



NEW CANAAN POLICE DEPARTMENT

SUBJECT: SPECIAL PURPOSE VEHICLES

DIVISION ORDER NUMBER: 15-01-10

FILE:

I PURPOSE/POLICY

The purpose of this policy is to establish the administrative, operational, support processes, and guidelines necessary to ensure that the New Canaan Police Department utilizes special purpose vehicles effectively, appropriately and safely. This order also establishes the basic usage guidelines for the deployment, operation, and storage of these vehicles by police personnel. To date, such vehicles include, the SRT Vehicle, Incident Command Trailer, Humvee and Gator Utility Terrain Vehicle.

It is the policy of the New Canaan Police Department to provide that all Special Purpose Vehicles are well equipped and maintained with the goal that their usage will substantially reduce the risk of injury or death to the citizens of New Canaan, police officers, victims and suspects.

This Division Order shall supersede the previously issued Division Orders; 08-01-04 Incident Command Trailer, 08-02-05 Utility Terrain Vehicle (Gator) and 09-01-06 Special Response Team (SRT) Vehicle.

II RESPONSIBILITY

It is the responsibility of all department personnel to adhere to this Divisional Order. It is also the additional responsibility of the Supervisory Staff and Command Staff to ensure its compliance.

III DEFINITIONS

Special Response Team (SRT) Vehicle - A specialized vehicle used to transport the Special Response Team and their equipment.

HMMWV (Humvee) - A specialized four wheel drive vehicle that is designed to access off-road, flooded and rugged terrain normally inaccessible to conventional type vehicles.

GATOR Utility Terrain Vehicle - A multi-agency four-wheel drive vehicle that is designed to access rugged terrain. It is equipped with: Red and blue strobe lights, siren and public address microphone/speaker

Incident Command Trailer - A fully marked and equipped multi-agency mobile command post

Shore Line - Electrical cord used to maintain the vehicle's batteries and power any devices plugged into outlets within the vehicle.

Cole Hersee Switch - Master battery disconnect switch.

IV. PROCEDURES (DEPLOYMENT)

A SRT Vehicle - The SRT vehicle's primary use shall be to transport, stage, and act as an operational component for the Special Response Team during a critical incident. However, the vehicle may, with prior approval from the Commander of Staff Services, be utilized for other police functions.

1. Only officers who have successfully passed the vehicle's familiarization training are authorized to use and/or operate the Special Response Team Vehicle.

B Gator Utility Terrain Vehicle (UTV) - will be used to access off-road areas, or areas impossible to reach with a patrol vehicle, ambulance or other emergency vehicle.

1. A list of trained UTV operators shall be maintained in the communications center and/or in the Police Information Network (PIN). In the event that an authorized UTV operator is not available on the shift, the shift commander shall instruct the dispatcher to contact one from the list to report to headquarters and operate the UTV.
2. Situations for which the UTV may be deployed, include, but are not limited to:
 - a. To supplement police operations during inclement weather.
 - b. Any special events where it would be deemed useful.
 - c. Incidents that involve search efforts for missing or wanted individuals.
 - d. To enable access to medical emergencies.
 - e. Any training event that would require a utility vehicle.
 - f. Crime scenes searches that would require its capabilities.
 - g. Any other incident or event that requires access to rough terrain.

C Incident Command Trailer - The Incident Command Trailer may be deployed to serve as an Incident Command Post for serious incidents. Generally it will be used when there is an anticipation of a prolonged investigation involving a number of personnel. It may also be deployed to provide shelter, lighting, radio, and telephone for any planned special event

1. The Incident Command Trailer is available for use by the following agencies:
 - a. New Canaan Police Department
 - b. New Canaan Fire Department
 - c. New Canaan Volunteer Ambulance Corps (NCVAC)
 - d. New Canaan Community Emergency Response Team (CERT)
 - e. Any other outside agency per the approval of the Chief of Police or his/her designee.
2. Only police, fire and highway personnel who have successfully completed familiarization training on the Command Trailer are permitted to transport, set up and/or utilize the unit.

3. The Commander of Operations or shift supervisor will be responsible for determining if the trailer is to be deployed at the scene of an incident. The Commander of Operations will be responsible for determining if the Incident Command Trailer should be deployed at a planned event.
 - a. Once it has been determined that the Incident Command Trailer will be utilized, it is the responsibility of the dispatcher to notify the authorized personnel to physically deploy the unit.
 - b. The dispatcher will first attempt to call out the police personnel that are trained and authorized to deploy the trailer. A list of certified Incident Command Trailer Drivers is located in the Communications Center and/or in Police Information Network (PIN).
 - c. If Police personnel are not available, the dispatcher will then notify the Fire Department and have one of their drivers respond to tow the trailer to the site of the incident.
 - d. Officers assigned to drive the trailer to the scene of an incident will do so using the Fire Department's Utility One pick-up truck if it is available. In the event that Utility One is unavailable the Incident Command trailer may be moved with one of the Highway Departments pickup truck or one of the Police departments Larger SUV's with a minimum towing capacity of 7500 lbs. or greater (e.g. Ford Expedition or similar type vehicle)
 4. Officers assigned to the Incident Command trailer will be responsible for the following:
 - a. Locate the trailer within a safe and effective perimeter from the event or incident and remain with the trailer while it is deployed and until another designated trailer operator properly relieves him/her.
 - b. Retain authority over the trailer and related equipment to ensure operational readiness.
 - c. Keep the Incident Command Trailer clean and safe from hazards.
 - d. Keep a log of any malfunctioning or missing equipment.
 - e. Properly break down the trailer after the incident is resolved and ensure that the Trailer is operationally ready for redeployment before they leave.
 5. In the event that the New Canaan Police Department communications/dispatch area becomes disabled, contaminated and needs to be evacuated, the dispatcher will forward the E-911 system to the Darien or Wilton Police Department and relocate all Communications functions to the Incident Command Trailer.
- D** Humvee – The Humvee will be primarily used for patrol or rescue operations, or to access off-road and otherwise impassable areas. The Humvee may also be used in times of inclement weather and flooding situations to supplement police operations.

1. Only officers so authorized by the Commander of Staff Services or designee and, who have completed the familiarization training will be permitted to operate the Humvee. Like the UTV, the Humvee can be operated on public and private roadways, as well as off-road locations.

V. PROCEDURES (TRAINING)

- A. SRT Vehicle – Officers who have successfully passed the vehicle’s familiarization training are authorized to use and/or operate the Special Response Team Vehicle. The familiarization training program will include;
 1. An overview of the equipment and functions of the vehicle.
 2. A pre and post usage inspection of the vehicle, including use of the “SRT Vehicle Quick Operations Guide” and “Vehicle Log.”
 3. Proper storage and securing of the SRT vehicle when not in use.
- B. Gator – Personnel designated to operate the UTV shall completed a recognized UTV operator’s course prior to being authorized to operate the UTV in the field. Included in this training will be instruction regarding a pre-trip inspection and proper storage of the UTV.
- C. Incident Command Trailer – Officers assigned to operate the Incident Command Trailer will undergo a familiarization of all equipment and mechanicals on the trailer, including pre and post deployment inspections and storage guidelines for the trailer.
- D. Humvee - All personnel authorized to use and/or operate the Humvee shall receive familiarization training on the vehicle and its equipment, including pre and post deployment inspections and storage guidelines for the vehicle.

VI. PROCEDURES (INSPECTION & MAINTENANCE)

- A. SRT Vehicle - The following guidelines shall be adhered to when the SRT vehicle is utilized;
 1. A pre-trip inspection must be completed before each deployment of the SRT vehicle in order to ensure that all of the equipment and emergency lighting are functioning properly.
 2. Any minor deficiencies and equipment failures which do not affect the serviceability of the vehicle shall be noted in the Police Information Network (PIN).
 3. The vehicle will be removed from service if an inspection reveals significant failures or compromises the safety of the vehicle or its personnel. In these cases, the SRT Team Leader and the Commander of Staff Services must be promptly notified and a notification posted in the Police Information Network (PIN).
 4. Once deployment of the SRT vehicle has been completed, a post inspection of the vehicle shall be performed in accordance with the aforementioned guidelines.
 5. General maintenance of the SRT vehicle will be conducted by the police department’s maintenance personnel and/or Town of New Canaan Public Works Department. Specific maintenance that cannot be handled at their level will be outsourced to an outside repair facility.

6. All maintenance and/or repairs to the SRT vehicle will be coordinated through the Office of the Commander of Staff Services.
7. In order to ensure its operational readiness, the SRT vehicle will be inspected on a quarterly basis by an officer so designated by the Commander of Staff Services. Said inspection will be documented.

B. Gator - When the UTV is utilized, the following guidelines must be followed;

1. A pre-trip inspection must be completed prior to operating the UTV to ensure all equipment is functioning properly. As with the SRT vehicle, any minor deficiencies and equipment failures which do not affect the serviceability of the vehicle shall be noted in the Police Information Network (PIN). If significant issues arise during the inspection, the UTV must not be used and must be taken out of service.
2. When operated on public highways, officers must obey all applicable traffic laws, including but not limited to, the use of seatbelts. The UTV can be operated on public and private roadways, as well as off-road locations. Its use on a limited-access highway is prohibited.
3. Once deployment of the UTV has been completed, a post inspection of the vehicle shall be performed in accordance with the aforementioned guidelines.
4. General maintenance of the UTV will be conducted by the police department's maintenance personnel and/or Town of New Canaan Public Works Department. Specific maintenance that cannot be handled at their level will be outsourced to an outside repair facility.
5. All maintenance and/or repairs to the UTV will be coordinated through the Office of the Commander of Staff Services.
6. In order to ensure its operational readiness, the UTV will be inspected on a quarterly basis by an officer so designated by the Commander of Staff Services. Said inspection will be documented.

C. Incident Command Trailer – When utilized, officers authorized to use the trailer must adhere to the following requirements;

1. A pre-trip inspection must be completed prior to deploying the Incident Command Trailer in order to ensure that all equipment is functioning properly. Any minor deficiencies and equipment failures which do not affect the serviceability of the vehicle shall be noted in the Police Information Network (PIN). If significant issues arise during the inspection, the trailer must not be used and must be taken out of service.
2. Once deployment of the Incident Command Trailer has been completed, a post inspection of the trailer shall be performed in accordance with the aforementioned guidelines.
3. Overall general maintenance and repair of the Incident Command Trailer will be conducted by the Police Department's maintenance personnel and/or Town of New Canaan Public Works Department. Specific maintenance that cannot be handled at their level will be outsourced to an outside repair facility.

4. All maintenance and/or repairs to the Incident Command Trailer will be coordinated through the Office of the Commander of Staff Services.
5. In order to ensure its operational readiness, the Incident Command Trailer will be inspected on a quarterly basis by an officer so designated by the Commander of Staff Services. Said inspection will be documented.

D. Humvee - When utilized, the following guidelines must be followed;

1. A pre-trip inspection must be completed before each deployment of the Humvee in order to ensure that all of the equipment and emergency lighting are functioning properly.
2. Any minor deficiencies and equipment failures which do not affect the serviceability of the vehicle shall be noted in the Police Information Network (PIN).
3. The vehicle will be removed from service if an inspection reveals significant failures or compromises the safety of the vehicle or its personnel. In these cases, the status should be posted in the Police Information Network (PIN). In addition, both the SRT Team Leader and the Commander of Staff Services must also be notified.
4. Once deployment of the SRT vehicle has been completed, a post inspection of the vehicle shall be performed in accordance with the aforementioned guidelines.
5. In order to ensure its operational readiness, the Incident Command Trailer will be inspected on a quarterly basis by an officer so designated by the Commander of Staff Services. Said inspection will be documented.

VII. PROCEDURES (STORAGE AND READINESS)

A. SRT Vehicle - The following guidelines shall be followed when securing the vehicle after use or its deployment.

1. The SRT vehicle will be locked and parked in the lower Police Department parking lot when not in use. It will be left with full fuel tanks.
2. All lights and equipment will be powered off. The Cole Hersee switch, located on the side of the driver's seat, will be placed in the "off" position in order to prevent the batteries from draining.
3. The SRT vehicle will be "shore lined" when not in use. An extension cord will be plugged into the rear receptacle on the SRT Vehicle.
4. An inventory of all equipment permanently stored in the vehicle and utilized during deployment will be inventoried and checked for operational readiness.
5. All exterior doors and cabinets will be locked.
6. Whenever possible, the SRT vehicle should be operated for a minimum of one-half hour on a weekly basis in order to help ensure its operational readiness.

B. Gator - The UTV will be stored in the Police Department's north garage when not in use. The parking brake will be on and the siren control will be powered off when not in use. It will be left with a full fuel tank.

- C. Incident Command Trailer - The Incident Command trailer will be parked in the lower Police Department parking lot. It will be locked, parked with its batteries turned off and will be connected to shore power at all times when not in use.
 - 1. Propane tank levels will checked and replenished as necessary after each use in order to ensure that there is a sufficient supply for the next deployment.
- D. Humvee - The Humvee shall also be locked and parked in the lower Police Department parking lot. It will be left with full fuel tanks.

VIII. PROCEDURES (EQUIPMENT)

- A. SRT Vehicle - Equipment stored within the SRT vehicle shall include;
 - 1. Body armor
 - 2. Ground pad
 - 3. Entrenching tools
 - 4. Magazines
 - 5. Command board and supplies
 - 6. Cameras (eye ball, flexi etc.) and accessories
 - 7. Night vision/binoculars
 - 8. Maps
 - 9. Gas masks
 - 10. Camelbak hydration system
 - 11. Other equipment as authorized by the SRT team leader
- B. In addition to the pre and post deployment inspection, the SRT vehicle and equipment shall be inventoried and inspected for operational readiness as part of the “SRT Armory and Equipment Inventory” monthly inspection.
- C. Incident Command Trailer - The Incident Command Trailer is equipped with the following:
 - 1. Telephone and radio communications
 - 2. Intranet & Internet capable
 - 3. Maps of Town buildings and schools
 - 4. Heat / Air conditioning
 - 5. Propane generator
 - 6. ICS vests and safety equipment

IX. DISTRIBUTION

This Division Order will be reproduced in electronic and/or traditional media. All sworn personnel shall have access to departmental division orders through a read-only file on their individual domain of the department's computer network and/or PowerDMS.

X. EFFECTIVE DATE

This Division Order was approved by the Police Commission on February 18, 2015, and effective on March 23, 2015.

Per Order,

Vincent DeMaio
Captain of Operations