



**ROCKFORD POLICE DEPARTMENT
GENERAL ORDER
- NUMBER 40.35 -**

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SWORN PERSONNEL

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ORDER TITLE ALL TERRAIN VEHICLES	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS
TOPICS / REFERENCE ATV, Four Wheeled Vehicle		APPENDICES
EFFECTIVE / ORIGINAL ISSUE DATE May 15, 2009	REVISION / REISSUE DATE August 16, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded
CALEA (5 th Edition Standards) 41.1.3		

POLICY

It is the policy of the Rockford Police Department to provide varied and effective police service to the community. The Department will enhance the police function, whenever feasible and appropriate by utilizing all-terrain vehicles (ATV).

PURPOSE

The purpose of this general order is to provide standards and direction for the safe and effective deployment of all-terrain vehicles for police use as well as establish a policy governing their operation.

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 General Order is comprised of the following numbered sections.

- I. DEFINITIONS**
- II. ATV UNIT**
- III. ATV UNIT SUPERVISOR**
- IV. SELECTION OF UNIT MEMBERS**
- V. TRAINING**
- VI. OPERATION**
- VII. DEPARTMENT UTILITY TRAILER AND TOW VEHICLE**
- VIII. EQUIPMENT**
- IX. EFFECTIVE DATE**
- X. REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. ATV:** A four-wheeled motorized vehicle designed for a single rider for the use on or off-road terrain. The Department ATV is equipped with flashing red and

blue emergency light system, audible siren, and is distinctively marked as a police vehicle.

- B. ATV Unit Supervisor:** Sworn employee of the rank of sergeant or above that has been designated by the Chief of Police, or designee, to supervise the ATV Unit.
- C. ATV Utility Trailer:** Utility trailer that is designed to carry and transport up to two ATVs from one destination to the next.
- D. Tactical Patrol:** Patrol utilizing the use of an ATV in locations not designed for patrol vehicle travel with the purpose of enforcing ATV violations, trespassing, and other criminal offenses.
- E. Tow Vehicle:** A vehicle designed to tow the weight of an ATV and utility trailer, generally a Department SUV.

II. ATV UNIT

- A.** The ATV Unit will be under the overall command of the Deputy Chief of the Support Services Bureau. The Supervisor of the Support Services Unit will be responsible for day to day operations of the ATV Unit.
- B.** The ATV Unit will consist of a maximum of nine sworn officers. Officers selected to the Unit must be assigned to patrol duties and have a minimum of 5 years experience with the Department.

III. ATV UNIT SUPERVISOR

- A.** The ATV Unit supervisor will be responsible for the following:
 - 1. Coordinating all in-service and safety training for the proper use of the Department ATV.
 - 2. Scheduling members for special details and record keeping for the use of the ATV.
 - 3. Scheduling maintenance and proper care of ATV and utility trailer.
 - 4. Maintaining an accurate and up to date phone list for Unit members.
- B.** When the ATV Unit is activated field supervision will be the responsibility of Field Services Supervisors.

IV. SELECTION OF UNIT MEMBERS

- A.** The Chief of Police, or his designee will make selections to the ATV Unit.
- B.** A minimum of four (4) patrol officers from Day Shift and four (4) officers from Afternoon shift will be selected for the ATV Unit. The Department may select an additional two officers from the night shift, if needed.
- C.** Selection will be made after the following criteria has been met:
 - 1. Members will be sworn personnel, with 5 years of experience with the Department.
 - 2. Members' last two yearly evaluations will be considered in the selection process with consideration given to ensure different day off groups for each shift.

3. Members will be required to successfully complete all training designated by the Department.
4. Members will have the necessary skill level to safely and effectively operate an ATV.

V. TRAINING

- A. Members will successfully complete a Department approved training course in the familiarization and safe operation of an ATV.
- B. Members will complete a yearly Department refresher course conducted by the ATV Unit Supervisor.

VI. OPERATION

- A. The primary use for the Department ATV will be to enhance the patrol function and to enforce traffic laws and ordinances, whenever feasible and appropriate. This includes, but is not limited to, tactical patrol in problem areas where access of patrol squad cars are prohibited or are not designed for. The ATV may be used during special events to provide efficient transportation of officers when incidents require. Incidents involving large expanses of land, such as searches and remote crime scenes, may also require the use of the ATV. The Chief of Police, or their designee must approve all other use of the ATV.
- B. The ATV Unit can be used year round, based on weather and other circumstances.
- C. The ATV Unit will be deployed with two officers at all times for safety purposes.
- D. Transportation to site location will be done by the use of the Department utility trailer and a Department vehicle designed to tow such trailer.
- E. Prior to operation, members will conduct a pre-ride inspection that will include maintenance check of all the ATV's fluid levels, brake and throttle familiarization, tire inflation, lights, siren, and special equipment assigned to the ATV. An inspection sheet will be completed prior to the use of the ATV. Post-ride procedures will consist of these same checks plus refueling and general cleaning of the ATV.
- F. Only properly trained members of the ATV Unit will be allowed to operate the ATV. See **Section IV** for training requirements for Unit members.
- G. Due to the ATV's slower speed and equipment limitations, it is recommended when on tactical patrol, a secondary officer be assigned with the ATV Unit member. This secondary officer may be assigned from another department's ATV Unit or a Rockford Police ATV Unit member assigned in a squad car. Assignment location and focus will determine the necessity of two officers on ATV's.
- H. All operators of the ATV are to follow the rules established in **625 ILCS 5/11-1426 and 5/11-1427**.
- I. At no time will members engage in a vehicle pursuit while riding an ATV. For additional information see General Order **40.07 – Vehicle Pursuits**.
- J. Any non-professional operation of the ATV will not be tolerated. Any such conduct will be reported and appropriate discipline will be taken.

- K. Except in emergency situations, passengers will not be permitted to ride on the Department ATV.
- L. Allowing the Department ATV's left unattended, so as to become vandalized or equipment stolen, is prohibited.
- M. Proper uniform and safety equipment will be worn when operating the ATV. This includes, but is not limited to; protective eyewear, approved IDOT motorcycle helmet, appropriate footwear, and protective gloves.
- N. Officers are expected to ride in the safest manner possible, consistent with all laws and best practices both to present a good example to the public and reduce incidents of accidents and injuries.
- O. Any accidents or injuries involving an officer operating an ATV are to be reported immediately to the Deputy Chief of Support Services, ATV Unit Supervisor, and on-duty Patrol Shift Commander.

VII. DEPARTMENT UTILITY TRAILER AND TOW VEHICLE

- A. The tow vehicle and utility trailer will be used to transport the ATV to and from specific locations and assignments.
- B. While towing the utility trailer, the tow vehicle will **NOT** be used to initiate traffic stops or vehicle pursuits. For additional information see General Order *40.07 – Vehicle Pursuits*.
- C. When the tow vehicle and trailer are to be left at a location, the vehicle is to be parked in such a way so as not to impede traffic.

VIII. EQUIPMENT

- A. The following Equipment is required when operating the Department ATV:
 - 1. DOT approved motorcycle helmet,
 - 2. Protective eyewear,
 - 3. Protective gloves,
 - 4. Department approved boots, must cover the ankle.
 - 5. The Department will solicit suggestions and recommendations from PBPA Unit #6 regarding potential uniforms for the unit. However, the final selection will be the responsibility of the Department.
 - 6. Necessary forms and documents for patrol duties and investigations.

IX. EFFECTIVE DATE

- A. The Department's policy on ATV Unit became effective on May 15, 2009.

X. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each *August* by the **Support Services Unit Supervisor** 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 is not a revision of or supercede any previous General Orders
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau.**

BY ORDER OF

Chet Epperson
Chief of Police