

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

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| <b>Effective Date:</b><br>12/02/2020                       | <b>Supersedes Policy Dated:</b><br>01/23/2020 | <b>Rescinds:</b>                               | <b>SOG Number:</b><br><br><b>304.1</b> |
| <b>Accreditation Index:</b> 41.2.1, 41.3.2, 70.1.2, 81.2.4 |   |  |  |
| <b>Part Title:</b> Support Services                        |   | <b>Chapter Title:</b> Facilities and Equipment |  |
| <b>Chief of Police:</b>                                    |   |  |  |

## Police Vehicle Operation

### I Policy

All department vehicles shall be operated in accordance with state statutes, city ordinances, city policies, and procedures herein. All personnel shall exercise due regard for the safety of all persons at all times.

### II Definitions

### III Procedure

#### 1 VEHICLE DISCREPANCIES (CALEA 41.3.2 and 70.1.2)

- 1.1 Prior to operation, each vehicle and related equipment shall be inspected for proper operation, maintenance and damage.
- 1.2 Previously unreported discrepancies, including unauthorized articles and trash, or damage will be reported to the supervisor and documented on the Vehicle Discrepancy Report (SPD Form # 02-OP-0473).<sup>1</sup>
- 1.3 At the beginning of every shift, the officer assigned to the vehicle shall ensure it contains necessary equipment. Officers shall complete the Vehicle Discrepancy Report to document and report any vehicle or equipment discrepancies observed prior to, during or after their shift. These reports will be forwarded to the Quartermaster's office.<sup>2</sup>

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1 Section 1.2, removes Daily Vehicle Inspection Form and replaces it with Vehicle Discrepancy Report, per Policy Change Order 20-019.

2 Section 1.3, removes Daily Vehicle Inspection Form and replaces it with Vehicle Discrepancy Report and defines how the report is used, per Policy Change Order 20-019.

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#### **1.3.1 Beat and Relief Vehicles**

- 1.3.1(a) Will contain 10 flares, fire extinguisher, 2 pair rubber/latex gloves, 1 packaged anti-bacterial wipes, ambu bag, blanket, first aid kit, bio-hazard kit, 2 boxes segmented slug shotgun shells, evidence kit, 5 traffic cones, rope, tool kit (beat cars only), tape measure.

#### **1.3.2 MCI Vehicles**

- 1.3.2(a) Will contain all the equipment that beat cars carry plus the following: tripod, measure wheel, crime scene tape, pry bar, lock cutters, evidence box, biohazard suit, controlled tire deflation device.

#### **1.3.3 Officer shall replace missing equipment.**

- 1.3.3(a) Replacement supplies and equipment are located in the patrol supply cabinet.

1.4 The Quartermaster's Office shall maintain files for reported damage and discrepancies for vehicles.

1.5 When discrepancies are noted, personnel will immediately notify their supervisor.

1.6 If discrepancies arise during vehicle operation, efforts should be made to correct the problem as soon as possible.

1.6.1 No report is necessary if the discrepancy is corrected.

1.6.2 Uncorrected minor discrepancies, not affecting the safe operation of the vehicle, shall be called to the attention of the supervisor.

1.6.3 Discrepancies or damage that makes the vehicle unsafe to operate shall be reported to the supervisor and documented on the Vehicle Discrepancy Report. The vehicle should be placed out of service until the issue is corrected.<sup>3</sup>

## **2 SAFETY RESTRAINTS (Seat Belts)**

2.1 All operators and passengers in city-owned vehicles shall use provided safety restraints when the vehicle is in operation.

## **3 DISTRACTED DRIVING**

3.1 When operating a department vehicle, employees shall make every effort to focus on driving safely. Distractions should be minimized to the greatest practical extent.

3.1.1 Extreme care should be taken when operating essential, in-car equipment (police radio, mobile data terminal, emergency lights/siren, etc.) while driving.

3.1.2 Under normal conditions, mobile communication devices (cellular telephones, smart phones, tablets, and other similar devices) should only be used by the driver when their vehicle is stationary. The use of mobile communication devices while driving is discouraged and shall be restricted to emergency situations or circumstances in

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<sup>3</sup> Section 1.6.3, removes Daily Vehicle Inspection Form and replaces it with Vehicle Discrepancy Report, per Policy Change Order 20-019.

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which other means of communication are not possible or practical (e.g. radio/MDT out of range, sensitive information not suitable for radio broadcast, tactical reasons, etc.).

#### 4 RESPONSE TO CALLS FOR SERVICE (CALEA 41.2.1)

4.1 CODE 1 - Routine patrol and non-emergency responses to calls for service shall be conducted in accordance with all state statutes and city ordinances with the following additions and exceptions:

4.1.1 Personnel will use emergency lights and/or flashing hazard lights when parking in violation of traffic regulations to protect crash or crime scenes or when lawful parking spaces are not available for conducting police business.

4.1.2 Personnel shall not leave their vehicle running while on calls for service or when the vehicle is unattended.

4.1.2(a) Exception: K-9 vehicles. For climate control when necessary to leave an animal in the vehicle.

4.1.3 If it is necessary to disregard traffic laws in order to stop violators or suspicious vehicles, emergency driving rules apply (CODE 3).

4.1.4 When backing vehicles, personnel will make certain there are no pedestrians or obstructions at the rear or side of the vehicle.

4.1.5 Absent an emergency, personnel will not drive a police vehicle into or through areas which are inadequately improved to reasonably allow damage free vehicle operation.

4.2 CODE 3 - Emergency situation where conditions exist or are reasonably believed to exist which have resulted or might reasonably result in serious injury, death, or which might have a disastrous effect on the community.

4.2.1 **Both the siren and emergency lights must be activated when responding Code 3 (RSMo 304.022)**

4.2.2 Code 3 response shall be the decision of the responding employee, a field supervisor, or commanding officer.

4.2.3 Officers shall notify Communications when responding Code 3. (CALEA 81.2.4)

4.2.3(a) Exception: When responding to an officer request for Code 3 assistance or a foot pursuit, the radio channel should be kept available for emergency transmissions. Responding officers may notify Communications once the situation has stabilized.

4.2.4 Code 3 responses shall be cancelled when it becomes apparent that such a response is no longer necessary or may create an unreasonable risk.

4.2.5 When responding Code 3, officers may disregard certain traffic regulations, but are not protected against the consequences of a **reckless disregard** for the safety of others.

4.2.6 During Code 3 vehicle operation, an employee may do the following:

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- 4.2.6(a) Proceed past a red stop signal or stop sign, but only after slowing or stopping as may be necessary for safe operation;
  - 4.2.6(b) Exceed the posted speed limit so long as it does not endanger life or property;
  - 4.2.6(c) Disregard regulations governing directions of movement or turning in specific directions.
- 4.2.7 Officers shall not drive into opposing lanes of traffic without using the highest degree of care.

## **5 USE OF EMERGENCY EQUIPMENT (CALEA 41.2.1)**

- 5.1 During the course of their duties, officers will need to utilize emergency lights to alert the public of law enforcement operations. Such circumstances may include:
- 5.1.1 Routine traffic law enforcement;
    - 5.1.1(a) Use of emergency lights to follow and alert traffic law violators of the need to stop.
      - 5.1.1(a.1) If lights fail to alert the driver, officers may utilize the siren.
        - 5.1.1(a.1.1) When it becomes apparent that the driver is refusing to stop, officers will evaluate the pursuit option as authorized by SOG 304.2 – Pursuit Vehicle Operation.
    - 5.1.1(b) When conducting traffic stop, Officers shall attempt to minimize, as much as possible, the negative impact on traffic flow.
  - 5.1.2 Vehicle crash scene protection;
  - 5.1.3 Roadway obstructions or hazardous conditions;
  - 5.1.4 Parade routes;
  - 5.1.5 Other traffic diversion situations.
- 5.2 Full emergency light systems are preferred for use on the roadway.
- 5.3 Emergency flasher light may be used on parking lots, other off the roadway locations, or in circumstances where they are more effective than the emergency light system.
- 5.4 When parking on the shoulder of a dark roadway, officers shall utilize parking lights to illuminate their vehicle, unless specific knowledge of a threat to officer safety exists.
- 5.5 Sirens may be used only in conjunction with emergency light systems that comply with RSMo 304.022. Officers shall utilize the "Wail" cycle for most emergency clearance. The "Yelp", "Hi-Lo", or "Horn" functions can be used to clear intersections, move through congested conditions more effectively, or to alert a motorist who has failed to respond to the wail siren cycle.
- 5.6 Officers are expected to activate sirens only for legitimate public safety purposes and to test their functionality. Inappropriate activation is prohibited.

## **6 LOANING OF POLICE VEHICLES**

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- 6.1 Sometimes in the course of conducting City business it may be appropriate, and even to our advantage to loan City owned vehicles. Loans shall always be in the course of City business and closely supervised. Some circumstances where it may be appropriate to loan vehicles are listed:
  - 6.1.1 Undercover investigations where the loan or temporary trade will bolster officer safety or case integrity.
  - 6.1.2 Loan to officers outside this department to conduct short-term undercover transactions.
  - 6.1.3 To persons outside Springfield whose task or investigation has led to our city and where there is benefit to Springfield.
  - 6.1.4 Consultants, Cadets, volunteers, and temporary employees
- 6.2 Requirements for loaning a police vehicle require all of the following as prerequisites:
  - 6.2.1 Vehicle must be used in the course of business
  - 6.2.2 Verification of a valid operator's license
  - 6.2.3 Supervisory approval
- 6.3 Supervisors should consider the overall need before authorizing the loan. The following partial list of restrictions should assist the supervisor when making decisions about loans:
  - 6.3.1 Use is to be limited and not extended or on-going.
  - 6.3.2 Mileage outside the city should be very limited.
  - 6.3.3 Pursuits are prohibited.
  - 6.3.4 Exception: This section does not preclude emergency situations or officer's judgment calls not addressed in the text of this guideline.

## **IV Attachments**