
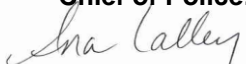
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE	Revised Date: 10/23/23
Chief of Police: 	Police Vehicles, 41.3	
Cross Reference: SOP 41.4 In-Car Mobile Recording SOP 41.7 Law Enforcement Data Systems SOP 71.1 Transportation of Detainees 510 ILCS 70/1 510 ILCS 83/1		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 Vehicle Inspections 41.3.5 Occupant Restraint Devices 41.3.6 Mobile Data/Information Systems 41.3.7 Mobile Recording Devices Appendix A: Monthly Vehicle Inspection Form Appendix B: Vehicle Maintenance Request Form

PURPOSE

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

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide employees with vehicles enabling them to efficiently and safely perform their duties. The primary method for providing patrol services will be through the use of marked patrol vehicles. Officers in special divisions typically utilize unmarked vehicles.

PROCEDURES

41.3.1 FLEET MANAGER RESPONSIBILITIES

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

41.3.2 GENERAL USE POLICE VEHICLES

- A. Marked Police Vehicles
 1. These vehicles are immediately recognized as a police vehicle through 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 located on both sides of the vehicle.
 2. These vehicles are primarily used by the Patrol Division and 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 officer's portable radio system, in-car radio system, in-car mobile data terminals and department issued cellular 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 officer's portable radio system, in-car radio system, in-car mobile data terminals and department issued cellular devices.

C. Unmarked Police Vehicles

1. Vehicles that are not immediately recognized as an Elgin Police Department vehicle.
2. These vehicles are primarily used by officers and detectives assigned to special divisions.
3. Unmarked vehicles shall not be used for an emergency response unless it is 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. Officers shall use their discretion based upon the totality of the circumstances.
4. If an unmarked vehicle is being used for traffic enforcement, the 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 officer's portable radio system, in-car radio system, in-car mobile data terminals or department issued cellular devices.

- C. 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 officer's police report.

D. Community Service Officer Vehicles

1. Used by community service officers during the performance of job duties and are immediately recognized as an Elgin Police Department vehicle.
2. These vehicles are not used for an emergency response and shall not be used to transport detainees.

E. 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, 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 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 in 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. 40mm less lethal weapon in the rear compartment.
 - b. Handgun and rifle rated shield.
 - c. Medical hanging orange bag.
 - d. Medical transport litter in rear compartment.
 - e. Breaching equipment in rear compartment.
 - f. 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 primary 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 needed repairs 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 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 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 crate to house and transport the dog.
6. Prior to initial use of the vehicle, the handler shall familiarize themselves with vehicle and safety equipment.

D. Detainee Transport Van

1. The 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 officers.
 3. Suspected of having a serious medical condition that is contagious and presents a health safety risk to the officer and others, such as during a pandemic. In these situations, 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 safely perform the job functions of a police officer, which should include, but is not limited to the following:
 - a. AED, personal protective equipment, CPR mask, and a first aid kit.
 - b. Emergency lights and exterior spot light.
 - c. Fire extinguisher.
 - d. Police tape.
 - e. PA system, radio, and siren.
3. Prior to operating the vehicle, 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. 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 the responding evidence technician can handle. This vehicle contains the 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.
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.

F. 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 call outs and training activities.
2. These vehicles shall not be utilized to transport a detainee.
3. The vehicle will be maintained by the city of Elgin's Fleet Services, in accordance with regular vehicle service. The handler is responsible for basic vehicle maintenance and shall report needed repairs to the Emergency Communications Division.
4. Pursuant to 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 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 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.

G. Utility Terrain Vehicles (UTV)

1. UTVs should not be utilized when weather conditions prohibit safe use. These vehicles may be used for special events, downtown patrol, 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 VEHICLE INSPECTIONS

- A. Vehicles assigned to patrol and specialized divisions shall be inspected once a month.
- B. The officer completing the vehicle inspection shall use the monthly vehicle inspection form. Refer to Appendix A to view the form and items that are required to be in the vehicles.
 1. Inspections for the Patrol Division are conducted by the senior patrol officers assigned to each shift.
 2. Special division supervisors shall designate an officer responsible for inspecting vehicles assigned to their areas.
- C. Completed monthly vehicle inspection forms shall be submitted to the fleet supervisor using the electronic submit button located on the form. The fleet manager ensures submitted forms are electronically saved for a minimum of five years or more.

- D. The animal control vehicle, BATT, police service dog vehicles, police community service dog vehicle and UTV undergo a separate inspection by individuals assigned to the vehicle on a long-term basis. The individuals responsible for these vehicles shall submit documented confirmation of the inspections to their supervisor with a copy to the fleet manager.
- E. Prior to driving a department vehicle, employees shall conduct a cursory inspection of the vehicle, to include emergency equipment.
 - 1. When the below circumstances are observed, the vehicle maintenance request form shall be completed by the employee. This form is located on the department's intranet site and is separate from the monthly vehicle inspection form process. Refer to Appendix B to view this form.
 - a. Field equipment replenishment.
 - b. Damage to the vehicle.
 - c. Mechanical issue.
 - d. Technical issue.
 - e. AED Issue.
 - 2. Completed forms are electronically submitted to the public safety systems specialists, the city's Fleet Department, emergency medical dispatch coordinator and the fleet manager. The appropriate employee/city department reviews the forms to determine whether any action on their part is required.
 - 3. The vehicle shall also be inspected 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 evidence.

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 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 VEHICLE INSPECTION FORM



ELGIN POLICE DEPARTMENT Monthly Vehicle Inspection Form



Pursuant to Standard Operating Procedure 41.3 Police Vehicles, vehicles assigned to patrol and special divisions shall be inspected once a month. A completed copy of this form shall be forward to the supervisor assigned to the fleet using the electronic submit button at the bottom of this form.

Inspection Date: _____ Conducted By: _____ Badge #: _____

Squad #: _____ Mileage: _____

Condition of the 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 have few dings/scratches; no to very little rust; no sign of significant mechanical issues; issues are easily repairable; tires do not have much wear.

Fair: 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.

☐ Excellent ☐ Good ☐ Fair

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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	First-aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Radio	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Ballistic Shield	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Flares	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Siren	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Blanket	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Gas Card	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Snow brush	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
CPR Mask	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	I-Pass	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Throw bag	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Emergency Lights	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	PPE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Traffic cones	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Evidence Bags	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Police tape	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Traffic envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Exterior spot light	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Printer paper	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Fire Extinguisher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	PA system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Command vehicles are equipped with the following additional items:

Ballistic helmets	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pry bar	<input type="checkbox"/> Yes <input type="checkbox"/> No	Operation planning board	<input type="checkbox"/> Yes <input type="checkbox"/> No
Barricade tape	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sledge hammer	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ladder	<input type="checkbox"/> Yes <input type="checkbox"/> No				

If items were found to be missing or damaged, explain what was done to rectify the issue.

Submit to the fleet supervisor

APPENDIX B: VEHICLE MAINTENANCE REQUEST FORM

Squad Inspection Form

[Sign In to Save Progress](#)

Squad Inspection Form

Date*

Officer*

Badge Number*

Squad #*

Mileage*

Field Equipment Replenishment (cones, flares, etc.)

☒ No

☐ Yes

Only notate if you need assistance replenishing.

Body Damage (not previously reported by you)

☒ No

☐ Yes

Photo (optional)

Mechanical Issue (garage repairs needed)

☒ No

☐ Yes

Technical Services Issue (emergency lights, computer, video, radio)

☒ No

☐ Yes

AED Issue (missing or service needed)

☒ No

☐ Yes

AED Issue Description

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☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

* indicates a required field