

# GENERAL ORDER

FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: VOLUNTEER TRAFFIC CONTROL PROGRAM	NUMBER:	530.11
CANCELS ORDER DATED: 1-1-05	DATE:	7-1-12

---

## I. PURPOSE

This General Order establishes the policies and procedures applicable to the Fairfax County Police Volunteer Traffic Control Program (VTC). The VTC mission is to provide traffic control at specific sites and events to include emergencies, disasters, and evacuations by utilizing a deputized force of non-salaried volunteers.

## II. POLICY

The VTC program is established under the authority of the *Code of Virginia*, Section 46.2-1310 and Section 13-1-13 of the *Code of the County of Fairfax* and is operated in accordance with these codes. The Volunteer Traffic Control Program is administered by the applicable station or division commander in which the volunteers are assigned. The selection, appointment, and tenure of VTC personnel will be determined by the Chief of Police. These General Orders will apply to VTC personnel.

## III. PROCEDURE

- A. There is no rank structure in the VTC Program
- B. To be eligible, VTC personnel must be at least 18 years of age, be in good physical health, and successfully complete a police background check and an interview with a police supervisor and / or a district station commander. There is no maximum age limit for this program provided the individual is physically fit to perform traffic control duties. Volunteers must also successfully complete instruction in traffic direction and point control at the Fairfax County Criminal Justice Academy.
- C. When performing traffic control duties, standards of good grooming and appearance shall be maintained. VTC personnel shall maintain a professional appearance while engaged in traffic control duties. T-shirts, blue jeans, shorts, tennis shoes, and open toe shoes shall not be worn while engaged in a traffic control assignment. VTC personnel shall wear the issued hat and vest while directing traffic, however, a station commander may waive the hat requirement to accommodate specific needs of individual VTC members (example: religious, medical, etc.).

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: VOLUNTEER TRAFFIC CONTROL PROGRAM	NUMBER:	530.11
CANCELS ORDER DATED: 1-1-05	DATE:	7-1-12

---

- D. VTC personnel will be issued an identification card that identifies the holder as being deputized to direct traffic pursuant to Virginia Code Section 46.2-1310 and as authorized by Fairfax County Code Section 13-1-13. The card will be carried while performing their duties.
- E. There is no minimum number of service hours required for VTC personnel.

IV. RESPONSIBILITIES

- A. VTC personnel are under the administrative and operational control of the district station commander, or his designee, in which their traffic assignment is located.
- B. VTC have the authority to direct traffic only. They do not have arrest powers or the authority to detain motorists. VTC personnel do not have the authority to speak for the department in response to questions from the media.
- C. VTC personnel will only direct traffic in a residential area where the posted speed limit does not exceed 35 miles per hour and the travel lanes are determined to be of a manageable size which does not jeopardize safety. This restriction may be waived by a staff duty officer, bureau commander, or district station commander.
- D. Station commanders shall maintain a list of all VTC personnel assigned to direct traffic in their district. This list will serve as a resource when volunteers are needed for special events such as road races, parades, community events, emergencies and disasters.
- E. The Police Department will issue VTC personnel a hat, vest, flashlight, and whistle. Trousers, shirts, and jackets shall remain the responsibility of the individual or sponsoring organization.

V. DISCIPLINARY PROCEDURES

- A. The execution of disciplinary procedures against VTC personnel, to include performance counseling, is the primary responsibility of the district station commander or designee, to which the volunteer is assigned.

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: VOLUNTEER TRAFFIC CONTROL PROGRAM	NUMBER:	530.11
CANCELS ORDER DATED: 1-1-05	DATE:	7-1-12

---

- B. Poor duty performance, conduct which reflects unfavorably upon the Police Department, and/or repeated safety violations are all grounds for termination from the VTC program and shall be documented by a first line supervisor. The station commander shall have the sole authority to remove an individual from the program. Termination from the program shall be reported via memorandum to the Chief of Police and shall include a brief synopsis and basis for the termination.
- C. The district station shall maintain discipline/complaint files for each volunteer in the program who is assigned to their station.

VI. PERSONNEL RECORDS

The personnel records for VTC personnel shall be maintained by the district station to which they are assigned.

VII. DUTY RELATED INJURIES

- A. VTC personnel who sustain personal injuries while conducting traffic control duties will report the circumstances orally to an on duty police supervisor immediately. Should an injury require emergency treatment or hospitalization, a Medical Status Report form shall be submitted to the attending physician by the on-duty supervisor responsible for investigating the injury.
- B. In all cases, a supervisor will investigate the circumstances of the injury and submit a report of findings. The injured volunteer, after reviewing and concurring with the findings, shall initial the report. It shall then be directed to the Chief of Police via the appropriate commander.
- C. The VTC personnel are not covered under the "Worker's Compensation Act." Therefore, the form entitled "Employer's First Report of Accident is not required. VTC personnel are covered under a group accident policy administered by a private agency. Station commanders will maintain the current insurance policy information and will furnish such information upon request to hospital personnel.

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



---

SUBJECT: VOLUNTEER TRAFFIC CONTROL PROGRAM	NUMBER:	530.11
CANCELS ORDER DATED: 1-1-05	DATE:	7-1-12

---

- D. The district station commander or designee will file all claims on behalf of the VTC person injured on duty. The investigating supervisor will submit a copy of the investigation report to the station commander within 24 hours to facilitate the timely filing of the claim.

VIII. LEGAL REFERENCE

*Code of Virginia, Section 46.2-1310*  
*Code of the County of Fairfax, Section 13-1-13*

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

ISSUED BY:

APPROVED BY:

Handwritten signature of the Chief of Police, consisting of stylized initials.

Chief of Police

Handwritten signature of the County Executive, appearing as 'Edward L. L...'.  
County Executive