

Special Purpose Vehicles

602.1 VERSION

Review Date	Effective Date	Approving Authority
04/25/2023	07/09/2018	Kelley Warner, Chief of Police

602.2 POLICY AND PURPOSE

The purpose of this policy is to establish guidelines for the use of special purpose vehicles maintained by the Harrisonburg Police Department. The Harrisonburg Police Department provides special purpose vehicles for specialized support for its patrol, investigations, and tactical operations. Through the use of these special purpose vehicles, Department Personnel are able to provide a higher level of service to the citizens of the community.

602.3 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

602.4 DEFINITIONS

Electric power-assisted bicycle (E-bikes) - A vehicle that travels on not more than three wheels in contact with the ground and is equipped with (i) pedals that allow propulsion by human power, (ii) a seat for the use of the rider, and (iii) an electric motor with an input of no more than 750 watts. Electric power-assisted bicycles shall be classified as follows. The HPD issued e-bike is classified as "class three" (an electric power-assisted bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour).

602.5 DEPARTMENT-OWNED SPECIAL PURPOSE VEHICLES

For the purpose of this general order, the following vehicles utilized by the Department are designated as special purpose vehicles:

- (a) Emergency Response Vehicle (ERV)
- (b) Crime Scene Vehicle
- (c) Police Mountain Bicycles
- (d) Police Electric-Assist (E-Bikes)
- (e) Marked Canine Patrol Vehicles

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- (f) Animal Control Vehicle
- (g) Motorcycles
- (h) All-Terrain Vehicles (ATV's)
- (i) Crash Reconstruction Team/Motor Carrier Vehicle
- (j) Crisis Negotiation Team (CNT) Vehicle
- (k) Special Event All Terrain Vehicle (Side-By-Side)
- (l) Golf Carts (Electric)

Each Bureau/Division/Team/Unit is responsible for the maintenance, cleaning and inspection of its assigned vehicles. Vehicles will be operated in accordance with Virginia State Motor Vehicle Laws and Department Directives.

602.6 EMERGENCY RESPONSE VEHICLE

602.6.1 OBJECTIVE

The E.R.V. vehicle is equipped to serve as an armored personnel carrier. The E.R.V.'s primary use is for high risk situations in which it can provide maximum protection to departmental members. Due to the size, weight and nature of this vehicle, authorization for the use and operation in other than high risk situations must be approved by the SWAT Team Commander, Deputy Chief or Chief of Police.

602.6.2 LIMITATIONS AND USAGE

Prior to operating the E.R.V., a safety inspection of the immediate area and vehicle will be conducted by the operator to prevent damage and to insure the vehicle is safe to drive.

The operator will exercise caution when operating the E.R.V. due to its ballistic qualities and weight. The operator is responsible for the operation and control of the vehicle when enroute and on scene of operations or events. The E.R.V. operator shall not leave the vehicle unprotected unless exigent circumstances dictate otherwise. All passengers will be under his/her control when the E.R.V. is enroute. The operator will be responsible for the proper operation of the onboard equipment.

When available, a marked police vehicle will escort the E.R.V. while operating on the city/county highways.

602.6.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

Only employees who have successfully completed a department approved training course for operating the Emergency Response Vehicle will be authorized to operate it. A call-out list of qualified/ trained operators will be maintained by the SWAT Team Leader and made available through HPD's Records Unit.

- (a) The operator/driver of the E.R.V will be a sworn member of the Harrisonburg Police Department, possess a valid Virginia Driver's License and will have received the appropriate training approved by the Chief of Police.

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- (b) Only sworn police personnel will be authorized to staff the E.R.V during deployment and in no event will the E.R.V be staffed solely by personnel from another agency.

The Department's vehicle coordinator shall confer with the Department's liability insurance carrier involving any specialized requirements related to the operation, use, and storage of the E.R.V. and provide any such requirements to each qualified operator of the E.R.V.

602.6.4 MAINTENANCE

The SWAT Team Commander will be responsible for the routine and special maintenance of the Emergency Response Vehicle. Once a year or an as needed basis the ERV should be taken to a certified mechanic to be evaluated for mechanical operation readiness.

The SWAT Team Commander or designee will be responsible for maintaining and inspecting the specialized equipment stored in the Emergency Response Vehicle.

The Emergency Response Vehicle will be equipped with the following:

- (a) Harrisonburg Police Department approved decals, emergency lights, siren and PA system;
- (b) Spot light with remote control;
- (c) Fire Extinguisher;
- (d) First Aid Kit;
- (e) Communication Equipment;
- (f) Video Equipment for backing.

A designated qualified operator will conduct a vehicle inspection (261-Inspection Sheet for ERV.pdf) on a semi-annually basis. All inspections and vehicle use shall be recorded in the E.R.V. log book.

602.7 CRIME SCENE VEHICLE

602.7.1 OBJECTIVE

The Crime Scene Vehicle will normally be operated to transport crime scene processing equipment to the scenes of major crimes and to transport evidence to the State laboratory or Department as necessary.

602.7.2 LIMITATIONS AND USAGE

- (a) The Crime Scene Vehicle will not be used for routine patrol duty.
- (b) Prisoners will not be transported in the Crime Scene Vehicle.
- (c) Specialized equipment stored in the Crime Scene Vehicle will only be used by persons trained in its use.
- (d) Only employees of the Department are authorized to operate the Crime Scene Vehicle.

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602.7.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

The Crime Scene Vehicle will only be operated by Crime Scene technicians unless authorized by the Major Crimes Commander or designee, or a supervisor who has determined circumstances exist which justify the use of the vehicle by non-forensic personnel.

602.7.4 MAINTENANCE

The Major Crimes Unit will be responsible for the routine and special maintenance of the Crime Scene Vehicle. The Major Crimes Commander or designee will be responsible for maintaining and inspecting the specialized equipment stored in the Crime Scene Vehicle semi-annually.

(260-Inspection Sheet Crime Scene Vehicle.pdf)

602.8 POLICE MOUNTAIN BICYCLES

602.8.1 OBJECTIVE

It is the purpose of this policy to outline the qualifications, equipment needs, utilization, uniform, attire, and training needed for a Harrisonburg Police Mountain Bike Officer. Police mountain bike patrol has become a critical role in law enforcement and community-oriented policing. The Harrisonburg Police Department puts officers on bikes in the community to provide ease of access to police officers and officers interacting with those in our community to identify trouble areas and be more approachable.

602.8.2 LIMITATIONS AND USAGE

Police bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the Selective Enforcement Unit Supervisor, the Special Operations Commander, or the Patrol Commander.

The police bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk is discouraged. Bicycles will not be transported on a push bumper.

602.8.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

Sworn personnel authorized to operate a police bicycle will have successfully completed an approved Police Cyclist Training Course.

Bike Certified Officers should operate the bicycle in compliance with the Virginia Motor Vehicle Code under normal operation, unless their duties require otherwise (Virginia Code §46.2-800).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

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Officers are exempt from the rules of the road under the following conditions (Virginia Code §46.2-920):

- (a) In response to an emergency call
- (b) While engaged in rescue operations
- (c) In the immediate pursuit of an actual or suspected violator of the law

Officers must complete an initial department-approved bicycle-training course prior to conducting any bicycle patrol activities. The initial training shall minimally include:

- (a) Bicycle patrol strategies.
- (b) Bicycle safety and accident prevention.
- (c) Operational tactics and techniques using bicycles.
- (d) Training Qualification with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

602.8.4 OPERATING

Bicycle patrol officers will be assigned a specially marked, equipped patrol bicycle and a gear bag.

Police bicycles shall be primarily black or white in color, with a "Police" decal affixed to the bicycle's gear bag. Every patrol bicycle shall be equipped with:

- (a) A front headlight and front and rear reflectors (Va. Code § 46.2-1015).
- (b) A taillight on the rear emitting a red light when operating a bicycle on any highway with a speed limit of 35 mph or greater (Va. Code § 46.2-1015).
- (c) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.
- (d) A gear bag that should include a first-aid kit, security lock, high-visibility vest and a whistle. These items are to remain with/on the patrol bicycle at all times.

Police bicycles shall be properly secured when not in the officer's immediate presence.

Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Harrisonburg Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather. Ballistic Vests must be worn.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment may include, but is not limited to, department-approved helmet, a radio headset (personal preference) and microphone, riding gloves, protective eyewear and approved footwear.

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Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

602.8.5 MAINTENANCE

The Chief of Police shall delegate certain responsibilities to a bicycle supervisor. The supervisor shall be appointed by and directly responsible to the Operations Commander or the authorized designee.

The responsibilities of the supervisor include, but are not limited to:

- (a) Organizing bicycle patrol training.
- (b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.
- (c) Inspecting, no less than every six months, bicycles that are not in active service and documenting that they are in serviceable condition.
- (d) Scheduling maintenance and repairs.
- (e) Coordinating activities with the Selective Enforcement Unit, Operations and/or Special Operations Bureau.
- (f) Other activities as required to maintain the efficient operation of bicycle patrol.

Bicycle patrol officers shall conduct an inspection of the police bicycle and equipment prior to use and semi-annually to ensure proper working order of the equipment. (259-Inspection Sheet for Bicycles.pdf)

Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

- (a) Each patrol bicycle will have scheduled maintenance twice yearly to be performed by a repair shop or technician approved by the Department.

Officers shall not modify the bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle supervisor, or in the event of an emergency.

If a needed repair is beyond the ability of the bicycle patrol officer, a repair work order will be completed and forwarded to the coordinator for repair by a technician approved by the Department.

602.9 POLICE ELECTRIC-ASSIST (E-BIKES)

602.9.1 OBJECTIVE

It is the purpose of this policy to outline the qualifications, equipment needs, utilization, uniform, attire, and training needed for operating an Electric-Assist bicycle (E-Bikes).

602.9.2 LIMITATIONS AND USAGE

E-Bikes may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for the specific deployment of e-bike equipped officers shall be coordinated through the Selective Enforcement Unit Supervisor or the Patrol Commander.

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An e-bike shall be transported using a vehicle bicycle rack specifically designed for the bike. Due to possible damage, the transportation of an e-bike on a standard bike rack is prohibited. E-bikes will not be transported on a push bumper.

602.9.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

Sworn personnel authorized to operate an e-bike will complete an approved Police Cyclist Training Course and a Specialized e-bike course.

E-bikes should be operated in compliance with the Virginia Motor Vehicle Code under normal operation unless their duties require otherwise (VA Code §46.2-800).

Officers may operate the e-bike without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating e-bikes without lighting equipment or operating in violation of the rules of the road.

Officers are exempt from the rules of the road under the following conditions (VA Code §46.2-920):

- (a) In response to an emergency call
- (b) While engaged in rescue operations
- (c) In the immediate pursuit of an actual or suspected violator of the law

Officers must complete an initial department-approved e-bike training course before conducting any e-bike patrol activities. The initial training shall minimally include:

- (a) Bicycle patrol strategies.
- (b) Bicycle safety and accident prevention.
- (c) Training Qualification with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

Initial e-bike training will include:

- (a) E-bike interfaces knowledge and competency. Operational tactics and techniques using bicycles.
- (b) E-bike officers should be familiar with changing and charging batteries.

602.9.4 OPERATING

E-bikes shall be primarily black or white in color, with a "Police" decal affixed to the bicycle's gear bag, and shall be equipped with:

- (a) A front headlight and front and rear reflectors (Va. Code § 46.2-1015).
- (b) A taillight on the rear emitting a red light when operating a bicycle on any highway with a speed limit of 35 mph or greater (Va. Code § 46.2-1015).
- (c) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage, and citations.

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- (d) A gear bag should include a first-aid kit, security lock, high-visibility vest, and a whistle. These items are to remain with/on the e-bike at all times.

E-bikes shall be appropriately secured when not in the officer's immediate presence.

Officers shall wear uniforms and safety equipment per the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirts, with Harrisonburg Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include but is not limited to a jacket in colder weather. Ballistic Vests must be worn.

E-bike patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment may include, but is not limited to, a department-approved helmet, a radio headset (personal preference) and microphone, riding gloves, protective eyewear, and approved footwear. Helmets should be replaced within five years of manufacture or when damage occurs.

Officers will be responsible for obtaining the necessary forms, citation books, and other department equipment needed while on bicycle patrol.

602.9.5 MAINTENANCE

The Patrol Division Commander shall delegate specific responsibilities to the SET/Bicycle Supervisor. The supervisor shall be directly responsible for the oversight and maintenance of the bicycle/e-bike fleet under the Operations Bureau Commander.

Maintenance responsibilities include, but are not limited to

- (a) Inspecting and maintaining an inventory of e-bikes and program equipment.
- (b) Inspecting, no less than every six months, e-bikes that are not in active service and documenting that they are in serviceable condition.
- (c) Scheduling maintenance and repairs.
- (d) Other maintenance activities as required to maintain the efficient operation of the e-bike patrol.

E-bike patrol officers shall inspect the police e-bike and equipment before use and semi-annually to ensure the proper working order of the equipment. (286-Inspection Sheet for E-Bike.pdf)

Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

E-bike will have scheduled maintenance twice yearly to be performed by a repair shop or technician approved by the Department.

Officers shall not modify the e-bike or remove, modify or add components to the e-bike except with the express approval of the Division Commander or in the event of an emergency.

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If a needed repair is beyond the ability of the e-bike patrol officer, a repair work order will be completed and forwarded to the Division Commander for repair by a technician approved by the Department.

602.10 MARKED/UNMARKED CANINE PATROL VEHICLE

602.10.1 OBJECTIVE

The department utilizes marked vehicles especially equipped for canine operations.

602.10.2 LIMITATIONS AND USAGE

The canine vehicles should not be allowed for prisoner transport and are specifically used for canine operations.

602.10.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

Sworn personnel authorized to operate a canine vehicle will have successfully completed department driver training and be a canine officer.

602.10.4 MAINTENANCE

The Special Operations Commander or designee will be responsible for the routine and special maintenance of the vehicle and for maintaining and inspecting the specialized equipment stored on board the vehicle monthly. (243-Inspection Sheet-Canine.pdf)

602.11 ANIMAL CONTROL VEHICLE

602.11.1 OBJECTIVE

This vehicle will normally be used to transport animals that have been picked up by either the Animal Control Officer or any officer performing animal control functions.

602.11.2 LIMITATIONS AND USAGE

- (a) The Animal Control vehicle will not be used for routine patrol duties except when circumstances exist that justify the use of the vehicle.
- (b) Prisoners will not be transported in the Animal Control vehicle.

602.11.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

The Animal Control vehicle will normally be operated by the Animal Control Officer during his/her tour of duty. Any police officer performing animal control duties may utilize the Animal Control vehicle at those times when the Animal Control Officer is off duty.

602.11.4 MAINTENANCE

The Special Operations Commander or designee will be responsible for the routine and special maintenance of the vehicle and for maintaining and inspecting the specialized equipment stored on board the vehicle quarterly. (253-Inspection Sheet Animal Control.pdf)

602.12 MOTORCYCLES

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602.12.1 OBJECTIVE

The police motorcycles are assigned to the Traffic Unit. The motorcycles are normally used for traffic law enforcement, radar enforcement at selected locations, and escort duty.

602.12.2 LIMITATIONS AND USAGE

Motorcycles will not be used during winter weather conditions.

602.12.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

- (a) Only officers of the Department assigned to the Traffic Unit, possessing a valid Virginia Class "M" operator's license and having successfully completed an approved Police Motorcycle Operators School, will be authorized to operate Department motorcycles in a patrol or operational setting.
- (b) Officers possessing a valid Virginia Class "M" operators license may ferry department motorcycles to and from maintenance facilities with prior approval from the Special Operations supervisor/Commander.

602.12.4 MAINTENANCE

Each officer who is assigned a Department motorcycle will be responsible for the appearance, care, routine, and special maintenance of their assigned motorcycle and for inspecting the specialized equipment stored on board the vehicle monthly. (268-Inspection sheet-Motorcycle.pdf)

602.13 ALL-TERRAIN VEHICLES (ATV)

602.13.1 OBJECTIVE

Department ATV's will be used to provide police service to those areas of the City that are not accessible by conventional police vehicles and for special assignments.

602.13.2 LIMITATIONS AND USAGE

Department ATV's will not be used when weather conditions are determined to be unsafe for operation but may be used in winter weather for emergency situations.

602.13.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

Only employees who have successfully completed a Department approved training course for off-road vehicle operation will be authorized to operate Department ATV's. The Department approved training will be an approved ATV training conducted by the Department of Game and Inland Fisheries or an approved course from ATV Safety Institute. Operators must wear a DOT approved helmet with full face protection, boots over the ankle, gloves, long sleeves and long pants.

602.13.4 MAINTENANCE

The Selective Enforcement Unit supervisor or designee will be responsible for the routine and special maintenance of the ATV's and for inspecting any specialized equipment stored on board the vehicles semi-annually. (258- Inspection Sheet for ATV.pdf)

602.14 CRASH RECONSTRUCTION/MOTOR CARRIER VEHICLE (CRT/MC)

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602.14.1 OBJECTIVE

The CRT/MC Vehicle will be deployed to the scene of any vehicle crash requiring the need of its capabilities and for Motor Carrier Inspection enforcement.

602.14.2 LIMITATIONS AND USAGE

- (a) The CRT/MC Vehicle will not be used for routine patrol duty.
- (b) Prisoners will not be transported in the CRT/MC Vehicle.
- (c) Specialized equipment stored in the CRT/MC Vehicle will only be used by persons trained in its use.

602.14.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

The CRT/MC Vehicle will only be operated by persons trained in its operation unless authorized by the Special Operations Commander or designee, or by a supervisor who has determined circumstances exist that justifies the use of the vehicle.

602.14.4 MAINTENANCE

The Special Operations Commander or designee will be responsible for the routine and special maintenance of the CRT/MC Vehicle. The Special Operations Commander, or designee, will be responsible for maintaining and inspecting the specialized equipment stored in the CRT/MC Vehicle semi-annually. (270-Inspection Sheet CRT-MotorCarrier.pdf)

602.15 CRISIS NEGOTIATION TEAM VEHICLE (CNT)

602.15.1 OBJECTIVE

The CNT Vehicle will be deployed at or near the scene of any emergency or crisis situation requiring the need of its capabilities.

602.15.2 LIMITATIONS AND USAGE

- (a) The CNT Vehicle will not be used for routine patrol duty.
- (b) Prisoners will not be transported in the CNT Vehicle.
- (c) Specialized equipment stored in the CNT Vehicle will only be used by persons trained in its use.

602.15.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

The CNT Vehicle will only be operated by persons trained in its operation unless authorized by the Special Operations Commander or designee, or by a supervisor who has determined circumstances exist that justify the use of the vehicle.

602.15.4 MAINTENANCE

The Special Operations Commander or designee will be responsible for the routine and special maintenance of the CNT Vehicle. The Special Operations Commander or designee will be responsible for maintaining and inspecting the specialized equipment stored in the CNT Vehicle quarterly.

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245-CNT-Inspection-Sheet-Updated.pdf

602.16 ALL TERRAIN VEHICLE- SPECIAL EVENT (MULTI-PASSENGER UTV)

The UTV can be utilized in support of downtown special events and other Department activities as approved by the Special Operations Division Commander.

602.16.1 OBJECTIVE

To enable access and carry needed equipment to areas that are closed to vehicular traffic.

602.16.2 LIMITATIONS AND USAGE

When used for special events (i.e. races, parades, festivals) and when roadways are closed in the City of Harrisonburg.

602.16.3 AUTHORIZATION/QUALIFICATIONS/TRAINING FOR USE

Personnel who have successfully completed an ATV or UTV safety training course. With the permission of the Traffic Supervisor. The Department approved training will be an approved ATV training conducted by the Department of Game and Inland Fisheries or an approved course from ATV Safety Institute. Operators must wear a seat belt when taking the UTV off road. The UTV must have a roll cage.

602.16.4 MAINTENANCE

UTV's will be maintained at authorized facilities for the brand of UTV in service. UTV's will be stored at Chicago Ave. garage, public safety building sally port, classroom at the range, and any repair shop. The Traffic supervisor or designee will be responsible for the routine and special maintenance of the UTV's and for inspecting any specialized equipment stored on board the vehicles quarterly. (262-Inspection Sheet for UTV.pdf)

602.17 GOLF CARTS

602.17.1 OBJECTIVE

Electric golf carts are utilized to educate and engage the citizenry during sponsored HPD events (i.e. National Night Out, SWAT Competition, National Police Week Events, DUI education, etc.).

602.17.2 LIMITATIONS AND USAGE

The use and limitations of the golf carts shall be determined by the Community Resource supervisor or designee for each event. Sworn HPD officers will operate or supervise the operation of the golf carts when in use.

602.17.3 AUTHORIZATION/QUALIFICATION/TRAINING FOR USE

Members of the Community Resource Unit will process event requests received from the public and organize the event with approval from the Community Resource Unit supervisor.

602.17.4 MAINTENANCE

The golf carts are maintained at a secured storage facility and are inspected before each event and also semi-annually. The batteries are charged throughout the year and are replaced if needed.

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The accelerator, brakes and steering are checked before each event and if a golf cart is in need of repair the unit is taken to Virginia Golf Cars, 4445 Early Rd in Harrisonburg. 244-Inspection Sheet-Golf Cart-Fillable-FINAL.pdf