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Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

## Agency Vehicles

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### 1. Purpose

To provide guidance to employees on proper vehicle use while on and off-duty.

### 2. Policy

All Harford County Sheriff's Office (HCSO) employees will use vehicles in a manner that conforms to this policy.

### 3. Definitions

**COVERT VEHICLE:** a vehicle used by the HCSO that is not identifiable as a law enforcement vehicle and is not used for patrol.

**MARKED VEHICLE:** a vehicle used by the HCSO that is conspicuously identified with the HCSO shield, lettering, and emergency equipment designating it as an emergency vehicle which may be used for patrol.

**LINE VEHICLE:** a marked or unmarked vehicle assigned to multiple employees of the appropriate patrol area or specialized unit.

**PATROL SATURATION PROGRAM:** the assigning of take-home vehicles to employees of the HCSO for on-duty and off-duty use.

**SPECIAL PURPOSE VEHICLE:** designated vehicles with set usage and limitations. (i.e. mobile command bus, Special Response Team van, Tactical Rescue Vehicle, boat, all-terrain vehicle, supply van, prisoner transport vans, pick-up trucks, and motorcycles).

**UNMARKED VEHICLE:** a vehicle used by the HCSO that is not conspicuously identified with the HCSO shield and lettering but is equipped with emergency equipment and may be used for patrol.

### 4. References

Maryland Transportation Article (TR 21-1101)

### 5. Procedures

A. Patrol Saturation Program Objectives

1. Enhanced Deputy Presence - the greater the visibility of deputies, resulting from an increased number of police vehicles on the streets, will serve to increase feelings of security and promote the concept of deputy omnipresence in the community.
2. Crime Deterrence - the presence of police vehicles in neighborhoods, shopping centers and other areas signals the presence of deputies. This should have a deterrent effect upon persons who contemplate committing violations of the law.
3. Community Relations - by using his vehicle for off-duty purposes, the HCSO deputy is more easily recognized by the public, thus more accessible to them and increased person-to-person interaction is achieved. Increased identification between the deputy and the public will help further mutual understanding.
4. Supplement the On-Duty Patrol Deputies - the regular on-duty force is supplemented by additional off-duty deputies. Thus additional "eyes, ears, and hands" are available for handling emergency situations or providing backup in dangerous situations. The program serves as a force multiplier.
5. Rapid Recall of Personnel - the regular on-duty force is supplemented by additional off-duty deputies in the event of a need, or for specially trained or assigned personnel or equipment.
6. Reduced Vehicle Fleet Costs - by using a patrol vehicle for only one shift, instead of around the clock, the vehicle will last much longer with fewer repairs and service costs. With one operator, responsibility for proper care and maintenance is clearly fixed.
7. Enhanced Deputy Productivity and Fleet Appearance - with only one deputy using the vehicle, and responsible for its appearance, the Sheriff expects the vehicle to have an excellent appearance at all times. Deputy efficiency is enhanced when they can stock the assigned vehicle with all the needed forms, reports, and equipment. As a result, less frequent trips to the precinct are required.
8. Morale - deputy morale, pride in his personal patrol vehicle, and deputy responsibility are closely related to greater motivation for higher performance and increased work productivity.
9. Rapid response – Deputies operating HCSO vehicles off-duty are required to respond to emergency calls. This improves response times.

B. Patrol Saturation Program Eligibility

1. The HCSO has a personally assigned vehicle program that anticipates each full-time sworn law enforcement deputy will be assigned an HCSO vehicle for use during both on-duty and off-duty hours.
2. The program is limited to sworn, full time, law enforcement deputies who meet the following requirements:
  - a. The lateral or recruit deputy who has successfully completed required field training;
  - b. Possesses a valid and proper class license for the vehicle operated;
  - c. Full duty status; and

d. The deputy has not received two consecutive unsatisfactory Performance Appraisal Review (PAR) in the previous 12 months.

3. Deputies who have been removed from the program may reapply for participation after one year from the date the privilege was removed by the Sheriff by submission of a memo through the Chain of Command.

C. Identification

1. Every HCSO vehicle will be assigned an HCSO vehicle number.

2. Marked vehicles may be issued vehicle registration plates displaying the assigned vehicle number or may be issued registration plates issued by the Maryland Motor Vehicle Administration (MVA) for that vehicle.

3. Plates will be displayed at all times in the places designated by the MVA.

4. Unmarked vehicles will display the registration plates issued by the MVA for that vehicle.

D. Off-Duty Use of HCSO Vehicles

1. The Services and Support Bureau Chief will consider the current fleet status and economic conditions when considering vehicle assignments.

2. Deputies, and specific employees as designated by the Sheriff, will have in-county, off-duty, use of assigned HCSO vehicles.

3. Off-duty vehicle use will not adversely impact the ability of a unit to perform its designated functions.

4. Employees who have received two unsatisfactory PAR's in the previous 12 months may not be eligible for the Patrol Saturation Program.

5. An employee may not operate an HCSO vehicle off-duty if on modified or sick leave duty status.

a. A Bureau Chief or higher may authorize an employee to operate a HCSO vehicle even when on modified duty.

6. An employee assigned to an on-call status will be permitted unlimited in-county use and may use his HCSO vehicle anywhere in the State of Maryland with a 45-minute response time to Harford County while on call.

7. Deputies who are assigned a vehicle and who live outside the geographic boundaries of Harford County must park the vehicle in Harford County at one of below listed permitted parking locations upon the completion of his tour of duty, unless prior written permission from the Chief Deputy has been obtained.

a. A request to be granted this exemption will be made on the Request to Drive County Vehicle to Out of County Location (SO-170) submitted through the member's chain of command.

b. This form will be completed as soon as a deputy relocates his primary residence outside of the geographic boundaries of Harford County.

- c. Permitted parking locations in Harford County, or other locations within the State of Maryland that do not exceed 25 road miles from the nearest Harford County road boundary, include:
  - i. Harford County Sheriff's Office facilities;
  - ii. Harford County Fire or Rescue Stations;
  - iii. Harford County Department of Public Works facilities;
  - iv. Maryland Transportation Authority Police facilities;
  - v. Maryland Department of State Police facilities;
  - vi. Allied Police Department facilities;
  - vii. Government facilities that operate round the clock or are considered secure government facilities by a Bureau Chief; or
  - viii. The residence of a sworn Employee.
- 8. An employee who resides out-of-county, in the State of Maryland, may use his HCSO vehicle to travel to and from his primary residence and his primary work assignment or Harford County by the most direct route from the nearest Harford County road boundary not to exceed 25 road miles. This usage includes:
  - a. Authorized overtime assignments;
  - b. Officially sanctioned HCSO training assignments;
  - c. HCSO-related Court appearances;
  - d. Official participation in HCSO sponsored events; and
  - e. Personal business within Harford County.
- 9. An employee who resides out-of-state may use his assigned Sheriff's Office vehicle to travel to and from his primary residence by the most direct route from the nearest Harford County road boundary not to exceed 25 road miles when granted approval by the Chief Deputy via the Request to Drive County Vehicle to Out Of County Location (SO-170).
- 10. Employees are encouraged to purchase and maintain a personal umbrella insurance policy, particularly those employees utilizing HCSO vehicles out of state. Although Maryland law places limits on damages in most claims against government agencies and officials, other states' laws do not. An umbrella policy would provide protection to an employee should a civil judgment exceed the scope of the County's insurance coverage.
- 11. Command Staff members, who are by the nature of their responsibilities required to respond and manage any situation which may require their attention, may operate their assigned vehicles out-of-county, so long as they are within a reasonable distance, which would allow them to respond and attend to their duties.

12. Off-duty travel will be permitted for an employee and members of his immediate family; other passengers may be permitted with prior written approval from the employee's commander.
13. Insurance coverage for passengers is limited; i.e., passenger injuries sustained as a result of employee error may become the financial responsibility of the employee driver.
14. Employees are not permitted to use rental vehicles off-duty unless approved by their Division Commander.

E. Passenger Restraint Devices

1. When operating or riding in an HCSO vehicle, or when operating or riding in a non-HCSO vehicle in official capacity, all employees will use seatbelts.
2. When transporting passengers, the employee will ensure that the passengers use seatbelts or are secured in appropriate child safety or booster seats, as appropriate.

F. Non-Official Passengers

1. Deputies operating HCSO vehicles may not respond as an emergency vehicle to an incident when the vehicle is occupied by a passenger who is not an HCSO employee unless:
  - a. The passenger is officially authorized to be in the vehicle as part of an approved ride-along; or
  - b. The deputy is required to respond immediately to preserve life or property.
2. Passengers, who do not meet the criteria in subsection 5.F.1 above, must be dropped off at a safe location before the deputy responds as an emergency vehicle.

G. Radio Use

1. Deputies operating an HCSO vehicle off-duty and in-county will monitor the primary operating frequencies of the precinct through which they travel.

H. Handling Incidents While Off-Duty

1. Deputies will be prepared to respond to any incident requiring emergency assistance occurring in the vicinity of his route of travel.
2. If immediate action is necessary, the off-duty deputy will take necessary action and notify the appropriate precinct.
3. Deputies may be placed on-duty if necessary.
4. For routine cases encountered while off-duty and in-county, deputies may call for a precinct unit to handle the situation; the off-duty unit will stand by and assist until the on-duty unit arrives.
5. Deputies operating within Harford County are required to take enforcement action in those incidents where the traffic violations are life threatening and require immediate action or when inaction may be viewed unfavorably by the public.

6. HCSO vehicles operated outside of Harford County will not engage in routine traffic enforcement or law enforcement activities.
7. Deputies operating HCSO vehicles outside of Harford County, but in Maryland, will be observant to situations which require police intervention and will apply the appropriate response which may include stopping to assess the situation and, if requested, render immediate assistance.
8. Deputies operating HCSO vehicles outside of Maryland, will be observant to situations which require police intervention and will apply the appropriate response which may include stopping to assess the situation and notifying local authorities. Deputies are reminded that when out-of-state they hold no law enforcement authority and are considered merely private citizens of that state.

I. Attire and Equipment

1. Employees operating an HCSO vehicle will be appropriately attired and groomed.
2. Deputies will be able to effectively perform a law enforcement function while at the same time presenting a favorable image that does not bring discredit upon the Office of the Sheriff; exceptions may be granted to those deputies on special assignment or assigned to a covert investigative position. This prohibits the wearing of:
  - a. Flip flops;
  - b. Sandals and high heel type shoes;
  - c. Shirts or T-shirts without sleeves or which are designed with shoulder straps of any width, or a complete lack of over the shoulder material;
  - d. Clothing that makes a social, political, racial, religious statement of any kind in words or art form; and
  - e. Baseball type hats with the visor portion facing other than directly forward.
3. Deputies are responsible for the appearance and conduct of all passengers. A minimum standard of acceptable dress for a passenger would consist of a neat, clean shirt, and pants.
4. When deputies are off-duty and are either the operator or passenger in an HCSO vehicle, they will carry an HCSO issued or approved firearm and badge or HCSO identification on their person.

J. Personal Use

1. HCSO vehicles will not be used for carrying heavy or excessive loads and will not have objects protruding from the trunk or windows.
2. HCSO vehicles, other than those specifically designed for the purpose, will not be used to transport animals unless the animal is law enforcement canine, or the animal is being transported for medical treatment with supervisor approval.
3. HCSO-owned trucks and vans will not be used to haul personal items.
4. Non-sworn employees may be issued an HCSO vehicle at the discretion of the Sheriff. No non-sworn HCSO employee may use the vehicle for off-duty use without the prior approval of a Bureau Chief or higher.

K. Off-Duty Secondary Employment

1. HCSO vehicles may be used for commuting to and from approved secondary employment locations within Harford County.
2. Vehicles will not be used in conjunction with secondary employment activity.
3. Vehicles must be parked in an unobtrusive and secure position.
4. Reimbursable employment should not be considered secondary employment for the purposes of this policy.

L. Suspension or Revocation of Off-Duty Use

1. Off-duty vehicle use is a management prerogative and a privilege that is subject to suspension or revocation for reasons to include abuse.
2. Any action taken by the Sheriff or his designee, regarding off-duty vehicle use, will not be considered disciplinary action.
3. Involvement in preventable collisions while operating an HCSO vehicle on or off-duty is grounds for suspension of the deputy's off-duty use privilege.
4. A deputy's off-duty use privilege is subject to suspension or revocation if the Sheriff deems it in the best interest of the HCSO.

M. Operating HCSO Vehicles

1. During normal operation of the vehicle, and when responding to non-emergency calls for service, deputies will follow the "Rules of the Road" and obey all traffic laws.
2. The duty officer may grant requests for on-duty use of HCSO vehicles outside the boundaries of Harford County.
3. The Sheriff may authorize members to operate HCSO vehicles outside of Harford County at his discretion.
4. Employees on a non-duty, modified, or suspended status will not operate an HCSO vehicle.
  - a. A Bureau Chief or higher may authorize an employee operate a HCSO vehicle even when on modified duty.
5. A deputy will carry an HCSO issued or approved firearm and badge or HCSO identification on his person when operating a HCSO vehicle, except while working in a covert assignment.
6. Each vehicle will be inspected by the operator for safety and emergency equipment, fluid levels and damage prior to the operation of the vehicle. A supervisor will be notified if any deficiencies/damage are observed.
7. Any vehicle that is deemed unsafe by an employee will not be operated and will be placed out of service by the member who will notify an on-duty supervisor and the Fleet Manager of the problem and location of the vehicle.

8. Each vehicle will be inspected for contraband prior to its operation and after a prisoner transport.
  - a. If contraband is recovered, the deputy will prepare an Incident Report (SO-001) and submit the contraband to the Property Management Unit (PMU) immediately.
  - b. The deputy's supervisor will make all reasonable attempts to locate the source of the contraband and will then take any and all action required based on that investigation.
9. Firearms and other weapons will be stored in a manner consistent with HCSO policy.
10. The use of tobacco and nicotine products is prohibited in all vehicles owned or leased by the HCSO. This includes cigarettes, cigars, smokeless or any other type of tobacco product and e-cigarettes or any other type of nicotine product.
11. An employee is prohibited from operating his HCSO vehicle if he intends to, or does, consume alcoholic beverages, except if he is an undercover deputy involved in an active and supervisor sanctioned covert operation.
12. Alcoholic beverages will not be transported in HCSO vehicles, except when related to official duties.
13. All firearms, magazines, and ammunition will be removed from the vehicle prior to the vehicle being delivered for maintenance.
14. Employees may be responsible for actual costs incurred by the member for speed, red light and bus camera violations and may be subject to disciplinary action, and loss of off-duty use for violations of policy or law as they relate to speed, red light, and bus camera violations.

N. Issued Vehicle Equipment

1. All HCSO vehicles that are routinely used for patrol, whether marked or unmarked, will be equipped with emergency lights and a siren.
2. Unless otherwise indicated, the following equipment will be carried in HCSO patrol vehicles in serviceable condition:
  - a. Spare tire;
  - b. Fire extinguisher;
  - c. Box of flares (1/2 box minimum);
  - d. Issued First Aid supplies;
  - e. Personal Protection Kit;
  - f. Registration card (unmarked and covert vehicles);
  - g. Flashlight and issued charger accessible (unmarked/marked vehicles);
  - h. Automatic External Defibrillator (AED) (if assigned);
  - i. Mobile Data Computer (MDC) (if assigned);

- j. Radar (if assigned);
  - k. License Plate Reader (LPR) (if assigned);
  - l. Crime scene barrier tape; and
  - m. EZ-Pass transponder.
- 3. Should a piece of equipment become unserviceable, the deputy to whom the vehicle is assigned will be responsible for notifying the appropriate supervisor and obtaining a replacement as soon as possible.
  - 4. All vehicles will be inspected by an employee's supervisor, or his designee, on a bi-monthly basis to ensure that deputies are in compliance and that all equipment is in serviceable condition.
  - 5. Bi-monthly inspections will be documented on the Monthly Personnel and Vehicle Inspection (SO-139).
  - 6. Safety hazards identified with emergency equipment will be reported immediately on the Electronic Services Vehicle Maintenance Record (SO-034), to the deputy's supervisor who will examine the vehicle to determine if the hazard warrants removing the vehicle from service.

O. Vehicle Equipment/Items

- 1. Installing, adding, affixing, removing, detaching, disconnecting, or unfastening, of any equipment in or on an HCSO vehicle is prohibited without prior written approval of the member's Division Commander.
- 2. The complete list of allowable non-issued equipment can be located on the HCSO Equipment Installation Authorization (SO-097).
- 3. Any Employee wishing to install, add, affix, remove, detach, disconnect, or unfasten equipment will submit a written request, utilizing the Equipment Installation Authorization (SO-097), to his Division Commander via the member's chain of command.
- 4. If the request is for non-electronic equipment, the Division Commander will approve or deny the request, and distribute the Equipment Installation Authorization (SO-097) as follows:
  - a. Original – Retained by Fleet Technician for file;
  - b. Copy – Requesting member;
  - c. Copy – Requesting member's Watch Commander;
  - d. Copy – To Fleet Manager (for recordkeeping purposes).
- 5. If the request is for installing, adding, affixing, removing, detaching, disconnecting, or unfastening of electronic equipment, and is approved by the Division Commander, the Division Commander will then forward the request to the Fleet Technician. If the request is denied by the Division Commander, the Division Commander will distribute the Equipment Installation Authorization (SO-097) as specified above for non-electronic equipment.

6. Upon receipt of the request, the Fleet Technician will determine if installation, addition, affixing, removal, detachment, disconnection, or unfastening of the non-issued equipment is compatible with the vehicle's electrical system and would not interfere with existing equipment installed in or on the vehicle.
7. The Fleet Technician will forward requests for any modification of electronic equipment to the Fleet Division Commander after review for review and approval.
8. The Fleet Division Commander will indicate on the Equipment Installation Authorization (SO-097) if the request is approved or denied, and distribute same as follows:
  - a. Original – Retained by Fleet Technician for file;
  - b. Copy – Requesting member;
  - c. Copy – Requesting member's Division Commander and Watch Commander; and
  - d. Copy – Retained by Fleet Manager.
9. If the Fleet Division Commander approves the installation, addition, affixing, removal, detachment, disconnection, or unfastening of electronic equipment, the requesting member will contact the Fleet Technician to schedule installation of the equipment.
10. Agency issued electronic equipment can only be installed, added, affixed, removed, detached, disconnected, or unfastened from HCSO owned vehicles by the Fleet Technician.
11. Non-issued equipment and accessories authorized by the Division Commander will be purchased, installed, and removed at the requesting member's expense.
12. Upon removal of non-issued equipment, the vehicle will be restored to its original condition at the member's expense.
13. Equipment removal will be verified by a supervisor or the Fleet Technician and noted on the Equipment Installation Authorization (SO-097).
14. The HCSO and Harford County Government will not accept any claim for damage or loss of non-issued equipment.
15. Any infractions involving the installation, use, or removal of non-issued equipment will be sufficient cause for immediate removal of the equipment at the member's expense.
16. Employees in violation of this section will be subject to action including, but not limited to, revocation of the privilege of a Patrol Saturation Program vehicle.
17. Requests will be returned to the deputy's commander for inclusion in the deputy's personnel file.
18. Approved requests will include the date the HCSO will install, add, affix, remove, detach, disconnect, or unfasten the equipment.
19. Bumper stickers, decals, insignias, banners, flags, license plate frames, or placards will not be placed on HCSO vehicles without prior written approval from the Sheriff or designee.

P. Political Activity

1. The HCSO does not endorse or promote a particular political activity, candidate, or cause therefore HCSO vehicles will not be used while engaged in political activities such as setting up signs, attending rallies, caucuses, promotional events, fundraisers, etc.

Q. Vehicle Security

1. Unattended HCSO vehicles must be locked at all times.
2. Portable radio, mobile data computer (MDC), cellular telephone, shotgun, rifle, and other weapons will be removed from the HCSO vehicle when the vehicle is unattended at a location other than a police facility and out of the direct control of the deputy for other than a short period of time.
3. Security and anti-theft devices contained within HCSO vehicles or made a part of HCSO vehicles will be utilized at all times.
4. As outlined in Maryland Transportation Article (TR 21-1101), HCSO vehicles will not be left unattended and running. Exceptions to this rule are:
  - a. Canine and animal control vehicles when a canine or animals are present in the vehicle, or
  - b. When the operator is on a call for service that dictates the necessity of leaving the car unattended and running (i.e. car stop, traffic crash, etc.).
  - c. When a vehicle's automatic starter system is engaged prior to use by a driver.

R. Cellular Telephone/Personal Messaging Device Usage

1. While operating HCSO vehicles, cellular telephone/electronic messaging devices will only be allowed utilizing a "hands free" option (i.e. speaker phone, headset, Bluetooth).
  - a. The wearing of cellular telephone Bluetooth earpieces is prohibited when in contact with the public.
  - b. The use of cellular telephone Bluetooth earpieces should never be allowed to interfere with effectively monitoring the police radio or being attentive to the sounds of traffic and/or citizens.
2. While on-duty or off-duty operating an HCSO vehicle, cellular phone conversations should be kept to a short duration and should never interfere with the safe operation of the vehicle or the ability to maintain attentiveness to duty.
3. While engaged in a priority response or vehicle pursuit, deputies are prohibited from using cellular phone/electronic messaging devices in any capacity.
4. Text messaging while driving is always prohibited. This includes reading messages and checking messages at stop signs/lights.
5. Members using cellular phones/electronic messaging devices while on-duty or operating in an HCSO vehicle should use good judgment and discretion, constantly keeping in mind deputy safety.

6. Public perception should also be kept in mind as citizens may feel that members are not paying full attention to duty if they are talking on a cellular phone.

S. Fleet Manager

1. The Fleet Manager is responsible for having a complete and accurate record of all vehicles assigned to the HCSO.
2. The Fleet Manager is also responsible for providing a well-equipped and safe vehicle for all employees to perform their regular tasks.

T. Return of Vehicle to Sheriff's Office

1. Any member assigned to modified duty will relinquish the Patrol Saturation Program vehicle for the period of modified duty, unless authorized by a Bureau Chief or higher to keep the vehicle during the period of modified duty.
2. Any member who will be on leave and out of town for more than seven consecutive days is required to park his vehicle at a HCSO facility prior to leaving town unless other arrangements are approved by a Division Commander.
3. If a member is on Family Medical Leave Act (FMLA) or extended sick leave he will be required to turn in his vehicle to his assigned division/unit.

U. Out of County Travel

1. When selecting a vehicle for out of county travel, consideration should be given to the mileage and repair history of the vehicle.
2. When an HCSO vehicle requires repairs outside of Harford County, the operator will call First Vehicle Services for instructions in the following manner:
  - a. Monday thru Friday – 0800 to 2300 hours – 410-879-6220 or 410-879-6331.
  - b. After hours - 2300 to 0800 hours, weekends or holidays 443-807-0286 or 443-243-3298.
3. First Vehicle Services has affiliated maintenance shops throughout the region and the manager of the local facility will locate the nearest shop or alternate repair facility and have the vehicle towed, if necessary, and repaired.
4. HCSO vehicles involved in the extradition of a prisoner will have repairs made as swiftly as possible due to security risks.

V. EZ Pass Program

1. The Services and Support Bureau Chief, or his designee, is responsible for the HCSO EZ Pass transponder program and will serve as the program coordinator.
2. The EZ Pass coordinator will manage the EZ Pass program to include maintaining a list of EZ Pass transponders issued to the Harford County Sheriff's Office, and the vehicle to which the EZ Pass transponder is assigned.

3. The EZ Pass coordinator will act as the liaison with the State of Maryland EZ Pass program.
4. HCSO vehicles will be issued a non-revenue EZ Pass transponder by the EZ Pass coordinator which will be assigned to a specific vehicle.
5. Special Investigations Division (SID) personnel will be issued an EZ Pass through the SID supervisor and EZ Pass transponders will be assigned to each covert vehicle.
6. The EZ Pass transponder will be affixed, and will remain affixed, to the front windshield of the HCSO vehicle and transponders are not to be shared between vehicles.
7. Sheriff's Office transponders are intended for use on or off-duty when in an HCSO owned vehicle to which it is assigned.
8. HCSO EZ Pass transponders will only be moved from the assigned vehicle with prior approval of the program coordinator.
9. Members operating the vehicle are responsible for the care and maintenance of the EZ Pass transponder being used or assigned to his vehicle and will immediately report the loss, damage, or loss of contact with the front windshield of an EZ Pass transponder to the EZ Pass coordinator.

W. Response to Calls for Service

1. An emergency or "lights and siren" response is warranted when a quick response is necessary to prevent injury, render aid or increase the likelihood of an apprehension.
2. Deputies are reminded that they are duty bound to operate their emergency vehicles pursuant to applicable laws and with due care with regard to pedestrians and other vehicle traffic.
3. An emergency response is justified, but not limited to, the following cases:
  - a. Deputy or law enforcement officer in need of priority assistance;
  - b. Homicide/just occurred;
  - c. Rape in progress/just occurred;
  - d. Robbery in progress/just occurred;
  - e. Aggravated assault in progress/just occurred;
  - f. Breaking and Entering in progress/just occurred;
  - g. Arson in progress/just occurred;
  - h. Suicide attempt in progress;
  - i. Felony fugitive, where there is a likelihood of an apprehension;
  - j. Kidnapping in progress/just occurred;
  - k. Domestic assault incident in progress;

- l. Vehicular crash involving injury;
  - m. Medical emergency assist call; and
  - n. Other calls indicative of an emergency response.
- 4. The first deputy to arrive on the scene of a call involving an emergency response will advise other incoming units whether a slower response will suffice or if no other units are needed on the scene.
- 5. Whenever a deputy, with a civilian passenger, is in the proximity of a serious or life-threatening call that passenger must be discharged at a safe location prior to the deputy's arrival at the scene. The deputy may contact Dispatch and have another deputy pick up the civilian passenger.

## 6. Summary of Changes

- A. On 04/15/25 the 3-Year agency policy review was conducted resulting in the following edits:
  - 1. The Fleet Manager will receive a copy of the Equipment Installation Authorization form (SO-097) for requests of non-electronic equipment, and for any equipment requests approved or denied by the Fleet Division Commander.
  - 2. Revised the reference from Fleet Manager to Fleet Division Commander for receiving electronic equipment modification requests; indicating if equipment requests are approved or denied on the form (SO-097) and distributing, accordingly; and approving all other electronic equipment installation, additions, affixing, removal, detachment, disconnection, or unfastening requests.

