	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>		Number: O2113
			Page: 1 of 8
			Distribution: All
Title: DEPARTMENT OWNED VEHICLES		Section: Organization	
Issued: 06/14/2011	Effective: 06/22/2011	Revised: 02/26/2026	
Rescinds: All Previous		Amends: 10/17/2024	
CALEA References: LE 41.1.3, 41.3.1, 41.3.2			
KLEAP References: 8.3.1, 8.3.2			
State/Federal Statutes: K.S.A. 8-1720, 8-1738			
Review: Annual		Authority: Chief Buck Buchanan	

Rev. 02262026

## I. Purpose

It is the purpose of this General Order to provide department personnel with guidance on the operation, care, and maintenance of all Andover Police Department owned vehicles; to establish requirements for vehicle equipment and supplies, including procedures for their replenishment; and to provide direction for the use and operation of special-purpose vehicles.

Rev. 02262026

## II. Policy

All members of the department authorized to operate department-owned vehicles are responsible for maintaining them in a state of operational readiness to ensure the efficient delivery of police services. Department vehicles, including personally assigned and special-purpose vehicles, are provided to enhance public safety through increased visibility in the community, to enable rapid response to emergencies, and to support officers in performing their duties effectively.


Rev. 02262026

## 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 crime.
- B. Personally Assigned Vehicle (PAV):** A marked or unmarked police vehicle for use by one officer that, when not in use, is parked at the assigned officer's primary place of residence or at a strategic location for crime prevention purposes where it is readily available for use.
- C. Pool Vehicle:** A marked or unmarked police vehicle for use by Department personnel who are not assigned a PAV that, when not in use, is parked at the police facility where it is readily available for use.

Rev. 02262026

## IV. Regulations

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: DEPARTMENT OWNED VEHICLES	Number: 02113
		Page: 2 of 8
		Section: Administration


- A. Whenever operating a department vehicle, with the exception of the trip car, sworn officers shall carry their badge and identification card, an authorized sidearm, handcuffs, and either wear or have ready access to soft body armor and marked attire that will allow them to be identified and function as a police officer [B].
- B. Non-sworn department members shall not operate marked patrol vehicles for any reason [B].
- C. Department vehicles shall be kept clean at all times and shall be made available for scheduled maintenance and inspections [A].
- D. Members will immediately report all damage to department vehicles [B].
- E. Equipment which is assigned to a vehicle will not be transferred to another vehicle unless authorized by a supervisor [A].
- F. Unless authorized, officers shall not leave firearms or ammunition in a personally assigned vehicle (PAV) when they are off-duty and their vehicles are not in use, unless the firearm is secured in a department approved manner [B].
- G. Personnel utilizing pool vehicles are responsible for maintaining the vehicle in a state of operational readiness, including ensuring the battery remains fully charged and the fuel level remains above a quarter of a tank [B].
- H. When not in use, or unattended, officers assigned PAVs will keep the vehicle locked [B].
- I. 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].
- J. Department members will not operate patrol bicycles without first attending an approved training/certification course [A].

Rev. 02262026

## 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 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 K.S.A. 8-1720, and any other combination of lights (clear, amber) as deemed appropriate by the Chief of Police (LE 41.3.1; KLEAP 8.3.1).

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: DEPARTMENT OWNED VEHICLES	Number: O2113
		Page: 3 of 8
		Section: Administration

4. Each marked police vehicle will be equipped with a siren in accordance with K.S.A. 8-1738 (d) (LE 41.3.1; KLEAP 8.3.1).
5. Individual units may be equipped with additional markings as approved by the Chief of Police (Supervisor, Canine, etc.).

**B. Utilizing Patrol Vehicles for Drone Deployment**


1. A marked patrol vehicle may be designated for use as a drone vehicle. A 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 (LE 41.1.3a).
2. A patrol vehicle being used as a drone vehicle will be minimally equipped to avoid theft of department property. The vehicle will be equipped with standard patrol car markings, and overhead lights. The Mobile Data Computer will be removed from the docking station, and the radio mic will be removed from the patrol vehicle. In addition, all firearms shall be removed from the vehicle and stored in the armory prior to deploying the patrol vehicle as a drone vehicle (LE 41.1.3d).

**C. Canine Police Vehicle**

1. The canine police vehicle will be a specialized patrol vehicle equipped with a cage necessary for the safe and secure transport of the police canine. It will be conspicuously marked the same as a patrol vehicle, with additional markings indicating that it is a K-9 vehicle. It will also be equipped with heat sensors utilized to monitor the interior temperature and alert the handler of dangerous temperatures inside the vehicle to protect the canine from overheating. The canine vehicle will be personally assigned to and maintained by the canine handler.

**D. Marked Patrol Vehicle Supplies**

1. All patrol vehicles will be equipped, at a minimum, with the following equipment (LE 41.3.2; KLEAP 8.3.2):
  - a. AED;
  - b. Bag valve mask;
  - c. Bio-Hazard Kit;
  - d. Building Access Key(s) and Fob(s); and
  - e. Car jack and lug nut wrench;
  - f. Crime scene tape;
  - g. Evidence collection supplies;
  - h. Fingerprint Kit;

	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  <b>Title: DEPARTMENT OWNED VEHICLES</b>	Number: O2113
		Page: 4 of 8
		Section: Administration


- i. Fire extinguisher;
- j. First Aid Kit;
- k. Hoble Strap;
- l. In-car camera system;
- m. Inflated spare tire;
- n. KTAG;
- o. Lockout tool and wedge;
- p. Marking chalk/paint;
- q. MDT Computer;
- r. Measuring device;
- s. Police band radio;
- t. Protective gloves;
- u. Rifle;
- v. Spit Shield;
- w. Tactical Gear;
- x. Tire deflation device;
- y. Traffic cones/triangles three (3);
- z. Traffic Radar;
- aa. Valid Insurance Card, and;
- bb. Window Glass Breaker Tool

**E. 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 (LE 41.3.1; KLEAP 8.3.1).
2. Unmarked police vehicles shall display a standard Kansas license plate rather than a municipal (city) vehicle license plate.
3. Unmarked police vehicles do not require additional training.
4. Unmarked police vehicles may be equipped with the equipment listed previously in D. 1a-bb (LE 41.3.2; KLEAP 8.3.2)

**F. Trip Vehicle**


1. The trip vehicle will be a department-owned vehicle utilized solely for administrative transportation purposes, such as attending training, meetings, or official trips. It will be unequipped for law enforcement operations and will not contain any emergency equipment, radios, or weapons storage. The vehicle will have no police markings or insignia and will display a standard Kansas license plate.

	ANDOVER POLICE DEPARTMENT GENERAL ORDER  Title: DEPARTMENT OWNED VEHICLES	Number: O2113
		Page: 5 of 8
		Section: Administration

2. The trip vehicle must be scheduled and checked out through the Office of the Chief of Police prior to use.
3. Department members utilizing the trip vehicle are responsible for ensuring it remains in a state of operational readiness, including maintaining a fuel level above three-quarters of a tank and verifying that the vehicle is in proper working condition before and after use.
4. When not in use or left unattended, the last department member to utilize the trip vehicle will ensure it is clean, trash is removed, locked, and secured. Any maintenance issues, damage, or concerns identified during use shall be promptly reported to the Vehicle Maintenance Coordinator and the Operations Commander.

#### **G. Personally Assigned Vehicles**

1. Only full-time, sworn, initial non-training status officers are eligible for PAV assignment. Active officers promoted into a training status are exempt from this policy. i.e., Detective, Sergeant, Lieutenant, etc.
  - a. Officers on light duty, leave of absence, leave without pay, or suspension are not eligible for PAV assignment, unless exempt by the Chief of Police.
2. Officers on extended leave (normally for one week or more) shall leave their PAV at the police facility at the end of the shift preceding the start of leave unless an exception has been made by the Chief of Police.
3. Officers whose PAV is out of service for maintenance or repair shall use a pool vehicle during their regularly assigned shifts or other department business, but must return the pool vehicle to the police facility at the end of their shift or upon conclusion of department related business unless the officer is in an on-call status or the Chief of Police has authorized an exception.
4. Assignment of PAVs is at the discretion of the Chief of Police. Priority consideration may be given to the following eligible officers who request a personal vehicle assignment:
  - a. Officers who reside in this jurisdiction, so they can quickly respond to callbacks.
  - b. Officers who, by reason of their assignment, are subject to frequent callback to major crimes or emergencies.
  - c. Officers who require a specific vehicle to perform their required duties.
5. The use of a PAV is restricted to travel related to official use. Off duty use or use for personal business is not permitted. Note: Official Use shall be defined as the use of a city-owned vehicle by an employee(s) in direct support of Official City Business. Official City Business is defined as the pursuit of a goal, obligation,


	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>  Title: DEPARTMENT OWNED VEHICLES	Number: O2113
		Page: 6 of 8
		Section: Administration

function, or duty imposed upon or performed by a city officer or employee required by their employment with the city. Members of the public shall not ride in city vehicles unless on official city business.

6. Travel outside of Butler or Sedgwick County using PAVs is prohibited unless connected with official City business, such as training, case follow-up, or prisoner transportation, and authorized in advance by the Chief of Police.
7. Officers assigned a PAV retain no expectation of privacy in those vehicles. The department retains the right to enter and inspect PAVs at any time without prior notice, with or without cause.

**H. Inspections of Department Vehicles (LE 41.3.2; KLEAP 8.3.2)**

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.
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 Vehicle Maintenance Coordinator. The Vehicle Maintenance Coordinator is ultimately responsible for ensuring all non-assigned vehicles are inspected to include the Trip Car
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

	ANDOVER POLICE DEPARTMENT GENERAL ORDER  Title: DEPARTMENT OWNED VEHICLES	Number: O2113
		Page: 7 of 8
		Section: Administration

replenish supplies or equipment, the reason for the inability should be noted on the form.


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 and store completed forms in their office.

### **I. Patrol Bicycles**

1. Only officers who have successfully completed department-approved patrol bicycle training will be permitted to operate patrol bicycles (41.1.3b).
2. 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 (LE 41.1.3a).
3. The bicycles will be equipped with a storage bag, headlamps, tail lamps, and water bottle holders (LE 41.1.3d).
4. A designated Patrol Bicycle Coordinator will be responsible for the overall management of the patrol bicycle program, including operator training, acquisition/maintenance of equipment, and utilization (LE 41.1.3c).
5. Annually, the Patrol Bicycle Coordinator managing the patrol bicycle program will ensure the bicycles are serviced by a qualified technician.

### **J. 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 (LE 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, and proof of liability insurance (LE 41.1.3d).

	ANDOVER POLICE DEPARTMENT GENERAL ORDER  Title: DEPARTMENT OWNED VEHICLES	Number: O2113
		Page: 8 of 8
		Section: Administration

3. The Vehicle Maintenance Coordinator will be responsible for the overall management of the patrol WSUV, including operator training, acquisition/maintenance of equipment, and utilization (LE 41.1.3c).
4. Only Andover Police Department members and 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 (LE 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 (LE 41.1.3a).
8. When physically moving WSUV Trailer to connect to a motor vehicle, department members will:
  - a. Have at least one other individual assist with moving/connecting the trailer, or;
  - b. If moving the trailer alone, will utilize the department's "Trailer Dolly," which will be located and maintained in the garage.