



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # OPS-004: SPECIAL PURPOSE VEHICLES & EQUIPMENT
EFFECTIVE: 02/01/18

PURPOSE

The purpose of this General Order is to establish guidelines for the maintenance and operation of Special Purpose Vehicles and Equipment maintained by the Chatham County Police Department (CCPD).

POLICY

Sworn employees of the CCPD may be assigned to a specialized unit or team that utilizes Special Purpose Vehicles and Equipment. With the privilege of being assigned to a specialized unit or team comes the responsibility to operate, maintain, and care for a Special Purpose Vehicle and/or Equipment. CCPD employees shall follow the guidelines set forth in this directive pertaining to Special Purpose Vehicles and Equipment.

DEFINITIONS

SPECIAL PURPOSE VEHICLE – A vehicle used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc. (Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals)

PROCEDURE

I. MOTORCYCLES

- A. The CCPD will maintain a fleet of patrol motorcycles to be used for traffic enforcement and parade purposes
- B. Patrol motorcycles will be deployed in accordance with the orders of the Precinct Commander or the Patrol Division Commander. Deployment will be based on daily patrol requirements, specific crime problems, special events, and other events as needed.
- C. CCPD motorcycles **shall not** be used to pursue any violator who is attempting to elude the Officer.
- D. CCPD motorcycles shall not be driven to an Officer's residence during off duty hours without the permission of their Unit Commander (LT) or Unit Supervisor (SGT).

- E. A CCPD motorcycle is a single passenger vehicle that requires a motorcycle endorsed driver's license to operate. Officers must possess a valid Georgia Driver's license with a motorcycle endorsement and complete both a motorcycle safety and familiarization course conducted by the CCPD Training Unit utilizing an instructor approved by the Driver Training Unit prior to operating a Patrol motorcycle.
- F. Every Officer assigned a motorcycle is responsible to keep the motorcycle in a clean and presentable condition. Officers shall inspect the motorcycle at the start of operation for each shift to ensure it has a proper oil level, fuel, tire pressure, and no loose or missing parts.
- G.

II. SPEED MEASURING AND RADAR TRAILER (SMART)

- A. A SMART vehicle is a small enclosed trailer equipped with a functional, calibrated radar unit that displays the moving speed (miles per hour) of approaching vehicles for the purpose of alerting motorists of their actual speed versus the posted speed limit and for recording statistical data of all approaching vehicles such as the high and low speeds, the average speed, and the times that the data was recorded.
- B. SMART vehicles shall only be utilized to alert motorists of their moving speed (MPH) versus the posted speed limit and to record statistical data concerning the moving speed of approaching vehicles for analytical purposes.
- C. No special qualifications or training are needed for the operation of a SMART vehicle.
- D. The Traffic Unit Enforcement Sergeant will be responsible for ensuring each trailer receives regularly scheduled maintenance in accordance with the manufacturer's recommendations.
 - 1. Officers will ensure each SMART vehicle is operational prior to deployment.
 - 2. The Officer deploying the SMART vehicle will ensure the vehicle's tires are properly inflated and there are no loose or missing parts.
 - 3. Any deficiencies or maintenance issues must be brought to the attention of a Traffic Unit supervisor prior to deployment.
- E. All SMART vehicles will be outfitted with radar, a tuning fork, a properly marked speed limit sign, and an illuminated numerical display.
- F. Officers are authorized to operate a SMART vehicle and its equipment.

III. MOBILE COMMAND CENTERS

It is the policy of the Chatham County Police Department (CCPD) to have the Mobile Command Center (MCC) available for use at any emergency, special operation, special event or other event requiring the use of an on scene ICP.

EMERGENCY RESPONSE: The response of MCC to events of a critical or of an emergency nature, i.e. Special Weapons and Tactics (SWAT) operations, natural disasters, public disturbances, etc.

- A. The CCPD Emergency Management Coordinator (EMC) will be responsible for the operation and ensure scheduled maintenance of the Unit is completed on time.
- B. Maintenance of the vehicle will be performed by the County Maintenance Garage

- C. Maintenance of the communications equipment will be performed by the County Radio shop.
- D. The EMC will be responsible for the training of both driving and the operation of the equipment of the MCC.
- E. A contact list of all trained personnel will be maintained and updated in the 911 Center.
- F. A Weekly Vehicle Checklist will be completed and filed in MCC.
- G. An Inventory List detailing all equipment housed on the MCC will be maintained and an updated inventory will be done quarterly on the calendar year and filed in the MCC.
- H. Non-emergency use and response of the vehicle will be under the authority of the Emergency Management Coordinator
 - 1. Emergency response will be coordinated through the 911 Center.
 - 2. The requesting division or precinct will provide a trained driver for response and be responsible for returning the MCC to 295 Police Memorial Drive in a clean, serviceable condition and full fuel tank.
- I. Setup and Use of MCC - All systems will be operated according to the Mobile Command Center Operational Manual which is kept in the vehicle.
- J. Return of the vehicle- The division using the vehicle will be responsible for returning the vehicle to the Annex and restoring it to a clean and response ready condition including:
 - 1. Empty trash
 - 2. Clean all white boards
 - 3. Refuel the vehicle
 - 4. Complete the vehicle log and checklist

IV. BICYCLES

- A. Precincts and specialized units are authorized to maintain a fleet of bicycles for deployment at special events and for general patrol.
- B. Bicycles shall not be used to pursue vehicles or be used in any situation that would be exceptionally hazardous to the rider.
- C. Safety helmets and eye protection shall be worn by Officers at all times when riding a bicycle.
- D. While riding bicycles, Officers shall obey all traffic rules and Department policies pertaining to the operation of bicycles.
- E. Only Officers who have completed the Department's approved training program on the operation of a bicycle are authorized to ride CCPD bicycles.
- F. Minor maintenance such as tire repair, chain maintenance, nut and bolt maintenance, and other minor day-to-day items will be performed as a part of routine maintenance by

individual Officers to ensure proper performance of their bicycles as needed. Major maintenance operations shall only be performed by an authorized bicycle mechanic and when authorized in advance by the Unit Supervisor.

- G. All CCPD bicycles will be equipped with a visibility light (firefly).

V. PRISONER TRANSPORT VANS (CRUISERS)

- A. Cruisers are marked vans that have been specially designed for the purpose of transporting prisoners.
- B. The CCPD Patrol Division utilizes “Cruisers” on each shift to alleviate the amount of time responding patrol units are out of service on calls.
- C. Any CCPD Officer may operate a cruiser if authorized to do so as part of their duty assignment.
- D. Officers assigned to cruiser duty shall be responsible for the condition and maintenance of the vehicle.
- E. Officers assigned to Cruiser duty shall be responsible for keeping handcuffs and other necessary equipment to appropriately restrain prisoners during transport.

VI. UNDERWATER SEARCH AND RECOVERY TEAM TRUCK

- A. The Underwater Search and Recovery Team truck (36 Foot Cab over) is to be used by CCPD Underwater Search and Recovery Team personnel to transport equipment and supplies to the locations of drowning, underwater evidence recovery, and other water related operations.
- B. Generally, the Underwater Search and Recovery Team truck and trailer will be kept in stand-by status at 295 Police Memorial Dr..
- C. The Underwater Search and Recovery Team truck is authorized for use in Underwater Search and Recovery Team operations and training. The Underwater Search and Recovery Team Unit Commander may authorize the use of the truck in other situations and by other sworn CCPD personnel to fulfill the mission of the CCPD.
- D. Only licensed personnel are allowed to operate the truck
- E. The Underwater Search and Recovery Team Unit Commander is responsible for the condition and maintenance of the truck.
- F. The truck will be supplied with specialized equipment used in underwater search and recovery operations such as SCUBA equipment, compressed air tanks, dry suits, wet suits, stokes basket, flashlights, weights, body bags, generator, air compressor, and other expendable supplies.
- G. The Underwater Search and Recovery Team Unit Commander may authorize the operation of the truck by other sworn CCPD personnel in order to fulfill the mission of the CCPD.

VII. CCPD BOMB SQUAD BOX TRUCK AND CONTAINMENT VESSEL

- A. The CCPD Bomb Squad response truck and containment vessel trailer are to be utilized by the CCPD Bomb Squad to transport technicians and equipment to the scene of

suspected explosive devices. The containment vessel trailer is to be used to transport suspected explosive devices.

- B. The response truck and containment vessel trailer may only be used for EOD related calls and shall be kept in stand-by status when not in use.
 - 1. The containment vessel trailer may be used in other jurisdictions by CCPD Bomb Squad personnel under mutual aid requests.
 - 2. The containment vessel trailer is for the transporting of suspected explosive devices and will not be utilized to counter-charge or dispose of explosive devices.
- C. Use of the truck or trailer must be authorized by the team commander or designee.
- D. Bomb squad members shall receive on-the-job training in the proper use and operation of the response truck and containment vessel trailer and must successfully complete the Department's vehicle operator course given by the Chatham County Drivers Training Unit prior to operating the response truck.
- E. The team supervisor is responsible for care of the vehicle and equipment and will conduct quarterly inspections of the vehicle.
- F. The response truck will be equipped with a bomb suit, explosives, X-ray machine, basic hand tools, disrupter, bomb disposal robot, first aid trauma kit, flashlights, and fire extinguisher.
- G. Only bomb squad members and other personnel as authorized by the team commander are authorized to operate the response truck and containment vessel.

XII. BOMB DISPOSAL ROBOT

- A. The Bomb Squad robot is to be utilized by the CCPD Bomb Squad for the remote access to a potential hazardous device. The robot may also be utilized for Hostage, Barricaded Subject, or other situations where it is deemed safer to keep Officers behind cover or at a distance.
- B. Use of the robot is guided by current industry standards.
- C. CCPD certified bomb squad technicians shall receive on-the-job training in the proper use and operation of the bomb disposal robot.
- D. The bomb squad commander is responsible for care and maintenance of the bomb disposal robot. Any damage or maintenance problems shall be reported to the bomb disposal team commander and division commander.
- E. The bomb disposal robot may only be used by certified bomb disposal technicians on actual calls for service. The bomb disposal robot may be used by a non-certified bomb disposal technician in training exercises, but only under the immediate supervision of a certified bomb disposal technician.

XIII. FORENSIC UNIT MOBILE LAB

- A. The Forensic Unit Mobile Lab is to be used by CCPD Forensic Unit personnel to transport equipment and supplies to the scene of Major Crime Scenes that may result in serious injury or death and other related functions and provide a climate controlled base of operations.
- B. Generally, the lab will be kept in stand-by status at the Chatham County Administrative Annex.
- C. The lab is authorized for use in forensic operations and/or training. A forensic unit supervisor may authorize the use of the lab other situations and by other sworn CCPD personnel to fulfill the mission of the CCPD.
- D. No special qualifications or training are needed to operate the forensics' lab.
- E. The Forensic Unit Sergeant or designee is responsible for the condition and maintenance of the van.
- F. The Forensic Unit lab will be supplied with specialized equipment used in Forensic operations such as, flood lights, and generator.
- G. All sworn personnel assigned to the Forensic Unit are authorized to operate vehicles assigned to the Forensic Unit. The Forensic Unit Sergeant or Forensic Unit Commander may authorize the operation any vehicle by other sworn CCPD personnel in order to fulfill the mission of the CCPD.

XIV. FORENSIC UNIT RESPONSE VEHICLES

- A. The Forensic Unit Response Vehicles are to be used by CCPD Forensic Unit personnel to transport equipment and supplies to crime scenes that may result in the collection of evidence and other related functions.
- B. The vehicles will be assigned to particular officers assigned to the unit at the Chatham County Administrative Annex.
- C. The vehicles are authorized for use in forensic operations and/or training. A Forensic Unit supervisor may authorize the use of the vehicles in other situations and by other sworn CCPD personnel to fulfill the mission of the CCPD.
- D. No special qualifications or training are needed to operate a Forensics' Unit vehicle.
- E. The Forensic Unit officer assigned will be responsible for the condition and maintenance of the vehicle.
- F. The Forensic Unit response will be supplied with specialized equipment used in Forensic operations such as for latent print retrieval, evidence collection, and photographic equipment.

BY ORDER OF:
Original Signature on File

Jeffrey M. Hadley
Chief of Police