| | | |
|---|---|---|
| | ANDOVER POLICE DEPARTMENT<br>GENERAL ORDER | Number: O2113<br>Page: 1 of 5<br>Distribution: All |
| Title: PATROL/SPECIAL USE VEHICLES | | Section: Organization |
| Issued: 06/14/2011 | Effective: 06/22/2011 | Revised: 09/24/2014 |
| Rescinds: All Previous | Amends: | |
| CALEA References: 41.1.3a, b, c, d; 41.3.1; 41.3.2; | | |
| Review: Annual | Authority: Chief Michael A. Keller | |

## I. Purpose

The purpose of this General Order is to establish a list of equipment to be in patrol vehicles, establish a system to ensure replenishment of supplies for patrol vehicles and to provide guidance for the use of special purpose vehicles.

## II. Policy

It is incumbent on all members of the department authorized to operate patrol and special purpose vehicles to maintain those vehicles in a state of operational readiness to ensure the efficient delivery of police services.

## III. Definitions

**A. Drone Vehicle:** A marked patrol car that is minimally equipped with standard patrol car markings, overhead lights and a uniformed mannequin that is parked in targeted areas as a deterrent for speeding.

## IV. Regulations

**A.** No department member will operate a patrol bicycle without wearing proper safety equipment to include, at a minimum, a department approved helmet and a department approved bicycle patrol uniform [A].

**B.** Department members will not operate patrol bicycles without first attending an approved training/certification course [A].

**C.** Members will immediately report all damage to department vehicles [B].

**D.** Equipment which is assigned to a vehicle will not be transferred to another vehicle unless authorized by a supervisor [A].

## V. Procedures

### A. Marked Police Vehicles

1. Patrol vehicles will be conspicuously marked with a unique vehicle identification number and will be readily identifiable as police units in a manner that citizens

will be able to seek assistance from nearby units and to serve as a visible deterrent to potential violators.

2. The Chief of Police will establish patrol unit color and standard markings.
3. Each marked police vehicle will be equipped with either an exterior mounted light bar or interior mounted emergency lights capable of emitting flashing red and blue lights to the front and rear in accordance with KSA 8-1720, and any other combination of lights (clear, amber) as deemed appropriate by the Chief of Police (41.3.1).
4. Each marked police vehicle will be equipped with a siren in accordance with KSA 8-1738 (41.3.1).
5. Individual units may be equipped with additional markings as approved by the Chief of Police (Supervisor, Canine, etc.).

## B. Unmarked Police Vehicles

1. Unmarked police vehicles may be equipped with emergency lights and sirens, but must be equipped with emergency lights and sirens if used to make traffic stops or to perform traffic control activities and do not require additional training (41.3.1).

Rev. 09242015

## C. Vehicle Supplies

1. All patrol vehicles will be equipped, at a minimum, with the following equipment (41.3.2):
   a. AED.
   b. Fire extinguisher.
   c. Tire deflation device.
   d. Inflated spare tire.
   e. Car jack and lug nut wrench.
   f. Fingerprint Kit.
   g. First Aid Kit.
   h. KTAG.
   i. Valid Insurance Card.
   j. In-car camera and microphone.
   k. Lockout tool and wedge.
   l. Marking chalk/paint.
   m. Ice scraper.
   n. Rifle, Shotgun or both.
   o. MDT Computer.
   p. Crime scene tape.
   q. Measuring device.

r. Protective gloves.
s. Bag valve mask.
t. Traffic cones/triangles (3).
u. Traffic Radar.
v. Police band radio.
w. Evidence collection supplies.

## D. Inspections of Department Vehicles (41.3.2)

Rev. 01082013

1. Officers will inspect their assigned unit at the beginning of each shift and immediately replace any missing equipment and supplies. If unable to replace equipment and supplies, the officer will notify a supervisor who will make the determination on whether or not the car remains in service. If the car is taken out of service, it will remain out of service until the equipment or supplies can be replenished.
2. Officer should restock disposable supplies used during their shift prior to the end of their shift.
3. Officers will check their assigned department vehicle's emergency equipment and standard exterior lighting prior to going in-service. Any malfunctioning equipment should be corrected or the vehicle taken out of service until repaired.
4. Officers should keep the interior and exterior of department vehicles clean and free of trash and debris.

Rev. 01082013

5. Before the end of every even numbered month, a formal inspection of all department vehicles shall be conducted by the night shift officer assigned to the vehicle using APD FORM 35 – Vehicle Inspection Form. If a night shift officer is not assigned to a vehicle, then the person assigned to the vehicle will conduct the inspection. Any damage to the vehicle or equipment should be noted, supplies replenished as necessary, and malfunctions corrected or reported. The completed inspection form will be forwarded to the sergeant responsible for vehicle maintenance.

Rev. 01082013

6. The officer responsible for conducting the inspection shall replenish any supplies or missing equipment, and correct anything that needs corrected immediately. Any corrective measures taken shall be noted on the form. If the inspecting officer is unable to make immediate corrections or unable to replenish supplies or equipment, the reason for the inability should be noted on the form.

Rev. 08292014

7. Forms will be submitted to the Vehicle Maintenance Coordinator responsible for vehicle maintenance who will verify that all corrective measures have been taken and/or ensure that those issued are resolved. The Vehicle Maintenance

Coordinator will document any actions taken on the inspection form. Once all corrections have been made, the form will be forwarded to the Office of the Chief of Police.

## E. Patrol Bicycles

1. Officers may use patrol bicycles, upon approval of a supervisor, when an area is too large to be adequately patrolled by officers on foot; the terrain would make patrol by marked police units impractical; at community events with limited access for patrol vehicles; at community events with increased pedestrian traffic; or at any other time to enforce city ordinances, deter criminal activity, support community relations or to search for missing persons or fleeing criminals. Patrol bicycles will not be used in pursuits of vehicles on roadways (41.1.3a).
2. The bicycles will be equipped with a storage bag, headlamps, tail lamps and water bottle holders (41.1.3d).

Rev. 08292014

3. A designated Patrol Bicycle Coordinator will be responsible for overall management of the patrol bicycle program, including operator training, acquisition/maintenance of equipment and utilization (41.1.3c).
4. Only officers who have successfully completed department approved patrol bicycle training will be permitted to operate patrol bicycles (41.1.3b).

Rev. 08292014

5. Annually, the Patrol Bicycle Coordinator managing the patrol bicycle program will ensure the bicycles are serviced by a qualified technician.

## F. Speed Trailer

1. The department's speed trailer may be used as necessary to collect traffic data or as a deterrent to speeding. Use of the speed trailer outside of the City of Andover will be approved by the Chief of Police prior to use (41.1.3a).
2. Only persons who have been properly trained on the set up and use of the speed trailer will be permitted to operate the trailer (41.1.3b).

Rev. 08292014

3. The Traffic Safety Coordinator will be responsible for overall management of the speed trailer, including operator training, acquisition/maintenance of equipment and utilization (41.1.3c).
4. The speed trailer will contain a computer to collect and process data, a wheel locking bar, a fire extinguisher, a cover, and commonly used speed limit signs (41.1.3d).

## G. Drone Vehicle

1. A marked patrol vehicle may be designated for use as the drone vehicle. The drone vehicle may be used as necessary as a deterrent for speeding and/or

crime but should not be deployed at a single location for more than 48 consecutive hours (41.1.3a).

2. Any member permitted to operate patrol vehicles may operate the drone vehicle (41.1.3b).

Rev. 08292014

3. The Traffic Safety Coordinator will be responsible for overall management of the drone vehicle, including deployment, pickup and maintenance (41.1.3c).
4. The drone vehicle will be minimally equipped to avoid theft of department property. The vehicle will be equipped with standard patrol car markings, overhead lights and a uniformed mannequin. The vehicle should not contain firearms, radar equipment, police band radios or other equipment normally found in a patrol vehicle (41.1.3d).

Rev. 06252013

## H. Work Site Utility Vehicle (WSUV)

1. Officers may use the patrol WSUV, upon approval of a supervisor, when an area is too large to be adequately patrolled by officers on foot; the terrain would make patrol by marked police units impractical; at community events with limited access for patrol vehicles; at community events with increased pedestrian traffic; or at any other time to enforce city ordinances, deter criminal activity, support community relations or to search for missing persons or fleeing criminals. The WSUV will not be used in pursuits of vehicles on roadways (41.1.3a).
2. The WSUV will be equipped with the City of Andover permit, spotlight, winch, emergency lights, horn, headlamps, tail lamps, brake lamps, siren and proof of liability insurance (41.1.3d).
3. The Vehicle Maintenance Coordinator will be responsible for overall management of the patrol WSUV, including operator training, acquisition/maintenance of equipment and utilization (41.1.3c).
4. Only Andover Police Department members, and only those who have successfully completed department approved patrol WSUV training and who possess a valid, unrestricted driver's license will be permitted to operate the patrol WSUV (41.1.3b).
5. On even numbered months the Vehicle Maintenance Coordinator will ensure the patrol WSUV and trailer is inspected and all equipment is present and operating correctly. Annually, or as needed, the Vehicle Maintenance Coordinator will ensure the patrol WSUV is serviced by a qualified technician.
6. The Chief of Police or Operations Commander has the authority to loan the patrol WSUV out to other law enforcement agencies when requested after first securing written acceptance of liability to include responsibility for damage to the vehicle and/or trailer and damage caused by the vehicle and/or trailer.

7. Operation of the patrol WSUV will comply with local ordinances and State law. Operation of the WSUV may be exempt from certain traffic laws when using emergency warning devices required by Kansas law and in compliance with General Order O2101 Emergency Vehicle Operation, however, the driver shall not be relieved of the duty to drive with due regard for the safety of all persons (41.1.3a).