

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE	Revised Date: 09/28/15
Chief of Police: 	Vehicles and Uniforms, 41.3	
Cross Reference: SOP 12.2 Written Directives SOP 41.4 In-Car Mobile Recording SOP 41.7 Law Enforcement Data Systems SOP 53.1 Line Inspections SOP 71.1 Transportation of Detainees 625 ILCS 5/12-603 625 ILCS 5/12-603.1 Uniform and Appearance Guidelines Manual		Policy Sections: 41.3.1 Police Vehicles 41.3.2 Patrol Vehicle Equipment 41.3.3 Occupant Restraint Devices 41.3.4 Uniforms and Personal Appearance 41.3.5 Protective Vests 41.3.6 Specialized Equipment for High Risk Pre-Planned Operations 41.3.7 Mobile Data/Information Systems 41.3.8 Mobile Recording Devices

PURPOSE

The purpose of this policy is to establish guidelines for department vehicles and equipment.

POLICY STATEMENT

It is the policy of the Elgin Police Department to issue employees equipment which enables them to efficiently and safely perform their duties. The primary method for providing patrol services will be through the use of conspicuously marked patrol vehicles and uniforms. Officers in special divisions typically utilize unmarked vehicles.

Employees are expected to exhibit a professional appearance. Uniform and personal appearance standards are prescribed in a separate manual entitled the Uniform and Appearance Guidelines Manual.

DEFINITIONS

Mobile Data Terminal: Any device or computer used for the purpose of exchanging information from a police vehicle to a data network.

PROCEDURES

41.3.1 POLICE VEHICLES

- A. Marked patrol vehicles shall be readily identifiable as a law enforcement agency vehicle.
- B. Marked patrol vehicles will be conspicuously marked with a distinctive paint scheme and identifiers to include:
 - 1. "Elgin Police" located on both sides and rear of the vehicle.
 - 2. Unit numbers located on both sides, rear, and roof of the vehicle.
 - 3. The 9-1-1 emergency telephone number located on both sides of the vehicle.
- C. Except for certain specialized units, unmarked vehicles will not normally be used for patrol operations.
- D. Unmarked vehicles of the department shall not be used for emergency response unless it is equipped with a radio, siren and emergency lighting.

41.3.2 VEHICLE EQUIPMENT

- A. Vehicles assigned to patrol and specialized divisions shall be inspected once a month. Refer to

Standard Operating Procedure 53.1.Line Inspections.

B. The minimum equipment list for patrol vehicles shall include, but is not limited to:

1. Blood borne pathogens personal protective equipment.
2. Emergency lighting.
3. Exterior spot light.
4. First-aid kit.
5. Flares.
6. Fully charged fire extinguisher.
7. Public address system.
8. Radio.
9. Siren.
10. Throw bag (Floatation Device).
11. Traffic cones.

C. Command vehicles will be equipped with the following additional items:

1. Ballistic helmets.
2. Ballistic shield.
3. Barricade tape.
4. Command vests.
5. Less than lethal weapons.
6. Shotgun or other type of long gun, with appropriate ammunition.
7. Traffic cones and traffic control devices.
8. Operation planning board.

D. Vehicles assigned to the specialized divisions, such as Major Investigations and the Special Investigations Divisions will be equipped with most of the following items, depending upon assignment:

1. Blood borne pathogens personal protective equipment.
2. Emergency lighting, with the exception of surveillance or undercover vehicles.
3. Exterior spot light, with the exception of surveillance or undercover vehicles.
4. First-aid kit.
5. Flares, with the exception of surveillance or undercover vehicles.
6. Fully charged fire extinguisher.

7. Public address system.
8. Radio, with the exception of surveillance or undercover vehicles.
9. Siren, with the exception of surveillance or undercover vehicles.
10. Throw bag (Floatation Device).
11. Traffic cones.
12. Evidence collection materials.

41.3.3 OCCUPANT RESTRAINT DEVICES

- A. Seat belts shall be worn by all riding passengers and employees operating any borrowed, leased, rented, city owned or personal vehicle used for a departmental function, including but not limited to court, training, etc. Employees are responsible for ensuring passenger compliance with this directive.
- B. Small children, who require child restraint devices, shall be placed in one prior to being transported, in accordance with state law. Refer to Standard Operating Procedure 71.1 Transportation of Detainees for protocol on the use of seat belts for detainees.
- C. Supervisory employees of the department, as part of their duties, shall regularly inspect their personnel to ensure compliance and take appropriate corrective action as necessary.

41.3.4 UNIFORMS AND PERSONAL APPEARANCE

Refer to the Uniform and Appearance Guidelines Manual.

41.3.5 PROTECTIVE VESTS

- A. Officers, community service, auxiliary, and parking control officers assigned to field patrol shall be issued a protective soft body armor vest. The specifications for this vest shall be determined by the respective commander and the appropriate personnel.
- B. The protective vest shall be worn any time the employee is engaged in field operations or high risk operations as specified in section 41.3.6.
- C. Employees not required to wear the protective vest shall maintain their vest to ensure it can be accessed quickly.
- D. Employees that are provided with a protective vest are strongly encouraged to wear the protective vest while on duty regardless of their assignment.
- E. The protective vest shall be maintained by the employee in a clean and serviceable condition and may be subject to periodic inspection. Cleaning shall be done in accordance with manufacturer's specifications. Any damage to the protective panels shall immediately be reported to a supervisor. A replacement vest shall be issued as soon as possible.
- F. The records for the issuance of protective body armor shall be maintained by the training officer.
- G. Protective vests shall be replaced on or about the warranty expiration date on the vest, thereby guaranteeing maximum protection for the employee.

41.3.6 SPECIALIZED EQUIPMENT FOR HIGH RISK PRE-PLANNED OPERATIONS

- A. Employees involved in serving high risk warrant services, planned arrests of violent criminals, under cover operations, or other high risk activities, shall wear protective body armor.

- B. Employees involved in pre-planned high risk operations are encouraged to use specialized equipment to make such operations safer and more efficient. Such equipment may include tracking devices, overhear devices (conforming with current law and department procedures), emergency alert devices, video equipment, battering rams, or breaching tools.

41.3.7 MOBILE DATA/INFORMATION SYSTEMS

Refer to Standard Operating Procedure 41.7, Law Enforcement Data Systems.

41.3.8 MOBILE RECORDING DEVICES

Refer to Standard Operating Procedure 41.4, In-car Mobile Recording.