

### OPS.03 UTILITY VEHICLES

- A. The agency has and uses utility vehicles to complement the agency's fleet of patrol cruisers in the conduct of specified agency activities that include, but are not limited to:
  - 1. Routine and directed patrol activities;
  - 2. Special events;
  - 3. Community outreach;
  - 4. Support and training functions; and
  - 5. Emergency operations.
- B. The agency's utility vehicles include, but are not limited to:
  - 1. Pickup trucks;
  - 2. Four wheel drive vehicles;
  - 3. Vans; and
  - 4. Command [vehicle](#).

#### 03.02 Utility Vehicle Program Coordination

- A. The [Office of the Chief](#) is responsible for designating a supervisory or administrative ranked officer to serve in an ancillary capacity as coordinator of the agency's utility vehicle program.
- B. Duties and responsibilities of the utility vehicle program coordinator include, but are not limited to:
  - 1. Supervising and inspecting utility vehicle operations and activities;
  - 2. Facilitating utility vehicle maintenance; and
  - 3. Preparing and disseminating any required analytical reports pertaining to utility vehicle operations and activities.
- C. Utility vehicle maintenance duties and responsibilities include, but are not limited to:
  - 1. Reviewing inspection reports;
  - 2. Conducting monthly inspections of the utility vehicles and related equipment;
  - 3. Processing requests for maintenance;
  - 4. Ensuring maintenance, damage, and repair information is recorded and maintained; and
  - 5. Preparing routine or specially requested reports.

#### 03.04 Operational Requirements

- A. Utility vehicles will be utilized only in the conduct or support of *bona fide* agency activities and operations as specifically approved by the chief, appropriate bureau commander, or program coordinator.
- B. All utility vehicles are registered and equipped as emergency vehicles and will be operated:
  - 1. Within their design capabilities and limitations; and
  - 2. Consistent with directives as applicable in **2.100 Vehicle Operations**.
- C. Utility vehicles may only be operated by:
  - 1. Sworn employees;
  - 2. Non-sworn employees who, as a specific component of their job tasks, are expected to drive and have completed required driver improvement training; and
  - 3. Non-sworn employees whose occasional use of the vehicles is necessitated by non-regularly assigned duties.
- D. Only sworn employees may operate utility vehicles in a priority mode.
- E. Officers using utility vehicles for patrol purposes may be counted toward minimum mandatory patrol vehicle staffing levels.
- F. Utility vehicles will not be operated in weather or terrain environments that would unnecessarily compromise the safety of the vehicles or operators.
- G. Personnel operating utility vehicles must be attired and equipped consistent with their assignments and **1.800 Uniforms and Grooming**.

#### 03.06 Equipment

- A. Agency employees will not operate, move, modify, maintain, or tamper with agency utility vehicles unless authorized by the chief, appropriate bureau commander, or program coordinator.
- B. All utility vehicles, with the exception of the command [vehicle](#) will be standardly equipped.
  - 1. Standard equipment for all utility vehicles, excepting the command [vehicle](#), includes, but is not limited to:
    - a. First aid kit;
    - b. PPE kit;
    - c. Fire extinguisher;
    - d. Spare tire and jack with tools;
    - e. Road flares;
    - f. Reflective traffic vest;
    - g. "Police Line" or "Caution" tape; and
    - h. Jumper cables.
  - 2. All changes, alterations, or modifications to standard equipment must be approved by the program coordinator or the appropriate bureau commander.
  - 3. Any additional equipment, accessories, or ornamentation must be approved by the program coordinator or the appropriate bureau commander.
- C. The command [vehicle](#) will be equipped consistent with the Operational Readiness inspection report for the command [vehicle](#).

#### 03.08 Inspections

- A. Employees operating utility vehicles are responsible for inspecting utility vehicles before and after each use utilizing the agency's vehicle inspection report to record their findings.
- B. Completed vehicle inspection reports will be submitted by operators of utility vehicles to the program coordinator for follow-up and retention.
- C. Malfunctions or damages that affect the safe operation of utility vehicles will be documented by vehicle operators on vehicle inspection reports, reported immediately to on-duty patrol squad supervisory personnel, and reported in person or via e-mail to the program coordinator.
- D. The program coordinator will conduct monthly inspections of all utility vehicles.

#### 03.10 Command [Vehicle](#)

- A. The command [vehicle](#) will be utilized only in the conduct or support of *bona fide* agency activities and operations that include, but are not limited to:
  - 1. Response to emergency operations, unusual occurrences, and special events; and
  - 2. Community outreach and crime prevention programs.
- B. Use of the command [vehicle](#) must be approved by the chief, administratively-ranked incident commander, or program coordinator.
- C. The command [vehicle](#) will not be used to conduct routine patrol or transportation activities.