

# Glendale Heights Police Department

**GENERAL ORDER # 1921**

**SUBJECT:** Special Purpose Vehicles

**ACTIVE DATE:** 08-08-2018

**RESCINDS:** GO #1921, issued 11-07-2013

**AUTHORITY:** Douglas R. Flint, Chief of Police

**RELATED DOCUMENTS:** Mobile Command Vehicle Inspection Checklist

## **.01 Purpose**

This order establishes objectives and guidelines for the operation, use, limitations and conditions of special purpose vehicles maintained by the Glendale Heights Police Department.

## **.02 CALEA Standards**

41.1.3, 46.1.8

## **.03 Policy**

The Glendale Heights Police Department shall provide and maintain special purpose vehicles for use in the provision of police services to the community. Special purpose vehicles shall be operated only by those personnel authorized and/or trained to operate each vehicle.

## **.04 Definitions**

**Mobile Command Vehicle**—A specialized vehicle designed for use as a mobile command post. The Mobile Command Vehicle is not an authorized emergency vehicle.

**Patrol Incident Command Vehicle**—A fully marked and equipped authorized emergency vehicle which can be used as a mobile command post.

## **ORDER**

### **.10 Canine Squad Car**

A. The primary purpose of the canine vehicle is to provide safe and effective transportation of the canine handler and dog for use during patrol, special call outs, and training activities, in accordance with GO #1930 and OP #1931. The Canine Unit (K-9) shall be assigned a marked patrol vehicle for use. Distinct markings shall be displayed on the vehicle identifying it as a Canine Unit, with appropriate warnings displayed on the vehicle to caution people from approaching the animal. No other member shall operate the unit when the animal is being transported in the car without the expressed authorization of the Canine Officer or supervisory members.

B. The vehicle shall be equipped the same as general patrol cars. In addition, the unit shall be equipped as needed to facilitate the most expeditious use of the canine. The unit shall be maintained by the Village of Glendale Heights Fleet Services in accordance with regular vehicle service. It shall be the responsibility of the Canine Officer to ensure any needed repairs are brought to the attention of Fleet Services.

C. The Canine Officer is authorized to bring the unit home, keeping it there when not in use. Only the GHPD Canine Unit dog shall be transported in the canine vehicle.

### **.15 Bike Squad Cars**

A. The Deputy Chief of Operations shall designate two (2) Bike Patrol Unit transport vehicles. Trailer-hitch style bike-rack systems shall be maintained on each of these units. These vehicles will be equipped the same as general patrol cars. In the event additional vehicles are needed, the Watch Commander can authorize the use of the trunk-mount removable bike-racks on other police vehicles.

B. When assigned to Bike Patrol Unit duties, the Bike Patrol Officer is to use the designated vehicles. As the designated Bike Patrol Unit transport vehicles are regular patrol vehicles, any authorized Department member may use the vehicles when not in use by the Bike Patrol Unit. It is recommended that the trailer-hitch style bike-rack be removed from the back of the unit when not used to transport a bicycle.

### **.20 Police Bicycles**

The Department maintains a fleet of police bicycles for use by the Bike Patrol Unit. These bicycles shall only be used by specially trained members of the Department, in accordance with GO #1945.

### **.25 SMART Trailer**

The Department maintains a Speed Monitoring Awareness Radar Trailer (SMART Trailer) as part of its traffic enforcement and education mission. The trailer shall only be deployed by those members trained in the basic set up and operation of the trailer, in accordance with GO #3000, section .35(E).

### **.30 Patrol Incident Command Vehicle**

A. The Department operates a specialty vehicle designated as the Patrol Incident Command Vehicle. The primary use of this vehicle is to provide equipment and emergency supplies, as well as a field command operations work station for supervisory members during major incidents, special events, natural disasters, or situations where the equipment available in the vehicle would be beneficial to operations.

B. The Patrol Incident Command Vehicle shall be operated primarily by the Watch Commander or Shift Supervisor during regular shift duties for general patrol, and is available for utilization as a mobile command post vehicle. The vehicle may be assigned to members at the discretion of the Watch Commander. This unit is a special use vehicle and is not authorized for pursuit driving.

C. The Patrol Incident Command Vehicle has been equipped with the items listed below. It shall be the responsibility of the Watch Commander and any member operating the vehicle to ensure the vehicle is adequately supplied and the equipment is functioning properly, at the start of each shift. The day shift Watch Commander shall conduct a documented monthly inspection of the vehicle and its equipment in accordance with GO #2400, section .90). Special equipment includes:

1. Front and Rear Police Radio Equipment
2. Mobile Data Terminal (Laptop Computer)
3. First-Aid Kit
4. Work Station Office Supplies
5. One (1) Ballistic Shield
6. Four (4) Riot Shields
7. One (1) Riot Baton
8. One (1) Capture Shield
9. Less Lethal, 9mm, .357 caliber, and .223 caliber Ammunition Supply
10. Road Flares / Fuses
11. Door Ram
12. Tactical Mirror
13. Tactical Ladder
14. Flashlight

15. Digital Camera
16. Basic Evidence Collection Supplies

D. Specialized weapons in the Patrol Incident Command Vehicle include:

1. Four (4) .223 caliber Bushmaster Rifles
2. One (1) Less Lethal Bean Bag Shotgun

E. Items maintained in the Patrol Incident Command Vehicle shall only be used by members who have been trained in their use.

### **.35 Mobile Command Vehicle**

A. The Mobile Command Vehicle is a specialty vehicle assigned to the Support Division. The primary use of this vehicle is to establish initial incident command post operations and provide a secure and comfortable work environment in the field for Command personnel during critical incidents, special events, and natural disasters:

1. **Critical Incidents**—When faced with a critical incident which will require Command personnel to be present at the scene for an extended period of time in order to properly supervise and communicate with Department personnel and/or personnel from other agencies. These types of incidents include but are not limited to crime scenes, fires, serious motor vehicle crashes, HAZMAT incidents, hostage incidents, and barricaded suspects.
2. **Special Events**—These incidents include parades, community festivals, carnivals etc.
3. **Natural Disasters**—These incidents include tornados, floods, storms, or any other natural disaster.

B. The Mobile Command Vehicle will only be used with the approval of a Watch Commander or above. Other agencies requesting to use the mobile command post vehicle must obtain prior approval from the Chief of Police or a Deputy Chief of Police.

C. The Mobile Command Vehicle is an authorized emergency vehicle in accordance with 625 ILCS 5/1-105. However, only sworn officer drivers of the vehicle are authorized to drive Code 2 when responding to emergency situations, in accordance with OP #1926 Use of Emergency Equipment. Non-sworn drivers shall only respond Code One to incidents and are required to obey all traffic laws at all times. The vehicle shall not be utilized for pursuits. The vehicle shall not be used to transport detainees, as it is not equipped to do so.

D. The Mobile Command Vehicle shall only be used for approved activities by authorized personnel who are familiar with the function and operation of the vehicle and its equipment. In the event that the Mobile Command Vehicle is loaned to another agency, an authorized Glendale Heights Police Department member familiar with the vehicle will accompany the vehicle.

E. Instructions on the usage of the vehicle's equipment are contained in the manual entitled "Mobile Command Vehicle Instructions," a copy of which shall remain inside the vehicle.

F. The Mobile Command Vehicle may be driven by any authorized member of the Department. Upon arrival at a specific scene the vehicle will be manned by Command personnel or their designees. No special license is required to drive the vehicle, but a Departmental orientation course is required to operate any equipment within the vehicle.

G. The Deputy Chief of Support shall ensure that the Mobile Command Vehicle is properly maintained and inspected.

1. The vehicle will be maintained by the Fleet Services Division and will follow the normal vehicle maintenance schedule for all other Department vehicles.
2. The Emergency Operations Coordinator shall conduct a documented monthly inspection of the vehicle and its equipment, using the Mobile Command Vehicle—Unit 301 Monthly Equipment Inspection Checklist (Appendix A). An inventory list of the vehicle's equipment will be kept with the vehicle.

H. The Mobile Command Vehicle shall include the following equipment:

1. Emergency lights & siren
2. Police radio
3. First aid kit
4. Office supplies
5. Chairs
6. Laptop computer(s) (As needed)
7. Flashlights
8. Portable radios
9. Portable lights
10. Computer printer
11. TV/DVD
12. Dry erase boards
13. Other supplies or equipment may be used in the vehicle as necessary, based on the nature of its deployment and operational needs.

#### **.40 Inspections and Maintenance**

A. All special purpose vehicles described in this order are subject to inspection by a supervisor at any time.

B. Department members assigned to special purpose vehicles are responsible for maintaining the cleanliness of the vehicle and ensuring any defects are repaired immediately. Special purpose vehicles shall be kept in a state of operational readiness at all times except when being serviced.