



# DEPARTMENT VEHICLES

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## **I. FLEET MANAGEMENT**

The responsibility for the property management function as it relates to the department's fleet of vehicles and their accessories is the responsibility of the Management & Planning Section. The position of Fleet Coordinator is established for this purpose. This responsibility includes:

- A. Procurement & requisitioning of all vehicles;
- B. Distribution & issuance of department vehicles to authorized users;
- C. Accountability & inventory control of department vehicles;
- D. Maintenance of stored vehicles in a state of operational readiness;
- E. Liaison between department personnel and the County garage, coordination of vehicle matters within the department and with the garage, and resolving problems relating to department vehicles.

## **II. REQUIRED VEHICLE EQUIPMENT**

### **A. Vehicles Used in Routine Patrol**

It is the policy of the department that all vehicles used in routine or general patrol service must be conspicuously marked and equipped with at least the following equipment in operational order: (For purposes of this manual this also defines a fully marked authorized emergency vehicle.)

- 1. Emergency bar lights mounted on the roof
- 2. A siren
- 3. A mobile radio transceiver
- 4. Official decals or painting on the vehicle body identifying it as an Anne Arundel County Police vehicle.

In addition, vehicles used in routine patrol services will be equipped with the following equipment:

- 1. Anne Arundel County map book
- 2. Blanket
- 3. Fire extinguisher
- 4. First aid kit and a communicable disease control kit
- 5. Flares - minimum of one full box
- 6. Headlight flashers
- 7. Public address system
- 8. Seat belts
- 9. Spare tire and jack
- 10. Spotlight
- 11. A roll of crime scene protection tape (Patrol Lts. & Sgts. only)

This requirement does not apply to vehicles used primarily:

1. By investigators in plain clothes;
2. For traffic law enforcement; or
3. For covert purposes.

**B. Minimum Equipment - Unmarked Police Package Vehicles Used for Traffic Enforcement, in S.O.S., and for Routine Patrol**

These unmarked vehicles will be equipped with:

1. Dash/Roof emergency light
2. Rear deck light
3. Siren
4. Mobile radio transceiver
5. Headlight flashers

In addition, unmarked vehicles used in traffic enforcement will be equipped with the following equipment:

1. Anne Arundel County map book
2. Blanket
3. Fire extinguisher
4. First aid kit and a communicable disease control kit
5. Flares - minimum of one full box
6. Headlight flashers
7. Public address system
8. Seat belts
9. Spare tire and jack

**C. Minimum Equipment - Detective (Except Covert) & Administrative Vehicles**

Vehicles used by non-covert investigators in plain clothes, and administrative officers, will have the following minimum equipment and accessories:

1. Emergency lights
2. Anne Arundel County map book
3. Blanket
4. Fire extinguisher
5. First aid kit & communicable disease control kit
6. Flares - minimum of one full box
7. Seat belts

**D. Covert Vehicles**

Vehicles used in covert operations will carry no equipment or accessories that would identify them as Police Department vehicles.

**E. Accident Investigation Vehicles**

Vehicles used by specialized accident investigators will carry the following equipment in addition to that required in paragraphs A or B:

1. 2 blankets
2. Wrecking bar or other extrication device
3. Sharp knife
4. Accident investigation kit containing:
  - a. Clipboard
  - b. 100-foot measuring tape
  - c. Roadway marking paint and paint sprayer
  - d. AI template

- e. Camera
- f. Accident & supplement forms

**F. Prisoner Transport Vehicles**

Vehicles used primarily for transporting prisoners (80 percent of their use) must have the driver separated from the prisoner by a safety barrier, and will be modified to minimize opportunities for the prisoner to exit from the rear compartment of the vehicle without the aid of the transporting officer. If a patrol vehicle with a safety barrier installed is used to transport a prisoner in a rear seat, the child safety locks on the rear doors and the window control lock must be engaged.

**G. Replenishment of Equipment/Supplies**

The operator of the vehicle is responsible for ensuring that the vehicle contains all required equipment and for ensuring that equipment is replenished when necessary.

During monthly line inspections, supervisors will verify that each vehicle contains the required equipment and supplies. If any deficiencies are found, they will be documented on the inspection report and the affected officer will be directed to the appropriate location to replenish the item(s).

**III. ANCILLARY VEHICLE ITEMS**

A. Chrome trim rims may be installed on vehicle wheels to compliment the appearance of the vehicle. Existing factory equipped center hubcaps will remain in place on the vehicle wheel and may not be replaced with "baby moons" or any other type of center hubcaps or full wheel covers.

B. One (1) additional antenna may be added and displayed on the left rear fender or trunk lid corner by way of a magnetic or clip-on mount which is not permanently installed. The antenna height may not exceed 36 inches unless otherwise approved by the Commander of the *Office of Management Affairs*.

C. Scanner/CB radio equipment may be installed within the front passenger compartment provided that such installation does not interfere with the removal, installation and/or use of Police Department communications or signaling equipment.

D. Television sets and/or other such video communication receiving or transmitting devices are prohibited unless issued as required equipment or approved in writing by the Commander of the *Office of Management Affairs*.

E. One portable emergency light may be displayed on a windshield *or* dash mount (*suction or magnetic mount*), or on the roof *of an unmarked car operating under emergency conditions (magnetic base only)*. *Emergency lights are available, upon request, from the Fleet Coordinator as issued equipment for unmarked compact, full, or /mid-sized vehicles. Officers who operate a marked vehicle may supplement their overhead emergency lights with one temporary (suction or magnetic mounted) dash or windshield mounted light, at their own expense and with the written approval of department's Fleet Coordinator. (LED lighting with side flash shields is the preferred supplemental lighting).*

F. Electric locking shotgun devices may be installed, consistent with current procedures, in the full/mid-sized vehicles. Contact the Fleet Coordinator for installation instructions.

G. Officers are permitted to carry and use cellular telephones in their police vehicles subject to the following conditions:

1. All costs associated with the purchase and uses of cellular telephones are the sole responsibility of the officer.
2. Cellular telephones may not be permanently mounted in police vehicles. Only portable or transportable phones may be used.
3. Officers may not use the cellular telephones to engage in secondary employment while on duty.
4. For safety reasons, cellular telephones are not to be used to call businesses when responding to hold-up alarms, unless specifically warranted by circumstances.

5. Officers who carry cellular telephones in their cars while on duty are encouraged to inform the Communication Section of their telephone number.

**H. *Officers are permitted to carry and use Mobile GPS Units or Satellite Radios in their police vehicles, subject to the following conditions:***

1. *All costs associated with the purchase and use of these items are the sole responsibility of the officer.*
2. *GPS units or Satellite Radios may not be permanently mounted in police vehicles. Only portable or temporary units may be used.*
3. *The officer assumes all responsibility for damages to these items while being used or stored in the police vehicle.*
4. *All personal GPS units or Satellite Radios must be removed prior to vehicle service or repairs at any of the County Garage locations or local vendors.*

I. Officers may not make alterations to department vehicles other than those mentioned in items A through H, without the approval of the Fleet Coordinator. Also, no connections can be made to the electrical system of a vehicle, other than via a cigarette lighter adaptor, without the approval of the Fleet Coordinator. A written request for approval will be submitted to the Fleet Coordinator through the officer's chain of command. The officer is required to maintain a copy of the Fleet Coordinator's approval and submit a copy of that approval to the Staff Inspections Unit.

J. Nothing may be attached to the dash or windshield area to the right of the center line of any department vehicle equipped with a passenger side air bag due to the possible deployment of the air bag during an accident.

#### **IV. MOUNTING/LOCKING DEVICES FOR CARBINES AND SHOTGUNS**

##### **A. Authorized Mounting/Locking Devices**

The following mounting/locking devices are authorized for installation in police vehicles. However, if the installation will interfere with the proper operation or approved installation of other police equipment, or the installation will result in the unsafe carrying of the weapon, no installation will be permitted.

1. The only mounting/locking devices for an AR 15 carbine or rifle allowed for installation in police vehicles is the Santa Cruz Model SC-1/A gunlock or the Santa Cruz Universal Gun Lock Model SC-916-5 for a AR 15 carbine or rifle, with butt plate model SC-1901 and time delay mechanism model SC-7009.

2. The only mounting/locking device for Remington model 870 shotguns allowed for installation in police vehicles is the Santa Cruz Model SC-1 gunlock for a shotgun, with butt plate model SC-1901 and time delay mechanism model SC-7009.

##### **B. Location**

The mounting/locking device will be secured to the back seat floor, up against the front of the back seat. Exceptions to this policy may be authorized only by the Department's Fleet Coordinator, on behalf of the Commander of the *Office of Management Affairs*.

##### **C. Installation - Issued Devices**

Mounting/locking devices may be installed in police vehicles only by the County shop. The Department's Fleet Coordinator will coordinate the installation of mounting/locking devices issued to officers by the department.

##### **D. Installation - Personally Owned Devices**

Personally-owned mounting/locking devices must be installed by the County shop. Installation will coincide with the next scheduled preventive maintenance for the affected officer's vehicle. County shop personnel should be notified of the desire to have the device installed prior to bringing the vehicle to the shop for the PM. The cost of installing the device will be established by the Management & Planning Section, and is the responsibility of the officer. When the officer picks up the vehicle, he or she must present a check to the shop foreman, payable to "Anne Arundel County", for the cost of installation.

- V. **PROPONENT UNIT:** Management & Planning Section.
- VI. **CANCELLATION:** This directive cancels Index Code 1500, dated 11-18-09.