

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject PATROL VEHICLES	Policy Number EA-2
		Effective Date 01-11-24
Related Information Arizona Revised Statutes (ARS) Titles 4, 13, and 28 CP-4, <i>Emergency and Pursuit Driving</i> EB-1, <i>Traffic Enforcement, Violator Contacts, and Citation Issuance</i> GH-2, <i>Internal Investigations</i> GJ-23, <i>Firearms</i>	Supersedes EA-2 (03-16-22)	

PURPOSE

The purpose of this Office Policy is to provide guidelines and procedures for the use of vehicles used primarily in patrol by the Office, the equipment to be maintained in the vehicles, and for the use of the standardized and emergency equipment.

Although this Office Policy refers to deputies throughout, it applies with equal force to reserve deputies who have met state and county licensing requirements and operate County-owned vehicles.

POLICY

It is the policy of the Office to provide and maintain a fleet of vehicles to be used in a patrol function. Deputies shall assist in maintaining these vehicles by constant inspection, careful operation, and accurate and immediate reporting of damage or deficiency to an immediate supervisor.

DEFINITIONS

Deputy: Any sworn law enforcement officer employed by the Office, and reserve deputies.

Patrol: The standard procedure of a deputy moving through a designated or geographic area for the purposes of observation, inspection, or security in an attempt to discourage crime or apprehend criminals. This also refers to the enforcement of traffic violations, criminal violations, or responding to calls for service, emergency or otherwise.

Patrol Vehicle: Includes sedans, sport utility vehicles (SUVs), four-wheel drive vehicles, motorcycles, boats, and all-terrain vehicles, used in patrol functions.

Reserve Deputy: A volunteer Arizona Peace Officer Standards and Training Board (AZPOST) certified peace officer who has joined the Sheriff's Reserve Deputy Program and completed the Office approved field training program.

PROCEDURES

- Operation of Patrol Vehicles:** Patrol vehicles should be used for official business only and shall be operated in compliance with all existing laws and Office Policies. A deputy found to have used a patrol vehicle in a careless and abusive manner may be subject to discipline, up to and including dismissal from employment. Patrol vehicles should not be operated in off-road areas except when necessary, in the performance of authorized law enforcement activities. Deputies shall exercise caution when it becomes necessary to operate a patrol vehicle in an off-road area.

2. **Vehicle Inspection and Care:**

- A. Patrol deputies shall inspect their daily assigned patrol vehicle prior to use and immediately following the shift to ensure:
 - 1. All assigned equipment is present;
 - 2. The vehicle contains *Comment and Complaint Forms* in English and Spanish;
 - 3. Hard copies of the Office traffic stop data collection forms, to include, but not limited to, Citations, *Consent to Search* forms in both English and Spanish, Written Warnings, Incidental Contact Receipts, *Vehicle Stop Contact Form* (VSCF)s, *Non-Traffic Contact Form* (NTCF)s. These forms shall be used in the event that TraCS is unavailable, as specified in Office Policy EB-1, *Traffic Enforcement, Violator Contacts, and Citation Issuance*;
 - 4. The vehicle and equipment are in proper working condition; and
 - 5. Any suspected mechanical difficulties, vehicle damage, or missing equipment is corrected or reported to a supervisor immediately upon discovery.
- B. The division commander or designee shall ensure that all patrol vehicles assigned to the division are being inspected quarterly during January, April, July, and October of each calendar year, and the inspections are documented in Blue Team as a Line Level Inspection. The inspection shall ensure:
 - 1. Each vehicle contains *Comment and Complaint Forms* in English and Spanish;
 - 2. Each vehicle is adequately equipped and in proper working order;
 - 3. Each vehicle's preventive maintenance schedule is being adhered to;
 - 4. Any mechanical problems or malfunctions are being reported, and when necessary, patrol vehicles are transported to the proper repair facility; and
 - 5. Hard copies of the Office traffic stop data collection forms, to include, but not limited to, Citations, *Consent to Search* forms in both English and Spanish, Written Warnings, *Incidental Contact Receipts, Vehicle Stop Contact Form* (VSCF)s, and *Non-Traffic Contact Form* (NTCF)s.
- 3. **Patrol Vehicle Markings:** Any vehicle used primarily for patrol duty shall be conspicuously marked with decals to render it readily identifiable as an emergency vehicle of the Office. However, vehicles primarily used for traffic enforcement that are marked with subdued "ghost" markings should not be used for normal patrol activities, unless no other marked vehicles are available.
- 4. **Patrol Vehicle Equipment:** Every patrol vehicle shall be equipped with the essential items required to enable deputies to respond adequately to traffic accidents and other emergencies, prior to its acceptance for patrol use.
 - A. Standardized equipment on a patrol vehicle includes, but is not limited to, the following:
 - 1. Exterior mounted red or red and blue lights, visible in the front and rear of the vehicle;
 - 2. Exterior spotlight;

3. Radio communications equipment;
 4. Mobile Data Computer (MDC) with thermal printer and optical scanner;
 5. Siren and public address system (PA);
 6. Basic first-aid supplies, along with two blankets stored in a plastic bag;
 7. A minimum of one case of traffic flares, a minimum of six traffic cones, traffic tape, and crime scene banner tape;
 8. A fully charged fire extinguisher with a current inspection tag attached; and
 9. A properly inflated spare tire, lug wrench, tire jack, and jumper cables.
- B. Additional Equipment for Patrol Vehicles: Deputies shall carry additional equipment in their patrol vehicles that conform to all relevant Office Policies. Such equipment includes, but is not limited to, the following:
1. An Office issued general duty helmet, fingerprint kit, and flashlight;
 2. An Office issued reflective traffic vest or a reflective vest approved by their division commander or designee, traffic marking crayon, and traffic template;
 3. An Office issued or approved personal long gun when working in an enforcement capacity, and using a patrol or detective vehicle, as specified in Office Policy GJ-23, *Firearms*;
 4. Adequate access to Office forms; and
 5. Any additional specialized equipment or supplies that are issued by the Office respective to their current assignment or position.
5. **Patrol Motorcycle Equipment:** Every patrol motorcycle shall be equipped with essential items required to enable motor deputies to conduct traffic stops, respond adequately to traffic collisions and other emergencies, prior to its acceptance for patrol use.
- A. Standardized equipment on a patrol motorcycle includes, but is not limited to, the following:
1. Exterior mounted red or red and blue lights, visible in the front and rear of the patrol motorcycle;
 2. Radio communications equipment;
 3. Mobile Data Computer (MDC) with thermal printer and optical scanner;
 4. Siren and public address system (PA); and
 5. Traffic tape and crime scene banner tape.
- B. Additional Equipment for Patrol Motorcycles: Deputies assigned to the Motor Unit shall carry additional equipment in their patrol motorcycle that conform to all relevant Office Policies. Such equipment includes, but is not limited to, the following:

1. Flashlight;
 2. An Office issued motorcycle helmet that meets a minimum standard of the Department of Transportation (DOT) certification rating;
 3. An Office issued reflective traffic vest, or a reflective vest approved by their division commander or designee, traffic marking crayon, and traffic template;
 4. An Office issued or approved personal long gun, when working in an enforcement capacity, and using a patrol motorcycle, as specified in Office Policy GJ-23, *Firearms*;
 5. Adequate access to Office forms; and
 6. Any additional specialized equipment or supplies that are issued by the Office respective to their current assignment or position.
6. **Comment and Complaint Form:** All patrol vehicles shall have a supply of *Comment and Complaint Forms* in English and Spanish for distribution to any member of the public who request them. Although an electronic version of the *Comment and Complaint Form* can be found on the patrol vehicles MDC, this shall not replace the requirement to maintain the hard copies of the *Comment and Complaint Forms* in the patrol vehicle, to include patrol motorcycles. Deputies shall provide information about how to file a complaint, their name and serial number, and their contact information, including telephone number and e-mail address of their supervisor. The supervisor must respond to the complaint in a timely manner.
- A. When notified by an employee, the supervisor shall immediately document the notification and ensure that PSB has been advised through Blue Team.
 - B. Complaints involving allegations of excessive force or physical abuse require the supervisor to make every reasonable attempt to make immediate personal contact with the complainant. The interaction with the complainant will be documented, as specified in Office Policy GH-2, *Internal Investigations*.
7. **Use of Emergency Lights:** A deputy shall use emergency equipment only when, in the employee's judgement, the nature of the call or the situation requires it.
- A. Emergency lights are used to signal other drivers that emergency conditions exist, and the right-of-way should be relinquished to the patrol vehicle.
 - B. Emergency lights may also be used to signal traffic violators to drive their vehicle to the extreme right of the roadway and stop. If both the patrol vehicle and the violator's vehicle are parked off the roadway, emergency lights may be deactivated, and hazard lights used in their place.
 - C. Emergency lights may be used in other situations, such as assisting motorists who are stopped in hazardous locations or when the patrol vehicle is stopped on the roadway.
8. **Use of Emergency Sirens:** When using sirens in emergency or pursuit operations, procedures shall be followed, as specified in Office Policy CP-4, *Emergency and Pursuit Driving*. The siren may also be used to signal violators to drive to the right of the road.
9. **Spotlight Operation:** The spotlight should be used to illuminate an area when hazardous or emergency conditions exist. The spotlight should also be used to illuminate the interior of a violator's car at night so that all occupants can be seen, as specified in Office Policy EB-1, *Traffic Enforcement, Violator Contacts, and*

Citation Issuance. The spotlight should not be used to signal motorists to stop due to the possibility of temporary blindness being created by the glare of the spotlight.

10. **Public Address System (PA) Operation:** The PA system may be used to direct the actions of violators from a safe distance. The PA system may also be used for directing persons when unusual conditions exist such as a temporarily obstructed roadway, alerting pedestrians to hazardous conditions or elements, or communicating with other persons responding to an emergency.