



<b>WRITTEN DIRECTIVE</b>	No.	SO14-0202	Page:	1 of 5
	Subject:	Effective Date:	01-23-14	
	<b>SPECIAL CONSERVATORS OF THE PEACE / SPECIAL POLICE OFFICERS</b>	Supersedes/Amends:	SO11-0202	
		Reference:	1.2.1, 1.2.2	



## I. Purpose

The purpose of this directive is to establish procedures and guidelines for use by department employees and others designated as Special Conservators of the Peace or Special Police Officers.

## II. Policy

It shall be the policy of the Lynchburg Police Department to utilize select civilian city employees designated as Special Conservators of the Peace or as Special Police Officers in designated specialized assignments to ensure public safety.

## III. Procedure

### A. GENERAL GUIDELINES

1. Special Conservators of the Peace may be designated according to procedures established by the Virginia Department of Criminal Justice Services (D.C.J.S.).
  - a. All employees and volunteers selected to serve as Special Conservators of the Peace must meet the standards established by D.C.J.S.
  - b. All LPD employees or other personnel selected to serve as Special Conservators of the Peace must also pass the same background investigation as a police officer.
2. Special Police Officers may be designated according to procedures set forth in Chapter 39 of the Lynchburg City Charter.
3. Definitions for the purpose of this directive:
  - a. Special Conservator of the Peace – any individual appointed by the Circuit Court pursuant to section 19.2-13 of the Code of Virginia to

perform only those powers, functions, duties and responsibilities authorized within the geographic limitations as defined by the court.

- b. Armed Special Conservator of the Peace – a special conservator of the peace who carries or has immediate access to a firearm in the performance of his duties.
  - c. Special Police Officer – any individual appointed by the Circuit Court pursuant to Chapter 39d of the Lynchburg City Charter.
4. The Special Operations Division Captain will be responsible for coordinating the certification and re-certification of Special Conservators of the Peace or Special Police Officers utilized in Animal Control Assignments.
  5. The Metro Division Captain will be responsible for coordinating the certification and re-certification of Special Conservators of the Peace or Special Police Officers utilized in Tactical Team assignments.

#### B. DEPARTMENT POSITIONS

1. The department will normally maintain Armed Special Conservators of the Peace or armed Special Police Officers in the following positions:
  - a. The Chief and Deputy Chief Animal Wardens:
    - 1) These positions are designated with supervisory and budgetary responsibility for the Animal Control and Wildlife Management functions.
    - 2) Must obtain and maintain Armed Special Conservator of the Peace or Special Police Officer certification in order to meet guidelines established by the Virginia Department of Game and Inland Fisheries for the designated issuer of Urban Deer Management Program permits in the City of Lynchburg as outlined in SO-0200, *Animal Control*.
    - 3) Has limited law enforcement authority or responsibilities resulting from his status as an Armed Special Conservator of the Peace or Special Police Officer: this does not include the authority to make full custodial arrests (see also SO-0200, *Animal Control* for a full description of the Chief Animal Warden's authority and responsibilities).
    - 4) Must meet the firearms qualification standards established in PD-0303, *Firearms Qualifications*.

## b. Civilian Canine Handler:

- 1) A city employee or other citizen who provides services in the capacity of handling a personally owned and certified explosives detection and/or search and rescue canine.
- 2) Must obtain and maintain an Armed Special Conservator of the Peace certification in order to carry a department-issued firearm for personal protection and to aid in the apprehension of criminals when assisting law enforcement officers in investigation and/or arrest situations.
- 3) Has limited police authority, as defined in the Circuit Court appointment and according to section 19.2-13 of the Code of Virginia, resulting from their status as an Armed Special Conservator of the Peace.
  - a) The civilian canine handler is appointed by the Circuit Court “for the security of property and the peace within the City of Lynchburg.”
  - b) The civilian canine handler will work under the supervision and control of a Lynchburg Police Department supervisor whenever called upon to assist.
  - c) The civilian canine handler is not authorized to make a full custodial arrest.
- 4) Must meet the firearms qualification standards established for sworn police officers in PD-0303, *Firearms Qualifications*.
- 5) Must meet the same internal in-service training requirements as sworn police officers for firearms and use of force.
- 6) Will carry his department-issued handgun only when performing duties related to his canine handling responsibilities and only in accordance with PD-0601, *Weapons Authorization*.

## c. Tactical Unit Medics:

- 1) A Paramedic employed by the Lynchburg Fire and EMS Department who is selected to serve as a member of the department’s tactical unit.

- a) Each tactical unit medic will be selected from those personnel participating in a competitive selection process designed by the Metro Division Captain.
  - b) Each tactical unit medic must complete the firearms training portion of a Certified Basic Police Recruit Training Program.
- 2) Must obtain and maintain an Armed Special Conservator of the Peace or Special Police Officer certification in order to carry a department-issued firearm while performing the duties of a tactical medic.
  - 3) Have limited police authority, as defined by their Circuit Court appointment or according to section 19.2-13 of the Code of Virginia, resulting from their status as an Armed Special Conservator of the Peace or Special Police Officer.
    - a) Each tactical unit medic is appointed to such position “for the security of property and the peace within the City of Lynchburg.”
    - b) Each tactical unit medic will work under the supervision and control of a tactical unit supervisor whenever called upon to assist.
    - c) Each tactical unit medic is authorized under the same guidelines as a police officer to detain utilizing that force necessary during tactical unit operations. *They are not authorized to make a full custodial arrest at any time.*
  - 4) Must successfully complete a minimum of 40 hours of tactical operator training (typically provided by the Central Virginia Criminal Justice Academy) within twelve months of assignment to the tactical unit.
  - 5) Must meet the firearms qualification standards established for sworn police officers in PD-0303, *Firearms Qualifications*.
  - 6) Must meet the same internal in-service training requirements as sworn police officers for firearms and use of force.
  - 7) Must meet the same internal in-service training requirements as tactical officers for topics related to tactical operations.
  - 8) Will carry the department-issued handgun only when performing duties related to the tactical unit assignment and only in accordance with PD-0601, *Weapons Authorization*.

2. Additional Armed or Unarmed Special Conservators of the Peace or Special Police Officer positions may be requested by department employees based on an identified department or community need.

*Original Signed*

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Captain Winston W. Clark  
Special Operations Division

January 23, 2014

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Date