



Fitchburg State University Police Department

Subject: Vehicle Equipment	
Reference: MPAC: 41.3.1, 41.3.2, 41.3.8 IACLEA: 9.1.4, 9.1.5, 9.1.7	
Effective Date: June 25, 2020	Review Date:
By Order of: Michael J Cloutier, Chief of Police	

General Order

9.1.4

PURPOSE:

The Fitchburg State University Police Department utilizes a fleet of vehicles with which it conducts its policing duties and responsibilities. This order is to inform department members of the procedures for equipping and maintaining the equipment kept in cruisers.

POLICY:

It is the policy of this department to provide its officers with vehicles that are marked for safety and to provide a sense of security to all individuals at the university. It is also the policy of this department to provide the operationally ready equipment necessary to provide proper police functions.

PROCEDURE:

I. **Marked Patrol Vehicles:**

- A. Marked vehicles utilized for patrol shall be marked so as to be readily identified as a law enforcement agency vehicle from every view and from a long distance, even at night. To achieve this level of police identification and illumination the following equipment shall be utilized:
 1. Exterior reflective markings on sides and rear
 2. Rooftop light bars or headliner light bars (semi-marked cruisers)
 3. The name of the agency
 4. Public address system
 5. Exterior spot lights and/or and alley lights
 6. Supplemental flashing lights, LED lights in addition to light bar

7. Siren

IACLEA 9.1.5 a & b / MPAC 41.3.1

II. Unmarked Patrol Vehicles:

- A. The Fitchburg State University Police Department unmarked patrol vehicles shall be equipped with both emergency lights and siren. *IACLEA 9.1.5 a & b / MPAC 41.3.1*
- B. Unmarked vehicles are assigned to administrative personnel and are not used for routine patrol response to calls. Since these vehicles are not equipped with a prisoner screen.
- C. Prisoner transports in unmarked patrol vehicles are not authorized.

III. Cruiser Equipment:

- A. All Fitchburg State University Police Department vehicles utilized for patrol shall be equipped with the following items:
 - 1. Fire extinguisher
 - 2. First aid kit and blanket
 - 3. Patrol rifle
 - 4. Tactical Body Armor Vest
 - 5. Breaching Tools
 - 6. Flashlight
 - 7. Sharps Container
 - 8. Automatic External Defibrillator (AED)
 - 9. Yellow "Police Line" Tape
 - 10. Equipment for protection against blood-borne pathogens
 - 11. Blank forms and reports box
 - 12. Mobile data terminal (MDT)
 - 13. Prisoner screen for any vehicle that would transport prisoners
 - 14. Police radio for communications
 - 15. Motor Vehicle Lock-out kit
 - 16. Battery Jump Pack
 - 17. Floor Plan Books

IACLEA 9.1.4 a / MPAC 41.3.2

IV. Use of Audio Video Recorders

- A. The Fitchburg State University Police Department does not currently utilize wearable or in-car audio/video recording systems. *IACLEA 9.1.7 / MPAC 41.3.8*

V. Compliance Responsibilities

- A. It shall be the responsibility of each officer assigned to a patrol vehicle to complete a vehicle inspection sheet at the beginning of each shift. The sheet will indicate the condition of the exterior, interior, and equipment in the vehicle. It is the responsibility of each officer to closely inspect the vehicle and note any defects, inoperable or missing equipment. This sheet will be signed by the officer and turned into the Shift Supervisor for review. Serious issues with department vehicles and equipment will

be immediately brought to the attention of the shift supervisor, or officer in charge, and noted in the log.

- B. It shall be the responsibility of shift supervisors to ensure that all patrol officers under their supervision are complying with the mandate to inspect vehicles daily and complete the required inspection sheet. Non-compliance should be handled by means of progressive discipline.
- C. The designated fleet supervisor, shall review cruiser inspection sheets daily and investigate incidents of damage, inoperability, or missing equipment. The fleet supervisor, who may delegate other officers/supervisors for assistance, shall have the overall responsibility for the replenishment of necessary equipment. Equipment shall be replenished with supplies in a manner that will consistently ensure operational readiness.

IACLEA 9.1.4 b / MPAC 41.3.2

Approval:



Chief of Police

06/25/2020
Date