

	<p style="text-align: center;">BRIDGEPORT POLICE DEPARTMENT</p> <p style="text-align: center;">POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	5.01
		Original Issue Date	Reissue/Effective Date
		5/21/19	8/14/19
<p>Order Title:</p> <p>PATROL - ADMINISTRATION</p>		<p>Accreditation Standard: POSTC: 1.7.8, 1.7.9, 3.4.7a; 3.5.1, 3.5.11, 3.5.12</p>	Section
		<p>Section</p> <p style="text-align: center;">5</p>	
<p>Rescinds: 3.2.13, 3.2.2</p>		<p>Armando J. Perez, Chief of Police</p>	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures that will govern the Bridgeport Police Department's procedures related to the administration of the patrol function.

II. POLICY

It is the policy of the Bridgeport Police Department to provide guidelines for the administration of the patrol function, including provisions for continuous patrol coverage, procedures for shifts assignments, roll call briefings, and the use of special purpose vehicles. The primary functions and responsibilities of the Patrol function include:

- Preventive patrol, including activity oriented toward the detection and prevention of crimes and traffic collisions, the apprehension of criminal offenders, the maintenance of public order, and the discovery of hazards and other factors that threaten the public's safety;
- Proactive patrol, including selective enforcement activities and a community-oriented problem-solving approach to crime and quality of life issues;
- Response to requests for services from members of the public;
- Investigation of crimes, offenses, and other incidents and conditions;
- Traffic direction and control; and
- Development of relationships between citizens and the Department.

III. PROCEDURES

A. Continuous Patrol Coverage

In order to be responsive to the community in the delivery of quality police services, the City of Bridgeport, through the Bridgeport Police Department, provides 24-hour, 7-day-a-week police service to its residents. In addition, mutual aid is available from other local and state law enforcement agencies to insure uninterrupted police service. The Department accomplishes this continuous coverage as follows:

1. **SHIFT:** This term refers to the individual – 8-hour patrol work unit. There are four patrol shifts as follows:
 - 1st Shift (0700-1500)
 - 2nd Shift (1500-2300)
 - 3rd Shift (2300-0700)
 - Set Shift (1900-0300)

2. **MEAL PERIODS**

It is the responsibility of the Shift Supervisor to ensure that officers be given a reasonable opportunity to eat meals. Generally, one officer must be on duty at all times while other officers are on a meal period at a given time, unless modified by the Shift Supervisor depending upon the circumstances such as call load and manpower levels, as long as it does not interfere with the efficient and effective operation of the watch and patrol coverage. The following additional guidelines are established for meal periods:

- a. The meal period shall last no longer than thirty (30) minutes.
- b. The Shift Supervisor shall schedule meal periods for the shift's efficient operation.
- c. In rare or emergency situations, call load, and other demands upon the shift may require that meal officers' meal periods may have to be cut short or canceled entirely.
- d. The congregation of three or more uniformed officers eating together at a commercial establishment in the City limits is not to be routinely permitted. The Shift Supervisor may permit this only for personnel assigned to the FTO process, training, and other special assignments.
- e. Officers who reside within the City limits may eat at their residence subject to the above restrictions.

- f. Sworn personnel shall not be permitted to eat at locations outside the City limits unless approved by their Supervisor. Those exceptions will be limited to duty-related situations such as going out of City for an extended period of time for a prisoner transport/pick-up, investigation that requires the officer's presence outside of the City during the meal periods, court, training, and meetings etc.
- g. Personnel shall not eat at a commercial establishment that by reputation or theme is not consistent with the values and mission of this Department while on duty. Establishments whose primary business is the sale of alcoholic beverages are not approved for meal periods.

B. Patrol Shifts

1. Assignment to Patrol Shifts

Assignments to Patrol shifts are determined by the Seniority provisions of the *Collective Bargaining Agreement*. In choosing duty and shift assignments, individuals are also encouraged to take the following factors into consideration:

- a. The preference of the employee
- b. The officer's specialized training skills and other operational needs
- c. The officer's interest in pursuing higher education
- d. Any personal issues

According to timetables established by the CBA, the Department will solicit the input of all personnel on their work shift preferences for the upcoming period. As a result of this bidding process, the Department shall finalize and post duty and shift assignments for the following period. This tentative work schedule will be issued to all personnel according to guidelines established by the CBA.

2. Frequency of Shift Rotation

Patrol shifts shall be fixed for one (1) year duration; however, such shift bid shall not restrict an employee's bid into another division, or unit, as openings occur. Any employee, who does not bid for a work shift, shall be assigned by the Chief of Police to any shift with vacancies. Employees can bid for shift openings as they occur notwithstanding the one year limitation.

C. Assigning Officers to Service Areas/Beats

Officers will be assigned to posts/neighborhoods by their Shift Supervisor in order to affix accountability for providing law enforcement services within that area. The area assignments for each day will either be entered onto a manual *Roll Call Sheet* and a copy given to the Communications Center.

D. Frequency of Post/Beat Rotation

Normally, assignments shall be determined by a Shift Supervisor.

E. Determining Days Off

1. The Commander of the Patrol Division has overall responsibility for the maintenance of the Department schedule and for ensuring that Department policy, in regards to scheduling and minimum staffing requirements, are met. The Shift Commander has daily responsibility of the Department schedule and for ensuring that Department policy in regards to scheduling and minimum staffing requirements are met.
2. All requests for schedule change forms requesting overtime and/or time off (vacation, holiday, comp., personal leave days, etc. (except sick time, funeral leave or other emergency situations) will be submitted to the employee's immediate supervisor. The form will be signed by both the employee and their supervisor.
3. The Supervisor will approve said requests if there is no apparent conflict with department policy or staffing requirements. The Supervisor will mark the master schedule indicating the request for time off.
4. The completed request for Schedule Change form will then be submitted to the Shift Commander.
5. The Shift Commander will process these forms daily. The Shift Commander will also check the master schedule to ensure that scheduling policy and staffing requirements are met. In those cases where overtime is authorized to grant the request, the overtime slot will be filled and noted on the schedule.
6. If approved, the Shift Commander will confirm the time off change on the master schedule and provide the employee with an approved request. If it is not signed by a Shift Commander, it is not approved.
7. If there is a conflict, the Shift Commander will deny the request and submit it back to the employee. Exceptions to this provision may be granted by the Chief of Police, or his designee based upon legitimate reasons.

F. Patrol Shift Briefings

1. Responsibility and Preparation

Patrol Shift Commanders are responsible for the briefing process. Prior to the end of the duty shift, the on-duty Shift Commander is responsible for the preparation of materials necessary to brief the on-coming Shift Supervisor. A clipboard is maintained for additional information for the briefing process, such as Internal Memos, warrant information, and other miscellaneous information. The out-going Shift Commander shall also verbally brief the on-coming Shift Supervisor or Senior Patrol Officer of important issues.

2. Patrol Briefings

Patrol shift briefings, also known as Roll Call, should accomplish at a minimum, the following basic tasks:

- a. Briefing officers with information regarding daily patrol activity, with particular attention given to:
 - 1) A recap of recent serious crimes, including crimes that appear to be part of a pattern or appear to be related to a trend.
 - 2) Serious traffic violations and accidents where the on-coming shift is expected to monitor traffic flow and patterns.
 - 3) Assignment of follow-up investigations by Supervisors.
 - 4) Recently issued warrants and advisories, BOLOs, and changes in the status of wanted persons, stolen vehicles, and major investigations.
- b. Notifying officers of changes in schedules and assignments, overtime availability, and extra-duty employment.
- c. Notifying officers of new or modified directives and other important information and announcements.
- d. Evaluating officer readiness to assume patrol, and uniform and personal appearance.
- e. Notifying officers of service area/beat assignments and special assignments.
- f. Notifying officers of actual and/or potential police hazards and other

unusual situations.

- g. Briefing officers on information regarding relevant community-based initiatives.
- h. Discussion of training information as needed.

3. Conduct of Roll Call

- a. Briefings will be held promptly at the start of each primary work shift and are to be conducted as quickly as possible with only essential information related to the officers. Under general circumstances, the roll call briefing may last up to 15 minutes.
- b. All on-coming patrol personnel are to be in the briefing room in full duty gear and prepared to receive the briefing promptly by no later than their respective start times. Officers working outside of the regular briefing period can report directly to Headquarters for their briefing and assignments.
- c. Briefings are to be conducted in an orderly and efficient fashion and should not be interrupted by unnecessary phone calls, visitors, civilians, etc. Dispatchers are to take phone messages when appropriate. If priority calls are received during roll call and there is no overlap unit available, the Dispatcher will inform the Shift Commander who will determine if units need to be dispatched from roll call.
- d. Officers will be familiar with notices posted on the bulletin boards, information on the blackboards, and current information on various pass-on books as well as checking their mailboxes as a part of the briefing procedure. During the shift, email, and voice mail should be checked at an available workstation.

4. Officers Going Off-Duty

Officers who are assigned to patrol duties will normally remain on patrol, in service, until 15-20 minutes prior to the end of their tour of duty. Upon returning to the station, they shall:

- a. Ensure their vehicle is operationally ready for the next day, including:
 - 1) Refueling their vehicle if they haven't already done so;
 - 2) Cleaning out the interior of the vehicle of any personal articles, equipment, and sundries; and

- 3) Parking the vehicle in a designated location;
- b. Returning any equipment to its proper location, such as radar units, weapons, etc.
- c. Submitting any reports, statements, forms, etc. to a Shift Supervisor.
- d. Perform any other duties and/or assignments as directed.

Employees going off duty shall remain on their posts, in the vicinity of Roll Call, up to the end of their tour of duty, unless excused earlier by the oncoming Shift Commander if it is determined that all on-coming personnel are present for duty. Out-going employees who need to put gear away in the armory after the start of Roll Call shall do so in a manner that does not disrupt the briefing.

G. Special Purpose Vehicles

1. The Bridgeport Police Department uses various special-purpose vehicles and units including:
 - a. Bicycles;
 - b. Segways;
 - c. Canine (K-9) Officers;
 - d. Boat Patrol;
 - e. Personal Watercrafts;
 - f. Quad ATVs;
 - g. Razor ATVs;
 - h. Prisoner Transport Vehicles;
 - i. Motorcycles; and
 - j. Bearcat.

In addition to any applicable provisions of the *Collective Bargaining Agreement*, the operation of each of these vehicles and/or activities will include, at a minimum, provisions for the following:

- a. A statement of the objectives of their operation or usage;
- b. Instructions, conditions, and limitations of usage;
- c. Authorization for use in various situations;
- d. Qualifications and training for personnel assigned to operate the vehicle, if agency owned;
- e. Designation of the person or position responsible for the condition and maintenance of the vehicle, if agency owned;
- f. A listing of equipment, if any, to be kept in or on the vehicle, if agency owned; and
- g. A listing of persons or positions authorized to operate the vehicle and its

equipment, if agency owned.

H. Bicycle Patrol

1. Objectives of the Use and Operation of Bicycle Patrol:

Bicycle patrol is an extension of the patrol function. Patrol Supervisors may deploy bicycle patrols in addition to vehicle patrols as necessary. It has been determined that bicycle patrols are effective in police patrolling in that they can provide mobility and accessibility not available in automobile patrol. Bicycle patrol objectives include:

- a. Encourage closer community contact and integration into the agency's community-oriented policing philosophy
- b. Utilizing the unit for parking enforcement and other special projects
- c. Provide visibility in parks, shopping centers, downtown shopping district and routine patrol
- d. Provide residential patrol for crime suppression and prevention
- e. Promote safe riding practices for bicycle riders

2. Certified Police Officer Cyclists assigned police bicycles shall:

- a. Assure their issued bicycle is stored and locked with issued cable lock or similar device within the designated storage area when not in use.
- b. Perform daily pre and post ride inspections for repair and maintenance needs, completing a Bicycle Maintenance Report (Bridgeport Form109)(view form: <https://powerdms.com/link/IDS/document/?id=413253>.)
- c. Perform minor maintenance adjustments in accordance with certified training program.
- d. Immediately notify bicycle maintenance officer of any needed or required service repairs or maintenance in the manner designated.
- e. Perform assigned duties in an enhanced manner, maintaining responsibility to respond to calls for service and related duties and functions.
- f. Notify Supervisor for overall operation of police bicycles of any uniform or bicycle-related equipment needs.

3. Officers operating police bicycles shall:

- a. Maintain and utilize issued equipment, including traffic vest, and flashlight.
- b. Abide by traffic regulations and requirements with consideration for required response needs of citizens calls for service, officers request for service or special preventative patrol.
- c. Exhibit safe bicycle riding techniques in a non-emergency or non-

covert operation at all times.

- d. Always wear issued helmet when operating police bicycle, without exception.
- e. While riding at dusk and in darkness utilize sidewalks whenever possible with the exception of the central business district.
- f. For stealth operations, be allowed to suspend high visibility safety precautions, assuring adaption of this limited visibility in their riding technique.
- g. Secure bicycle when not in use, assuring no other individual, including police officers, operate the bicycle.
- h. If operating in uniform capacity, fully adhere to the operational guidelines outline in this procedure for use of a police bicycle.
- i. In operating in a non-uniform capacity, maintain basic bicycle operation safety practices.

4. Bicycle Maintenance Officer:

- a. Holds responsibility for the repair and inspection of police bicycles.
- b. Be the only contact with the designated vendor for the repair and maintenance of police bicycles.
- c. Conduct initial training and refresher training for officers designed to be certified cyclist as instructed by the Bicycle Unit Supervisor.

5. Bicycle Unit Supervisor Shall:

- a. Report to the Chief of Police or designee on the condition and maintenance of policy bicycles.
- b. Coordinate with units requesting use of unmarked bicycles, assuring only certified policy officer cyclist utilize unmarked bicycles.
- c. Maintain system to assure security and accountability of police bicycles as well as officer safety.
- d. Maintain a list of certified bicycle officers and disseminate the list to supervisors.
- e. Obtain necessary supplies for officers assigned to bicycle patrol duty.
- f. Supervise activity of bicycle maintenance officer in regards to activities concerning bicycle maintenance.
- g. Conduct inspections to assure conformance with bicycle operation and issued policies.

6. Instructions, conditions, and limitations of usage:

The combination of mobility with the close citizen contact provided by foot patrol, make bicycle patrols particularly effective in situations where:

- a. The existence of a number of separate locations, each of which could logically be patrolled on foot, but would be too small to justify a foot

- beat.
- b. The need for patrol of parks, trails, or other terrain inaccessible to, or not suited for convention patrol cars.
- c. When operating a bicycle, officers should obey all traffic laws, but they may, in the course of performing police operations, disregard traffic laws if doing so is required to perform their duties.
- d. The seat, saddle and stem of each bicycle are specifically adjusted to fit individuals to prevent knee, hand and wrist injuries.
- e. Bicycles shall not be deployed when conditions pose an undue hazard to the health and/or safety of bicycle officers. Generally, outside temperatures should be above 50 degrees.
- f. Bicycle Patrol Officers should be deployed a two officer teams in high crime areas or when conditions indicate special concert for officer safety.
- g. Bicycles shall never be used to pursue a motor vehicle except in the most exigent circumstances where immediate danger to life is involved and no other options exist.

7. Authorization for use in various situations:

Shift Supervisors, at their discretion, will have the authority to schedule and deploy bicycle patrol in the downtown area, parks, or other areas of the City as the need exists, call load, and available manpower permits. Due to the physical requirements of bicycle patrol, Supervisors should check with bicycle officers in regards to their fitness/ability to patrol on bicycle on any given shift.

8. Qualifications and training:

The following is required for an assignment on a bicycle:

- a. Qualified personnel must pass a screening committee appointed by the Chief of Police, which scrutinizes factors such as, but not limited to, performance, initiative, and experience. They will forward their recommendations to the Chief of Police for final approval.
- b. Successful completion of an IPMBA bicycle training class.
- c. All officers participating on the bicycle patrol will receive updated training when the IPMBA requires additional training for new concepts and/or newly formed or revised safety issues.

9. Responsibility for the condition, maintenance, and/or care:

Personnel assigned a police bicycle are responsible for the general condition and maintenance of their bicycle. The Chief of Police may designate others to oversee and coordinate this function. This includes:

- a. Inspecting the bicycle and its equipment at the **beginning** and **end** of each shift, to include:
 - Skewers – Proper tightness and direction
 - Tire Pressure – Intact sidewalls and inflation at proper pressure for area patrolling. (High pressure for street riding/low pressure for off-road)
 - Brakes – Adjustment, pad alignment and pad wear
 - Seat – Height and tilt angle
 - Bars & Forks – Loose bars or headset, straight alignment
 - Chain – Proper cleaning and lubrication
 - Spokes – Loose or broken
 - Pedals – Free spin and functional toe straps
 - Nuts and Bolts –Tightness
 - **Accessories** – Properly fastened bag, lights and bottles
 - **Drop Test** – Rattling of loose parts
 - **Ride Test** –Brake check and proper gear cycles
- b. Reporting all mechanical defects and required repairs to the Bicycle Unit Supervisor.
- c. The Bicycle Unit Supervisor should be notified prior to a bicycle being taken to the designated bicycle shop for repair. Bike officers will normally perform minor repairs such as fixing flat tires, broken chains, etc.
- d. When not in use, bicycles shall be stored in an area designated for this purpose.
- e. Each spring, Department bicycles shall be tuned up and adjusted by a Department designated bicycle mechanic or a bicycle shop, depending on the nature of the adjustment/repair.

10. Equipment, if any, to be kept in or on the bicycle or required for its operation:

Department issued bicycles may be of varying types, but they will be a consistent color scheme and will be readily identifiable with “POLICE” decals. No reflectors will be removed from the bicycle. Additional reflective tape may be added to the bicycle, but must be approved by the Chief of Police, or designee. Any bicycle use for patrol purposes shall conform to C.G.S. § 14-288. In addition, each bicycle officer and bicycle shall be equipped with at least the following:

- a. Safety equipment, including:
 - **Helmet** – Only helmets that are current national safety

standard certified, may be worn. A certified Bike Instructor will fit individual Bike Unit Officer helmets. Helmets must be worn at all times when operating a bicycle. Helmets will only be used through the life of the manufacturer's warranty and will then be replaced by the Department.

- **Bicycle Gloves** – Only gloves that are designed for use on bicycles may be worn.
- **Eye Protection** – Bike Unit Officers should wear eye protection when operating the bicycle. Suitable lenses are required for both day and night hours.
- **Audible Device:** All bicycles shall be equipped with a suitable audible device to be designated as an emergency vehicle.
Lighting system - All bicycles will be equipped with a lighting system consisting of a front white light and rear flashing light. Bike officers may choose to “blackout” during pro-active night patrols to increase effectiveness. Department issued bicycles will have toe straps and the toe straps will not be removed.
- **Reflective vest** – Bike Officers shall have department issued traffic vest on their person.

b. Equipment Bag, if equipped, will have Velcro tags with the word “Police” attached to both sides of the bag. Required contents include:

- Citation book and other required paperwork
- Tire repair kit/spare tube and other necessary tools

c. A bicycle chain and lock will be used to secure all bicycles. To preclude unnecessary damage, officers will not use handcuffs to secure their bicycles.

d. Other accessories may be added to a bicycle with advance approval by the Bicycle Unit Supervisor.

11. A listing of persons or positions authorized to operate a bicycle and its equipment:

During the 1st quarter of each year, the Bicycle Unit Supervisor will publish an updated list of officers approved for bicycle patrol. As needed, letters of interest will be solicited from Sergeants and Patrol Officers who are interested in becoming certified in the bicycle.

12. The take home policy is designed to allow the Bicycle Patrol Officer to take Department owned bicycles home for personal care and to reduce damage.

a. A Police Bicycle Assignment Report form shall be filled out and kept on file in both Patrol and the Department's Clerk Office.

- b. The bicycle must be stored at the patrol officer's residence.
- c. The bicycle must be stored in an area that is void of excessive moisture and heat.
- d. The bicycle must be secured with a u-lock when not in use.
- e. The bicycle must be serviced at the designated bicycle repair shop.

I. Canine (K-9) Officers(see General Order 3.09)

1. Responsibility for the condition, maintenance, and/or care:

Canine handlers shall be responsible for the cleanliness of their vehicles, care of their equipment, and tending to the overall care of their canine, and to report any problems to the K-9 Supervisor. Each canine shall receive an annual physical from Department approved veterinarians. This will include all required immunizations and heartworm checks.

2. Equipment, if any, to be kept in or on the vehicle:

Canine vehicles will be equipped the same as other marked patrol vehicles. In addition, they shall contain the following equipment:

- a. Water container
- b. Collar, harness, and leashes
- c. Brushes and other grooming items
- d. Any other necessary equipment

3. A listing of persons or positions authorized to operate the vehicle and its equipment:

The operation of canine vehicles and the handling of canine animals are restricted to those officers certified and authorized as canine handlers. As needed, letters of interest will be solicited from Patrol Officers who are interested in becoming certified as a canine handler.

J. Marine Unit

The Bridgeport Police Department utilizes several patrol boats and Personal Water Crafts (PWC) to provide protection on bodies of water within the jurisdiction of the City of Bridgeport. The Marine Unit vessels will be used for special purpose patrol, search and rescue operations, salvage operations, and other duties as specified in G.O. 5.28, Marine Unit.

The Marine Unit will patrol the waterways within the limits of the Region 1 to provide a visible deterrent, to assist the boating public, and to enforce State and Local marine laws. The unit will also assist in drug interdiction when and if necessary. *(See G.O. 5.28, Marine Unit, for guidelines and procedures related to the use of Department vessels)*

K. Prisoner Transport Van

1. The Bridgeport Police Department maintains Prisoner Transport Vans to assist police personnel in prisoner transport activities. The Shift Commander will determine when staffing levels and activity levels result in the determination to staff the Prisoner Transport Vans.
2. When the Prisoner Transport Vans are used for prisoner transport one (1) officers will be assigned to staff the van.
3. Operation of the Prisoner Transport vans does not require any additional qualifications or certifications.
4. Officers assigned to the Prisoner Transport van will be responsible for the welfare of all detainees transported by them and will assure that prisoners are transported in accordance with the guidelines stated in this directive paying particular attention to the security and medical needs of the prisoners.
5. All prisoners will be searched before they enter the van and the van will be searched when the prisoners are removed from the van.
6. Male, female and juvenile prisoners will be isolated from each other at all times during transport.
7. Officers will inspect the vehicle prior to the beginning of the shift to assure all equipment is in working order to include inspection of the first aid kit and a search of all compartments and prisoner areas.
8. An Arrestee Transportation Log (Form PD- 96) will be completed by the Transport Vehicle operator. A separate log will be maintained for each shift or special assignment.
9. A Department arrest card will be completed on scene by the arresting officers. The completed arrest card will be provided to the transport officer. Prisoners will not be transported without a completed arrest card except in emergency situations. Arrest charges must be included on the arrest card prior to transport to the book facility.
10. The Bridgeport Police Department Fleet Manager is responsible for maintenance of the Prisoner Transport vans and officers will complete an

inspection report in conformance with Directive 5.01. Any deficiencies will be immediately reported to the Patrol Supervisor.

L. Emergency Services Unit (ESU) Vehicles

1. The Team Commander will designate a Team member (Vehicle Coordinator) to maintain a list of all vehicles assigned to the Team and operators authorized to operate the vehicles. No vehicle will be added to the vehicle inventory nor will the Department take possession of any vehicles without the written approval of the Chief of Police.
2. Authorization for Use: The ESU Commander, in consultation with the Incident Commander, will authorize the use of various Team vehicles for operations based on best practices for the vehicle based on manufacturer's recommendations and Team training.
3. Circumstances for Use: The ESU Commander will determine the best vehicles to use based on the circumstances at hand at the scene of the incident. Vehicles will also be used during training in order to assure that all team members are oriented to the proper use and limitations of the vehicle. Special circumstances attributable to each vehicle are listed below:
 - a. Bearcat:
 - b. Van; and
 - c. Command Post.
4. Qualifications and Training: The Vehicle Coordinator will maintain an orientation lesson plan for each of the vehicles listed above. The lesson plan will include but is not limited to the following:
 - a. Special vehicle limitations attributable to the specific vehicle;
 - b. The objectives for use of the vehicle;
 - c. Special concerns regarding operation of the vehicle, weight, turn radius, stopping distances, etc.;
 - d. Specific equipment and the use of such equipment maintained on the vehicle;
 - e. Any special licenses required to operate the vehicle.
5. Only those Team members who have received the appropriate training and have been certified by the Vehicle Coordinator to operate the vehicle will operate the vehicle, unless there is an exigency.
6. Special Equipment: The Vehicle Coordinator will maintain a list of all equipment contained on each vehicle and assure the list is maintained with the vehicle. The Vehicle Coordinator will complete a written quarterly inspection of each vehicle to assure the vehicle is maintained and all equipment is

present and operational.

7. Maintenance and Care: The Vehicle Coordinator will conduct a monthly inspection of each vehicle to assure operational readiness. A preventive maintenance program will be followed for each vehicle to assure operational readiness and repairs and maintenance will be conducted by persons who are certified to work on the specific vehicle.

M. School Crossing Guards

1. The Community Services Commander, through the School Resource Officer Unit, is responsible for coordination and management of the School Crossing Guards.
2. School Crossing Guards have the authority and responsibility for providing reasonably safe pedestrian crossing conditions at selected locations throughout the City of Bridgeport.
3. Crossing guards will be selected based on the following criteria:
 - a. All Crossing guards will be hired through the Civil Service regulations, which will include, oral interview, drug screening and passing training relative to Crossing guard duties.
4. Crossing guards will be responsible for wearing the uniform elements and will wear the equipment while on duty:
 - a. reflective vest, and or jacket. Crossing Guard will be notated on the back of the vest and or jacket.
5. The Crossing Guard Supervisor along with the SRO Supervisors will perform an annual review of locations that Crossing Guards are assigned. Collectively, with input of the Principal assigned to the school within the assigned areas they will address any needs for any additional locations.

N. Traffic Safety Materials

The Traffic Division OIC will maintain supplies of traffic safety brochures and pamphlets for public review.