

THE RALEIGH POLICE DEPARTMENT

1109-20

SPECIAL PURPOSE VEHICLES AND PATROL

PURPOSE

To establish guidelines for the operation of special purpose vehicles.

VALUES REFLECTED

This directive reflects our values of *Service and Integrity*. These instructions guide how we use specialty equipment to provide the best service possible to protect the public.

UNITS AFFECTED

All Sworn Officers

REFERENCES/FORMS

DOI 1106-05 "Operation of Police Vehicles"
DOI 1107-01 "Emergency Mobilizations"
DOI 1107-02 "Response to Disasters"
DOI 1109-05 "Response to Hostage, Barricaded Suspect, and Sniper Incidents"

May be Released to the Public

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City Manager

GENERAL POLICIES

The Department has a variety of special purpose vehicles designed for specific purposes and may require authorization for use.

In addition, qualified and trained personnel may be required to operate a particular vehicle or the equipment associated with it.

Notwithstanding any written selection procedure, all sworn officers are eligible for appointment to operate a special purpose vehicle upon demonstration of proficiency, licensing, and/or completion of any required training.

MOBILE COMMAND POST AND FIELD OPERATIONS COMMAND UNIT ON SCENE (F.O.C.U.S.) BUS

These vehicles provide mobile, self-contained communications and command centers for incident commanders/supervisors during natural or civil disasters and special police situations. The Mobile Command Post and F.O.C.U.S. Bus are assigned to the Special Operations Division.

Use of the Mobile Command Post and F.O.C.U.S. Bus

These vehicles are available for use on a call-out basis, 24 hours a day. A designated driver/operator from the Raleigh Police Department must accompany the vehicle anytime it is activated.

A listing of operational guidelines for each vehicle is maintained in a notebook, which is kept in the cab portion of the vehicle. These guidelines are to be followed anytime the vehicle is activated.

Authorization for Use of Mobile Command Post and F.O.C.U.S. Bus

The expensive and complicated nature of these vehicles dictates that they be used only under proper authority and by trained operators.

- Use of these vehicles by Raleigh Police Department personnel requires authorization through the appropriate Division's chain-of-command.
- These vehicles are also available for use by other City of Raleigh Departments/Divisions and outside governmental agencies for special situations requiring coordination of effort involving multiple jurisdictions. Use of these vehicles, under these circumstances, requires the authorization of the Chief of Police.

Mobile Command Post/F.O.C.U.S. Bus Operators

Any designated officer may drive the vehicle to the scene. The driver should take into consideration the lack of maneuverability when selecting routes and destinations. Only trained employees are authorized to set up and operate the equipment in the vehicle. Operators will receive specific instructions on the operation of cellular and land-line telephone systems, FAX machine, VCR/camcorder/CCTV, hostage telephone system, radios, generator, water/sanitation, and heat and air systems.

Maintenance of the Mobile Command Post/F.O.C.U.S. Bus

The Special Operations Division Commander shall designate specific officers qualified as operators of the Mobile Command Post. These operators are responsible for the maintenance and upkeep of the Mobile Command Post, including a monthly inspection for operational readiness.

A designee from the Special Operations Division is responsible for the maintenance and upkeep of the F.O.C.U.S. bus including a monthly inspection for operational readiness.

Operators will also be responsible for adhering to the operational guidelines as they apply to checking the vehicles' general status when it is activated and when the use of the vehicle is completed.

Listing of Equipment Associated With Mobile Command Post/F.O.C.U.S. Bus

The Mobile Command Post is equipped with cellular and land line telephones, two-way radios and scanner, video gear, public address system, outside lights, FAX machine, closed circuit phone system, hostage negotiator phone system, assorted maps and other miscellaneous supplies. A complete listing of all equipment is maintained in the Mobile Command Post notebook.

The F.O.C.U.S. Bus is equipped with two-way radios and other miscellaneous supplies. A complete listing of all equipment is maintained in the F.O.C.U.S. Bus notebook.

POLICE EQUIPMENT VAN

The Police Equipment Van is intended as a mobile equipment vehicle for use by field commanders/supervisors when traffic control devices, such as barricades, traffic cones, portable signs, flares, etc., are needed to facilitate traffic direction and control during the course of police operations.

Authorization and Use of the Police Equipment Van

The Police Equipment Van is available on a 24-hour basis for the delivery of equipment and devices for traffic control purposes. Field commanders/supervisors are authorized to approve the use of this vehicle and its equipment for traffic control purposes.

Maintenance of the Police Equipment Van

A designee from the Field Operations Downtown District is responsible for inspecting the vehicle and its contents monthly to ensure the vehicle is in operational order and contains the proper equipment. The Police Equipment Van is equipped with barricades, flashing lights, traffic cones, flares, portable detour and stop signs. An inventory sheet of this equipment is maintained in the Vehicle Log Book.

Police Equipment Van Operators

Field commanders/supervisors may designate any officer to drive/operate this vehicle and make the necessary distribution and retrieval of its equipment as may be required during the course of police operations. Personnel assigned to operate the van shall be familiar with the Equipment Control Sheet and all required log entries.

Any officer distributing equipment from the van will properly record the distribution on the Equipment Control Sheet. In addition, all distributed equipment, when no longer needed on a scene, shall be retrieved, replaced in the vehicle, and properly noted by the officer making the retrieval.

POLICE BUS

The Police Department's bus provides field commanders/supervisors with a vehicle capable of transporting a large number of officers and people to or from scenes of special events or incidents.

Authorization and Uses of the Police Bus

The Police Bus shall be used to transport officers and other people as may be required during police functions. Prisoners shall not be transported in this vehicle. The use of this vehicle requires the authorization of a Lieutenant.

Police Bus Operators

Police Bus operators should possess the required commercial driver's license as required by G.S. 20-7, except during an emergency, and shall be familiar with and experienced in the operation of this type of vehicle.

Maintenance of the Police Bus

The Training Director will designate a driver for the bus who shall be responsible for conducting inspections once each month to ensure it is in operational condition.

Each time the bus is used, the driver is responsible for ensuring the vehicle is left in a clean condition and filled with gas.

POLICE MOTORCYCLES

Police motorcycles may be used for traffic enforcement, as an escort vehicle, and as a traffic vehicle for use in special events.

Authorization and Use of Police Motorcycles

Police motorcycles may be used with the authorization of the Special Operations Division Commander for special events such as parades, concerts, etc., requiring escorts or special traffic control. All operators of police motorcycles shall wear a safety helmet of a type approved by the Commissioner of Motor Vehicles as required by G.S.20-140.4, "Special Provisions for Motorcycles." No passengers shall be transported on a police motorcycle.

Police Motorcycle Operators

Personnel assigned to operate police motorcycles must be licensed by the Division of Motor Vehicles indicating they have passed special road and written tests demonstrating competence to operate a motorcycle as required by G.S.20-7(a1), "Drivers' License."

Police motorcycle operators are selected by the Special Operations Division Commander with the approval of the Chief of Police. Selected operators are required to successfully complete the approved police motor operators course.

Maintenance of Police Motorcycles

The Traffic Unit Enforcement Sergeant is responsible for making sure that police motorcycles are maintained in a state of operational readiness.

SEU VEHICLES AND EQUIPMENT (TACTICAL TRUCK AND BEAR)

SEU vehicles are used to provide storage and transportation of supplies, specialized equipment, and personnel in special operations.

Authorization and Use of SEU Vehicles

SEU vehicles and equipment are available for use on an as needed basis for special operations 24-hours a day. Activation of the vehicles or the use of its equipment must be authorized by the Watch Commander or an SEU supervisor.

Maintenance of SEU Vehicles

SEU supervisors shall be responsible for the condition and maintenance of the vehicles and conducting the monthly inventory of all equipment and supplies stored in the vehicles.

SEU Vehicle Operators

The Watch Commander shall assign an officer to operate an SEU vehicle when required. No special certification is required.

Ballistic Extraction and Rescue Vehicle (BEAR)

This vehicle is used as a mobile shield during high risk operations.

Authorization and Use of the BEAR

The Watch Commander or the Special Operations Division command staff may authorize the use of this vehicle and its equipment.

Maintenance of the BEAR

SEU supervisors are responsible for the maintenance of this vehicle and ensuring monthly inspections of the vehicle and equipment.

BEAR Operators

Each SEU supervisor will assign a primary and secondary officer to operate this vehicle. In an emergency situation in which no SEU officer is available, the Watch Commander or Special Operations Division command staff may assign a vehicle operator.

PRISONER TRANSPORT VAN

The Prisoner Transport Van provides field commanders/supervisors with a vehicle capable of securely transporting prisoners.

Authorization and Use of the Prisoner Transport Van

Any field supervisor may authorize the use of the Prisoner Transport Van when there is a need or potential need to transport numerous prisoners.

Prisoner Transport Van Operators

Any officer may operate the van at the direction of a field supervisor. No special certification is required.

The following guidelines should be followed when the prisoner transport van is in use:

- When transporting prisoners, a second officer will be assigned to act as a security officer. They should sit in the front passenger seat when prisoners are in transport. This officer should maintain constant visual observation of the prisoners in the van.
- All prisoners transported in the van will have their hands restrained and be secured in a seat in the prisoner area of the van.
- No more than five prisoners will be transported at a time.
- The gate separating the passenger area from the prisoner area should remain closed and locked unless an officer requires access from one area to the other. When the van is in the process of transporting prisoners, the gate will remain closed and locked.

Maintenance of the Prisoner Transport Van

A designee from the Special Operations Division is responsible for conducting monthly inspections to ensure it is in operational condition.

BOMB DISPOSAL VESSEL

The Bomb Disposal Vessel and Bomb Disposal Trucks provide Hazardous Devices Unit (HDU) personnel with equipment to assist in rendering hazardous devices safe.

Authorization and Use of the Bomb Disposal Vessel and Equipment

Only Hazardous Devices Unit personnel are authorized to use this equipment and vehicles. The Bomb Disposal Vessel will be used when there is the possibility of a hazardous device that needs to be rendered safe as determined by HDU personnel.

Maintenance of the Bomb Disposal Vessel and Bomb Disposal Truck

Hazardous Devices Unit personnel are responsible for the maintenance of the Bomb Disposal Vessel and ensuring monthly inspections of the equipment.

ALL TERRAIN VEHICLES

The objective of using police All Terrain Vehicles (ATVs) is to increase the Department's effectiveness in detection and prevention of crime in and around the City's parks and greenways. ATVs may also be used for search and rescue efforts of lost or missing persons, for the search and apprehension of suspects, for public relations purposes and special events.

ATVs are equipped with a front end winch and rear locking storage compartment. These items should remain on the vehicle at all times and remain in proper working order. ATV helmets and goggles must be kept with the ATV or in a location accessible to the operator. The helmets and goggles should not be used for other purposes.

Authorization and Use of ATVs

ATVs are equipped with 4-wheel drive and may be operated in any type of weather and under a variety of conditions. They are designed for one operator therefore passengers should not be transported on any part of the ATV. All operators must wear an approved DOT helmet and ANSI Z87.1 approved goggles. The ATV headlight must be on at all times during operation.

ATVs will be primarily used for patrol of Raleigh City parks and greenways as well as other areas where the use of a patrol vehicle would not be practical. ATVs will not be driven on public streets or roadways unless specifically authorized.

An approved ATV lesson plan will be kept on file with the Police Training Center. The lesson plan and training will include instruction for ATV use.

The appropriate District Commander must authorize the use of an ATV. Special uses, other than normal patrol, searches for missing and lost persons, or for suspects, require approval by a Division Commander or the Duty Major.

All Terrain Vehicle Operators

All ATV operators must possess a valid North Carolina Driver's License and a City of Raleigh driver's license in addition to a certificate or card issued to authorized operators. Personnel authorized to ride the ATVs must successfully complete the Raleigh Police Department's ATV safety course as outlined by the ATV Safety Institute. A certificate or card stating the operator's name and date of successful completion of the course will be issued to authorized operators.

Failure to meet the prescribed guidelines for operation and use of an ATV may result in suspension of driving privileges for the ATV and other disciplinary procedures deemed appropriate.

In addition to the initial training course, at least four hours of in-service training for ATV operators will be conducted on an annual basis, according to a schedule prescribed by the Training Center and a certified instructor. A certified operator must attend annual training in order to keep the ATV certificate or card valid.

Maintenance of the ATV

ATV operators are responsible for an inspection of the ATV prior to each use. This inspection will include checking the oil levels, fluid levels, tires and for damage. The operator will be responsible for cleaning and removal of any debris or mud from the ATV after each use.

A monthly inspection should also be completed and recorded in the monthly vehicle inspection log completed by the assigned District. Any damage or missing items will be recorded on the inspection log and reported immediately to the appropriate supervisor.

In order to ensure the front end winch is maintained properly, it should be inspected and maintained monthly. The winch should be unwound, inspected for damage, cleaned, lubricated and rewound.

The engine oil, oil filter, and transmission oil should be changed every 100 hours of operation or annually, whichever comes first. The Police Garage Supervisor will be responsible for transporting the ATV for service and returning it to the appropriate location.

ATVs must be transported by trailer from one location to another if they cannot be reached by the Raleigh City greenways. The ATV transport trailer will be maintained by the Police Service Center.

The ATV must be stored at a secure facility that protects it from the weather and theft. Helmets and goggles will also be stored in a secure facility. The District Commander and the City of Raleigh Safety Office will approve the storage location for the ATV and any equipment associated with it.

SPECIAL OPERATIONS EQUIPMENT TRANSPORT VEHICLE AND TRAILERS

The Special Operations Equipment Transport Vehicle and trailers are used to move equipment to sites such as protests, athletic events, traffic checkpoints, political events and other large scale events. Interlocking barricades, cones and other crowd and traffic control equipment are stored in trailers for events that require area security.

Authorization and Use of the Special Operations Equipment Transport Vehicle

Authorization for deployment and use of this vehicle and equipment requires approval through the Special Operations Division chain-of-command. The operator of this vehicle should take into consideration the lack of maneuverability when selecting routes and destinations.

Semi Truck Operators

Any employee possessing a CDL Class A driver license with a combination trailer and airbrake endorsement is authorized to operate this vehicle.

Maintenance of the Special Operations Equipment Transport Vehicle and Trailers

A designee from the Special Operations Division is responsible for the maintenance and upkeep of this vehicle including a monthly inspection for operational readiness.

BICYCLES

This vehicle is used to provide access to areas that would not be feasible in a motor vehicle.

Authorization and Use of Bicycles

The primary responsibility of bicycle patrol shall be to provide high visibility police presence, and patrol downtown parks, other selected areas, and parking decks.

Bicycle officers are assigned to the Field Operations Division. The immediate supervisors of these units shall be responsible for assignments, changes in assignment, leaves and other changes in work schedules.

Maintenance of Bicycles

Bicycle Squad Officers shall be responsible for maintaining all equipment and ensuring that it is in working order.

Bicycle Operators

Bicycles officers will undergo training specific to bicycle law enforcement.

HORSES

Horses are used to provide access to areas that are not feasible in a motor vehicle or that require a highly visible presence. The use of horses also provides positive interaction between police and citizens.

Authorization and Use of Horses

The primary responsibility of the Mounted Patrol Unit shall be to provide high visibility police presence, patrol downtown parks and parking lots.

The Mounted Patrol Unit is assigned to the Special Operations Division. The Canine Sergeant shall be the immediate supervisor of this unit and shall be responsible for assignments, leaves, and changes in schedules.

The Mounted Patrol Unit shall normally patrol the immediate downtown area. This shall include the parks, parking lots, and City Market. Mounted Patrol Officers shall not be sent on calls. Although they enforce laws, they are to call for a primary response unit when needed.

Horses shall not be used in large crowd situations and shall not be used for crowd control purposes unless authorized by the Chief of Police, or designee. Horses shall not work in inclement weather, such as ice and snow or thunder and lightning.

Maintenance of Horses

Mounted Patrol Officers shall be responsible for maintaining all equipment and ensuring that it is in working order. Officers are expected to complete a monthly checklist of care and maintenance of horses, equipment, horse trailers, and other pertinent items.

Mounted Officers

Mounted officers receive training specific to using a horse for law enforcement purposes.

SEGWAYS

Authorization and Use of Segways

The Segway is a vehicle designed to enhance foot patrol. The primary purpose for using Segways is to provide officer transportation, and access to areas where normal patrol vehicles are prohibited.

Segways are to be occupied by the operator only. Prisoner transport on these vehicles is prohibited.

In addition, Segways shall not be used as pursuit or emergency response vehicles.

Segway use shall be at the discretion of the District or Division Commander in which the Segway is assigned. Segway operation without official assignment from supervisory personnel is expressly prohibited.

Maintenance of Segways

The Administrative Division's Fleet Manager will coordinate maintenance for Segways. Officers operating Segways should report any problems to the Sergeant of Fleet Management.

Segways Operators

The Segway shall be operated in strict conformance to the equipment owner's manual and established RPD training, policies and procedures. Personnel are prohibited from operating the Segway in a manner which places the operator, pedestrians or motoring public at risk of safety, injury or death. Officers shall not operate the Segway in a manner which exceeds the scope and specific use of the unit.

The Segway shall only be operated by officers who have successfully completed the training curriculum set forth by the RPD Training Division.

No special licensing is required to operate a Segway. However, a working knowledge of pedestrian and vehicle laws is required and all operators shall comply with all applicable laws.

All Segway operators are responsible for ensuring a pre-use and post-use check is performed; before and after operation of their assigned Segway.

All Segway operators shall wear department-issued equipment necessary for the safe operation of a Segway (i.e.: Helmet and other safety equipment necessary for the assignment).