

Washington Suburban Sanitary Commission Police

GENERAL ORDER

TITLE DEPOT/PLANT CRUISER DROP OFF LOCATION PROGRAM		PROCEDURE NUMBER G.O. 1000.0	
SECTION Uniform and Equipment	DISTRIBUTION A	EFFECTIVE DATE 04/8/16	REVIEW DATE 04/8/18
REPLACES			
RELATED GENERAL ORDERS WSSC SP LOG-07-01	REFERENCES CALEA 41	AUTHORITY <i>Chief Harvey R. Baker</i> Chief Harvey R. Baker	

I. **PURPOSE** – The purpose of this depot/plant cruiser drop off program is to park WSSC police vehicles throughout the Sanitary District. The parked WSSC police vehicles will encourage communication between the vehicle operator and WSSC employees. The presence of the police vehicles will also serve as a passive deterrent at facilities owned and operated by WSSC.

II. **POLICY**

It is the policy of the WSSC Police, in accordance with the Washington Suburban Sanitation Commission, that the provisions for the above noted program will apply to all affected WSSC sworn police officers. This program affects all sworn WSSC personnel residing inside and outside the sanitary district.

II. **PROCEDURE**

The Chief of Police or designee will administer procedures for the depot/plant cruiser drop off location program. The following lists the parameters of the depot/plant cruiser drop off program as authorized by WSSC.

III. **AUTHORIZED DROP OFF LOCATIONS**

The WSSC Police has established approved depot/plant locations for "drop off" of WSSC Police vehicles within Montgomery and Prince George's Counties. These sites are noted in Appendix A and B. Alternative sites may be added through the application and approval process in this program. As a result of work programs within the WSSC these sites may be changed or altered. Written notification will be provided to each of the affected police officers as soon as that information becomes available to the Department.

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IV. GENERAL PROVISIONS

- A. Sworn WSSC Police Officers approved for this program will be required to follow the existing programs of the WSSC Police Department concerning use of vehicles to include:
1. Officers will not allow off-duty or on-duty use of their assigned vehicle by WSSC officers not eligible for the program without written permission of the Chief of Police or designee. No unauthorized personnel shall be permitted to operate the vehicle, except in an emergency.
 2. When an officer is on leave, disability, light-duty or out of the bi-county area for five (5) calendar days or more, the officer is required to leave his/her vehicle inside the parking garage at 14501 Sweitzer Lane, Laurel, MD.
 3. An officer may be removed from this program when continued use of a vehicle jeopardizes that vehicle because of neglect or abuse or it has been determined that continuation of this program fails to support the mission of the police department or WSSC. The decision to administratively remove an officer from this program shall only be made by the Chief of Police or his/her authorized designee.
 4. Officers who have had their police powers restricted or removed shall not be entitled to the use of a vehicle in this program.
 5. Unattended WSSC Police vehicles must be secured (locked and windows rolled up) at all times.
 6. Seat beats will be used by all officers operating WSSC Police Vehicles in accordance with Maryland Transportation Article, Title 22, Sections 412.2, 412.3 and SP 07-01.
 7. Vehicles approved in this program may be used in conjunction with programmed overtime.
 9. Officers shall be prepared and ready for duty at their roll call site or the site of temporary/special assignment at the start of their assigned tour.
 10. Officers will not store firearms or other weapons in the police vehicle outside the normal hours of their work shift.
 11. Commission property, including laptops will be properly secured within the vehicle or removed when the vehicle is not in use.

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APPENDIX A

APPROVED DROP OFF LOCATIONS

PRINCE GEORGE'S COUNTY:

1. Anacostia Service Center
3500 Kenilworth Avenue
Hyattsville, Maryland
2. Laurel Depot (Garage)
15100 Sweitzer Lane
Laurel, Maryland
3. Temple Hills Service Center
8444 Temple Hills Road
Temple Hills, Maryland
4. Patuxent Filtration Plant
6101 Sandy Spring Road
Laurel, Maryland
5. Parkway WWTP
10100 Canadian Way
Laurel, Maryland
6. Piscataway WWTP
11 Farmington Road West
Accokeek, Maryland
7. Western Branch WWTP
6600 Crain Highway
Upper Marlboro, Maryland

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V. PROGRAM PARTICIPATION REQUIREMENTS

- A. The WSSC Police requires that an eligible officer submit a written memorandum to the Chief of Police. The written memorandum **MUST** include at a minimum the following:
1. Name of requesting officer
 2. Current duty assignment and reporting station (area of Operations, Squad and WSSC facility)
 3. Current cruiser assignment (cruiser number, year of vehicle, make of vehicle and model)
 5. Selection of WSSC Depot or Plant approved drop off location
- B. All documentation will be maintained in the officer's personnel file.

End of Document

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APPENDIX B

APPROVED DROP OFF LOCATIONS

MONTGOMERY COUNTY:

1. Gaithersburg Service Center
111 West Diamond Avenue
Gaithersburg, Maryland
2. Lyttonsville Service Center
2501 Lyttonsville Road
Silver Spring, Maryland
3. Potomac Water Filtration Plant
12200 River Road
Potomac, Maryland
4. Damascus WWTP
23730 Log House Road
Gaithersburg, Maryland
5. Hyattstown WWTP
25750 Frederick Road
Hyattstown, Maryland