



<b>WRITTEN DIRECTIVE</b>	No. PD14-2001	Page: 1 of 6
Subject:  DEPARTMENT VEHICLES	Effective Date:	08-21-14
	Supersedes/ Amends:	PD11-2001
	Reference:	41.3.2, 71.1.2, 83.2.4 see also PD-2003



## I. Purpose

The purpose of this directive is to establish guidelines for the maintenance and equipping of Lynchburg Police Department vehicles.

## II. Policy

It shall be the policy of the Lynchburg Police Department for department vehicles to be maintained, equipped and supplied as necessary for the handling of both emergency and non-emergency functions.

## III. Procedure

### A. RESPONSIBILITIES

41.3.2

1. Each Deputy Chief will be responsible for ensuring that vehicles assigned to his bureau are:
  - a. in proper operating condition,
  - b. clean (inside and outside),
  - c. inspected on a regular basis,
    - 1) patrol cars are to have a documented weekly inspection
    - 2) staff cars are to be inspected monthly with the inspection form being submitted to the Fleet Manager by the 25<sup>th</sup> of the month
  - d. equipped as appropriate.

2. Supervisory officers will:

- a. verify any reported vehicle problems or discrepancies, and
- b. ensure that supervisory vehicles meet the criteria outlined in section III, A, 3.

70.1.2

3. Each employee will check their assigned vehicle prior to operation to:
  - a. ensure the vehicle is in proper operating condition,

- b. ensure the vehicle is properly equipped and supplied,
  - c. ensure the interior of the vehicle is clean and free of contraband or debris,
  - d. inspect for any damage to the vehicle, and
  - e. report any problems or discrepancies to their immediate supervisor.
4. The Vehicle Fleet Manager will be responsible for:
- a. ensuring that all new vehicles placed in service are properly equipped and supplied,
  - b. maintaining vehicle inventory,
  - c. coordinating vehicle repairs, maintenance and warranty services.

**B. FIELD OPERATIONS VEHICLE EQUIPMENT**

1. All Field Operations Bureau patrol vehicles shall be equipped with the following as minimum:
  - a. police radio,
  - b. emergency lights,
  - c. siren/PA system,
  - d. shotgun,
  - e. alcosensor,
  - f. vehicle jack,
  - g. fire extinguisher,
  - h. first aid kit,
  - i. door unlocking device,
  - j. emergency flares,
  - k. metal detector,
  - l. emergency blanket,
  - m. marking chalk,

- n. contaminated materials kit, and
  - o. *Emergency Response Guide Book* (hazardous material information).
2. The Field Operations Bureau patrol wagon will be equipped with the following as minimum:
- a. police radio,
  - b. emergency lights,
  - c. siren / PA system,
  - d. leg shackles,
  - e. fire extinguisher,
  - f. first aid kit,
  - g. emergency flares,
  - h. metal detector,
  - i. contaminated materials kit, and
  - j. *Emergency Response Guide Book* (hazardous material information).
3. All patrol supervisor vehicles will be equipped with the following as minimum:
- a. all items listed in III, B, 1,
  - b. battery jumper cables,
  - c. binoculars,
  - d. field evidence kit, to contain the following:
    - 1) fingerprint kit
    - 2) digital camera
    - 3) evidence collection kit
    - 4) field drug tests
    - 5) miscellaneous items as needed

**83.2.4 A**

**83.2.4 B**

- 6) 25 foot and 100 foot measuring tapes.
  - e. tire deflating devices. (Captains excluded)
4. The Division Captain's vehicles will be equipped with the following as minimum:
  - a. all equipment assigned to "staff vehicles" as described in III-D of this directive.
5. Animal Control vehicles maintained by the Special Operations Division will be equipped with the following as minimum:
  - a. compartmented animal transport cage,
  - b. police radio, and
  - c. animal capture devices including but not limited to the following:
    - 1) catch poles,
    - 2) animal nets,
    - 3) snake and cat tongs
    - 4) heavy gloves
    - 5) snake bag
    - 6) bat containers
  - d. miscellaneous equipment including but not limited to the following:
    - 1) flares
    - 2) fire extinguisher
    - 3) bolt cutters
    - 4) digital camera
    - 5) first aid kit
    - 6) tyvec suit
    - 7) infrared thermometer
    - 8) traffic vest

- 9) respirator
  - 10) shovel
6. Bicycles maintained by the Field Operations Bureau will be equipped with the following as minimum:
- a. front and rear lights in accordance with Code of Virginia, Section 46.2-1015, when utilized between dusk and dawn
  - b. blue emergency light,
  - c. extra bike tube with inflator
  - d. rear rack and storage bag,
  - e. multi-tool
7. The Incident Response Vehicle (IRV) will be minimally equipped with:
- a. SCBA System
  - b. Explosive Gas Detection System
  - c. RAD Detection System

C. INVESTIGATIONS AND ADMINISTRATION BUREAU VEHICLE EQUIPMENT

1. Vehicles assigned to the Investigations and Administration Bureau will be equipped with the following as minimum:
- a. police radio,
  - b. emergency lights,
  - c. siren / PA system,
  - d. spare tire,
  - e. vehicle jack,
  - f. fire extinguisher,
  - g. first aid kit,
  - h. emergency flares, and

i. *Emergency Response Guide Book* (hazardous material information).

2. The Crime Scene Search Van (or, in the case of the Crime Scene Search Van being disabled, a substitute vehicle) will be equipped with those items necessary for:

83.2.4 A

a. recovery of latent fingerprints,

83.2.4 B

b. photography,

83.2.4 C

c. sketch of the crime scene, and

83.2.4 D

d. collection and preservation of physical evidence.

3. Vehicles assigned to the Narcotics/Vice Unit will be equipped with the following as minimum:

a. spare tire, and

b. vehicle jack.

D. STAFF VEHICLE EQUIPMENT

1. Staff vehicles will be equipped with the following as minimum:

a. police radio,

b. spare tire,

c. vehicle jack,

d. fire extinguisher, and

e. emergency flares.

2. Vans maintained by the Field Operations Bureau will be considered staff vehicles for the purposes of this directive.

3. It is not necessary that staff vehicles be clearly marked as police vehicles.

*Original Signed*

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Parks H. Snead  
Chief of Police

August 21, 2014

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Date