



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

3006

UTILITY TERRAIN VEHICLES

Effective Date: **07/23/2013**

Revision Dates:

INTRODUCTION

The purpose of this directive is to establish guidelines, responsibilities and conditions for the operation and care of the Durham Police Department's Polaris 500 4X4 **Utility Terrain Vehicle** and the Kawasaki Mule utility terrain vehicle (UTV). These special-purpose vehicles shall be utilized in accordance with this policy for official use in serving the citizens of Durham in emergency and non-emergency situations in designated geographical areas or pursuant to specific patrol details as designated by the rank of Captain or above.

VEHICLE SIGN OUT PROCEDURE

In order to use the Polaris 500 4X4 **Utility Terrain Vehicle** or the **Kawasaki Mule**, the operating officer will sign-out the keys to the vehicle from the Headquarters Desk Officer. The Desk Officer will maintain the UTV Operator's Log and witness the officer's retrieval and return of keys on the log sheet.

A vehicle inspection must be conducted by the operating officer before operating the any of the UTV's **and submit the Inspection Form to the HQ Desk Officer upon return of the vehicle keys**. While in control of the UTV's, the assigned officer is responsible for the vehicle and any damages resulting from its use. Any damage to the vehicle, or damage to other property caused by the use of the vehicle, will be immediately reported to the Watch Commander. Damage to the UTV's shall be documented on the **Utility Terrain Vehicle** Inspection Log. A traffic accident report will also be completed if damage is sustained during a traffic accident. The Watch Commander will notify Administrative Services Bureau Executive Officer.

MONTHLY VEHICLE INSPECTION

The Administrative Services Bureau Executive Officer or designee will inspect the UTV's once a month for damage and to confirm it is operating properly. Monthly inspections, including any damage or other vehicle problems observed, will be noted on the **Utility Terrain Vehicle** Inspection Log. Any damage or other problems observed during inspection will be reported to the Administrative Services Bureau Executive Officer.

VEHICLE SAFETY

The operator of, as well as any passenger riding in, the UTV's shall wear a safety belt at all times that the vehicle is in operation.

At no time will any officer ride on, or in a manner so that any part of his or her body extends onto, the outside of the UTV's.

VEHICLE OPERATION GUIDELINES & LIMITATIONS

NEVER OPERATE:

- At speeds too fast for your skills or existing conditions.
- After or while using Alcohol or Drugs.
- On hills steeper than 15 degrees.
- With more than one passenger.
- With a passenger under age twelve
- With persons inside the cargo box.
- On hills with excessively slippery or loose surfaces.
- Over the crest of a hill at high speeds.
- Through deep or fast flowing water (do not submerge vehicle).
- On a street with a posted speed limit exceeding 35 MPH, unless traveling on a 45 MPH for the purpose of traveling from a speed zone to an adjacent speed zone where the speed limit is 35 MPH or less.
- Beyond maximum weight capacity which includes weight of operator, passenger, cargo and accessories. 1000 LBS. (455 kg) – cargo weight should never exceed 600 LBS.

ALWAYS:

- Wear your seat belt and ensure that any passenger allowed to ride in the vehicle is wearing his/her seat belt.
- Check that the throttle pedal returns normally before starting the engine.
- Apply brake when starting vehicle.
- Keep hands and feet in vehicle at all times.
- Reduce speed and use extra caution when carrying passengers.
- Avoid sharp turns while applying heavy throttle.
- Operate slowly in reverse - avoid sudden braking.
- Make sure passenger reads and understands all safety labels.
- Watch for branches or other hazards that could enter vehicle.
- Use the cab nets.
- Avoid transmission damage, shift only when vehicle is stationary and at idle.

OPERATION

Polaris 500 4x4:

With the shifter placed in 'High' position, pushing down on the accelerator pedal will move the Polaris 500 4X4 **Utility Terrain Vehicle** in a forward direction with a speed range of 0-44 MPH (70.4 KPH). With the shifter placed in 'Low' position, pushing down on the accelerator pedal will move the vehicle in a forward direction with a speed range of 0-25 MPH. The Polaris Ranger 500 4x4 should be operated in low gear while driving on public trails, parks, greenways and high gear when operating on public streets/roads.

With the key switch on and 'Reverse' selected, pushing down on the accelerator pedal will move the Polaris 500 4X4 **Utility Terrain Vehicle** in reverse. The top speed in the reverse direction should be limited for safety. The Polaris 500 4X4 **Utility Terrain Vehicle** is equipped with a reverse warning device that sounds when the key is on and the vehicle direction switch is in the reverse position.

REDUCE SPEED AND ALLOW GREATER DISTANCE FOR BRAKING WHEN CARRYING CARGO. OVERLOADING OR CARRYING TALL, OFF-CENTER, OR UNSECURED LOADS WILL INCREASE YOUR RISK OF LOSING CONTROL. LOADS SHOULD BE CENTERED AND CARRIED AS

LOW AS POSSIBLE IN BOX. FOR STABILITY ON ROUGH OR HILLY TERRAIN, REDUCE SPEED AND CARGO. BE CAREFUL IF LOAD EXTENDS OVER THE SIDE OF THE BOX.

Each operating officer will ensure that when the vehicle is not in operation or unattended, place shifter in the park position.

Kawasaki Mule:

The Kawasaki Mule is designed and equipped to be a multiuse utility vehicle for off-highway use only. Before starting the engine ensure that the parking brake is applied, the gear shift level is in the Neutral (N) position and the throttle pedal is operating properly.

This vehicle is equipped with three levers: the gear shift, the 2WD-4WD shift, and differential shift lever. The Mule will be operated in “High” position in 2WD on paved services. The differential shift level should always remain in the “Unlocked” position. When operating the Mule to climb steep hills or pulling heavy loads, the UTV should be operated in the “Low” position. Maximum downhill speed in “High” should never exceed 25 mph and in “Low” should never exceed 12 mph.

Each operating officer will ensure that when the vehicle is not in operation or unattended, place shifter in the park position.

UTV Operational Provisions:

Officers operating the UTV’s shall carry an official police identification card and badge.

Only those with a valid driver’s license and who have reviewed the UTV owner’s operational manual will be permitted to operate the special-purpose vehicles.

ADDITIONAL VEHICLE EQUIPMENT

The UTV’s will be equipped with the following:

- Red/Blue light (top front & rear)
- Siren
- P.A. System
- Headlights/Brake lights
- Tail light
- Backing indicator

VEHICLE LOCATIONS

Two Polaris UTVs will be housed at the Parking Garage at 305 West Pettigrew Street, Durham, NC.

One Polaris and the Kawasaki Mule will be housed at District 1 – 921 Holloway Street, Durham NC.

Each UTV will be returned to their proper location upon completion of use/operation. Any change of venue for the storage for the UTV’s must be approved by the Administrative Services Bureau Executive Officer.



Jose L. Lopez, Sr.
Chief of Police