

# Bowie Police Department - General Orders



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AUTHORITY <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS:	TOTAL PAGES 6
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## I. POLICY

The Bowie Police Department utilizes marked and unmarked police vehicles for general patrol, traffic enforcement, and to deter crime. Officers shall wear the vehicle's seat belt and shoulder harness while operating Department vehicles.

## II. PURPOSE

The purpose of this General Order is to provide guidelines for the inspection and maintenance of Bowie Police Department Vehicles.

## III. PROCEDURES

- A. All Officers shall conduct a careful inspection of their assigned Bowie Police Department vehicles for damage, unsafe conditions, defects, maintenance problems, and authorized equipment prior to and subsequent to each tour of duty. Any damage, impairment of mechanical systems, or unsafe conditions, etc. shall be brought to the attention of the supervisor and documented on the appropriate form. In the event the Officer's assigned vehicle is unavailable, the contents of this General Order shall apply to any Department vehicle the Officer utilizes during his/her tour of duty.
  
- B. The Officer must search the vehicle for unauthorized items at the beginning of the shift and immediately following the departure of any non-police personnel who occupied the vehicle, whether such persons have been in custody or not.
  
- C. Prior to securing the vehicle, the Officer must check the interior and remove all trash. Unsightly vehicles will be washed prior to being placed in service.
  
- D. The supervisor will conduct vehicle inspections once each month and document his or her findings on the Vehicle Inspection Report BPD Form #505. New vehicle damage will require an Incident Report. The supervisor will ensure that corrective action has been taken. Supervisor inspections shall include the following:

- a. Cleanliness
  - b. Fluid levels
  - c. Compliance with directives dealing with departmental vehicles
  - d. Prohibited equipment or items
  - e. In car camera function
- E. If, in the opinion of the supervisor, vehicle damage resulted from abuse or neglect caused by an Officer, disciplinary action may result.

#### **IV. PATROL VEHICLE EQUIPMENT**

- A. The following equipment shall be carried in all marked Bowie Police Department patrol vehicles:
1. Spare tire
  2. Lug Wrench
  3. Tire Jack
  4. First Aid Kit
  5. CPR Mask
  6. Fingerprint Kit
  7. Fire Extinguisher
  8. Yellow Police Tape Roll
  9. Flares
- B. It is the responsibility of the Officer operating the vehicle to ensure that the items listed in subsection A of this Section are present in the vehicle prior to its operation.
- C. Employees shall ensure that Departmental vehicles are locked and their contents secured whenever they are left unattended.

#### **V. REPAIRS TO POLICE VEHICLES**

All requests for repairs to police vehicles outside of routine maintenance shall be reported to the on duty supervisor, including submitting a Property Damage Report. The report will be submitted to the on duty supervisor for review and approval. When the approval has been authorized the repairs and arrangements will be made to take the vehicle to the appropriate repair facility for repairs.

#### **VI. FUEL**

This department is the largest consumer of fuel within the City, and we have a responsibility to make every attempt to exercise accountability and responsibility for the resources we consume.

1. "No Idling" Policy -- No matter how short of a stop (other than at a traffic light or when emergency equipment is on), officers should not leave their vehicles running while unattended. This does not apply to K-9 vehicles.

#### **VII. POOL VEHICLES**

- A. Pool Vehicle is any Departmental vehicle not assigned to an individual employee. Operators are held responsible for the cleanliness of both the interior and exterior of vehicles assigned to or signed out by them. If a vehicle is used by more than one employee the responsibility is shared by each.
- B. Employees who use a pool vehicle shall do the following before use on any tour of duty:
  - a. Inspect the exterior for body damage and tire conditions.
  - b. Immediately notify their supervisor of damage.
  - c. Inspect fluid levels.
  - d. Inspect interior for property left by others and return identifiable property to the owner and throw away any trash.
  - e. Turn in unidentifiable property.
  - f. Any property/ evidence items recovered shall be documented.
  - g. A vehicle inspection sheet shall be used to document the inspection.
    - a. Each pool vehicle shall be checked out and back in by a supervisor.
    - b. No pool vehicle shall be taken home without Command Staff approval.
- D. Before returning the vehicle after any tour of duty, the employee shall:
  - a. Ensure the vehicle is fully fueled.
  - b. Fully secure the vehicle.
  - c. Inspect the interior for articles left buy others.
  - d. Remove personally-issued and other personal equipment.

## **VIII. MOTORCYCLES**

### **A. Motorcycle Function**

1. Motorcycles are assigned to the Community Service Section. Due to their mobility, they will be assigned for special details to include: parades, special enforcement details, and as directed by the Supervisor of the Community Service Section.
2. The Police Motorcycle can be a very effective tool in response to violations of the Maryland Transportation Article; however, nighttime traffic enforcement and nighttime traffic stops will not be normal practice.

The Police Motorcycle can be used for assisting and supporting patrol, including but not limited to:

- a. Community policing efforts by providing high visibility patrol and presence in problem areas;
- b. Support unit for additional manpower when in an on-duty status;
- c. Search operations;
- d. Crime scene and perimeter security;
- e. Patrolling city parks;
- f. Patrolling city bike paths
- g. Special Events

## **B. Motorcycle Assignments**

1. The Police Motorcycle is a complicated vehicle that requires specialized training and care in order to be operated safely and efficiently.
2. Certified Officers assigned to Patrol may with supervisor approval deploy the Police Motorcycle during their assigned shift.

## **C. Qualifications and Training**

1. Officers trained are responsible for the use and maintenance of the Police Motorcycles. Operators must possess the following qualifications:
  - a. A valid State of Maryland, Class "M" License;
  - b. Successful completion of a Basic Police Motorcycle Operators Course approved by the Chief or his/her designee.
2. The, Motorcycles will be deployed as the operational need arises.

## **D. Maintenance**

1. Administrative Sergeant will oversee the Maintenance.
3. All repairs and maintenance will be according to the motorcycle manufacturer's recommendations.
5. The individual operator shall be responsible for maintenance of a minor nature (air and tire pressure adjustments) and inspections before operation.
7. The Administrative Sergeant shall retain the inspection logs for the Motorcycles.
8. Police Motorcycles will routinely be stored in the Sally Port located at the Police Station.

## **E. Uniforms and Equipment**

1. All Motorcycle operators will wear the uniform of the day.
2. All Police Motorcycles will display the City of Bowie Police Department emblem.
3. All Motorcycle operators will carry the following equipment in their saddlebags:
  - a. Citations Books (Criminal, Civil, Warning and Equipment Repair Order);
  - b. Reflective Traffic Vest;
  - c. Notepad;
  - d. Flashlight

## **F. Motorcycle Operation**

1. Operators of Departmental Motorcycles will follow the existing rules and regulations regarding the operation of departmental vehicles and will adhere to all guidelines in this General Order.
2. In addition to the uniform of the day, operators will wear the issued ballistic vest, helmet, safety glasses, gloves, and boots at all times when operating the Motorcycle.
3. During inclement weather and hazardous roadway conditions, Motorcycle operations will cease as soon as practical. Motorcycle operations may be resumed once roadway conditions improve. However, if the conditions do not improve, the unit will be returned to the station for storage.
4. All traffic stops will be made in accordance with established procedures and training received during Basic Motorcycle School. Operators must be aware of sudden turns and stops of potential violators. Motorcycle operators will not initiate High Risk and Felony Stops, unless exigent circumstances exist.
5. Police Motorcycles shall not engage in a pursuit pursuant to the Department's, Vehicle Pursuit Policy, unless exigent circumstances exist.

#### **G. Radio Call Signs**

1. Officers operating a Police Motorcycle will utilize their call sign whenever they are operating a Police Motorcycle.

#### **IX. SURVEILLANCE VEHICLES**

- A.** At the Chief's discretion Surveillance Vehicles may be used during any police operation involving covert activity that may contribute to operational success.
  - B.** The vehicles shall not be used for traffic stops, nor should criminal arrest be made via traffic stops with these vehicles.
  - C.** Surveillance Vehicles which include rental cars or City owned vehicles will not be used like a marked patrol vehicle as it is not by definition an emergency vehicle and will not be equipped with lights, siren, etc. This vehicle will not be used for personal business, recreation, or for any purpose that does not serve the legitimate needs of law enforcement or City of Bowie.
  - D.** Surveillance vehicles shall not be taken home.
- D.** Officers operating surveillance vehicles shall ensure that:
- a. Police uniform or equipment in the vehicle are hidden from view.
  - b. Vehicles are not parked in reserved police parking spaces or other spaces used exclusively for Departmental vehicles.
  - c. The vehicle is checked out and inspected prior to use; and any mechanical issues or damage is immediately reported and documented on the department's vehicle inspection form.

## **X. HMMWV**

The City of Bowie Police Department has acquired a military surplus HMMWV through the Defense Logistics Agency (DLA)/ Law Enforcement Support Office (LESO). This General Order is to serve as a policy in the control, usage and deployment of that vehicle.

### **A. Use of the HMMWV**

#### **a. Parades and Static Displays-**

- i. With Command authorization, the HMMWV may be displayed at community events such as National Night Out. With Command authorization, the HMMWV may participate in/ be displayed in parades.

#### **b. Patrol in Extreme Weather**

- i. In extreme snow where standard patrol vehicles are less than effective, the Patrol Division Commander may authorize the use of the HMMWV to transport officers to calls for service and some patrol activities.

- ii. In snow emergencies, the HMMWV may be used to aid Fire and EMS in the discharge of their duties. Those uses may include, but are not limited to:

1. Transport of personnel and equipment to emergencies;
2. Transport of sick or injured individuals to other transport staging areas,

- iii. In the event of a weather related situation where a "State of Emergency" has been declared, a Command Officer may authorize the use of the HMMWV for the purpose of police response, rescue or humanitarian aid during the mitigation of the emergency and recovery period.

#### **c. Scene Lighting**

- i. The HMMWV is equipped with high intensity lights this will allow the vehicle to disperse light for:

1. Crime Scenes;
2. Rescue missions;
3. Natural or manmade disaster recovery;
4. Large scale incidents;

#### **d. Support of Technical Rescue-**

- i. A Command Officer may authorize the use of the unit as part of a rescue or lifesaving mission.

#### **e. Civil Disturbances-**

- i. A Command Officer shall authorize the HMMWV to be deployed as part of a civil disturbance deployment.

- ii. Extreme discretion will be used when considering the use of the HMMWV for incidents involving crowd dispersals, protests and civil disturbances. Even legitimate and necessary deployments in these situations

may result in negative perception and escalate the situation.

iii. In these events, consider staging the HMMWV and other similar vehicles in a nearby staging area, out of view, until needed.

## **B. Prohibited Usage**

- a. Routine Patrol.
- b. Uses with the intent of displaying a show of force, tactical prowess or with intimidation being the goal.

## **C. Training**

- a. All operators must have successfully completed an Emergency Vehicle Operator's Course (EVOC) recognized by the Maryland Police and Correctional Training Commission (MPCTC).
- b. All drivers of the HMMWV must receive training on the unit's usage, operation and *this* policy prior to operating the unit.
- c. The Department's Training Section will maintain a list of those officers that have received the training.

## **D. Vehicle Storage, Control, and Security**

- a. The HMMWV will be stored inside the police lot.
- b. In the event of long-term or multiday deployment to areas other than Bowie, the supervising officer is responsible for ensuring that the HMMWV is stored in a secure facility. Examples of secure facilities are:
  - i. Manned and gated police facilities;
  - ii. Inside fire stations; or
  - iii. National Guard Armories and military bases with facilities for storing similar vehicles.

## **E. After Action Reporting**

- a. The Officer In Charge (OIC) will ensure that an After Action Report (AAR) is completed after every *operational* use of the HMMWV. Copies will be forwarded, through the chain of command to the Chief of Police. Copies will also be forwarded to the CALEA Manager as well as the DLA/ LESO Coordinator. The AAR will contain details describing:
  - i. The type of incident;
  - ii. Duration of the incident;
  - iii. Effectiveness of the vehicle;
  - iv. Activities performed;
  - v. Personnel assigned;
  - vi. Incident Commander;
  - vii. OIC of the HMMWV; and
  - viii. Any other pertinent details.
- b. An AAR is not required for static displays, parades or similar uses.

## **XI. CAMERA VIOLATIONS**

- A. Certain traffic laws may be disregarded pursuant to the provisions of Section 21-106 of the Maryland Vehicle Law when employees are responding priority to an emergency or in pursuit of a violator/suspected violator.
- B. When the Chief's Office receives a red light camera or speed camera citation, they will be forwarded to the employee's supervisor for investigation.
- C. If it is determined that the violation was a result of a failure to obey a traffic control device, the employee shall have the option of paying the fine or contesting the matter in court. The employee's Commander shall impose appropriate disciplinary action.
- D. If it is determined that the violation occurred during proper use of police authority, a memorandum shall be forwarded to the Office of the Chief containing facts that support his/her conclusion, along with a copy of the citation through the chain of command.

**XI. CANCELATIONS**

This General Order cancels and replaces:

- General Order 3/633 Departmental Vehicles
- General Order 3/634 Vehicle Equipment
- General Order 3/638 Pool Vehicle
- General Order 3/639 Vehicle Maintenance