



<b>WRITTEN DIRECTIVE</b>	No. PD22(2)-2001	Page: 1 of 6
Subject:  <b>DEPARTMENT VEHICLES</b>	Effective Date:	10-18-22
	Supersedes/ Amends:	PD22-2001
	Reference:	41.3.2, 71.1.2, 83.2.4 see also PD-2003



## I. Purpose

The purpose of this directive is to establish guidelines for the maintenance and equipping of Lynchburg Police Department vehicles.

## II. Policy

It shall be the policy of the Lynchburg Police Department (LPD) for department vehicles to be maintained, equipped and supplied as necessary for the handling of both emergency and non-emergency functions.

## III. Procedure

### A. RESPONSIBILITIES

41.3.2

1. Each Deputy Chief will be responsible for ensuring that vehicles assigned to his/her bureau are:
  - a. In proper operating condition;
  - b. Clean (inside and outside);
  - c. Inspected on a regular basis;
    - 1) Patrol cars are to have a documented weekly inspection; and
    - 2) Staff cars are to be inspected monthly with the inspection form being submitted to the LPD Fleet Manager by the 25<sup>th</sup> of the month.
  - d. Equipped as appropriate.
2. Supervisory staff will:
  - a. Verify any reported vehicle problems or discrepancies; and
  - b. Ensure that supervisory vehicles meet the criteria outlined in section III, A, 3.

70.1.2

3. Each employee will check their assigned vehicle prior to operation to:
  - a. Ensure the vehicle is in proper operating condition;

- b. Ensure the vehicle is properly equipped and supplied;
  - c. Ensure the interior of the vehicle is clean and free of contraband or debris;
  - d. Inspect for any damage to the vehicle; and
  - e. Report any problems or discrepancies to his/her immediate supervisor.
4. The LPD Fleet Manager will be responsible for:
- a. Ensuring that all new vehicles placed in service are properly equipped and supplied;
  - b. Maintaining vehicle inventory; and
  - c. Coordinating vehicle repairs, maintenance, and warranty services.

**B. FIELD OPERATIONS VEHICLE EQUIPMENT**

1. All Field Operations Bureau patrol vehicles shall be equipped with the following at a minimum:
- a. Police radio;
  - b. Emergency lights;
  - c. Siren/PA system;
  - d. Alcosensor;
  - e. Vehicle jack;
  - f. Fire extinguisher;
  - g. First aid kit;
  - h. Door unlocking device;
  - i. Emergency flares;
  - j. Metal detector;
  - k. Emergency blanket;
  - l. Waistbelt and leg shackles;

- m. Marking chalk;
  - n. Latex gloves and disinfectant;
  - o. Heavy vest;
  - p. Contaminated materials kit; and
  - q. *Emergency Response Guide Book* (hazardous material information).
2. The Vehicle Inspection Form contains a full list of required equipment for patrol vehicles.
3. The Field Operations Bureau patrol wagon will be equipped with the following at a minimum:
- a. Police radio;
  - b. Emergency lights;
  - c. Siren / PA system;
  - d. Leg shackles;
  - e. Fire extinguisher;
  - f. First aid kit;
  - g. Emergency flares;
  - h. Metal detector;
  - i. Contaminated materials kit; and
  - j. *Emergency Response Guide Book* (hazardous material information).
4. All patrol supervisor vehicles will be equipped with the following at a minimum:
- a. All items listed in III,B,1;
  - b. Battery jumper cables;
  - c. Binoculars;
  - d. Field evidence kit, to contain the following:

**83.2.4 B**

- 1) Fingerprint kit;
  - 2) Evidence collection kit;
  - 3) Field drug tests;
  - 4) Miscellaneous items as needed; and
  - 5) 25 foot and 100 foot measuring tapes.
- e. Tire deflating devices. (Captains excluded)
5. The Bureau Captain's vehicles will be equipped with at a minimum all equipment assigned to "staff vehicles" as described in III-D of this directive.
  6. Animal Control vehicles maintained by the Administrative Support Division will be equipped with the following as minimum:
    - a. Compartmented animal transport cage;
    - b. Police radio;
    - c. Animal capture devices including but not limited to the following:
      - 1) Catch poles;
      - 2) Animal nets;
      - 3) Snake and cat tongs;
      - 4) Heavy gloves;
      - 5) Snake bag; and
      - 6) Bat containers.
    - d. Miscellaneous equipment including but not limited to the following:
      - 1) Flares;
      - 2) Fire extinguisher;
      - 3) Bolt cutters;
      - 4) First aid kit;

- 5) TyveK suit;
  - 6) Infrared thermometer;
  - 7) Traffic vest;
  - 8) Respirator; and
  - 9) Shovel.
8. The Incident Response Vehicle (IRV) will be minimally equipped with:
- a. SCBA System;
  - b. Explosive Gas Detection System; and
  - c. RAD Detection System.

C. INVESTIGATIONS AND ADMINISTRATION BUREAU VEHICLE EQUIPMENT

1. Vehicles assigned to the Investigations and Administration Bureaus will be equipped with the following at a minimum:
  - a. Police radio;
  - b. Emergency lights;
  - c. Siren / PA system;
  - d. Spare tire;
  - e. Vehicle jack;
  - f. Fire extinguisher;
  - g. First aid kit;
  - h. Emergency flares; and
  - i. *Emergency Response Guide Book* (hazardous material information).
2. The Forensics Unit vehicle (or, in the case of the Forensics Unit vehicle being disabled, a substitute vehicle) will be equipped with those items necessary for:
  - a. Recovery of latent fingerprints;

83.2.4 A

83.2.4 B

83.2.4 C

b. Photography;

83.2.4 D

c. Sketch of the crime scene; and

d. Collection and preservation of physical evidence.

3. Vehicles assigned to the Intel/Vice Unit will be equipped with the following at a minimum:

a. Spare tire; and

b. Vehicle jack.

D. STAFF VEHICLE EQUIPMENT

1. Staff vehicles will be equipped with the following at a minimum:

a. Police radio (if not equipped with a radio, the operator of the vehicle is required to have a functional portable radio in the vehicle);

b. Spare tire;

c. Vehicle jack;

d. Fire extinguisher; and

e. Emergency flares.

2. Other vehicles not mentioned elsewhere in this directive will be considered staff vehicles for the purposes of this directive.

3. It is not necessary that staff vehicles be clearly marked as police vehicles.

*Original Signed*

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Ryan M. Zuidema  
Chief of Police

October 18, 2022

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Date