

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 04/20/2018	Supersedes Policy Dated: 04/04/2017	Rescinds:	SOG Number:
Accreditation Index: 17.5.2, 41.1.5, 81.2.4, 83.2.4 ¹			304.3
Part Title: Support Services		Chapter Title: Facilities and Equipment	
Chief of Police:			

Special Purpose Vehicles

I Policy

It is the policy of this department to maintain special purpose vehicles. This policy is to provide guidelines for the use, maintenance, and responsibility of special purpose vehicles during routine and emergency situations. (CALEA 17.5.2)

II Definitions

III Procedure

1 UNIFORM OPERATIONS BUREAU

1.1 Peace Keeper (PK)

1.1.1 Objectives and Usage

1.1.1(a) The Peace Keeper is a Police Rescue Vehicle. Use will be limited to high-risk police operations and/or situations in which its special capabilities will assist in the resolution of a difficult police situation.

1.1.2 Authorized Persons to Operate

1.1.2(a) Authorization for using the PK requires the approval of the Chief of Police or their designee, in all cases outside of emergency circumstances.

1.1.2(b) Any person operating the PK must have received operating instructions from a member of the Special Response Team.

1.1.2(c) Any sworn officer may operate the PK. Sworn officers from other agencies may also operate the PK once the Chief or their designee has

¹ Accreditation Index revised, CALEA Standard added, per Policy Change Order 18-002.

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granted permission.

1.1.3 Equipment and Maintenance

1.1.3(a) The PK is equipped with emergency lights and sirens. The PK will contain a stretcher and braces for use in transporting persons or equipment. The PK will contain a heavy rope and 2 hooks for breaching purposes.

1.1.3(b) The PK is to be maintained by the Special Response Team. The Special Response Team is to ensure the vehicle is available at all times unless the vehicle is undergoing repairs. (CALEA 17.5.2)

1.1.3(c) A Peace Keeper Inventory (SPD Form # 04-OP-0499) shall be completed monthly by the SRT Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order. (CALEA 17.5.2)

1.2 Bearcat

1.2.1 Objectives and Usage

1.2.1(a) The Bearcat is a Police Rescue Vehicle. Use will be limited to high-risk police operations and/or situations in which its special capabilities will assist in the resolution of a difficult police situation.

1.2.2 Authorized Persons to Operate

1.2.2(a) Authorization for using the Bearcat requires the approval of the Chief of Police or their designee, in all cases outside of emergency circumstances.

1.2.2(b) Only Special Response Team members are authorized to operate this vehicle.

1.2.3 Equipment and Maintenance

1.2.3(a) The SRT Sergeant or designee is responsible for the upkeep and maintenance of this vehicle. (CALEA 17.5.2)

1.2.3(b) The Bearcat Inventory Inspection (SPD Form # 12-OP-0629) shall be completed monthly by the SRT Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.



2 Section 1.3 revised, terminology updated, per Policy Change Order 18-002.

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1.4 Special Response Team Tactical Operations Center (TOC)

1.4.1 Objectives and Usage

1.4.1(a) Used to transport members of the Special Response Team, other officers, and their equipment on tactical police operations.

1.4.2 Authorized Persons to Operate

1.4.2(a) Any Special Response Team member can authorize the use of this vehicle. Only Special Response Team members are authorized to operate this vehicle.

1.4.2(b) All Special Response Team members operating this vehicle shall be thoroughly familiar with its operation and equipment stored on board.

1.4.3 Equipment and Maintenance

1.4.3(a) Equipment needs frequently change with the creation of new or different police tactics. Therefore, it will be the responsibility of the SRT officer assigned this vehicle to ensure that the inventory reflects the equipment the team has chosen to work with.

1.4.3(b) The SRT supervisor will assign one Red Team member as the person responsible for ensuring the upkeep and maintenance of the vehicle and equipment. (CALEA 17.5.2)

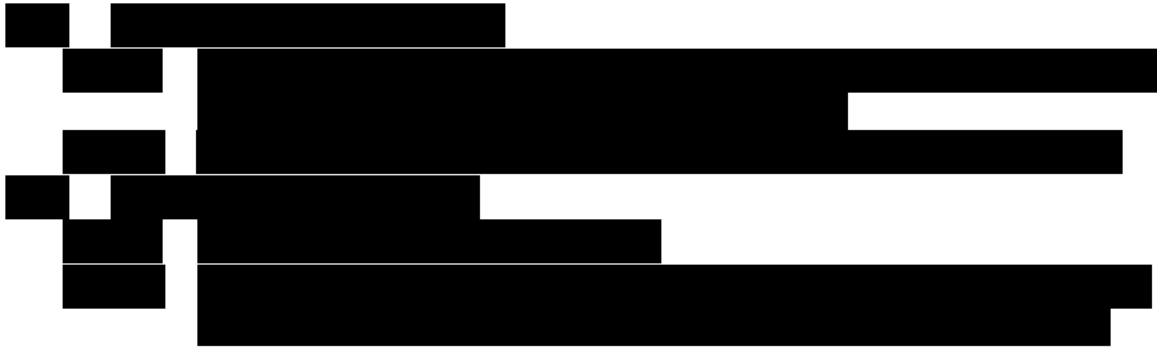
1.4.3(c) A Tactical Operations Center Inventory Inspection (SPD Form # 04-OP-0502) shall be completed monthly by the SRT Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.

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1.6 Police Motorcycles

1.6.1 Objectives and Usage

- 1.6.1(a) Assigned to Traffic Section and should be mainly used for traffic enforcement duties and special events where mobility is needed in congested areas.
- 1.6.1(b) Because of the concern for the safety of riders motorcycles should not be used if there is a possibility of inclement weather.

1.6.2 Authorized Persons to Operate

- 1.6.2(a) A traffic supervisor can authorize any sworn officer that has completed police motorcycle training and is state qualified to operate a police motorcycle.
- 1.6.2(b) Officers operating motorcycles must successfully complete the following police motorcycle training:
 - 1.6.2(b.1) Springfield Police Department Motorcycle Officer Certification Course;
 - 1.6.2(b.2) Certified officers must participate in annual training dates to maintain certification.

1.6.3 Equipment and Maintenance

- 1.6.3(a) Police Motorcycles will be equipped with emergency lights and siren and a PTT portable radio connection. The motorcycle will also be equipped with a hand-held radar unit.
- 1.6.3(b) Officers shall be responsible for the upkeep and maintenance of their assigned motorcycle. (CALEA 17.5.2)

1.7 Canine Vehicles

1.7.1 Objectives and Usage

- 1.7.1(a) To safely transport police canine and handler to and from work related duties.

1.7.2 Authorized Persons to Operate

- 1.7.2(a) Canine officers assigned to the vehicles can authorize any sworn officer to operate the vehicle.
- 1.7.2(b) Operation of the Canine vehicle requires no special training.

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- 1.7.3 Equipment and Maintenance
 - 1.7.3(a) Canine cars will have emergency lights, siren, and two-way radio. Other equipment to be kept in the vehicles includes: (CALEA 41.1.5(d))
 - 1.7.3(a.1) Hot Dog Alarms;
 - 1.7.3(a.2) Cages separating dog from occupants.
 - 1.7.3(b) Canine handlers that are assigned to the vehicle are responsible for the vehicle's upkeep and maintenance. (CALEA 17.5.2)
- 1.8 Police Mountain Bicycles
 - 1.8.1 Objectives and Usage
 - 1.8.1(a) Assigned to the Community Services Section to be used as transportation for officers on their daily work assignments and special events where mobility is needed in congested areas.
 - 1.8.1(b) Because of the concern for safety of riders, bicycles should not be used if there is a possibility of inclement weather such as very icy roads.
 - 1.8.2 Authorized Persons to Operate
 - 1.8.2(a) Community Services Section Supervisors can authorize any sworn officer that has completed the Police Cyclist Training course to operate a police mountain bicycle.
 - 1.8.2(b) Officers operating bicycles must successfully complete Police Cyclist Training.
 - 1.8.2(b.1) Must complete the initial, one-week training, or within the past five years have successfully completed an approved bike instruction course, i.e. the IPMBA certified Police Cyclist Training Course.
 - 1.8.3 Equipment and Maintenance
 - 1.8.3(a) Police bicycles will be equipped with a front-facing lamp which shall emit a white light visible at night and a rear-facing red light and all applicable reflectors as stated by the Springfield Municipal Code.
 - 1.8.3(b) Officers shall be responsible for the general upkeep of their bicycles. All major maintenance shall be authorized by the Community Services Section Supervisors. (CALEA 17.5.2)
- 1.9 Mobile Community Resource Vehicle (MCRV)
 - 1.9.1 Objectives and Usage
 - 1.9.1(a) Primary purpose is that of a Mobile Command Vehicle, but may be used during community events as needed.
 - 1.9.2 Authorized Persons to Operate
 - 1.9.2(a) The MCRV will only be operated by Support Team Officers or those who have completed the MCRV operation-training program.
 - 1.9.3 Equipment and Maintenance

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1.9.3(a) The MCRV is equipped with:

1.9.3(a.1) Emergency lights, siren and several two-way radios.

1.9.3(a.2) Necessary equipment for a sustained on-site Command Post.

1.9.3(b) The MCRV will be maintained by personnel assigned to the Support Team. (CALEA 17.5.2)

1.9.3(c) The Mobile Community Resource Vehicle Inventory (SPD Form # 04-OP-0496) shall be completed monthly by the Community Services Section Support Corporal for all needed supplies and equipment, and to insure it is in good running order.

1.10 Driver Impaired Enforcement Vehicle

1.10.1 Objectives and Usage

1.10.1(a) Primary purpose is that of a field DWI testing center at checkpoint sites. May also be used as a secondary Command Post in crisis situations.

1.10.2 Authorized Persons to Operate

1.10.2(a) The Driver Impaired Enforcement Vehicle will only be operated by officers assigned to the DWI Enforcement Unit, or officers who have completed the Driver Impaired Enforcement Vehicle operation-training program. Upon approval of the Traffic Commander, officers assigned to the Support Team are authorized to operate this vehicle as well.

1.10.3 Equipment and Maintenance

1.10.3(a) The Driver Impaired Enforcement Vehicle is equipped with:

1.10.3(a.1) Emergency lights, siren and two-way radio;

1.10.3(a.2) Breath-testing instrument(s);

1.10.3(a.3) Forms and equipment necessary for the operation of the breath-testing instruments;

1.10.3(a.4) Necessary equipment for a sustained on-site Command Post.

1.10.3(b) The Driver Impaired Enforcement Vehicle and equipment shall be maintained by the DWI officer. (CALEA 17.5.2)

1.10.3(c) The Driver Impaired Enforcement Vehicle Inventory (SPD Form # 04-OP-0507) shall be completed quarterly by the Traffic Section Supervisor or designee for all needed supplies and equipment, and to insure it is in good running order. (CALEA 17.5.2)

1.11 Detention Transportation Vehicles

1.11.1 Objectives and Usage

1.11.1(a) Used to transport prisoners to or from a detention/jail facility or hospital, see also SOG 407.4 – Prisoner Transportation for further details.

1.11.2 Authorized Persons to Operate

1.11.2(a) Any authorized police personnel can operate these vehicles.

1.11.2(b) No special training is needed to operate these vehicles.

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1.11.3 Equipment and Maintenance

- 1.11.3(a) The Quartermaster shall inspect these vehicles weekly and complete a Detention Transportation Vehicle Inventory Inspection (SPD Form # 13-SP-0631) to document the inspection and to allow reporting of any vehicle or equipment discrepancies.
- 1.11.3(b) If the transporting officer observes damage or maintenance issues they shall complete a Detention Transportation Vehicle Inventory Inspection form and forward the report to the Quartermaster's office, see also SOG 407.4 – Prisoner Transportation for further details.

1.12 Community Services Section Corvette

1.12.1 Objectives and Usage

- 1.12.1(a) Used for transportation of CSS officers and for display purposes at community events.

1.12.2 Authorized Persons to Operate

- 1.12.2(a) The CSS supervisor can authorize any sworn officer to operate this vehicle.
- 1.12.2(b) No special training is needed for operation.

1.12.3 Equipment and Maintenance

- 1.12.3(a) Equipped with emergency lights.
- 1.12.3(b) The CSS supervisor is responsible for upkeep and maintenance of this vehicle. (CALEA 17.5.2)

1.13 Segway

1.13.1 Objectives and Usage

- 1.13.1(a) Used primarily by the Community Services Section for special events where mobility is needed in congested areas and/or for transportation in entertainment districts such as Park Central, Commercial Street, and Jordan Valley.

1.13.2 Authorized Persons to Operate

- 1.13.2(a) Officers operating a Segway must complete an initial training course, suggested by the manufacturer, and demonstrate that they can successfully accomplish all tasks on the Segway Orientation Checklist.
- 1.13.2(b) The Community Services Section Supervisors can authorize any officer to utilize a Segway once they have completed the required training.

1.13.3 Equipment and Maintenance

- 1.13.3(a) Following each use, any officer operating a Segway will be responsible to ensure it is plugged in and charging upon returning the Segway to the designated storage location(s).
- 1.13.3(b) A Community Services Officer will be assigned responsibility for the care and maintenance of the Segways. The Community Services Section

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Commander will ensure this is done. (CALEA 17.5.2)

- 1.13.3(c) All major maintenance shall be authorized by the Community Services Section Commander.

1.14 LPR Equipped Vehicle

1.14.1 Objectives and Usage

- 1.14.1(a) This vehicle is equipped with license plate reader hardware capable of reading license plates on nearby vehicles and comparing them to known criminal databases. It is used primarily by the Community Services Section/Traffic Section for directed patrol activities to enhance vehicle license recognition abilities, but can be used by other officers trained in its use when approved through the Community Services Section Commander/Traffic Commander in advance.

1.14.2 Authorized Persons to Operate

- 1.14.2(a) Officers operating the LPR Equipped Vehicle must first complete an initial training course provided by an approved LPR Equipped Vehicle trainer.
- 1.14.2(b) The Community Services Section Commander/Traffic Commander or designee shall be responsible for assigning/authorizing the use of the LPR Equipped Vehicle.

1.14.3 Equipment and Maintenance

- 1.14.3(a) The LPR Equipped Vehicle is equipped with roof-mounted surveillance cameras and specialized computer software that enables character recognition of license plates on moving or stationary vehicles and searches established data bases for “hits” on wanted vehicles and persons.
- 1.14.3(b) Generalized maintenance such as cleaning, repair/replacement of vehicle OEM parts (light bulbs, wiper blades, etc.) are the responsibility of the operating/assigned officer. (CALEA 17.5.2)
 - 1.14.3(b.1) The LPR Equipped Vehicle shall only be washed in a “touch-less” car wash and shall not be washed in any car wash with moving parts, brushes, cloths, etc. that may/will come in contact with the roof mounted cameras.
- 1.14.3(c) Problems with the cameras are to be reported to the Quartermaster immediately and the vehicle shut down, if necessary.
- 1.14.3(d) Any problems with the computer software shall be reported immediately to the Information Systems Network Technician. If after normal working hours, an e-mail shall be sent specifying the vehicle and providing a description of the problem(s) encountered.
 - 1.14.3(d.1) Officers are not to place the vehicle out of service without providing information on the problem(s) encountered.

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2 INVESTIGATIONS AND SUPPORT SERVICES BUREAU

2.1 Property Unit Van

2.1.1 Objectives and Usage

2.1.1(a) Used as needed by Property Unit. Is equipped with a lift gate and is used for transporting evidence and articles as needed by the Property Unit.

2.1.2 Authorized Persons to Operate

2.1.2(a) Any authorized police personnel can operate this vehicle.

2.1.2(b) Operator must be familiar with the operation of the "lift gate".

2.1.3 Equipment and Maintenance

2.1.3(a) Equipped with a "lift gate".

2.1.3(b) The Property Unit supervisor is responsible for causing the upkeep and maintenance of this vehicle. (CALEA 17.5.2)

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2.3 Crime Scene Van (CALEA 83.2.4) ³

2.3.1 Objectives and Usage

2.3.1(a) To assist officers in the collection of evidence at crime scenes such as homicides, serious assaults, rapes, or when requested by a supervisor.

2.3.1(b) Will be used on a call-out basis, not intended for routine daily use. Will not be used for traffic enforcement.

2.3.2 Authorized Persons to Operate

2.3.2(a) The Violent Crimes Unit supervisor can authorize use and operation of this vehicle.

2.3.3 Equipment and Maintenance

2.3.3(a) Will be equipped with a two-way radio, emergency lights and siren,

³ Section 2.3 revised, CALEA Standard reference added, per Policy Change Order 18-002.

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evidence collection equipment such as super glue wand, static lifters, wet print lifters, casting supplies, evidence vacuum, auxiliary lighting equipment, evidence markers, and evidence collection containers.

2.3.3(b) The Criminal Investigations Persons Section Violent Crimes Unit supervisor is responsible for the vehicle's upkeep and maintenance. (CALEA 17.5.2)

2.3.3(c) The Crime Scene Van Maintenance and Equipment Inspection (SPD Form # 07-SP-0565) shall be completed quarterly by the Violent Crimes Unit Sergeant or designee for all needed supplies and equipment, and to insure it is in good running order.

3 SUPPORT TEAM OPERATIONS

3.1 Support Team Function and Organization

3.1.1 Function

3.1.1(a) The Support Team function is to operate and maintain the MCRV and other Special Purpose Vehicles.

3.1.2 Organization

3.1.2(a) This team will be maintained in the UOB chain of command with the Community Services Section Support Corporal assigned administrative responsibilities.

3.1.2(b) The team will be primarily comprised of officers from the UOB with other bureau officers involved as needed.

3.2 Duties and Responsibilities

3.2.1 Community Services Section Support Corporal

3.2.1(a) Shall maintain a list of available officers and provide an updated list to the Emergency Communications Center for emergency activation purposes.

3.2.1(b) Shall ensure that monthly vehicle inspection occurs.

3.2.1(c) Will conduct officer selection processes as necessary.

3.2.1(d) Shall insure that involved officers receive appropriate operation and driving training.

3.2.1(e) Will conduct periodic inspections of vehicles for conformation with standards, readiness, and cleanliness.

3.2.1(f) Is ultimately responsible for vehicle condition and readiness.

3.2.2 Support Team Officers

3.2.2(a) Officers will be selected based on the needs of the team as determined by the UOB Commander or their designee.

3.2.2(b) Officers will be on call 24/7 as needed.

3.2.2(c) Officers shall successfully complete Specialized Vehicle Operation Training as required.

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3.2.2(d) Upon activation, officers will be responsible for the vehicle they are operating and any peripheral duties concerning that vehicle. This will include:

3.2.2(d.1) Driving;

3.2.2(d.2) General setup and operation;

3.2.2(d.3) Monitoring of vehicle systems as needed;

3.2.2(d.4) Breakdown and storage of vehicle, post event;

3.2.2(d.5) Cleanup of vehicle, post event.

3.2.2(e) Operationally, officers will be directed by the Incident Commander or their designee.

3.3 Activation

3.3.1 To activate any specialty vehicle will require the authority of a Lieutenant or above.

3.3.2 Planned Events

3.3.2(a) For scheduled events the Support Team Supervisor should be notified in writing as far in advance as possible.

3.3.2(a.1) Notification should include pertinent information such as:

3.3.2(a.1.1) Equipment needs;

3.3.2(a.1.2) Duration of event;

3.3.2(a.1.3) Any other requirements of this team.

3.3.2(b) Support Team Officers will be scheduled to allow for shift adjustment when practical.

3.3.3 Emergency Activation (CALEA 81.2.4)

3.3.3(a) In emergency situations the 911 Emergency Communications Center should be called to request a specialty vehicle.

3.3.3(a.1) The Communications Center will coordinate contact of the on-duty or on-call Support Team Member through the Watch Commander for a quick response.

3.3.3(b) Information needed for response shall include:

3.3.3(b.1) Incident location;

3.3.3(b.2) Approach route;

3.3.3(b.3) Incident Commander;

3.3.3(b.4) Command Post location.

3.3.4 Mutual Aid

3.3.4(a) Mutual Aid requests for any specialized vehicle will follow the direction of SOG 414.1 – Agency Jurisdiction and Mutual Aid.

IV Attachments