



# City of Manassas Police Department General Duty Manual



Effective Date: 09-29-2015	<b>GENERAL ORDER</b>	Number: 06-23
Subject: Call-Back Vehicle Program		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds General Order # 6-23		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 2.1.2/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 5

## PURPOSE:

The purpose of this policy and procedure is to establish guidelines for the conduct and administration of the Call-Back Vehicle Program. The program is divided into two components: 1) Call-Back patrol vehicles utilized by uniformed officers driving marked vehicles and 2) Personally Assigned Call-back (PAC) vehicles utilized by detectives, command staff, and K-9 units driving marked, unmarked and/or special use vehicles.

## POLICY:

The Department is committed to maintaining a high level of public safety through police services, police response, and police presence. Increased police presence within our residential and commercial communities is essential and valuable to the perception of the citizens of this community. Rapid response of critical personnel to emergency incidents further enhances the level of public safety provided by the department. The program allows the presence of marked vehicles, thus increased police presence in the Cities of Manassas, Manassas Park and Prince William County. Personally Assigned vehicles facilitate the rapid recall of command staff, K-9 units, and detectives who serve as primary respondents to critical incidents occurring in their off-duty hours. Both components allow for the expeditious augmentation of officers prepared for duty. The Department strives to maintain and improve the level of police services and public safety by providing call-back vehicles and personally assigned vehicles to certain members.

PAC vehicles are issued to officers at the discretion of the Chief of Police, but remain under the supervision of the officer's Division Commander. Assignment of a PAC vehicle is contingent upon the needs of the Department, vehicle availability, satisfactory work performance, and compliance with this procedure.

## DISCUSSION:

For purposes of this policy, the following definitions apply:

**CALL-BACK VEHICLE** - A marked or unmarked police department vehicle assigned to an individual officer or shared by two officers on the same shift which is used to respond to and from duty related activity. The vehicle, when not in use, is to be parked at the officer's residence.

**PERSONALLY ASSIGNED VEHICLE** - A marked, unmarked or special use vehicle assigned to an individual that is used to respond to and from duty related activities. The vehicle when not in use is to be parked at the officer's residence.

## PROCEDURE:

### I. Authorized Participants

- A. The following members are authorized to participate in the Call-Back Vehicle Program:
  1. Uniformed Patrol Officers, Sergeants and Lieutenants who reside within the Cities of Manassas, Manassas Park, or Prince William County.
- B. The following members with personally assigned vehicles are authorized to participate in the Call-back Vehicle Program:
  1. Officers assigned to the Patrol Services Division as K-9 officers.
  2. Officers assigned to the Investigative Services Division as detectives.
  3. Command Staff including the Chief of Police and Division Commanders.

Effective Date: 09-19-2011	<b>GENERAL ORDER</b>	Number: 06-23
Subject: Call-Back Vehicle Program		Page: 2 of 5

- B. Members authorized to participate in the Department’s Call-back Vehicle Program shall adhere to the guidelines set forth in the Cooperative Police Agreement with Prince William County when traveling within that jurisdiction. (See Attachment A)
- C. Members authorized to participate in the Department’s Call-back Vehicle Program shall adhere to the guidelines set forth in VA Code when off-duty and acting in an official capacity.

**II. Eligibility Criteria**

- A. Authorized applicants to the Call-Back Vehicle program must meet the following requirements:
  - 1. The applicant shall have tenure as a permanent, full-time Police Officer of the Department, i.e., be released from the Field Training Program.
  - 2. The applicant shall not be on probationary status as a result of disciplinary action.
  - 3. The applicant shall not have been responsible for more than one preventable accident involving a City vehicle in the 12-month period prior to the date of application.
  - 4. The applicant must have received no disciplinary action in excess of two (2) Employee Counseling Forms, in the 12-month period prior to the date of application.
  - 5. Such disciplinary action as noted above may constitute grounds for immediate removal from the program.
    - a. In this event, the applicant may be ineligible for participation in the program for up to one year, at the discretion of the Commander of Patrol Services.
- B. All command staff personnel, detectives and K-9 officers, as a condition of their work assignment are authorized personally assigned vehicles.

**III. Application Procedure for Call-Back Vehicles**

- A. The Commander of Patrol Services is responsible for the administration of the Call-Back Vehicle Program.
- B. The applicant evaluates his eligibility status as determined by the General Order.
- C. The applicant writes an application memorandum to his immediate supervisor, requesting appointment to the program.
  - 1. The immediate supervisor evaluates the application for compliance with the eligibility criteria, notes his approval, and forwards the approved application to the watch commander.
  - 2. In the event that the application does not meet the eligibility criteria, the supervisor notes his reasons for his rejection of the application, and returns the application to the applicant.
- D. The Watch Commander evaluates the application for compliance with the eligibility criteria, notes his approval, and forwards the approved application to the Commander of Patrol Services.
  - 1. In the event that the application does not meet the eligibility criteria, the Watch Commander notes his reasons for his rejection of the application, and returns the application to the applicant.
- E. Eligible applicants who are assigned to the School Resource Officer Section make application through the Planning and Resource Management Lieutenant to the Commander of Patrol Services.
  - 1. The Planning and Resource Management Lieutenant evaluates applications as per the provisions of this General Order and forwards approved applications to the Commander of Patrol Services.
- F. The Commander of Patrol Services evaluates the application for compliance with the eligibility criteria, notes his approval, and forwards a copy of the approved application to the applicant.
  - 1. In the event that the application does not meet the eligibility criteria, the Commander notes his reasons for his rejection of the application, and returns the application to the applicant.
- G. The Commander of Patrol Services maintains a list of participants in the program, and performs a yearly evaluation of the eligibility status of all participants.
  - 1. In the event that a participant no longer meets the eligibility criteria, the Commander writes a memorandum to the participant that notifies him of removal from the program for cause.
  - 2. Any openings in the program are filled on an as-required basis.

Effective Date: 09-19-2011	<b>GENERAL ORDER</b>	Number: 06-23
Subject: Call-Back Vehicle Program		Page: 3 of 5

**IV. Limitations of the Call-Back Vehicle**

- A. Participants are allowed to take their assigned vehicle home, beginning on the first day of the scheduled work period.
- B. Participants will park the vehicle at headquarters at the conclusion of the last work day of the work period or during any regular scheduled day off.
- C. Participants will park the vehicle at headquarters while using annual, holiday, or comp leave in excess of one day.
- D. In the event of unscheduled sick leave, participants shall park the vehicle at their residence, in such a place as to facilitate its being retrieved for other duty.
- E. Members in this program that have a personally assigned vehicle are authorized to take their assigned vehicle home outside of their scheduled work period.
- F. Vehicles must be dropped for scheduled maintenance at the city shop when due.

**V. Temporary Suspension of the PAC Program**

- A. The program may be temporarily suspended, in its entirety or any part thereof, by the Chief of Police, Division Commanders, Watch Commanders, or Section Supervisors, whenever warranted due to violation of the General Order or factors affecting Department safety or efficiency.

**VI. Responsibilities of Participants**

- A. While using a department vehicle during off-duty periods, the participant:
  - 1. **In the case of marked vehicles, parks the vehicle in such a location as to achieve maximum visibility.**
  - 2. Complies with all state and local laws, as well as any applicable homeowner association guidelines.
  - 3. Conducts himself in a manner that reflects most favorably on the Department and his position as a Police Officer.
  - 4. Shall carry proper credentials / badge of authority and operator's license.
  - 5. Shall carry the Departmentally-issued, or approved off-duty weapon.
  - 6. Shall wear clothing that is neat, and appropriate for representing the Department in public.
  - 7. Monitors the MCPD radio frequency while within range, and assists with high priority calls for service as needed, such as:
    - a. Officers requesting immediate assistance.
    - b. Emergency situations involving death, injury, or major property damage.
  - 8. Handles situations that they encounter while operating the vehicle, until on-duty units arrive on the scene, such as:
    - a. Disabled motorists or others in need of immediate assistance.
    - b. Serious traffic violations.
    - c. Motor vehicle accidents.
    - d. Criminal offenses.

The extent of assistance rendered will be conditioned upon the gravity and location of the incident. At a minimum, the officer should assess the situation and notify the PSCC.
- B. When taking police action while operating a City vehicle under the conditions of the program, the participant:
  - 1. Notifies the Public Safety Communication Center by radio, and provides the PSCC with any applicable information relative to the situation at hand.
  - 2. Displays his badge of authority while performing police functions, and identifies himself by rank, name and department.
  - 3. Notifies the on-duty supervisor of any action taken and overtime earned while taking police action during off-duty status.
  - 4. Secures the vehicle at all times when left unattended.

Effective Date: 09-19-2011	<b>GENERAL ORDER</b>	Number: 06-23
Subject: Call-Back Vehicle Program		Page: 4 of 5

- C. The care and maintenance of the Call-back vehicle is the function of the officer(s) to whom it is assigned. Call-back vehicles are subject to informal and formal line inspections at the discretion of the supervisor. The officer is responsible for the following:
1. Immediately reports any unsafe operating conditions or discovered damage on the vehicle to the on-duty supervisor.
  2. Ensures compliance with the vehicle maintenance schedule.
  3. Does not add, modify or remove any equipment from the vehicle, unless authorized by the Department.
  4. Maintains the vehicle and its equipment in ready condition.
  5. Replenishes the vehicle's equipment inventory as needed through normal channels.

**VII. Authorized Use of the Vehicle**

Participants of the program are authorized to use the vehicle for the following activities:

1. Conducting personal or departmental business while enroute to and from duty related activity.
2. Working Department sanctioned details where vehicle use has been authorized; otherwise, the vehicle may be used only for transportation to and from the detail, or while transporting prisoners.
3. Departmental business outside the City, with specific supervisory approval.

**VIII. Prohibited Use of the Vehicle**

Participants are prohibited from using the vehicle in an off-duty status for the following activities:

1. Transportation of any person other than members of the Department, other sworn officers, or as necessary during the handling of an incident.
2. For financial gain, excluding authorized details.
3. Transporting of alcoholic beverages, unless as found property or evidence.
4. After any consumption of an alcoholic beverage.
5. In any manner or at any location which may bring the Department into disrepute.

**IX. Officer Safety Considerations**

The participant must recognize that his personal safety is of paramount importance when using the vehicle during this program, and shall:

1. Carry the issued, or approved, off-duty weapon, police identification credentials, and badge of authority, while operating the vehicle.
2. Remain alert for robberies in progress when approaching banks, convenience stores, or other businesses.
3. Use extreme caution when handling suspects, since access to defensive equipment may be limited.
4. Carry the necessary equipment in the vehicle to enable the participant to handle calls for service, including handcuffs, flashlight, traffic vest, related forms, and other such equipment as necessary.

**X. Compensation**

Participants providing police services while in an off-duty status under the provisions of this General Order are compensated whenever the service time exceeds fifteen (15) minutes for the handling of an incident.

**XI. Liability Considerations**

A. Motor Vehicle Accidents

1. General Order 3-15, Accident and Injury, Sections VI and VII details the procedures to follow in the event of a motor vehicle accident while on or off duty and operating a city-owned vehicle.
2. A participant involved in a motor vehicle accident while operating a vehicle under this General Order is covered under the City's liability insurance
3. Nothing in this General Order excuses the participant from the normal policy of due regard for safety while operating the vehicle
4. All motor vehicle accidents that occur while being operated under the provisions of this General Order will be reported and investigated as directed in the existing policy.

Effective Date: 09-19-2011	<b>GENERAL ORDER</b>	Number: 06-23
Subject: Call-Back Vehicle Program		Page: 5 of 5

- B. Injuries to Participants
1. The City's liability insurance does not provide compensation for any injury that is the result of a traffic accident.
  2. Compensation for injuries that occur from traffic accidents is provided by the provisions of the Worker's Compensation Act, as specified below:
    - a. Worker's Compensation benefits are only in effect when the participant is acting within the scope and course of his employment.
    - b. Injuries resulting from traffic accidents while conducting personal errands in a police vehicle or in transit to and from work are not compensable under the provisions of the Worker's Compensation Act.
    - c. The mere act of operating the vehicle does not constitute a compensable circumstance for Worker's Compensation purposes.
    - d. In these instances noted in sections b and c above, the participant must rely on his personal insurance for compensation of these injuries.
  3. Compensation for injuries that occur while the participant is taking any police action under the color of the law as specified by this General Order is provided through the Worker's Compensation Act.

Attachments: "A" Cooperative Police Agreement with Prince William County

Indexed as: Call-Back Vehicle.  
 PAC Vehicle.  
 Personally Assigned Vehicle.