

 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 411
	Subject/Title: Patrol Response Vehicle		
	Issuing Authority: 	Review Date: July 1, 2008	Issue Date: August 14, 2013
	Robert C. Haas Police Commissioner	Effective Date: August 21, 2013	Rescinds: New Policy
References/ Attachments:	Accreditation Standards: 41.1.3		

I. PURPOSE:

The Patrol Response Vehicle is a special purpose vehicle that has been setup to facilitate the initial operations of an incident or planned event where it is necessary for an Incident Commander to establish a temporary command post. It has also been equipped with special equipment that may be needed by patrol personnel responding to the scene of an incident for they would not ordinarily have in their possession. The purpose of this directive is to describe the following aspects as it pertains to the Patrol Response Vehicle:

- Authorization, conditions, and limitations of usage;
- Qualifications and training for personnel assigned to operate the vehicle;
- Designation of the person or position responsible for the condition and maintenance of the vehicle; and
- A listing of the equipment to be kept in the vehicle.

II. POLICY:

It is the policy of this department for the Patrol Response Vehicle to be operated by an officer who shares in the responsibilities of the patrol supervisor, or by an officer who has been authorized to operate this vehicle. Given the type of equipment that is normally maintained in this vehicle, it is also the policy of this department for the operator of the vehicle to be solely responsible for making sure that the vehicle is properly secured when left unattended. Further, that the operator of the vehicle is responsible for assigning equipment to personnel properly qualified and authorized to have possession of such equipment. It is also the responsibility of the individual dispensing any equipment this to be sure that it is returned and properly stored in the vehicle.

III. GENERAL CONSIDERATIONS & GUIDELINES:

In anticipation of situations that officers may encounter that go beyond what they normally may be equipped to handle, the department has designated one vehicle to serve as special purpose vehicle that will be equipped so as to facilitate the initial operations when officers first arrive on the scene. This special purpose vehicle has been designated as a Patrol Response Vehicle and it will serve the dual purpose of not only carrying special equipment that may be needed by officers at the scene of a large-scale emergency, but also facilitate the initial needs of the superior officer who would serving as the Incident Commander of such a scene.

The Patrol Response Vehicle has been equipped so as to deal with a variety of situations where it will be necessary either dispense equipment needed by officers to properly secure the scene of an incident and/or to perform an operation when it is necessary to coordinate and direct multiple officers. The equipment being maintained on this vehicle is designed to respond to everything from securing and responding to the scene of a crime in progress (hostage situation, bank robbery, active shooting situation, and so on) to large scale operations, such as crowd control situations, searching for a missing individual, and so on.

Given the added features of this vehicle and its general purpose, it only makes sense for an officer who would normally being responsible for coordinating the activities at these types of scenes to be in control of this vehicle.

IV. AUTHORIZATION, CONDITIONS, AND LIMITATIONS OF USAGE:¹

A. Authorization for Usage: The Patrol Response Vehicle has been designated as one of two vehicles that have been set aside for the patrol supervisors or lieutenants who have been assigned to patrol related duties. Normally it will be the patrol supervisor assigned to the shift who will be authorized to operate and maintain control over this special purpose vehicle. If no lieutenant is assigned as patrol supervisor a sergeant may be authorized to operate the Patrol Response Vehicle.

1. A key for this vehicle will be designated for each of the three platoons.
2. When the vehicle is not in use or left unattended it will be properly secured.

¹ CALEA Std.: **41.1.3** – *A written directive governs the operation of agency-owned or controlled special-purpose vehicles, and includes the following provisions for each kind of vehicle:*

- a. *authorization, conditions, and limitations of usage;*
- b. *qualifications and training for personnel assigned to operate vehicle;*
- c. *designation of the person or position responsible for the condition and maintenance of the vehicle; and*
- d. *a listing of equipment, if any; to be kept in or on the vehicle.*

3. Only personnel specifically authorized to do so, other than the patrol supervisor, may be assigned to use this vehicle.

B. Conditions of Usage: Since this vehicle was designed to respond to situations that may occur during any given shift, this vehicle may be used by the patrol supervisor performing field functions as a general patrol vehicle. When not in use, it should be maintained in a ready state so as to respond to emergency situations, when the equipment and capabilities of this vehicle will facilitate on-scene operations.

1. Whenever possible, equipment stored in the vehicle has been secured with break-away tabs to facilitate quick visual inspections. Prior to taking the vehicle out, the operator of the vehicle should make a visual inspection of the equipment stored in the vehicle to ensure that everything appears to be intact.
2. Whenever any equipment is distributed, it should be returned to its proper storage position within the vehicle.
3. Should any equipment being used require replacement, cleaning, or replenishment, it is the responsibility of the officer in charge of the vehicle to make the appropriate arrangements. There will be additional supplies maintained at the police station to replace or replenish some of the equipment.
4. Any equipment requiring repair or cleaning should be reported to the Shift Commander. The Shift Commander will, in turn, notify the Firearms Coordinator who has been designated as being responsible for regular inspections and maintenance of the vehicle.
5. Any damage to the vehicle or the equipment maintained in the vehicle is to be reported immediately in accordance with established policies and procedures of the department.

C. Security of the Patrol Response Vehicle: The Patrol Response Vehicle is never to be left unattended while the patrol rifles are stored in the vehicle, unless the vehicle is turned off and locked. It is the responsibility of the officer who has been charged with the operation of this vehicle to ensure that it is always properly secured when left unattended. When the Patrol Response Vehicle is not used it is the responsibility of the Shift Commander to ensure it is properly secured when left unattended.

D. Limitations of Usage: Since the primary purpose of this vehicle is to facilitate supervisory and command personnel who are directing the operations at the scene of an incident or event, it should not be deployed as a sector or route car, unless there are extenuating circumstances that necessitate its usage for that purpose.

V. QUALIFICATIONS AND TRAINING REQUIREMENTS:²

- A. Orientation on the Patrol Response Vehicle:** So as to fully acquaint those officers who will use the Patrol Response Vehicle with its capabilities and equipment, personnel assigned to use this vehicle will receive an orientation on special capabilities of the vehicle, its intended usage, distribution of its equipment, and utilization of the equipment maintained on the vehicle.
1. Whenever any new or replacement equipment is placed into the Patrol Response Vehicle, officers authorized to use this vehicle will be notified and briefed on its usage and/or purpose.
 2. Whenever practical to do so, personnel should make use of this vehicle during planned events and as part of training exercises so as to maintain an acceptable level of proficiency on the use of the equipment maintained in the vehicle.
- B. Training Requirements:** Since this vehicle is intended in part to serve as a temporary command post during the initial phases of a critical or large-scale incident, officers serving the capacity of an Incident Commander must be trained to a minimum of ICS-200 level.
1. The officer in control of this vehicle may only distribute equipment to those officers who have been qualified and authorized to use specific weapons and/or equipment contained within the vehicle.
 2. Any equipment that requires prior certification or qualification may only be distributed to those officers who possess said certification or qualification (e.g., patrol rifles).

VI. GENERAL INSPECTION & MAINTENANCE OF THE VEHICLE:³

- A. Inspection & Maintenance of the Vehicle:** The department's Firearms Coordinator will be responsible for performing regularly scheduled inspections of the Patrol Response Vehicle.
1. The department's Firearms Coordinator will inspect the Patrol Response Vehicle for any damage to the vehicle, the operability of the equipment maintained in and on the vehicle, and inspect the equipment stored within the vehicle at least once a month.

² CALEA Std.: 41.1.3 (b)

³ CALEA Std.: 41.1.3 (c)

2. The Firearms Coordinator will use an inspection form, which lists all of the equipment maintained in the vehicle to document the monthly inspections (see attached form).
3. The Firearms Coordinator will insure that any equipment stored in the vehicle which requires regular maintenance and cleaning is done on a regular basis.
4. It will be the responsibility of the Fleet Maintenance Manager to make sure that the vehicle itself receives routine and regular maintenance.
5. The Firearms Coordinator will be responsible for making sure any equipment needing to be replenished, replaced, or repaired is done so.

B. Inspection & Maintenance Form:⁴ The Patrol Response Vehicle Inspection and Maintenance Form will list all of the equipment that is maintained in the vehicle. It will also be used to document that the monthly inspections are performed. It will be used as a guide in testing and recording the operability of the equipment maintained on and in the vehicle.

1. Anytime any equipment is added or removed from the vehicle, the Inspection and Maintenance form will be updated.
2. The completed Inspection & Maintenance forms will be maintained on file by the Firearms Coordinator.
3. The Firearms Coordinator will notify his/her commanding officer once the inspections have been carried out, noting any issues or problems encountered as a result of the inspection.

⁴ CALEA Std.: **41.1.3 (d)**