



Alexandria Police Department

Directive 6.9



Special Purpose Vehicles

Effective Date: 11-05-2015	Cancels: 06-30-2005	
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2018
Updated Date:	Section(s):	

CONTENTS

6.9.01	POLICY/PURPOSE
6.9 02	PROCEDURES
APPENDIX A	HOSTAGE NEGOTIATIONS TRUCK
APPENDIX B	MOBILE COMMAND VEHICLE, CP-1
APPENDIX C	ARMORED PERSONNEL CARRIER (APC)
APPENDIX D	SPECIAL OPERATIONS TEAM STEP TRUCKS
APPENDIX E	ALL TERRAIN VEHICLES (ATV)
APPENDIX F	POLICE K-9 VEHICLE
APPENDIX G	POLICE MOTORCYCLE
APPENDIX H	Go-4 VEHICLE
APPENDIX I	POLICE MOUNTAIN BICYCLE
APPENDIX J	SEGWAY HT
APPENDIX K	T3 MOTION (THREE WHEEL ELECTRIC VEHICLE)
APPENDIX L	CRIME SCENE INVESTIGATIONS TRUCK

6.9.01 POLICY/PURPOSE

It is the policy of this Department to maintain special purpose vehicles for the accomplishment of goals and objectives. The purpose of this directive is to provide guidelines for the operation of all types of special purpose vehicles utilized by the Department. Un-marked police cars are not considered special purpose vehicles.

6.9.02 PROCEDURES

Each special purpose vehicle used by the Department is to be identified and the following factors documented:

- a. A statement of the objectives of their operation or usage;
- b. Instructions, conditions, and limitations of usage;

- c. Authorization for use in various situations;
- d. Qualifications and training for personnel assigned to operate the vehicle;
- e. Designation of the person or position responsible for the condition and maintenance of the vehicle;
- f. A listing of equipment, if any, to be kept in or on the vehicle; and
- g. A listing of persons or positions authorized to operate the vehicle and its equipment.

When a special purpose type vehicle, not listed in the appendix, is purchased or approved for use, the Fiscal/Fleet Management Commander will ensure the above factors are identified and the information forwarded to the Planning, Accreditation and Directives Section.

Planning will prepare an appendix to this directive, adding the new vehicle and updating the CALEA standards file 41.1.3.

BY AUTHORITY OF:

**Earl L. Cook
Chief of Police**

Appendix A

HOSTAGE NEGOTIATIONS TRUCK

This appendix provides the objectives and guidelines for use of the Hostage Negotiations Truck.

DESCRIPTION: HOSTAGE NEGOTIATIONS TRUCK

A. Objectives of the operation or usage of the above.

1. To maintain equipment relative to hostage/barricade/suicidal incidents in a central location that can be deployed in a timely fashion.
2. To provide a mobile negotiations operations center in the event another location cannot be obtained.

B. Instructions, conditions, and limitations of usage.

1. The equipment contained in the vehicle shall be accessed by authorized members of the Hostage Negotiations Team.
2. The vehicle will be stored at Police Headquarters and only used during training or actual incidents.

C. Authorization for use in various situations.

1. The vehicle will be driven to training or incident sites by authorized Hostage Negotiation Team members.
2. The keys for the vehicle have been distributed to team members.

D. Qualifications and training for personnel assigned to operate the vehicle.

Training will be given to each Hostage Negotiations Team member as to safe vehicle operation.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The commander of the Hostage Negotiation Team will ensure the vehicle is inspected for contents and operability once per month.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

A list is maintained by the commander with copies sent to the Accreditation Manager.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

Current members of the Hostage Negotiation Team.

Appendix B

MOBILE COMMAND VEHICLE, CP-1

This appendix provides the objectives and guidelines for use of the Mobile Command Vehicle, CP-1.

DESCRIPTION: MOBILE COMMAND VEHICLE, CP-1

A. Objectives of the operation or usage of the above.

CP-1 will be deployed to assist with unified command at hostage/barricade incidents, special events, mutual aid and other incidents as deemed appropriate by the Watch Commander, Special Operations Division (SOD) Commander, designated ICS Commander or higher authority.

B. Instructions, conditions, and limitations of usage.

CP-1 may be placed into service by the Watch Commander, SOD Commander, designated ICS Commander or higher authority. Only those individuals who have received training in the operation and use of the specialized equipment/systems on board may operate the vehicle.

C. Authorization for use in various situations.

See "A" above.

D. Qualifications and training for personnel assigned to operate the vehicle.

1. Must be designated as a Logistical Support Team (LST) member.
2. Must have received driver's training on the vehicle.
3. Must have received a minimum of one day training on the specialized equipment/systems.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The SOD Commander is responsible for the vehicle's care and maintenance. This may be delegated to a team leader/member.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

The complete list of equipment is contained on the monthly inventory form. A copy of the inventory form is maintained by the commander with copies sent to the Accreditation Manager.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

Only those employees who have received specific training on the operation of this vehicle are permitted to drive the vehicle or operate the equipment contained within.

Appendix C

ARMORED PERSONNEL CARRIER (APC)

This appendix provides the objectives and guidelines for use of the Armored Personnel Carrier (APC)

DESCRIPTION: THE SPECIAL OPERATIONS TEAM’S (SOT) ARMORED PERSONNEL CARRIER (APC)

A. Objectives of the operation or usage of the above.

The SOT armored personnel carrier is an additional tool for use during an SOT or SWAT type operation. This vehicle will allow officers to approach a situation in a safer manner due to its ballistic capabilities. [REDACTED]

[REDACTED]

B. Instructions, conditions, and limitations of usage.

The SOT armored personnel carrier will primarily be used by SOT personnel. However, when an SOT officer is not available, the vehicle can be used by non- SOT personnel with the authority of the Watch Commander. [REDACTED]

[REDACTED]

C. Authorization for use in various situations.

As outlined in Police Directive 13.3, Appendix 7 (Hostage or Barricade Situations), the SOT staging area supervisor will manage all arriving SOT personnel and equipment. In addition, the SOT Commander or the designee acting in his absence can authorize the use of the vehicle to accomplish any SOT objective.

D. Qualifications and training for personnel assigned to operate the vehicle.

1. Must be a Special Operations Team (SOT) member or a non-SOT member with the approval of the Watch Commander.
2. Must have received driver’s training on the vehicle.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The SOT Commander or designee is responsible for the condition and maintenance of the vehicle, in conjunction with the Fleet Management Unit of

the Police Department. A designated team member will also be assigned the overall responsibility of maintaining the vehicle as well.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

A list is maintained by the commander with copies sent to the Accreditation Manager.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

As stated earlier, the primary operators of the APC will be SOT members. In case of an emergency, when no SOT member is available, non-SOT personnel may operate the vehicle with the approval of the Watch Commander. Patrol officers are encouraged to conduct refresher training on the APC and its operation at least once a year. If the APC is loaned out to other agencies, a minimum of two SOT operators should accompany it.

Appendix D

SPECIAL OPERATIONS TEAM’S (SOT) STEP TRUCKS

This appendix provides the objectives and guidelines for use of the Special Operations Team’s step trucks.

DESCRIPTION: THE SPECIAL OPERATIONS TEAM’S STEP TRUCKS includes the SOT Equipment truck and the Technical Services Unit (TSU) truck.

A. Objectives of the operation or usage of the above.

[REDACTED]

These vehicles will be brought to the scene of most incidents, including but not limited to hostage/barricade situations or high risk warrant service.

B. Instructions, conditions, and limitations of usage.

[REDACTED], the step trucks are for use by SOT members only and for SOT purposes only. When not in use, the vehicles will be stored in a secure location, locked, and the alarm set. When the vehicle has to be serviced a team member will be with the truck at all times. When deployed a member of the SOT Team or designee must remain with the vehicle at all times.

C. Authorization for use in various situations.

As outlined in Police Directive 13.3, Annex 7 (Hostage or Barricade Situations), the SOT staging area supervisor will manage all arriving SOT personnel and equipment. In addition, the SOT Commander or the designee acting in his absence can authorize the use of the vehicle to accomplish any SOT objective.

D. Qualifications and training for personnel assigned to operate the vehicle.

SOT members will attend assigned team training which includes use of the equipment and training operating the vehicle itself.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The SOT trucks are assigned to the Special Operations Division, under the SOT Commander. The SOT Commander, or designee, is responsible for the condition and maintenance of the vehicles, in conjunction with the Fleet

Management Unit of the Police Department. A designated team member will also be assigned responsibility of the vehicle as well.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

A list is maintained by the SOT commander with copies sent to the Accreditation Manager. The generator on the trucks should run for at least 20 minutes during its monthly inspections.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

The only persons authorized to operate the SOT step trucks are current SOT members. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Appendix E

ALL-TERRAIN VEHICLES (ATV)

This appendix provides the objectives and guidelines for use of the All-Terrain vehicles.

DESCRIPTION: ALL TERRAIN VEHICLES (ATV)

A. Objectives of the operation or usage of the above.

The SOD all-terrain vehicles are additional tools for use during any police function deemed appropriate. They can be used at special events; disaster scenes, patrolling bike paths/parks, and for providing supplies during long police deployments.

B. Instructions, conditions, and limitations of usage.

The ATVs will primarily be used by SOT or Civil Disturbance unit (CDU) personnel. However, with the approval of the Special Operations Division Commander or designee, any employee may operate the vehicle after receiving the appropriate training. The vehicle is not street legal so the use of this vehicle on the street is limited to special events and emergencies.

C. Authorization for use in various situations.

Since the vehicles are assigned to the Special Operations Division, the authorization for the use of these vehicles rests with the Special Operations Division Commander or designee.

D. Qualifications and training for personnel assigned to operate the vehicle.

Officers assigned to the SOT and CDU receive training which qualifies them to operate the vehicles. Training consists of a classroom lecture and practical exercise.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The ATVs are assigned to the Special Operations Division. The SOD Commander or designee is responsible for the condition and maintenance of the vehicle, in conjunction with the Fleet Management Unit of the Police Department.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

There is no equipment stored on the vehicle.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

All officers who have received training in the use and operation of the ATV are authorized to operate it.

Appendix F

K-9 VEHICLES

This appendix provides the objectives and guidelines for use of Police K-9 Vehicles.

DESCRIPTION: POLICE K-9 VEHICLE

A. Objectives of the operation or usage of the above.

The K-9 handlers will be assigned a police vehicle to operate during working hours and any time the canine needs to be transported.

B. Instructions, conditions, and limitations of usage.

The condition of the K-9 vehicle will be checked daily by the officer assigned, and any required repairs will be governed by P.D. 6.4, Vehicle Use and Maintenance.

Wording is placed on the vehicle to indicate it is a K-9 Unit. The wording shall be in English. Reflective wording shall be placed on the side-metal area between the rear door and the rear window and shall read "K-9." Additional reflective wording shall be placed on the rear bumper of the vehicle and shall read the K-9 Unit number. Also, additional reflective wording shall be placed on each rear passenger door and shall read the canine's name. No other stickers, signs, lettering, or other additions, or modifications shall be made without the approval of the Fleet Commander.

The unmarked K-9 vehicle will have no wording or markings identifying it as a police vehicle.

When away from the vehicle, the vehicle will be secured.

C. Authorization for use in various situations.

The K-9 vehicles are authorized to be used by the assigned k-9 handler while on official business.

D. Qualifications and training for personnel assigned to operate the vehicle.

Any sworn officer who has received training on the operation of a police vehicle will be qualified to operate the K-9 vehicle. K-9 handlers will receive in-service training regarding the operation of the temperature monitoring system and the remote door opener.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The K-9 handlers assigned the specific K-9 vehicle are responsible for the care and maintenance that vehicle, in conjunction with the Fleet Management Unit of the Police Department.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

K-9 vehicles shall be equipped with various leads, a bite sleeve, reward toys, water bowl, food bowl, various collars, [REDACTED], etc.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

The only persons authorized to operate the K-9 vehicle are K-9 Unit members, other sworn officers in exigent circumstances, or any other person authorized by the K-9 Unit Supervisor.

Appendix G

POLICE MOTORCYCLE

This appendix provides the objectives and guidelines for use of the Police Motorcycle.

DESCRIPTION: POLICE MOTORCYCLE

A. Objectives of the operation or usage of the above.

A police motorcycle is primarily used to facilitate the enforcement of traffic regulations. Police motorcycles are able to operate effectively in heavy traffic situations, enabling them to respond to accidents, etc., when the response of a car would be delayed.

B. Instructions, conditions, and limitations of usage.

Police motorcycles are assigned to and operated by trained members of the Traffic Section. They may also be operated by some sworn officers outside of the Traffic Division who are trained and permitted to operate a motorcycle under the supervision of the Motor Unit Supervisor or Traffic Division Command Staff.

C. Authorization for use in various situations.

Police motorcycles are authorized for use in any situation in which a police cruiser would be used. However, use of a motorcycle in a vehicle pursuit should be avoided. (See PD 10.11B.05.E.).

D. Qualifications and training for personnel assigned to operate the vehicle.

Personnel must attend an approved Basic Motor Course prior to solo operation of a police motorcycle; as well possess a valid Class "M" license.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The Traffic Supervisor coordinates police motorcycle maintenance.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

All normal emergency equipment, lights, siren, etc., are utilized on police motorcycles.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

Same as "B" above.

Appendix H

GO-4 VEHICLE

This appendix provides the objectives and guidelines for use of the Go-4 vehicle.

DESCRIPTION: GO-4 VEHICLE

A. Objectives of the operation or usage of the above.

The objective is to provide a reliable and comfortable vehicle that can be parked almost anywhere and does not hamper the flow of traffic when double parked while performing parking enforcement duties, affords the driver the convenience of making a U-turn in a confined space and can mark tires for time zoned enforcement from the vehicle rather than walking to save time.

B. Instructions, conditions, and limitations of usage.

Employees receive classroom instruction and video presentation on the operation and safety of the vehicle. Field training is done in a controlled environment through a coned course, affording the new driver the opportunity to experience the limitations and characteristics of a three-wheeled vehicle at a non-highway speed.

Go-4 Vehicles are not driven in icy or snow covered conditions.

Virginia Code considers this vehicle a motorcycle. The driver must be licensed by a state licensing authority to operate a motorcycle. The vehicle's speed is limited; therefore it cannot be operated on the interstate. It is a one-person vehicle (driver). Therefore passengers are not permitted.

C. Authorization for use in various situations.

Authorization is granted after completion of training and receipt of a motorcycle endorsement on the driver's state drivers license. The vehicle is used for enforcement purposes and, except for road condition limitations, may be driven everyday

D. Qualifications and training for personnel assigned to operate the vehicle.

1. Motorcycle endorsement on driver's license.
2. Classroom and field instruction.
3. Certification by the instructing Supervisor.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

Driver is responsible for the routine inspection and maintenance of the fluid levels. Vehicles cannot be taken through the car wash; therefore they are washed by hand. Driver is responsible to operate in a safe and proper manner. Assigned operator is responsible for taking vehicle to shop for repairs and PMs.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

Flares
One boot (immobilization device)

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

Any Parking Enforcement employee with a state motorcycle license or endorsement that has received field training to operate the vehicle.

Appendix I

POLICE MOUNTAIN BICYCLE

This appendix provides the objectives and guidelines for use of the Police Mountain Bicycle.

DESCRIPTION: POLICE MOUNTAIN BICYCLE

A. Objectives of the operation or usage of the above.

Patrol bicycles are used to enforce the law in areas not easily accessible to cars or motorcycles. Only those officers who have received Bicycle Patrol Safety training and authorization from their Patrol Division Commander and Bicycle Patrol Coordinator are certified to ride.

B. Instructions, conditions, and limitations of usage.

Patrol bicycle usage is limited to those officers who have authorization from their Division Commander, the Bicycle Patrol Coordinator, and have completed the 40 hour Bicycle Patrol Safety course offered through the Northern Virginia Criminal Justice Academy.

C. Authorization for use in various situations.

Authorization for use of patrol bicycles is restricted to those officers who have received Bicycle Patrol Safety training.

D. Qualifications and training for personnel assigned to operate the vehicle.

Bicycle Patrol officers are required to attend a 40 hour Police Bicycle Patrol Safety training course.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The Commander of the Patrol Support Division designates the Bicycle Patrol Coordinator.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

Saddle bag, tool kit, air pump, and water bottle.

Tubes

Lighting

Audible device (bell)

Traffic Vest

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

All members who have received Bicycle Patrol Safety training are authorized to use the patrol bicycles.

Appendix J

SEGWAY HT

This appendix provides the objectives and guidelines for use of the Segway HT.

DESCRIPTION: SEGWAY HT

A. Objectives of the operation or usage of the above.

Segways are used to patrol in areas not easily accessible to vehicles and motorcycles i.e., parades and demonstrations. Only those officers who have received Segway HT training and authorization from their Patrol Division Commander and the Segway Patrol Coordinator are permitted to operate the vehicle.

B. Instructions, conditions, and limitations of usage.

Segway usage is limited to those officers who have authorization from their Division Commander, the Segway Patrol Coordinator, and have completed the Segway HT training offered through the Department.

The Segway HT will not be operated in icy or snow covered conditions, in the rain, or on extremely rough surfaces. Only the Special Operations Commander or his/her designee may approve the operation of the Segway HT during the hours of darkness.

C. Authorization for use in various situations.

Authorization for use of the Segway HT is restricted to those officers who have received Segway HT training.

D. Qualifications and Training for personnel assigned to operate the vehicle.

Officers are required to attend the Segway HT training presented by the Segway Patrol Coordinator prior to operating it.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The Commander of the Special Operations Division designates the Segway Patrol Coordinator. The Segway Patrol Coordinator is responsible for the condition and maintenance of the Segways.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

- One right bar saddlebag
- One handlebar saddlebag
- Front headlamp with battery
- One siren
- One rear light reflector
- One personal protective equipment/First Aid kit.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

Any officer or supervisor in the Department who has received training and has been authorized to operate it. A complete list is maintained by the Segway Patrol Coordinator.

Appendix K

T3 MOTION (THREE WHEEL ELECTRIC VEHICLE)

This appendix provides the objectives and guidelines for use of the T3 Motion (Three Wheel Electric Vehicle).

DESCRIPTION: T3 MOTION (THREE WHEEL ELECTRIC VEHICLE)

A. Objectives of the operation or usage of the above.

The objective of the T3 Motions is to provide a patrol officer with the means to effectively patrol areas not easily accessible to cars, i.e., paths, parks, parades and other special events.

B. Instructions, conditions, and limitations of usage.

T3 usage is limited to those officers who have authorization from their Division Commander, the T3 Coordinator, and have completed the unit level T3 training offered through the Department.

The T3 will not be operated in icy or snow covered conditions, in heavy rain, or on extremely rough surfaces.

C. Authorization for use in various situations.

Authorization for use of the T3 is restricted to those officers who have received the T3 Motion training. T3 Motions may be used to patrol areas not easily accessible to cars, i.e., paths, parks, parade routes, and some special events.

D. Qualifications and Training for personnel assigned to operate the vehicle.

Officers are required to attend the unit level T3 Motion training presented by the T3 Coordinator or designee prior to operating it.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The T3 Coordinator or designee is responsible for the condition and maintenance of the T3s. Damage or defects should be reported in accordance with standard procedures for other vehicles, with copies of reports forwarded to the T3 Coordinator.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

- One center saddlebag
- Head light (built in with high/low beam)
- Siren
- Red / blue emergency lights or amber lights
- Rear running lights
- One Personal protective equipment kit

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

Any officer or supervisor in the Department who has received training will be authorized to operate it. The T3 Coordinator will maintain a complete list and forward copies to the Fleet Manager as changes are made.

Appendix L

CRIME SCENE INVESTIGATIONS TRUCK

This appendix provides the objectives and guidelines for use of the Crime Scene Investigations Truck.

DESCRIPTION: CRIME SCENE INVESTIGATIONS TRUCK (C.S.I. TRUCK)

A box truck, with police markings, designed to carry various crime scene search equipment and supplies to facilitate the preservation and recovery of physical evidence from crime scenes.

A. Objectives of the operation or usage of the above.

1. The Crime Scene Investigations Truck (C.S.I. Truck) is an essential piece of police equipment that allows crime scene investigators to respond to crime scenes with adequate equipment and supplies.
2. It also allows for the recovery and transportation of physical evidence from the scene to the Crime Scene Laboratory.

B. Instructions, conditions, and limitations of usage.

1. The vehicle is used to store equipment and transport physical evidence.
2. The vehicle is only capable of accommodating the operator and two passengers.

C. Authorization for use in various situations.

The police directive governing the use of the C.S.I. Truck is covered under Police Directive 6.4, Vehicle Use and Maintenance.

D. Qualifications and training for personnel assigned to operate the vehicle.

The Crime Scene Investigations Truck (C.S.I. Truck) is used exclusively by Crime Scene Investigators who are required to be in possession of a valid driver's license and have received proper training from a Department of Criminal Justice Service Emergency Vehicle Operations Course Instructor.

E. Designation of the person or position responsible for the condition and maintenance of the vehicle.

The C.S.I. Truck is inspected bi-monthly by the C.S.I. Sergeant or his/her designee and preventative maintenance is performed on a pre-arranged schedule as per Police Directive 6.4.

F. A listing of the equipment, if any, to be kept in or on the vehicle.

Routinely, there is a variety of equipment and supplies that are maintained in the C.S.I. Truck and may include the following:

- Camera and computer equipment
- Portable lights
- Various containers for securing/packaging physical evidence
- Ladders
- Specialized processing equipment to include fingerprint powders, chemicals, brushes, markers, barrier tape, casting equipment, alternate light source (ALS) and a metal detector.

G. A listing of the persons or positions authorized to operate the vehicle and its equipment.

The C.S.I. Truck is utilized by the Crime Scene Investigation/Crash Reconstruction Team personnel. However, it can be used, with a Commander's authorization, by any individual who has received training in the operation of the vehicle, or any other emergency vehicle similar in size or larger.