

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	<b>Chapter:</b> 400 - Uniforms/Equipment	
	<b>Directive:</b> 420.01 - Department Vehicles	
<b>Authorized by:</b> Chief Brandon Zuidema		<b>Effective Date:</b> May 1, 2016
<b>CALEA Standards:</b> 41.3.1, 41.3.2, 41.3.3		<b>Last Revision:</b> October 1, 2015

### 420.1.1 - Purpose

The purpose of this directive is to establish guidelines for issuing, maintaining, marking, and equipping Department vehicles not defined as “special purpose” vehicles.

### 420.1.2 - Policy

It is the policy of the Garner Police Department to mark patrol vehicles, making them readily identifiable as law enforcement vehicles from all angles, both day and night, and from a long distance away. The Department will also provide slick top and unmarked vehicles for certain positions. It is also the policy of this agency to ensure each vehicle is equipped with those items necessary for each officer to perform their duties.

### 420.1.3 – Operation of Department Vehicles

- A. Employees are to operate Department vehicles in compliance with state and local laws, Town policy and Department policy. Officers, although subject to limited immunity while responding to emergency calls, are nevertheless responsible for civil liability that may occur through the negligent use of a vehicle.
- B. Citizens not under arrest will not be transported in a Department vehicle without supervisory approval.

### 420.1.4 - Vehicle Assignments, Inspections, Maintenance and Repairs

- A. Depending upon availability, it will be the policy of the Garner Police Department that each officer be assigned his/her own Department vehicle.
- B. The Administrative Lieutenant or designee will assign all Departmental vehicles. The Department will issue unmarked vehicles on a limited basis as approved by the Chief of Police.
- C. Each officer will be responsible for the cleaning and maintenance of their assigned vehicle and the equipment issued to that vehicle.
- D. Officers will inspect their vehicles daily. This inspection shall include, but is not limited to:
  - 1. Damage to the vehicle,
  - 2. Emergency Equipment (Lights, Flashing Headlights Siren, etc.),
  - 3. Fuel, and
  - 4. Tires.

- E. It is the responsibility of each officer to ensure they have all required equipment to properly complete their law enforcement duties.
- F. Supervisors will conduct unannounced inspections on the vehicles assigned to their subordinates on a quarterly basis. Platoon Leaders shall conduct an unannounced inspection on the patrol vehicles assigned to their team members on a monthly basis.
  - 1. The supervisor will check for:
    - a. Vehicle condition and appearance (i.e. damage and cleanliness);
    - b. Emergency equipment (i.e. light bar, flashing headlights, and siren);
    - c. Standard vehicle equipment (i.e. head lights, tires, and engine oil); and
    - d. All equipment issued to be carried in the vehicle.
  - 2. The supervisor will document their inspection on an *Inspection Report* (GPD form 410.2-A).
- G. The Town Automotive Shop will conduct all repairs and routine servicing of Department vehicles. Each officer will be responsible for notifying the Town Shop personnel of any repair or service the vehicles may need by completing an electronic Fleet Maintenance – Work Request found on the Town's intranet.

#### **420.1.5 - Vehicle Deployment**

##### **A. Take Home Vehicle Program**

- 1. Officers living within a fifteen (15) mile radius of any Town limits may drive their assigned vehicle to their residence while off-duty.
- 2. Officers residing outside the fifteen (15) mile radius will park their patrol vehicles at various locations within the city limits or at a Town facility. Patrol Sergeants will make a determination as to the location to park the patrol cars. Factors to be considered include the number of calls/crimes for the area, areas with a particular problem, and legitimate requests of citizens related to public safety. To maintain their effectiveness, deployed patrol cars will be rotated to other locations periodically.
- 3. Officers shall not drive their assigned vehicles to their residence under the following conditions:
  - a. When assigned to the FTEP (Field Training and Evaluation Program),
  - b. While on suspension from duty, and/or
  - c. While on extended leave.
- 4. Officers assigned marked vehicles shall not drive their assigned vehicles while restricted to light duty.

##### **B. Off-Duty Use of Department Vehicles**

- 1. Employees who are authorized to take their Department vehicle home from work are authorized to drive to a gym or other location in the Town limits or on their normal route of travel to and from their residence for physical exercise.
- 2. Pursuant to GPD Directive 310.8, *Secondary Employment*, the use of Department-owned take-home vehicles is required when working extra-duty employment so that extra-duty officers are able to respond to emergencies that may occur while they are working extra-duty employment.

- C. The Chief of Police may grant exceptions to the above rules for those employees who hold special assignments within the department. The Chief of Police may alter or restrict this policy as departmental and community conditions dictate.

#### **420.1.6 - Patrol Vehicle Marking Scheme (41.3.1)**

Patrol vehicles will be white in color, and equipped with blue and red emergency lights and audible siren.

- A. Conspicuously Marked Units: These Patrol vehicles will have:

1. Blue or blue and red lights mounted on the roof of the vehicles. This lighting system will include takedown lights, spotlights, and alley lights.
2. Reflective striping - vehicles will minimally have yellow and/or reflective lettering or striping down both sides of the vehicle; striping may be added to the front and/or rear as well.
3. Agency name - the words "POLICE" or "GARNER POLICE" will be placed in reflective letters on each side of the patrol vehicle. The words "GARNER POLICE" will also be placed in yellow or blue reflective letters on the rear of the trunk.

- B. Slick top Vehicles: These Patrol Vehicle will have:

1. Blue or blue and red lights mounted inside the interior of the vehicles. This lighting system may include takedown lights and/or spotlights.
2. Reflective striping - vehicles will have yellow and/or reflective lettering or striping down both sides of the vehicle.
3. Agency name - the words "POLICE" or "GARNER POLICE" will be placed in reflective letters on each side of the patrol vehicle.

- C. Unmarked Vehicles: These vehicles will come in a variety of colors and will:

1. Have blue or blue and red lights mounted inside the interior of the vehicles. This lighting system may include takedown lights and/or spotlights.
2. Be equipped with an audible siren.

#### **420.1.7 - Equipment for Patrol Vehicles (41.3.2)**

- A. All department vehicles will be equipped with the following:

1. Two-way radio, and
2. Siren with public address speaker.

- B. Vehicles assigned specifically to those officers working patrol will also include:

1. Officer "Ted E. Bear,"
2. Keys to gate and gas pump,
3. Fire extinguisher,
4. Walking measure tape,

5. Equipment box,
6. Flares(12) with container,
7. Personal Protective Equipment Bag with supplies,
8. Slim Jim tool,
9. Emergency blankets (2),
10. Crime scene tape,
11. Traffic spray paint/chalk,
12. Seatbelt knife, and
13. Binoculars
14. Window center punch.

**420.1.8 - Safety Restraints (41.3.3)**

When operating a Town vehicle, all occupants (driver and passengers) will wear seat belts while the vehicle is in operation.