Metropolitan Washington Airports Authority
OFFICE OF PUBLIC SAFETY
POLICE DEPARTMENT

GENERAL ORDER

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4-100	3	May 13, 2011

SUBJECT
GENERAL VEHICLE USE

CANCELLATION
G.O. 4-100 (dated 02/26/2010)

V.L.E.P.S.C. STANDARD
OPR.01.01, OPR.01.02, OPR.01.03, OPR.01.04, OPR.01.06

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4-100.00 PURPOSE

This Order outlines the use and assignment of department vehicles.

4-100.01 POLICY

Departmental vehicles shall be used with the utmost care and due regard for safety, in the furtherance of official business, and in compliance with the policies of the Department, regulations of the Metropolitan Washington Airports Authority, and the laws of the Commonwealth of Virginia. All employees shall drive Airports Authority vehicles in a safe and prudent manner at all times.

4-100.02 GENERAL VEHICLE USE

Members of the department shall observe the following guidelines when assigned a departmental vehicle, unless specifically exempted by the Chief of Police.

A. Patrol vehicles shall be searched for contraband and/or weapons prior to each tour of duty by the ***vehicle operator*** assigned to the unit. Special attention shall be placed on the suspect/prisoner area/rear seat. The vehicle operator shall ***also*** inspect the vehicle for damage and general ***operational readiness. This inspection will be documented in the individual "MWAA Police Vehicle Log". Each log will be specific to a vehicle and will remain with the vehicle. After the aforementioned inspection both the vehicle operator and a supervisor will sign the log.***

   Officers shall notify their shift supervisor of any defective equipment discovered during the inspection of their assigned vehicle. Vehicles with defective safety or emergency equipment shall be placed out of service with a note on the vehicle board indicating the problem. The keys shall be removed from the vehicle board until such repairs are completed. Supervisors shall not allow any department vehicle with defective safety equipment to be driven.

   The individual station Administrative Lieutenants, the SOU Commander, and any other component commander that has vehicles assigned will inspect, or cause to be inspected monthly, the Vehicle Log in each vehicle to ensure it is being properly completed. The Vehicle Log will be initialed and dated by the person inspecting it.

   Each Department component that has vehicles assigned will also maintain a Master Vehicle Log (N Drive – Master Forms Folder) for vehicles to be signed out. This log will be kept in close proximity to the keys and will be filled out each time a vehicle is assigned. This log will

be inspected daily by supervisors to ensure it is being completed correctly. Upon inspection, the supervisor will initial and record the time inspected in the margin of the Master Vehicle Log next to the last entry.

B. Only members of the Department or authorized Authority personnel shall operate a departmental vehicle.

C. No person shall be transported in a departmental vehicle unless ***it is*** required in ***the*** performance of official duties or when authorized by a supervisor***. Except when a subject has been legally detained, frisked, and handcuffed in accordance with Terry v. Ohio (392 U.S. 1 (1968)), violators and/or suspects*** shall ***never*** be allowed to sit in police vehicles ***while a summons is being issued or when being detained.***

D. Whenever a police officer transports a person of the opposite sex (***other than an employee of the Airports Authority)***, or a juvenile regardless of the gender, for any reason, the Public Safety Communications Center (PSCC) must be notified of the starting and ending mileage along with the starting location and destination.

F. Whenever department vehicles leave the boundaries of either National or Dulles jurisdiction, the PSCC shall be advised of the destination via police radio. Upon return to National or Dulles, the dispatcher shall be advised via police radio.

G. Unless emergency conditions warrant, all departmental vehicles will be parked in accordance with posted restrictions.

H. Vehicles shall never be left unsecured with the keys in the vehicle.

I. Only employees and vehicles assigned to the Safety Service Patrol (SSP) are allowed to:

1. Start a disabled vehicle by use of battery "jumper cables."

2. Push disabled vehicles from roadways.

4-100.03 SAFETY BELTS

The use of safety belts will ***generally be*** governed by Virginia Motor Vehicle Code §46.2-1094. ***However, the language of the Code will be interpreted narrowly. Seat belts shall be worn unless exigent circumstances prevent their use.***

4-100.04 WIRELESS COMMUNICATIONS DEVICES

Department personnel shall minimize or eliminate anything that will divert their attention from the road while their vehicle is moving. The speakerphone function or a hands free device ***should*** be used while talking on a phone when the vehicle is in motion. Department personnel shall not use the texting function of any wireless communications device while operating a vehicle in motion. All calls ***should*** be brief and should be postponed when driving in heavy traffic. Department personnel shall not use phones or pagers to bypass the radio when communicating work related information (i.e., requests for back up, meal breaks, or need for assistance). Laptop computers will not be operated by the driver while the vehicle is in motion.

4-100.05 PATROL ASSIGNMENT

A. Patrol vehicles will be assigned, by the shift supervisor, to individual police officers at the beginning of each shift and shall be returned after each tour of duty is completed. Police officers are responsible for reporting maintenance and upkeep needs (i.e., fuel, car wash, oil check) while

the vehicle is under their control. A vehicle will not be parked at the end of a tour of duty with less than three-fourths (3/4) tank of fuel.

B. Police vehicles used in routine or regular patrol ***may be marked or unmarked. Marked vehicles*** shall ***have*** reflective lettering or decals on each side of the vehicle. The placement of such markings will be done in conformance with the design of the vehicle being marked. All marked units will be equipped with red and blue, or blue lights, a siren, and mobile radio transceiver. Also, rear window controls and interior door handles shall be disabled or electronically controlled to minimize opportunities for a prisoner to escape***. Unmarked vehicles will be similarly equipped except for roof lightbars.***

4-100.06 DAMAGE REPORTING

Prior to operation, all department vehicles shall be inspected for damage. When damage is discovered, the following steps shall be taken:

A. All damage discovered or caused by an employee shall be immediately reported to the on-duty supervisor. The supervisor shall complete a Vehicle Incident Report ***(N drive – Master Forms Folder)*** listing the damage and circumstances, and forward ***it*** to the ***Station Commander*** via the chain of command. A copy of this report shall be forwarded to ***Internal Affairs.***

B. When unreported damage is discovered:

1. The duty supervisor notified shall check the ***Master Vehicle Log and/or individual Police Vehicle Log*** to determine to whom the damaged vehicle was previously assigned and, when possible, who caused the damage or who failed to report it. The duty supervisor shall submit a memo of the findings through his/her chain of command to the ***Station Commander.***

2. The ***duty*** supervisor shall complete, ***or cause to be completed***, the proper reports which may include an accident and/or ***Vehicle Incident Report***.

3. The employee who last operated the vehicle, prior to discovery of damage, may be held responsible for the damage to the vehicle.

4-100.07 VEHICLE ACCIDENTS

Whenever a police vehicle is involved in a crash or is damaged, the operator shall notify ***a supervisor*** who shall cause the incident to be investigated. A police supervisor shall ***investigate and prepare all appropriate reports or assign an officer, preferably an accident investigator***, to conduct the investigation and to prepare all traffic accident ***or incident*** reports as applicable.

All police vehicle accidents shall be reported regardless of the amount of damage. ***If the accident does not meet the criteria set forth in Virginia Code 46.2-373, no FR-300 is necessary but a Vehicle Incident Report is required. This shall be completed by, or at the direction of, a supervisor. Additionally,*** employees shall immediately report any injuries ***of*** themselves to a supervisor. ***The supervisor*** will complete the ***appropriate forms as defined in G.O. 1-105.08.***

If the vehicle incident occurs outside of Airports Authority jurisdiction the local law enforcement agency shall be called to the scene and requested to make an official report of the incident. ***If practical, a police supervisor will respond.***

A copy of all accident or damage reports involving police personnel will be forwarded to ***Internal Affairs*** for review.