

# City of Johns Creek Police Department

<i>Subject:</i> Special Purpose Vehicles	<i>Number:</i> 02-56	
<i>Reference:</i> 02-06 Securing and Transporting in Custody Arrest/Prisoners	<i>Amends:</i>	
<i>Effective:</i> 03/19	<i>Review Date:</i> Annually	<i># of Pages:</i> 12

## PURPOSE:

The purpose of this policy is to specify the procedures to be followed for agency special purpose vehicles.

## POLICY:

It is the policy of the Johns Creek Police Department to maintain and operate agency Special Purpose Vehicles, in a manner which meets all applicable standards and aids in the accomplishment of our agency's mission and values. This policy will document the operational objectives, procedures and limitations for use, authorization, qualifications and training requirements, responsibilities for care and maintenance, and required equipment for each special purpose vehicle.

No equipment will be added or removed from any special purpose vehicle, without approval from the Chief of Police.

## PROCEDURES:

### Command Vehicle (02-56-01)

- A. Operational objectives and usage: The Command Vehicle is used for responding to emergencies or other calls for service, or for purposes of training or special events.
- B. Procedures for use and limitations: The Command Vehicle will only be used when necessary to respond to special events, emergency circumstances or for educational or other demonstrations.
  1. The Command Vehicle is unique, in that its ownership is shared by the Johns Creek, Sandy Springs, Brookhaven, and Dunwoody Police Departments. The Command Vehicle Coordinator will be the designated point of contact, in the event that use of the Command Vehicle is necessary, whether for a pre-planned event or an emergency deployment.
  2. Once requested, the Command Vehicle Coordinator will make contact with the other agencies to determine availability for the Command Vehicle and arrange for pick-up.

- C. Authorization for use: The Command Vehicle will only be operated by sworn personnel assigned as Command Vehicle Operators (CVO) who have successfully completed agency approved training.
  - 1. The Incident Commander will be responsible for requesting use of the Command Vehicle.
  - 2. In the event that the designated Incident Commander is the only Command Vehicle Operator (CVO) in service at the time of a critical incident, an alternate CVO will be activated to deploy the Command Vehicle.
- D. Qualifications and Training: The Command Vehicle will only be operated by personnel who are trained in its use. The Command Vehicle Coordinator will ensure all appropriate personnel are trained accordingly. In order to be eligible for Command Vehicle Operator assignment, personnel must:
  - 1. Have no more than two at fault vehicle accidents within a two year period;
  - 2. Have no disciplinary actions within one year;
  - 3. Successfully complete the department approved Command Vehicle training.
- E. Responsibilities for care and maintenance: The Command Vehicle will be maintained in a state of operational readiness at all times. The Sandy Springs Police Department will be responsible for housing the Command Vehicle, on a routine basis. JCPD operators will return the vehicle in an acceptable state of cleanliness and report any malfunctions or maintenance needs to the Command Vehicle Coordinator.
- F. The following equipment will be kept in or on the Command Vehicle:
  - 1. Radio, chargers, and other emergency equipment
  - 2. Any other operation-specific equipment will be transported on the Command Vehicle on a case by case basis.

### **Utility Vehicle (UTV) (02-56-02)**

- A. Operational objectives and usage: The UTV is used for responding to emergencies or other calls for service, or for purposes of training or special events.
- B. Procedures for use and limitations: The UTV will only be used when necessary to respond to special events, emergency circumstances or for educational or other demonstrations. The purpose of the UTV is to enhance transportation capabilities, during situations which would require travel through areas which would otherwise be non-accessible by other patrol vehicles (Ex- wooded areas, off-road terrain, etc.). The UTV will not be used:
  - 1. On public roadways, except during exigent circumstances and with extreme caution;
  - 2. In a manner that poses any unnecessary risk to agency personnel, including fording deep or fast moving water; or
  - 3. Under conditions that increase the risk of overturning the vehicle or injuring occupants.
- C. Authorization for use: The UTV will only be operated by personnel assigned who have successfully completed agency approved training.
  - 1. The Incident Commander or shift supervisor will be responsible for approving use of the UTV.
  - 2. The shift supervisor may approve for the UTV to be used by officers for patrol

in areas, where an off-road capability would be beneficial (i.e. - Park Patrols, etc.)

- D. **Qualifications and Training:** The UTV will only be operated by personnel who are trained in its use. The Training Coordinator will ensure all appropriate personnel are trained accordingly.
- E. **Responsibilities for care and maintenance:** The UTV will be maintained in a state of operational readiness at all times. The Fleet Maintenance supervisor will be responsible for care and maintenance of the UTV, on a routine basis. JCPD operators will return the vehicle in an acceptable state of cleanliness and report any malfunctions or maintenance needs to the Fleet Maintenance supervisor.
- F. **The following equipment will be kept in or on the UTV:**
  - 1. Emergency lights
  - 2. Any other operation-specific equipment will be transported on the UTV on a case by case basis.

### **F-350 Response Vehicle (02-56-03)**

- A. **Operational objectives and usage:** The F-350 Response Vehicle is used for responding to emergencies or other calls for service, or for purposes of training or special events.
- B. **Procedures for use and limitations:** The F-350 Response Vehicle will only be used when necessary to respond to special events, emergency circumstances or for educational or other demonstrations. The purpose of the F-350 Response Vehicle is to enhance transportation and motorist assistance capabilities, during situations which would require equipment not routinely accessible in patrol vehicles.

The F-350 Response Vehicle will primarily be used for:

- 1. Special events such as Parades, 5k Runs, etc.
- 2. Clearing hazardous roadway debris (ex- fallen tree branches, etc.)
- 3. Use during significant weather events;
- 4. Other patrol and assistance functions, as approved by the Chief of Police.

**The F-350 Response Vehicle shall NOT serve as a replacement for currently existing City resources, such as Public Works, TRV, and Fire Department functions as it relates to motorist and roadway assistance. It is a resource specific to the Johns Creek Police Department, for use during those instances where all other City resources have been exhausted or are otherwise unavailable.**

- C. **Authorization for use:** The F-350 Response Vehicle will only be operated by personnel assigned who have successfully completed agency approved training.
  - 1. The Incident Commander or shift supervisor will be responsible for authorizing use of the F-350 Response Vehicle.
- D. **Qualifications and Training:** The F-350 Response Vehicle will only be operated by personnel who are trained in its use. The Training Coordinator will ensure all appropriate personnel are trained accordingly.
- E. **Responsibilities for care and maintenance:** The F-350 Response Vehicle will be maintained in a state of operational readiness at all times. The Fleet Maintenance supervisor will be responsible for care and maintenance of the F-350 Response Vehicle,

on a routine basis. JCPD operators will return the vehicle in an acceptable state of cleanliness and report any malfunctions or maintenance needs to the Fleet Maintenance supervisor.

F. The following equipment will be kept in or on the Command Vehicle:

1. Wench
2. Chainsaw
3. Tire changing kit
4. Jumper Cables
5. Generator
6. Air Compressor
7. Tow Hitch
8. Scene Lighting

### **Prisoner Transport Van (02-56-04)**

- A. Operational objectives and usage: The purpose of the Prisoner Transport Van is to facilitate the safe and effective movement of multiple prisoners, as required by the operational needs of the agency.
- B. Procedures for use and limitations: Prior to and after transports, the Prisoner Transport Van will be searched for weapons and contraband. Limitations for use of the Prisoner Transport Van are as follows:
1. No person in custody shall be left unattended or unsupervised while in the transport vehicle. The prisoner should be secured with waist chains whenever possible.
  2. The transport ratio, at a minimum, will be one officer per two prisoners; however if the transport requires the officer to take the prisoners to different locations or make two stops, i.e. one prisoner to Fulton County Jail (Alpharetta) and one to Fulton County Jail (Downtown), then there must be two transport officers assigned to the transport.
  3. Female prisoners may be transported with male prisoners, but must be separated by partitions in the transport vehicle. Juvenile offenders will not be transported with adult prisoners.

All other policies relating to prisoner transport vehicles are applicable to the prisoner transport van.

- C. Authorization, qualifications and training for use: Only those sworn employees who have been trained in the use and operation of the prisoner transport van will be authorized to use or be assigned to the vehicle.
- D. Responsibilities for care and maintenance: The Prisoner Transport Van will be maintained in a state of operational readiness at all times. Fleet Maintenance supervisor will be responsible for care and maintenance of the Prisoner Transport Van, on a routine basis. JCPD operators will return the vehicle in an acceptable state of cleanliness and report any malfunctions or maintenance needs to the Fleet Maintenance supervisor.
- E. The following equipment will be kept in or on the Prisoner Transport Van:
1. Radio
  2. Waist chains
  3. First-aid kit

## Crime Scene Van (02-56-05)

- A. Operational objectives and usage: The purpose of the Crime Scene Van is to respond to crime scenes or traffic collisions, as necessary, for the purpose of processing the scene and evidence collection, or for the purposes of training or other special events.
- B. Procedures for use and limitations: The Crime Scene Van will only be used to respond to crime scenes, emergency circumstances, training or for educational or other demonstrations. The Crime Scene Van should not be operated in areas where there is a likelihood of damage to the vehicle due to terrain or other hazards.
- C. Authorization for use: The Crime Scene Van will only be used by current Crime Scene Technicians or others, as operationally necessary, when authorized by the supervisor responsible for the Crime Scene Unit.
- D. Qualifications and Training: The Crime Scene Van will only be operated by agency personnel who have a valid Georgia Driver's License and are currently assigned to the Crime Scene Unit or authorized by the supervisor responsible for the Crime Scene Unit. The Crime Scene Unit supervisor will ensure users are adequately trained to use the vehicle and the equipment therein.
- E. Responsibilities for care and maintenance: The Fleet Maintenance supervisor will be responsible for the routine maintenance of the Crime Scene Van. Crime Scene Unit personnel will be responsible for ensuring the cleanliness and operational readiness of the vehicle, as well as re-supply of necessary equipment within.

F. The following equipment will be kept in or on the Crime Scene Van:

- |  |  |                               |
|--|--|-------------------------------|
| 1. 3M Evidence Vacuum w/ 2 extra filters | 19. Portable light set                   | 37. Fingernail clipping kits  |
| 2. Long wave Ultra violet light (365mm)  | 20. ALS Large light                      | 38. First Aid kit             |
| 3. ID tent evidence markers              | 21. 2 Portable generators                | 39. N95 mask                  |
| 4. Paper towels                          | 22. Yellow drop cord                     | 40. Swabbing kit              |
| 5. Blood Spatter documentation kit       | 23. 1 large Pelican case fingerprint kit | 41. Buccal kit                |
| 6. Photo ID markers                      | 24. Roll of brown paper                  | 42. GSP kits                  |
| 7. White rope                            | 25. Foldable Latter                      | 43. Boot covers               |
| 8. Electrostatic dust print lifter       | 26. 1 Crime Scene Tac Vest               | 44. Tyvek suits               |
| 9. Photo evidence markers                | 27. 1 Mikrosil Kit (Grey)                | 45. Orange marker spray paint |
| 10. Pistol boxes                         | 28. Syringe tubes                        | 46. Dirt hardener (can)       |
| 11. Knife box                            | 29. Video camcorder bracket              | 47. Yellow spray chalk        |
| 12. Rifle box                            | 30. Respirators                          | 48. Drug testing kits         |
| 13. Firearms trajectory kit              | 31. Superglue wand                       | 49. Plastic evidence bags     |
| 14. Tube of red evidence flag markers    | 32. Crime Scene drafting kit             | 50. Evidence tags             |
| 15. Protrusion rod set                   | 33. Evidence tamperproof tape            |                               |
| 16. Metalized pick-up mats               | 34. Clear evidence sealing tape          |                               |
| 17. Large tarp                           | 35. Measuring wheels                     |                               |
| 18. Tent stakes                          | 36. Traffic vest                         |                               |

## **Motors (02-56-06)**

- A. Operational objectives and usage: The purpose of the use of motorcycles is to support the efforts of the Traffic Safety Unit (TSU) in reducing the number of crashes, injuries, and fatalities resulting from traffic law violations. In addition to supporting TSU, agency motorcycles may be used for motorcade escorts, parades, public relations activities, and other functions as directed by the Chief of Police, or designee.
- B. Procedures for use and limitations: Operation of motorcycle units require certain restrictions necessitated by departmental regulations and/or laws. These restrictions include but are not limited to:
1. An officer may ride a motorcycle for training purposes, but will only ride with an instructor or a certified motor officer at all times prior to his/her certification.
  2. Motorcycle officers have the discretion to use a car during inclement weather.
  3. Motorcycles shall only be operated when the appropriate safety gear is worn.
- C. Authorization, qualifications, and training for use: The Motor Units may only be used by those officers who have been trained in their safe operation and demonstrated their ability to safely operate them. In order to transfer to the Motorcycle Division, officers must meet the same requirements as the traffic officer position, must possess the following additional qualifications:
1. Must possess a class M (motorcycle) operator's license.
  2. Must successfully complete a 40 hour Police Motorcycle Course.
  3. Must attend monthly, department approved, Motors training.
  4. Every motorcycle officer must be able to stand a "downed" motorcycle in the manner demonstrated in the training course.
- D. Responsibilities for care and maintenance: Motorcycles will be kept clean and maintained properly at all times and a thorough pre-trip inspection shall be completed on each motorcycle prior to operation each day by the assigned operator. Operators will report any malfunctions or maintenance needs to the Fleet Maintenance supervisor.
- E. Equipment:
- Motorcycle units will be equipped with:
1. Authorized safety equipment, to include items to operate year around (i.e. - a helmet, riding boots, full set of rain gear (includes boots), setcom/headset/radio, motor pants, etc.)
  2. Emergency lights & siren
  3. Required markings and decals

## **Patrol Bicycles (02-56-07)**

- A. Operational objectives and usage: The purpose of the patrol bicycles is to reinforce the community outreach function of the Uniform Patrol Division. It may also be used for training or other special events.
- B. Procedures for use and limitations: The patrol bicycles will be used in various situations and under circumstances where bicycle use is beneficial to the residents of Johns Creek or for educational or other demonstrational purposes. The following are limitations for use:

1. Bicycles should not be utilized in temperatures below 32 degrees Fahrenheit.
2. Bicycles should not be utilized in temperatures 95 degrees or above, unless directed to do so for a special detail or event. (This would be for a short duration of time and approved by the supervisor).
3. The bicycle should not be operated during periods of inclement weather. In the event bad weather approaches, the officer should seek shelter until the weather passes. If the weather is not expected to change, the bicycle should be TRANSPORTED back to its original location and properly stored. The officer should return to his/her normal patrol duties for the remainder of the shift, or other assignments as designated by the Community Services Supervisor.

C. Authorization for use: Only those sworn personnel selected, trained, and assigned to the Bike Patrol function will be authorized to operate Patrol Bicycles.

D. Qualifications and Training:

1. Each officer should have a basic knowledge of the maintenance necessary to maintain the safe operation of his/her bicycle.
2. Officers will demonstrate their physical endurance operating the bicycle prior to his or her selection to the unit.
3. Newly assigned officers shall complete 40 hours of on-the-job training with a current member of the bicycle patrol unit, as designated by the Special Operations Lieutenant.
4. Officers of the bicycle patrol unit should also attend formal training courses and refresher training when available.

E. Responsibilities for care and maintenance: Each officer shall be responsible for the maintenance, record keeping of that maintenance, and periodic repairs which are performed on his/her assigned mountain bicycle.

1. Every six months or approximately 1500 miles, the bicycle should be taken to an approved bicycle mechanic for any necessary repairs and to maintain the efficiency of the bicycle. (This shall be referred to as a tune up or the required maintenance schedule.)
2. All repairs and/or maintenance, performed on the bike will be pre-approved by the Special Operations Lieutenant.

F. Equipment:

Each bike shall be equipped with the following basic equipment:

1. Headlight, when riding at night
2. Water bottle with rack;
3. Saddle bags and a rear rack;
4. Tool bag with assorted tools;
5. Pedal toe clips;
6. Approved bicycle locking device.

Each officer assigned to the bicycle unit should be equipped with the following items:

4. L.B.E. nylon gear;
5. Black leather bicycle shoe.
6. Helmet (approved);
7. Eye protection.

## **K9 Vehicles (02-56-08)**

- A. Operational objectives and usage: The purpose of the agency's K-9 Vehicles is to augment the enforcement capabilities of uniform personnel. In addition, to supporting uniform personnel, members of the K-9 Unit may be used for public relations activities and other functions as directed by the Chief of Police, or designee.
- B. Procedures for use and limitations: Vehicles designated for use by the canine officers shall be used solely for that purpose and shall be specifically equipped for the maintenance and creature comforts of the dog. Canine vehicles shall not be used for prisoner transport. Canine vehicles shall be properly marked like all other patrol vehicles, and shall be marked on each side and roof of the vehicle denoting "K-9", and marked on each side in red 3" lettering stating, "CAUTION" or "WARNING", giving adequate notice to all who approach, the vehicle is occupied by a canine.
- C. Authorization for use: The K-9 Vehicles will only be used by assigned K-9 Handlers or others, as operationally necessary, when authorized by the K-9 Unit Commander.
- D. Qualifications and Training: The K-9 Vehicles will only be operated by agency personnel who have a valid Georgia Driver's License. The K-9 Unit Commander will ensure authorized users are adequately trained to use the vehicle and the equipment located within.
- E. Responsibilities for care and maintenance: K-9 Officers shall conduct daily inspections of and maintain their assigned vehicles in a state of operational readiness and cleanliness at all times. Malfunctions or maintenance needs will be reported to the Fleet Maintenance supervisor as soon as possible.
- F. Equipment: The K-9 vehicle and/or handler will be equipped with any special items that may be required for canine operations and care, including but not limited to the following:
  - 1. Choke collar
  - 2. Agitation collar
  - 3. Leather traffic lead
  - 4. Nylon or Leather 15 or 30 foot lead
  - 5. Leather muzzle
  - 6. Electronic stimulation collar
  - 7. Water and food bowls
  - 8. Rakes/Brushes
  - 9. Large Kennel (crate) and rubber mat
  - 10. Aluminum K-9 Cage
  - 11. K-9 Cage Fan
  - 12. Temperature Monitoring System
  - 13. Ace Watchdog System
  - 14. No K-9 Left Behind System
  - 15. Electronic remote car door opener



## G. Ace Watchdog System

Vehicles designated for use by the canine officers shall be equipped with a temperature monitoring system that alerts the handler if the temperature inside the vehicle exceeds safe levels for their working dog by activating the blue lights and honking the horn in an “S.O.S.” Morse code pattern. The Ace Watchdog System ties in to this temperature monitoring system and when the system goes in to this full alarm mode, it calls two phone numbers for the handler assigned to the vehicle and four additional phone numbers as determined by the K-9 Unit. The notification process and procedures for utilizing this system are as follows:

### 1. Notifications:

- a. When the temperature inside any canine vehicle exceeds 85 degrees Fahrenheit, the Ace Watchdog System will send a text message to the assigned canine handler’s phone, in order to warn the handler the vehicle is approaching an unsafe temperature.
- b. When any canine vehicle’s temperature monitoring system enters full alarm mode, the Ace Watchdog System will make automated phone calls with the message “Ace Watchdog. Full alarm for (handler’s name) and K-9 (dog’s name). The K-9 requires immediate assistance.” This automated phone call will be sent simultaneously, to the following recipients:
  - i. Two phone numbers for the assigned K-9 Handler
  - ii. One alternate K-9 Handler
  - iii. The K-9 Unit Commander
  - iv. The Chat Comm Supervisor’s Desk
  - v. The JCPD Main Line

### 2. Notification Recipient Responsibilities:

#### a. Chat Comm:

When the phone call is received, the on duty supervisor should call the respective handler and also have the dispatcher working the Johns Creek PD Main channel raise the on duty shift commander to Tac 1. The dispatcher should then notify the on duty shift commander that the temperature inside the respective handler’s vehicle has reached an unsafe level and request that the shift commander attempt to contact the handler. All of this communication should be conducted on Tac 1, if possible, in

order to prevent unnecessary traffic on the main channel. If the shift commander notifies dispatch that they are already aware of the alarm, the dispatcher should notify the dispatch supervisor so that only the respective handler will be contacted.

If the handler responsible for the vehicle is already aware, he or she should contact dispatch immediately by phone or radio. Once the dispatcher is notified that the handler is already aware of the alarm, the on duty shift commander shall be notified that the handler is addressing the issue. It will be the handler's responsibility to notify the others that receive this warning.

b. Assigned Handler:

As soon as the handler is aware of the full alarm activation, he or she should contact dispatch immediately either by radio or by phone. The handler should also notify the K-9 Unit Commander and the other handler assigned to be notified of their alarms that they are addressing the issue.

c. On-Duty Shift Commander:

Once notified of the alarm by dispatch, the shift commander should attempt to notify the handler by whatever means necessary. This may include notifying the jurisdiction where the respective handler lives to request a welfare check at their residence. If the shift commander is made aware of the full alarm prior to being raised by dispatch, they may raise the main dispatcher and advise them they are aware of the alarm, in order to prevent redundancy. If assistance is needed with rendering aid to the K-9 due to the respective handler being incapacitated or unable, the shift commander should make contact with the K-9 Unit Commander. If assistance is needed and they are unable to contact the K-9 Unit Commander, the shift commander should attempt to contact other K-9 handlers to provide assistance.

d. K-9 Unit Commander and Other Handlers:

Once he or she is made aware of the alarm they should attempt to contact the assigned handler. Handlers receiving the message should ensure that the K-9 Unit Commander is made aware of the situation and await instructions from the Unit Commander. The handlers should prepare

for making arrangements either on their own or in conjunction with other handlers to assist the working dog or handler in case an emergency medical situation is present with the working dog or with their handler. The on duty shift commander may need assistance rendering aid for the working dog if the handler is incapacitated or unable.

e. JCPD Front Desk/ Records:

Once the alarm warning is received, the person receiving the phone call should notify the on duty shift commander, in case they have not been made aware of the warning already.