

HANOVER PARK POLICE DEPARTMENT

HANOVER PARK, ILLINOIS



DIRECTIVE: 222-P

REFERENCE STANDARDS: 17.5.2 41.1.3c 41.2.1 41.2.3 41.3.1 41.3.2
41.3.3 46.1.8 70.1.2 81.3.3

SUBJECT: Department Vehicle Operation

POLICY: It is the department's policy, as well as an individual's responsibility, to maintain and operate police vehicles in a safe manner. To ensure the most efficient and effective service to the public, members shall operate police vehicles with due regard for the safety of the public, members of the department and for other police vehicles.

PURPOSE: To establish guidelines and procedures to follow in the operation, care and maintenance of police department vehicles.

I. GENERAL VEHICLE OPERATION

A. Vehicle Assignments

1. During regular duty, department vehicles are to be assigned by the Patrol Lieutenant or on-duty supervisor in accordance with administrative memos on vehicle assignments.
2. When attending court, outside of the Village, the Patrol Lieutenant or on-duty supervisor may assign a department vehicle if one is available. Vehicle number, assigned personnel, and destination will be entered on the daily log sheet in the extra information section. When the vehicle has been returned, the time will be noted next to the original information.
3. When attending training at a location that is different than the police department, the same procedure will be followed as in #2 above.
4. During special traffic control details, i.e. parades, S.T.E.V., vehicles will be assigned from those not used by a particular shift for regular patrol duty. The person in charge of the special detail will make the assignment.
5. Stationary Traffic Enforcement Vehicle (S.T.E.V.)
 - a. a vehicle put in a strategic location to represent a stationary traffic enforcement act.
 - b. at a later date, an actual officer will sit in the approximate area and run radar. This program is used to deter speeding vehicles.

POLICE OPERATIONS MANUAL

Dir.#: 222-P

Rev: 09/18/2020

Issued: 05/15/1991

Eff:

VILLAGE OF HANOVER PARK

Rescinds: 022-P

Auth:

- B. Passengers other than Village employees will be transported in department vehicles only when necessary to accomplish a police purpose or as in an approved ride-along program participant. (**Directive #112-A**)
- C. All employees shall wear properly adjusted safety restraints, in any vehicle owned, leased or rented by this department, on- or off-duty, or in any privately owned vehicle while on-duty. The employee driving such a vehicle shall ensure that all other occupants, including non-employees, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to the unusual circumstances, wearing a seat belt would endanger the officer or the public. Employees must be prepared to justify any deviation from this requirement. (41.3.3)

- D. When leaving their assigned vehicle, employees are to lock the vehicle when the vehicle will not remain in their view. Locking of vehicles include those that are parked in the police lot either at the end of the tour of duty or during such time as the operator is out of sight of the vehicle. At times special situations may preclude locking the vehicle, but every effort should be made to secure the vehicle.
- E. At times it is necessary to provide transportation in police vehicles to department employees under unusual or emergency conditions. The on-duty supervisor or the designee must approve all such requests.
- F. The escorting of vehicles, emergency or non-emergency, can be extremely dangerous.
 - 1. Officers shall not escort other emergency vehicles that are using flashing red lights and sirens unless it's an absolute necessity to guide them to their destination.
 - 2. Officers shall not follow ambulances, fire apparatus or other emergency vehicles so closely as to constitute a hazard.
 - 3. Officers shall not use flashing red lights and siren to escort non-emergency vehicles.
 - 4. If it is necessary to escort a funeral procession or slow moving vehicle with oversized loads, the officer may use his flashing red lights. Extreme caution should be exercised while the escort is in progress.
- G. Department vehicles are not to be driven off the roadway except for the following:
 - 1. The surface is paved or improved, i.e. parking lots and driveways located in shopping centers or schools.

2. The situation is one in which the probability of death, personal injury or the loss/destruction of property exists and the action of the police officer may avert or reduce the seriousness of the situation.
- H. Roadblocks or barricading a roadway to apprehend an offender must be considered as a force likely to result in serious injury or death. (41.2.3a)
1. This method is not to be used in misdemeanor cases and only as a last resort in felony cases and only with supervisor approval. (41.2.3d)
- I. Civilian department personnel may not activate the emergency flashing red lights on department vehicles while the vehicle is moving. If they are on stationary traffic control, i.e. motorist assist, the flashing red lights may be used. At no time shall civilian personnel activate the siren on department vehicles. (41.2.2d)
- J. Police vehicles shall be operated in accordance with the traffic laws of the State of Illinois and the Village of Hanover Park. (41.2.1d)
- K. The dispatch center will prioritize calls by crime/service code and exigency of the situation. (41.2.1c) Response codes may be used to dispatch units and act as a means of indicating to the police officer, the level of emergency. Any code assigned by a dispatcher is advisory. The final decision on the type of response rests with the officer assigned who must take into consideration the weather conditions, time of day, and traffic conditions, as well as to the call assigned. The officer is ultimately responsible for the safety of himself and others when responding to an emergency call for service. The following are the response codes used:
1. CODE 1 - No Immediate Emergency Exists
 - a. Code 1 is used for all routine calls for service; (41.2.1a)
 - b. officers operating police vehicles will adhere to all traffic laws of this state and village and proceed with due caution. (41.2.1d)
 2. CODE 2 - Situation Exists
 - a. immediate police attention is required but situation is normally less than life threatening; (41.2.1b)
 - b. police officers will use vehicle's red lights and siren, when necessary, to secure right-of-way; (41.2.1d)
 - c. siren should not be used in close proximity to the request for service in an attempt not to alert the offender; (41.2.1d)
 - d. officers shall not interrupt their response or be assigned to other calls. (41.2.1c)
 3. CODE 3 - Major Emergency Exists
 - a. Code 3 involves a threat to life or serious bodily injury, i.e. assault with a deadly weapon, major disturbances, and/or confirmed major injury accidents. (41.2.1b)

- b. siren may be used within close proximity of the call to deter further illegal acts and to assure the general public that the police are responding. (41.2.1d)
- L. Response to all burglar alarms shall be CODE 1 unless directed otherwise by a supervisor.
- M. All call-out responses shall be in a fully marked squad car. If an unmarked or semi-marked response is requested, the a Code 1 response will be mandatory. The officer should assess the call-out as he would any call. If he is responding to an armed, barricaded subject, then his response would be Code 3. If he is responding to a planned drug or warrant service, his response would be Code 1, because there is no exigent circumstance. As always, the officer should be able to justify his/her code response based on the incident he/she is responding to. (41.2.1d)
- O. All accidents involving department vehicles are to be reported at time of occurrence. The shift supervisor will investigate all accidents involving department vehicles. The shift supervisor shall complete an accident report, a vehicle inspection report (Appendix A) and risk management form. Copies of these reports will be forwarded to the Deputy Chief of Support Services and the Village Legal Department. The issuance of a citation, if the employee is at fault, will be left to the discretion of the investigating supervisor.

II. GENERAL VEHICLE MAINTENANCE

- A. It shall be the responsibility of the employee assigned to a department vehicle to inspect the vehicle at the beginning of the tour of duty for the following: (41.1.3c) (70.1.2)
 - 1. Prior to operation, each vehicle and related equipment shall be inspected for proper operation, maintenance and damage. All electrical equipment (headlights, taillights, mars lights, etc.) shall be in working order. Equipment found to be missing shall be reported to the on-duty patrol supervisor for replacement.
 - 2. Previously unreported discrepancies, including unauthorized articles and trash, or damage will be reported to the supervisor and appropriate reports made.
 - a. The shift supervisor will make out a vehicle inspection report.
 - b. The last employee assigned to a vehicle will be responsible for newly reported damage.
 - 3. Contents of Marked Police Vehicle trunks will include, at a minimum: (41.3.2)
 - a. first aid kit;
 - b. blanket;
 - c. 12 flares;
 - d. 5 traffic cones;
 - e. fire extinguisher;
 - f. rescue rope;
 - g. sharps container;
 - h. crime scene tape;

i. traffic direction vest

- B. When a department vehicle malfunctions or has a flat tire while on the road, and it is normal working hours, the employee will have fleet services notified of the problem. If possible, they will respond to the scene. If the problem can't be corrected, a tow truck will be called. The disabled vehicle will be towed to the municipal garage. The employee that was assigned to the vehicle will fill out a trip sheet and mark the daily log in the appropriate place, showing the vehicle out of service. If this happens after normal working hours, the employee will have the dispatcher call for a tow truck. The disabled vehicle will be towed to the municipal garage where it will be left for service. The employee will make a trip sheet and mark the daily log. The trip sheet must be made and the daily log marked, even if the problem doesn't take the vehicle out of service.
- C. Employees shall shut off all electrical equipment and accessories on their police vehicle at the end of their tour of duty, log off computer, and park in the vehicle's assigned slot.
- D. It shall be the responsibility of the employee assigned to a police vehicle to have no less than one-half tank of fuel in the vehicle at the end of the tour to duty, unless precluded by extenuating circumstances. Police vehicles will be refueled at the gas pumps located at the municipal garage unless directed elsewhere.
- E. A regular inspection of each police vehicle will be conducted once every month by the Day Shift Patrol Lieutenant or his/her designee (Appendix A). (41.1.3c) (46.1.8) When damage or a deficiency has been found, it will be the responsibility of the employee conducting the inspection to report the deficiency or arrange to have the deficiency corrected or damage repaired. If damage has been found that has not been reported, the last employee assigned to the vehicle, prior to the inspection, will be held accountable for the damage. The inspector's supervisor may initiate disciplinary action, even if the employee is not under their direct supervision. (17.5.2) (41.3.2)
- F. It is imperative that department vehicles are kept clean as they represent the department and should reflect a professional image. It shall be the responsibility of the employee using a vehicle to maintain the vehicle in a clean condition. The last employee using the vehicle that is found to be unclean will be held responsible.

III. VEHICLE MAINTENANCE AND EQUIPMENT

- A. The Fleet Services Department for the Village has authority and responsibility for the servicing of all department vehicles utilized and the permanent mounted equipment contained within them. (41.1.3c)
- B. The Director of Fleet Services, in cooperation with the Chief of Police or his designee, will uniformly equip each marked squad car with the following minimum equipment: (41.3.1)
1. Exterior roof-mounted police emergency light bar.
 2. Audible, 100-watt siren system with public address;

3. Multi-channel radio, multiple-frequency VHF, to include at a minimum: (81.3.3)
 - a. Local police radio frequency
 - b. Illinois State Police Emergency Radio Network (ISPERN)
 4. Shotgun-Rifle mount rack with electric lock;
 5. Rotating rear passenger deck emergency lights;
 6. Barrier shield separating the front and rear passenger compartment;
 7. Mobile Data Terminal (MDT);
 8. Spotlight, flashing headlight and taillight warning system; and
 9. Decal marking package with reflective tape.
- C. The employee assigned the marked police vehicle is responsible for the general upkeep of this vehicle and reporting on equipment that is malfunctioning or in need of repair as outlined under section II of this Directive.
- D. Unmarked police vehicles will be equipped, at a minimum, with the following equipment: (41.3.1)
1. Flashing headlight and taillight warning system;
 2. Front dashboard mounted rotating or strobe type mars light;
 3. Audible, 100-watt siren system with public address; and
 4. Multi-channel VHF radio.

XXX

HANOVER PARK POLICE DEPARTMENT VEHICLE INSPECTION REPORT

INSPECTED BY: _____ ID# _____ DATE: _____ TIME: _____

REASON FOR INSPECTION
(CIRCLE ONE)

REGULAR INSPECTION TRAFFIC ACCIDENT DAMAGE REPORT REPORT# _____

VEHICLE # XXX MAKE/MODEL # YEAR: _____

VIN# REG# MILEAGE: _____

RADAR MODEL # _____ MDT MODEL# _____

RADIO MODEL # _____ VIDEO: _____

MECHANICAL CONDITION

	OK	DEFICIENCIES		OK	DEFICIENCIES
AC/HEATER	<input type="checkbox"/>	<input type="checkbox"/> _____	CAGE/SHIELD	<input type="checkbox"/>	<input type="checkbox"/> _____
FLUIDS	<input type="checkbox"/>	<input type="checkbox"/> _____	GUN RACK	<input type="checkbox"/>	<input type="checkbox"/> _____
RADIO/MDT	<input type="checkbox"/>	<input type="checkbox"/> _____	SIREN	<input type="checkbox"/>	<input type="checkbox"/> _____
TIRES	<input type="checkbox"/>	<input type="checkbox"/> _____	EXT. LIGHTS	<input type="checkbox"/>	<input type="checkbox"/> _____
INT. LIGHTS	<input type="checkbox"/>	<input type="checkbox"/> _____	EMERG. LTS.	<input type="checkbox"/>	<input type="checkbox"/> _____

CLEANLINESS

BODY	<input type="checkbox"/>	<input type="checkbox"/> _____	EXTERIOR WINDOWS	<input type="checkbox"/>	<input type="checkbox"/> _____
FLOOR	<input type="checkbox"/>	<input type="checkbox"/> _____	INTERIOR WINDOWS	<input type="checkbox"/>	<input type="checkbox"/> _____
ASH TRAY	<input type="checkbox"/>	<input type="checkbox"/> _____	CAGE/SHLD.	<input type="checkbox"/>	<input type="checkbox"/> _____
SEATS	<input type="checkbox"/>	<input type="checkbox"/> _____	UNDER SEATS	<input type="checkbox"/>	<input type="checkbox"/> _____

TRUNK CONTENTS

CONES (5)	<input type="checkbox"/>	<input type="checkbox"/> _____	FLARES (12)	<input type="checkbox"/>	<input type="checkbox"/> _____
FIRE EXT.	<input type="checkbox"/>	<input type="checkbox"/> _____	RESC ROPE	<input type="checkbox"/>	<input type="checkbox"/> _____
TRAF VEST	<input type="checkbox"/>	<input type="checkbox"/> _____	HAZ MAT BK	<input type="checkbox"/>	<input type="checkbox"/> _____
MAPS	<input type="checkbox"/>	<input type="checkbox"/> _____	SAFETY KIT	<input type="checkbox"/>	<input type="checkbox"/> _____
BLANKET	<input type="checkbox"/>	<input type="checkbox"/> _____	CR SCN TAPE	<input type="checkbox"/>	<input type="checkbox"/> _____
SHARPS	<input type="checkbox"/>	<input type="checkbox"/> _____	1st AID KIT	<input type="checkbox"/>	<input type="checkbox"/> _____