

FLORENCE POLICE DEPARTMENT

GENERAL ORDER

Subject: SPECIAL PURPOSE VEHICLES	Procedure: General Order 19.1.3 CALEA 41.1.3	Total Pages: 9
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I. POLICY

It is the policy of the Florence Police Department to utilize the following Special Purpose Vehicles in order to provide superior police services to the community.

II. PURPOSE

This written order establishes guidelines to ensure that the Special Purpose Vehicles are properly identified and maintained. It also ensures that only qualified and/or properly trained personnel will operate each Special Purpose Vehicle.

III. SCOPE

This written order is applicable to all personnel.

IV. RESPONSIBILITY

All personnel will be held responsible for compliance with the guidelines outlined in this directive. The supervisor of a specialty unit or component to which a Special Purpose Vehicle is assigned shall be responsible for ensuring the vehicle is maintained in a state of operational readiness, and that all members operating the vehicle are properly trained in its use.

V. SPECIAL PURPOSE VEHICLES

A. SWAT VEHICLES:

1. TRANSPORT VAN:

- a. This vehicle is used to transport a large number of SWAT operators in addition to a large amount of gear. It can provide a command post/staging area for team personnel. It is equipped with blue lights and siren.
- b. All SWAT Team members are familiarized with the operation and maintenance of the vehicle upon appointment. Any employee may operate this vehicle after having completed the vehicle familiarization training.
- c. During high-risk events where SWAT is on-scene the vehicle will contain equipment including weapons,

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ammunition, ballistic shields, chemical agents, medical supplies, etc.

- d. It is the responsibility of the SWAT Commander to ensure that this vehicle is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.

2. ARMORED VEHICLE:

- a. This vehicles primary use is the rescue of officers or civilians due to its limited ballistic capability. It can also be used for rapid deployment of SWAT operators and equipment to high-risk events such as search/arrest warrants, barricaded armed persons, hostage situations, etc.
- b. This vehicle is rated to resist any caliber handgun or shotgun round.
- c. All SWAT Team members are familiarized with the operation and maintenance of the vehicle upon appointment. Any employee may operate this vehicle after having completed the vehicle familiarization training.
- d. In the event of crisis negotiations, the Armored Vehicle will likely be used to protect crisis negotiators.
- e. It is the responsibility of the SWAT Commander to ensure that this vehicle is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.

B. MARINE VEHICLES:

1. Police Boat

- a. The Police Boat can only be utilized by the Florence Police Department in situations requiring a water response.
- b. This vehicle will be under the direction of the Water Rescue and Recovery Unit Supervisor or his/her designee, and may only be operated by Florence Police Officers with a valid vessel license and has completed the Advanced Boating Operator Course instructed by the Alabama Marine Police.
- c. The Police Boat may be used for other law enforcement related purposes upon approval of the Water Rescue and Recovery Unit Supervisor.
- d. The Police Boat is equipped with blue emergency lights and a siren.

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- e. It is the responsibility of the Water Rescue and Recovery Unit Supervisor to ensure that this vehicle is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.
2. Dive Trailer
 - a. The Dive Trailer is used to store and transport items necessary for the deployment of the Water Rescue and Recovery Unit. These items include, but are not limited to wet/dry suits, air tanks, ropes, etc. This trailer was acquired through Alabama Department of Homeland Security Region 5 funds and will be available for deployment in hazardous duty call throughout the region.
 - b. Only Florence Police Department personnel familiarized with the operation and maintenance of this trailer will operate this trailer.
 - c. It is the responsibility of the Water Rescue and Recovery Unit Commander to ensure that this vehicle is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.
- C. CRASH REDUCTION UNIT VEHICLES
1. Police Motorcycles
 - a. These are two-wheeled, motorized, special vehicles equipped with emergency lights and siren that are primarily used in traffic related functions. Crash Reduction Unit Officers are individually assigned motorcycles and are responsible for the vehicle assigned to them.
 - b. Officers must complete a 40 hour Basic Police Motorcycle Course prior to operating a Florence Police Department motorcycle.
 - c. Police Motorcycle operators will recertify training as necessary.
 - d. Maintenance and cleanliness of the motorcycle are the sole responsibility of the officer assigned to that vehicle. The Crash Reduction Unit Commander or his/her designee will be responsible for periodic inspections to ensure that the prescribed maintenance is being performed and the vehicles are kept clean.
 - e. It is the responsibility of the Crash Reduction Unit Supervisor to ensure that the necessary personnel are trained in the operation and maintenance of his/her assigned motorcycle.

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D. EXPLOSIVE ORDNANCE DISPOSAL (EOD) UNIT VEHICLES

1. Robot Trailer
 - a. This trailer is used to store and deploy an Explosive Ordnance Disposal Robot. The trailer is designed for a robot operator to deploy and operate the robot from inside the trailer.
 - b. Only Florence Police Department personnel familiarized with the operation and maintenance of this vehicle will operate this trailer.
 - c. This trailer was acquired through Alabama Department of Homeland Security Region 5 funds and will be available for deployment in hazardous duty call throughout the region.
 - d. It is the responsibility of the Explosive Ordnance Disposal Unit Supervisor to ensure that this trailer is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.
2. Transport Truck #1
 - a. This vehicle's primary use is to pull the Robot Trailer. This truck was acquired through Alabama Department of Homeland Security Region 5 funds and will be available for deployment in hazardous duty call throughout the region.
 - b. Transport Truck #1 can be utilized in other ways at the discretion of the Explosive Ordnance Unit Supervisor or his/her designee.
 - c. It is the responsibility of the Explosive Ordnance Disposal Unit Supervisor to ensure that this trailer is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.
 - d. Any employee may operate this vehicle after having completed the vehicle familiarization training.
3. Explosive Ordnance Containment Trailer
 - a. The Explosive Ordnance Containment Trailer is designed to contain and safely transport explosive ordnance.
 - b. Only Florence Police Department personnel familiarized with the operation and maintenance of this vehicle will operate this trailer.
 - c. It is the responsibility of the Explosive Ordnance Disposal Unit Supervisor to ensure that this trailer is properly

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maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.

4. Transport Truck #2
 - a. This vehicle's primary use is to pull the Explosive Ordnance Containment Trailer. This truck was acquired through Alabama Department of Homeland Security Region 5 funds and will be available for deployment in hazardous duty call throughout the region.
 - b. Transport Truck #1 can be utilized in other ways at the discretion of the Explosive Ordnance Unit Supervisor or his/her designee.
 - c. It is the responsibility of the Explosive Ordnance Disposal Unit Supervisor to ensure that this trailer is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.
 - d. Any employee may operate this vehicle after having completed the vehicle familiarization training.

E. POLICE BICYCLES

1. Non-motorized special vehicles equipped with safety lights and police markings. Police Bicycles are primarily used for special events where large numbers of pedestrians or unoccupied vehicles are expected to be present.
2. Only Florence Police Officers who have successfully completed or are scheduled to complete a police mountain bike orientation course will be allowed to operate a Police Bicycle.
3. Care and maintenance of the bicycle will be the responsibility of the officer or supervisor that is assigned the responsibility of the Patrol Bike Unit.

F. POLICE SEGWAY PERSONAL TRANSPORT

1. Segway PT equipped with safety lights and police markings. Police Segway PT's are primarily used for special events where large numbers of pedestrians or unoccupied vehicles are expected to be present
2. Only Florence Police Officers who have successfully completed or are scheduled to complete a police Segway PT orientation course will be allowed to operate a Police Segway PT.
3. Care and maintenance of the Segway PT will be the responsibility of the officer or supervisor that is assigned the responsibility of the Segway PT.

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4. The Segway PT will be stored in a climate controlled environment with the power cord attached and plugged in to charge at all times when not in use.
5. A bicycle helmet or helmet of better durability will be worn at all times while the operator is on the Segway PT.
6. The Segway PT operator will operate the Segway PT in “Turtle Mode” for the first 10 hours of operation by the new operator before transitioning the Segway PT into Normal Mode.
7. The Segway PT should not be operated in extremely inclement weather or in areas where obstacles, terrain, or lack of visibility causes it to be a hazard per Segway operation guidelines outlined in the Segway Training Video.
8. The Segway PT operator is responsible for making arrangements for the transport of arrestees when he/she has made an arrest while patrolling on the Segway PT. If the situation arises where the arrestee is resisting or is in need of immediate transport, the first patrol vehicle on the scene will transport the arrestee to the appropriate location.

G. TRAINING CENTER VEHICLES

1. Tractor
 - a. This vehicle is used primarily for maintenance and up-keep of the Florence Police Department Training Center grounds. Some common uses are lawn-mowing, landscaping and moving heavy objects.
 - b. Only Florence Police Department personnel familiarized with the operation and maintenance of this vehicle will operate this vehicle. Any employee may operate this vehicle after having completed the vehicle familiarization training.
 - c. It is the responsibility of the Training Coordinator to ensure that this vehicle is properly maintained and operational and that the necessary personnel are trained in its operation and maintenance.
2. All-Terrain Vehicles
 - a. These vehicles are used primarily to cover large distances in a short period of time and to transport heavy or cumbersome items.
 - b. Some common uses of All-Terrain Vehicles are to transport personnel, building materials or target systems from one range to another safely.

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- c. It is the responsibility of the Training Coordinator to ensure that this vehicle is properly maintained and operational and that the necessary personnel are trained in its operation and maintenance.
- d. Any employee may operate this vehicle after having completed the vehicle familiarization training.

H. MOUNTED PATROL VEHICLES

- 1. Horse Trailers
 - a. These trailers are used to transport Police Horses to training locations, special events, veterinarian visits, etc.
 - b. It is the responsibility of the Mounted Patrol Unit Coordinator to ensure that this trailer is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use and operation.
 - c. Only Florence Police Department personnel familiarized with the operation and maintenance of this trailer will operate this trailer.

I. MOBILE COMMAND POST

- 1. This vehicle is designed to be a Command Post in the event of long-term crime scenes, rural operations, special events, etc.
- 2. This vehicle is equipped with crime scene materials such as reports, clerical supplies, a first aid kit, insect repellent, reflective vests and maps.
- 3. This vehicle is equipped with a restroom.
- 4. It is the responsibility of the Community Policing Unit Supervisor to ensure that this trailer is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.
- 5. Any employee may operate this vehicle after having completed the vehicle familiarization training.

J. PARKING ENFORCEMENT VEHICLES

- 1. Electric Motor Car
 - a. This vehicle is a rechargeable electric-powered vehicle used primarily for the enforcement of parking violations.
 - b. Only Florence Police Department personnel familiarized with the operation and maintenance of this vehicle will operate this vehicle. Any employee may operate this

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vehicle after having completed the vehicle familiarization training.

- c. It is the responsibility of the Support Services Supervisor to ensure that this vehicle is properly maintained in a state of operational readiness and that all necessary personnel are properly trained in its use.

J. ALL PURPOSE VEHICLES:

1. High Mobility Multipurpose Wheeled Vehicle (HMMWV), better known as the Humvee:
 - a. This vehicle will primarily be used by SWAT and/or EOD, however, it is available for other police related events.
 - b. Only Florence Police Department personnel who viewed the orientation and familiarization videos maintained by the Training Coordinator are permitted to operate this vehicle.
 - c. The training coordinator, or his designee, will document each officer that has viewed the videos. Copies of this documentation will be treated like all other training certificates.
 - d. After viewing the orientation/familiarization videos, the procedures for use are as follows:
 - 1) Walk around the vehicle and look for any defects, damage, and obstruction that would prevent normal safe vehicle operation.
 - 2) Open the hood and check all fluids and belts prior to starting the engine. Fluid sticks for oil and transmission are under the hood. Check the antifreeze and brake fluid.
 - 3) Make sure the parking brake is on.
 - 4) Look at the dash, gauges, and lights. Locate the WAIT light and the BREAK indicator light.
 - 5) NEVER TRY TO START THE ENGINE UNTIL THE "WAIT" LIGHT IS OFF. When the light is off, the engine is safe to start.
 - 6) Check the transfer case lever; this should be in the "H" position in normal use. Never change this position without consulting the manual in regards to air pressure as it relates to conditions or terrain. Do not shift the transfer case while moving. Always stop and place the vehicle in park before shifting the transfer case.

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- 7) When ready to move the vehicle, place your foot on the break and shift the transmission into the desired gear. This is dictated by the conditions of the terrain you are in. Again, consult the manual before you make the decision to change gears.
 - 8) Headlight light switches are on the dash to the left of the steering wheel. To turn them on, push the lock up and move the light switch to the desired position. Normal use would be regular highway use.
 - 9) Blinkers are also equipped and require the same procedure as the head light switches. Use the blinker as you would any other vehicle. Pull the locking switch and activate the blinkers for the 4 way hazard flashers. To release the blinkers, disengage the lock.
 - 10) Driving the HUMVEE is not unlike any other vehicle this vehicle is much heavier and has a wider turn radius.
 - 11) All drivers of this vehicle are required to obey all traffic laws and policy and procedures of the Florence Police Dept.
- e. The training coordinator, or his designee, is responsible for completing the required maintenance.