



# VEHICLE CARE & USE

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## **I. DEFINITIONS:**

1. Professional Staff: For purposes of this policy, this term means any department employee or volunteer who is not a sworn police officer and is not a reserve officer.
2. County Shop: The Fleet Maintenance Division of Central Services and the facilities thereof.
3. County Vehicle: Any motor vehicle owned or leased by Anne Arundel County.
  - a. Police Specialty Vehicle: Any motor vehicle or trailer owned or leased by Anne Arundel County Police which is used for special purposes other than day-to-day operations. This includes, but is not limited to: buses, armored rescue vehicles, motorcycles, ATVs, equipment trailers, mobile command posts; tractors.
  - b. Reserve Officer Vehicle: Any county vehicle used primarily for the Reserve Officer Program.
  - c. Police Vehicle: Any county vehicle of the type normally issued to a sworn police officer for the purpose of performing official duties. Police vehicles may be "marked" with external decals indicating the vehicle is a police vehicle or "unmarked" with no such decals.
    - i. Police Patrol Vehicle: Any police vehicle that is used primarily for routine patrol purposes. All vehicles assigned to an officer who is assigned to a patrol platoon is designated a Police Patrol Vehicle.
    - ii. Police Administrative Vehicle: Any police vehicle that is neither a police patrol vehicle nor a covert police vehicle.
    - iii. Covert Police Vehicle: Any police vehicle which is issued to sworn police officers operating in a covert or undercover capacity as part of their official duties.
  - d. Pool Vehicle: Any county vehicle which is available for use as a shared resource.
4. Operator: A vehicle operator is a department employee that is responsible for the operation of a county vehicle.

## **II. FLEET MANAGEMENT**

The responsibility for management of the department's fleet of vehicles and their accessories is the responsibility of the Fleet Coordinator. This responsibilities are defined in Fleet Management Standard Operating Procedures and include:

1. Liaison between department personnel and the County garage, coordination of vehicle matters within the department and with the garage, and resolving problems relating to county vehicles.
2. Distribution & issuance of county vehicles to authorized users.
3. Accountability & inventory control of county vehicles.
4. Maintenance of stored vehicles in a state of operational readiness.

### **III. VEHICLE EQUIPMENT**

The operator of each vehicle is responsible for ensuring that each vehicle is equipped and in working condition as required by this policy.

No equipment may interfere with the safe operation of the vehicle. This includes, but is not limited to, covering dashboard sensors, interfering with vehicle electrical systems, and interfering with the deployment of airbags or other safety devices.

Vehicle operators may not replace, remove, or modify any parts or accessories from a county vehicle and may not modify a county vehicle without the written approval of the Fleet Coordinator. Police vehicle operators may not alter or modify the programming of emergency lights or sirens without the written approval of the Fleet Coordinator.

#### **A. REQUIRED EQUIPMENT**

(See also: Index Code 500)

1. All county vehicles must be minimally equipped as required by law and such equipment must be in working order.
2. All police patrol vehicles and police administrative vehicles must be equipped with the following:
  - a. Emergency lights and Siren
  - b. Portable two-way radio
  - c. Flashlight (may be carried in compliance with Index Code 500)
  - d. Blanket
  - e. Fire Extinguisher
  - f. First Aid Kit
  - g. Communicable Disease Kit
  - h. Weapons of Mass Destruction Kit
  - i. Flares (minimally, one full box)
3. All police patrol vehicles must be equipped with the following:
  - i. Mobile two-way radio
  - ii. Public Address system
  - iii. Crime scene protection tape
4. All reserve officer vehicles must be equipped with the following:
  - a. Auxiliary Warning lights
  - b. Blanket
  - c. Fire Extinguisher
  - d. First Aid Kit
  - e. Flares (minimally, one full box)
  - f. Traffic Cones (6 or more)
5. All police specialty vehicles must be equipped as required to operate the vehicle for the task for which it was designed. Individual unit standard operating procedures must contain a list of equipment for each specialty vehicle under that unit's responsibility.

#### **B. OPTIONAL EQUIPMENT**

Vehicle operators may equip the vehicle they are operating with a GPS navigation device and/or a cellular phone holders. Such items may not be permanently attached to the vehicle or require vehicle modification to attach or mount unless the vehicle operator has the written approval of the Fleet Coordinator to make such a modification.

Vehicle operators may not add other equipment to county vehicles without the written approval of the Fleet Coordinator.

Issued equipment, such as Mobile Data Computers, Electronic Ticketing equipment, license plate readers, and RADAR devices may be installed in county vehicles. Equipment which is permanently affixed to the vehicle must be mounted and maintained by the County Fleet Maintenance Division or a police department unit responsible for the upkeep and maintenance of the equipment.

Items that use standard 12-volt, fused connections may be attached to 12-volt connections installed in vehicles by the factory or authorized vehicle up-fitters.

#### **IV. GENERAL VEHICLE OPERATION AND AUTHORIZATION**

The following policies apply to all members of the police department who operate county vehicles.

##### **A. General Authorized Operators and Passengers of County Vehicles**

Except as otherwise authorized or prohibited by this policy, the operation of county vehicles is authorized for department business only and must be in conformance with this section.

1. Sworn police officers are generally authorized to operate any county vehicle, except Police Specialty Vehicles.
2. Reserve officers are authorized to operate non-police county vehicles and reserve officer vehicles. Supervisors may authorize reserve officers to operate other county vehicles, including police vehicles, on a case-by-case basis.
3. Professional staff are authorized to operate county vehicles, except police vehicles, only for official county business. Exceptions to this rule are at the discretion of the Police Chief or his/her designee. Sworn supervisors may authorize professional staff to operate other county vehicles, including police vehicles, on a case-by-case basis. If professional staff are operating a marked police vehicle outside of the supervision of a sworn officer, a temporary decal indicating the vehicle is out of police service should be placed conspicuously on the vehicle. Professional staff members are prohibited from operating the emergency lights and siren of a police vehicle except under the direct instruction of a sworn police officer.

##### **4. Passengers:**

Non-employee passengers are not permitted unless otherwise exempted by this policy.

- a. All county employees may be passengers in county vehicles unless directed otherwise.
  - b. Sworn supervisors may, on a case-by-case basis, authorize professional staff to transport passengers who are not employed by the County or department members.
  - c. Police officers may transport passengers in furtherance of departmental business. Police officers must conform to the requirements of Index Code 1904.4: Body Worn Cameras when transporting passengers in furtherance of departmental business who are not department employees. In cases where a Body Worn Camera is not used to record the transportation of such passengers, the police officer must notify the Communications Section of the transport via radio or recorded phone line and provide the beginning and ending mileage.
  - d. Police officers may transport passengers in accordance with Section V.C of this policy.
5. Employees who are in suspended or on a light-duty assignment may only drive county vehicles as permitted by the employee's district/division commander.

##### **B. General Operation of County Vehicles**

1. Operators must have and carry a valid driver's license of the correct class of vehicle being operated.
2. Operators must carry a current Anne Arundel County identification card when operating a county vehicle, except covert police vehicles. (See also: Index Code 500).
3. Operators must operate county vehicles in a legal, safe, and courteous manner. When not engaged in emergency response, operators of county vehicles must observe all traffic and parking laws. Operators may not operate county vehicles in a manner which reflects unfavorably on the department.
4. Operators of county vehicles must use seat belts and other required restraining devices while the vehicle is in motion. Supervisors may grant exceptions to this policy for specific situations in which they deem efficiency of operations outweighs the safety benefit.

5. Operators are responsible for ensuring that only authorized persons are permitted to ride in county vehicles. Operators are responsible for the behavior of any passengers and ensuring that all passengers wear seatbelts while the vehicle is in motion. Operators must ensure that passengers who are not county employees do not operate, handle, or tamper with emergency lights, siren, and devices, weapons, radios, or other issued equipment.
6. County vehicles may not tow any other vehicle, except a departmentally owned trailer being towed by a suitably equipped vehicle.
7. Explosives (except for confiscated fireworks) may not be transported in county vehicles, with the exception of members authorized by the commander of the Special Operations Division in accordance with Section SOP's and federal law.
8. Operators are prohibited from using alcohol, or having any measurable breath or blood alcohol concentration while operating any county vehicle.
9. Operators are prohibited from transporting alcoholic beverages in a county vehicle, except for legitimate departmental duties.
10. Personnel with knowledge and ability may assist motorists with jump starts as necessary.
11. Operators are prohibited from using a cell phone while driving a county vehicle, unless utilizing a hands-free device.
12. Operators are prohibited from playing any music or broadcast with uncensored content in a county vehicle directly from any audio device, while any other person (except family members) is being transported in the police vehicle, so as not to expose them to offensive language or content. Operators must also be discreet in the use of any audio device at any time when members of the public are in close proximity of the county vehicle.
13. E-ZPass transponders are assigned to the specific county vehicle and may not be transferred or used for a different vehicle, unless approved by the Fleet Coordinator. E-ZPass transponders may only be used consistent with authorized operation of county vehicles.
14. Weapons in county vehicles must be kept out of public view except in emergency circumstances. Weapons should be secured inside the vehicle in a locked container which appropriately safeguards against unauthorized access to the weapons, secured in a closed trunk (not including the rear cargo compartment of SUVs, vans, etc.), or removed from unattended vehicles.
15. Employees are prohibited from using the county vehicles while engaged in political activities outside the scope of assigned duties.
16. Other than approved and issued vehicle markings: Stickers, decals, insignia, banners, signage, or placards of any type may not be attached to, or displayed on or within, the county vehicles without the prior written approval of the Chief of Police.
17. Safety seats certified to standards of the U.S. Department of Transportation must be used to restrain children as passengers in county vehicles in accordance with state law.
18. Unattended county vehicles must be locked at all times.

## **V. POLICE VEHICLE OPERATION**

All sworn police officers who have satisfactorily completed field training are issued a police vehicle.

Police officers must thoroughly search their vehicles at the beginning of each workday, prior to transporting a prisoner, and after transporting a prisoner. If an officer locates contraband, weapons, evidence, or mislaid property, the item(s) must be processed in accordance with Index Code 1200 and Index Code 1201.

The use of red and blue, steady-burn "cruise mode" lighting is permitted while driving a police vehicle in jurisdiction, while on duty, ONLY as a crime prevention and visibility tool. Use of "cruise mode" lighting for reserve officer vehicles must be consistent with Reserve Officer Program SOPs.

Off-duty officers operating police vehicles must ensure that their dress and appearance, and that of their passengers, does not reflect unfavorably on the department or the police profession. Off-duty officers operating police vehicles must be prepared to take enforcement or other actions at any time.

Unless extraordinary circumstances prompt a waiver by the officer's Bureau Chief, an officer who is not fit for full duty is prohibited from operating a marked police vehicle.

**A. Off-Duty Police Vehicle Operation**

When operating a police vehicle off duty, the officer must be armed with an issued or approved handgun and ammunition in compliance with Index Code 402; must have, in their police vehicle or on their person, handcuffs approved under Index Code 500; and must carry a department badge and department identification card. (See also: Index Code 500)

While operating a police vehicle off-duty, police officers must monitor the police radio on the talk-group for the district in which the vehicle is being operated. Police officers must notify the dispatcher when assisting on an incident, call for service, or taking any law enforcement action.

**B. Off-Duty Law Enforcement**

Off-duty officers are not expected to be strict enforcers of traffic violations, however, officers should take action when observing flagrant and dangerous traffic law violations while in jurisdiction. Except for task-force officers with authorization, officers are prohibited by law from enforcing traffic law violations outside of Anne Arundel County.

Off-duty officers in police vehicles who encounter minor traffic accidents that pose a safety hazard must stop and provide assistance until relieved by on-duty officers.

Off-duty officers in police vehicles are required to respond to incidents or calls for service of a serious nature occurring within reasonable proximity to their location which come to their attention through any of the following means: on view; citizen complaints; or radio monitored activity. Whenever it appears that an officer's immediate response may result in the prevention of a crime or apprehension of a criminal, the officer must respond and initiate or assist in any police action.

Minor incidents, to include disabled vehicles, stranded motorists, and citizens in need of assistance, encountered by off-duty officers operating a police vehicle must be handled and cleared by the off-duty officer. In situations where an offense/incident report is required, the report must be completed as soon as possible upon returning to normal duty or as directed by a supervisor.

**C. Police Officers who reside in Anne Arundel County:**

Off-duty usage of police vehicles by police officers who live in Anne Arundel County is authorized in accordance with this policy.

Police officers may not take the police vehicle out of the county except:

1. on official department business;
2. with the authorization of the officer's district/division commander; or
3. to attend undergraduate or graduate programs of higher education in the Baltimore/Washington area after making notification, in writing, to the officer's district/division commander.

In addition to other authorized passengers, authorized passengers in police vehicles operated by police officers who reside in Anne Arundel County include members of the officer's immediate family, to include spouse, children, brothers, sisters, parents or parents-in-law, grandparents, or guardians of the officer.

**D. Police Officers who reside outside of Anne Arundel County:**

Officers who reside outside of Anne Arundel County but in the State of Maryland and within 40 nautical miles of the Anne Arundel County border are authorized to take their assigned county vehicle home. Officers residing outside this area, may arrange to park their assigned county vehicle at a safe government facility within the 40 nautical mile area and within the State. Officers residing outside of Anne Arundel County may operate their county vehicle off-duty outside Anne Arundel County only when traveling to or from duty with the department or to or from approved law enforcement secondary employment.

**VI. RESERVE OFFICER VEHICLE USE**

The *Special Operations* Division Commander maintains administrative control of reserve officer vehicles. District/Division Commanders are responsible for the care and maintenance of reserve officer vehicles assigned to their respective District/Division. Reserve officer vehicles are primarily for use by reserve officer daily and emergency duties. Platoon commanders may authorize sworn officers to use reserve officer vehicles when operationally necessary.

Department reserve officers are permitted to operate reserve officer vehicles for official department business. The use of auxiliary warning equipment by reserve officers is only permitted when the vehicle is stationary, when passing fully stopped traffic at slow speeds while response to a call for service that is creating a roadway hazard, or when directed

to by a sworn police supervisor. Additional rules and restrictions may be defined by the Reserve Officer Program Coordinator.

The ***Special Operations*** Division may use SOPs to define rules and procedures for the operation and accountability of Reserve Officer Vehicles. The Reserve District Coordinator must ensure that all Reserve Officer Vehicle operators conform to those SOPs.

## **VII. SPECIALTY POLICE VEHICLES**

Commanders of component units to which specialty police vehicles are assigned must maintain SOPs which contain all of the following:

1. A statement of the objectives of their operation or usage
2. Instructions, conditions, and limitations of usage
3. Authorization for use in various situations
4. Qualifications and training for personnel assigned to operate the vehicle or aircraft
5. Designation of person or position responsible for the condition and maintenance of the vehicle or aircraft
6. A listing of equipment, if any, to be kept in or on the vehicle or aircraft
7. A listing of persons or positions authorized to operate the vehicle or aircraft and its equipment

Commanders may authorize deviation from vehicle SOPs in emergency circumstances.

Prisoner Vans are to be used only for the transportation of prisoners. Prisoner vans may only be operated by sworn police officers of Anne Arundel County Police. Responsibility for the maintenance of Prisoner Vans is assigned by the Fleet Coordinator.

## **VIII. PROFESSIONAL STAFF VEHICLE ASSIGNMENT**

County vehicles, excluding police vehicles, may be assigned to professional staff of the department based on job function and upon approval of the Chief of Police, or his/her designee.

## **IX. MAINTENANCE AND CARE**

Ensuring the proper function, appearance, and maintenance of a county vehicle is the responsibility of the employee to whom it is assigned, or the commander of the district/division that primarily uses the vehicle. With the exception of emergency roadside repairs, such as changing damaged tires/wheels, repairs to county vehicles may not be made by department employees.

The use of tire repair sealants on county vehicles is prohibited.

At the beginning of each work day, vehicle operators must inspect the vehicle they are operating to ensure the vehicle is in proper condition, is properly equipped and is properly functioning for duty. Pool vehicle inspections must be documented on the [AAPD – Department- wide Pool Vehicle Inspection Form” Google Form](#). If a vehicle is to be shared by more than one operator, the initial driver is responsible for the inspection.

Upon discovery of any new defect, damage, or loss of any vehicle or vehicle- related equipment, the operator must report the defect, damage, or loss to a supervisor. Any unreported damage, defect, or loss that is discovered after required vehicle inspections must be considered to have occurred during the operation of the vehicle after the time of the required inspection.

### **A. For vehicles owned by Anne Arundel County:**

Employees and commanders must ensure that county vehicles under their care are scheduled and receive preventative maintenance and safety checks as required by the County Shop. The County Shop is responsible for coordinating all maintenance and repairs of vehicles owned by Anne Arundel County. Employees must follow the direction of the County Shop for scheduling and performing all maintenance and repairs.

If a mechanical defect or damage occurs while a county vehicle is being operated, the operator must immediately notify a supervisor. If the vehicle is disabled, unsafe, or greater damage must result from further operation of the vehicle, the vehicle may not be operated and must be towed to the County Shop via a County Shop tow truck. If a County Shop tow truck is unavailable, county contract tow companies must be used and the “Driver’s Copy” of the tow forms must be submitted to the County Shop with the county vehicle number indicated on the tow form. If the damage does not affect the safe operation of the county vehicle, the vehicle may continue to be operated and the operator must schedule and coordinate repairs with the Central Services Garage in an expedient manner.

**B. For vehicles leased by Anne Arundel County:**

Repairs and routine maintenance of leased county vehicles are the responsibility of the component unit commander which operates the vehicle in accordance with County Procurement and Risk Management procedures and applicable leasing and service contracts.

If a mechanical defect or damage occurs while a county vehicle is being operated, the operator must immediately notify a supervisor. Towing must be arranged by the vehicle operator in accordance with County Procurement and Risk Management procedures and applicable leasing and service contracts.

**X. SPEEDOMETER CALIBRATION**

Operators of vehicles that are used for patrol activities are responsible for ensuring the vehicle speedometer's calibration is confirmed upon issuance (prior to pacing in traffic enforcement) and at least once every 365 days, by a certified RADAR/LIDAR operator. Vehicles which have not had their speedometer's calibration confirmed within the past 365 days may not be used for pacing in traffic law enforcement. It is the vehicle operator's responsibility to ensure that each speedometer calibration confirmation is fully documented on a form PD81 Calibration Card.

**XI. VEHICLE INSPECTIONS**

Periodic inspections of vehicles by supervisory personnel must occur consistent with the policies of Index Code 603.

**XII. PROPONENT UNIT:** Bureau of Administration.

**XIII. CANCELLATION:** This directive cancels Index Code 1500, dated *11-21-24*.