

Agency Vehicles

Index Code: 1401

Effective Date: 08/15/04 (Revised 9/14/2021)

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 and Unmarked 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 (marked vehicles only)
- 2. Emergency light bar or interior mounted lights
- 3. Interior mounted camera (if available)
- 4. Headlight flashers (if available)
- 5. Mobile data transmitter (if installed)
- 6. Mobile or portable radio transceiver
- 7. Public address system (if available)
- 8. Seat belts
- 9. Siren
- 10. Spare tire and jack (may be available in headquarters garage if not in vehicle.)
- 11. Spotlight (if available)

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 or similar device

2. CPR mask
3. Crime scene tape
4. Disposable blanket
5. Disposable gloves
6. Personal Protective Equipment including gas mask, shoe covering, tyvek suit, safety glasses, facial mask
7. Fingerprint kit (if available)
8. Fire extinguisher
9. First aid kit
10. Flares
11. Flashlight (issued directly to personnel)
12. Disposable handcuffs
13. Leg restraint (if available)
14. Marking paint
15. Raincoat
16. Reflective vest
17. Sharps box
18. Wire cutters

B. Covert Vehicles

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

C. 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.

D. Inspections

1. Monthly, except for January and July of each year, supervisors will inspect and verify that each of their subordinates' vehicles contains the required equipment and accessories.
 - a. Monthly inspections will be completed and documented on a "Monthly Vehicle and Personnel Inspection" form.
 - b. Only one form will be submitted per shift group, unit or section, illustrating an inspection was completed for members and their issued equipment.
 - c. The results of the inspections including corrective actions will be documented.
 - d. All monthly inspections will be maintained with the Division commander, no Guardian entry will be needed.
2. Semi-Annual vehicle and personnel inspections will be conducted by supervisors in January and July of each year. These inspections will be more comprehensive and will utilize the existing "Vehicle/Personnel Inspection Report" in the TEAMS system. Upon completion, these reports will be forwarded through the TEAMS system for approval and final submission to the Fleet Manager for electronic storage and documented as vehicle maintenances in the Guardian tracking system.

The inspection will include general appearance and cleanliness of the vehicle, both inside and outside. If vehicles are not appropriately maintained, the operator responsible for that vehicle may have their take-home vehicle privileges suspended as necessary.

Supervisors will also review data recorded on in-motion boxes to ensure safe driving practices.

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 installed 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.

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. Tobacco Free

Queen Anne's County prohibits the use of all forms of tobacco related products including cigarettes (this includes electronic cigarettes), cigars, pipes, herbal tobacco products, snuff and chewing tobacco in County operated vehicles as well as County buildings, parking lots and recreation areas.

VIII. CALEA Reference: 41.3.2

IX. Proponent Unit: Support Services

Cancellation: This directive cancels Index Code 1401 dated 05/18/21

Sheriff Gary Hofmann