



# PATROL VEHICLE EQUIPMENT

**General Order Number: 19.1**

**Effective Date: December 17, 2024**

## POLICY

Due to the increase in the equipment placed in the police cruisers, it is imperative that all officers, prior to the start of their shift, inspect both the assigned vehicle and equipment. Any damaged or missing equipment shall be reported immediately to their supervisor.

The Department Rules and Regulations, Section G, No. 20 states:

“In the event that departmental property is lost or found bearing evidence of damage which has not been reported, the last person using the property may be charged with failure to report and may be held responsible for damages”.

## PROCEDURES

### 1. EQUIPMENT

- A. Officers assigned a police cruiser for their tour of duty shall inspect the assigned cruiser for any visible damage to both the exterior and interior of the motor vehicle.
- B. The contents of the trunk compartment shall be inspected. Each Patrol Division cruiser shall have a complete first responder kit and a fully charged AED unit with all necessary attachments. All vehicles will be equipped with door stoppers, vehicle glass punch, fire extinguisher, crime scene tape and evidence bags.
- C. The front-line cruisers (541, 542, 543, 544, 545, 547, 549) shall carry in addition to the above, laptop computer, E-Citation printer, a ballistic blanket, ballistic helmet, active threat vest, and shall be equipped with a gun locker. The 542, 545 and the 549 unit shall also carry the 40mm less lethal weapon system.
- D. The 542 and 547 Units shall carry a life ring
- E. The 551 patrol supervisor's vehicle shall carry a Hydro-Ram, Mascal Kit, pepper ball less lethal, breaching kit and crime scene tape. The 552 patrol supervisor's vehicle shall include a Mascal Kit, pepper ball less lethal, breaching kit and crime scene tape.

- F. The 555 Unit and the Animal Control Unit will be equipped with a motor vehicle lockout kit. The 555 unit will also be equipped with a hand-held metal detector.
- G. No Patrol Cars assigned to a sector shall be permitted to be used without a complete medical bag unless authorized by the Commanding Officer – Platoon on Duty.
- H. Any extra equipment that is permanently assigned to that particular vehicle shall also be checked and inspected to be in working order.

**2. REPORTING PROCEDURE:** The following procedures shall be followed for reporting damaged or missing equipment:

- A. At the start of their shift, all officers should complete all sections of the Vehicle Maintenance System screen in Larimore.
- B. Upon discovery of any piece of equipment that is missing or damaged, the officer shall immediately notify their supervisor of the missing or damaged equipment.
- C. Damaged equipment shall be photographed, assigned a case or event number, and a special report shall be submitted to the Chief of Police.
- D. When a cruiser is expected to be out of service for an extended period of time, the first responder kit assigned to the vehicle will be removed and placed in the Patrol Sergeants office. The dispatcher must be informed of the switch and will make a computer record entry of the current location of the first responder kit.

**3. FIRST RESPONDER KIT INSPECTION PROCEDURE**

- A. Each officer assigned a vehicle will inspect the assigned first responder kit at the commencement of each shift. No marked patrol car shall be assigned to a sector without a first responder kit on board.
- B. Each first responder kit has an inventory slip included in each kit that lists the required minimum contents of each kit. This slip should be compared with the contents of the first responder kit to ensure adequate supplies.
- C. If an officer finds that the assigned first responder kit is incomplete, he/she will restock the kit with medical supplies that are available.

**4. SUPERVISOR'S RESPONSIBILITY**

Each supervisor shall make random periodic inspections of the first responder kits in the motor vehicles assigned to their division.

**5. PATROL DIVISION**

Every Sunday, the day north side patrol supervisor will ensure that all patrol vehicles' first responder kits are inventoried, inspected and account for including the booking room kit. A CAD entry will be made documenting the inspection.

**6. TRAFFIC, DETECTIVE, AND COMMUNITY SERVICE DIVISION**

Officers from each division will inventory, inspect and account for the first responder kits assigned to vehicles in their division on a monthly basis. Inspections will be documented in the CAD.

**7. INFECTION CONTROL OFFICER'S RESPONSIBILITY**

The designated infection control officer will maintain a complete inventory of medical supplies. The designated officer will be responsible for first responder kits and defibrillator throughout the station with exception of the first responder kit and defibrillator located in booking.

The contract ambulance can replace some of our medical supplies when possible.