OPS.03 UTILITY VEHICLES
A. The agency has and uses utility vehicles to complement the agency’s fleet of patrol cruisers in the conduct of specified agency activities that include, but are not limited to:
1. Routine and directed patrol activities;
2. Special events;
3. Community outreach;
4. Support and training functions; and
5. Emergency operations.
B. The agency’s utility vehicles include, but are not limited to:
1. Pickup trucks;
2. Four wheel drive vehicles;
3. Vans; and

03.02 Utility Vehicle Program Coordination
A. The Support Services Bureau Commander is responsible for designating a supervisory or administrative ranked officer to serve in an ancillary capacity as coordinator of the agency’s utility vehicle program.
B. Duties and responsibilities of the utility vehicle program coordinator include, but are not limited to:
1. Supervising and inspecting utility vehicle operations and activities;
2. Facilitating utility vehicle maintenance; and
3. Preparing and disseminating any required analytical reports pertaining to utility vehicle operations and activities.
C. Utility vehicle maintenance duties and responsibilities include, but are not limited to:
1. Reviewing inspection reports;
2. Conducting monthly inspections of the utility vehicles and related equipment;
3. Processing requests for maintenance;
4. Ensuring maintenance, damage, and repair information is recorded and maintained; and
5. Preparing routine or specially requested reports.

03.04 Operational Requirements
A. Utility vehicles will be utilized only in the conduct or support of bona fide agency activities and operations as specifically approved by the chief, appropriate bureau commander, or program coordinator.
B. All utility vehicles are registered and equipped as emergency vehicles and will be operated:
1. Within their design capabilities and limitations; and
2. Consistent with directives as applicable in 2.100 Vehicle Operations.
C. Utility vehicles may only be operated by:
1. Sworn employees;
2. Non-sworn employees who, as a specific component of their job tasks, are expected to drive and have completed required driver improvement training; and
3. Non-sworn employees whose occasional use of the vehicles is necessitated by non-regularly assigned duties.
D. Only sworn employees may operate utility vehicles in a priority mode.
E. Officers using utility vehicles for patrol purposes may be counted toward minimum mandatory patrol vehicle staffing levels.
F. Utility vehicles will not be operated in weather or terrain environments that would unnecessarily compromise the safety of the vehicles or operators.
G. Personnel operating utility vehicles must be attired and equipped consistent with their assignments and 1.800 Uniforms and Grooming.

03.06 Equipment
A. Agency employees will not operate, move, modify, maintain, or tamper with agency utility vehicles unless authorized by the chief, appropriate bureau commander, or program coordinator.
B. All utility vehicles, with the exception of the command trailer will be standardly equipped.
1. Standard equipment for all utility vehicles, excepting the command trailer, includes, but is not limited to:
   a. First aid kit;
   b. PPE kit;
   c. Fire extinguisher;
   d. Spare tire and jack with tools;
   e. Road flares;
   f. Reflective traffic vest;
   g. “Police Line” or “Caution” tape; and
   h. Jumper cables.
2. All changes, alterations, or modifications to standard equipment must be approved by the program coordinator or the appropriate bureau commander.
3. Any additional equipment, accessories, or ornamentation must be approved by the program coordinator or the appropriate bureau commander.
C. The command trailer will be equipped consistent with the Operational Readiness inspection report for the command trailer.

03.08 Inspections
A. Employees operating utility vehicles are responsible for inspecting utility vehicles before and after each use utilizing the agency’s vehicle inspection report to record their findings.
B. Completed vehicle inspection reports will be submitted by operators of utility vehicles to the program coordinator for follow-up and retention.
C. Malfunctions or damages that affect the safe operation of utility vehicles will be documented by vehicle operators on vehicle inspection reports, reported immediately to on-duty patrol squad supervisor personnel, and reported in person or via e-mail to the program coordinator.
D. The program coordinator will conduct monthly inspections of all utility vehicles.

03.10 Command Trailer
A. The command trailer will be utilized only in the conduct or support of bona fide agency activities and operations that include, but are not limited to:
1. Response to emergency operations, unusual occurrences, and special events; and
2. Community outreach and crime prevention programs.
B. Use of the command trailer must be approved by the chief, administratively-ranked incident commander, or program coordinator.
C. The command trailer will not be used to conduct routine patrol or transportation activities.