

## **DEPARTMENT GENERAL ORDER 99-67**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 93-04  
SOP 501.12.00

DATE: November 24, 1999

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### **SPECIAL PURPOSE VEHICLES**

#### **I. PURPOSE.**

To establish procedural guidelines for the use of special purpose vehicles during routine and unique operational situations.

#### **II. DEFINITIONS.**

Special Purpose Vehicle - A vehicle used because of considerations of weather, terrain, traffic congestion, the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc.

#### **III. GENERAL.**

The department currently maintains several types of Special Purpose Vehicles to satisfy specific operational needs and otherwise serve to supplement standard marked and unmarked patrol activity. The types of vehicles are: 1) Bicycles, 2) Gofors, and 3) a Surveillance Van. Specific guidelines in regard to the operation of each are presented in the following sections.

#### **IV. BICYCLE PATROL VEHICLES.**

##### **A. Operational Objectives**

The primary mission objectives of bicycle patrol are directed pro-active patrol activities and public relations.

##### **B. Operational Procedures**

When weather conditions permit, patrol commanders and supervisors will ensure that bicycle patrol is deployed whenever possible. While seven day a week coverage is ideal, particular emphasis should be placed on weekend coverage and include targeted geographical areas. To this end, participating officers will be assigned to concentrate their efforts in one or more specific grid areas (Refer attachment) as designated by their supervisors.

Participating officers will be assigned to ride a reasonable amount of time, with hours of operation and length of daily assignments determined by staffing levels, weather conditions, department/community needs, and other circumstances. The deployment of bicycle patrol will routinely occur during both daylight and nighttime hours as the situation requires. However, should night patrol be desired, for safety reasons, bicycle officers shall only be deployed when they are able to work in tandem with another officer (e.g. a second bicycle officer, or officer manning a unmarked car).

The uniform at this time will consist of a short-sleeve uniform polo shirt, navy blue nylon shorts, black nylon web gear, helmet, tennis shoes and socks. A nylon jacket and pants shall be issued to each participant for cold weather usage.

Officers shall be required to wear a helmet at all times during the operation of a bicycle. Body armor usage is optional, and is left to the individual discretion of each officer.

Supervisors will apprise communications of the areas bicycle patrol is being assigned to cover, and unless there are specific problem areas, will ensure that the grid units being patrolled are rotated on a regular basis. Bicycle officers will utilize their respective DSNs as radio call signs and may desire to employ an ear plug to maximize radio reception.

Bicycle officers will not be expected to spend their entire time in a defined grid area, nor actively operating their equipment. At their discretion, they may overlap into other grid areas or stop in businesses, parks, or restaurants to seek refreshment, personal relief, etc.

Depending upon the circumstances and distances involved, bicycle patrol will function, as necessary, as a back-up to vehicular police units initiating a stop or responding to a call for service in the grid unit(s), or adjacent grid unit(s) they are operating in.

If the district car and/or extra cars are out of service or otherwise unavailable, bicycle patrol may be assigned to handle a non-emergency call for service within, or close to the grid unit they are currently patrolling. Should that be

the case, the bicycle patrol officer will be responsible to write the Incident Report. This will be accomplished either after the officer's stint on the bicycle is completed or during the bicycle patrol period itself, if a location within or near the assigned patrol area may be found that is conducive to report writing. Bicycle patrol will also perform traffic and parking enforcement in their assigned area(s) if circumstances permit them to do so safely. Bicycle patrol will not participate in directed traffic enforcement details.

In the event an arrest is made, a regular patrol unit will transport all prisoners and evidence to police headquarters. The bicycle officer will then immediately return to this department and handle all necessary booking, processing and report writing.

Bicycle patrol officers shall obey existing traffic laws except where emergency circumstances or other duty-related contingency dictates otherwise. Should the officer using a bike have occasion to dismount and leave the immediate vicinity of his equipment, the bicycle shall be chained to an immovable object.

During those occasions when department-owned bicycles are not being utilized, same shall be stored in a secure location within the department headquarters building.

Should a bicycle patrol officer incur damage to his equipment, he/she shall, at the earliest possible opportunity, report same to the on-duty supervisor. In the event of an injury to the officer or involvement in an accident, normal reporting procedures shall be followed.

Finally, communications personnel shall record all pertinent data for each date and time a bicycle patrol unit is deployed. Such data will be entered into the computer and subsequently included as part of the Field Operations Bureau Monthly Report.

#### C. Special Event Authorization/Usage

In addition to routine patrol, bicycle patrol may be deployed to assist with special events such as charitable runs, walks, block parties, etc. In each of these instances such units will provide a flexible tool for crowd and traffic control.

As part of the planning process for such events, the bureau commander or watch commander shall be responsible to authorize the deployment of bicycle patrol to a special event, and will also determine the method(s) in which it shall be used.

#### D. Training

Only department personnel who have been properly trained at an accredited police academy or via specialized training courses shall be authorized to participate in bicycle patrol or operate the equipment. The primary source of training for this type special purpose vehicle will be the "Police Cyclist" course offered by the St. Louis County and Municipal Police Academy.

#### E. Maintenance

One of the two watch commanders assigned to the Field Operations Bureau shall be responsible, as an ancillary duty, to ensure that department-owned bicycles and associated equipment are in good repair and functional. Such responsibility shall include budget preparation, purchasing, and uniform replacement.

#### F. Ancillary Vehicle Equipment

Department-owned bicycles shall be equipped with a rear-mounted storage compartment which will contain a note pad, parking ticket and summons books, rubber gloves, antiseptic, and a Micro-Shield airway device.

#### G. Personnel Authorized to Use Special Purpose Vehicle

Each patrol squad shall, as manpower levels and other circumstances permit, maintain two sworn officers trained as police cyclists. At full compliment this will provide a total of eight officers trained and authorized to use such vehicles and equipment.

### V. PARKING CONTROL VEHICLES.

#### A. Operational Objectives

Parking Control vehicles shall be utilized to conduct parking and traffic control activities throughout the City, but particularly within the highly urbanized central business district area.

#### B. Operational Procedures

Current department-owned, three-wheeled traffic control vehicles shall be deployed according to identified need for the purpose of parking enforcement and traffic control. To accomplish this purpose, the City has

been divided into a number of grids, each of which shall have a Parking Control unit assigned to same.

Parking Control personnel shall patrol their assigned areas and issue parking violators tickets, which will be automatically entered into a Ticket-Trac Computer. At the end of each shift, individual units will then proceed to the Traffic Violations Bureau at which time they shall download their tickets into the City's main frame computer. Each Parking Control employee will then run a printout of their daily activity and turn same over to the unit supervisor.

In addition to issuing parking violations, members of the Parking Control Unit will remove expired meter hoods, handle vehicle lock-outs, bank details and school crossings, tow vehicles, assist with traffic control, and make miscellaneous-type deliveries.

Once department-owned parking control vehicles have been deployed, the personnel assigned to each unit shall activate the roof-mounted light and maintain same in that position for the full amount of time the vehicle is in operation. Similarly, in those instances when the operator of a three-wheeled vehicle stops to issue a citation, they shall activate the vehicle's emergency flashers. Parking control vehicle operators shall also be expected to obey existing traffic laws and operate their vehicle at all times in a safe and prudent manner.

In the event, a Parking Control employee is directed to assist with traffic control, they shall be required to don a traffic vest for the duration of their assignment.

Civilian employees assigned to the Parking Control Unit shall maintain radio contact with the communications unit and will use their assigned DSNs as call signs. Communications shall be conducted via portable radio.

In the event, one of the motorized three-wheeled units is damaged, the operator shall report same to their supervisor and, contingent upon the extent of the damage and the circumstances in which it was incurred, request a uniformed officer to initiate a report. Should a Parking Control Employee be injured or involved in an vehicle accident, normal reporting procedures shall be followed.

While current three-wheeled vehicles are designed as all-weather units, during periods of severe inclement weather, it shall be the responsibility of the Parking Control Supervisor to make a determination to suspend operations for safety reasons. However, the Chief of Police, Commander of the Field Operations Bureau, Watch Commander, and on-duty patrol supervisor may also order the suspension of operations during periods of hazardous weather.

In addition to the preceding, the use and/or operation of department-owned three-wheeled motorized parking control vehicles on restricted access high-speed highways (e.g. I-170, Forest Park Parkway) shall generally be prohibited except in those instances when authorized by a sworn uniformed supervisor or commander, or the use of such a highway is for a limited distance only and is the only practical route of travel.

During those occasions when department-owned parking control vehicles are not being utilized, same shall be parked and locked at a designated site.

In the event the department should purchase and/or utilize a different type of parking control vehicle (three or four-wheeled), same shall be operated in accordance to manufacturer's specifications and such safety and operational directions as may be determined by the Chief of Police.

#### C. Special Event Authorization/Usage

In addition to routine parking enforcement activities, Parking Control personnel may be deployed to assist with special events. As part of the planning process for such events, the bureau commander, following consultations with the unit's supervisor and the command officer responsible to manage the event, will make a determination to authorize the deployment of the special purpose vehicles under his control.

#### D. Training

Only department personnel who have been properly trained in the operation of the motorized three-wheeled units shall be authorized to operate/utilize such vehicles. Such training shall generally consist of a two-part process. First, Parking Control personnel shall attain qualification for three-wheeled motorcycles through satisfactory completion of written and performance-based testing conducted by the Missouri Department of Revenue. Second, new employees shall be required to successfully complete a practical driving course conducted by the supervisor of the unit.

#### E. Maintenance

The supervisor of the Parking Control Unit shall be responsible for ensuring the proper care and maintenance of all parking control vehicles. This will be accomplished through periodic inspections, and by documenting any mechanical problems or maintenance needs on a vehicle maintenance form. Public Works will then be advised of noted deficiencies and it shall be their

responsibility to make necessary repairs.

#### F. Ancillary Vehicle Equipment

Department-owned parking control units shall be equipped with outside mirrors, chalk sticks, lock-out tools, forms and documents, envelopes, rain coats, flashlights, traffic vests, latex gloves, and antiseptic wipes.

#### G. Personnel authorized to Use Special Purpose Vehicle

Except in the event of an emergency or other exigent circumstances, those civilian personnel assigned to the Parking Control Unit shall be the only department employees authorized to operate and/or utilize the motorized three-wheeled parking control vehicle and its related equipment.

### VI. SURVEILLANCE VAN.

#### A. Operational Objectives

The primary mission objectives governing the use of the surveillance van are the monitoring of criminal suspects and activity, the collection of intelligence information, and to serve as a general transportation vehicle.

#### B. Operational Procedures

In the event the surveillance van is to be used in regard to a CID surveillance operation, same shall be deployed in accordance with the procedural guidelines outlined in General Order 99-63, "Surveillance Equipment/Operations."

Should the surveillance van be utilized by the Patrol Division for either general transportation and/or area surveillance, a supervisor must approve the deployment of the vehicle prior to its actual use. Once approval has been granted, the officer(s) assigned to the van shall notify communications of their vehicle assignment. Communications personnel will then make the appropriate entries into the computer system to reflect the officer(s) current assignment status.

Once the vehicle has been deployed, same shall generally be used for stationary surveillance; however, the surveillance van may be utilized to conduct roving patrol on a limited basis.

Department employees shall wear a seat belt while operating the vehicle and obey all existing traffic laws. In addition, the vehicle shall not be used to initiate traffic stops, respond to emergency calls for service, or engage in vehicular pursuits.

Should an officer incur damage to the surveillance van, he/she shall, at the earliest possible opportunity, report same to the on-duty supervisor. In the event of injury to the officer or involvement in an accident, normal reporting procedures shall be followed.

When not in use, the surveillance shall be left parked and locked in its designed parking slot at police headquarters.

#### C. Special Event Authorization/Usage

While the surveillance van will generally not be utilized for special events, should there be a demonstration, mass public protest, or union picket activity which may disrupt the peace and order of the community, or degenerate into violence, the van may be deployed to monitor the situation and serve as an early-warning system for additional police action.

#### D. Training

No special training is required to operate the surveillance van other than a current State of Missouri Operators License.

#### E. Maintenance

The supervisor of the Criminal Investigations Division shall be responsible for ensuring the proper care and maintenance of the surveillance van. This will be accomplished through periodic inspections, and by documenting any mechanical problems or maintenance needs on a vehicle maintenance form. Public Works will then be notified of any deficiencies and it shall be their responsibility to make necessary repairs.

#### F. Ancillary Vehicle Equipment

With the exception of a two-way radio, the surveillance van is not outfitted with specialized or technical equipment of any type. Should a surveillance be authorized, the detectives/officers manning the vehicle shall hand-carry portable radios, telephones, cameras, binoculars, and such other types of equipment which may be necessary into the vehicle.

#### G. Personnel Authorized to Use Special Purpose Vehicle

Detective and patrol personnel are both authorized to utilize the surveillance van contingent upon the purpose and circumstances surrounding each anticipated deployment. In those instances where the van is to be utilized for a specific surveillance operation, the Commander of the Criminal Investigations Division must authorize the use of same. In those instances where the van is to be used to monitor potential suspicious/criminal activity within a general geographic area, the on-duty uniformed supervisor shall be responsible to authorize its deployment.

In addition to the preceding, Community Services Officers may utilize the van to transport general cargo/supplies purchased to support department operations.

BY ORDER OF:

RICHARD T. MORRIS  
Chief of Police

RTM:dld

CALEA Reference: 41.1.4