


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"OPERATION OF BUREAU OF POLICE VEHICLES: GENERAL REGULATIONS"</b>	<b>ORDER NUMBER:</b> <b>30-1</b>
		<b>PLEAC STANDARD:</b> <b>2.1.1</b>	<b>PAGE 1 OF 6</b>
<b>REVISE DATE:</b> <b>10/13/2017</b>	<b>EFFECTIVE DATE:</b> <b>4/14/15</b>	<b>ANNUAL REVIEW DATE:</b> <b>APRIL</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>NONE</b>

## **1.0 POLICY OR PURPOSE**

- 1.1 Every member and employee of the Bureau of Police assigned to operate a vehicle shall be held accountable for the safe operation and the proper use and care of the vehicle and all accessories, equipment and tools assigned to such vehicles. Standard equipment on vehicles shall not be changed, interchanged, altered or removed from such vehicle without the permission of the commanding officer.
- 1.2 Officers are responsible for using discretion and driving with a due regard for the safety of all persons as to the speed at which he/she shall drive, and will proceed at a rate of speed that is conducive with the existing conditions; i.e., weather, traffic and road conditions.

## **2.0 INSPECTION OF VEHICLES**

- 2.1 At the beginning of each tour of duty, members assigned to vehicles shall carefully inspect the vehicle for the following reasons:
  - 2.1.1 For any damage or missing equipment.
  - 2.1.2 To assure that the vehicle is in serviceable condition.
  - 2.1.3 To assure that the audible and visual equipment are working.
    - 2.1.3.1 A vehicle will be immediately taken out of service if it is determined either during the vehicle inspection or during the tour that the audible or visual signals are not functioning.
  - 2.1.4 To assure that no weapons or contraband are present within the vehicle.
    - 2.1.4.1 Any weapons or contraband found in the vehicle during the pre-shift inspection shall be packaged, logged, and an incident report will be completed.
- 2.2 If two officers are assigned to the vehicle for a given tour of duty, each officer shall be held jointly responsible for proper operation, servicing and inspection of the vehicle.
- 2.3 If, during an inspection, any defect is discovered, the officer shall immediately report it verbally to his/her immediate supervisor and complete the Daily Vehicle Log form. If the defects are such that further operation of the vehicle is unsafe or might cause greater damage to the vehicle, the vehicle shall not be moved and the officer shall report same to his/her shift supervisor.
- 2.4 The officer shall also inspect the equipment box assigned to the vehicle to assure that it is fully stocked and the equipment contained within is in serviceable condition.
- 2.5 If, during this inspection any items of equipment are found to be missing or in need of replacement or repair, the officer shall complete the Daily Vehicle Log.
  - 2.5.1 The officer shall also advise his/her immediate supervisor who shall insure that the supervisor responsible for inventorying equipment at the respective duty location is advised.
- 2.6 A copy of the Vehicle Damage Log shall be forwarded to Fleet Operations via email/ fax.
- 2.7 An officer who discovers unreported damage and fails to report it immediately will assume the responsibility for such damage.
- 2.8 When damage is unreported, the responsibility for such damage will revert to the last person using that vehicle prior to the damage being discovered.

2.9 Any defect, damage or loss reported after the vehicle has been inspected and placed in service shall be construed to have occurred during the tour of duty of the officer reporting same. It is therefore important that all members assigned to vehicles make a careful inspection daily for any damage, defects or absence of equipment before placing the vehicle in service.

### **3.0 CARE AND SERVICING OF VEHICLES**

3.1 If any mechanical defect occurs while a vehicle is being operated, the driver shall, as soon as possible, contact his/her shift supervisor for instructions. However, if the defect is such that further operation is unsafe or might cause greater damage, the vehicle shall not be moved and the driver shall promptly contact his/her shift supervisor.

3.2 Damaged bumpers, fenders, glass, etc., which do not affect the efficient and safe operation of the vehicle, shall be reported as in other cases, but the vehicle shall be kept in service until called for by the City Garage.

3.3 Damage/mechanical defects which render further operation unsafe shall be towed to Fleet Operations.

3.4 Operators shall comply strictly with all requests for maintenance as scheduled by the City Garage such as oil changes, lubrication, tune-ups, etc.

### **4.0 OPERATION OF BUREAU VEHICLES**

4.1 A supervisor shall not knowingly allow any member under his/her command to operate a Bureau vehicle unless the member possesses a valid and current State of Pennsylvania Operator's License.

4.2 All members of the Bureau of Police while on duty and operating Bureau of Police vehicles shall be held accountable for the safe operation of Bureau vehicles at all times. While operating a Bureau of Police vehicle, each member has a duty to drive with due regard for the safety of all persons.

4.3 No member of the Bureau of Police shall operate a Bureau of Police vehicle after having consumed drugs or alcohol.

4.4 No member of the Bureau of Police shall transport or cause or permit to be transported any intoxicating liquor or beverages in any Bureau of Police vehicle except with the permission of a senior supervisor or in the performance of an official police duty.

4.5 No member of the Bureau of Police while on-duty and operating a Bureau of Police vehicle shall consider him/herself strictly as a “driver.” He/she shall perform and assist in performing any and all police duties whenever the occasion arises. This also applies to partners who are riding as passengers in such vehicles. Failure to perform such duty or render assistance shall be deemed “Neglect of Duty.”

4.6 Members of the Bureau of Police, whether operating or riding as passengers in Bureau of Police vehicles, shall wear a properly adjusted and fastened seat belt while the vehicle is in operation as required by State law.

4.6.1 If a member is involved in a reportable collision and is injured and it is determined that the member did not have his/her seatbelt properly adjusted and fastened while the vehicle was in operation, *the possibility exists that the member may be denied workman's compensation for any injury sustained.*

4.7 Drivers shall observe all traffic regulations, in particular those pertaining to parking, especially in restricted or prohibited areas. If an emergency requires them to occupy a restricted or prohibited area, they shall park their vehicle in such a manner as not to unnecessarily interfere with the movement of traffic. When the emergency has ceased to exist, they shall vacate the prohibited area immediately. If a vehicle must be double-parked, flashing lights shall be used during such time.

4.8 Except under exceptional circumstances, or in emergency situations, operators of Bureau of Police vehicles shall drive within the posted speed limits.

4.9 Drivers of Bureau of Police vehicles shall at all times give the right of way to Bureau of Fire apparatus. They shall not drive over any hose unless permission to do so has been obtained from an officer of the Bureau of Fire.

- 4.10 Drivers shall not permit the engine of any vehicle to be left running while the vehicle is unattended and unoccupied. When it is necessary to leave the Bureau of Police vehicle unattended, the operator shall, except in an emergency, remove the ignition key and then lock the vehicle.
- 4.10.1 Vehicles may be left running and unoccupied during a traffic stop.
- 4.10.1 Canine handlers are permitted to leave the engine running to maintain proper interior vehicle temperatures during periods of extreme hot or cold temperatures. (#COP 99-011)
- 4.10.2 Should a canine handler elect to leave the canine vehicle running under these circumstances, a second key shall be used to lock the vehicle doors and the canine should remain in the front seat of the vehicle to act as a deterrent. (#COP 99-011)
- 4.11 Drivers shall not, except in an emergency, use any Bureau of Police vehicle for the purpose of towing or pushing another vehicle.
- 4.12 Radio equipped vehicles shall not transport electric dynamite caps nor shall a radio transmitter be used within fifty (50') feet of any electric blasting or dynamite caps. Such caps shall be transported in vehicles designed for that purpose.

## **5.0 CLASSIFICATION OF RESPONSES FOR POLICE SERVICE**

5.1 Request for police services will be classified as follows:

5.1.1 **Code 1 Routine- Non-emergency**– Code one instructs the responding Officer to respond without delay but to follow the normal flow of traffic and to obey all traffic regulations. No emergency warning equipment in use unless circumstances dictate otherwise. (Accident)

5.1.1.1 Examples of routine calls for service can include requests for information or any routine service call.

5.1.2 **Code 2- Expedited Response**– Medium sense of urgency. Important to hurry, but probably not life threatening. Instructs the officer to obey traffic regulations yet utilize emergency warning equipment, as necessary, to move through congested traffic.

5.1.2 **Code 3- Emergency** – A real “life threatening situation” and “genuine emergency situation”, i.e. cardiac arrest, Officer needs assistance calls, severe bleeding, etc. All units will utilize emergency lights and siren continually through the entire response unless the officer asks for “Back-up Code 3 (silent)” (for example in the case of a bank robbery so as not to alert the actors).

5.1.2.1 An “emergency” response can include any of the following:

- 5.1.2.2 Police Officer needs help or any instance in which the safety of an officer is directly threatened.
- 5.1.2.3 Shooting.
- 5.1.2.4 Explosion or bombing.
- 5.1.2.5 Asphyxiation or electrocution.
- 5.1.2.6 Robbery or any felony in progress involving danger to life.
- 5.1.2.7 Major accident with significant injuries.
- 5.1.2.8 Attempted suicides.
- 5.1.2.9 All other situations in which human life is in peril and the police have primary responsibility.

5.1.3 **Silent Runs** – Deactivation of emergency equipment.

5.1.4 An officer may want to deactivate their emergency equipment at a distance from the scene in order to avoid detection of their approach.

5.1.5 This technique may be employed at the officer’s discretion; however, the responding officer must comply with posted speed limits, obey all traffic control devices and comply with all laws and rules of the road.

Officers are reminded that the privileges granted to operators of emergency vehicles under Section 3105 of the Vehicle Code shall only apply when the vehicle operator is making use of an audible signal **AND** a visual signal. **When responding with lights only, operators of emergency vehicles must come to a complete stop before proceeding past a stop sign and must obey all traffic signals. Operators may not exceed the posted speed limit or disregard regulations governing direction of movement.**

5.2 While responding to any “urgent” or “emergency” call for service, Bureau members will act in accordance with Section 3105 of the Motor Vehicle Code “Driving During Emergency Situations” which states in part that:

- 5.2.2 The driver of an emergency vehicle has a *duty to drive with due regard for the safety of all persons*.
- 5.2.3 The driver of an emergency vehicle, when responding to an emergency may:

- 5.2.3.1 Proceed past a red signal indication or stop sign, but only after slowing down as may be necessary for safe operation.
- 5.2.3.2 Exceed the maximum speed limits so long as the driver does not endanger life or property.
- 5.2.3.3 Disregard regulations governing direction of movement or turning in specified directions.

§ Officers will assess the need for a Code 2 response or a Code 3 response. Officers should consider the time of day, traffic conditions, weather conditions, severity, of the crime and the amount of back up officers on-scene. Officers must exercise “due regard” for the safety of all persons during the response. If these or other safety conditions exist, responding officers will reduce their response to the appropriate level.

5.3 **Code 4 – “Scene is Under Control”** – To be used when the scene is secure and no additional units are needed.

5.4 **Code 5 – “Confidential Radio Transmission”** – To be used when the dispatcher is about to give confidential information, for example, notification from index that an actor has warrants or a vehicle is stolen. This gives the officer an opportunity to step away from the actor before he receives this information.

## **6.0 RIDE-ALONG POLICY FOR BUREAU VEHICLES**

6.1 Ride-alongs in Bureau of Police vehicles shall be authorized only after the following conditions have been met:

- 6.1.1 Permission has been granted by a Commander or person of equivalent or senior rank.
- 6.1.2 A “Ride Along Request and Waiver of Liability” (PBP #52.1) has been signed. The person riding along must not be armed.
- 6.1.3 The person riding along may not enter into any location where another person has a reasonable expectation of privacy (unless the third person grants permission for the person riding along to enter the area where there is a reasonable expectation of privacy)
- 6.1.5 The person requesting the ride along has requested, received and provided a copy of a current E-Patch clearance obtained from <https://epatch.state.pa.us/Home.jsp>.
- 6.1.6 The person approving the ride along request has checked the Allegheny County Quick Arrest System and the 5th Judicial website (<https://dcr.alleghenycounty.us/>) to ensure no recent charges of a misdemeanor 2 or higher (or any that would preclude them of seeing NCIC data) are pending against the ride along requestor.

6.2 Ride-alongs in Bureau vehicles shall be limited to the following:

- 6.2.1 Off-duty officers from other jurisdictions. (Form PBP #52-1 not required).
- 6.2.2 Citizen Police Academy graduates (one-time occasion).
- 6.2.3 Members of the media.
- 6.2.4 Any other person(s) with the permission of a Commander or person of equivalent or senior rank.

6.3 This does not prohibit an officer from having a person or expert accompany the officer in the serving of a warrant for the purpose of identifying items listed in a search warrant, for example, a locksmith to open a safe, a computer expert to gather information from a computer, etc.

6.4 The original “Ride Along Request and Waiver of Liability” (PBP #52.1) shall be forwarded to the Assistant Chief of Operations after completion of the ride along.

## **7.0 TRANSPORTING CIVILIANS IN BUREAU VEHICLES**

7.1 With the exception of the transportation of prisoners, only authorized members of the Pittsburgh Bureau of Police or persons authorized to “ride-along” as per Section 6.0 above may ride in Bureau vehicles.

7.2 During the course of regular police operations, deviations from this policy may be become necessary such as:

- 7.2.1 The emergency transport of citizen who may be lost, stranded or needs assistance,
- 7.2.2 The courtesy-transport of a citizen such as a victim or witness or as defined in section 6.3 above.

7.3 When these types of transports are necessary, the transporting officer shall:

- 7.3.1 Obtain the permission of the supervisor to conduct the transport.
- 7.3.2 Insure that passengers wear their safety belts or children are restrained in car seats in accordance with Pennsylvania State law.
- 7.3.3 Notify the EOC of the transport as well as the number of occupants, destination location and starting and ending mileage.

7.4 For these types of transports, a “Waiver of Liability Report Form” (PBP #52.1) is *not* required.

7.5 For police community functions and activities that may require civilian transportation, a “Waiver of Liability Report Form” will be completed and signed. In the event children are to be transported (such as for a “Kidswatch” activity), the legal guardian will complete and sign the form.

7.6 Bureau of Police vehicles assigned to senior supervisors are exempt from the provisions of this section.

### **8.0 REQUESTS FOR USE OF BUREAU VEHICLE FOR OFFICIAL BUSINESS**

8.1 When a request is made for the use of a Bureau vehicle to be taken outside of Allegheny County for official business (i.e. for training, etc.), the Assistant Chief of the respective branch must approve the request.

8.2 To facilitate a request for use of a Bureau vehicle, a Special Report (PBP Form #54) will be submitted to the Assistant Chief and cc'd to the Deputy Chief and Chief of Police. The request shall contain the following information:

- 8.2.1 Type of vehicle requested.
- 8.2.2 Police assigned number.
- 8.2.3 Reason for the use of the vehicle.
- 8.2.4 Length of time the vehicle is needed.

8.3 In the event an emergency exists requiring the travel of a Bureau vehicle outside of Allegheny County, the Commander of the respective unit may give authorization.

### **9.0 REQUESTS FOR USE OF BUREAU VEHICLE FOR OTHER THAN OFFICIAL BUSINESS**

9.1 When a request is made for the use of a Bureau vehicle for any purpose other than City of Pittsburgh official business, the Assistant Chief of the respective branch must approve the request.

9.2 To facilitate a request for use of a Bureau vehicle, a Special Report (PBP Form #54) will be submitted to the Assistant Chief that shall contain the following information:

- 9.2.1 Type of vehicle requested.
- 9.2.2 Police assigned number.
- 9.2.3 Reason for the use of the vehicle.
- 9.2.4 Length of time the vehicle is needed.
- 9.2.5 Contact person or agency making the request.

9.3 After approval, the Assistant Chief shall forward the information through the chain of command to the Chief of Police for billing purposes.

### **10.0 TAKE HOME VEHICLES**

10.1 The City of Pittsburgh, employees are authorized to take vehicles home under specific circumstances based on the members call back to duty and responsibilities.

10.2 The Chief of Police or his/her designee may grant permission to members to take home vehicles.

10.3 Take home city vehicles may be used for:

- 10.3.1 Responding to and from work;
- 10.3.2 Off-duty responses;
- 10.3.3 Other Bureau-related business; and
- 10.3.4 Limited discreet personnel use as approved by supervisors

10.4 Bureau members operating take-home city cars shall:

- 10.4.1 Be armed with a Bureau-approved weapon, badge and identification;
- 10.4.2 Monitor the primary police radio channel;
- 10.4.3 Assist citizens and officers in emergency situations; and
- 10.4.4 If involved in an accident, notify the on-duty supervisor and comply with Bureau Policy 30-2 “Collisions Involving Police Vehicles.”

10.5 Members are to return their assigned vehicle and keys to the members Commander or designee before or on the effective date of their job reassignment, compensation, light duty, suspension or other leave exceeding one duty week.

**11.0 PORT AUTHORITY BUSWAYS AND THE BUREAU OF POLICE**

11.1 Port Authority Busways (East and South) are within the geographical boundaries of the City of Pittsburgh, however, Port Authority Police provide primary services for these Busways. The Chief Law Enforcement Officer in command of the Port Authority Police may request assistance or aid. At the time of the request, such aid and assistance shall be given when dispatched by radio until relieved by the Chief Law Enforcement Officer in command of Port Authority Police.

11.2 Members of the Bureau of Police will respond in instances when Bureau of Fire or EMS equipment is dispatched to assist these Bureaus in the performance of their duties if necessary.

11.3 Marked Bureau of Police vehicles, unmarked Bureau of Police vehicles with a current Port Authority permit and unmarked Bureau of Police vehicles who have declared an emergency may use the Port Authority Busways under the following conditions:

- 11.3.1 The driver of the vehicle obeys the posted speed limit.
- 11.3.2 The driver of the vehicle will obey all other posted signs and markings.
- 11.3.3 Flashers and headlights must be utilized while traveling on the busway.

11.4 The operator of an unmarked Bureau of Police vehicle without a current Port Authority permit will utilize Port Authority Busways for emergencies only. Use of the Busways is not a matter of convenience.

11.5 Under emergency circumstances only are personal vehicles permitted to travel unescorted on Port Authority Busways. (i.e. SWAT call outs, Negotiators, etc.).

Approved By:



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Scott Schubert  
Chief of Police