax County Police Department (FCPD) that the providing of effective and efficient law enforcement services in Fairfax County requires perpetual availability of personnel with specialized, technical, investigative, and/or command responsibilities. The use of standby and take-home vehicles leverages the Department's personnel resources and expertise, ensures timely availability of personnel, maintains operational readiness, and helps sustain visible presence within the community. Take-home vehicles ensure availability and operational capacity for both senior and essential staff members for response to emergency and critical incidents. The use of take-home vehicles shall be in accordance with Fairfax County policy, to specifically include [Fairfax County Procedural Memorandum 10-01](#), and seek to support the Department's mission, National Incident Management System (NIMS), and the Incident Command Structure (ICS). Use of a take-home vehicle by non-sworn Department personnel, or any use that exceeds the boundaries of this General Order, shall require written authorization from the Chief of Police or their designee, which shall be retained by the Department's Resource Management Bureau (RMB).

III. DEFINITIONS

- A. **Constant Standby Vehicle:** Any vehicle authorized by the Chief of Police or their designee and assigned to personnel based upon their duty assignment and specialized expertise. Personnel under this classification can shift between on-call, constant standby, and special exemption vehicle categories.

- B. **Marked Vehicle:** Any police vehicle that has clearly painted insignia or words (other than by mere marking on a license plate) that makes it readily apparent that the vehicle is a police vehicle belonging to the FCPD.
- C. **On-Call Vehicle:** Any vehicle authorized by the Chief of Police or their designee and specifically assigned to personnel based upon the criticality of their duty assignment and specialized expertise 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 under this classification can shift between on-call, constant standby, and special exemption vehicle categories.
- D. **Special Exemption Vehicles:** Any vehicle specifically authorized by the Chief of Police or their designee and assigned to personnel who are designated because of the unique nature of their assignment and/or purpose and design of the vehicle. Examples include undercover detectives and supervisors and Canine officers and supervisors who need to transport police service dogs. Personnel assigned under this classification can shift between on-call, constant standby, and special exemption vehicle categories.

IV. PROCEDURES

- A. **On-Call Vehicles:** Department members with specialized, technical, investigative, or command responsibilities may be placed in on-call status as directed by the Chief of Police or their designee and are expected to serve as primary responders associated with their expertise or position. On-call personnel, upon receiving notification of a call-out event, shall confirm by telephone or radio contact with the Department of Public Safety Communications (DPSC) that they are direct on the call-out and responding. Absent unusual or mitigating traffic or weather circumstances, responding personnel are expected to arrive on scene of a callback assignment within one hour of notification. The use of response driving in accordance with [FCPD General Order 503](#), Response Driving, and full use of emergency equipment to mitigate unusual traffic patterns, is permitted by responding sworn personnel only in order to safely expedite to the scene for the purpose of collecting crime scene evidence, identifying potential witnesses, assisting in apprehension of outstanding suspect(s), etc. Personnel who anticipate they will not be able to arrive within one hour shall immediately notify the scene supervisor and provide an anticipated time of arrival.
1. The Chief of Police or their designee shall maintain the number and type of positions eligible to be placed on call. On-call personnel shall be equipped with a 24-hour use vehicle and shall furnish their immediate supervisor, or designee, a telephone number(s) where they may be immediately contacted. Where it becomes necessary to remove an employee from on-call status due

to unscheduled leave, travel away from the region, family emergency, or other reasons, the employee shall immediately notify their supervisor.

2. On-call vehicles shall be maintained in a manner to enable assigned personnel to respond expeditiously. Communication devices and equipment within the vehicle must remain operational, and sworn operators, whether on or off-duty, shall monitor the police radio frequency for the district in which the vehicle is being operated to render appropriate assistance in the event of a serious call for service or critical incident in close proximity to their location.

B. **On-Call Marked and Unmarked Vehicles:** On-call personnel may utilize marked and unmarked vehicles for personal use in accordance with [Fairfax County Procedural Memorandum 10-01](#) within the County provided they are prepared to render appropriate assistance or aid, take immediate action whenever required, and such use of the vehicle does not interfere with the ability to be on scene of a callback assignment within one hour of notification.

1. **Unmarked Vehicle Restrictions:** Employees who use on-call unmarked vehicles shall not reside further than 30 miles from the Fairfax County border. All personnel residing outside of 30 miles from the Fairfax County border shall park their on-call vehicle at a secured Fairfax County Government facility. On-call personnel may use on-call unmarked vehicles for personal reasons outside of Fairfax County in accordance with [Fairfax County Procedural Memorandum 10-01](#), provided the on-call employee is prepared and able to make contact and respond directly to the assignment within 30 minutes of notification without needing to first return to their residence.

2. **Marked Vehicle Restrictions:** Employees who reside within the counties of Arlington, Prince William, and Loudoun, cities of Alexandria, Fairfax, and Falls Church, or the towns of Vienna and Herndon may utilize marked on-call vehicles. Employees who reside outside of these jurisdictions shall park marked on-call vehicles at a secured Fairfax County Government facility before travelling to their place of residence. On-call personnel may use on-call marked vehicles for personal use outside of the jurisdictional confines of Fairfax County in accordance with [Fairfax County Procedural Memorandum 10-01](#), provided that the on-call employee is prepared and able to make contact and directly respond to an assignment within thirty (30) minutes of notification without the need to first return to their residence.

C. **Constant Standby and Special Exemption Vehicles:** Department personnel with specialized, technical, investigative, or command responsibilities may be authorized by the Chief of Police or their designee to use constant standby or special exemption vehicles. Authorized commanders are provided with take-

home vehicles due to the nature of their assignment and designated responsibility for critical incident management. The following provisions shall apply to the use of constant standby and special exemption vehicles:

1. The Chief of Police or their designee shall maintain the number of positions eligible to be assigned constant standby or special exemption vehicles. Personnel assigned constant standby vehicles shall furnish their supervisors with a telephone number(s) where they can be immediately contacted.
2. While on or off-duty, sworn personnel operating constant standby or special exemption vehicles shall monitor their issued communication device(s) and the police radio frequency for the district in which the vehicle is being operated to render appropriate assistance in the event of a serious call for service or critical incident in close proximity to their location.
3. Sworn personnel who reside within Fairfax County may use constant standby or special exemption vehicles for personal use within Fairfax County in accordance with [Fairfax County Procedural Memorandum 10-01](#) provided they are prepared and able to render appropriate assistance or aid to take immediate action whenever required. Employees who reside outside of the county are prohibited from using constant standby or special exemption vehicles for personal use, other than travel to and from home to a duty assignment and any incidental errands along the route. Authorization may be granted by the Chief of Police or their designee in writing for specific sworn personnel (e.g. undercover detectives), for personal use outside of Fairfax County in cases where officer safety or demonstrable needs exist, and kept in the employee's Department personnel file.
4. Marked vehicles classified as constant standby or special exemption vehicles are authorized to be driven into the counties of Arlington, Prince William, and Loudoun, the cities of Alexandria, Fairfax, and Falls Church, and the towns of Vienna and Herndon. Any other exceptions shall require written authorization from the Chief of Police or their designee .
5. Personnel authorized to use constant standby or special exemption vehicles shall not reside in a location that exceeds 30 miles from the Fairfax County border. Personnel residing outside of this distance shall park their on-call vehicle at an authorized and secured County facility.

V. SPECIAL PROVISIONS

- A. Where the Chief of Police or their designee has approved on-call duty for a particular assignment, the responsible division, station, or bureau commander

shall make specific employee assignments to on-call duty and establish internal procedures concerning supervisor and command notifications pertaining to changes in on-call duties.

- B. All sworn personnel operating an assigned take-home vehicle, within Fairfax County and while off-duty, shall be in possession of an issued or approved handgun, badge, and issued police credentials and be dressed in an appropriate manner to function as a police officer or otherwise render aid and assistance. Personnel assigned take-home vehicles shall also be responsible for proper care and maintenance of the vehicle and all associated equipment.
- C. All non-sworn personnel authorized to use on-call, constant standby, or special exemption vehicles shall comply with any applicable Internal Revenue Service (IRS) or Fairfax County regulations pertaining to reportable income, in accordance with Section VIII, Subsection 7 of [Fairfax County Procedural Memorandum 10-01](#). Personal use of assigned vehicles by civilian personnel other than driving direct routes between home and work/assignment, and incidental errands along the way, is prohibited.
- D. The transport of any individual who is neither a County official nor employee shall only be done in accordance with Section IV of [Fairfax County Procedural Memorandum 10-01](#). The use of on-call, constant standby, or special exemption vehicles for vacation or recreational trips is strictly prohibited.
- E. Department personnel in temporary assignments may be provided take-home vehicles based upon fleet availability and in strict accordance with County and Department policy.
- F. The Chief of Police or their designees may waive provisions of this General Order in the event of an emergency, significant threat, or any articulable need.

General Order 350 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive