



SPECIAL PURPOSE & RESERVE VEHICLES

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I. SPECIAL PURPOSE VEHICLES

A. Definition

A special purpose vehicle is a vehicle used because of considerations of weather, terrain, the need for inconspicuous appearance, quietness, storage requirements, or special operational needs. Unmarked vehicles are not included in the definition of special purpose vehicles. The intent of this directive is to establish guidelines for the operation of all special purpose vehicles utilized by the department. The following is a list of special purpose vehicles utilized by the department:

- 1. Animal Control Vehicles
- 2. Armored Vehicles (Special Operations Section)
- 3. Boats (Special Operations Section)
- 4. Bus (Training Academy)
- 5. Canine Vehicles
- 6. Commercial Vehicle Inspection Van
- 7. Helicopters
- 8. Hostage Negotiation Vehicle
- 9. Mobile Operations Vehicle
- 10. Mobile Crime Lab
- 11. Motorcycles/Dirtbikes
- 12. Mountain Bikes
- 13. Narcotics Section Surveillance Van
- 14. Raid Vehicles (Special Operations Section)
- 15. Segway
- 16. Tactical Command Post (Special Operations Section)
- 17. *All Terrain Vehicles (ATV's)*
- 18. *Tactical Emergency Medical Services (TEMS) Vehicle (Special Operations Section)*

B. Requirements

Commanders of components that use or are issued special purpose vehicles are responsible for establishing and publishing standard operating procedures that govern their operation. The SOPs will include, at a minimum, the following provisions for each kind of vehicle or aircraft:

- 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; and
- 7. A listing of persons or positions authorized to operate the vehicle or aircraft and its equipment.

C. Distribution

Copies of each standard operating procedure will be issued to, or made available to, all individuals who operate or are responsible for specialized vehicles. One copy of each SOP will be forwarded to the Commander of the Management & Planning Section and the Accreditation Unit.

II. RESERVE OFFICER VEHICLES

A. Purpose

The Reserve Officer Vehicles are to be utilized to meet the organizational goals and objectives of the "Reserve Officer Program." The Crime Prevention Section will have the responsibility for the care, custody and control of the Reserve Vehicles. The Crime Prevention Section will also have the responsibility to insure these vehicles are maintained properly and operated according to department regulations.

B. Operation

Prior to the operation of these designated vehicles, authorized persons must follow all of the following procedures:

1. Sign out the vehicle on the log book located within each vehicle.
2. An inspection of the mileage, condition, and cleanliness will be made and the results will be documented on the blank inspection forms found in the vehicle. The inspection report will then be submitted to the Reserve District Coordinator.
3. If any equipment is removed from the vehicle, the appropriate Platoon Commander and Reserve District Coordinator should be notified as soon as possible.
4. Vehicles will not be used if found to be in an unsafe condition.
5. Upon return of the vehicle to the district station the operator will ensure that the vehicle is clean, fueled, inspected and that the keys are replaced when the log book is completed.

Any sworn officer may utilize these vehicles. However, approval will be obtained from the appropriate Platoon Commander prior to use of the vehicle. Commanders should keep in mind that these vehicles are for the primary use of Reserve Officers' daily duties, and usage by others may inhibit normal patrol or duties from being performed. Platoon Commanders will be held accountable for any Reserve Officer vehicle that is used by uniformed personnel during their tour of duty.

C. Distribution

Each Platoon Commander will be provided with a complete set of keys to their district's respective Reserve Officer vehicles (12 keys per district). Each Platoon Commander will also be provided with a copy of the Reserve Officer Vehicle Standard Operating Procedures.

III. PROPONENT UNIT: Management & Planning Section.

IV. CANCELLATION: This directive cancels Index Code 1525, dated 12-19-07.