GENERAL ORDER

G.O. 5-417

SUBJECT: SPECIAL PURPOSE VEHICLES

DATE EFFECTIVE: 10/11/02
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INDEX: BICYCLE PATROL , MOBILE INVESTIGATIVE UNIT, RANGE VEHICLE

I. PURPOSE AND RESPONSIBILITY:

1. Purpose: To set the policy and establish the procedures for the operation of specialized vehicles at the Monroe Police Department.

2. Responsibility:

    1. It will be the responsibility of the PD Commander to command the overall operation of the Special Purpose Vehicles, including the review of policy and procedures and to cause changes when necessary.

    2. It will be the responsibility of the PD Commander to supervise the day to day operation of the Special Purpose Vehicles.

    3. It will be the responsibility of personnel assigned to the specific Special Purpose Vehicles to maintain the operational condition of the vehicle and all equipment assigned to them.

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II. DISCUSSION:

1. This general order deals with the operation of this Department's Special Purpose Vehicles and related duties of their operation. Special Purpose Vehicles have been established as part of this Department's continued expansion into community policing efforts and improved law enforcement activities.

III. DEFINITIONS:

1. PD Bicycle Patrol Unit Bicycle: A specially equipped all-terrain bicycle, marked as a police bicycle, furnished by this Police Department.

2. PD Bicycle Patrol Unit Member: A sworn police officer selected by the Chief of Police to be a member of the unit.

3. Mobile Investigative Unit: A specially equipped vehicle for the processing of crime scenes, serious motor vehicle accident investigations, critical incident investigations, and any unusual incidents requiring specialized equipment.

4. Range Vehicle: A vehicle primarily used for transporting firearms training equipment.

IV. POLICY:

It will be the policy of the Monroe Police Department that special purpose vehicles will be used to complement the departments vehicle fleet. Special purpose vehicles shall be used to assist the department in specialized calls for service, mutual aid, and community policing functions.

V. PROCEDURES:

A. BICYCLE PATROL

1. BICYCLE PATROL UNIT OBJECTIVES OF OPERATION:

1. COMMUNITY POLICING ACTIVITIES: The PD Bicycle Patrol Unit members spend part of their patrol time meeting the members of local businesses and discussing how the Department can better serve this segment of the

community. The Bicycle Patrol Unit has been organized to work with the public to solve community crime problems. The PD Bicycle Patrol Unit members stop at businesses to make introductions and aquire alarm and key-holder information. The information will be used to update the Department's data base. The PD Bicycle Patrol Unit intermingle with the youths in their patrol areas and interact with all segments of the community in a positive manner.

2. PREVENTIVE PATROL: The PD Bicycle Patrol Unit Members patrol shopping centers and parks. Their highly visible presence makes the merchants, customers, and park users feel safer.

3. LAW ENFORCEMENT: PD Bicycle Patrol Unit members, while on bicycle patrol, enforce the laws of the state and the ordinances of this municipality, including parking and motor vehicle laws. Because of the mobility and stealthiness of the bicycle, members of the bicycle patrol make on-scene criminal arrests for narcotics, larcenies, auto thefts, etc.

4. DISPATCHED SERVICE CALLS: While on patrol, the Communications Unit dispatcher may call upon the Bicycle Patrol Unit members to respond to lockouts within their patrol areas. The Bicycle Patrol Unit is called upon to provide back-up to police patrol field units. The Bicycle Patrol Unit members are directed to notify the dispatcher if they are in the area and can provide a back-up or handle a service call instead of a police patrol field officer.

2. INSTRUCTIONS/CONDITIONS/LIMITATIONS:

1. INSTRUCTIONS: The Bicycle Patrol Unit will:

a. Operate during "A" shift (day shift) and during the first four hours of "B" shift (evening shift.)

b. Submit a schedule to the PD Commander one month in advance of the dates. They will operate the bicycle patrol within these guidelines:

1. Patrol hours will vary according to the assignment;

2. The assignment of the officer(s) will not reduce the police patrol field unit strength.

c. Operate at a maximum of two officers at a time reassigned from the field to the unit.

d. Notify the Communications Unit Dispatcher, using their badge number, that they will be on bicycle patrol.

e. Operate within set patrol areas.

2. CONDITIONS: Conditions for use:

a. Routine, proactive, law enforcement patrol;

b. Criminal apprehensions;

c. Community relations;

d. High profile presence;

e. Search operations.

3. LIMITATIONS:

1. If the weather conditions are not favorable to safely operate the bicycle, the officer will remain in the original assigned police patrol field unit;

2. The bicycle will be used for law enforcement purposes only.

3. AUTHORIZATION FOR USE: Any command level officer and/or PD supervisors may assign Bicycle Patrol Unit members to special events, search operations, or projects, when the need arises. PD Bicycle Patrol Unit members are prepared to go out on bicycle patrol at any time.

4. QUALIFICATIONS AND TRAINING:

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1. BICYCLE PATROL UNIT TRAINING:

   a. Officers assigned by the Chief of Police to the PD Bicycle Patrol Unit attend a training course certified by the International Police Mountain Bicycle Association or POSTC;

   b. Members of the PD Bicycle Patrol Unit will also receive additional in-service training in community policing initiatives and programs.

5. RESPONSIBILITY FOR MAINTENANCE:

   1. It will be the responsibility of personnel assigned to the PD Bicycle Patrol Unit to maintain the operational condition of the Department bicycle and all other equipment assigned to them;

   2. Repairs and adjustments to the Department bicycle will be done by the Department vendor bicycle shop.

6. EQUIPMENT:

   1. BICYCLE: It will be the responsibility of personnel assigned to the PD Bicycle Patrol Unit to check the bicycle before going on patrol for the following equipment:

      a. First-aid supplies, including pocket mask;

      b. Flexible lock-out tool and waiver forms;

      c. Ticket books (written warning, emissions, parking tickets, infractions, summons);

      d. Bicycle license and registration forms;

      e. Alarm registration/business key holder forms; and

      f. Traffic vest.

   2. CLOTHING: Members of the PD Bicycle Patrol Unit will be responsible for

the following equipment regarding uniform wear while assigned to the bicycle patrol:

1. Bicycle Helmet:

   a. Must be worn at all times when operating the police bicycle or directing traffic;

   b. Helmet may be removed while talking to the public or entering business establishments.

2. Impact resistant glasses;

3. Gloves;

4. Cool/Foul weather uniform;

5. Warm weather uniform;

6. Nylon duty belt; and

7. Black sneakers/white socks.

7. PERSONS AUTHORIZED TO OPERATE THE PD BICYCLE PATROL UNIT BICYCLE: Only personnel assigned by the Chief of Police to the PD Bicycle Patrol Unit may operate the Department bicycle.

B. MOBILE INVESTIGATIVE UNIT:

1. OPERATION AND FUNCTION:

1. The Mobile Investigative Unit will be used for the following purposes by members of the Detective Division, Serious Motor Vehicle Accident Investigation Team, and any other officer trained in a special function or skill:

   a. Crime scene investigations;

b. Serious motor vehicle accident investigations;

c. Critical incident investigations.

2. AUTHORIZATION FOR USE: The Chief of Police or the Deputy Chief/Captain are the only personnel allowed to authorize the use of the Mobile Investigative Unit. In the absence of the Chief or the Deputy Chief/Captain the authority will rest with the supervisor of the Detective Division.

3. QUALIFICATIONS AND TRAINING: There is no special training required for the operation of the Mobile Investigative Unit, however, all personnel authorized to use the vehicle will be knowledgeable with its operation and all specialized equipment contained therein.

4. EQUIPMENT: It will be the responsibility of personnel authorized to use the Mobile Investigative Unit to maintain all equipment contained within the Unit to include, but not limited to, the following:

a. Cellular telephone;

b. Laptop computer;

c. Photographic equipment to include cameras and accessories;

d. various hand tools;

e. accident investigation hand tools;

f. personal protective gear;

g. crime scene investigative hand tools;

h. field investigative paperwork and checklists;

I. evidence packaging materials;

j. hand held GPS unit;

k. DNA evidence collection equipment;

l. arson collection equipment;

m. presumptive blood tests;

n. fingerprint detecting equipment;

o. cleaning and maintenance supplies;

p. metal detector;

q. emergency first aid equipment;

r. road flares;

s. trace evidence vacuum;

t. 12 volt refrigeration unit;

u. privacy screens;

v. 500 watt lighting equipment.

C. RANGE VEHICLE:

1. OPERATION AND FUNCTION: The Range Vehicle will be primarily used for the transportation of firearms training equipment and supplies used at the department outdoor firing range. The vehicle may be used for other utility functions as deemed necessary but may not be used as a patrol function.

2. AUTHORIZATION FOR USE: Firearms instructors are authorized to utilize the Range Vehicle at any time for range purposes. Any supervisor is authorized to permit the use of this vehicle for any other purpose.

3. QUALIFICATIONS AND TRAINING: There is no special training required for the operation of the Range Vehicle other than to be knowledgeable with its operation.

4. EQUIPMENT AND MAINTENANCE: The Range Vehicle will contain no special equipment other than a police communications radio. Any individual allowed to operate the vehicle will be responsible to report any maintenance needs by completing a work order and submitting it to the department mechanic. The PD Commander will have overall responsibility for the operation of this vehicle.

HISTORICAL CHANGES TO POLICY

May 5, 2026 – Page 7 – References to Captain updated to Deputy Chief/Captain