

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 037
SUBJECT: VEHICLES**

I. PURPOSE

To provide guidelines for the availability, operation, and maintenance of Fairfax County Sheriff's Office vehicles.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that agency vehicles:

- A. Shall only be used by agency staff for official business in a safe and lawful manner.
- B. Shall be assigned to specific agency staff on a full-time basis based on a justified need.
- C. Shall be provided as available to other agency staff who have less than a full-time need, but still occasionally require a vehicle.
- D. Shall be assigned on a "take home basis" in accordance with Standard Operating Procedure [037a – Stand By Duty/Take-Home Vehicles](#), and Fairfax County policy.

III. DEFINITIONS

Official Business - Official Business is defined as activities with purposes that can be reasonably and directly associated with an employee's function within the Sheriff's Office.

Fleet Vehicles - Fleet Vehicles are assigned temporarily to personnel upon the approval of the Fleet Coordinator. Fleet Vehicles are only to be used for specific agency related functions. They are to be returned to the fleet upon completion of the assigned task, or at the end of the duty day.

Pursuit Driving - The act of following another vehicle, with emergency lights and siren activated, in order to overtake and apprehend a violator who has disregarded the signal to stop. This definition is applicable regardless of the distance, speed, duration or number of pursuing vehicles involved in the pursuit, and whether or not an apprehension is made.

Response Driving - That driving of an expeditious nature which relates to the effort made in a police vehicle to proceed to the location of an emergency, in a manner consistent with the provisions of Section 46.2-920 of the Code of Virginia ([SOP 037 Attachment 2](#)), to include the usage of emergency lighting equipment, siren, and having due regard for the safety of persons and property.

Mutual Aid Radio Network Interface System (MARNIS) - A system which allows officers of Fairfax County to communicate directly with officers in another jurisdiction (Alexandria, Arlington County, Metropolitan Police Department, Maryland State Police, Montgomery and Prince George's Counties).

Major Jurisdictional Boundary - Any jurisdictional boundary beyond which the pursuing deputy would cease to have authority under normal conditions (e.g., state boundaries, District of Columbia boundaries).

Vehicles - Any motorized car, truck, bus, SUV, or motorcycle.

IV. PROCEDURE

A. Responsibility for Vehicles

1. The Supervisor, Material Management Unit shall be responsible for the oversight of the Sheriff's Office Fleet Coordinator.
2. Vehicles shall be managed by the Fleet Coordinator.
 - a. The Fleet Coordinator shall ensure that each vehicle has the proper tags and vehicle registration. The Fleet Coordinator will coordinate with the Fairfax County Department of Vehicle Services (DVS) to schedule vehicle maintenance and appropriate inspections.

B. General Vehicle Operation and Inspection

1. All vehicles will be operated in compliance with the motor vehicle laws of the Commonwealth of Virginia and the County of Fairfax, and Fairfax County memoranda and policies.
2. The use of cell phones, mobile data terminals/laptop computers, and other wireless communication devices will be kept to a minimum when operating county vehicles. They shall only be utilized when necessary and when the vehicle can be operated in a safe manner.
3. It is the responsibility of each vehicle operator to ensure that the interior and exterior of his/her vehicle is clean.
4. Operators of Sheriff's Office vehicles will inspect the safety features and equipment of their vehicles prior to use. This will include, but not be limited to, an inspection of the lights, brakes, horn, steering, tires, fluid levels, and emergency equipment. Additionally, operators will ensure the vehicle contains a Vehicle Accident Report Kit.
 - a. If an unsafe condition is discovered, the operator shall immediately notify the Fleet Coordinator, who will arrange for another vehicle to be utilized. If the defect is not serious, the vehicle can be driven to a DVS maintenance facility for repair.
 - b. If the safety defect is of a serious nature, the Fleet Coordinator will arrange for the vehicle to be towed, not driven, to a DVS maintenance facility. The Fleet Coordinator shall then arrange for another vehicle to be utilized.
 - c. No deputy or employee shall operate a vehicle that he or she believes to be unsafe.
5. Branch Chiefs or their designees shall inspect assigned vehicles at random for cleanliness, scheduled maintenance, and for necessary equipment. Vehicle inspections should be conducted on an informal monthly basis, but not less than quarterly and documented on the Vehicle Inspection Form ([Attachment 1 to SOP 037](#)).

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6. The Fleet Coordinator shall inspect at least one of his/her assigned vehicles at least twice a month. The inspection will be documented on the Vehicle Inspection Form, which will remain on file with the Fleet Coordinator. The Fleet Coordinator will monitor the maintenance schedule of all Division vehicles and ensure that they are serviced accordingly.
7. The Fleet Coordinator or the backup Fleet Coordinator may inspect any Sheriff's Office vehicle within the fleet of any Division. Should the condition of the vehicle inspected be deemed unacceptable, he or she shall remove the vehicle from service. This removal shall remain in effect until the problem is corrected and the vehicle is returned to service.
8. Safety belts and shoulder harnesses shall be worn by drivers and passengers. All personnel assigned to the Motor Unit will wear approved safety helmet, boots, uniform pants, and leather jacket (in cold weather) when operating a Motorcycle. No operator of a vehicle or passenger will modify, remove, deactivate, or otherwise tamper with the vehicle's safety belts, shoulder harnesses, emission control devices, or any other part of the vehicle, which affects its operation.
9. Operators of agency vehicles must recognize the variable factors of weather, road surface conditions, road contour, traffic congestion, etc. All of these factors can directly affect the operation of the vehicle. Deputies will operate their vehicles with due regard for these factors.
10. A deputy riding as a passenger in a multi-passenger Sheriff's Office vehicle other than a cruiser (e.g., four-wheel drive utility vehicle, van, bus) shall be required to exit the vehicle and guide its operator whenever the vehicle is driven in reverse.
11. A Sheriff's Office vehicle shall not be left unattended with the motor running or the doors unlocked.

C. Emergency Operation of Agency Vehicles

1. Sworn Sheriff's Office staff responding to an emergency shall operate vehicles in a manner consistent with the provisions of Section 46.2-920 of the Code of Virginia.
2. Regardless of the seriousness of the situation to which a deputy is responding, and except in circumstances that are clearly beyond the operator's control, deputies who operate Sheriff's Office vehicles will be held accountable for the manner in which they operate the vehicle.
3. At the scene of a crime, a motor vehicle crash, or other emergency incident, a sheriff's vehicle should be parked in such manner so as not to create an obstacle or hazard to other traffic. If it is necessary to warn other drivers approaching the location, the emergency lights, four-way flashers, traffic flares or cones, or other warning devices shall be used.
4. Response driving and vehicle pursuits require the use of emergency equipment. Deputies operating a vehicle under these conditions shall use extreme caution. Under certain limited conditions, such as an open highway with no traffic, the siren may be used intermittently while the emergency lights must remain in constant operation. Deputies who use emergency lights and siren shall submit a

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detailed report to their supervisor that explains the circumstances of the emergency.

5. The operator of any sheriff's vehicle equipped with the "Wig-Wag" light system shall have the system, in addition to emergency equipment, in operation during daylight hours when responding to an emergency or while in pursuit. Vehicles not so equipped will have the headlights illuminated. Use of the "Wig-Wag" system during the hours of darkness is prohibited.
6. Upon approaching a controlled intersection, or other location where there is a reasonable possibility of collision, the operator of a sheriff's vehicle being operated under response or emergency driving conditions and having the right-of-way shall control the vehicle in such a manner so as to avoid a collision by reducing the vehicle's speed or stopping if necessary. When the operator of a sheriff's vehicle being operated under emergency conditions does not have the right-of-way, the operator shall reduce the speed of the vehicle and control the vehicle in such a manner so as to avoid collision with another vehicle or pedestrian, stopping completely, if necessary, before entering and traversing the intersection, while having due regard for the safety of persons and property.
7. Deputies will not engage in vehicular pursuit in excess of the speed limit except when the deputy knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to public safety; has committed or is attempting to commit a serious crime; or when the necessity of immediate apprehension outweighs the level of danger created by the pursuit. Pursuing deputies must take into consideration the potential risk of death or serious injury to any person created by the pursuit itself.
 - a. The pursuing deputy will immediately notify the Department of Public Safety Communications (DPSC) by radio that a pursuit is under way. The deputy will provide DPSC with the following information:
 - 1) Unit identification;
 - 2) Location, speed and direction of the fleeing vehicle;
 - 3) Description and license plate number of the fleeing vehicle, if known;
 - 4) Number of occupants in the fleeing vehicle, including descriptions where possible;
 - 5) Reason for initiating and continuing the pursuit; and
 - 6) Request DPSC to notify a Sheriff's Supervisor.
 - b. The Sheriff's Supervisor (Second Lieutenant or above) shall acknowledge to DPSC awareness of the pursuit and assume verbal incident command. The supervisor will advise directly or through DPSC to continue or terminate the pursuit.
 - c. The first back-up deputy will assist the primary deputy in making the arrest. This deputy will also assume the responsibility of updating the

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dispatcher with the status of the pursuit.

8. In some circumstances, the decision by a deputy to abandon a pursuit may be the most prudent course of action:
 - a. If, in the opinion of the pursuing deputy, Sheriff's or Police Supervisor, there is a clear and unreasonable danger to the deputy and other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension.
 - b. If the suspect's identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension.
 - c. If the prevailing traffic, roadway, and environmental conditions indicate the futility of continued pursuit.
 - d. If the pursued vehicle's location is no longer known.
 - e. If the communications capability between the pursuing deputy and DPSC becomes severely limited.

The termination of a pursuit does not prohibit the following of a vehicle at a safe speed, or the deputy remaining in an area to reinstate pursuit if the opportunity and conditions permit.

9. Deputies involved in a vehicle pursuit will **adhere to any** instructions given by Sheriff or Police area supervisors concerning the termination of a pursuit. The decision to commit additional Police vehicles or for Police units to terminate the pursuit shall rest with the Police area supervisor based on information supplied by the unit(s) in pursuit. The deputy's decision to terminate the pursuit should take into consideration due regard for the safety of all persons. No pursuit shall be of such importance that the principles of safety become secondary.

The authority to drive contrary to regulatory codes does not relieve the deputy of the responsibility to exercise due regard for others. Speed will be that which is reasonable and prudent, taking into careful consideration such things as weather, traffic control devices, character of neighborhood or area, traffic volume, and road and vehicle conditions. When, in the opinion of the deputy involved in the pursuit, the danger to deputies, officers or the public becomes too great, the emergency driving or pursuit will be discontinued.

10. At no time will more than three pursuing units be directly involved in the pursuit except in instances where specific need for them can be clearly defined. If more assistance is necessary, the number of units will be determined by:
 - a. The nature of the offense;
 - b. The number of suspects;
 - c. Whether the participating pursuit vehicles have more than one deputy/officer; and

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- d. Other clear and articulable facts that would warrant the increased hazard.
- 11. Whenever possible, use of unmarked sheriff's vehicles as pursuit vehicles should be avoided. The increased danger created by the less visible unmarked units makes it necessary that deputies operating unmarked cruisers during a pursuit withdraw at the earliest possible time. Whenever marked vehicles become available to take over the pursuit, the unmarked vehicle should withdraw from active pursuit. No sheriff's vehicle will be used for traffic enforcement unless it is equipped with a siren, emergency lights and a radio in working order.
 - 12. Emergency vehicles manufactured on truck chassis (four-wheel drive utility vehicle, van, etc.) shall not be used to engage in a pursuit.
 - a. Truck chassis vehicles may respond to emergency calls for service with emergency equipment activated; however, the posted speed limit shall not be exceeded.
 - b. When entering a curve or entrance/exit ramp, operators of truck chassis vehicles shall adhere to the posted maximum safe speed.
 - c. Truck chassis vehicles shall always be slowed when going off the roadway or traveling on uneven pavement.
 - 13. There should be no attempt by deputies to pass other units involved in the pursuit unless the passing is first coordinated with the unit to be passed. All units in pursuit, whether the vehicle in front of the unit is the suspect vehicle or another pursuing vehicle, shall space themselves at a distance that will ensure proper braking and reaction time in the event the lead vehicle stops, slows, or turns.
 - 14. When the police helicopter enters the pursuit, other pursuing units should reduce speed and remain in radio contact with the aircraft, enabling the helicopter to direct and coordinate the pursuit. It is recognized that instances will arise where deputies would be acting properly in not reducing their speed after helicopter involvement. Examples of such instances include but are not limited to:
 - a. If the light and/or weather conditions are such that it is likely the pursued vehicle will be able to evade the helicopter;
 - b. If the terrain is such that the pursued vehicle could be easily concealed from the helicopter's view, i.e., wooded areas, etc.;
 - c. If the suspects are wanted for a serious felony and their immediate apprehension is necessary once the vehicle is stopped.
 - 15. If there is sufficient time, number of officers, and the road and traffic conditions allow, the deployment of the 3' STOP Stick Tire Deflating Device may be utilized to bring the pursuit to a conclusion.
 - a. Pursuing units shall be notified by radio of the existence and location of the STOP Stick deployment.
 - 16. Except in extreme cases, 3 units are sufficient to box in a vehicle and slow its

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rate of speed to affect a safe, forced stop, minimizing the risk of serious injury and damage to property. This method requires extreme caution because it places deputies in the danger zone of an armed suspect, and may expose the pursuing vehicles to making contact with other vehicles.

17. As a last resort, when all other means have failed to stop and apprehend a person fleeing in a motor vehicle who has committed a serious felony or who presents an immediate threat to life or injury to any person, the use of a stationary roadblock may be considered to effect an arrest and to stop the fleeing vehicle. The decision to use a stationary roadblock must take into account the risk of injury to or death of any person, and shall be made by a Police Department supervisor. The implementation of a stationary roadblock shall be coordinated by the Police Department as follows:
 - a. Under no circumstances shall a citizen's vehicle be utilized to establish a moving or stationary roadblock.
 - b. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop.
 - c. DPSC shall be advised of the exact location of the roadblock, and all pursuing units shall be notified by radio of the existence and location of the roadblock.
18. Sheriff's Office employees will not engage in checkpoints unless requested by a Police Department Supervisor. If assistance is requested to conduct checkpoints, police department policy will be followed.
19. Sworn personnel operating vehicles are expected to assist the police in a back-up capacity in emergency situations if they are within a reasonable distance and can respond in a short time. Emergency situations include circumstances that may involve serious bodily harm to the law enforcement officer, to civilians, or may result in the apprehension of a felon.
 - a. In the event of the distress call "Police Officer or Sheriff in Trouble", only the units assigned and those who are nearest the location shall respond. For safety reasons, the deputies responding should advise the DPSC of their identity and the location from which they are traveling. The first officer or deputy arriving at the location will advise the dispatcher of the situation as soon as possible in order to request additional units, or to cancel additional response.
20. When possible, civilian passengers should not be allowed to remain in an emergency vehicle during pursuits.
21. Close pursuit within the Commonwealth of Virginia, outside the boundaries of Fairfax County, Fairfax City, and the Towns of Vienna, Herndon, and Clifton.
 - a. Close pursuit shall be permitted anywhere within the state in accordance with the following requirements.
 - 1) The pursuing deputy has established reasonable suspicion that the person being pursued has committed, has attempted to

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commit, or is committing any of the following:

- a) A felony involving violence or the threatened use of violence. Crimes under this definition are murder, manslaughter, mob-related felonies, malicious wounding, felony kidnapping or abduction, robbery, carjacking, felonious sexual offenses, escape with force, and any felony involving the discharge of a firearm;
 - b) The following misdemeanor violations; parental abduction, assault, exposure, peeping, and sexual battery; and
 - c) Any offense involving the use, threatened use, display or possession of a firearm or explosive device.
- b. When a deputy in close pursuit perceives the likelihood that the pursuit will necessitate movement into another jurisdiction within the state, the deputy shall advise the DPSC and provide information such as vehicle and occupant description, location, and charges. The deputy shall request a MARNIS patch, as soon as possible, if the pursuit will be entering a participating jurisdiction (Arlington County or the City of Alexandria).
- c. Responsibilities of pursuing deputies after entering another jurisdiction within the Commonwealth of Virginia:
- 1) The deputy shall maintain contact with the jurisdiction's unit if a MARNIS patch is established. In all other cases, the deputy shall maintain, to the extent possible, communications with the DPSC relaying information that will assist the jurisdiction in locating and apprehending the person pursued. If the communications capability between the pursuing deputy and the DPSC becomes severely limited the deputy should abandon the pursuit unless a unit from the local jurisdiction takes control of the pursuit.
 - 2) Upon apprehension and arrest of the person pursued the arresting deputy shall take the accused before a judicial officer of the city or county in which the arrest occurred.
 - a) If the arrest takes place with a warrant or capias, the judicial officer shall immediately conduct a bail hearing and either admit the accused to bail or commit the accused to jail for transfer forthwith to Fairfax County.
 - b) If the arrest takes place without a warrant, prior to a bail hearing the arresting deputy shall obtain a warrant from the judicial officer where the arrest was made, charging the accused with the offense(s) committed in Fairfax County.
 - c) Offenses which are observed by pursuing deputies occurring beyond the jurisdictional boundaries of Fairfax

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County, shall be reported to the authorities of such jurisdiction. The pursuing deputy shall offer all reasonable assistance to authorities to further the investigation and any resulting prosecution for the offenses.

22. Close Pursuit into Maryland and the District of Columbia.

- a. Maryland and the District of Columbia have granted statutory authority for Virginia law enforcement officers to pursue across their boundaries and effect arrests provided that probable cause exists involving the occurrence of an offense which is a felony. After entry, the laws of such jurisdictions control the permissible conduct for pursuing officers.
- b. Close pursuit may extend into Maryland and the District of Columbia when in accordance with the following requirements.
 - 1) The pursuing deputy has established probable cause that the person being pursued has committed, has attempted to commit, or is committing a felony involving violence or the threatened use of violence, as defined in Section 19.2-297.1 of the Code of Virginia. Crimes included under this code definition are murder, manslaughter, mob-related felonies, malicious wounding, felony kidnapping or abduction, robbery, carjacking, and felonious sexual assault. In addition to these crimes, deputies may also pursue for escape with force and any felony involving the discharge of a firearm.
 - 2) The DPSC supervisor must specifically authorize Police units in the pursuit to continue. A deputy is not required to delay entry into a foreign jurisdiction while awaiting supervisory approval. However, if a Sheriff or Police Supervisor does not allow the pursuit to continue, the deputy must follow the order. Notwithstanding, the deputy's decision to continue the pursuit shall be based on the seriousness of the crime, traffic condition, time of day, and environmental conditions.
 - 3) Responsibilities of pursuing deputies before entering Maryland or the District of Columbia.
 - a) When a deputy in close pursuit perceives the likelihood that the pursuit will involve movement into Maryland or the District of Columbia, the deputy shall notify DPSC and request a MARNIS patch. This request should be made as soon as possible to allow sufficient time for DPSC to establish the contact. The deputy shall provide DPSC with the description of the vehicle, occupants, indication of weapons present, location of entry into the jurisdiction, and criminal charges involved.
 - b) No more than two emergency vehicles should cross a major jurisdictional boundary in a pursuit, unless additional units are authorized by supervisory personnel

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for articulable reasons. When more than two units pursue across a major jurisdictional boundary, those in excess of two shall terminate pursuit as units from the entered jurisdiction join the pursuit. As soon as practicable, the pursuit shall be relinquished to personnel from the entered jurisdiction, with a unit from the initiating jurisdiction continuing in response until the pursuit is concluded or terminated. This does not preclude a continued response by additional units of the pursuing agency at the discretion of their supervisor.

- 4) Responsibilities of pursuing deputies after entering Maryland or the District of Columbia.
 - a) The pursuing deputies shall maintain contact with the jurisdiction's unit, to the extent possible. DPSC shall monitor all communications regarding the pursuit and ensure the frequency is clear of unrelated traffic. The unit from the jurisdiction in which the pursuit is taking place will assume control of the pursuit and initiate any additional requests for assistance.
 - b) In the event units from the jurisdiction in which the pursuit is entering do not assume control of the pursuit, the deputy shall make a determination whether the pursuit should be continued based upon the criteria listed in sections IV, C, 8 and 9 of this Standard Operating Procedure.
 - c) Deputies may arrest felons after a legal pursuit across major jurisdictional boundaries; however, they shall hold the individual for, and relinquish the individual to, the law enforcement agency of the entered jurisdiction. Custody of this individual, shall then be administratively processed through the entered jurisdiction with extradition procedures initiated by the Commonwealth of Virginia.
 - d) Any violations that occur after entry into a foreign jurisdiction will be charged by law enforcement officers of that jurisdiction.

23. Documentation of Vehicle Pursuits.

- 1) Whenever a deputy is involved in a motor vehicle pursuit, he/she shall contact their supervisor or the Confinement Shift Commander, who will then contact the SDO. This procedure applies to all pursuits regardless of the outcome. The pursuing deputy shall complete an incident report. Any secondary units involved in the pursuit shall write supplemental reports. These reports will go through the chain of command to a Chief Deputy, who will then determine if the incident should be investigated by the Internal Affairs Section.

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24. The jurisdiction in which the pursuit occurred may be supplied copies of completed reports and subsequent investigations upon request.

D. Accident Reporting, Investigation, and Review

1. Accidents involving agency vehicles will be reported as soon as practicable to a supervisor, and investigated as prescribed in the Automobile Claim Reporting Procedures of the Risk Management Manual. A DVS Vehicle Accident Report Kit shall be placed in each agency vehicle. The kit shall contain the following:
 - a. Automobile Claim Reporting Procedures
 - b. Fairfax County Government Vehicle Accident Report
 - c. Accident Kit Witness Card
2. Once the Vehicle Accident Report has been completed, all documents will be sent to the Human Resources Branch. The documentation will then be forwarded to Risk Management and the Fleet Coordinator.
3. Branch Chiefs shall be responsible for conducting inquiries, to include a Supervisors Accident Investigation Report (RMD Form 08), on all vehicle accidents involving their respective personnel who are determined to be at fault. The inquiry will focus on a description of the employee's involvement, an analysis of the employee's contributory action, and recommended action to mitigate the risk to prevent a recurrence. A copy of this inquiry shall be forwarded to the respective Division Commander.
4. An Administrative Investigation will be conducted by the Internal Affairs Section on all vehicle incidents involving a Fairfax County Deputy Sheriff resulting in death or serious physical injury.

E. Availability of Sheriff's Office Vehicles

1. Division Commanders will meet with a Chief Deputy Sheriff annually to discuss vehicle needs of personnel in the Divisions of the Sheriff's Office. Vehicles shall be assigned to meet those needs and ensure vehicle availability to staff.
2. The Fleet Coordinator shall track which vehicles are available, which are in and out of service, which are on loan, and which ones are in maintenance.
3. On occasion, Divisions may experience shortages of available vehicles due to vehicles being repaired, serviced, or being in use due to high staff demand. Maintenance and operational spare vehicles are under the control of the Fleet Coordinator and may be used by staff in lieu of Fleet Vehicles. Staff members may request a spare vehicle or a vehicle from another Division by making a request in writing, through their Division Commander, to the Fleet Coordinator utilizing Vehicle Request Form ([Attachment 3 to SOP 037](#)).
4. All agency vehicles shall be ready for immediate use at all times. Each vehicle will have a full tank of fuel, and the water and oil levels will be full prior to parking it for the night.

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F. On-Call and Constant Stand-by Vehicles

1. The following personnel are assigned On-Call Vehicles:
 - a. Internal Affairs Section
 - b. Staff Duty Officer on a rotating basis
2. The following personnel are assigned Constant Stand by Vehicles:
 - a. Sheriff
 - b. Chief Deputies
 - c. Division Commanders
 - d. Civil Enforcement Supervisors and Deputies
3. If a member of the Sheriff's Office is injured while driving a county vehicle to or from work, he/she must complete and submit an "Employee Notice of Job Related Injury/Illness" form. The employee's supervisor must complete and submit the "Supervisor's Accident Investigation Report." The Medical Status Report should be completed as soon as possible. The claim will then be reviewed to determine compensability.

G. Reports and Record Keeping

1. Requirements for vehicles and reports concerning take home vehicles shall be submitted by the Chief Deputy to the DVS Director in accordance with County Procedural Memorandum No.10-01.
2. Deputies using agency vehicles, except those classified as "Constant Stand by," will document the purpose of use and mileage on the Sheriff's Office Vehicle Mileage Report Form ([Attachment 4 to SOP 037](#)). Full or completed mileage sheets shall be turned into the Fleet Coordinator.
3. The Sheriff's Office Fleet Coordinator shall maintain a monthly report concerning vehicle use in the Sheriff's Office. This report shall include the total mileage driven for all agency vehicles.
4. Deputies may have their licenses and driving records checked periodically in accordance with Sheriff's Office and Risk Management procedures.

H. Civilian employees may operate marked or unmarked cruisers and utility vehicles for administrative duties as directed by supervisory or command personnel. Whenever possible, civilian employees should be issued unmarked vehicles for routine administrative duties.

1. Division Commanders or their designee shall ensure that civilian employees receive familiarization training prior to the operation of county owned vehicles. Training shall be conducted and documented by agency field training instructors and cover the following;

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- a. General vehicle operation and inspection
 - b. Radio communications
 - c. Familiarization with SOP 037
2. Civilian Employees shall not engage in any law enforcement related activities.
3. All weapons shall be removed from Sheriff's Office vehicles prior to being assigned to Correctional Technicians and Pre-hire employees. Reserve Deputies may operate County owned vehicles only if they are on duty and they have completed the Vehicle Familiarization Course conducted by the Fairfax County Criminal Justice Academy.
- I. Private vehicles will not normally be used for official purposes. If they are, employees may receive reimbursement for mileage.
- J. Funeral Escorts/Miscellaneous Escorts
 1. All internal requests for a funeral escort will be coordinated through the Chief, Professional Services Branch. In addition, escorts requested by any outside agency, will be made through the Chief, Professional Services Branch, who will ensure the escort is coordinated through the requesting entities operation and support bureaus.
 2. The purpose of escorting a funeral procession is to ensure the safe movement of traffic and safety of the traffic through which it moves; to minimize the disruption of normal traffic; and to assist in the arrival of all participants in a coordinated manner. The safety of the officers, participants, and the motoring public is paramount.
 3. While providing a funeral escort, the motorcycle's emergency lights must be used. Occasionally, the vehicles siren may be used. A funeral is not an emergency response; therefore, the procession will not ordinarily enter an intersection against a red light, but will stop and wait until the signal is green.

As pre-determined, one of the escort motors will take control of the intersection and hold it until all participants and escorts are clear of the intersection. Occasionally, it may become necessary to take control of an intersection against the light, as when the procession would otherwise back up through other intersection and cause an unnecessary hazard or obstruction. This must be done with the utmost caution; use red/blue lights and siren, but allow the cross traffic time to react and come safely to a stop; clear cars from the intersection as necessary; take a position to control the intersection; then direct the lead car in the procession to proceed.

No escort vehicle shall enter an intersection against any traffic control device unless directed to do so by an escorting officer.
 4. Once control of an intersection has been taken, the escort officer does not leave the intersection until the procession and all escort vehicles have cleared it. At that time, the escort must pass the procession to reach the front and be ready to take control of another intersection. To make this as safe as possible, the motor

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unit holding the intersection must be positioned in such a way as it allows approaching motors to pass safely. Ordinarily, the motor unit will be positioned to the left of the procession, in a separate lane if there is one and far enough away from the passing procession so other motors returning to the front may pass between the stationary motor and the procession. If the motor unit is to the right of the procession, the same spacing applies in reverse. This consistent location allows escort motors to anticipate each motor's unit's position and provide a relatively safe pocket through which to pass.

5. Lane changes must be coordinated among the escort motors. At the predetermined intersection, one motor unit holds the intersection in the lane into which the procession is to move. As the procession passes this motor unit, the lead motor will guide it into the new lane. This provides a reference point for the escorted drivers so they do not change too early and helps prevent the procession from absorbing other traffic.
6. When an escort route includes interstate highways, the escort will be suspended while the procession is traveling on the interstate highway. The escort motors will either accompany the procession or pull ahead and wait for it the exit point, but will not attempt to control traffic on the interstate. Rare exceptions to this policy may occur with the lead agency's supervisory approval.
7. On those occasions when an escort is provided in cruisers instead of motors, the procedures are modified. Cruisers do not pass each other during the escort. The lead cruiser holds the intersection until another come up from behind, then proceeds while the second cruiser holds the intersection. This "bump and go" procedure is to be utilized to maximize vehicle occupant safety. If there is a mix of cruisers and motors, the motors will remain in front of the cruisers and use normal procedures; the cruiser will utilize the "bump and go" method.
8. Escort request of any unusual nature such as parades, or hazardous cargo will be approved and coordinated through the Chief, Professional Services Branch.

K. Use of Vehicles During Inclement Weather

1. During periods of inclement weather, it is understood that the Fleet Sport Utility Vehicles and other Four or All Wheel Drive vehicles will be made available for staff transportation and other needs to support the critical operations of the Sheriff's Office. During these periods of inclement weather, a Second Lieutenant or above is authorized to issue a vehicle.
2. The authorizing supervisor is responsible for the oversight of the vehicle(s) during the period of inclement weather.
3. The authorizing supervisor shall notify the Supervisor, Supply/Fleet and/or the Sheriff's Office Fleet Coordinator via phone or e-mail of which vehicles are being utilized.
4. Upon conclusion of the inclement weather incident, vehicles must be returned to their original location, fully fueled, free of debris, and ready for future use.

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07/30/01
DATE APPROVED

A handwritten signature in black ink that reads "Stacey A. Kincaid". The signature is written in a cursive, flowing style.

STACEY A. KINCAID
SHERIFF

08/29/18
EFFECTIVE DATE

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