

# Agency Vehicles

**Index Code: 1401**

**Effective Date: 08/15/04 (Revised 06/27/16)**

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## **I. Purpose**

The purpose of this directive is to provide guidelines for procuring and equipping vehicles owned, leased, or utilized by the Office of the Sheriff.

## **II. Policy**

It is the policy of the Office of the Sheriff to procure and equip its vehicles with the equipment and accessories necessary for personnel to complete their assigned functions in a safe and efficient manner.

## **III. Fleet Management**

The responsibility for property management, as it relates to vehicles and related accessories, is assigned to the Fleet Manager. The position of Fleet Manager is assigned by the Sheriff and works in conjunction with the Undersheriff in this capacity. The Fleet Manager's responsibility includes, but is not limited to the following:

A. Requisitioning and procuring vehicles that best meet the needs of the Office of the Sheriff.

B. Issuing vehicles to authorized users in a fair and equitable manner that best serves the Office of the Sheriff.

C. Maintaining an inventory of vehicles and installed equipment.

D. Ensuring that spare vehicles are in a state of operational readiness.

E. Disposal of vehicles that are no longer needed or not in sound operational condition.

F. Serve as liaison between personnel and the County Garage, and other maintenance vendors, to resolve any outstanding issues relating to agency vehicles.

## **IV. Required Equipment**

### **A. Marked Patrol Vehicles**

Vehicles utilized for routine or general patrol duties will be conspicuously marked and

equipped with at least the following equipment in an operational state (exceptions may be made for unmarked patrol vehicles as needed):

1. Decals and striping
2. Emergency light bar or interior mounted lights
3. Interior mounted camera
4. Headlight flashers
5. Mobile data transmitter
6. Mobile radio transceiver
7. Public address system
8. Rechargeable flashlight
9. Seat belts
10. Siren
11. Spare tire and jack
12. Spotlight

In addition to the above equipment, vehicles utilized for routine or general patrol duties must contain the following items in an operational state:

1. Clipboard
2. CPR mask
3. Crime scene tape
4. Disposable blanket
5. Disposable gloves
6. Drug testing kit
7. Exposure Control Kit
8. Fingerprint kit
9. Fire extinguisher
10. First aid kit
11. Flares
12. Flashlight
13. Flex cuffs
14. Hazardous Materials book
15. Leg restraint
16. Marking paint
17. Queen Anne's County map
18. Raincoat
19. Reflective vest
20. Sharps box
21. Wire cutters

### **B. Unmarked Vehicles**

Unmarked vehicles, excluding those used for covert operations, will be equipped with at least the following equipment in an operational state:

1. Interior mounted lights
2. Headlight flashers
3. Mobile data transmitter
4. Mobile or portable radio transceiver
5. Public address system
6. Rechargeable flashlight
7. Seat belts
8. Siren
9. Spare tire and jack

In addition to the above equipment, unmarked vehicles must contain the following items in an operational state:

1. Clipboard
2. CPR mask
3. Crime scene tape
4. Disposable blanket
5. Disposable gloves
6. Drug testing kit
7. Exposure Control Kit
8. Fingerprint kit
9. Fire extinguisher
10. First aid kit
11. Flares
12. Flashlight
13. Flex cuffs
14. Fuel key
15. Hazardous Materials book
16. Leg restraint
17. Marking paint
18. Queen Anne's County map
19. Raincoat
20. Reflective vest
21. Sharps box
22. Wire cutters

**C. Covert Vehicles**

Vehicles used in covert operations will not display any equipment or accessories that would identify them as law enforcement vehicles.

**D. Replacement of Equipment and Accessories**

The assigned operator of a vehicle is responsible for ensuring that the vehicle contains all the required equipment and accessories, that they are in an operational state, and for replacing any items when necessary. Deputies who need to replace any required items must submit a Supply Requisition Form to the Quartermaster, via the chain of command, for approval.

**E. Quarterly Inspections**

At least quarterly, supervisors will inspect and verify that each of their subordinates' vehicles contains the required equipment and accessories. If any deficiencies are found, they will be documented on an inspection report and the affected deputy directed to have the item repaired or replaced as needed.

**V. Ancillary Items**

A. Ancillary items may not be added to a vehicle unless they enhance operational safety or efficiency, and are approved by the deputy's supervisor and the Fleet Manager.

B. CD/DVD players, and/or other such audio/video communication devices used for entertainment purposes are prohibited, unless issued as required equipment.

C. Deputies are permitted to carry and use mobile (cellular) telephones in their vehicles subject to the following conditions:

1. All costs associated with the purchase and use of a telephone, excluding telephones owned or leased by the Office of the Sheriff, is the responsibility of the deputy.

2. To enhance safety, deputies who carry mobile telephones while on duty are encouraged to inform the Department of Emergency Services (DES) of their telephone number.

3. To enhance driver safety deputies are prohibited from using mobile telephones while driving, unless used in connection with a Bluetooth device, or necessary for public safety.

**VI. Alterations**

Deputies may not make alterations to vehicles owned, leased, or utilized by the Office of the Sheriff without the written approval of the Fleet Manager. If written approval is obtained, an installer authorized by the Fleet Manager must perform the alteration(s). Also, no connections will be made to the electrical system of a vehicle other than the installed 12 volt power outlet, without the written approval of the Fleet Manager. Written requests will be submitted through the deputy's chain of command.

**VII. CALEA Reference:** 41.3.2

**VIII. Proponent Unit:** Support Services

**IX. Cancellation:** This directive cancels  
Index Code 1401 dated 10/01/12

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Sheriff Gary Hofmann