



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**VEHICLE DECONTAMINATION**  
**GENERAL ORDER NO: 3.3.15**

<b>Issue Date:</b> March 28, 2018	<b>Effective Date:</b> March 1998
<b>Revision Date:</b> June 12, 2014	<b>CALEA:</b> N/A
<b>Volume 3:</b> Operations	<b>Chapter 3:</b> Vehicle Operations
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<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 3

**PURPOSE:** The purpose of this policy is to establish procedures to be utilized in the event that an Albany Police Department vehicle becomes contaminated by bio-hazardous material or other form of harmful materials.

**POLICY:** It is the policy of the Albany Police Department to maintain a safe working environment for all employees. The Department shall provide the necessary services for the proper cleaning and decontamination of police vehicles.

**DEFINITIONS:** **Contamination** – Contamination occurs when the passenger compartment or trunk becomes exposed to a substance or pest that causes an unclean or impure condition that poses a potential health risk or nuisance.

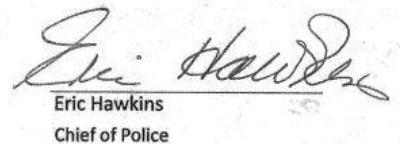
**Bio-Hazard Contamination** – Bio-hazard contamination occurs when the interior of the police vehicle becomes contaminated with blood, urine, excrement, vomit, or other bodily fluid that may pose a bio-hazard risk.

**Decontamination Vendor** – A decontamination vendor is an approved vendor who is responsible for the decontamination and cleaning of Department vehicles that have been contaminated.

## **I. VEHICLE DECONTAMINATION**

- A.** When a Department vehicle has been contaminated, including bio-hazard contaminations, the following procedures shall be followed:
  1. Universal precautions shall be deployed by employing personal protective equipment (i.e. latex gloves, face mask), as needed.
  2. The vehicle operator shall complete an [Albany Police Department Vehicle Repair Form](#), APD Form # 436 shown on page 4 of this order, in accordance with the guidelines set forth in [General Order 3.3.05 – Repairs to Department Vehicles](#).
  3. The vehicle shall be processed for evidentiary purposes, when applicable (i.e. prisoner injures self while breaking vehicle window).
  4. The level/type of contamination shall be assessed and a determination shall be made as to whether the vehicle is safe or practical for operation.

5. The operator's supervisor shall be notified of the incident and shall request that the vehicle be brought to an authorized vendor for decontamination.
6. The Communications Center shall be informed if the vehicle requires to be towed due to the decontamination and the type of contaminant.
  - a. The Communications Center shall contact the vendor to determine if they are open for business and if they are prepared/properly staffed to work on the vehicle.
  - b. The Communications Center shall maintain the current business hours of the vendor.
  - c. Communications shall notify the operator whether the vehicle can be towed to the vendor or towed to the Third Street lot opposite Headquarters, depending on the time of day or business hours of the vendor.
7. The building maintenance supervisor shall be notified in the event of a pest contamination, and if the interior/trunk of the vehicle shall be fogged, as needed.
  - a. When a pest contamination (i.e. fleas) of a Department vehicle occurs, the vehicle shall be towed to the Third Street lot opposite Headquarters.
8. When a biohazard contamination of a Department vehicle occurs, the vehicle shall ultimately be brought to the decontamination vendor.
  - a. The vehicle shall be towed to the vendor or to the Third Street lot when the contamination is such that it becomes unsafe or impractical for the vehicle operator to drive the vehicle (i.e. copious amounts of vomit).
9. The lieutenant of the Administrative Services Bureau (ASB) shall maintain a liaison with building maintenance supervisor and/or vendor as to the vehicle's status.
10. The lieutenant of ASB shall coordinate vendor services through the purchasing department and shall publish and/or post the name and address of the current approved decontamination vendor in a manner that makes the information available to all department personnel. A copy of authorized vendors shall also be sent to the Communications Center for notification purposes.



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## **REPAIR REQUEST FOR POLICE UNIT**

**DATE/TIME:** \_\_\_\_\_

**VEHICLE CONTROL #** \_\_\_\_\_

**MILEAGE:**

UNIT: (right answer is underlined)

**TOWED BY:**

**TOWED TO:**

## PROBLEM

RADIO  
EMERGENCY LIGHTS/SIGNALMASTER  
WILL NOT START  
MOTOR

CRASH  
MUFFLER/EXHAUST  
TIRES  
TRANSMISSION

**EXPLAIN IN FULL:** *“The right to life is the most fundamental right.”*

**AUTHORIZING SUPERVISOR:** \_\_\_\_\_ **OPERATOR:** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - FLEET TRACKING**

- ALBANY DODGE
- DEPAULA CHEVROLET
- WATKINS SPRING
- QUALITY TRANSMISSION
- MOTOROLA
- BODY SHOP    COLLISION EXPERTS
- QUAIL AUTO
- ORANGE FORD
- GEORGE'S UPHOLSTERY
- HARMON GLASS
- SUPER SONIC CAR WASH
- COLE MUFFLER
- ALBANY DODGE