



Apex Police Department General Order



Title Police, Special Purpose Vehicle and Equipment		Order Number 603- 20
Effective Date: June 9, 2020	Amends: General Order 603-16	
CALEA Standard: 41.1.3, 41.3.1, 41.3.2	Rescinds:	
Reference: G.O. 901 - Operation of Police Vehicles and Call Response NCGS 20-171.23	Pages: 21	
Forms: F603 - Request for Fleet Services F603a – ATV Equipment & Safety Inspection F603b – Golf Cart Equipment & Safety Inspection <small>This information has been redacted pursuant to N.C. General Statute 132 - Public Records.</small> F603d – Vehicle Inspection Form F603e – CAPA Vehicle Authorization & Acknowledgement F603f – CAPA Vehicle Equipment and Safety Inspection		

Police, Special Purpose Vehicle and Equipment

Purpose

The purpose of this directive is to describe, equip, operate and maintain standard police vehicles and special purpose vehicles utilized by the Apex Police Department.

Policy

It is the policy of the Apex Police Department to provide and promote the utilization of the most effective vehicle and equipment for patrol and specialized functions of police services. This policy is paramount for the safety of the officer and his/her delivery of service as well as supporting optimal service to the community. The department may employ and maintain specialty vehicles as outlined below.

Definitions

Special Purpose Vehicle - A vehicle that requires special training or authorization for deployment.

Police, Special Purpose Vehicles and Equipment

Procedures

Special Purpose Vehicles

1. The following are designated as Special Purpose Vehicles:

- Special Response Team Vehicle
- Police Motorcycle
- All-Terrain Vehicle
- Golf Cart
- This information has been redacted pursuant to
- Police Bicycle
- CAPA Vehicle
- Ford Mustang

Special Response Team Vehicle

1. Directives regarding the use, qualifications, training, responsibility and equipment related to the Special Response Team Vehicle are addressed in General Order 1503 – *SRT Vehicle, Equipment and Uniform Standards*.

Motorcycle

1. Directives regarding the use, qualifications, training, responsibility and equipment related to the police motorcycle are addressed in *General Order 1009 – Motorcycle Patrol*.

All-Terrain Vehicles

Authorization, Conditions and Limitations of Use (41.1.3 (a))

1. The following personnel are authorized to operate all-terrain vehicles (ATVs):

- Any sworn officer of the Apex Police Department
- Participants in an approved department operated event or sponsored program (i.e. driver education classes, driver safety programs, National Night Out, etc.) when authorized by the Administrative Division Commander
 - In these circumstances the vehicle may be operated by a non-departmental driver only if a sworn member of the Apex Police Department is in the passenger side of the vehicle
- Department employees will not allow unauthorized person to operate ATVs

2. The ATVs will be used primarily to access areas of the town that are not otherwise accessible by vehicles such as greenways, wooded areas, parks and trails.

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- If necessary and approved by a supervisor or Incident Commander, officers may operate a department-owned, ATV on certain highways as outlined in NCGS 20-171.23 and will:
 - Observe the posted speed limits and will not exceed the manufacturer's recommended speed for the vehicle
 - Be in a police uniform and carry an official identification card or badge
- 3. Additionally, it may be used to support the Administrative, Criminal Investigations or Patrol Divisions during traffic safety events, community events, and special details and for other purposes as authorized by the Patrol Division Commander.

Qualifications and Training (41.1.3 (b))

1. A valid North Carolina driver's license is required to operate ATVs.
 - **EXCEPTION** – A driver's license is not required if the operator is a participant in an approved department event as outlined above.
2. No other training is required for authorization to operate the vehicle; however, the on-duty supervisor should monitor operations to ensure the driver can operate the vehicle appropriately and safely.

Vehicle Inspections and Maintenance (41.1.3 (c))

1. The Support Services Supervisor is responsible for the condition and maintenance of ATVs.
2. Prior to use, the vehicle's operator will conduct an inspection to ensure proper operation and that all required equipment is present and operationally ready. The inspection will be documented using Form F603a – *ATV Equipment & Safety Inspection Form*.
 - If a problem is discovered that the officer is not authorized to repair, the Support Services Supervisor will be notified.
 - The operator will turn in his/her inspection form to the Support Services Supervisor prior to the end of shift/assignment.

Equipment (41.1.3 (d))

1. The ATV will be equipped with operational front and rear lights, horn, blue light, siren and a public address system. (SOURCE: NCGS 20-171.2.3)
2. The ATV is equipped with the following equipment:
 - Fire Extinguisher (**NOTE:** The Support Services Supervisor will ensure the fire extinguisher is inspected monthly)

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Golf Cart

Authorization, Conditions and Limitations of Use (41.1.3 (a))

1. The following personnel are authorized to operate the golf cart:
 - Any sworn officer of the Apex Police Department
 - Participants in an approved department operated event (i.e. driver education classes, driver safety programs, National Night Out, etc.) when authorized by the Administrative Division Commander
 - In these circumstances the vehicle may be operated by a non-departmental driver only if a sworn member of the Apex Police Department is in the passenger side of the vehicle
 - Department employees will not allow unauthorized person to operate the golf cart
2. The golf cart will be used primarily during special details and community events.
3. Additionally, it may be used to support the Administrative, Criminal Investigations or Patrol Divisions during other events and for other purposes as authorized by the Patrol Division Commander.

Qualifications and Training (41.1.3 (b))

1. A valid North Carolina driver's license is required to operate the golf cart.
 - **EXCEPTION** – A driver's license is not required if the operator is a participant in an approved department event as outlined above.
2. No other training is required for authorization to operate the vehicle; however, the on-duty supervisor should monitor operations to ensure the driver can operate the vehicle appropriately and safely.

Vehicle Inspections and Maintenance (41.1.3 (c))

1. The Support Services Supervisor is responsible for the condition and maintenance of the golf cart.
2. Prior to use, the vehicle operator will conduct an inspection to ensure proper operation and that all required equipment is present and operationally ready. The inspection will be documented on Form F603b – *Golf Cart Equipment Vehicle & Safety Inspection Form*.
 - If a problem is discovered that the officer is not authorized to repair, the Support Services Supervisor will be notified.

Police, Special Purpose Vehicles and Equipment

- The operator will turn in his/her daily inspection form to the Support Services Supervisor prior to the end of shift/assignment.

Equipment (41.1.3 (d))

1. The golf cart will be equipped with an operational blue light.
2. The golf cart does not have assigned equipment.

Surveillance Vehicle

Authorization, Conditions and Limitations of Use (41.1.3 (a))

1. Any sworn officer assigned to the Criminal Investigations Division is authorized to operate the surveillance vehicle.
 - Department employees will not allow unauthorized person to operate the surveillance vehicle.
2. The surveillance vehicle will be used primarily for gathering intelligence during criminal investigations.
3. Additionally, it may be used to support the Administrative, Criminal Investigations or Patrol Divisions for other purposes as authorized by the Criminal Investigations Division Commander.

Qualifications and Training (41.1.3 (b))

1. A valid North Carolina driver's license is required to operate the surveillance vehicle.
2. No other training is required for authorization to operate the vehicle; however, the Criminal Investigations Division Commander, or a supervisor assigned to the division, should monitor operations to ensure the driver can operate the vehicle appropriately and safely.

Vehicle Inspections and Maintenance (41.1.3 (c))

1. The Criminal Investigations Division Commander is responsible for the condition and maintenance of the surveillance vehicle.
2. Prior to use, the vehicle operator will conduct an inspection to ensure proper operation and that all required equipment is present and operationally ready. This information has been redacted pursuant to N.C. General Statute § 87-2(b).

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- If a problem is discovered that the officer is not authorized to repair, the Support Services Supervisor will be notified.
- The operator will turn in his/her daily inspection form to the appropriate Criminal Investigations Sergeant prior to the end of shift/assignment.

Equipment (41.1.3 (d))

1. This information has been redacted pursuant to N.C. General Statute 132 - Public Records.

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Police Bicycle

1. Directives regarding use, qualifications, training, responsibility and equipment related to the police bicycle are addressed in General Order 902 – *Bicycle Patrol*.

CAPA Vehicle

Police, Special Purpose Vehicles and Equipment

Authorization, Conditions and Limitations of Use (41.1.3 (a))

1. If approved by the Chief of Police, the TOA Facilities/Fleet Services Director and the Safety and Risk Manager, the department may provide a vehicle for use by authorized persons associated with Citizens Assisting Police in Apex (CAPA).
 - The CAPA vehicle is not a police or emergency vehicle and will not be operated as such.
 - The CAPA vehicle may bear markings of the Apex Police Department and/or CAPA, but the markings will be distinctly different from police vehicles.
2. The following are authorized to operate the CAPA vehicle:
 - Any sworn officer assigned to the Administrative Division
 - Any other Apex Police Department sworn officer with the permission of the Administrative Division Commander
 - CAPA members who are approved by the President of CAPA and the Chief of Police
3. CAPA members authorized to operate the vehicle must:
 - Be members in good standing of CAPA
 - Possess a valid, North Carolina driver's license for the proper class of vehicle
 - Notify the President and Chief of Police within 24-hours of any traffic citation received and/or any suspension or revocation of their driver's license
 - Inspect the vehicle in accordance with this General Order
 - Operate the vehicle in accordance with all applicable laws, statutes and ordinances
4. Approval process for CAPA members:
 - The President, through the Board, will recommend appropriate CAPA members to be authorized to operate the CAPA vehicle
 - The CAPA member will submit:
 - Form F603e – *CAPA Vehicle Authorization & Acknowledgement*
 - A copy of his/her driver's license
 - A waiver authorizing the Apex Police Department to conduct a DMV check of his/her driver history
 - The request and related documents will be forwarded to the Administrative Division Commander who will:
 - Review the request
 - Check the driver history of the applicant
 - Make a recommendation for approval or denial of the request
 - Forward the request and related documents to the Chief of Police for final action
 - The President and CAPA member will be notified of the final decision

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- Department employees and CAPA members will not allow unauthorized person to operate the CAPA vehicle
5. The CAPA vehicle will be used primarily for support during CAPA and TOA events.
 6. Additionally, it may be used to support the Administrative, Criminal Investigations or Patrol Divisions for other purposes as authorized by the Administrative Division Commander.

Qualifications and Training (41.1.3 (b))

1. A valid North Carolina driver's license is required to operate the CAPA vehicle.
2. No other training is required for authorization to operate the vehicle; however, the Administrative Division Commander or a supervisor assigned to the division should monitor operations to ensure the driver can operate the vehicle appropriately and safely.

Vehicle Inspections and Maintenance (41.1.3 (c))

1. The Support Services Supervisor is responsible for the condition and maintenance of the CAPA vehicle.
2. Prior to use, the vehicle operator will conduct an inspection to ensure proper operation and that all required equipment is present and operationally ready. The inspection will be documented on Form F603f – *CAPA Vehicle Equipment & Safety Inspection*.
 - If a problem is discovered, the Support Services Supervisor will be notified.
 - The operator will turn in his/her daily inspection form to the Support Services Supervisor or the on-duty supervisor prior to leaving the police facility.

Equipment (41.1.3 (d))

1. The CAPA vehicle will be equipped with an operational yellow light but will not have any police emergency equipment.
2. The CAPA vehicle is equipped with the following equipment:
 - Fire Extinguisher
 - First Aid Kit
 - Tie Down Straps
 - Other items as necessary to complete their assignment
3. In addition to the equipment maintained within this vehicle, other supplies (i.e. tow hitch, cones, etc.) may be kept within the vehicle as needed and approved by the Support Services Supervisor.

Police, Special Purpose Vehicles and Equipment

Vehicle Sign-Out

1. A list of CAPA members authorized to operate the vehicle will be maintained by the Administrative Division Commander and will be posted with the vehicle keys.
2. The CAPA vehicle will be signed out by an authorized member as follows:
 - The member will coordinate use of the vehicle through the Support Services Supervisor or, if not available, the on-duty supervisor
 - The supervisor will verify the identity of the member by checking the member's driver's license
 - The supervisor will verify that the member is authorized to operate the CAPA vehicle
 - The supervisor will obtain the key and will ensure the member signs out the vehicle
 - The supervisor will ensure the vehicle is properly inspected and that it has an appropriate amount of fuel
 - The supervisor will ensure the vehicle is returned, inspected for damage, signed in and the key returned to the proper location

Ford Mustang

Authorization, Conditions and Limitations of Use (41.1.3 (a))

1. The Ford Mustang will be used primarily for traffic enforcement and answering calls for service.

Qualifications and Training (41.1.3 (b))

1. A valid North Carolina driver's license is required to operate the Ford Mustang.
2. Officers will need to complete the Apex Police Department Specialized Vehicle Driver's Training Course prior to operating the Ford Mustang.

Vehicle Inspections and Maintenance (41.1.3 (c))

1. The Traffic Safety Unit Officer that is assigned to the Ford Mustang is responsible for its condition and maintenance.
2. Prior to use, the vehicle operator will conduct an inspection to ensure proper operation and that all required equipment is present and operationally ready.
 - If a problem is discovered that the officer is not authorized to repair, the Support Services Supervisor will be notified.
 - The operator will complete his/her daily inspection in RMS.

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Equipment (41.1.3 (d))

1. The Ford Mustang is equipped with the following equipment:

- ERG Guide Book
- Crime Scene Tape
- Bio Hazard Kit
- Police Radio
- Emergency Lights
- CPR Mask
- Fire Extinguisher
- First Aid Kit
- Flashlight w/Cone
- Spit Hood
- Emergency Blanket
- Flares (12)
- Binoculars
- Spray Marking Chalk
- RIPP Hobble
- Stop Sticks
- Measuring Wheel
- Radar w/Tuning Fork
- Tool Kit
- Rifle Lock Key
- Apex PD Lock Key
- Flex Cuffs (2)
- Any Other equipment authorized by the Division Commander

Fleet Vehicles

Patrol Division Vehicles

1. Vehicles assigned to the Patrol Division will primarily be marked patrol vehicles.
 - They will be equipped with emergency flashing blue and amber lights and siren (audible to 1000 feet), in addition to other equipment as outlined in this general order. (41.3.1)
2. Vehicle assignments will be made by the Support Services Supervisor and/or Administrative Division Commander who has been assigned responsibility for the department's motor vehicle fleet.
3. Officers will operate only their assigned vehicle.
 - In the event the assigned vehicle is out of service, the on-duty supervisor, Watch Commander or Division Commander may authorize the use of an available "pool" vehicle for use by the officer during his/her tour of duty.
 - Fleet vehicles designated as "pool" vehicles must be returned by the end of the officer's shift and are not authorized to be driven home.
 - The department's key control system will be used to sign-out a "pool" vehicle.
 - The Support Services Supervisor or Administrative Division Commander may assign an officer a spare vehicle for temporary use. (**NOTE:** For purposes of this General Order, temporary means more than a 12-hour work shift.)

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4. Vehicles assigned to this division are to be used during patrol duty hours only.
 - When authorized by the on-duty supervisor, Watch Commander, Division Commander, Deputy Chief of Police or Chief of Police, the vehicle may be used for special assignments, travel to approved training schools, court, as an assigned vehicle in accordance with General Order 608 – *Assigned Vehicle Program* and for other department related purposes.

Vehicle Inspection and Maintenance

1. The overall condition and maintenance of vehicles is the responsibility of the Support Services Supervisor. However, assigned drivers/operators are responsible for the condition and maintenance of the vehicle; requests for routine maintenance and vehicle repairs will be made using form F603 - *Request for Fleet Services*, which will be forwarded to the Support Services Supervisor.
2. Vehicle inspections will be conducted to check the interior and exterior of the vehicle for damage, cleanliness, proper operation of the vehicle and all safety and emergency equipment, including the fire extinguisher, required equipment is present and operating properly, etc. (53.1.1 (a)).
3. All officers will inspect their assigned/operated department vehicle as follows: (53.1.1 (b)) (70.1.2).
 - Patrol Officers, School Resource Officers, Directed Patrol Officers, Traffic Safety Officers, Community Police Officers, Patrol Corporals and Patrol Sergeants:
 - On a monthly basis
 - **EXCEPTION:** If an employee is not permanently assigned to operate the vehicle, the employee will inspect the vehicle prior to use
 - At the start of the shift, conduct a pre-shift examination of the vehicle prior to use in accordance with this General Order and General Order 704 – *Detainee Custody Responsibilities*. The examination at a minimum will include:
 - Checking the interior of the vehicle for contraband, potential weapons or other items that might cause a safety hazard
 - Inspection of emergency equipment (emergency lights and siren)
 - Inspection of the exterior of the vehicle to ensure tires are inflated, that there are no fluid leaks or new damage, etc.
 - MVR function test in accordance with General Order 602 – *Operation of Mobile Video Recording System*
 - **NOTE:** Pre-shift examinations are to be documented using the Daily Activity field in the Mobile Module of the RMS. Employees who do not have access to the RMS Mobile Module will document the pre-shift examination using form F603d - *Vehicle Inspection Form*

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- Additionally, officers will re-inspect the vehicle for contraband prior to and after transporting a detainee in accordance with this General Order and General Order 704 – *Detainee Custody Responsibilities*
 - **NOTE:** Employees will not leave any unsecure weapons in the patrol vehicle. All weapons stored within the vehicle **MUST** be secured (locked) in an approved weapon mount or in an approved container (i.e. weapon safe) affixed to the inside of the vehicle trunk or cargo area of the police vehicle
 - **NOTE:** Officers taking a person into custody for transport, regardless of division, will comply with the inspection and safety requirements listed above
 - Watch Commanders and Division Commander:
 - On a monthly basis
4. Vehicle inspections will be documented on form F603d - *Vehicle Inspection Form*. (53.1.1 (d))
 5. Personnel identifying missing equipment, damage, non or improper operation of the vehicle or any equipment or any other issue will report the condition as soon as possible and before leaving the police facility to the employee's supervisor, the Support Services Supervisor or the on-duty supervisor.
 - The supervisor will ensure the condition is corrected and that the vehicle is safe and properly equipped for service before the vehicle is allowed to be used. (53.1.1 (c)(e))

Criminal Investigations Division Vehicles

1. Vehicles assigned to this division will primarily be unmarked police vehicles.
 - They will be equipped with emergency flashing blue and amber lights and siren (audible to 1000 feet), in addition to other equipment as outlined in this order.
2. Vehicle assignments will be made by the Support Services Supervisor and/or Administrative Division Commander.
 - In the event the assigned vehicle is out of service, a CID supervisor or the Division Commander may authorize the use of an available "pool" vehicle for use if the Division has one available.
 - The Support Services Supervisor or Administrative Division Commander may assign an officer a spare vehicle for temporary use.
3. Vehicles assigned to this division are authorized to be used for approved department related purposes.
 - When authorized by the division supervisor(s), Division Commander, Deputy Chief of Police or Chief of Police, the vehicle may be used for special assignments, travel to approved training schools, court, as an assigned vehicle in accordance with General

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Order 608 – *Assigned Vehicle Program*, and for other department related purposes, unless otherwise directed by the division supervisor(s), Division Commander, Deputy Chief of Police or Chief of Police.

Vehicle Inspection and Maintenance

1. The overall condition and maintenance of vehicles is the responsibility of the Support Services Supervisor. However, assigned drivers/operators are responsible for the condition and maintenance of the vehicle; requests for routine maintenance and vehicle repairs will be made using form F603 - *Request for Fleet Services*, which will be forwarded to the Support Services Supervisor.
2. Vehicle inspections will be conducted to check the interior and exterior of the vehicle for damage, cleanliness, proper operation of the vehicle and all safety and emergency equipment, including the fire extinguisher, required equipment is present and operating properly, etc. (53.1.1 (a))
3. All division members will inspect their assigned/operated department vehicle as follows: (53.1.1 (b))
 - Detectives, Victims' Advocate, supervisory staff, and Division Commander:
 - On a monthly basis
 - **EXCEPTION:** If an employee who is not assigned to the vehicle operates the vehicle, the employee will inspect the vehicle prior to use.
4. Vehicle inspections will be documented on form F603d - *Vehicle Inspection Form*. (53.1.1 (d))
5. Personnel identifying missing equipment, damage, non or improper operation of the vehicle or any equipment or any other issue will report the condition as soon as possible and before leaving the police facility to the employee's supervisor, the Support Services Supervisor or the on-duty supervisor.
 - The supervisor will ensure the condition is corrected and that the vehicle is safe and properly equipped for service before the vehicle is allowed to be used (53.1.1 (c) (e)).

Administrative Division Vehicles

1. Vehicles assigned to this division will primarily be unmarked and marked police vehicles.
 - They will be equipped with emergency flashing blue and amber lights and siren (audible to 1000 feet), in addition to other equipment as outlined in this General Order.

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2. Vehicle assignments will be made by the Support Services Supervisor and/or Administrative Division Commander.
 - In the event the assigned vehicle is out of service, a division supervisor or the Division Commander may authorize the use of an available “pool” vehicle for use by the officer during his/her tour of duty.
 - Fleet vehicles designated as “pool” vehicles must be returned by the end of the officer’s shift and are not authorized to be driven home.
 - The department’s key control system will be used to sign-out a “pool” vehicle.
 - The Support Services Supervisor or Administrative Division Commander may assign an officer a spare vehicle for temporary use.
3. Vehicles assigned to this division are authorized to be used for approved department related purposes.
 - When authorized by the division supervisor, Division Commander, Deputy Chief of Police or Chief of Police, the vehicle may be used for special assignments, travel to approved training schools, court, as an assigned vehicle in accordance with General Order 608 – *Assigned Vehicle Program*, and for other department related purposes; unless otherwise directed by the division supervisor, Division Commander, Deputy Chief of Police or Chief of Police.

Vehicle Inspection and Maintenance

1. The overall condition and maintenance of vehicles is the responsibility of the Support Services Supervisor. However, assigned drivers/operators are responsible for the condition and maintenance of the vehicle; requests for routine maintenance and vehicle repairs will be made using form F603 - *Request for Fleet Services*, which will be forwarded to the Support Services Supervisor.
2. Vehicle inspections will be conducted to check the interior and exterior of the vehicle for damage, cleanliness, proper operation of the vehicle and all safety and emergency equipment, including the fire extinguisher, required equipment is present and operating properly, etc. (53.1.1 (a))
3. All division members will inspect their assigned/operated department vehicle as follows: (53.1.1 (b))
 - **Division Commander, Support Services Supervisor, Training Sergeant, Training Officer, Community Policing Officers, and for purposes of this General Order, the Professional Standards Supervisor, Deputy Chief of Police and Chief of Police:**
 - On a monthly basis
 - **EXCEPTION:** If an employee who is not assigned to the vehicle operates the vehicle, the employee will inspect the vehicle prior to use.

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4. Vehicle inspections will be documented on form F603d - *Vehicle Inspection Form*. (53.1.1 (d))
5. Personnel identifying missing equipment, damage, non or improper operation of the vehicle or any equipment or any other issue will report the condition as soon as possible and before leaving the police facility to the employee's supervisor, the Support Services Supervisor or the on-duty supervisor.
 - The supervisor will ensure the condition is corrected and that the vehicle is safe and properly equipped for service before the vehicle is allowed to be used. (53.1.1 (c) (e))

Marked Vehicles

1. All patrol vehicles assigned for general patrol service are to be conspicuously marked in the following manner: (41.3.1)
 - Exterior or interior mounted emergency light bars and siren
 - Display of the department's name and/or patch
 - Reflective materials placed on the sides and rear of the vehicle for high visibility
2. Markings and emergency equipment on each department, marked vehicle will be consistent in design and will not be altered except at the direction of the Chief of Police.
3. The department's marked vehicle fleet is the primary department vehicle for first responders. The Patrol Division will have a number of marked patrol vehicles assigned to it.
4. The qualifications and training required for operation of the marked patrol vehicles includes designation as a sworn police officer and a valid North Carolina driver's license.
 - **EXCEPTION:** Town of Apex Vehicle Fleet Services employees and authorized department civilian employees, as approved by the Support Services Supervisor or Administrative Division Commander, may operate marked police vehicles for purposes of delivering a vehicle for scheduled maintenance, equipment repair, taking delivery of new vehicles, and other vehicle related matters.
 - Prior to operation, the vehicle will display out-of-service markings, which are readily noticeable to the public.

Unmarked Vehicles

1. Unmarked vehicles will be utilized primarily by detectives, Traffic Safety Unit officers, administrative and command staff personnel. Unmarked vehicles are authorized for use on

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patrol primarily for traffic enforcement, but may be utilized for tactical assignments as authorized by the on-duty supervisor.

2. The qualifications and training required for operation of unmarked patrol vehicles includes designation as a sworn police officer and a valid North Carolina driver's license.
 - **EXCEPTION:** Town of Apex Vehicle Fleet Services employees and authorized department civilian employees, as approved by the Support Services Supervisor or Administrative Division Commander may operate marked police vehicles for purposes of delivering a vehicle for scheduled maintenance, equipment repair, taking delivery of new vehicles and other vehicle related matters.
 - Prior to operation, the vehicle will display out-of-service markings, which are readily noticeable to the public.
3. All unmarked police vehicles will be equipped with interior mounted emergency lights and siren. (41.3.1)

Fleet Vehicles Designated for Use by Civilian Employees

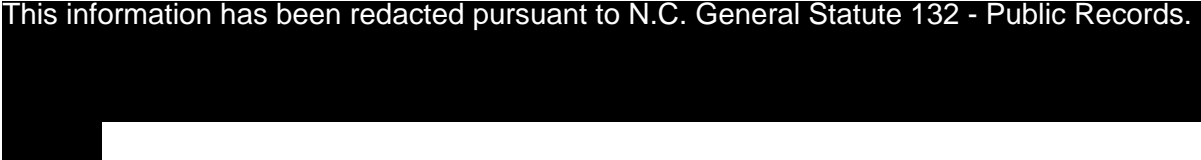
1. Civilian employees are authorized to operate the following vehicles:
 - Vehicle assigned to Victims' Advocate position
 - Vehicle designated as a "Training Car"
 - Other vehicles as assigned by the Support Services Supervisor or Administrative Division Commander
2. These fleet vehicles may be used for travel to and from approved training schools, and for other department related purposes.
 - Vehicles designated for use by civilian employees will not be equipped with emergency equipment (lights and siren). These vehicles will be equipped with the following equipment:
 - Fire Extinguisher
 - Vehicles will be checked-out as follows:
 - Vehicle assigned to Victims' Advocate position – Upon approval from the Victims' Advocate, a Criminal Investigations Division supervisor or the Criminal Investigations Division Commander
 - Vehicle designated as "Training Car" – Upon approval from the Support Services Supervisor or the Administrative Division Commander
3. The qualifications and training required for operation of vehicles includes designation as a department employee and a valid North Carolina driver's license.

Assigned Vehicles

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1. The Assigned Vehicle Program is a function of the Administrative Division and is under the supervision and control of the Administrative Division Commander.
2. The distribution and assignment of vehicles is under the authority of the Chief of Police, is based upon operational needs, availability of police/patrol vehicles, and will be administered in accordance with General Order 608 – *Assigned Vehicle Program*.
3. All employees must operate their assigned vehicle in accordance with state law, Town of Apex and departmental policy.

Standard Equipment

1. The Apex Police Department will maintain a minimum level of supplies and equipment for issue and use by the patrol component of the department. The Administrative Division will maintain a documented inventory of available supplies. The Support Services Supervisor will be responsible for maintaining a minimum supply.
2. Every marked and unmarked police vehicle will be equipped with blue emergency lights, siren, and alternating headlamps.
3. Supplies/equipment maintained in each patrol vehicle will include, but is not limited to: (41.3.2)
 - Fire Extinguisher
 - Highway Flares (12)
 - Measuring Wheel
 - Flashlight With Wand
 - Hazardous Materials Manual
 - CPR Mask
 - **Emergency Response Guide (ERG) Book**
 - Traffic Cones (5)
 - Biohazard Kit/Bags
 - First Aid Kit
 - Crime Scene Tape (1)
 - **Emergency Blanket**
 - Stop Sticks
 - Spray Marking Chalk (1)
 - Sharps Container
 - Binoculars
 - **Spit Hood**
 - **RIPP Hobble**
 - **Vehicle Tool Kit**
4. Vehicles designated for specialized purposes are exempt from these requirements.
5. This information has been redacted pursuant to N.C. General Statute 132 - Public Records.

6. Replenishment of vehicle supplies will be accomplished as follows: (41.3.2)

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- Consumable supplies will be checked during each daily inspection to ensure all supplies are readily available
- Officers will notify their supervisors when consumable supplies need replacement
- Officers will notify the Support Services Supervisor for the needed supplies
- The Support Services Supervisor will ensure that the needed equipment is forwarded to the appropriate supervisor for the assigned vehicle

Other Specialized Equipment

Portable Light Trailer

1. Portable light trailers with on-board generators are available for use during, but not limited to, critical incidents response, DWI checking stations and special events.
2. Department vehicles with a standard tow hitch are capable of transporting the light trailers.
3. Departmental employees will not attempt to tow or operate the light trailers without an operational briefing by the Support Services Supervisor.
4. The overall condition and maintenance of these vehicles is the responsibility of the Support Services Supervisor.

Speed Measuring Trailer

1. Speed Measuring Radar Trailer is equipped with a traffic speed measuring radar, graphic speed display, and solar panel and battery system and, in some cases, a computer.
2. Speed Measuring Trailers are to be used/placed in the following areas:
 - Prone to traffic speed violations
 - To educate the public as to the posted speed limits and driving habits
 - In response to citizen requests or complaints of excessive speed violations
 - Locations known for speed zone violations when not deployed in specific requested area
 - To minimize criminal mischief to the trailer by placing it under streetlights, adjacent to occupied homes or another locations allowing for frequent viewing by the public and patrolling officers
 - Never be placed on a deserted street or where the majority of the homes are vacant
 - Will be secured or locked so that it cannot be attached to a vehicle and towed away while deployed; tongue locks or other methods to disable it will be employed
 - Should not be deployed for more than one week at a location
3. Speed Measuring Trailers are the ultimate responsibility of the Patrol Division Commander. Maintenance and care of the trailer is the responsibility of the Support Services Supervisor/or designee.

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4. The Traffic Safety Unit Sergeant or designee will review all operational material and instruct any personnel directed to move and setup the trailer. Only personnel trained are allowed to move and set up the trailer.

Message Sign Trailer

1. Message Sign Trailer is equipped with a large message display, computer and battery system.
2. Message Sign Trailer will only be used for purposes such as traffic control, warning of traffic issues, crime prevention, town events, etc.
3. The Message Sign Trailer is to be placed at a location that does not hinder traffic or obscure a driver's view and along the roads right-of-way, if applicable.
4. The Message Sign Trailer is to be removed from the site within one day of the event, or as soon as possible thereafter.
5. The Support Services Supervisor has ultimate responsibility for the care and maintenance of the Message Sign Trailer.
6. The Support Services Supervisor will review operational material and instruct any personnel directed to move and setup the Message Sign Trailer. Only employees trained are allowed to move and set up the trailer.

Traffic Cone Trailer

1. The Traffic Cone Trailer is a box type trailers intended to store the following standard equipment:
 - Traffic cones
 - Traffic signs
 - Flares
 - Other items/equipment as needed
2. The Traffic Cone Trailer is used for DWI checking stations, traffic control or any incident that requires its usage.
3. The Support Services Supervisor has responsibility for the care and maintenance of the of the traffic cone trailer.
4. Departmental SUV vehicles with a standard tow hitch are capable of transporting the traffic cone trailer.

Police, Special Purpose Vehicles and Equipment

5. Departmental employees will not attempt to tow or operate the traffic cone trailer without an operational briefing by the Support Service Supervisor or designee.

This information has been redacted pursuant to

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Command Trailer

1. The Command Trailer is a box type trailer intended to store equipment needed for mobilization for a critical incident response that requires a command post.

2. The Command Trailer contains the following standard equipment:

- Folding Chairs (20)
- Portable Halogen Lights (4)
- 10X10 Tent (4, 3 black & 1 white)
- 10X20 Tent (green)
- Folding table (9)
- Folding Bench (3) Crime Scene Wall (1)
- Incident Command Vest (30)
- EZ-UP Shelter Weight (8)
- Dry Erase Marker Kit (2)
- Dry Erase Boards (4)
- 25' Power Cord (2)
- 50' Power Cord (2)
- 2' 3 – Outlet Extension Cord (1)
- Folding Easel with Storage Bag (4)
- Fan (1) (Stored in PD Facility)
- Generator (3) (Stored in PD Facility)
- Office Supply Box (Paper/Pens) (1)
- Apex Police Department Zone Map (1)
- Crime Scene Tape (1)
- Fire Extinguisher (1)
- Exterior Mounted Scene Light (2)

Police, Special Purpose Vehicles and Equipment

3. The Support Services Supervisor has responsibility for the care and maintenance of the Command Trailer. In addition, the Support Services Supervisor is responsible for maintaining the inventory and condition of all standard equipment.
4. Departmental SUV vehicles with a standard tow hitch are capable of transporting the Command Trailer.
5. Departmental employees will not attempt to tow or operate the Command Trailer without an operational briefing by the Support Service Supervisor or designee.

Drivers Training Trailer

1. The Driver's Training Trailer is a box type trailer intended to store equipment needed for department driver's training.
2. The Driver's Training Trailer contains the following standard equipment:
 - Fire Extinguisher (1)
 - Traffic Cones
 - Tool Box
 - Jack
 - Tires
 - Marking Chalk
 - Marking Tools for Chalk
 - Tire Tool
 - Street Signs
 - Cone Carts
 - Impact Wrench with Sockets
 - First Aid Kit
3. The Lead Driving Instructor has responsibility for the care and maintenance of the Driver's Training Trailer. In addition, the Lead Driving Instructor is responsible for maintaining the inventory and condition of all standard equipment.
4. Departmental SUV vehicles with a standard tow hitch are capable of transporting the Driver's Training Trailer.
5. Departmental employees will not attempt to tow or operate the Driver's Training Trailer without an operational briefing by the Lead Driving Instructor or designee.

Text in "Green" denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police