

BRICK TOWNSHIP POLICE DEPARTMENT GENERAL ORDER



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SUBJECT: EQUIPMENT USE, ASSIGNMENT AND MAINTENANCE

**BY THE ORDER OF:
CHIEF NILS BERGQUIST**

ACCREDITATION STANDARDS:

**EFFECTIVE DATE:
March 16, 2012**

**SUPERSEDES ORDER #:
V4C16 (09/20/02)**

PURPOSE To establish guidelines for the use and care of departmental equipment.

POLICY The Administrative Services Division is responsible for purchasing, supplying, repairing and maintaining equipment and supplies of the department. This includes buildings, vehicles, uniforms, specialized equipment, and various other supplies. The Administrative Services Division is responsible for issuing supplies and equipment and for formulating maintenance and operating instructions for such equipment. Commanding officers are responsible and accountable for proper care and maintenance of all equipment, supplies, and other department-owned property which is issued or otherwise assigned to their command. Individual employees are responsible and accountable for proper care and maintenance of all equipment, supplies, and other department-owned property that is issued for their use. Malfunctions discovered during the use of any equipment shall be promptly reported and the use of the equipment shall cease immediately when there is any reasonable cause to believe that further use may damage the equipment itself; result in accidental damage or injury; and/or tend to produce evidence which would be detrimental to any criminal or civil defendant.

I. RULE:

- A. The altering, exchange, removal or remodeling of any equipment or parts thereof (except that which occurs through normal use) from the way it was issued is prohibited, unless approved and ordered by the Chief of Police or his designee.
- B. Employees shall not use department-owned equipment or supplies for their personal use.
- C. Department-owned equipment or supplies must be available for inspection by a supervisor at all reasonable times.
- D. All employees shall be held responsible for all department-owned equipment or property issued to them or placed in their care. Any such equipment or property lost, stolen, damaged or destroyed through negligence or by intention may have to be replaced by employees at their own expense.

II. PROCEDURE

A. Use and Care of Police Vehicles

A major expenditure to this department is the purchase and maintenance of police vehicles. In order to receive maximum benefit from these vehicles, the following procedures will be observed:

- 1. Prior to each tour of duty, the vehicle will be inspected for safety standards and proper operation of all emergency equipment. This is to include both the interior and exterior of the vehicle as well as all the emergency equipment located in the trunk of the patrol vehicle.
- 2. Police vehicles will be maintained in a clean and presentable condition (interior and exterior).
- 3. A preventive maintenance schedule will be maintained by the Administrative Service Division in accordance with manufacturer's recommendations, to include inspection of tires, front end alignment, transmission, electrical system, engine oil and filters, cooling system, belts and hoses, suspension system, and brakes.
- 4. Maintenance needs and damage to vehicles shall receive immediate repair.
- 5. Police vehicles will only be driven by authorized departmental personnel. The only exception to this will be the Vehicle Maintenance Coordinator or a township mechanic when repair or maintenance is required.
- 6. Officers shall not permit non-police personnel to accompany them while on patrol without permission from their supervisor, except when necessary in the line of duty.

7. Police vehicles will be operated in an exemplary manner, in adherence to all posted or legal limits and controls. Officers will adjust the patrol vehicle's speed to comply with the normal flow of traffic. Speeding is not permitted except in the case of an emergency or in pursuit of a violator. If the officer is required to operate the patrol vehicle above the posted speed limit, it must be done so in a safe manner and in accordance with state statutes.
8. Only the extra equipment and accessories that are prescribed or installed by the department shall be placed in or on patrol vehicles. Equipment which is not department property shall not be affixed to or carried in patrol vehicles without approval of the Operations Division Commander.
9. Patrol vehicles will be serviced at authorized locations and in accordance with prescribed procedures.
10. All routine service and repairs shall be scheduled so as to prevent removal of a patrol vehicle from service during peak traffic and accident periods and on weekends and holidays.
11. All radio and emergency equipment placed in the trunk of patrol vehicles will be properly arranged, kept clean, and in working order.
12. Officers will avoid quick starts and rapid acceleration except when necessary in pursuing a violator or while responding to an emergency. The habit of quick starts is costly and sets a poor example for other drivers.
13. Tires shall be properly inflated at all times.

B. Police Vehicle Assignment

1. Patrol vehicles will hereafter be assigned to specific officers for their use while on patrol duty.
2. A vehicle assignment sheet will be kept at the front desk and will be updated as needed by the Administrative Services Division.
3. If an officer's assigned vehicle is unavailable, the officer shall use a designated "spare" vehicle.

C. Responsibilities

1. All officers assigned a particular vehicle will be equally responsible for the vehicle's cleanliness and orderliness of both the vehicle and all equipment contained therein.
2. The vehicle should be kept as clean as practicable both inside and out. This includes under seats, ash trays and be vacuumed.
3. All equipment assigned to the vehicle will be maintained in good working order and kept clean and orderly in the vehicle.

- a. In the event an officer finds equipment to be inoperative, he/she shall report this to their immediate supervisor who shall in turn replace the equipment or record the damage on the "Daily Vehicle Check Out Log" (Appendix A).
 - b. In the event that an officer finds their vehicle or equipment in a state of disarray or damaged at the start of their shift, they shall immediately bring the matter to the attention of their immediate supervisor. The supervisor shall in turn submit an interoffice memo to the Division Head documenting the complaint made by the officer. The interoffice should include the type of complaint and a suspect officer's name if known. A copy of this memo should also be given to the supervisor of the responsible officer. The supervisor shall then insure the incident is not repeated and advise the Division Head of this by interoffice memo.
4. All vehicles are to be re-fueled after each tour and be ready for immediate use by the following shift.

D. Vehicle Repair Procedure

1. When a vehicle is in need of repair, the officer will indicate same on the "Daily Check Out Log".
2. The Vehicle Maintenance Coordinator shall, at the beginning of his tour of duty, check the "Daily Check Out Logs" and notify the Brick Township Public Works Police Mechanic.
3. The Brick Township Public Works Police Mechanic will be responsible for arranging the repair of police vehicles.
4. In cases of vehicle damage caused by a motor vehicle accident, the Motor Vehicle Accident Report will be forwarded to the Township Safety Inspector who will contact the Township Insurance Carrier for authorization to have the vehicle repaired.
5. It will be the responsibility of the Vehicle Maintenance Coordinator to check the vehicle repair forms located in the Records Room each day and arrange for vehicle repairs.
6. The Vehicle Maintenance Coordinator will be responsible to maintain the "Vehicle Down/Deadline Sheet" (Appendix B).

E. Inspection

1. All Patrol Division vehicles shall be inspected by each officer at the start of each tour of duty which includes (days, evenings and midnights).

- a. The vehicles shall be inspected for obvious repairs needed, body damage and cleanliness, inside and out. All equipment will be inspected for cleanliness, orderliness and operable condition as required by Departmental Policy and Procedure.
 - b. Any condition found to be unacceptable shall be reported by the officer to his immediate supervisor and recorded on the "Daily Vehicle Check Out Log" noting the condition, the correction needed and the responsible officer, if known.
2. All vehicles will be inspected and all equipment that is missing or damaged will be noted by the officer on their daily log.

F. Use of police vehicles for transportation to schools/meetings, road jobs or other non patrol functions.

1. Any member of the department utilizing a police vehicle for transportation to and from assigned schools outside of Brick Township must receive prior approval from the Division or Shift Commander in Charge, or the Chief of Police. This also includes meetings and road jobs other than normal patrol.
2. Anyone taking a vehicle without this authorization will be in violation of this policy.

G. Markings and Related Equipment

1. All marked units will be white and will conform to the following:
 - a. Roof mounted overhead emergency warning lights.
 - b. Blue department lettering on both sides of vehicle over 6" reflective gray background stripe.
 - c. "Police" on center of rear trunk. "911" phone number on rear quarter panels of both sides.
 - d. "Brick Township Police" on driver's door and passenger door.
 - e. Siren, mobile radio and optional Mobile Computer.
 - f. Protective prisoner cages.
 - g. Vehicle number on both front quarter panels and front and rear bumpers.
2. The following equipment will be kept in all marked patrol vehicles:
 - a. (1) one oxygen unit
 - b. (1) one first aid kit
 - c. (1) maternity kit

- d. (1) one adult and (1) child ambu-bag
- e. (1) one blanket
- f. (1) one rolotape
- g. (1) one life jacket
- h. (1) one fire extinguisher
- i. (1) one box of flares
- j. (1) one rope bag
- k. (1) one pry tool
- l. (1) one cold water suit (optional)
- m. (1) one gas key
- n. (1) one dog snare stick (optional)

H. Parking of Patrol Vehicles

When coming into headquarters, at the conclusion of a tour of duty, vehicles will be turned off, the keys removed at all times, and the vehicle will be **BACKED** into marked spaces in the first row of the police lot and locked. When the first row is full the second row and then the third row respectively will be utilized in the same manner.

I. Use of Unmarked Police Vehicles

1. Unmarked vehicles can be used by the Patrol Division for assignments in which a marked vehicle would be impractical.
 - a. Available unmarked vehicles will be listed on the Vehicle Assignment Sheet.
2. Shift Commanders will approve the use of unmarked vehicles for Patrol duties.

J. Use and Care of Other Department Equipment

1. In addition to police vehicles, members of the department may be issued other equipment for proper performance of their duties. The following procedures will be observed pertaining to this equipment.
 - Maintain equipment in a safe condition
 - Maintain cleanliness of units and parts
 - Check for proper operation of equipment
 - Report damage to equipment by special report
 - Notify Administrative Services Division of need to replace or replenish equipment
 - Report missing equipment by special report
2. All Supervisors are responsible for inspection of department equipment available to officers and to insure the proper maintenance and use of same.

K. Mobile Command Unit (MCU)

1. MCU will be maintained and kept in the Rapid Response mode at all times.
2. Any officer utilizing MCU must fill-out, in its entirety, the Log Sheet which is located in the driver's compartment. The Log Sheet shall then be submitted to the Administration Division upon completion of the assignment via normal channels.
3. The keys to MCU shall be kept in the equipment room.
4. Any officer utilizing MCU must receive prior approval from the Chief of Police or the Shift Commander in Charge.
5. Any officer utilizing MCU must familiarize themselves with the procedures book located above the microwave prior to operating any equipment.

L. Special Emergency Response Vehicle (S.E.R.T.)

1. Prior to the SERT vehicle leaving headquarters for any reason, including maintenance, the SERT Commander or his designee must be advised and give approval.
2. Only SERT members are to operate the SERT vehicle unless otherwise approved by the SERT Commander or the Chief of Police. This includes vehicle maintenance personnel.
3. Only SERT members are authorized to enter the SERT vehicle unless authorized by the SERT Commander or the Chief of Police.
4. An equipment log will be maintained by the SERT Commander or his designee.
5. The keys to the SERT vehicle shall be kept in the equipment room.