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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 41.3

SUBJECT: VEHICLES AND UNIFORMS

EFFECTIVE DATE: 10/01/09

REVISED DATE: 03/03/25

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REFERENCE ILEAP:   OPR.01.02  
                          OPR.01.04  
                          OPR.01.05  
                          OPR.01.06

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PURPOSE:

The purpose of this policy is to establish guidelines for patrol vehicles and uniforms.

POLICY:

### 41.3.1 PATROL VEHICLES

- A. Marked patrol vehicles shall be readily identifiable as law enforcement agency vehicles.
- B. Marked patrol vehicles will be conspicuously marked with a distinctive paint scheme and identifiers to include:
  - 1. "Champaign Police" will be marked on both sides of the vehicle.
  - 2. The vehicle's unit number will be located on both sides and the rear bumper.
- C. Marked patrol vehicles will be equipped with operational emergency lights and a siren.
- D. Marked patrol vehicles will be equipped with a radio, which allows the operator to maintain constant communication with METCAD.
- E. Except for certain specialized units, unmarked vehicles will not normally be used for patrol operations. However, any unmarked vehicle used for general patrol purposes must be equipped with emergency lights and a siren and allow the operator to maintain constant communication with METCAD.
- F. An unmarked vehicle of the Department shall not be used for emergency response unless it is equipped with emergency lighting and a siren.

### 41.3.2 PATROL VEHICLE EQUIPMENT

- A. In order to enable officers to respond adequately to accidents or other emergencies, every patrol vehicle will be furnished with the following supplies and equipment:
  - 1. A fire extinguisher.
  - 2. Crime scene tape.
  - 3. An emergency medical kit containing a CPR mask, latex gloves, bandages, alcohol wipes, a C3 packet, Vionex towelettes, Sudecon wipes, and a disposable blanket.
- B. Designated supervisors will be responsible for monthly inspections of the vehicles assigned to their respective units and will forward the inspection reports to the designated commander.
- C. At the beginning of their tour of duty, officers and supervisors shall check their vehicle to ensure that its equipment and accessories are functional and that it is adequately supplied.
  - 1. Any damage to the vehicle, damaged or missing equipment, defects, and/or malfunctions shall be immediately reported to a supervisor.
  - 2. Areas of the vehicle designated for prisoner transport shall be checked to ensure that they do not contain discarded weapons or contraband.
  - 3. Any officer who damages a squad or loses or damages any police equipment shall report the matter without delay to his immediate supervisor.

### 41.3.3 OCCUPANT RESTRAINT DEVICES

- A. Department personnel shall wear seat belts while operating City vehicles in accordance with the provisions of 625 ILCS 5/12-603.1.
- B. Any passengers riding in a City vehicle shall be required to wear an occupant restraint device. Small children who require child restraint devices shall be placed in one prior to being transported in accordance with state law. Department personnel are responsible for ensuring compliance with this directive.
- C. Prisoners shall be seat belted whenever possible.

#### **41.3.4 LOCK-OUT DEVICES**

- A. The primary purpose of the factory-installed lock-out device is to operate the emergency lights for extended periods of time when officers cannot remain in the vehicle.
- B. Lock-out devices should not be used merely for convenience.
- C. The section above does not apply to K-9 vehicles when the canine is secured in the vehicle. Other exceptions include recharging dead batteries, when required for the essential operation of in-car video systems or in-car computers, warming vehicles during below-freezing conditions, cooling vehicles during extremely hot conditions, or when extreme weather conditions hinder visibility through squad windows.

#### **41.3.5 UNIFORMS AND PERSONAL APPEARANCE**

- A. Unless otherwise authorized, personnel assigned to patrol duties shall report in uniform and in possession of all required equipment.
- B. See the Uniform Manual for uniform specifications, grooming standards, and authorized personal equipment and apparel not issued by the agency.
- C. Special exceptions to uniform and appearance standards may be granted by the Chief of Police.

#### **41.3.6 PROTECTIVE VESTS**

- A. All sworn personnel of the Department shall be issued protective soft body armor vests.
- B. The protective vest shall be worn at all times while performing the following duty assignments:
  - 1. Sworn uniformed patrol, including those engaged in STEP duties and/or traffic enforcement.
  - 2. Planned warrant executions.
  - 3. Narcotics, drug, and/or gang interdiction.
  - 4. Any time an on-duty officer may become actively engaged in supporting operational activities where the potential for confrontation exists. The Deputy Chief of Operations may grant exceptions.
  - 5. Department-sponsored extra duty details.
- C. Those personnel not required to wear the protective vest shall maintain their vest so that it is available if necessary and may be quickly accessed. This shall include personnel whose duties do not ordinarily involve making arrests or actively enforcing the law.
- D. The employee shall maintain the protective vest in a clean and serviceable condition and may be subject to periodic inspection. Cleaning shall be done in accordance with the manufacturer's specifications.

Any damage to the protective panels shall immediately be reported to a supervisor. A replacement vest shall be issued as soon as possible.

- E. The records for the issuance of protective body armor shall be maintained by the Deputy Chief of Administration or his designee.
- F. Protective vests issued to employees shall be replaced prior to the warranty expiration date on the vest.

#### **41.3.7 PROTECTIVE VESTS FOR HIGH-RISK PREPLANNED OPERATIONS**

- A. Sworn employees involved in high-risk activities, such as the service of a search warrant or the planned arrest of a violent criminal, shall wear protective body armor.
- B. Employees involved in pre-planned high-risk operations are encouraged to carry and have authorized specialized equipment available for use to make such operations safer and more efficient.

#### **41.3.8 MOBILE DATA COMPUTERS (MDCs)**

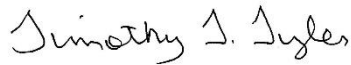
- A. Administration.
  - 1. The Deputy Chief of Administration administers the mobile data information system, and any inquiries or issues involving the system should be directed to the Deputy Chief of Administration.
  - 2. Pursuant to LEADS Regulations and Policies, Less Than Full Access Operator Certification is mandatory for any personnel having limited or restricted use of LEADS. Operators must be initially certified within six (6) months of employment and must re-certify every two (2) years thereafter.
  - 3. All data supplied through LEADS, NCIC, and the Secretary of State's Office is to be used strictly for law enforcement purposes.
  - 4. It is strictly forbidden to obtain any data through LEADS, NCIC, or the Secretary of State's Office for personal reasons.
  - 5. It is strictly forbidden to transmit or encourage the transmission of messages through LEADS or NCIC for reasons of personal, unofficial communication.
  - 6. The dissemination of any information obtained through LEADS, NCIC, or the Secretary of State's Office to any person not legally authorized to possess that information is strictly prohibited.
  - 7. It is strictly forbidden to sell any information obtained through LEADS, NCIC, or the Secretary of State's Office to any individual, group, organization, or corporation.

8. Due to the confidential and regulated nature of the information that may be exchanged using mobile data computers, employees shall be issued unique user identifications and utilize self-assigned passwords. In accordance with IWIN regulations, passwords shall be changed at least monthly.

B. Operation.

1. All marked police vehicles designated for normal patrol operations shall be equipped with a mobile data computer capable of sending and receiving important data such as LEADS and NCIC information.
2. Routine LEADS, NCIC, and Secretary of State's inquiries will be made by MDC whenever possible.
3. Routine car-to-car and car-to-station messages. will be sent by MDC whenever possible.
4. Extended use of the MDC shall occur only when the vehicle is stopped. Exceptions to this include use only. No unauthorized software may be installed on an MDC, nor shall the software settings be altered. All messages sent from car to car shall be professional in nature and are subject to periodic review and audit.

ISSUING AUTHORITY



Timothy T. Tyler  
Police Chief  
Champaign Police Department