	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120				
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE		ed Date: 05/20/25		
Chief of Police:		Police Vehic	les, 41.3		
Cross Reference: SOP 41.4 In-Car Mobile Record SOP 41.7 Law Enforcement Dat SOP 41.9 City-Wide Camera Sy SOP 71.1 Transportation of Det 510 ILCS 70/1 510 ILCS 83/1	a Systems stem ainees 41.3.2 General Use Police Vehicl 41.3.3 Special Purpose Police Ve 41.3.4 Police Vehicle Inspections 41.3.5 Occupant Restraint Devices 41.3.6 Mobile Data/Information S 41.3.7 Mobile Recording Devices Appendix A: Monthly Police Vehicl Appendix B: Special Purpose Velices	Policy Sections: 41.3.1 Fleet Manager Responsibilities 41.3.2 General Use Police Vehicles 41.3.3 Special Purpose Police Vehicles 41.3.4 Police Vehicle Inspections 41.3.5 Occupant Restraint Devices 41.3.6 Mobile Data/Information Systems 41.3.7 Mobile Recording Devices Appendix A: Monthly Police Vehicle Inspection Form Appendix B: Special Purpose Vehicle Inspection Form Appendix C: Vehicle Maintenance/Equipment Reguest Form			

## PURPOSE

The purpose of this policy is to establish guidelines for department vehicles.

### POLICY STATEMENT

It is the policy of the department to provide employees with vehicles enabling them to efficiently and safely perform their duties.

## PROCEDURES

#### 41.3.1 FLEET MANAGER RESPONSIBILITIES

- A. The fleet manager is a sworn supervisor appointed by command staff as being responsible for the dayto-day management of the department's fleet which includes all vehicles described in this policy.
- B. The assigned sworn supervisor serves as a liaison with the city's Fleet Department to facilitate the repair of all police vehicles which are performed by the city's Fleet Services Department. This also includes monitoring vehicle inspections and assisting with the purchase of new police vehicles. Refer to the job description for additional information.

### 41.3.2 GENERAL USE POLICE VEHICLES

The primary method for providing patrol services will be through the use of marked patrol vehicles. Police officers in special divisions typically utilize unmarked vehicles.

- A. Marked Police Vehicles
  - 1. These vehicles are immediately recognized as a police vehicle through the use of a distinctive paint scheme and identifiers as outlined below.
    - a. "Elgin Police" located on both sides and rear of the vehicle.
    - b. Unit numbers located on both sides, rear, and roof of the vehicle.
    - c. The 9-1-1 emergency telephone number is located on both sides of the vehicle.
  - 2. These vehicles are primarily used by the Patrol Division and police officers assigned to a take home police vehicle.

- 3. These vehicles are equipped with a siren and emergency lights in operational order.
- 4. The operator of the marked police vehicle has the ability to maintain constant communication via the police officer's portable radio system, in-car radio system, in-car mobile data terminals and department issued cellular devices.
- 5. These vehicles are also equipped with an automated license plate reader (ALPR) through the in-car camera system. The device is capable of recording data or taking a photograph of a vehicle or its license plate and comparing the collected data and photographs to existing law enforcement databases for investigative purposes. Refer to Standard Operating Procedure 41.9 City-Wide Camera System for information on usage of these devices.
- B. Marked Subdued Police Vehicle
  - 1. Vehicles that are not immediately recognized; however, the markings are recognizable when viewed at close range and are reflective during nighttime hours. The distinctive identifiers on the vehicle are the same as those displayed on the marked police vehicle.
  - 2. These vehicles are primarily used by the Patrol Division and Traffic Unit for traffic enforcement and general patrol.
  - 3. These vehicles are equipped with a siren and emergency lights in operational order.
  - 4. The operator of the marked subdued police vehicle has the ability to maintain constant communication via the police officer's portable radio system, in-car radio system, in-car mobile data terminals and department issued cellular devices.
  - 5. These vehicles are also equipped with an automated license plate reader (ALPR) through the in-car camera system. The device is capable of recording data or taking a photograph of a vehicle or its license plate and comparing the collected data and photographs to existing law enforcement databases for investigative purposes. Refer to Standard Operating Procedure 41.9 City-Wide Camera System for information on usage of these devices.
- C. Unmarked Police Vehicles
  - 1. Vehicles that are not immediately recognized as a department vehicle.
  - 2. These vehicles are primarily used by police officers and detectives assigned to special divisions.
  - 3. Unmarked vehicles shall not be used for an emergency response unless they are equipped with a portable radio system, siren and emergency lighting; all must be in operational order. Exceptions may be made in emergency situations where use of an unmarked vehicle that does not contain the above equipment serves in the best interests of the community. Police officers shall use their discretion based upon the totality of the circumstances.
  - 4. If an unmarked vehicle is being used for traffic enforcement, the police officer shall use a vehicle that is equipped with an in-car radio system, in-car mobile data terminal, siren, and emergency lighting; all must be in operational order.
  - 5. The operator of the unmarked vehicle has the ability to maintain constant communication via the police officer's portable radio system, in-car radio system, in-car mobile data terminals or department issued cellular devices.
- D. Use of a marked, marked subdued or unmarked police vehicle by a police officer while effecting a traffic stop or pursuit shall be indicated in the police officer's police report.

- E. Community Service Officer Vehicles
  - 1. Used by community service officers during the performance of job duties and are immediately recognized as a department vehicle.
  - 2. These vehicles are not used for an emergency response and shall not be used to transport detainees.
- F. Parking Control Officer Vehicles
  - 1. Used by parking control officers and the parking control supervisor during the performance of job duties.
  - 2. These vehicles are not used for an emergency response and shall not be used to transport detainees.

### 41.3.3 SPECIAL PURPOSE POLICE VEHICLES

Personnel assigned to a special purpose police vehicle must have the required training, appropriate licensing or authorization prior to use and are responsible for ensuring the vehicle is inspected at least monthly and contains the necessary equipment.

- A. Animal Control Vehicle
  - 1. Assigned to animal control officers and community service officers in the performance of animal control-related job functions.
  - 2. During the transport of animals to the department, designated shelter or veterinarian, employees shall take all measures to ensure the animal's safety and health are not compromised and adhere to the applicable guidelines of the Humane Care of Animals Act, Illinois statute 510 ILCS 70.
    - a. The animal control vehicle is equipped with heat and air conditioning to ensure the safe transport of animals who do not fall under the definition of a police dog, as provided below. The state mandate of a heat monitoring devices as addressed in Illinois statute 510 ILCS 83/15 pertain to vehicles transporting police dogs which are defined as a dog owned or used by a law enforcement department or agency in the course of the department or agency's work, including a search and rescue dog, service dog, accelerant detection canine, or other dog that is in use by a county, municipal, or state law enforcement agency.
    - b. While an animal is secured in the animal control vehicle, animal control officers and community service officers shall ensure the vehicle is on at all times and are responsible for monitoring the internal temperature of the vehicle.
  - 3. The vehicle shall be equipped with items that are necessary to safely perform the job functions of an animal control officer, which should include, but is not limited to the following:
    - a. Personal protection equipment and medical items such as bite gloves, Tyvek suits and botties; air respirator masks with replacement filters; animal oxygen masks; first aid kit; box of latex gloves; and AED.
    - b. Standard and long reach pet microchip scanner.
    - c. Control sticks and nets in varying sizes; cat and snake tongs.

- d. Varying types of animal carriers, leashes and muzzles of varying sizes.
- e. Traffic cones and flairs.
- 4. Those authorized to use the animal control vehicle shall undergo an orientation to include familiarization with all safety equipment and other items in the vehicle.
- 5. The vehicle is not equipped to transport detainees and shall not be used for this purpose.
- B. Ballistic Armored Tactical Transport (BATT)
  - 1. Except in emergency situations, only trained members of the Special Weapons & Tactics Team, with the appropriate class license, shall be permitted to operate the vehicle. The vehicle is used to transport members during a special operation; the vehicle may not engage in a vehicle pursuit.
  - 2. Prior to operating the armored vehicle, Special Weapons & Tactics Team members shall undergo an orientation to include a driving evaluation and familiarization with all safety equipment.
  - 3. The SWAT commander shall ensure that regular inspections and maintenance are performed on the vehicle.
  - 4. The vehicle shall contain the equipment necessary to carry out its mission; the equipment is listed below:
    - a. Handgun and rifle rated shield.
    - b. Medical transport litter.
    - c. Breaching equipment.
    - d. AED.
  - 5. The vehicle is not equipped to transport detainees and shall not be used for this purpose.
- C. Community Service Dog Vehicle
  - 1. Assigned to the handler as a permanent take home vehicle to be used for general patrol and community oriented policing activities. The handler is responsible for basic vehicle maintenance and shall report repairs needed to the Emergency Communications Division.
  - 2. The vehicle shall contain the equipment necessary for the performance of job duties.
  - 3. The vehicle shall not be used to transport detainees.
  - 4. Pursuant to Illinois statute 510 ILCS 83/15, the vehicle is equipped with a heat sensor monitoring device which:
    - a. Monitors the internal temperature of the vehicle.
    - b. Provides an audible and visual notification in the vehicle if the interior temperature reaches 85 degrees Fahrenheit which remotely notifies the police officer responsible for the dog.
    - c. Provides a safety mechanism to reduce the interior temperature of the vehicle.

- 5. The equipment stored in this vehicle is limited to an AED, and a dog gate and partition to house and transport the community service dogs.
- 6. Prior to initial use of the vehicle, the handler shall familiarize themselves with vehicle and safety equipment.
- D. Detainee Transport Van
  - 1. The detainee transport van may be utilized to transport:
    - a. Multiple detainees in the event of a mass arrest.
    - b. Detainees who are:
      - 1. Unable to be transported in a marked or unmarked police vehicle due to physical limitations.
      - 2. Experiencing a mental health crisis and use of the transport vehicle is needed to ensure the safety of the detainee and police officers.
      - 3. Suspected of having a serious medical condition that is contagious and presents a health safety risk to the police officer and others, such as during a pandemic. In these situations, police officers shall practice universal precautions and use the appropriate personal protective equipment.
    - c. Detainees who require transport to a courthouse, law enforcement agency or correctional facility.
  - 2. The vehicle shall be equipped with items that are necessary to safety perform the job functions of a police officer, which should include, but is not limited to the following:
    - a. AED, CPR mask, and a first aid kit.
    - b. Emergency lights and exterior spotlight.
    - c. Fire extinguisher.
    - d. Police tape.
    - e. PA system, radio, and siren.
  - 3. Prior to operating the vehicle, police officers shall undergo an orientation to familiarize themselves with all safety equipment, detainee seat belt system and other items that are in the vehicle.
- E. Emergency Services Detail (ESD) Vehicle
  - 1. Except in emergency situations, only trained members of the Emergency Services Detail shall be permitted to operate the vehicle.
  - 2. The primary purpose of the police officer assigned to the Emergency Services Detail is to respond to elevated risk incidents where emotionally distressed persons (EDP) exist or there is a need for more advanced tactical skills and equipment. This vehicle shall not become involved in routine calls for service to ensure availability for EDP incidents unless needed.

- 3. The vehicle shall be equipped with the following specialty equipment, some of which may be described in Standard Operating Procedure 46.2 Special Weapons and Tactics Team:
  - a. AED and mass casualty bag.
  - b. Avatar III Robot.
  - c. Ballistic blanket and shields.
  - d. Chemical fire extinguisher.
  - e. Chemical munitions.
  - f. Cordless drill, reciprocating saw, ram, pry bar and a sledgehammer.
  - g. Dog containment apparatus.
  - h. Door ropes and wedges.
  - i. Handheld thermal camera.
  - j. Less Lethal 40 mm.
  - k. Orgura door opener (hydraulic rescue tool).
  - I. Pole camera and probe camera.
  - m. Soft and metal restraints.
  - n. Mesh hoods.
  - o. Water fire extinguisher.
  - p. Wrap restraint.
  - q. Y bar (six-foot metal bar with an angled end resembling the shape of the letter "Y" which is used to contain and/or redirect the movement of an individual, as appropriate).
- 4. Prior to the use of the vehicle, assigned ESD members shall be provided with an orientation of the vehicle to familiarize themselves with the equipment and its use. ESD members receive training on the use of equipment during scheduled SWAT training and exercises.
- F. Evidence Response Van
  - 1. Used by members of the Evidence Response Team, hereinafter referred to as ERT, when the crime scene entails evidence processing beyond the scope what responding evidence technicians can handle. This vehicle contains equipment necessary to process a large scale or complex crime scene such as, but is not limited to the following:
    - a. Numerous evidence processing items and evidence processing tent.
    - b. Medical kit and a rescue throw bag.
    - c. Fire extinguisher.
  - 2. This vehicle may not be used to transport detainees or to engage in a vehicle pursuit.

- 3. Prior to use of this vehicle, ERT members shall undergo an orientation of the vehicle and associated equipment.
- G. Police Service Dog Unit Vehicles
  - 1. Assigned to a police service dog handler as a permanent take home vehicle to be used for general patrol, special callouts and training activities.
  - 2. These vehicles shall not be utilized to transport a detainee.
  - 3. The handler is responsible for basic vehicle maintenance and shall report repairs needed to the Emergency Communications Division.
  - 4. Pursuant to Illinois statute 510 ILCS 83/15, the vehicle is equipped with a heat sensor monitoring device which:
    - a. Monitors the internal temperature of the vehicle.
    - b. Provides an audible and visual notification in the vehicle if the interior temperature reaches 85 degrees Fahrenheit which remotely notifies the police officer responsible for the dog.
    - c. Provides a safety mechanism to reduce the interior temperature of the vehicle.
  - 5. The equipment stored in this vehicle is limited to an AED and a K9 insert to house and transport the dog.
  - 6. Prior to initial use of the vehicle, the handler shall familiarize themselves with vehicle and safety equipment.
- H. Utility Terrain Vehicles (UTV)
  - 1. UTVs should not be utilized when weather conditions prohibit safe use. These vehicles may be used for special events, specific directed patrols, parades, community events, and other policing functions that may be enhanced by use of alternative transportation methods.
  - 2. Personnel using an UTV shall ensure maintenance issues or repairs are conveyed to the fleet manager.
  - 3. UTVs shall contain a gasoline card, throw rope, and blanket.
  - 4. Prior to utilization of the UTV, employees shall undergo an orientation on use of the UTV.

### 41.3.4 POLICE VEHICLE INSPECTIONS

- A. Monthly Inspections
  - 1. Police vehicles assigned to patrol and specialized divisions shall be inspected once a month.
    - a. The police officer completing the vehicle inspection shall use the Monthly Police Vehicle Inspection Form. Refer to Appendix A to view the form and items that are required to be in the police vehicles. Inspections for the Patrol Division are conducted by the senior patrol officers assigned to each shift. Special division supervisors shall designate a police officer responsible for inspecting vehicles assigned to their areas. <u>View the Monthly Vehicle Inspection Form</u>

- b. Completed Monthly Police Vehicle Inspection Forms shall be electronically submitted to the fleet manager. The fleet manager ensures submitted forms are electronically saved within a secured folder, accessible to supervisors within the city's shared computer system, for a minimum of two years as specified in the department's records retention schedule.
- 2. Special purpose vehicles undergo a separate monthly inspection by individuals who are assigned to these vehicles or as assigned by the supervisor responsible for these functions.
  - a. The assigned individuals shall utilize the Special Purpose Vehicle Inspection Form to complete this task; refer to Appendix B to view this form. Completed forms shall be electronically submitted to employee's supervisor and the fleet manager. <u>View</u> the Special Purpose Vehicle Inspection Form
  - b. The fleet manager ensures submitted forms are electronically saved within a secured folder, accessible to supervisors within the city's shared computer system, for a minimum of two years as specified in the department's records retention schedule.

## B. Daily Inspections

- Prior to driving a police vehicle, employees assigned to the Patrol Division shall conduct a daily inspection of the vehicle, to include ensuring that emergency equipment is accounted for. Their inspection shall be documented through use of the Vehicle Maintenance/Equipment Request form which is accessible via the department's intranet site. Access the Vehicle Maintenance/Equipment Request Form Note that this inspection is separate from the Monthly Police Vehicle Inspection Form process. Refer to Appendix C to view this form.
- 2. Depending upon the items selected by the employee, completed forms may be electronically submitted to the public safety systems specialists, the city's Fleet Department, emergency medical dispatch coordinator or the fleet manager. The employee/city department receiving the form conducts a review of the information to determine what action on their part is required.
- 3. The vehicle shall also be inspected by the employee for contraband and items that may pose a danger to any citizen or others. When items of this nature are located, employees shall notify their supervisor, prepare a police report and submit the items into the Property Evidence Room.
- 4. These inspections are saved to the Civic Plus web-based system and accessible by the public safety systems specialists

## 41.3.5 OCCUPANT RESTRAINT DEVICES

- A. Seat belts shall be worn by employees operating any borrowed, leased, rented, city owned, or personal vehicle used for a departmental function, including but not limited to court, training, etc.
  - 1. All passengers riding in a police vehicle are required to be secured with a seat belt.
  - 2. When a child requires transport in a police vehicle and is legally required to be secured in a car seat, a request will be made for an assisting police officer to respond to the scene with a car seat, which is available at the department.
  - 3. Refer to Standard Operating Procedure 71.1 Transportation of Detainees for protocol on the use of seat belts for detainees.

B. Supervisory employees of the department, as part of their duties, shall regularly inspect their personnel to ensure that they are adhering to wearing occupant restraint devices.

## 41.3.6 MOBILE DATA/INFORMATION SYSTEMS

Refer to Standard Operating Procedure 41.7, Law Enforcement Data Systems.

# 41.3.7 MOBILE RECORDING DEVICES

Refer to Standard Operating Procedure 41.4, In-car Mobile Recording.

## APPENDIX A: MONTHLY POLICE VEHICLE INSPECTION FORM

With the second secon			
Inspection Date*			
Inspection Conducted By*			
Badge Number*			
Inspection Month*			
Police Vehicle Area of Assignment*			
Police Vehicle #*			
Mileage*			
Condition of the Police Vehicle			
Excellent: Appears brand new, seems to be in perfect mechanical condition; lacks rust; requires no repairs; no internal flaws.			
Good: No major flaws; no body damage; interior & exterior has few dings/scratches; no to very little rust; no sign of significant mechanical issues; issues are easily repairable; tires do not have much wear.			
<u>Fair:</u> Rust is visible but is in repairable condition; possesses some defects in the engine or other mechanical systems; imperfections or defects are serviceable or repairable.			
Police Vehicle was found to be in the following condition*			
○ Excellent ○ Good ○ Fair			

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Equipment
 Command and patrol vehicles are required to contain all the listed equipment. Vehicles assigned to the investigations area may not be assigned some of
 the equipment. The use of N/A designates that the equipment is not assigned to the vehicle or when the patrol vehicle is not assigned a ballistic shield.
AED*
□ Yes □ No □ N/A
Ballistic Shield*
🗆 Yes 🗌 No 🗌 N/A
Blanket*
□ Yes □ No □ N/A
CPR Mask*
□ Yes □ No □ N/A
Emergency Lights*
□ Yes □ No □ N/A
Evidence Bags*
□ Yes □ No □ N/A
Exterior Spotlight*
□ Yes □ No □ N/A
First Aid Kit*
□ Yes □ No □ N/A
Fire Extinguisher*
□ Yes □ No □ N/A
Flares*
□ Yes □ No □ N/A
Gas Card*
□ Yes □ No □ N/A
I-Pass*
□ Yes □ No □ N/A
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PPE*
□ Yes □ No □ N/A
Police Tape*
□ Yes □ No □ N/A
Printer Paper*
PA System*
Radio* Yes No N/A
Siren*
□ Yes □ No □ N/A
Snow Brush <sup>*</sup>
□ Yes □ No □ N/A
Throw Bag*
□ Yes □ No □ N/A
Traffic Cones*
Yes No N/A
Traffic Envelopes*
□ Yes □ No □ N/A
Submitting Officer's Signature
Officer's Signature*
Sign
Officer's Badge # <sup>*</sup>
Email Address for Dayshift Patrol Lieutenant assigned to the Fleet
dave.zierk@elginil.gov

# APPENDIX B: SPECIAL PURPOSE VEHICLE INSPECTION FORM

Pursu	ecial Purpose Vehicle Inspection Form ant to Standard Operating Procedure 41.3 Police Vehicles, individuals assigned to a special se vehicles are responsible for completing a monthly inspection and shall submit a copy of spection to their supervisor with a copy to the fleet manager.
Date of Inspection*	
Inspection Month*	~
Conducted By*	
Badge #*	
Type of Vehicle*	~
Vehicle #*	
Were any items found to be missing*	~
Email for submitting employee's	
supervisor*	
Email for the fleet manager*	
Submitting employee's	Sign
signature*	
Submit	

# APPENDIX C: VEHICLE MAINTENANCE/EQUIPMENT REQUEST FORM

Squad Inspection	Form		
Date*	Officer*	Badge Number*	
Squad #*	Mileage*		
Field Equipment R	eplenishment (cones, flares, etc.)		
No			
O Yes			
Only notate if you ne	eed assistance replenishing.		
Body Damage (not	t previously reported by you)		Photo (optional)
No			Browse
O Yes			
Mechanical Issue	(garage repairs needed)		
No			
() Yes			
® No O Yes			
AED Issue (missin	g or service needed)		
No			
O Yes			
AED Issue Descrip	tion		
protected by reCAP Privacy - Terms	ртсна		
🗹 Receive an email	copy of this form.		
Email address			
This field is not part o	of the form submission.		
Submit Submit and Pr	rint		