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| <b>YORK-POQUOSON SHERIFF'S OFFICE</b>    | <b>GENERAL ORDERS</b>                                                                                           |
| <b>SUBJECT:</b> Special Purpose Vehicles | <b>NUMBER:</b> 2-9B                                                                                             |
| <b>EFFECTIVE DATE:</b> March 23, 2017    | <b>VLEPSC STANDARDS:</b> ADM.19.01,<br>OPER.01.08, & TRN.02.02                                                  |
| <b>AMENDS/SUPERSEDES:</b> July 1, 2007   | <b>APPROVED:</b> <br>SHERIFF |

**INDEX WORDS**

- Special Purpose Vehicles
- Training
- Vehicle Operation
- Maintenance
- Equipment
- Safety Inspection / Inventory
- sUAS (Small Unmanned Aerial System)
- ROVER Team (Remotely Operated Vehicles for Emergency Response Team)

**I. POLICY:**

It is the goal of the York-Poquoson Sheriff's Office to implement strategies to create a safer community for all citizens. The utilization of special purpose vehicles as an enforcement, control, and public relations tool is advantageous in attaining this goal. Deputies shall exercise due regard for the safety of all persons: protection of life is the paramount goal of the Sheriff's Office. No task, call, or incident justifies disregard of public safety. All deputies who operate Sheriff's Office specialty vehicles will comply with safe driving procedures outlined herein. It is the responsibility of all Deputies to safely operate and maintain all special purpose vehicles. Special purpose vehicles include but are not limited to Trailers, Mobile Command Posts, ATV's, Polaris, Boats, Segways, Armored Vehicles, Jet Skis, Remote Operated Vehicles, and Golf Carts.

**II. PURPOSE:**

To establish the procedures for the safe and effective operation and use of any special purpose vehicle owned or used by the York-Poquoson Sheriff's Office. To establish training guidelines for personnel authorized to use and maintain the vehicle and to

establish a list of equipment necessary for the operation and maintenance of the vehicle.

### **III. PROCEDURES:**

#### **A. General Operation**

1. The operation of the special purpose vehicles shall be in accordance with all manufacturers' recommendations and training as provided by the agency.
2. The Patrol Division Commander shall keep all records pertaining to specialty vehicles equipment inventory, inspection, and training.

#### **B. Equipment**

1. A list of equipment necessary for the safe operation and maintenance of the special purpose vehicle shall be maintained by the Sheriff's Office.
2. This equipment shall be inspected semi-annually to ensure that it is maintained in a state of operational readiness.

#### **C. Care, Maintenance, and Inspection**

1. Maintenance shall be in accordance with all manufacturers' recommendations.
2. A maintenance record shall be maintained for each vehicle-by-vehicle maintenance for York County.
3. No alterations will be made to a Sheriff's Office specialty vehicle without authorization of the Sheriff.
4. These vehicles shall be inspected semi-annually to ensure that they are maintained in a state of operational readiness.

#### **D. Training**

1. All persons prior to being authorized to operate any special purpose vehicle shall receive the training as deemed appropriate by the Sheriff or his designee.
2. All persons prior to receiving authorization to operate any special purpose vehicle shall receive the training in the care and maintenance of the vehicle.
3. Training shall include the familiarization with all of the equipment listed as necessary for the safe operation and maintenance of the special purpose vehicle.

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4. Training shall be completed and documented for all individuals authorized to use or operate the special purpose vehicle.