



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 40.09

TITLE: Use of Police Department Vehicles and Related Equipment

SERIES NUMBER: 40

SERIES TITLE / SUBJECT: Law Enforcement Operations

TOPICS/ REFERENCE:

APPENDICIES: A

ORIGINAL / EFFECTIVE ISSUE DATE: March 12, 2007

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RECINDED

CALEA STANDARDS: 41.3.1 - 41.3.2 - 41.3.3

Policy:

It is the policy of the Rockford Police Department that Department vehicles are kept in good working order and properly equipped with items needed for emergency response.

Purpose:

The purpose of this General Order is to establish Department policy, procedures and guidelines for the safe and effective operation of Department vehicles, while keeping in mind the safety of all other users of the streets at all times. This Order also establishes policy for the reporting and reviewing of crash reports involving Department vehicles, loss or damage to vehicles and equipment by members of the Rockford Police Department and the assignment and use of take-home vehicles.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. RESPONSIBILITIES OF THE ADMINISTRATIVE SERVICES BUREAU
- II. RESPONSIBILITIES OF THE FIELD SERVICES BUREAU / PATROL SUPPORT UNIT
- III. RESPONSIBILITIES OF INDIVIDUAL OFFICERS
- IV. RESPONSIBILITIES OF BUREAU COMMANDERS
- V. CIVILIAN OPERATION OF DEPARTMENT VEHICLES
- VI. TRAFFIC CRASHES INVOLVING DEPARTMENT VEHICLES
- VII. PROCEDURES FOR REPORTING LOST OR DAMAGED EQUIPMENT
- VIII. TAKE HOME VEHICLES

- IX. PARKING OF MARKED / UNMARKED VEHICLES
- X. USE OF I-PASS TRANSPONDERS
- XI. VEHICLE EQUIPMENT REQUIREMENTS
- XII. EFFECTIVE DATE
- XIII. REVIEWS, REVISIONS AND CANCELLATIONS

I. Responsibilities of the Administrative Services Bureau:

- A. The Fiscal Services Specialist, with the assistance of the Field Services Bureau, Patrol Support Commander, will be responsible for the following as it applies to Department vehicles and equipment.
 - 1. Coordinate with other City of Rockford Departments in developing specs, bids, and purchasing of Department vehicles and equipment. (See General Order *10.05 – Fiscal Management and Agency Owned Property*)
 - 2. Develop and administer the Department budget for vehicles and equipment. (See General Order *10.05 – Fiscal Management and Agency Owned Property*)

II. Responsibilities of the Field Services Bureau, Patrol Support Unit:

- A. The Patrol Support Unit Supervisor is responsible for the following as it applies to Department vehicles and equipment.
 - 1. Assign vehicles and equipment to various bureaus within the Department.
 - 2. Ensure maintenance is done as efficiently and promptly as possible and act as a liaison with the maintenance garage of the City of Rockford Public Works Department.
 - 3. Ensure the basement, garage area equipment lockers are properly stocked and replenished as needed.
 - 4. Maintain inventory control and records pertaining to acquisition, replacement, maintenance, disbursement and operation of Department vehicles and equipment. (See General Order *10.05 – Fiscal Management and Agency Owned Property*)

III. Responsibilities Of Individual Officers:

- A. All officers must possess a valid Illinois Driver's License anytime they are operating a Department motor vehicle.
- B. If an officer's driver's license becomes expired, suspended or revoked, the officer will notify their supervisor on their first day of returning to work after learning of the expiration, suspension or revocation. The officer will submit an officer's report to their supervisor explaining the circumstances of the status of their driver's license and the duration of the status.
- C. During routine driving, officers will drive in a safe, intelligent and courteous manner, while obeying traffic laws and ordinances. (See General Order *40.08 – Emergency Driving* for operation of a police vehicle under emergency circumstances).

1. All operators of department vehicles and their passengers or prisoners shall use seat belts while the vehicle is in operation. Under circumstances where the vehicle will be traveling at slow speeds and the possibility exists the officer may have to quickly exit the vehicle, the use of seat belts is at the officer's discretion.
 2. Officers will adhere to the Child Passenger Protection Act, 625 ILCS 25/4 and 625 ILCS 25/4a at all times when operating a Department motor vehicle.
- D. Officers are responsible for inspecting their vehicle prior to using it; for damage, to ensure all lights and equipment are working, to check that oil and other fluids are within proper operating levels and to replenish any equipment and/or supplies. The "Due for Service" sticker will also be checked. Vehicles within 100 miles of being due for service will be written up on a Faulty Equipment Notice form.
1. Officers will fill oil and windshield washer fluid if found to be below normal operating levels. Oil and windshield washer fluid is stored in the west end basement parking area of the Public Safety Building in wooden lockers.
 2. If any other fluid levels are found below normal operating levels a Faulty Equipment Notice form will be completed.
 3. In addition, officers will fill the gas tank of their assigned vehicle at the finish of their tour of duty when the gasoline gauge shows less than half full.
- E. Damage will be reported to a supervisor prior to moving the vehicle. The 'on-line vehicle damage log', located on the Rockford Police Department Intranet, Field Services page, select the shared document link on the left of the page, and then click on the link for "VEHICLE DAMAGE LOG" (Appendix A). The log will be checked to see if damage discovered during a vehicle inspection has already been reported. Officers will be held responsible for unreported damage if it was clearly visible by routine inspection and not reported.
1. When reporting a vehicle or other equipment in need of replacement, repair or service, officers will use a "Faulty Equipment Notice" (Appendix B) clearly printing what the specific need is.
 - a. When taking a vehicle out of service due to a biohazard exposure, the officer must also include on the "Faulty Equipment Notice" the suspected biohazard material and the location of the biohazard material in or on the vehicle.
 2. If both a vehicle and other equipment (laptop, radio, etc.) are being reported, separate forms should be utilized in order to ensure proper forwarding to the persons responsible to correct or replace the problem vehicle or equipment.
- F. No person, other than Department employees, law enforcement officers, patients, or prisoners will ride in or upon any Department vehicles except in performance of official duties, or after permission has been obtained from a supervisor prior to the transport.

1. Persons authorized by the Chief of Police or the Commander of Field Services Bureau may ride in a Department vehicle for the purpose of internships, approved ride-a-longs, educational research, and media stories, after signing a waiver of liability. (See General Order 40.11 - *Citizen Ride Along Program*)
 2. Stranded motorists are an exception to the above and may be taken for assistance or to a place of safety after notification is made to communications or a supervisor.
- G. When a vehicle is left unattended and it is practical, officers will turn their vehicle off unless inclement weather or electrical equipment needs require the vehicle to remain running. In addition, officers should remove the key and lock windows and doors. This applies primarily when vehicles are parked for extended periods of time, and not when answering emergency calls or other calls where immediate need for the radio or other equipment may be necessary.
1. This also applies to vehicles parked in the drive area under the Public Safety Building or in the Concourse parking garage. Vehicles parked in the Public Safety Building basement garage will not be left running under any circumstances.
 2. When a vehicle is parked in the Public Safety Building basement garage and is blocking another vehicle, the keys must be left in the vehicle enabling it to be moved if necessary.
 3. Vehicles will be left legally parked and locked, in an authorized location, at the end of an officer's tour of duty.
- H. Officers are not to remove, alter or add any equipment to any Department vehicle without the consent of the Chief of Police, Deputy Chief of Police or an Assistant Deputy Chief of Police. If there is any concern that removing, altering or adding any equipment may affect the performance or safety of the vehicle, personnel of the PSB garage will first be consulted.
- I. Mobile phone usage, while operating Department vehicles, is generally permitted under the following guidelines.
1. While operating any moving police vehicle when the mobile call is in furtherance of Police Department *business* (e.g., obtaining information about an assignment while en route to the assignment, speaking with the shift commander or a supervisor).
 2. When a mobile call is made or received for *personal* reasons, officers are encouraged to pull over and stop while dialing or answering the call. Mobile phone usage for personal reasons, while the vehicle is in motion, has the potential to expose an officer to personal liability if an accident occurs.
 3. When operating a moving police vehicle while using a mobile phone, officers will remain alert to traffic conditions and operate their vehicle safely. Under no circumstances will officers use a mobile phone while driving under emergency conditions with emergency equipment activated.

4. Officers are prohibited from using any type or style of mobile phone earpiece, wired or wireless (e.g., Bluetooth® style) while on duty. This does not apply to earpieces used in conjunction with department portable, two-way radios.
- J. The use of any tobacco product in any form (e.g., cigarettes, cigars, pipes, chewing tobacco, snuff) is prohibited in any Department owned vehicle. This cancels and supersedes Section III, part 27 of the Rules and Regulations of the Rockford Police Department.
- IV. Responsibilities of Bureau Commanders:
- A. Commanders of the Field Services Bureau will ensure supervisors conduct monthly vehicle inspections of their bureau's assigned vehicles.
 - B. Commanders of the Investigative Services Bureau and the Administrative Services Bureau will ensure supervisors conduct quarterly vehicle inspections of their bureau's assigned vehicles.
 - C. The purpose of inspections is to ensure that:
 1. Vehicles are assigned and used in a manner that ensures maximum service of the vehicle over its expected useful life.
 2. Vehicle interiors and exteriors are maintained in a clean condition.
 3. Preventive maintenance and repairs are obtained in a timely manner.
 4. Damage to vehicles is properly reported and investigated.
 5. Vehicles contain the equipment that is authorized and the equipment is replenished and in good, serviceable condition.
- V. Civilian Operation of Department Vehicles:
- A. Civilian personnel authorized to operate Department vehicles will comply with the same conditions described in section II above, except that:
 1. Sirens, emergency lights or other emergency equipment, if so equipped, are not to be used.
 2. If summoned by a citizen requesting assistance, personnel will identify themselves as civilian personnel with no police powers and:
 - a. Determine whether police assistance has already been requested.
 - b. If not, notify the 911 Communications Center via radio, when having been trained to do so, or by cellular or public telephone of the nature of the incident and the location.
 - c. Remain at or return to the scene to await arrival of a sworn officer only if it is safe to do so.
 3. If civilian personnel become involved in a police incident while operating a Department vehicle, a report to their immediate supervisor will be submitted, with a copy to the Commander Chief of Administrative Services.
- VI. Traffic Crashes Involving Department Vehicles:

- A. Any employee involved in a traffic crash while operating a Department vehicle will immediately notify the Police Department having jurisdiction, following the guidelines in B and C below.
 - B. If the crash occurs within the City of Rockford, or outside the City of Rockford but within Winnebago County, the 911 Communications Center will be notified.
 - C. If the crash occurs outside of Winnebago County, the Police Department having jurisdiction at the scene will be notified to handle the crash report.
 - D. In all cases, the involved personnel will notify their immediate supervisor or the Shift Commander as soon as possible or practicable.
 - E. A supervisor or command officer will go to the traffic crash scene to oversee the investigation. An ID Unit Investigator will also respond to process the scene and take photographs. Crashes that fit the criteria in "C" above are an exception to this section.
 - F. It will be the responsibility of the driver of the Department vehicle involved in the traffic crash to complete insurance forms, the state crash report (when required) and an officer's report or civilian report to their Bureau Commander explaining the circumstances of the crash. The Bureau Commander will ensure a copy of the report is forwarded to the Field Services Bureau, Patrol Support Unit Sergeant.
- VII. Procedures For Reporting Lost Or Damaged Equipment:
- A. It is the responsibility of any employee, who damages or loses equipment assigned to Department vehicles, to report it immediately to their supervisor.
 - B. The responsible employee will leave a detailed Officer's Report or Civilian Employee's Report, as soon as practical, to their Bureau Commander, who will ensure a copy of the report is forwarded to the Support Services Unit Supervisor.
 - C. In all cases of traffic crash or damage to vehicles the responsible employee will complete a faulty equipment notice. For marked vehicles a supervisor will log the damage in the damage book in the patrol roll call equipment room.
- VIII. Take Home Vehicles:
- A. The Chief of Police determines which employees are authorized take-home vehicles based on the employee's call back to duty responsibilities and the current collective bargaining agreement. Commanders may temporarily assign take home vehicles for short-term assignments.
 - B. Take-home vehicles will not be used for private use or to transport non-department personnel, unless in the performance of an authorized police duty or with prior permission from the Chief of Police, Deputy Chief of Police or an Assistant Deputy Chief.
 - C. Personnel assigned take-home vehicles may use the vehicle for:
 - 1. Responding to and from work.
 - 2. Off-duty emergency response.
 - 3. Other department-related business.

4. Limited personal use as approved by the Chief of Police, Deputy Chief of Police or an Assistant Deputy Chief. Employees must avoid the appearance of using Department vehicles for personal use.
- D. Employees are not permitted to operate take-home vehicles after using any amount of an intoxicant.
 1. The only exception to this is if an employee is working an undercover operation (e.g. video poker stings) and must consume alcohol to maintain credibility. The employee must have the permission of their direct supervisor prior to consuming any alcohol. No employee shall consume alcohol to the point they would be exceeding the legal limit to operate a motor vehicle.
 - E. When driving directly to and from work in a Department take-home vehicle, personnel shall carry their authorized duty or off-duty weapon, badge, and identification card.
 - F. Police communication radios will be monitored and personnel will respond to any evident need for emergency police assistance.
 - G. Use of a take-home vehicle is, unless specified to the contrary in the current collective bargaining agreement, strictly a privilege that may be withdrawn, with or without notice or cause, by the Chief of Police.
- IX. Parking Of Marked / Unmarked Vehicles:
- A. Marked squads that have a designated parking stall underneath the Public Safety Building are to be parked in the stall when not in use.
 - B. Marked squads, which do not have a designated parking stall are to be parked on the south end of the third floor of the Concourse parking deck in the parking stalls marked Rockford Police Department
 - C. All detective squads are to be parked in the Concourse parking deck at the end of the shift. Detective squads are not to be parked on the street overnight.
 - D. M3 Streets Team squads are to be parked in designated stalls in the west alley or in the concourse.
 - E. Squadrols are to be parked in designated stalls in the west alley or in the designated stalls in the basement of the Public Safety Building.
 - F. All squads used by the Chief, Deputy Chiefs, Assistant Deputy Chiefs, Lieutenants, Detective Sergeants and Patrol Sergeants are to be parked in designated stalls in the Public Safety Building Basement
 - G. Any Department vehicle not covered in section VIII. A-F above is to be parked in an assigned parking stall, which may be located in the Public Safety Building basement, West alley or the Concourse parking deck.
 - H. At no time is a Department vehicle to be parked on the street outside the Public Safety Building overnight.
- X. Use Of I-Pass Transponders:
- A. I-Pass transponders are available for checkout from the Investigative Services Bureau and the Fiscal Services Section.
 - B. I-Pass use is limited to official Department business only.

- C. Employees may sign out an I-Pass transponder when the route an employee may take for business involves the use of a tollway system.
 - D. When checking out an I-Pass transponder, employees are required to complete the I-Pass log sheet by filling in the transponder number, time out and signing the log sheet.
 - E. When checking in the transponder, the employee must complete the time in section on the log sheet.
 - F. If an I-Pass transponder is not available, employees are required to pay all tolls necessary to complete the travel. Receipts shall be obtained at each of the toll plazas and turned in to the Administrative Services Bureau upon completion of the travel.
 - 1. If the travel requires the completion of an expense report the employee may include the amount of tolls on the expense report and submit the tollway receipt when submitting the expense report.
- XI. Vehicle Equipment Requirements:
- A. All Department vehicles used in the normal course of operations for law enforcement purposes, whether marked or unmarked, will be equipped with emergency lights, siren, police radio, and first aid/blood borne pathogen kit.
 - B. In addition to the above, all marked police vehicles will contain the following equipment:
 - 1. Mobile Data Terminal,
 - 2. Flares (15),
 - 3. Traffic cones (2),
 - 4. Crime scene tape (1 roll),
 - 5. Airway rescue kit,
 - 6. First-aid kit
 - 7. Fire extinguisher
 - C. Marked police vehicles assigned to the Traffic Unit may have the following equipment in addition to that listed in section XI., A and B above:
 - 1. Video and Sound recording equipment,
 - 2. Moving Radar equipment,
 - 3. Traffic Cones.
 - D. The following items are stored in the basement, garage area equipment lockers. Officers may replenish their police vehicles from these lockers.
 - 1. Flares.
 - 2. Traffic cones.
 - 3. Crime scene tape.
 - 4. Fire extinguishers.
 - 5. First Aid kits.
- XII. Effective Date:
- A. The Department's policy on the Use of Police Department Vehicles and Related Equipment became effective on March 12, 2007.

XIII. Reviews, Revisions and Cancellations:

- A. This General Order will be reviewed annually by the Administrative Commander of the Field Services Bureau, Patrol Support Commander and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. This order supercedes General Order *B-1 – The Proper, Safe and Efficient use of Police Department Vehicles and Equipment* issued April 27, 1983, Bulletin *2008-016 - Concourse Parking* issued April 16, 2008 and Bulletin *2008-018 – Parking of Unmarked Vehicles* issued April 23, 2008.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the Commander of the Field Services Bureau.

BY ORDER OF

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Chet Epperson
Chief of Police

**APPENDIX B
FAULTY EQUIPMENT NOTICE**

**ROCKFORD POLICE
FAULTY EQUIPMENT NOTICE**

ADMINISTRATIVE COPY

DATE _____ TIME _____ BUREAU _____

TO REPORT FAULTY EQUIPMENT, MARK THE APPROPRIATE BOX AND ENTER ALL ADDITIONAL INFORMATION IN THE REMARKS SECTION.

VEHICLE # _____

- Mechanical
- Laptop
- Body Damage
- Other

Remarks: _____

RADIO # _____

- Mobile
- Portable / Bar Code # _____
- Shoulder Mic / Bar Code # _____

Remarks: _____

WEAPONS

- Shotgun # _____ & Bar Code # _____
- Carbine # _____ & Bar Code # _____
- AR 15 # _____ & Bar Code # _____
- Service Weapon # _____

Remarks: _____

RADAR GUN

Make / Model _____ # _____ Bar Code # _____

Remarks: _____

OTHER EQUIPMENT

Make / Model _____

Location of Equipment _____

Remarks: _____

Reporting Officer (print) _____

Supervisor (print) _____