



BRAINTREE POLICE DEPARTMENT

Policy and Procedure

Special Purpose Vehicles

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Chief Mark Dubois

Certification Standards: **70.1.1, 70.1.2**

Accreditation Standards: **41.1.3 a-d, 41.3.8 a-c**

Optional Accreditation Standards:

Policy **41.1.3 b**

Officers assigned to the use of a special purpose vehicle shall attend and successfully complete a training program designed for the particular unit or function before utilizing a Department owned special purpose vehicle. Any courses attended must be approved by the Municipal Police Training Committee. Additional to a certification, Officers must have a valid license to operate any vehicle, if necessary, as required by the Registry of Motor Vehicles. **[41.1.3 b]**

Use of **Specialized** **Vehicles** **41.1.3 a**

Specialized vehicles shall be used at the discretion of the Chief of Police or his designees. Only Officers certified in the use of a specialized vehicle shall be able to operate them. Officers shall operate specialized vehicles in a safe manner consistent with their training and abilities. Officers will report any injury or accident to the Patrol Supervisor and/or the Shift Commander. The Shift Commander will assure all necessary documentation is accurate and complete. **[41.1.3 a]**

Patrol Wagon **41.1.3 a**

The Braintree Police Department Patrol Wagon is a special purpose vehicle. The Patrol Wagon may be used or assigned to any officer at the discretion of the supervisor(s) on duty. The primary function of the Patrol Wagon is a detainee transport vehicle. Secondary functions include, but are not limited to, mass

arrest, large scale gatherings, mutual aid and other situations as directed by the supervisor on duty. **[41.1.3a]**

- a. It is the policy of the Braintree Police Department to utilize Mobile Digital Video Recorder (MVR) to protect the safety and welfare of its officers and the public. The MVR can provide the department, and its officers, with an invaluable instrument to enhance criminal prosecution by providing evidence of criminal activity, limit civil liabilities, and objectively document officer conduct during individual interactions. Officers operating the Patrol Wagon will utilize the MVR pursuant to this policy.

2. Procedures:

- a. The Patrol Wagon shall be operated under the following conditions;
 - i. Officers must possess a valid driver's license to operate the Patrol Wagon.
 - ii. Officers shall be properly trained in the use of all equipment and systems assigned to the Patrol Wagon. **[41.1.3b]**
- b. The Patrol Wagon shall not participate in a vehicular pursuit while transporting civilians or detainees, see **Vehicular Pursuit Policy**. **[41.1.3a]**
- c. At the beginning of each shift officers assigned to the Patrol Wagon should examine for operational suitability and submit a written report of damage, defects or missing equipment to the supervisor on duty. **[70.1.2]**
- d. Seating:
 - i. All detainees will be seated in the rear compartment. At no time, will detainees be seated in the front passenger compartment of the Patrol Wagon.
 - ii. The rear compartment is divided into two sections to allow for male and female detainees to be separated during transportation.
 - iii. Safety straps are present, and detainees should be instructed to utilize them for their safety.
- e. Searches:
 - i. Before placing a detainee in the Patrol Wagon, the rear compartment shall be searched to ensure that there are no weapons or contraband present. **[70.1.2]**
 - ii. Officers who will be transporting shall perform a thorough search of all detainees, at the scene of the arrest, before placing them in the Patrol Wagon. **[70.1.1]**
 - iii. Upon completion of transportation, the rear compartment shall be searched to ensure that no weapons, contraband or evidence were discarded by the detainees being transported. **[70.1.2]**

- f. The interior and exterior doors of the Patrol Wagon must be secured prior to the transport of detainees as well as when not in use.
- g. At the direction of a supervisor, when transporting multiple detainees, additional officer(s) should ride in the passenger compartment or follow in a separate cruiser.

3. Mobile Video Recording System:

- a. Definitions:
 - i. **Mobile Digital Video Recorder (MVR):** Any system that captures audio/video signals that is capable of installation in a vehicle and includes, at a minimum, a camera and a recorder.
 - ii. **SD Card:** A digital media storage device capable of recording audio/video signals
 - iii. **MVR Supervisor:** The Fleet Maintenance Supervisor who oversees the use and functionality of the MVR as well as the storage and duplication of recorded video.
 - iv. **MVR Administrator:** An officer(s) who maintains the MVR equipment, oversees repairs and replacement equipment through authorized vendors. Trained in the use of MVRs, duplicating methods, storage and retrieval methods and procedures. This officer(s) will be tasked with training other officers on the daily use of the system.
 - v. **Foresight Pro:** Safety Vision computer program used to view MVR recordings.
- b. Prior to using the Patrol Wagon the officer shall perform a check of the MVR unit to ensure proper operation. Any deficiencies shall be immediately reported to the Watch Commander by filling out a Vehicle Maintenance Request form. The operation check shall include, but not limited to, the following:
 - i. Ensure the unit powers on at vehicle ignition.
 - ii. Visually inspect the MVR components for damage.
 - iii. Ensure all cameras are visible on the in vehicle monitor.
 - iv. Ensure camera lenses are clear and free of debris.
 - v. Ensure that all cameras are recording.
- c. The MVR shall record, in its entirety, all detainee transports. **[41.3.8a]**
- d. During the recording of an incident officers shall not disengage the MVR until the entire incident has been recorded.
- e. If an officer believes that a significant event has occurred, and has been recorded on the MVR, notification should be made to the MVR Supervisor or MVR Administrator to have the incident recording flagged to be saved for at least a period of 3 years.
- f. Documenting MVR Use:

- i. If any incident is recorded with the MVR it should be documented in the appropriate CAD incident or incident report.
- g. MVR System Configurations:
 - i. The MVR is configured to power on and begin recording both audio and visual when the vehicle's ignition is turned on.
 - ii. An MVR Supervisor or Administrator should be notified to replace the SD Card when the system capacity alarm signals 90% storage limit has been reached.
 - iii. Officers shall not erase, alter, reuse, modify or tamper with MVR recordings. Only the MVR Supervisor or Administrator may erase and reissue previous SD Cards.
 - iv. Signage regarding the use of audio and video recording shall be conspicuously posted in areas that are recorded by the MVR.
 - v. The MVR is equipped with GPS capabilities, which track location and vehicle speed data at all times when the MVR is powered on.
- h. MVR Recording Storage:
 - i. Recordings are stored on an SD Card, which is locked inside the MVR system. **[41.3.8b]**
 - ii. A minimum of three (3) 128 GB SD Cards shall be assigned to Patrol Wagon and numbered according to vehicle and card number (i.e. #810-01)
 - iii. A 128 GB SD Card, once formatted, will have approximately 85 hours of video storage available.
 - iv. All recordings shall be kept for a minimum of one hundred and twenty (120) days. **[41.3.8c]**
 - v. Any recordings of significant events will be flagged and saved until completion of any investigation or court proceedings related to the recordings.
 - vi. SD Cards will be kept by the MVR Administrator. Recordings flagged for retention shall be stored on CD and stored in the evidence room for a period of at least 3 years. **[41.3.8b]**
 - vii. Requests for reproduction shall be directed to the MVR Supervisor or Administrator.

4. Equipment:

- a. The Patrol Wagon shall be equipped at a minimum with the following supplies: **[41.1.3d]**
 - i. First responder medical bag
 - ii. Narcan
 - iii. Restraint Kit including:
 - 1. 6 pairs of standard handcuffs
 - 2. 2 pairs of oversized handcuffs
 - 3. 6 pairs of standard leg irons

4. 2 pairs of oversized leg irons
 - b. Officers assigned to the Patrol Wagon are responsible for replacing any supplies utilized.
5. Maintenance:
- a. Patrol Wagon maintenance concerns shall be directed to the Fleet Maintenance Supervisor. **[41.1.3c]**

Motorcycles

41.1.3 a-d The Shift Commander or Patrol Supervisor may assign a Motorcycle Officer to specific duties as part of his daily roster assignments. **[41.1.3 a]** Department motorcycles shall be operated under the guidelines of MGL c.89 s7 b. Only certified and trained officers may ride the motorcycle **[41.1.3 b]**.

Motorcycle Officers shall not engage in a continued vehicle pursuit.
Review policy: **Vehicle Pursuits**

Motorcycle Officers shall be issued necessary clothing and equipment specific to motorcycle operation safety. Issued equipment will include boots, breaches, helmet, and high visibility all season jacket. Officers shall wear eyeglasses, riding gloves, and cross straps, or high visibility jacket for protection. The motorcycle shall be equipped with emergency lights, siren, and wind deflector. A first aid kit will be stored in the saddlebags. **[41.1.3 d]**

Officers shall inspect the vehicle prior to operation. Any discovered damage shall be reported to the Special Operations Supervisor in writing and a copy forwarded to the Supervisor in charge of fleet maintenance. **[41.1.3 c]**

Motorcycle Patrols may be utilized, but not be limited to the following:
[41.1.3 a]

- Patrol
- Escorts
- Traffic Enforcement
- Parades
- Public Events
- Other events as deemed by the Chief of Police and/or the Special Operations Supervisor.

Trailer

41.1.3 a-d The trailer shall be under the control of the Watch Commander or his/her designee and will be maintained by Fleet Maintenance. It can be shall be used for special occurrences such as transporting safety barriers and/or

traffic cones for special events or serious incidents. Also, may be used to transport motorcycles [41.1.3(a)(c)]

No officer shall utilize the trailer without the approval of the Watch Commander or another supervisor. At no time shall the trailer while attached to a police vehicle be involved in a High-Speed Pursuit. [41.1.3(a)]

No specialized training is needed to use the trailer, only a MA driver's License. [41.1.3(b)]

The trailer shall be equipped with reflectors, directional lights, and BPD marking or stickers.

Mountain Bicycles
41.1.3 a-d

The mountain bicycles may only be used or assigned to officer's who are certified and trained in their use at the direction of the Shift Commander, Patrol Supervisor or Chief of Police. **[41.1.3 a b]** Use may include but not limited to patrol, search and rescue, and special events. Officers shall not operate the bicycle in a fashion that may be harmful to their safety or the safety of others. They shall be cognizant of the limits of the bicycle to included, but not limited to terrain, light conditions, weather and distance. **[41.1.3 a]**

Mountain bicycles shall be equipped with a light and attachable first aid kit. **[41.1.3 d]** Concerns regarding the condition and equipment shall be addressed to the Supervisor assigned to bicycle unit. **[41.1.3 c]** Bicycle Helmets are mandatory when the mountain bikes are in use.

Marine Unit
41.1.3 a-d

The marine patrol vessel may only be used or assigned to officer's who are certified and trained in their use at the direction of the Marine Unit Commander or his/her designee, Deputy Chief, or Chief of Police. In exigent situations use may be authorized by Patrol Supervisors. Marine Unit Supervisors should be made aware any time the patrol vessel is underway and who is aboard the vessel (crew and passengers). **[41.1.3 a b]**

Use may include but not limited to patrol, search and rescue, and special events. Officers shall not operate the vessel in a fashion that may be harmful to their safety or the safety of others. They shall be cognizant of

the limits of the vessel to included, but not limited to light conditions, weather, and distance.

[41.1.3 a]

The vessel shall follow U.S. Coast Guard regulations specifying required equipment. Equipment shall be Coast Guard approved and consist of Personal Floatation Devices, Fire Extinguishers, Visual Distress Signals, Sound Producing Devices, Marine Sanitation Devices, Pollution Regulation Placards, Backfire Flame Arrestor, Ventilation, and first aid kit.

[41.1.3 d] Concerns regarding the condition and equipment shall be addressed to the Supervisor assigned to oversee the Marine Unit.

[41.1.3 c] Personal Flotation devices will be worn while on board the vessel.