



Garner Police Department Written Directive

Chapter: 400 - Uniforms/Equipment

Directive: 420.02 - Special Purpose Vehicles

Authorized by: Chief Brandon Zuidema

Effective Date: October 1, 2015

CALEA Standards: 41.1.3

Last Revision: April 1, 2015

420.2.1 - Purpose

The purpose of this directive is to establish guidelines for issuing, maintaining, and equipping special purpose vehicles utilized by the Garner Police Department.

420.2.2 - Policy

It is the policy of the Garner Police Department to provide special purpose vehicles for use under certain conditions. Special purpose vehicles are to be used only in the manner described for each vehicle. Authorization to utilize these vehicles is described herein.

420.2.3 - Animal Control Vehicle (41.1.3)

- A. The Animal Control Vehicle is specifically designed to carry seized animals in a humane manner.
- B. The Animal Control Vehicle will be primarily assigned to the Animal Control Officer and the Services Officers and should only be used as needed to perform their respective duties.
 - 1. The Animal Control Officer and Services Officers will receive training on the safe and proper operation of the vehicle during orientation and training prior to being assigned the vehicle.
 - 2. The Animal Control Officer will be responsible for the vehicle's maintenance.
- C. The Animal Control Vehicle will not be used:
 - 1. To enforce traffic laws;
 - 2. As a replacement for a patrol vehicle;
 - 3. To pursue persons or vehicles; or
 - 4. To transport any article or animal not lawfully seized.
- D. Patrol Supervisors will have access to the vehicle and may allow officers to use it when necessary to seize and/or transport an animal. No specialized training is required for a police officer to operate the vehicle.
- E. The Animal Control Vehicle shall be equipped with the following:
 - 1. A two-way police radio;

2. Closed compartments for animal transportation;
3. Food for feeding animals;
4. Catch poles for controlling trapped animals;
5. Nets for trapping birds, bats, etc.;
6. Heavy duty gloves (bite gloves);
7. Small and large portable humane traps; and
8. Leashes and portable kennels.

420.2.4 - Patrol Bicycles (41.1.3)

- A. Police bicycles are intended to provide police officers and services officers with an alternative method of patrolling within the officer's assigned service area and within Town parks and on trails within the Town. Bicycles offer a silent and often quicker approach in a smaller patrol area, provide greater mobility in areas not accessible to motor vehicles, and present officers in a more personal atmosphere to the community.
- B. The Operations Captain will appoint a Department supervisor to serve as the Bicycle Program Coordinator. The coordinator will be responsible for the following:
 1. Ensuring that the Department maintains an appropriate number of bicycle officers;
 2. Ensuring that bicycle officers receive all necessary training;
 3. Ensuring that bicycle officers conduct all necessary internal maintenance on their assigned bicycles;
 4. Ensuring that any necessary external maintenance is approved and conducted; and
 5. Coordinating with the Operations Captain for the deployment of bicycle officers for special events or other events/circumstances where use of police bicycles would be appropriate.
- C. Requirements for assignment as a bicycle officer include the following:
 1. Each officer must receive a recommendation from their immediate supervisor;
 2. The recommendation must be approved by the officer's Division Commander, the Bicycle Program coordinator, and the Operations Captain;
 3. The officer must successfully complete an approved bicycle patrol certification course; and
 4. Each bicycle officer will be assigned to a specific police bicycle; police bicycles may be shared by multiple officers if so assigned by the Bicycle Program Coordinator.
- D. Instructions, conditions and limitations of usage:
 1. Bicycle officers will be provided a vehicle bike rack to allow for transportation of the bicycle as necessary.
 2. Bicycle officers shall consider a number of factors when using the police bicycle, including but not limited to the following:

- a. Weather conditions;
 - b. Time of day;
 - c. Traffic conditions; and
 - d. Volume of calls for service at the time.
3. Police bicycles should not be used for:
- a. Traffic law enforcement;
 - b. Making vehicle stops; or
 - c. Conducting or assisting in motor vehicle pursuits.
- E. Bicycle officers will be assigned their own or, in limited circumstances, a shared police bicycle and will be responsible for:
1. General maintenance (to include cleaning/washing) of the bicycle and all equipment associated with it;
 2. Storage of the bicycle while off-duty; and
 3. Notifying the Bicycle Program Coordinator of any damages or needed repairs. All repairs will be authorized by the Operations Captain and will be conducted by a Department-approved bicycle service technician.
- F. Equipment assigned/issued to bicycle officers:
1. Bicycle officers are assigned to a police bicycle, which is equipped with a light pack and battery re-charger. The bicycle will be marked with "POLICE" on the frame;
 2. Each officer will be issued a helmet. Bicycle officers will wear the helmet at all times when operating the bicycle;
 3. Bicycle officers will be issued uniforms that clearly indicate they are police officers or services officers, but are more suitable for riding a bike than the official Department uniform (see GPD Directive 410.01 – *Uniforms / Equipment for Officers*);
 4. Saddle or carrying bags; and
 5. Water bottle.

420.2.5 - Patrol Motorcycles (41.1.3)

- A. The Police Motorcycle Program will be coordinated through the Support Services Division by a supervisor designated by the Division Commander. The Police Motorcycle Program Coordinator will be responsible for the following:
1. Ensuring that the Department maintains an appropriate number of motorcycle officers;
 2. Ensuring that motorcycle officers receive all necessary training;
 3. Ensuring that Department police motorcycles are serviced in accordance with standards established by the manufacturer and, when appropriate, the Town Automotive Shop; and

4. Coordinating with the Support Services Division Commander for the deployment of motorcycle officers for special events or other events/circumstances where use of police motorcycles would be appropriate.
- B. Responsibilities of motorcycle officers:
1. Each motorcycle officer is responsible for upkeep and maintenance of the motorcycle and/or equipment assigned to him/her.
 2. At the beginning of each shift, the motorcycle officer will conduct an inspection of his/her motorcycle to ensure proper operation. If a problem is discovered that the officer is not authorized to repair, the motorcycle will be taken to the contracted motorcycle repair shop for service before the motorcycle is operated on-duty.
 3. Police motorcycles will be stored in a secured storage building designated by the Police Motorcycle Program Coordinator.
- C. Requirements for assignment as a motorcycle officer include the following:
1. The officer must be assigned to the Patrol Division or Support Services Division and must be recommended by their immediate supervisor for this additional responsibility. The Police Motorcycle Program Coordinator, the officer's Division Commander, the Operations Captain, and the Chief of Police must also approve the recommendation;
 2. Must possess a State of North Carolina driver's license with an active motorcycle endorsement;
 3. Must pass a Department approved police motorcycle training program.
- D. Motorcycle patrol will typically be concentrated in areas of high traffic congestion and in areas with limited or no access for vehicular traffic. Examples of such areas include, but are not limited to, the following:
1. Commercial districts;
 2. Major arterial streets and highways;
 3. The Town of Garner parks system;
 4. Apartment complex parking lots;
 5. Residential neighborhoods; and
 6. Special events, i.e. parades, escorts & celebrations.
- E. Instructions, Conditions, and Limitations of Usage
1. Motorcycle officers will recognize and respond appropriately to the limitations caused by adverse weather conditions. If at any time the motorcycle officer recognizes limitations to patrolling during inclement weather, he/she will resume automobile patrol. Motorcycle patrol is prohibited under the following conditions:
 - a. Snow, sleet, or freezing rain;
 - b. Icy roads;

- c. Heavy rain;
 - d. Severe temperatures (both hot and cold); or
 - e. During the presence of lightning.
2. Police motorcycles will not be used in vehicle pursuits.
 3. Police motorcycles will not be used for transporting anyone other than the assigned operator. When a motorcycle officer makes an arrest, a patrol car will be utilized to transport the arrestee.
- F. Equipment Issued
1. Police motorcycles will be outfitted with emergency lights and siren, police radio, public address system, laptop computer & printer, and radar or other speed measuring instruments.
 2. The following supplies will be kept on the police motorcycle at all times when in use:
 - a. Reflective traffic vest, and
 - b. Road flares.
 3. Motorcycle officers will be issued uniforms that clearly indicate they are police, but are more suitable for riding a motorcycle than the official Department uniform (see GPD Directive 410.01 – *Uniforms / Equipment for Officers*).

420.2.6 – Special Operations Vehicles (41.1.3)

- A. All vehicles utilized in special operations are assigned to the Operations Bureau and are under the control of the Operations Captain. These vehicles include the Crash Truck and the SRT Ambulance.
1. The maintenance and operational readiness of the Crash Truck is the responsibility of the Traffic Safety Unit Supervisor.
 2. The maintenance and operational readiness of the SRT Ambulance is the responsibility of the SRT Team Leader or designee.
- B. All special operations vehicles will be utilized in accordance with the following guidelines:
1. The Crash Truck is primarily for use by the Traffic Safety Unit and other Support Services personnel for the transport of trailers and other equipment assigned to Support Services. It may also be deployed when extra scene lighting would be beneficial.
 2. The SRT Ambulance is primarily for use in Special Response Team (SRT) operations. This includes the transport and delivery of SRT members and equipment. A secondary function of this vehicle is as the CNT operations center.
 3. The Operations Captain will determine which employees are authorized to operate special operations vehicles.
 4. The supervisor requesting the use of the special operations vehicle will ensure it is refueled, cleaned, and returned to its designated area after each use.
 5. Limitations and restrictions on the use of special operations vehicles:
 - a. Smoking is prohibited in the vehicles.

- b. These vehicles shall not engage in vehicle pursuits.
6. Training and Equipment:
- a. No specialized training is required to operate either of the special operations vehicles.
 - b. There is no equipment assigned to the Crash Truck, nor will any equipment be stored in the vehicle except when it is in use.
 - c. All equipment stored on the SRT Ambulance will be secured anytime the vehicle is left unattended. The following items are stored on the SRT Ambulance;
 - 1) Shields,
 - 2) Breaching Equipment,
 - 3) Noise Flash Diversionary Device (NFDD) Storage Vault,
 - 4) Bang (NFDD) Pole,
 - 5) Night Vision and Surveillance Equipment, and
 - 6) Medical and First Aid Equipment.

420.2.7 – Surveillance Vehicle (41.1.3)

- A. The surveillance vehicle is assigned to the Criminal Investigations Division (CID) and is under the control of the Division Commander. The use, maintenance, and operational readiness of the vehicle is the responsibility of an investigator assigned by the CID Commander.
- B. The surveillance vehicle is designed exclusively for stationary covert surveillance operations. This includes the gathering of intelligence and the recording and/or monitoring of criminal activity.
- C. Authorization for use:
 - 1. The CID Commander will determine which employees are authorized to operate the Surveillance Vehicle.
 - 2. The Operations Captain or, in his absence, the Chief of Police must approve the use of the surveillance vehicle outside the town limits of Garner for cases that are not being investigated by our agency.
- D. The Surveillance Vehicle will be utilized in accordance with the following guidelines:
 - 1. In order to prevent discovery of the surveillance vehicle by any counter-surveillance, it should be at the surveillance location at least thirty (30) minutes prior to the anticipated activity and should not leave for thirty (30) minutes after the surveillance is completed.
 - 2. Gas and other supplies shall be purchased from a commercial station (preferably outside the town limits and where the driver is not known). Payment shall be made in cash or with an undercover credit card.
 - 3. After each use, the officer operating the vehicle shall be responsible for the following:
 - a. Refueling the Surveillance Vehicle;
 - b. Cleaning the Surveillance Vehicle and all equipment;

- c. Restocking all supplies used;
 - d. Returning the Surveillance Vehicle to its assigned location;
 - e. Reporting any problems with the Surveillance Vehicle and/or its equipment to the Investigator assigned to maintaining it; and
 - f. Completing the *Surveillance Vehicle Operations Report* (GPD form 420.2-A).
4. At the end of each month, the investigator assigned to maintenance of the Surveillance Vehicle will submit the completed log to the CID Commander.
- E. Limitations and Restrictions:
1. No one shall operate the Surveillance Vehicle without receiving training on how to properly operate the vehicle's equipment.
 2. No tobacco products of any kind will be used in the Surveillance Vehicle.
 3. The Surveillance Vehicle will not be used as a "Jump-Out" vehicle, except in cases of exigent circumstances.
 4. The Surveillance Vehicle shall not be shown or demonstrated to the public.
 5. When working with other agencies, a representative of that agency must remain with the Surveillance Vehicle in order to:
 - a. Identify suspects, locations, and/or vehicles; and
 - b. Take custody of any audio/visual evidence (to maintain a proper chain of custody).
- F. Mandatory training requirements:
1. Any employee approved to operate the Surveillance Vehicle will receive instruction on the proper use of all equipment prior to being assigned it for use.
 2. The CID Commander will designate appropriate personnel to conduct all training.
 3. Both classroom and practical training on the proper use and maintenance of all audio/visual surveillance equipment will be included.
- G. Equipment assigned to the Surveillance Vehicle includes, but is not limited to:
1. Two-way police radio.
 2. Factory-installed surveillance equipment, to include:
 - a. Night vision;
 - b. Video cameras;
 - c. Monitors;
 - d. Audio recording devices; and

e. Scanner (Multi-band).

3. All equipment is factory installed and shall not be removed. Various equipment such as “body-bugs,” portable camcorders, etc. may be temporarily assigned with the vehicle during its operation, but no removable equipment will be assigned for long-term storage in the surveillance vehicle.

H. Security and Storage

1. The Surveillance Vehicle is equipped with an audible alarm. The alarm shall be set whenever the vehicle is not occupied.
 2. If available, the Surveillance Vehicle will be stored in an enclosed protected environment for security as well as protection from extreme heat and cold. The storage facility will not be located at/near any law enforcement agency.
- I. The driver and front seat passenger shall wear seat belts while the vehicle is in motion. It is required all other passengers wear safety restraints where provided.