



**NEW CASTLE COUNTY
POLICE**

Police Athletic League of
Delaware Vans

DIRECTIVE 45

Appendix 45-F

(REVISED MARCH 15, 2019)

POLICE ATHLETIC LEAGUE of DELAWARE VANS

STANDARD OPERATING PROCEDURES

PURPOSE

The purpose of this policy is to establish guidelines for the utilization of the Police Athletic League (PAL) of Delaware Vans. It is imperative that the vehicles are properly operated and maintained to ensure the safety of all passengers. The New Castle County Division of Police is committed to the safe, responsible, and lawful operation of all vehicles operated by Division personnel.

POLICY

This policy addresses the use of the PAL van(s) to safely transport PAL members, staff or authorized PAL volunteers to and from events that are deemed appropriate for the PAL and Divisional participation. Outlined are the procedures to ensure that each van is properly operated and maintained.

PROCEDURE

A. Operating the PAL Vans

1. To operate a PAL Van the driver must possess a valid driver's license issued from any state within the United States.
2. Operators of PAL Vans are required to drive defensively and to obey all traffic laws.
3. At no time will the operator of any PAL Vans be permitted to text while driving or talk on a cellphone unless they are using a hands-free device.
4. The PAL Vans are not to be used for personal use.
5. Due to the size and shape of the PAL van, operators should pay close attention when making turns and operating the vehicle in reverse.
6. At the conclusion of each use, the PAL Vans should be fueled, cleaned of all debris and parked at an approved Police or PAL facility.

B. Instruction, Condition and Usage of the Van

1. Driver and passengers are required to wear their safety belts while the PAL Vans are being operated.
2. An authorized PAL employee or police officer will sign out the PAL Van when it is to be used for any event and will operate the van that they sign out.
 - a. If an additional authorized police officer or PAL employee drives the van before it is returned to the approved facility, a vehicle inspection will be conducted prior to the new driver taking custody of the van and the mileage and change of driver will be noted in the PAL Van Log.
3. Uniformed police officers operating the PAL van will be required to wear their full duty belt. Non-uniformed police officers operating the PAL van will be required to carry their duty issued handgun, handcuffs, handcuff key and portable communication device.
 - a. On-duty Police Officers shall carry their duty issued handgun, handcuffs, handcuff key while operating the PAL Van, and when necessary, wear the Patrol uniform of the day or approved Class C uniform while in venues that may otherwise have restrictions on the carrying of firearms by plainclothes officers. However on those occasions when traveling out of state, and Officers are not able to carry their weapon while attending an event, the weapon shall be stored in the gun lockbox located behind the driver's seat.
 - b. The magazine should be removed prior to placing the weapon in the gun lockbox.
 - c. No passengers are permitted in the van while the weapon is being secured or removed from the gun lockbox.
 - d. The gun lock box is not intended for long term storage.
4. Keys for the PAL Vans will be secured by the Garfield Park and Hockessin PAL officers at their respective PAL Centers. Additional keys for each van will be secured in the Arms Room at NCCPD Headquarters and New Castle County's Churchmans Road garage facility.
5. The maximum seating capacity of the each PAL Van is fifteen (15) passengers which includes the driver of the van. Under no

circumstances will there ever be more than fourteen (14) passengers and a driver in any PAL Van while the van is being driven.

6. All occupants are required to wear seatbelts for their assigned seats. For proper seat belt adjustment and car seat application refer to the Ford 2015 Transit Owner's Manual. It is the responsibility of the van driver to ensure that each passenger is properly seated and restrained before a PAL Van is driven.

D. Authorization for Use in Various Situations

1. The PAL Vans will primarily be used to transport PAL members, staff or authorized PAL volunteers, however certain circumstances may exist that may require the use of the vans in another capacity other than transporting passengers.
2. The PAL Vans will not be used to transport detainees.
3. The PAL Vans will not be used to execute a vehicle stop or for response to any emergency call for police service.
4. The PAL Vans will not be used in any vehicle pursuit.
5. Except in exigent circumstances, officers will not stop to conduct other law enforcement duties while operating the PAL Vans.

E. Personnel Authorized to Operate the PAL Vans and the Equipment therein

1. PAL employees authorized by the Executive Director of PAL-DE and authorized New Castle County Police Officers may operate the PAL Van.
 - a. All operators are required to familiarize themselves with the van's Standard Operating Procedures and complete the mandatory training program regarding the PAL Vans before they will be authorized to operate the PAL Vans.

F. Designation of Personnel Responsible for the Condition and Maintenance of the Vans

1. PAL Employees and officers assigned to operate the vans will be responsible for inspecting and cleaning the vans prior to each use and at the conclusion of each use.

2. Officers and PAL employees are also responsible for ensuring that the starting and ending mileage of the van is recorded in the mileage/usage log that is kept in each of the PAL Vans.
3. Vehicle maintenance logs will be stored at Churchman's Rd garage facility.
4. The van will be serviced and/or repaired in accordance with the Vehicle Maintenance Policy of New Castle County.
 - a. The officers assigned to the PAL facilities will be responsible for the required maintenance and repairs to the PAL Vans.

G. List of Equipment to be maintained in the PAL Vans

1. First aid kit. (Maintained by NCC)
2. Fire extinguisher. (Maintained by NCC)
3. One (1) box of road flares. (Maintained by NCC)
4. PAL Van mileage/usage log book. (Maintained by PAL)
5. Current Delaware vehicle registration and insurance cards. (Maintained by NCC and PAL)
6. Copy of the PAL Van SOP.

H. Use of PAL Van mileage/usage log book

1. Each time that a PAL Van is used, the PAL Van mileage/usage log book shall be filled out completely.
 - a. The log will be stored in the PAL Van.
2. The following information will be included in the log:
 - a. Date and Time of utilization.
 - b. Full (PRINTED) name of employee/officer utilizing van.
 - c. Purpose of utilization. (IE. Field trip to 87ers basketball game at U of D, Transport of Delaware City PAL members to Garfield Park for S.A.V.E graduation).
 - d. Destination Location (numerical address).

- e. Number of people transported including the driver.
- f. Starting mileage and ending mileage.
- g. Equipment/supplies conformation check list.
- h. Any exceptions during the inspection must be noted and a supervisor must be notified prior to operating the vehicle.

I. List of Appendixes

1. Van mileage/usage log book page.
2. NCC Maintenance Request Form.

NEW CASTLE COUNTY POLICE DEPARTMENT P.A.L. Van Pre-Trip Inspection and Usage Log

Directions: Complete this form each time a P.A.L. Van is used. When "YES" is checked, note in the COMMENTS section the details of the exception, the name of the supervisor that you reported the exception to, and the date/time that you notified the supervisor.

Operator: _____		IBM # or Employee I.D. #: _____	
Transporting Passengers? <input type="checkbox"/> Yes (#____) <input type="checkbox"/> No		P.A.L. Van Vehicle #: _____	
Date/Time OUT: _____		Date/Time IN: _____	
Purpose of Trip: _____			
Numerical Address: _____			
Starting Mileage: _____		Ending Mileage: _____	
INSPECTION CHECKLIST	NO	YES	COMMENTS
Is there a discrepancy with the previous log's mileage? <i>(The end mileage doesn't match your start mileage.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fluids leaking from the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	
Any noticeable damage to vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there equipment failure? (Lights, Turn Signals, Window Wipers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Is there inadequate tire pressure?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any disabled or broken seatbelts?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there trash, debris, or any personal property found in the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	
Based on the mileage/date noted on the maintenance sticker, does this Van need vehicle maintenance now?	<input type="checkbox"/>	<input type="checkbox"/>	
Is any of the following required equipment missing from the vehicle? First Aid Kit Fire Extinguisher Road Flares Vehicle Registration & Insurance Card	<input type="checkbox"/>	<input type="checkbox"/>	

DP 372 (03-11-2019)

**NEW CASTLE COUNTY
SPECIAL SERVICES -VEHICLE MAINTENANCE
WORK ORDER REQUEST**

REQUEST MUST BE COMPLETELY FILLED OUT

DATE:_____

OPERATOR:_____DEPT:_____

PHONE NUMBER: HOME_____WORK_____

VEHICLE or UNIT #:_____

MILEAGE or HOUR READING:_____

PREVENTATIVE MAINTENANCE(PM)

OTHER

DESCRIPTION OF PROBLEM(s):

LOANER REQUESTED:

OPERATOR SIGNATURE:_____

WO #:_____