

GENERAL ORDER

G.O. 5-414

SUBJECT: PATROL VEHICLES



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AMENDS: Police Manual Section 24, Paragraph's 2, 3, 4, 5, & 11.
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INDEX: EMERGENCY VEHICLES, MARKED CARS, POLICE PATROL UNITS, POLICE VEHICLES, UNMARKED CARS

I. PURPOSE AND RESPONSIBILITY:

- A. Purpose: To set the policy, to establish the procedures, and to list the equipment for police patrol vehicles at the Monroe Police Department.
- B. Responsibility:
 - 1. It will be the responsibility of the Support Services Division (SSD) Commander to see that all marked police vehicles are properly equipped.
 - 2. It will be the responsibility of each police patrol officer, prior to signing on the radio with a marked police vehicle to:
 - a. Check the vehicle for any damage;
 - b. Check all vehicle equipment to make sure it is functioning properly; and
 - c. Check all First Aid and emergency response equipment to substantiate sufficient quantity.

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II. DISCUSSION:

- A. This general order deals with the marking of police patrol vehicles and the equipment that is to be installed on and carried in these vehicles. Conspicuously marked patrol vehicles increase safety, serve as a warning to potential violators, and provide citizens with a feeling of security. As an emergency vehicle, a police patrol vehicle is equipped with equipment that increases its effectiveness.

III. DEFINITIONS:

- A. DAILY PATROL REPORT (DPR): A specific form to be filled out by officers for each day shift worked. The PDR includes a check list of equipment and vehicle that must be made for each day shift worked.

IV. POLICY:

- A. It will be the policy of the Monroe Police Department that all police patrol vehicles are properly equipped and marked.
- B. It will be the policy of the Monroe Police Department that all police patrol vehicles will be inspected by the officer assigned to the vehicle prior to going into service.

V. DESCRIPTION:

- A. PATROL VEHICLES MARKINGS AND EMERGENCY RESPONSE EQUIPMENT:
 - 1. MARKINGS: All marked patrol vehicles of this Department will be uniform in appearance and will bear the following markings:
 - a. Police: The word "POLICE" will be prominently marked in lettering on both sides and the rear of the vehicle;
 - b. 911: The Department emergency telephone number "911" will be marked in digits on both sides of the vehicle;
 - c. Name: The municipality name, "Monroe", will be marked in lettering on both sides of the vehicle; and

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- d. Vehicle Number: The vehicle will be numbered on both sides and the rear of the vehicle.
2. EMERGENCY RESPONSE EQUIPMENT: All marked patrol vehicles will be equipped with the following emergency response equipment:
 - a. Roof Rack: An emergency roof rack with red and blue lights, alley lights, take-down lights;
 - b. Siren: An externally mounted siren/public address system;
 - c. Wig-wag: Headlight switch for "wig-wag" operation;
 - d. Radio: A mobile radio transceiver;
 - e. Protection Cage: A "caged" rear seat area;
 - f. Locking Device: Automatic locking doors in rear seat area; and
 - g. Spot Light: An externally mounted spotlight.
- B. UNMARKED POLICE VEHICLES: All unmarked police vehicles used in other than undercover capacities will be equipped with emergency lights and a siren.
- C. PATROL VEHICLE EMERGENCY EQUIPMENT: The following emergency equipment will be required in all marked patrol vehicles:
 1. Oxygen Unit;
 2. One Blanket;
 3. 75' Coil of Rope/Throw Bag;
 4. Forcible Entry Tool;
 5. Fire Extinguisher;

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6. Six Flares (minimum);
7. Vehicle Door Lock Opener Tool;
8. Jumper Cables;
9. Measuring Wheel;
10. Seatbelt Cutter;
11. Roll of tape marked "POLICE LINE DO NOT CROSS";
12. First Aid Kit: The Department First Aid kit will contain at a minimum, the following:
 - a. 2 - Multi-trauma dressings: 30" x 10";
 - b. 6 - Combine dressings: 8" x 7 1/2";
 - c. 6 - Gauze pads: 4" x 4";
 - d. 1 - Container of band-aids;
 - e. 2 - Triangular bandages (non-sterile);
 - f. 1 - Roll of 1" adhesive tape;
 - g. 1 - Roll of 2" adhesive tape;
 - h. 6 - Rolls of 3" cling bandages (non-sterile);
 - i. 1 - Tourniquet kit;
 - j. 2 - Pair disposable rubber gloves;
 - k. 1 - 6" Scissors;
 - l. 2 - Sugar packets;

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- m. 1 - Emergency childbirth kit;
 - n. 1 - Set of oropharyngeal airways;
 - o. 2 - Ice packs (not carried in winter months);
 - p. 1 - Pocket mask.
13. Bloodborne Pathogen Personal Protection Kit
14. Supervisor's Additional Equipment: In addition to the foregoing equipment, the PD supervisor's vehicle will contain:
- a. Department Authorized Shotgun;
 - b. Leather Restraint Belt; and
 - c. Leg Shackles.
- D. EQUIPMENT REPLENISHMENT: When an officer submits a Daily Patrol Report (DPR) that indicates a need for the replacement of or repair of equipment, the Patrol Division Supervisor will immediately take steps to replace or have repaired the indicated item or items.
- E. SEAT BELTS: Connecticut state law (Section 14-100a (c) (1)) specifies that the operator and any front passenger SHALL wear a safety seat belt while the vehicle is being operated on the highways of this state. No one is exempt from this law. All Department employees will wear, and cause to be worn by passengers, a seat belt when operating in Department vehicles.
- F. CHILD RESTRAINT SYSTEM: All Department employees will adhere to Connecticut General Statute 14-100a section d with regards to the transport of children. Child restraint systems are stored at Department headquarters and are to be utilized for the transport of children in Department patrol vehicles.
- G. MOBILE DATA TERMINALS (MDT's) This Department has implemented an in-vehicle laptop computer system. This system will allow officers in the field direct

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access to a subset of COLLECT and NCIC information through the use of the software running on a laptop computer mounted in the patrol vehicle. The information using a wireless computer network and application software. The information will be made available to the officer without the need for voice interaction with a dispatcher.

1. SYSTEM SECURITY:
 - a. The system software will require the users to enter a unique user identification (ID) and password to access the laptop computer system. Only certified officers will be given user ID and password to access the system.
 - b. The users must be certified by the State in the use of COLLECT and NCIC prior to using the laptops. The NCIC rules regarding the obtaining and disclosure of information and other concerns are in full effect when operating the laptop computer system.
 - c. When the patrol vehicles are shut off, the modem access to the base system will shut down, but does not log off.
 - d. The laptop computer system is set to automatically log-off if the vehicle is not started or put into accessory mode within a specified period of time. If this occurs, the officer will have to log into the system again to establish contact with the base system.
2. SYSTEM OPERATION: The Mobile data system should be considered another tool to assist the field officer in performing police work. If the system software is not working, or down for a period of time, the officer can use the voice radio system to request information from the Communications Unit dispatcher. The laptops will not be operated while the cruiser is in motion, unless there is a second officer in the cruiser and the passenger is operating the computer. All NCIC/COLLECT hits must be confirmed with Communication Unit personnel prior to taking enforcement action. The following are procedures for system operation:
 - a. Powering-On the laptops: Prior to powering on the laptop the officer must ensure that the interior of the vehicle is within a temperature

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range of 40 to 95 degrees. This may require the officer to warm up the car during winter months or cool down the car during summer months. Each vehicle will have a thermometer within the interior to use as a guide. When the temperature is within this range, the computer is powered on. As part of the power-on, the startup program will load the system software and the user will be presented with a log-on screen.

- b. Powering Off the laptops: Before powering-off the laptop, the user should log-off the system application and quit the application. This process will display the Windows desktop. If any applications are running, close them. Then press the start button and select the shut down option. From the shut down dialogue window select the shut down computer option. This sequence will properly shutdown the computer and also power-off the laptop.
 - c. Leaving the Patrol Vehicle: When a field officer shuts off the cruiser, the laptop will continue to run off of the batter power of the cruiser for a specified period of time. After this period of time, the laptop will shut down and the officer will have to log back onto the system when the officer returns to the vehicle. The officer does not have to turn the computer off when leaving the vehicle for short periods of time. Physical security of the laptop is always a concern. Lock the doors of the vehicle at all times upon leaving the vehicle. At the end of the shift, or when leaving for the day, the officer should log-off the computer system and power-off the laptop.
3. ENVIRONMENTAL ISSUES: Police patrol vehicles equipped with a laptop will:
 - a. Have their rear windows lowered half an inch while parked for extended periods of time, during the summer season, especially when temperatures are expected to exceed 80 degrees during the day. This will help facilitate airflow within the cruiser and keep the interior temperature down.
 - b. Be warmed up prior to powering-on the laptop, during the winter season. Officers should be aware that the system's hardware works best in the 40-95 degree range.

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4. GENERAL CARE AND MAINTENANCE:
 - a. The laptop is a computer and should be treated as a sensitive, expensive piece of electronics. As with any piece of electronics, fluids, dirt, and foreign material will affect the function of the units. Officers should be aware of these facts and attempt to keep the environment surrounding the equipment as clean as possible. For example, the officer should assure windows are closed when at an accident scene when there is a high amount of dirt and dust.
 - b. The laptop is not a bench, and work material such as clipboards and paper clips should not be placed on the unit.
 - c. The mount and cradle have been designed to allow a full range of motion. Officers will be able to set the equipment at an angle that is comfortable. The mount has been designed to allow the officer to tilt the unit towards the seat so the radio microphone and dashboard controls are accessible.
5. SYSTEM ADMINISTRATION: The Captain will regulate the laptop system. The Captain will oversee all activity involving the laptop computers. All records will be maintained in the Captain's office. All necessary software will be installed in the police patrol vehicles. No unauthorized software shall be installed on the laptops.
6. PROBLEMS OR REPAIRS:
 - a. If a problem arises with a unit, the field officer should fill out a work order and submitted through the same channels as any work order. The laptop unit will be removed from the vehicle only by authorized personnel and sent out for repairs.
 - b. Suggestions on improvements to the system should be directed to the Captain.