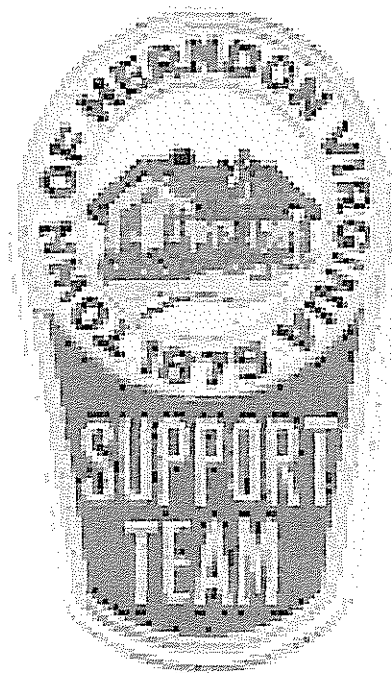


Herndon Police Citizens' Support Team (HPCST)

Standard Operating Procedures Manual



Standard Operating Procedures Manual Layout

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A. Mission Statement

The purpose of the support team is to aid and support the Herndon Police Department (HPD) in the prevention of crime and the promotion of public safety. With a motto of "Service to the Community" the team members act as the eyes and ears of the HPD and must go through a recruit-training program and then serve a probationary period of one year before being accepted into full membership.

B. Confidentiality

The success of any policing agency is vitally dependent upon the security of its confidential information however insignificant it may appear. The security and survival of the officers and volunteers of the department require a constant and personal commitment by every volunteer and intern to adhere to this policy.

1. Information, be it personal, police business or other, should always be considered confidential. Only that information specifically identified and authorized by designated police personnel or HPCST president may be released. All other information shall be considered privileged and not for release or transfer.
2. Volunteers shall not copy, remove, alter or electronically transfer information or records of HPD without specific authorization by designated personnel.

C. Standards of Conduct

HPCST members, while participating in activities and functions of the Corporation shall perform such duties and responsibilities in an exemplary manner so as to avoid reflecting discredit on or causing embarrassment to the Corporation or the Herndon Police Department.

HPCST members shall abide by orders and instructions received from the President of the team and/or Chief of Police of the HPD or his/her representative. During all activities performed by the HPCST a chain of command within the team shall be adhered to. This chain is as follows: President, Vice-President, Director of Training, Secretary-Treasurer, and Director of Logistics. In the absence of an HPCST Official, the team member present who has the longest time of service in the team shall be considered the senior HPCST member on duty for this activity.

D. HPCST Volunteer Procedures

The HPCST members shall comply with the rules of conduct, HPCST By-laws and all orders and directives, either oral or written, which may be issued by the HPD.

All official business of the HPD is CONFIDENTIAL. Information regarding official business shall be disseminated only to those for whom it is intended. A volunteer may not remove or copy records or reports from any section of the HPD, except under the direct and specific order of the Chief of Police, Field Operation Commander, or shift supervisor. A violation, through improper use of confidential records, may call for possible criminal penalties.

All volunteers shall conduct themselves, while on duty, in a manner which reflects most favorably on the HPD. The phrase "most favorably" refers to citizens, co-workers, other volunteers and police personnel. Volunteers shall be tactful, control their temper, and exercise patience. Volunteers shall not, even in the face of extreme provocation, engage in argumentative discussions. While on duty or in the performance of their duties, volunteers shall not use insolent language toward the public or fellow workers. Volunteers shall not express any prejudice or use language demeaning to the public or fellow workers concerning race, sex, religion, politics, national origin, lifestyle or similar personal characteristics. The HPD/HPCST will not tolerate sexual harassment of any kind.

E. Gaining Access to the Herndon Police Department

It is necessary to provide a standard protocol for volunteers to gain access to the Herndon Police Station. HPCST personnel will be issued Identification badges (ID). These IDs will be worn at all times while in the Herndon Police Station or on special assignments, when not in dress uniform.

The ID badge is not to be used for general identification purposes, such as check cashing, or to gain favorable treatment or gratuities. The only legitimate and approved use of the ID badge is to identify the volunteer as a HPCST member with the Herndon Police Department while on duty in the Town of Herndon.

Misuse of the HPCST ID badge would be considered a serious violation of Herndon Police Department regulations.

Upon separation from the HPCST, members must return their ID badge to the President or Director Logistics of the HPCST.

F. Scheduling and Reporting Time

An important component in the efficient operation of the HPCST is the dependence on the volunteers to meet the requirements of the HPCST. The Police Department and the Town of Herndon maintain a record of the number of hours worked by the HPCST volunteers. Hours will be recorded properly on the HPCST duty log.

G. Membership and Equipment

The HPCST is organized and administered by its elected officials in accordance with its charters and by-laws. HPCST personnel use their own vehicles and fuel, except as authorized by this policy, for team activities at no expense to the Town of Herndon. Team personnel are issued HPD radios for working HPD/HPCST activities, but only after completion of the prescribed training. HPD radios are for official HPD/HPCST use only and shall not be used or listened to at a volunteers' work place. Each HPCST member must maintain a minimum of 25 HPCST volunteer hours each quarter to retain their radio. For any member not fulfilling the minimum requirement of 25 hours, the Board will request that the member turn their radio over to one of the Board members. A member may still participate in Team activities, but the member must contact a Board member to check out their radio for use during the activity(s). Upon the member completing at least 25 volunteer hours or more during the next month or quarter (whenever 25 hours is reached at the end of a reporting period), they may request the return of their radio. Special circumstances may arise that may make it impossible for a member to put in the minimum hours per quarter. The Board will account for this if the individual informs the Board of circumstances in advance. HPCST quarters are July – September, October – December, January – March and April – June.

H. Legal Limitations

HPCST personnel are trained in crime detection and prevention, but they are not sworn personnel and are not empowered to initiate legal action except as authorized by Herndon Town Code §42-202. HPCST personnel shall not:

1. Leave their vehicles or become involved with suspicious persons, unless requested by an HPD officer;
2. Take part in any physical activity other than traffic direction or perimeter control during emergencies or special events;
3. Pursue any vehicle or attempt to enforce any law or ordinance except the enforcement of disabled parking signs;
4. Carry on their person or in their vehicle, displayed or concealed, any form of weapon or restraining device while performing duties of the HPCST;

5. Report for duty influenced or impaired by alcohol or drugs, nor shall they consume alcohol within four hours of reporting for duty, and shall not purchase, possess or consume alcohol during their tour of duty.

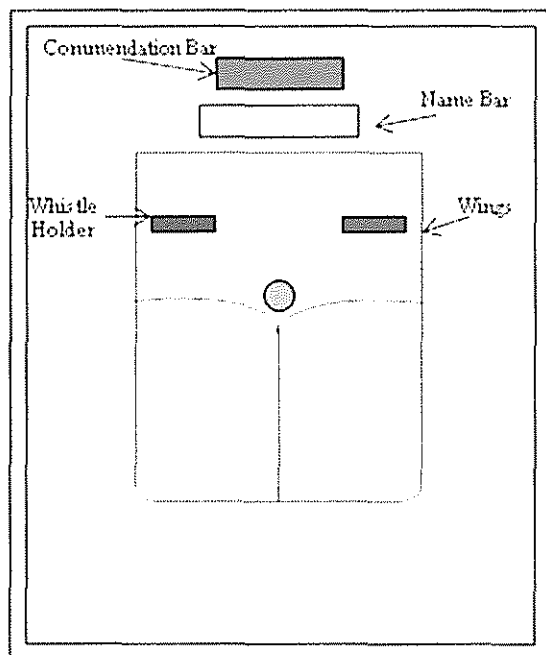
I. Dress Code

As with any public service organization, professionalism in both attitude and physical appearance is critical. As a volunteer, an HPCST member is in some ways an ambassador for the Herndon Police Department. The manner in which they present themselves reflects upon the department as a whole.

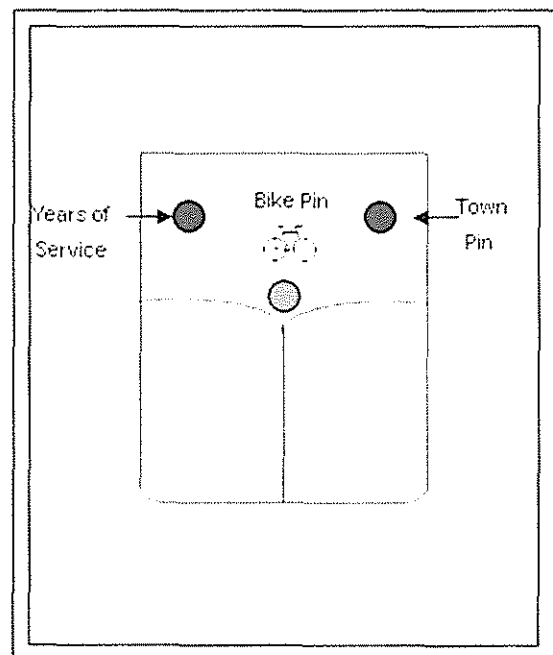
Field and dress uniforms are authorized for the HPCST personnel. The uniforms must be clearly distinct from those of the Herndon Police Department. The uniform will not be worn on routine patrol assignments. The uniform will only be worn when directed by the appropriate police supervisor or HPCST official.

The care, maintenance and safekeeping of assigned uniforms and equipment are the responsibility of the member to whom such items are issued. All issued uniforms and equipment shall be subject to periodic inspection.

The accessories worn on the dress shirt shall be worn as depicted in the pictorial below. The accreditation pin is optional and if worn, shall be worn between the whistle holder and wings on the right pocket.



Right Pocket



Left Pocket

J. Liaison Activities

The Herndon Police Field Operations Division commander designates and maintains a Liaison Officer to coordinate activities with the HPCST. As the HPCST is incorporated, the liaison officer assumes a subordinate role and shall:

1. Attend monthly meetings offering guidance on technical matters;
2. Be available to HPCST personnel for matters of police interest;
3. Schedule or conduct applicable training during monthly HPCST meetings;
4. Be responsible for recording and documenting official police training given to individual or group members;
5. Bring to the attention of the Field Operations Division commander any unresolved situations involving HPCST personnel and department personnel;
6. Bring to the attention of the HPCST President any disciplinary matters concerning HPCST personnel.

K. Public Contact

A majority of the volunteer positions require direct contact with the public. Greeting and assisting the public requires the use of good interpersonal communication skills. With that in mind, HPCST Personnel shall:

1. Always be polite and courteous;
2. Always remember to identify themselves as volunteers both on the phone and in person;
3. Reach out to other HPCST members or police officers if they are unable to answer an inquiry or feel that their response to an inquiry is perceived as unacceptable.

L. Operational Duties

A. Reporting for Duty: HPCST personnel reporting for duty shall immediately contact Communications via the HPD radio on the main channel, by identifying their assigned unit number and indicating that they are in service. If a volunteer is on routine patrol, they will inform communications that they will be monitoring TAC 4. Communications notifies the squad supervisor of the HPCST member in service. The police supervisor will instruct HPCST personnel of any special duties to be performed. HPCST personnel checking off duty shall inform Communications via the HPD radio of their termination by identifying their assigned unit number and indicating that they are out of service.

HPCST personnel shall perform all tasks as directed by a police officer, HPCST supervisor, or the senior HPCST member on duty. They shall abide by all rules and regulations of the HPD and the HPCST and obey all laws and ordinances. HPCST personnel shall utilize their assigned unit number when using the HPD radio.

HPCST personnel shall immediately notify HPD of any suspicious activity observed, and document the incident. HPCST personnel shall complete an incident report on all matters requiring a Case Number by the HPD. The standard HPCST incident reporting form(s) (HPCST form 2&3 attachments 7 and 8) shall be used to document all incidents. A copy of all incident reports shall be furnished to the HPCST President. All incident reports shall be made available to the HPD upon request.

HPCST members in good standing (as defined in the HPCST By-Laws, Article IV, Section 7) and who meet the standards required by the Town, may be authorized by the Chief of Police to operate Town of Herndon vehicles. See Standard Operating Procedures HPCST/SOP-2 (Authorization to Operate Town of Herndon Vehicles) Attachment 10.

B. Communications: All transmissions to the HPD dispatch will be done on TAC4, unless it is an **EMERGENCY** (switch to main channel and transmit), or if directed by dispatch or shift supervisor to move to main channel. HPCST will keep traffic to a minimum and transmit essential information when calling dispatch. HPCST personnel should not go into great detail unless requested to do so. They should make notes and be prepared to respond if dispatch requires additional information. When communicating with dispatch plain language is preferred. The exceptions to the use of plain language are Signal 1, Signal 2, Signal 3, Signal 4, and Signal 5, or emergency alert tones. For any of these codes, all traffic should come to a stop unless there is an **EMERGENCY**.

A **Signal 1** is responder in immediate danger. A **Signal 2** is responder needs backup/assistance. A **Signal 3** is a responder taking subject into custody. A **Signal 4** is holding transmission of sensitive information. A **Signal 5** is an emotionally disturbed person.

Additional 10 codes that may be use are **10-4** acknowledged, direct or copy, **10-7** arrives on scene – out of service, or **10-8** clear scene- in service. In addition to the signals and 10 codes, the phonetic alphabet shall be used when furnishing license plate numbers or names of individuals. See Attachment 3 for Signals, Codes and Phonetic Alphabet.

C. Patrol: The HPCST enhances community policing by patrolling the town of Herndon in their own vehicles. In this capacity, the members shall report to the HPD any crimes in progress, vandalism, burglaries, DUIs, and on occasion may back up police officers during traffic stops. HPCST personnel are to maintain a safe distance from the officer and vehicle when backing up an officer during traffic stops. They are NOT to pull up behind the police vehicle or shine their car lights on the officer. When backing up a police officer on a traffic stop, HPCST personnel should pull into a safe location out of the flow of traffic where the officer is in the field of view and turn on only their parking lights (no flashers or driving lights). By doing this, the police officer will know it is a HPCST member that is keeping an eye on the traffic stop.

The HPCST also enhances community policing by utilizing bike patrol. Bike patrol allows access to areas that are not obtainable by vehicles. Unlike the vehicle patrol, the bike patrol is very visible to the community. See Standard Operating Procedures HPCST/SOP-3 (Bike Patrol) Attachment 11.

M. Transporting

Team members may on occasion be called upon to transport citizens for the HPD. If this occurs, HPCST personnel are to call Communications and identify that they are transporting an individual male or female, give the destination, time, and odometer reading. Immediately upon arrival at the destination they shall call Communications with the time of arrival, and odometer reading.

N. Ride-along

HPCST members are authorized and encouraged on occasion to ride-along with police officers. This is beneficial to both the officer and the HPCST member. HPCST members wishing to ride-along with an officer should make arrangements through the Herndon Police liaison officer.

While an HPCST member is on patrol, they shall not extend an invitation for someone other than an HPCST member or HPD officer to ride-along with them, without the permission of the HPD shift supervisor or HPCST President.

O. Disabled Parking Enforcement

HPCST personnel who have received department training may be authorized by the Chief of Police to enforce disabled violations of Herndon Town Code §42-203. See Standard Operating Procedures HPCST/SOP-1 (Disabled Parking) Attachment 9.

P. Hand-Held Radar

HPCST personnel who have received department training may be authorized by the Chief of Police to perform radar surveys. See Standard Operating Procedures HPCST/SOP-4 (Hand-Held Radar Unit) Attachment 12.

Q. On-Vacation Courtesy House Check (OVCHC)

The OVCHC program is a community-wide program that is provided by the HPCST in conjunction with the Herndon Police Department (HPD). Residents of the town of Herndon who go out of town for at least one week, but not more than two weeks can have their home periodically checked by the HPCST. Citizens must complete an OVCHC form and file it with the Herndon Police Department 14 days prior to the vacation period. When the form has been received and approved by the HPD, HPCST members will make periodic checks of the residence upon the availability of HPCST members. See Standard Operating Procedures HPCST/SOP-5 (On Vacation Courtesy House Check) Attachment 13

ATTACHMENTS

1. By-Laws of the Herndon Police Citizens Support Team (amended April 24, 2005)
2. Herndon Police Department Regulations and General Orders code §16.4.1 Herndon Police Citizens Support Team (HPCST). June 2007
3. Communication Signal, Codes.
4. Herndon Town Code 42-21- parking for persons with disabilities.
5. Virginia "Good Samaritan" Law.
6. HPCST Duty Log (HPCST Form No. 1 rev. 11/97)
7. HPCST Incident Report to the Police (HPCST Form No. 2)
8. HPCST Incident Report to the Police (HPCST Form No. 3)

Standard Operating Procedures

9. Disabled Parking (HPCST/SOP-1).
10. Authorization to Operate Town of Herndon Vehicle (HPCST/SOP-2).
11. Bike Patrol (HPCST/SOP-3).
12. Hand-Held Radar Unit (HPCST/SOP-4).
13. On Vacation Courtesy House Check (HPCST/SOP-5)

Amended October 24, 2001
Article XV, Section 5 Amended April 24, 2003
Article IX, Section 4 Amended July 16, 2008

BY-LAWS
OF THE
HERNDON POLICE CITIZENS SUPPORT TEAM, INCORPORATED
OF
HERNDON, VIRGINIA

ARTICLE I

Name

The name of the Corporation shall be the HERNDON POLICE CITIZENS SUPPORT TEAM, INCORPORATED, herein abbreviated as HPCST.

ARTICLE II

Object

The purposes for which the Corporation is organized are to aid, support, and in all lawful manner assist the Department of Police of the Town of Herndon, Virginia, in the prevention of crime and the promotion of public safety and the doing of all other acts, matters and things incidental thereto or connected therewith not prohibited by law or required to be stated in these articles.

ARTICLE III

Members

SECTION 1. The Corporation shall be comprised of a general membership consisting of members of one class only. The membership of this corporation is limited to citizen volunteers, not to exceed twenty (20) in number, and to sworn officers of the Herndon Police Department.

SECTION 2. Membership in the HPCST shall be open to any person resident of and domiciled in the Commonwealth of Virginia who has common interests with this organization and who agrees to comply fully with the duly established regulations, policies and guidelines of this corporation and those of the Herndon Police Department as they pertain to the HPCST.

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SECTION 3. An active member of the HPCST who is in good standing or a Herndon Police Officer must sponsor an applicant for membership. In addition, the applicant shall be subject to a routine background investigation by the Herndon Police Department and shall undergo a probationary period and such other training procedures prescribed by the HPCST and in effect at the time of application.

SECTION 4. Acceptance into recruit status will be granted to an applicant at a regularly scheduled team meeting at which a quorum is present, and upon approval by a majority vote of the active members present and voting at such meeting.

SECTION 5. Final approval for membership is contingent upon:

- The satisfactory completion of the probationary period.
- An affirmative recommendation from the Director (Training).
- Receipt of a favorable screening report from the Herndon Police Department.
- An approval by a majority vote of the active members.

SECTION 6. Each member of the HPCST shall:

- Be at least twenty-one (21) years of age.
- Have a valid Virginia operator's and/or chauffeur license to drive vehicles.
- Be liable for such fees, dues or other assessments as may be established and approved by the HPCST membership.

SECTION 7. Volunteer members of the Corporation, in good standing, shall be entitled to one vote on all team matters, shall be eligible to hold office, have the privilege of making motions, and the right to speak in debate on them. A volunteer in good standing is defined as an eligible volunteer member who:

- Has paid dues for the current team year.
- Has attended at least one regular meeting in the last three months.
- Has participated in at least one appropriately logged operational activity, such as a street patrol, each calendar month of the current year, except that members who are ill, or extended vacation, or involved in other unusual or deserving circumstances shall notify the Board of Directors to avoid initiation of any possible disciplinary procedures.

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SECTION 8. Sworn officers of the Herndon Police Department (HPD) who are members in good standing of the HPCST shall have full participation rights as volunteer members. A sworn officer in good standing is defined as one whom:

- Has paid dues for the current team year.
- Has attended team meetings as able in view of duty tours.
- Has participated in HPCST operational activities as authorized by current HPD policy.

SECTION 9. Any member may resign by delivering a written resignation to the Director (Secretary-Treasurer) and at that time shall turn over to the Secretary-Treasurer all team funds, documents, equipment or other team property that the resigning member has in his/her possession. Such resignation shall not relieve the member of the obligation to pay any dues or other charges accrued by him/her up to the time of resignation that remain unpaid. The Corporation reserves the right to take legal action to re-cover team funds and organizational property should the need arise. The resignation shall be presented by the Director (Secretary-Treasurer) at the next meeting of the Board of Directors or general team meeting, which ever comes first.

ARTICLE IV

Officers

SECTION 1. The elected officers of the Corporation, in order of team seniority, shall be President, Vice-President, Director (Training), Director (Secretary-Treasurer), and Director (Logistics). These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Corporation.

SECTION 2. The Board of Directors, as the need may arise, may appoint additional officers and may prescribe their duties, their responsibilities and their term of office.

SECTION 3. The currently-elected officers shall act as supervisors and/or coordinators of all routine assistance and emergency support provided by the HPCST to the Herndon Police Department. They shall, in order of seniority, exercise general supervisory authority over all group activities, field operations, and other functions of the HPCST.

SECTION 4. Election of officers of the Corporation shall be held each year at the annual meeting in April. Notice of such meeting

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and the election shall be given to each member at least thirty (30) days prior to the April meeting.

SECTION 5. The President shall appoint a nominating committee whose duty shall be to nominate candidates from the members in good standing for the offices to be filled at the annual meeting. Before the election at the annual meeting in April, additional nominations from the floor may be permitted. Members in good standing may become candidates for office by indicating to the nominating committee their willingness to serve if elected or by the nomination from the floor during the election procedures at the annual meeting.

SECTION 6. A majority vote of the members in good standing, constituting a quorum and present at the annual meeting, shall be required for the election of officers and directors.

SECTION 7. The officers shall be elected by ballot to serve for one year and their term of office shall begin on the first day of May following the annual meeting in April at which they were elected, through the last day of April in the following year.

SECTION 8. No member shall hold more than one office at a time.

SECTION 9. A vacancy occurring in the office of an elected officer shall be filled at the next regular general meeting by a majority vote of the members in good standing, constituting a quorum and present at the meeting, either from the candidates presented to the meeting or nominations from the floor before the special election. The Board of Directors shall fill interim vacancies.

SECTION 10. The President shall function as the Chief Executive Officer of the Corporation, exercising general supervision over the affairs and activities of the HPCST and presiding over the regular, special, and Board of Directors meetings of the team. The President also shall:

- Have the right to vote on all issues, except in special committees.
- Serve as Chairperson of the Board of Directors.
- Appoint the Chairperson and the members of special and standing Committees, contingent upon approval of the Board of Directors, and may attend committee meetings.
- Be the chief spokesperson for the Corporation and act as the representative for the HPCST as required in community relations.

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- Supervise and assist the directors and other officers in the performance of their duties.
- Ensure the prompt answering of team-related correspondence.
- Establish and maintain a personal acquaintance with all members and advisors.
- Act as single point of contact for all public relations inquiries and releases.
- Prepare and submit an annual report to the membership and the Herndon Chief of Police during the first quarter of each fiscal year for the preceding fiscal year, i.e., July through June.
- Prepare and submit a team budget for consideration at the annual meeting in April.
- Keep the Vice-President informed of all affairs and activities of the Corporation.

SECTION 11. The Vice-President will perform the duties of the President in his/her absence. The Vice-President also shall:

- Monitor and coordinate the planning and operations activities of the team.
- Prepare a monthly report on HPCST member's activity, i.e. patrol days, attendance at meetings, and special events, and distribute the report as appropriate.
- Supervise entries into the team patrol logbook.
- Assist the Director (Secretary-Treasurer) with the membership records.
- Act as historian for the Corporation.
- Institute and assist in programs designed to recruit eligible members and to encourage continuous association with the team.
- Give assistance to the President at all times in the conduct of the duties and responsibilities of the President as mutually agreed upon.

SECTION 12. The Director (Secretary-Treasurer) shall maintain the official record of all business transacted by the Corporation and shall collect all revenues and make all disbursements in the manner prescribed and approved in these by-laws. The Director (Secretary-Treasurer) also shall:

- Keep written minutes of all special and regular meetings of the HPCST.
- Prepare such correspondence for the team as may be directed by the President, the Board of Directors, or the majority vote of the membership.
- Act as custodian of all-important records except those under the custody of other officers and the agent.
- Issue notices of special, regular, and annual meetings.
- Prepare and distribute current membership rosters as directed.

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- Maintain the team calendar and assist the President in preparing the agenda for meetings.
- Maintain file of membership applications and members' personnel files.
- Collect from the members, in the month of May, the authorized annual dues and issue notices of delinquency after the regular team meeting in July to those members who have not paid their dues.
- Report monthly at the regular meetings on the financial status of the Corporation.
- Require statements from managers of any on-going team projects as to the financial status of the project.
- Act as financial advisor to the team and to the Board of Directors and assist in maintaining a strong corporate financial structure.
- At the annual meeting in April submit a written statement of audit and a balance sheet.
- Retain custody of the Corporation's checks and bank statements.

SECTION 13. The Director (Training) shall administer the training program for recruits and members. The Director (Training) also shall:

- Initiate and prepare training programs for review and approval of the Board of Directors.
- Supervise the training of recruits and monitor their probationary period.
- At the next meeting following the end of the probationary period of a recruit make a report of evaluation to the membership and a recommendation whether or not the recruit should be considered for final team approval of the applicant's membership in the HPCST.
- Maintain the training records of all recruits and members.
- Keep the Vice-President informed of any activities that might affect plans and operations.

SECTION 14. The Director (Logistics) shall be the custodian of all team property, supplies, and equipment. The Director (Logistics) also shall:

- Be responsible for the inventory, storage, marking and such disposition of team property and equipment that be directed by the Board of Directors, together with supporting records and documents.
- Maintain records of the issue of supplies and records of all property and equipment on loan to the HPCST as well as that on loan to others from HPCST.
- Be responsible for the procurement of such items, authorized by the membership and in accordance with these

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by-laws, needed to conduct the affairs and activities of the Corporation.

ARTICLE V

Board of Directors

SECTION 1. The Board of Directors will consist of the currently elected officers. The board will consist of five voting members.

SECTION 2. The Board of Directors, acting as Trustees, shall have the corporate responsibility for the establishment of policy, overall management of affairs, and general supervision of HPCST activities. All authority of the Corporation shall be delegated to the Board of Directors between the monthly meetings, except where otherwise prohibited in these by-laws and provided that the board cannot modify any action taken by the membership at a regular monthly or special meeting.

SECTION 3. The president shall be the chairperson of the Board of Directors.

SECTION 4. The Board of Directors shall meet at least once a month. Special meetings of the Board may be called at the discretion of the President or upon the receipt of a request from two other members of the board. In the latter case only such business as specified in the call will be acted upon by the members of the board.

SECTION 5. A simple majority of the members of the Board of Directors (three) shall constitute a quorum.

SECTION 6. Vacancies in the board will be filled in the manner prescribed for elected officers.

ARTICLE VI

Meetings

SECTION 1. The regular meeting of the HPCST will be held on the third Wednesday of each month unless ordered otherwise by the Board of Directors or the membership.

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SECTION 2. The regular meeting on the third Wednesday of April shall be know as the Annual Meeting of the Corporation and shall be for the purpose of electing officers, receiving the reports of officers and committees and for any other business that shall arise. No formal notice is required for the regularly scheduled meeting, except thirty days notice shall be given to the members prior to the Annual Meeting.

SECTION 3. A special meeting may be called by the President or the Board of Directors at any time. A special meeting may also be called by the President or for the President by the Director (Secretary-Treasurer) at the written and signed petition of at least four members in good standing. Only such business as specified in the call for the special meeting may be transacted.

SECTION 4. Notice, written or otherwise, shall be given at least three days in advance of a special meeting or change in the date, time or location of a regular meeting by the President or by the Director (Secretary-Treasurer) for the President, except in a bona fide emergency or as otherwise prescribed in these by-laws.

SECTION 5. Total percent of the members in good standing of the total active membership shall constitute a quorum at regular and special meetings. However, the minimum quorum shall be at least five members in good standing.

SECTION 6. Each member in good standing shall have one vote at regular and special meetings and shall be able to make motions and be appointed to committees.

SECTION 7. Members in good standing who are not currently-elected officers, may, and are welcome, to attend the meetings of the Board of Directors but shall have no vote.

ARTICLE VII

Committees

SECTION 1. An Auditing Committee of at least two members in good standing shall be appointed by the President at the Corporation's March meeting whose duty shall be to audit the financial accounts and records of the Director (Secretary-Treasurer) for the year preceding and to report at the Annual Meeting.

SECTION 2. Such other special or standing committees shall be appointed by the President as the Board of Directors of the

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membership shall be deemed necessary to carry on the functions of HPCST.

SECTION 3. The President, subject to the approval of a majority vote of the Board of Directors, shall appoint all committee chairpersons. The President shall be an ex-officio member of all committees and as such have the right to attend all committee meetings but shall have no vote, except, however, the President shall not be a member of the Nominating Committee.

ARTICLE VIII

Parliamentary Authority

The current edition of the "Robert's Rules of Order Revised" shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Corporation may adopt.

ARTICLE IX

Finances

SECTION 1. Any monies collected by, donated to or otherwise acquired by the Corporation shall be conveyed in all instances to the Director (Secretary-Treasurer) who shall report the receipt of such funds to the Board of Directors and to the membership at the next regular meeting. A permanent record of all receipts and disbursements shall be maintained by the Director (Secretary-Treasurer). All disbursements shall be supported by signed receipts from those to whom payments have been made.

SECTION 2. With the exception of a petty cash account not to exceed \$25.00, the Director (Secretary-Treasurer) shall deposit all funds in the name of the Corporation in a depository to be designated by the Board of Directors.

SECTION 3. The Director (Secretary-Treasurer) shall be consulted before the disbursement of any Corporation funds. At no time shall financial obligations exceed funds then available. The private property of members of HPCST shall not become subject debts incurred by the Corporation expenses.

Section 4. Amended July 16, 2008

SECTION 4. Obligations of over \$100.00 must be approved by a majority vote at a regular or special team meeting. Obligations

HPCST By-Laws - continued

of \$100.00 or less may be authorized by a majority vote of the Board of Directors for necessary Corporation expenses.

SECTION 5. All disbursements, except from the Petty Cash Account, shall be by checks drawn on the HPCST, Inc. account. Such checks shall be signed by the Director (Secretary-Treasurer) and by either the President or the Vice-President. In the absence or disability of the Director (Secretary-Treasurer), checks may be drawn and signed by the Vice-President for the director and countersigned by the President.

SECTION 6. At each regular meeting, the Director (Secretary-Treasurer) shall present a complete financial report including his/her analysis of the financial status of the Corporation in view of budgeted items and other funded programs and authorized commitments. Further, the Director shall submit a written statement of audit and a balance sheet at each annual meeting in April. Before accepting the resignation of the (Secretary-Treasurer) during the year, an auditing team shall be appointed by the President of at least two members in good standing and the books, accounts, and records shall be certified to the new Director (Secretary-Treasurer).

SECTION 7. Membership dues shall be established by the Board of Directors. Dues for the twelve-month period, May 1 through April 30, shall become due May 1 and unpaid dues shall become delinquent after the July meeting of each year. Other fees and assessments may be established by the membership at regular or special team meetings. An exception to the payment of full or partial dues and other fees or assessments may be granted to members in unusual or deserving cases upon the recommendation of the Board of Directors and approval by the membership at a regular or special meeting.

ARTICLE X

Property

SECTION 1. Any property, to include supplies and equipment, purchased by, donated to, or otherwise acquired by the Corporation shall be conveyed in all instances to the Director (Logistics) who shall report the receipt of such property to the Board of Directors and to the membership at the next regular meeting. A permanent record of the receipt and disposition of all HPCST property shall be maintained by the Director (Logistics).

SECTION 2. The storage, marking, lending or other such disposition of team property, shall be as directed by the Board of Directors. The Corporation shall bear financial responsibility for the maintenance and repair of team property and equipment. However, the donation of funds or services for such maintenance or repair or for purchase of property may be accepted upon approval of the Board of Directors or the membership. The Director (Logistics) will duly record such contributions.

SECTION 3. The Director (Logistics), as the custodian of team property shall report at each regular meeting on any changes in the inventory occurring in the previous month. The Director (Logistics) shall advise the Board of Directors of his/her analysis of the supply levels and the condition of supplies and equipment. Further, the Director (Logistics) will submit a written statement of audit and a current inventory report listing all team property to the membership at the annual meeting in April of each year. Before accepting the resignation of the Director (Logistics) during the year, an auditing team of at least two members shall be appointed by the President and the inventory and all the property records and accounts shall be certified to the new Director (Logistics). In an emergency, in the absence or disability of the Director (Logistics) the Vice-President will act as the temporary custodian of team property.

SECTION 4. The procurement of items of property for the Corporation shall be the responsibility of the Director (Logistics) except as directed otherwise either by the Board of Directors or the membership. Expenditure of funds shall be reported to the Director (Secretary-Treasurer) and to the Board of Directors and the membership as provided in these by-laws.

ARTICLE XI

Standing Rules and Operating Procedures

SECTION 1. The policies and procedures of the Corporation, other than those in the Articles of Incorporation and these by-laws, shall be promulgated in the following guidelines and/or instructions:

- Standing Operating Procedures Manual (SOPM)
- Standing Operating Instructions (SOI)

SECTION 2. The purpose of these directives is to advise all members of their duties and responsibilities while participating in functions and activities in support of the Herndon Police Department or such other agencies, as the occasion should arise.

HPCST By-Laws - continued

The directives shall not be inconsistent with the articles and by-laws.

SECTION 3. The SOPM will contain routine instructions and general guidelines of a reasonably unchanging nature. The Director (Training) will monitor and recommend changes in the SOPM with the assistance of the Vice-President and such other members appointed by the Board of Directors for that purpose.

SECTION 4. The SOI will reflect specific current policies for HPCST administrative and operational practices. They will be published in the form of memorandums in numbered sequence. The Vice-President will maintain the index of SOIs and will monitor and recommend changes in SOIs with the assistance of the Director (Training) and such other members appointed by the Board of Directors for that purpose.

SECTION 5. The SOPM and the SOI may be adopted, amended or canceled without previous notice at a meeting of the Board of Directors with the approval of at least four currently elected board members. These directives may be also amended or canceled by a 2/3 vote of active members in good standing and present at a special or regular team meeting, provided that the proposed changes are submitted in writing to the Board of Directors for their consideration before the next regular or special meeting at which the proposals will be introduced.

SECTION 6. The purpose, content and format of all pre-printed forms used in the conduct of the Corporation's business and activities shall be approved by the Board of Directors before being placed into effect.

ARTICLE XII

Disciplinary Procedures

SECTION 1. Any member of the HPCST may be suspended from the status of a "member in good standing" by an affirmative vote by a majority of the Board of Directors if the member fails to attend meetings and/or fails to perform the operational activities prescribed elsewhere in these by-laws.

SECTION 2. In addition, any member of the HPCST may be expelled from membership in the Corporation by an affirmative vote of two-thirds of the members in good standing constituting a quorum present at a duly-called special or general team meeting, for

HPCST By-Laws - continued

failure to comply with the prescribed attendance and activity requirements.

SECTION 3. The status of a "member in good standing" may be restored and/or the removal from the Corporation may be rescinded, in unusual or deserving cases, upon the recommendation of the Board of Directors and approval of a majority of the membership at a regular or special team meeting, except as provided elsewhere in these by-laws.

SECTION 4. Any member of the Corporation may be removed from membership without recourse upon the request of the Chief of Police of the Herndon Police Department.

SECTION 5. Any officer or director of the Corporation may be removed from elected or appointed office for dereliction of duty or misconduct in office in accordance with the following procedures:

- Step One: A petition stating the charge shall be filed with the Director (Secretary-Treasurer) and signed by at least three members of the Board of Directors or by two-thirds of the members in good standing on the active roster.
- Step Two: The Director (Secretary-Treasurer) will notify each member at least thirty days before consideration of the petition shall be placed on a meeting agenda and the officer or director named in the petition shall be delivered a written notice of the charge(s) at least thirty days before the meeting at which the charge(s) will be considered.
- Step Three: At the designated special or regular meeting, the petitioners shall present their case first; the officer or director against whom the petition has been filed shall then be heard; and when all matters concerning the charge(s) and rebuttal thereto have been completed, the membership will be polled by a written and secret ballot.

An affirmative vote of two thirds of the members in good standing, constituting a quorum at the duly called regular or special meeting, shall be required to remove the officer or director from office. However, in following the prescribed procedures, should the charged officer or director be the Director (Secretary-Treasurer), the Vice-President shall receive and distribute the petition, and should the individual charged be the President, then the Vice-President shall preside at the removal proceedings. No removal proceedings shall be based more than once on the same evidence.

HPCST By-Laws - continued

SECTION 6. Any member of the HPCST found guilty of action tending to injure the good name of the Corporation, disturb its well being, or hamper its work both in meetings or elsewhere outside of meetings may be expelled from the Corporation. Due process in the face of such allegations will be for the Board of Directors to appoint an ad hoc committee to conduct a confidential investigation, to include an interview with the accused. The ad hoc committee will make a recommendation to the Board of Directors. If warranted, the Board of Directors will file a petition with the Director (Secretary-Treasurer). The remaining steps in the disciplinary process will be the same as those for the removal of an officer or director prescribed in these by-laws.

SECTION 7. Neither the Corporation nor members of the HPCST has the right to make public the charge(s) in which an expelled member has been found guilty or to reveal any details connected with the case.

SECTION 8. Any member not in good standing must return all HPCST and/or HPD issued property upon written notification from the Board of Directors.

ARTICLE XIII

Grievances

SECTION 1. Under no circumstances shall any member of the Corporation discuss with or take any internal team problem or disagreement to any member of the Herndon Police Department or other such outside agency.

SECTION 2. It is incumbent upon the individuals concerned to make an effort to obtain a satisfactory solution of such matters in a quiet and orderly manner. All persons so involved have an obligation to obey the legitimate orders of the senior team official or member at the time of the problem of the dispute. The matter may be later presented for resolution at a regular or special team meeting should further discussion be required.

SECTION 3. In the event the need should arrive to discuss correspondence or other matters with officials of the Herndon Police Department or any other agency, only the President, or in his absence the Vice-President, is empowered to do so as the chief spokesperson and single point of contact.

ARTICLE XIV

Standards of Conduct

SECTION 1. Each member of the HPCST while participating in activities and functions of the Corporation shall perform such duties and responsibilities in an exemplary manner so as to avoid reflecting discredit on or causing embarrassment to the Corporation or the Herndon Police Department.

SECTION 2. Each member shall abide by orders and instructions received from the President of the team and/or the Chief of Police of the Herndon Police Department or his/her representative. In the absence of the President, the other elected officers of the Corporation, in order of their seniority of team office, shall preside over operational activities. In the absence of elected officials, the member with the longest time of service in the team shall be considered the senior team member present.

SECTION 3. No member of the Corporation shall divulge any information or knowledge gained or obtained through serving with or being associated with the Herndon Police Department to any other person by any means without the written approval of the Chief of Police or his/her designated representative.

SECTION 4. No member of the Corporation shall divulge any confidential HPCST information such as maps, codes, street indexes, membership lists or rosters, SOPM, SOI, and the by-laws, etc., concerning the activities and functions of the Corporation to any individual or groups of persons without the specific approval of the HPCST Board of Directors and the Herndon Chief of Police.

ARTICLE XV

Amendments

SECTION 1. A favorable vote by two-thirds of the members in good standing, constituting a quorum and present at any general or special meeting duly called, shall be required for the adoption of new by-laws or to alter, amend, or repeal the by-laws of the Corporation, provided that written notice of any proposed action has been given to each member by mail and/or e-mail to the member's last known address at least thirty days prior thereto.

HPCST By-Laws - continued

SECTION 2. SOPM and the SOIs may be adopted, amended, repealed or canceled as provided elsewhere in these by-laws.

SECTION 3. The right to vote on the affairs of the Corporation is limited to members in good standing of the HPCST who are actually present at the time the vote is taken at a legal meeting. No proxy vote may be cast for a member by a non-member or by another member. An exception to this rule might be in the case of the bona fide illness of a member who is unable to attend the meeting. If the Board of Directors approves the exception, the member may submit a sealed proxy vote to the Director (Secretary-Treasurer) who will open the sealed vote and have it recorded in the balloting.

SECTION 4. Any person not a member of the Corporation shall not be permitted to participate in HPCST functions, activities or assignments without the specific approval of the team President and/or the concurrence of the Shift Supervisor of the Herndon Police Department. An exception to this rule, however, is that non-members may be permitted to accompany team members as "ride-along" passengers at their own risk, contingent upon the approval of the President and that of the on-duty shift supervisor of the Herndon Police Department at least one hour prior to the activity.

Section 5 Amended April 24, 2003

SECTION 5. Upon the termination, dissolution or winding up of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, distribute all assets of the Corporation to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Any such assets not so disposed of shall be disposed of by the Court in the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

**HERNDON POLICE DEPARTMENT MANUAL REGULATIONS
AND GENERAL ORDERS (June 2007)**

**Allocation and "Distribution of Personnel and
Personnel Alternatives**

16.4 AUXILIARIES

§16.41 Herndon Police Citizens' Support Team (HPCST)

A. Purpose.

The Department supports and sanctions the operations and activities of the HPCST. The HPCST is to report to the Herndon Police "Department any crime or suspicious activity which a team member observes within the Town and to provide support to the Herndon Police Department during times of need. The HPCST is a valuable resource to the Town, which enhances the operations of the Department.

B. Membership and Equipment.

The HPCST is organized and administered by its elected officials in accordance with its charters and bylaws. HPCST personnel use their own vehicles and fuel, except as authorized by this policy, for team activities at no expense to the Town of Herndon. Team personnel are permitted to use Herndon Police Department radios while working after completion of the prescribed training course.

C. Legal Limitations.

1. HPCST personnel are trained in crime detection and prevention, but they are not sworn personnel and are not empowered to initiate legal action except as authorized by Herndon Town Code §42-202. HPCST personnel shall not be subjected by Department personnel to situations, which may result in an over extension of HPCST authority. HPCST personnel shall not:

- a. Leave their vehicle or become involved with suspicious persons;
- b. Take part in any physical activity other than traffic direction or perimeter control during emergencies or special event;
- c. Pursue any vehicle or attempt to enforce any law or ordinance except the enforcement of disabled parking signs;
- d. Carry on their person or in their vehicle, displayed or concealed, any form of weapon or restraining device while performing duties of the HPCST;
- e. Report for duty influenced by alcohol or drugs, nor shall they consume alcohol within four hours of reporting for duty, and shall not purchase or consume alcohol during their tour of duty.

2. HPCST personnel who have received Department training may be authorized by the Chief of Police to enforce violations of Herndon Town Code §42-203. HPCST personnel shall:

- a. Report for pre-assigned duty as authorized by the Liaison Officer;
- b. Report for duty in full HPCST uniform;
- c. Use the vehicle provided by the Department during their assignment.

D. The HPCST is provided with a vehicle approved and maintained by the Department. This vehicle may only be used while personnel are on a pre-assigned duty involving the

enforcement of disabled parking signs or as authorized by the Liaison Officer. The vehicle is not to be used for routine patrol.

E. Violations of these rules shall be reported to the HPCST President. The necessary disciplinary measures shall be taken in accordance with the bylaws of the Corporation. This may include the removal from membership without recourse upon the request of the Chief or Police or the Field Operations Division commander.

F. The HPCST President and Field Operations Division commander shall meet on a monthly basis to discuss matters of interest, to plan upcoming duties , and to resolve current concerns.

G. Liaison Officer.

The Field Operations Division commander shall designate and maintain a liaison officer to coordinate activities with the HPCST. Since the HPCST is incorporated, the liaison office will assume a subordinate role and shall:

1. Attend monthly meetings offering guidance or technical matters;
2. Be available to HPCST personnel and Department personnel;
3. Schedule or conduct applicable training during monthly HPCST meetings;
4. Be responsible for recording and documenting official police training given to individual or group members;
5. Bring to the attention of the Field Operations Division commander any unresolved situations involving HPCST personnel and Department personnel;
6. Bring to the attention of the HPCST President any disciplinary matters concerning HPCST personnel.

H. Reporting for Duty.

HPCST Personnel reporting for duty shall immediately report to the Communications Section. Communications shall notify the squad supervisor of the HPCST arrival. The police supervisor will instruct the HPCST personnel in the duties to be performed. HPCST personnel checking off duty shall inform the communications Section of the termination. Communications will notify the police supervisor.

I. While on duty HPCST personnel shall:

1. Perform tasks as directed by a police officer, HPCST supervisor , or the senior HPCST member on duty;
2. Abide by all rules and regulations of the Herndon Police Department and the HPCST;
3. Obey all laws and ordinances;
4. Document any suspicious activity observed and immediately notify police of the situation. Complete an HPCST incident report on all matters requiring a response by the Herndon Police.
5. Utilized communication procedures as outlined in Chapter 81 (Numbers have been assigned to all HPCTS personnel and a current roster is maintained in the Communications Section. HPCST personnel and a current roster is maintained in the Communications, Section. HPCST personnel shall use their assigned identifiers when using the Herndon Police Department radio)

6. Be liable in both criminal and civil proceedings should one exceed their authority;

J Patrol with Officers.

HPCST personnel may participate in ride-alongs, only one member may ride per shift except during training, provided that the member:

1. Is in good standing;
2. Has satisfied all requirements as an HPCST member prior to requesting the ride-along;
3. Has signed a blanket waiver ride-along form, which has been approved by the Chief of Police or designee;
4. Obeys all orders and stipulations from the ride-along officer. Failure to obey lawful orders shall result in immediate termination of the ride-along and discipline in accordance with the bylaws of the Corporations. The Department reserves the right to suspend or cancel a ride-along at its discretion.

K. The Department allows qualified members of the HPCST, approved by the Chief of Police, to assist in the traffic direction of vehicles and pedestrians in Town. HPCST members shall operate in accordance with General Order §61.3.2

§16.4.2 HPCST Training.

A. HPCST personnel shall complete a training and probationary period as outlined in the directives of the HPCST. Personnel must complete the recruit and probationary periods successfully before becoming certified as a member of HPCST. Each member must be instructed in all HPCST duties and responsibilities before being permitted to perform the duties.

B. Training will be performed by the HPCST training officer, the Herndon Police Department liaison officer, and other instructors as appropriate. All training shall be recorded and documented by the HPCST training officer. Training will include classroom and field instruction. Subject of instruction shall include radio communication and procedures, traffic direction, first aid and emergency procedures. Specialized training involving enforcing violations of Herndon Town Code §42-203 (parking in spaces reserved for persons with disabilities), operating a police department vehicle, and conducting traffic surveys in also available.

§16.4.3 HPCST Uniforms.

Field and dress uniforms are authorized for HPCST personnel. The uniforms must be clearly distinct from that of the Herndon Police Department. The uniform will not be worn on routine patrol assignments. The uniform will only be worn when directed by the appropriate police supervisor or HPCST official. The procurement of uniforms will be the responsibility of the individual member. Members not desiring to purchase uniforms may participate in HPCST functions in civilian dress. HPCST civilian dress will be casual clothing in good taste and style.

COMMUNICATIONS

All dispatches shall consist of plain language event type combined with and urgency indicator. Examples: burglary – report; larceny – just occurred; fright – in progress. The only exception to the use of plain language will be:

| <u>Code</u> | <u>Event</u> |
|--------------------|---|
| Signal 1 | Responder in immediate danger |
| Signal 2 | Responder needs backup/assistance |
| Signal 3 | Responder taking subject into custody |
| Signal 4 | Holding transmission of sensitive information; please indicate when ready for transmission |
| Signal 5 | Emotionally Disturbed Person |

Plain language or the following codes will be utilized. No slang or jargon is permitted.

Status Messages:

| <u>Code</u> | <u>Plain Language</u> |
|--------------------|---|
| 10-15 | En-route to jail or court with a subject. |
| 10-17 | Warrant service at location. |
| 10-25 | Stakeout, location optional. |
| 10-26 | I need a back-up officer. |
| 10-33 | Used for attention getting purposes in an emergency situation. Used to request fire and rescue. <u>Not</u> interchangeable with <u>Signal 13</u> . |

Clearance Messages:

| <u>Code</u> | <u>Plain Language</u> |
|--------------------|---|
| 10-98 | In service. Report taken. |
| 10-99 | In service. No report taken. Full details to be recorded in officer's notebook. |
| 10-99 Collision | In service. No report – collision. Full details to be recorded in officer's notebook. |
| 10-99P | In service. No report – parking ticket issued. |
| 10-99 Unfounded | In service. No report taken. |
| 10-99 GOA | Gone on Arrival. No report taken. |

Response Messages:

| <u>Code</u> | <u>Plain Language</u> |
|--------------------|--|
| 10-3 | All units stop transmitting. |
| 10-4 | Acknowledge, direct or copy. |
| 10-7 | Arrive on scene – Out of service. |
| 10-8 | Clear scene – In service |
| 10-23 | Keep radio traffic to a minimum. |
| 10-30 | Confidential information is about to be relayed. |
| 10-40 | Jump Out squad is operating in town. Officers will have to telephone Communications to ascertain the |

specific area. No other information will be given by radio.

10-46

Communications is busy with an emergency call.

All radio traffic shall cease except in the case of an emergency. Personnel shall not telephone the station to inquire as to the specifics of the situation as it only delays the proper handling of the call.

This does not preclude the squad supervisor from inquiring if it is deemed necessary.

Phonetic alphabet should be used when communicating a name or license plate number. When using the phonetic alphabet, officers shall state, "NOVEMBER, ALPHA, CHARLIE, ONE, SEVEN, FIVE," for the license plate of NAC-175. Officers shall not state, N, A, C, ONE SEVENTY FIVE"

Phonetic Alphabet

| | |
|-------------|--------------|
| A – Alpha | N – November |
| B – Bravo | O – Oscar |
| C – Charlie | P – Papa |
| D – Delta | Q – Quebec |
| E – Echo | R – Romeo |
| F – Foxtrot | S – Sierra |
| G – Golf | T – Tango |
| H – Hotel | U – Uniform |
| I – India | V – Victor |
| J – Juliet | W – Whiskey |
| K – Kilo | X – X-ray |
| L – Lima | Y – Yankee |
| M – Mike | Z – Zulu |

HERNDON TOWN CODE

ARTICLE IV. STOPPING, STANDING, PARKING

Division 3. Parking for Persons with Disabilities

Sec. 42-202. Display of placards.

- (a) Organizational removable windshield placards, permanent removable windshield placards and temporary removable windshield placards shall be displayed in such a manner that they may be viewed from the front and rear of the vehicle and be hanging from the rearview mirror of a vehicle utilizing a parking space reserved for persons with disabilities that limit or impair their ability to walk. When there is no rearview mirror, the placard shall be displayed on the vehicle's dashboard. No placard shall be displayed from the rearview mirror while a vehicle is in motion.
- (b) No vehicles other than those displaying disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, or temporary removable windshield placards issued under Code of Virginia § 46.2-1241, or DV (disabled veteran) disabled parking license plates issued under Code of Virginia, § 46.2-739 (b), shall park in any parking spaces reserved for persons with disabilities.
- (c) No person without a disability that limits or impairs his ability to walk shall park a vehicle with disabled parking license plates, organizational removable windshield placards, permanent removable windshield placards, temporary removable windshield placards, or DV (disabled veteran) disabled parking license plates issued under Code Of Virginia, § 46.2-739 (B), in a parking space reserved or persons with disabilities that limit or impair their ability to walk except when transporting a disabled person in the vehicle.
- (d) *A summons or parking ticket for the offenses described by this section may be issued by law enforcement officers, uniformed law enforcement department employees, or volunteers acting pursuant to subsection (e), without the necessity of a warrant being obtained by the owner of any private parking area.*
- (e) *The town police may establish and supervise volunteers as members of the town police citizen support team, incorporated to enforce violations of subsections (b), (c), (d), and (f) of this section and to enforce violations of section 42-203. Except for such violations of this section and of section 42-4203, volunteers acting pursuant to this subsection shall not have the power or duty to enforce any other traffic or criminal laws of the state or any county, city or town. No volunteer acting pursuant to this section shall carry a firearm or other weapon during the course of his volunteer enforcement duties.*

- (f) Parking a vehicle in a space reserved for persons with disabilities in violation of this section shall be punishable by a fine of \$250.00.

(Code 1992, § 13-32; Ord. No. 99-0-31, § 6(13-32), 9-28-1999)

Sec. 42-203. Penalty for parking in spaces reserved for persons with disabilities

- (a) It shall be unlawful for a vehicle not displaying disabled parking license plates, an organizational removable windshield placard, a permanent removable windshield placard, or a temporary removable windshield placard issued under Code of Virginia, § 46.2-1241, or DV (disabled veteran) disabled parking license plates issued under Code of Virginia, § 46.2-739 (B), to be parked in a parking space reserved for persons with disabilities that limit or impair their ability to walk or for a person who is not limited or impaired in is ability to walk to park a vehicle in a parking space so designated except when transporting a person with such a disability in the vehicle.
- (b) Parking a vehicle in a space reserved for persons with disabilities in violation of this section shall be punishable by a fine of \$250.00.
- (c) A summons or parking ticket for the offenses described by this section or by section 42-202 may be issued by law enforcement officers, volunteers serving in units established pursuant to section 42-202(e), and other uniformed personnel employed by the town to enforce parking regulations without the necessity of a warrant being obtained by the owner of any private parking area.
- (d) In any prosecution charging a violation of this section, proof that the vehicle described in the complain, summons, parking ticket, citation or warrant was parked in violation of this section, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Code of Virginia, § 4.2-600 et seq., shall constitute prima facie evidence that the registered owner of the vehicle was the person who committed the violation.
- (e) No violation of this section shall be dismissed for a property owner's failure to comply strictly with the requirements for disabled parking signs set forth in Code of Virginia, § 36-99.11, provided that the space is clearly distinguishable as a parking space reserved for persons with disabilities that limit or impair their ability to walk.

(Code 1992, § 13-33; Ord. No. 99-0-31, § 7(13-33), 9-28-1999)

VIRGINIA “GOOD SAMARITAN “LAW

**8.01-225 PERSONS RENDERING EMERGENCY CARE EXEMPT FROM
LIABILITY.**

- (A) Any person who, in good faith, renders emergency care or assistance, without compensation, to any injured person at the scene of an accident, fire, or any life-threatening emergency, or enroute to any hospital, medical clinic or doctor's office, shall not be liable for any civil damages for acts or omissions resulting from the rendering of each care or assistance.
- (A1) Any person who provides assistance upon request of any police agency, fire department, rescue or emergency squad, or any governmental agency in the event of an accident or other emergency involving the use, handling, transportation, transmission or storage of liquefied petroleum or gas or liquefied natural gas shall not be liable for any civil damages resulting from any act of commission or omission on his part in the course of his rendering such assistance in good faith.
- (B) Any emergency medical care attendant or technician possessing a valid certificate issued by authority of the State Board of Health who in good faith renders emergency care or assistance, without compensation, to any injured or ill person, whether at the scene of an accident, fire or any other place, or while transporting such injured or ill person to, from or between any hospital, medical facility, medical clinic, doctor's office or other similar or related medical facility, shall not be liable for any civil damages for acts or omissions resulting from the rendering of such emergency care, treatment or assistance.
- (C) Any person having attended and successfully completed a course in cardiopulmonary resuscitation, which has been approved by the Board of Health, who is good faith and without compensation renders or administers emergency cardiopulmonary resuscitation, cardiac defibrillation or other emergency life-sustaining or resuscitative treatments or procedures which have been approved by the State Board of Health to any sick or injured person, whether at the scene of a fire, and accident or any other place, or while transporting such person to or from any hospital, clinic doctor's office or other medical facility, shall be deemed qualified to administer such emergency treatments and procedures: and such individual shall not be liable for acts or omissions resulting from the rendering of such emergency resuscitative treatments or procedures.
- (D) Nothing contained in this section shall be construed to provide immunity from liability arising out of the operation of a motor vehicle.
- (E) For purposes of this section, the term “compensation” shall not be construed to include the salaries of police, fire or other public officials or emergency service personnel who render such emergency assistance. (1962,c.449; 1964 c.568; 1968, c.796; 1972, c.578; 1977, c.441)

HERNDON POLICE CITIZENS SUPPORT TEAM DUTY LOG

[illegible]

**HERNDON POLICE CITIZENS SUPPORT TEAM
DUTY LOG**

| | | | | | | | |
|--|--|--|--|--|--|--|--|
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HPCST INCIDENT REPORT TO THE POLICE

REPORT #: _____ Date: _____ Time: _____ AM/PM

HPCST Member Name: _____ EIN# & Unit #: _____

Location: _____

Name: _____ Phone: _____

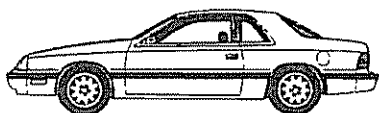
Address: _____

Problem: ☐ Abandoned Vehicle ☐ Excessive Trash ☐ High Grass ☐ Overcrowding Violation

☐ Traffic Accident ☐ Suspicious Event ☐ Park after Dark ☐ Other: _____

Problem Description: _____

Vehicle Description



Type: _____
(2 dr, 4dr, pickup, van, 4WD, convertible)

Make: _____
(Ford, Chevy, Dodge, Nissan, Toyota, etc.)

Year: _____ Color: _____

Tag# _____ State: _____

Direction of travel: _____

Distinguishing features: _____

Occupied by: _____

Person

Age

Height

Weight

Hair Color

Pants/Skirt



Person

Race

Eyes

Coat/Shirt/Top

Hair Style

Shoes

Direction of travel: _____

Distinguishing features: _____

Additional Info: _____

Reported to Police? Yes No

Officers Name: _____ Unit# _____



HPCST/SOP1
Revised April 2, 2004

HERNDON POLICE CITIZENS SUPPORT TEAM (HPCST) STANDARD OPERATING PROCEDURES

DISABLED PARKING

1. **PURPOSE:** To outline responsibilities for the Herndon Police Citizens Support Team (HPCST) while participating in the enforcement of disabled parking violations.
2. **SCOPE:** Pursuant to Section 42-202(e) (whereas the Herndon Police Department (HPD) may establish and supervise HPCST personnel in the enforcement of disabled parking violations), HPCST personnel that successfully complete the required training, and are authorized to operate a town of Herndon Vehicle, may be authorized by the Chief of Police to enforce parking violations reserved for persons with disabilities. The Chief of Police will only consider for authorization those HPCST personnel in good standing (as defined in the HPCST By-Laws Article IV, Section 7) and recommended by the HPCST President. HPCST personnel shall go through yearly training and their driving record updated. The HPCST will be provided with a vehicle approved and maintained by the Herndon Police Department (HPD). HPCST personnel shall only use this vehicle while involved in the enforcement of disabled parking violations, or as authorized by the Chief of Police.
3. HPCST members shall conduct themselves, while on duty, in a manner, which reflects favorably on the HPD. When in uniform, you are perceived as a representative of the HPD. You shall be tactful, control your temper, and exercise patience. HPCST members shall not, ever in the face of extreme provocation, engage in argumentative discussions. If it appears a situation is developing, call for the presence of an HPD Officer.
4. **PROCEDURE:** HPCST personnel approved to enforce disabled parking violations shall:
 - a. Report for duty in full HPCST uniform;
 - b. Notify dispatch and Shift Supervisor that vehicle is being used;
 - c. Inspect vehicle (fluid levels, tires, damage, and scratches) and immediately notify Shift supervisor if vehicle is damaged;
 - d. Prepare Vehicle Repair Report for maintenance items and submit to Shift Supervisor (when necessary);
 - e. Use only the vehicle provided by the HPD during assignment. If you are a member of the HPCST Bike Patrol, then a bike can be used in the performance of enforcing disabled parking violations.

- f. Complete the record log, located in the traffic enforcement vehicle if the traffic Enforcement Vehicle is used. The log book should be filled out as follows:
- (1) Enter your last name, first initial
 - (2) Date out
 - (3) Date in
 - (4) Mileage out
 - (5) Mileage in
 - (6) Total miles
 - (7) Type of Use
 - (8) Number of tickets issued
 - (9) Service needed (if required)
 - (10) Date serviced (if required)
- g. Not use the Traffic Enforcement Vehicle for routine patrol;
- h. Check vehicle for gas. If vehicle is at ¼ tank, contact vehicle coordinator to have vehicle filled with gas. If vehicle coordinator is unavailable, leave message on his office door.
- i. Report violations of the Traffic Enforcement Vehicle to the HPCST President.

When utilizing the parking enforcement vehicle, you shall remember that you are **not** a sworn police officer and you **shall obey all traffic laws**. Any improper use of the parking enforcement vehicle will be cause to revoke your privilege to operate Town of Herndon vehicles.

5. VIOLATION NOTICE:

HPCST personnel having completed the department training for issuing violation notices, shall obtain their own ticket book from the HPD Systems Manager. Each member shall be accountable for all tickets within their book.

HPCST shall complete the Notice Log on the front of their ticket book when a violation notice has been written. The following items need to be completed:

- (1) Date issued
- (2) Notice Number
- (3) Tag# State Yr
- (4) Comments

HPCST personnel shall perform the following checks prior to writing a violation notice.

- (1) Check the license plate for handicap symbol or DV,
- (2) Check mirror for hanging handicap placard,
- (3) Make a 360 degree check of the vehicle looking for a placard,
- (4) Check dash, visor, pockets on doors, seats, floor and console,
- (5) If no handicap placard is visible, then a ticket is to be written.

HPCST personnel shall insure that all violation notices are complete and the appropriate fine is checked or the warning notice box is circled.

The HPCST units shall maintain accurate inventory of summonses issued to citizens.

If a summons is issued, same shall be turned into the Shift Supervisors at the end of the shift.

When all summonses from a book have been utilized, HPCST personnel shall forward the completed log to the President of the HPCST. The President of the HPCST will in turn forward the completed log to the HPCST Liaison Officer or Shift Supervisor, who shall sign and forward it to the designated personnel of the Support Services Division. In cases of lost, stolen or voided summonses, HPCST personnel shall prepare a memorandum to the Chief of Police explaining the circumstances. This memorandum shall be forwarded to the President of the HPCST, who will in turn forward through the HPD chain of command.

If an error is made while writing a summons, or if a summons is not usable, HPCST shall notify their Liaison Officer

If it appears a summons is issued improperly or inappropriately, the HPCST and Liaison Officer shall contact the Town Attorney immediately for guidance on the matter.

Only with the approval of the Town Attorney or Commonwealth Attorney may HPCST request that the charge brought forth on a summons not be prosecuted.

Audits of summons logbooks may be conducted at the direction of the Chief of Police or division commanders.

When a summons is challenged, the Finance Department will contact the perspective HPCST member to obtain an agreed upon court date.

When a HPCST member is to appear in court on a challenged ticket they will:

- (1) Report for court in dress uniform,
- (2) Bring all notes or information they have on the ticket,
- (3) Arrive at the courthouse at least 15 minutes early (09:15),
- (4) Go to the room with the officers and prosecuting attorney just to the left of the court room,
- (5) Go into the courtroom with the officers about 9:25 (court starts at 09:30).
- (6) Sit with the officers in the first two front rows on the right as they enter the courtroom,
- (7) Make sure their pager and/or cell phone are turned off before entering the courtroom.
- (8) Usually called first due to the number of tickets,
- (9) Approach the podium on the far right, when called by the judge. The judge will refer to HPCST as Officer (and their name). The defendant will approach the podium in the center.

If the defendant has a placard, the judge will ask to see it and usually dismisses the case.

If the defendant does not have a placard, the judge will ask how they plead. If they plead guilty, he will assess the fine and end the case. If they plead not guilty the judge will hold over the case.

Hold over for trial means that you have some downtime until about 10:30 to 11:00 when the trials start. You will wait until the judge resumes trial and you are called to testify.



HERNDON POLICE CITIZENS SUPPORT TEAM (HPCST) STANDARD OPERATING PROCEDURES

AUTHORIZATION TO OPERATE TOWN OF HERNDON VEHICLES

1. PURPOSE: To outline responsibilities for the Herndon Police Citizens Support Team (HPCST) while operating a Town of Herndon Vehicle.
2. SCOPE:
 - a. The Chief of Police will only consider for authorization those HPCST personnel in good standing (as defined in the HPCST By-Laws Article IV, Section 7), and meet the standards required by the Town to operate a Town of Herndon vehicle. The HPCST personnel shall go through yearly training and their driving recorded updated.
 - b. If an HPCST member is found not to meet the standards above, and is denied authorized to drive a Town of Herndon vehicle, he/she will inform the officer if requested to drive or move any Town vehicle. Under no circumstance will an HPCST member drive a Town of Herndon vehicle if they have been denied authorization by the HPD.
 - c. HPCST will be required to attend the Herndon Police vehicle orientation and formalization class.
 - d. HPCST personnel will complete an Authorization to Operate Town of Herndon Vehicles form, which will be submitted to Chief of Herndon Police for approval. Upon approval by the Chief, the form along with copy of your driving transcript will be submitted to the Finance Director of the Town of Herndon.
3. PROCEDURE: HPCST personnel authorized to operate a Town of Herndon Vehicles shall:
 - a. Inspect vehicle (fluid levels, tires, damage, and scratches) and immediately notify Shift supervisor if vehicle is damaged (when applicable);
 - b. Prepare vehicle repair report for maintenance items and submit to Shift Supervisor (when applicable);
 - c. Use only the vehicle provided by the HPD during assignment;
 - d. Vehicle shall not be used for routine patrol (unless directed by HPD);

- e. Check vehicle for gas. If vehicle is at $\frac{1}{4}$ tank, contact vehicle coordinator to have vehicle filled with gas (when applicable). If vehicle coordinator is unavailable the on duty supervisor shall be contacted for assistance.
- f. While driving Town vehicles all traffic laws shall be obeyed. Any violation may result in the revocation of permission to operate Town vehicles.
- g. Violations of use of vehicle shall be reported to the HPCST president.
- h. HPCST members are not automatically authorized to use the Parking Enforcement Vehicle. Only members who have attended the parking enforcement training will be authorized to use the parking enforcement vehicle. Exception would be if directed by the on duty supervisor or the HPCST President.



HPCST/SOP-3
December 22, 2004

HERNDON POLICE CITIZENS' SUPPORT TEAM (HPCST) STANDARD OPERATING PROCEDURES

BIKE PATROL

1. **PURPOSE:** To outline responsibilities for the Herndon Police Citizens' Support Team (HPCST) Bike Patrol while participating in town functions utilizing their bicycle as an HPCST member.
2. **SCOPE:** HPCST personnel that successfully completed the required Herndon Police Department (HPD) 40 hour or the HPCST 24 hour mountain bicycle training may become certified to patrol the town utilizing their bicycle. Members that have been certified for bike patrol may, when requested, patrol with bike police officers. Bike patrol members that have been authorized by the Chief of Police to enforce handicap-parking violations reserved for persons with disabilities may do so while on bike patrol. The Chief of Herndon Police will only consider for authorization those HPCST personnel in good standing (as defined in the HPCST By-Laws Article IV, Section 7) and recommended by the HPCST President. Any member that fails to remain a member in good standing will be suspended from the Bike Team and not be authorized to issue parking violations until such time that they return to a member in good standing.
3. HPCST members shall conduct themselves, while on duty, in a manner, which reflects favorably on the HPD. When in uniform, they are perceived as a representative of the HPD. They shall be tactful, control their temper, and exercise patience. HPCST members shall not, ever, even in the face of extreme provocation, engage in argumentative discussions. If it appears a situation is developing, they should call for the presence of an HPD Officer.
4. **DRESS CODE:** HPCST Bike Team member's uniform and dress must reflect favorably on the HPD. The following is the mandatory dress for the Bike Team:
 - a. BDUs or shorts (black or dark blue);
 - b. Bike shirt (blue over black);
 - c. Black bike gloves;
 - d. Footwear black;
 - e. Socks (black or white);
 - f. HPCST jacket (blue over black) dependent on weather;
 - g. Duty belt nylon;
 - h. Radio;
 - i. Radio shirt clip;
 - j. CPR kit (if certified)
 - k. Black helmet;

- l. Glasses (clear & sun);
 - m. Belt keepers;
5. GROOMING:
- a. Hair on males should not touch the top of the shirt collar or the top of the ear;
 - b. Hair on females should be styled so as not to fall below the bottom of the shirt collar and styled not to protrude from under the HPCST helmet. Longer hair may be pinned up provided it does not interfere with the proper wearing of the helmet.
 - c. Neatly trimmed beards and/or mustaches maybe worn;
 - d. Only HPCST issued nametags, badges, pins and equipment will be worn in accordance with HPCST policy;
 - e. Uniform must be clean and neat.
- 6 PROCEDURES: HPCST Bike Team personnel shall insure they are adhering to the following:
- a. Perform Quick Check (A, B, C):
 - (1) A=Check Air tire pressure, sidewalls, and spokes;
 - (2) B=Check Brake pads, holding, thumb width between lever and grip;
 - (3) C=Check Crank derailleur arms and chain;
 - (4) Quick=Check Quick Releases that they are closed and upward and rearward;
 - (5) Check=Check derailleur, shifters, loose nuts, noises
 - (6) Take test ride in parking lot to verify the equipment is ready;
 - b. Bike Team members shall ride in pairs or with an HPD officer after dark. The only exception is if the bike member is on his/her way home;
 - c. At dusk their rear flashing light must be on, unless they have been directed by a supervisor to run stealth;
 - d. Helmet, glasses, and gloves shall be worn at all times when riding;
 - e. Water and/or drink must be carried at all times;
 - f. All traffic rules shall be obeyed;
 - g. When riding in pairs, the senior member of the HPCST Bike Team will be in charge.
7. EQUIPMENT: HPCST bike team members must have with them at all times the following:
- a. Tail light (red flashing) in good working condition;
 - b. Head light (min 10W) in good working condition;
 - c. Bike repair kit;
 - d. Tire gauge
 - e. Water bottle, carrier, and water;
 - f. Bike tire pump or inflatable device;
 - g. Rear bike rack and carrier capable of carrying the following:
 - (1) Safety vest;
 - (2) Flashlight and red cone;
 - (3) Spare radio battery;
 - (4) Bike lock;
 - (5) Ticket book (if applicable);
 - (6) Spare tube or patch kit;

- (7) Repair kit;
- (8) Gloves (white or orange)
- (9) Whistle
- (10) First aid kit
- (11) Traffic control gloves (white or orange);
- (12) Whistle:

8. REQUIREMENTS:

- a. Must have satisfactorily completed HPCST recruit training;
- b. Must wait 90 days after being voted into probationary status in the HPCST, before applying for the Bike Team;
- c. Be approved by the HPCST Bike Team instructors.
- d. Must have a mountain bike, and it must be dark in color;
- e. Bike must meet HPCST Bike Team equipment standards as outlined in the HPCST/SOP-3 Bike Patrol;
- f. Be an experienced bike rider;
- g. Be able to make minor repairs
- h. Attend quarterly refresher training (3 hours per quarter) to retain certification in the HPCST bike team;

9. DISABLED PARKING ENFORCEMENT: HPCST bike patrol members authorized to issue handicap-parking summons will following guidelines as set forth in HPCST/SOP-1 Disabled Parking section 3 and 4.



HERNDON POLICE CITIZENS SUPPORT TEAM (HPCST) STANDARD OPERATING PROCEDURES

HAND-HELD RADAR UNIT

1. **PURPOSE:** To Gather traffic information or “surveys” of particular streets in the Town of Herndon. Verify “trouble spots” in response to citizen complaints so special enforcement of those areas may have resources allocated to them. Provide positive public relations to various neighborhoods by responding quickly to traffic complaints. Exhibit a high profile during periods of heavy traffic on various arterials, encouraging safer speeds and more attentive driving.

2. **SCOPE:** HPCST personnel who successfully complete the required radar training, and have been authorized to operate a Town of Herndon Vehicle, may perform radar surveys for the Herndon Police Department (HPD). Radar should only be used during daylight hours. Safety is of the up most importance. Proficiency and accuracy are the key elements when using speed monitoring devises. Maximum visibility will encourage motorist to travel at slower speeds. No radar will be utilized during in climate weather.

3. **PRODCEURES:** Selective traffic monitoring will be assigned by the Herndon Police Special Services Section supervisor. HPCST personnel performing radar surveys shall:

- Report for duty in HPCST uniform
- Notify dispatch and shift supervisor that you will be performing radar surveys
- Inspect vehicle (fluid levels, tires, damage, and scratches) and immediately notify shift supervisor if vehicle is damaged
- Prepare vehicle repair report for any maintenance needed and submit to on duty supervisor
- Use only the vehicle provided by the HPD during assignment
- Complete HPCST radar survey report
- Vehicle log book shall be maintained when Traffic Enforcement Vehicle is used. The following detailed information shall be completed in the log book>

Last name _____ First name _____

Date / / Time out Time in _____

Mileage out _____ Mileage in _____ Total _____

Type of use _____

Service requested _____

- Vehicle shall not be used for routine patrol
 - Vehicle shall be fueled prior to reaching ¼ tank (contact street supervisor for assistance)
4. **Note:** The log book will be kept in the vehicle.
5. When utilizing the (Parking Enforcement Vehicle) you shall remain professional and obey all traffic laws at all times. Any reports of improper use of the Parking Enforcement Vehicle could result in suspension of your privilege to operate Town vehicles.
6. **RADAR UNIT TEST PROCEDURE:**
- Test the unit prior to leaving the station.
 - Take the radar unit out of its case - plug it into the cigar lighter - turn the unit on – adjust volume to mid level – adjust squelch if necessary.
 - Internal check – push test button to ensure that it is counting - It should only read a speed of 60 MPH. If there is any other reading other than 60, there is something wrong with the unit
 - Verify the calibration by grasping the tuning fork by the handle and give it a slight “tap” on the hard object such as steering wheel – please refrain from striking metal objects – they can cause severe damage to tuning forks.
 - Hold the fork with the tines horizontally 2 -3 inches from the front of the unit and press the trigger - the unit is calibrated at whatever speed is imprinted on the tuning fork - please keep in mind this test can fluctuate up to 1-2 mph – if unit appears to be working properly - return unit to its case neatly and proceed to the assigned area.
 - If the radar unit malfunctions - contact shift supervisor and leave unit in the HPCST office with note.
7. **RADAR UNIT USE IN THE FIELD:**
- a. Position your vehicle as not to cause hazard to **any** portion of the roadway. Always park parallel to curbs. Ensure parking lights are on for safety concerns. When conducting traffic surveys or performing speed monitoring, focus or point

the antennae out the window for the most accurate readings. Please be aware of ghost readings.

- b. Hold the unit steady and point in the direction of traffic. As the vehicle approaches the signal on the radar will become stronger. Lock in the speed if so desired.

8. SAFETY TIPS:

- Place patrol car in a safe spot. Safety is KEY!
- Be aware of your surroundings.
- Keep the radar unit in its case before and after use, tangled wires can get in the way of vehicle and radio operations.
- Keep accurate data. Traffic officers will be assigned to special enforcement areas based on data you provide.
- Call in reckless drivers.
- Citizens may walk up to you and make inquiries. Be friendly and courteous.

-
- **Do not block traffic or driveways. Be alert to private property entrances.**
 - **Refrain from any altercation with the public. Call on duty supervisor if assistance is needed.**



HPCST/SOP5
May 27, 2008

HERNDON POLICE CITIZEN'S SUPPORT TEAM (HPCST) STANDARD OPERATING PROCEDURES

ON VACATION COURTESY HOUSE CHECK (OVCHC) PROGRAM

A. PURPOSE

To outline the responsibilities of the Herndon Police Citizen's Support Team (HPCST) while participating in the OVCHC program during routine patrols.

B. SCOPE

The OVCHC program is a community-wide program that is provided by the HPCST. Residents of the town of Herndon who go out of town for at least one week or more can have their home checked by the HPCST.

Prior to commencing the OVCHC, all HPCST members will be required to receive specific training which will include what items to look for, safety training, and how to report any suspicious activity.

An OVCHC involves HPCST members going to a residence and walking around the perimeter, looking for signs of unlawful entry, foul play, unlocked doors or windows, or anything else that may look suspicious during their inspection. **UNDER NO CIRCUMSTANCES WILL A MEMBER OF THE HPCST ENTER ANY RESIDENCE AT ANY TIME.** If it's suspected that entry needs to be made to the residence, the HPCST member will immediately notify dispatch, tell them the problem and request an officer be dispatched to the residence. The HPCST member should remain in their vehicle until an officer arrives.

HPCST members participating in the OVCHC are required to walk around the perimeter of the home if accessible.

HPCST members not in uniform will wear their HPCST traffic vest, HPCST cap and carry their HPCST photo id when performing an OVCHC.

A logbook will be maintained by the HPCST which will contain the addresses of the vacation houses to be checked, date, time started, time completed, HPCST unit number and remarks.

C. PROCEDURE

1. HPCST PERSONNEL SHALL ADHERE TO THE FOLLOWING

- (a) HPCST members may individually check houses but it is recommended that houses checked after dark be done in pairs.
- (b) Before getting out of their vehicle, HPCST members will notify dispatch with their unit number (i.e. 980) and when acknowledged indicate that they are going to provide a house check and give the house number only (no street addresses). HPCST members who are not in uniform will need to wear their HPCST traffic vest, HPCST cap and carry their HPCST photo id when performing a house check.
- (c) Upon completing the house check, HPCST members will notify dispatch with their unit number (i.e. 980) and when acknowledged indicate "house check complete, all secured".

2. ITEMS TO CHECK/LOOK FOR

HPCST members will do the following when performing a house check:

- (a) Check for open windows or doors.
- (b) Check for broken glass around windows and doors.
- (c) Check for lights that are not supposed to be on. If motion lights are on, notify dispatch for an officer and wait in your vehicle until an officer arrives.
- (d) Check to ensure that doors are secure.
- (e) If anything looks suspicious, notify dispatch for an officer to investigate. Wait in your vehicle until an officer arrives.
- (f) If the house has an alarm and it is going off, **DO NOT** get out of your vehicle. Notify dispatch and remain in your vehicle until an officer arrives.
- (g) If you see any movement in the house, **DO NOT** get out of your vehicle. Notify dispatch and remain in your vehicle until an officer arrives.
- (h) If entry to the back yard cannot be obtained, make a visual inspection of the back of the house.

3. UPON COMPLETION OF THE HOUSE CHECK

All HPCST members will log the house check on the OVCHC form. They will enter the date, time started, time ended, unit number and any remarks. When logging their hours in the team log book, HPCST members will log their hours as patrol and indicate the number of houses checked.

4. INCLEMENT WEATHER

HPCST members shall use discretion in performing a house check during inclement weather. If after arriving at a house, it is determined that an HPCST member will not be getting out of their vehicle to perform a house check due to weather conditions, a visual check should be performed to the best of the ability of the HPCST member. The HPCST member should look for any suspicious activity (i.e. fresh footprints in the snow around the home, lights on that should not be on, etc.). If suspicious activity is suspected, the HPCST member should notify dispatch for an officer to investigate. The HPCST member should remain in their vehicle until an officer arrives.