



Eric Hawkins
Chief of Police

ALBANY, NEW YORK

POLICE DEPARTMENT

165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

DEPARTMENT VEHICLES GENERAL ORDER NO: 3.3.00

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PURPOSE: The purpose of this policy is to establish procedures for equipping and maintaining Department vehicles and associated equipment.

POLICY: It is the policy of the Albany Police Department to properly equip and maintain the Department's fleet of police vehicles that will be utilized for accomplishing the Department's mission, goals, and objectives. This fleet shall consist of marked vehicles, unmarked vehicles, special use vehicles, and twenty-four (24) hour use vehicles. It is further the policy of this Department, that when Department vehicles are in operation personnel shall properly utilize factory installed seat belts.

DEFINITIONS: **Department Vehicle** – Department vehicles include both marked and unmarked vehicles assigned to various commands.

Marked Vehicle – Marked vehicles mean emergency vehicles that are conspicuously marked with operational exterior mounted emergency lights, a siren, a radio, distinctive front and rear plates bearing the assigned vehicle number, and reflective decals on each side of the vehicle identifying it as an Albany Police Department vehicle.

Unmarked Vehicle – Unmarked vehicles mean emergency vehicles that are equipped with operational grill lights, flashing headlights, a siren, a radio, and any additional equipment as designated by the Chief of Police, but shall not bear any conspicuous markings. These vehicles shall primarily be used by personnel assigned to the Detective Divisions and personnel assigned to the Administrative Services Bureau, but may be used for patrol functions at the discretion of the Chief of Police, or his/her designee.

Emergency Vehicle – An emergency vehicle means a properly equipped vehicle, which has been authorized by the Chief of Police to engage in emergency operation, pursuant to State law and local ordinance.

Emergency Equipment – Emergency equipment means visual and audible warning equipment of legal specifications concerning color, brightness, and audible intensity.

Patrol Unit – A patrol unit means a marked vehicle assigned to use within the patrol force. These units shall have fully operational emergency equipment.

Zone Car – A zone car is a patrol unit assigned primarily for use within a pre-determined geographical area or patrol zone. Each zone car shall be assigned and bear its designated zone number.

Reserve Unit – A reserve unit means a patrol unit held in reserve to temporarily replace a zone car in need of service or to fill any other need, as determined by the Chief of Police or his/her designee.

Special Purpose Vehicle – A special purpose vehicle means a vehicle that requires special training or authorization for deployment. This Department's special purpose vehicles include the following: The Command Bus - Unit 600, the Communications Van – Unit 700, the two (2) Emergency Service Team (EST) Cargo Vans, police motorcycles, and police bicycles.

Command Bus – The Command Bus serves as a mobile police station, a mobile command post, or a mobile Emergency Operations Center (EOC).

Communications Van – The Communications Van serves as a mobile communications center that becomes a communications hub enabling multiple emergency service agencies working at an incident scene to communicate with each other through each agency's proprietary two-way radio equipment.

Emergency Services Team (EST) Cargo Vans – The EST Cargo Vans serve as vehicles to transport EST members and their protective equipment in the event the team is activated for an emergency situation or for training purposes.

Twenty-Four (24) Hour Use Vehicles – Twenty-Four (24) Hour Use Vehicles consist of special use vehicles, restricted use vehicles, and command vehicles.

I. DAILY VEHICLE INSPECTIONS

- A.** The Albany Police Department shall properly equip and maintain a fleet of police vehicles that shall be utilized for accomplishing the Department's mission, goals, and objectives. This fleet shall consist of marked vehicles, unmarked vehicles, special use vehicles, and twenty-four (24) hour use vehicles.
- B.** All Albany Police Department vehicles are not uniformly designed, but are as uniformly equipped as possible. Equipment controls may vary from unit to unit, and this is due to the use of various vehicle models utilized (i.e. Dodge, Chevrolet, etc.). This may cause the placement of emergency equipment to vary. Personnel are responsible for familiarizing themselves with the equipment that is utilized in a vehicle that they operate.
- C.** Department vehicles shall be inspected prior to going on patrol, upon initial daily use of a department vehicle, or when relieving a previous vehicle operator. This inspection shall be documented on a Daily Unit Inspection Sheet, APD Form # 333 shown on pages 15 and 16 of this order.

1. Inspections shall cover the entire vehicle, as described on the Daily Unit Inspection Sheet. This inspection shall include, but not be limited to the following:
 - a. Any previous unreported damage;
 - b. Sufficient gasoline in the tank;
 - c. Proper level of oil and transmission fluid;
 - d. Proper level of anti-freeze/water in the radiator;
 - e. Brakes, lights, windshield wipers, and warning devices are working properly.
 - f. Properly inflated tires;
 - g. Seat belts are in proper working order;
 - h. New York State Inspection stickers (all department vehicles), and New York State Registration stickers (unmarked vehicles), are current and valid;
 - i. Cage is properly affixed and secure;
 - j. Spotlight illuminates and swivels properly;
 - k. Patrol weapon rack is operational; and
 - l. Interior, with special attention paid to the passenger compartment area, does not contain contraband, controlled substances, weapons, or other property.
 - i. If any contraband, controlled substances, weapons, or other property is found in the vehicle during the vehicle inspection, a supervisor shall be notified immediately.
 - ii. The supervisor shall conduct an immediate preliminary investigation, and shall attempt to determine when the property was left in the vehicle and who the vehicle operator was at the time.
 - iii. The supervisor shall complete an Intra-Departmental Correspondence (IDC) documenting the results of the investigation.
 - iv. The property shall be processed, according to current evidence directives.
2. Personnel shall test the siren, light bar, all other emergency lights, and public address system for proper operability;
3. Inspect and verify functionality of the Mobile Data Terminal (MDT) including, but not limited to, the mount, cables, scanner, and printer;
4. Inspect and verify the functionality of the Mobile Digital Video Recorder (DVR) system, as per General Order 3.3.10 – Mobile Digital Video/Audio Recording Equipment;
5. Inspect and verify the functionality of the police radio, including but not limited to, the radio cables, cable fasteners, and connections located in the trunk;
6. Inspect and verify the functionality of the License Plate Reader (LPR), if applicable, including but not limited to, the integrity of the camera mounts and the condition of the cameras;
7. Inspect and verify the functionality of the mounted radar unit, if applicable, including but not limited to, the radar unit, antennas, and cables; and
8. Inspect the contents of the equipment box located in trunk.

a. Vehicles assigned to the patrol divisions shall be equipped with the following items:

- i. Bio-Hazard Kit;
- ii. Blanket;
- iii. Fire Extinguisher;
- iv. First Aid Kit;
- v. Airway Mask; and
- vi. Flares.

b. Vehicles assigned to patrol supervisors shall be equipped with the following items:

- i. Two (2) Rolls of Evidence Tape;
- ii. Two (2) Poly Guard Shields;
- iii. Five (5) Riot Batons;
- iv. Large O.C. Canister (fogger);
- v. Animal Control Pole;
- vi. Tactical Backpack Kit, (one (1) per station); and
- vii. Spike Strips (one (1) per station).

- 1) Not every patrol supervisors unit contains all of the above listed items.
- 2) Equipment not contained within the unit shall be denoted on the Daily Unit Inspection Sheet and verified during the weekly unit inspection.
- 3) This process will help to ensure that missing equipment or defective equipment is replaced on a timely basis.

c. Vehicles assigned to units outside of the patrol divisions shall contain equipment necessary to complete the duties of that unit.

9. When a piece of equipment from the equipment box is utilized or missing, the vehicle operator shall complete an IDC to the Chief of Police or his/her designee.

- a. If the equipment is utilized, personnel shall document the equipment's use, the purpose for its use, and a request that the equipment be replaced within the IDC.
- b. If the equipment is missing, personnel shall document the last time that the equipment was present and shall request that the equipment be replaced within the IDC.
- c. The completed IDC shall be sent via interdepartmental mail to the Chief of Police, and a copy of the IDC shall be sent electronically, via department e-mail to [REDACTED]
- d. The Department quartermaster shall replace missing or utilized equipment from in stock inventory or shall purchase the equipment if not in stock.
- e. If the equipment is not in stock, the supervisor shall be notified when the equipment is available and ready for pick up.

- f. A copy of the supply request email shall be printed and attached to the Daily Unit Inspection Sheet.

10. The results of all vehicle inspections shall be recorded on a Daily Unit Inspection Sheet, APD Form # 333 shown on pages 15 and 16 of this order.

- a. The Daily Unit Inspection Sheet shall be completed at the time that the vehicle inspection is conducted; leaving only the “Ending Mileage” section blank for later completion.

11. Any deficiencies found, damage to the vehicle, and/or any damaged or missing equipment shall be immediately reported to a supervisor, and the following shall be completed:

- a. Check the vehicle damage binder to ascertain if the damage to the vehicle, or the damaged/missing equipment, has been previously reported. If it has not been reported, complete the following:
 - i. Record the damage to the vehicle on the damaged/missing equipment section in the vehicle damage binder and in the unit/station blotter; and
 - ii. Submit an IDC detailing the damage and any known circumstances surrounding the damage.
- b. Supervisors shall direct operators to complete an Albany Police Department Vehicle Repair Form, APD Form # 436 shown on page 19 of this order, to address any mechanical issues requiring attention.
- c. The shift supervisor shall determine if the vehicle needs to be taken out of service as a result of any mechanical issues and/or damage found during inspection.
- d. Any vehicle with significant deficiencies that could endanger the operator, the public, or cause further damage to the vehicle shall be removed from service.
- e. When possible, the marked vehicle taken out of service shall be replaced with a reserve unit until such time that the original unit is repaired.
- f. Refer to current directives for vehicle repairs, General Order 3.3.05 – Repairs to Department Vehicles.

WEEKLY VEHICLE INSPECTIONS

- A. Weekly vehicle inspections shall be completed to ensure that department vehicles, assigned equipment, and related records are being maintained properly.
- B. These weekly vehicle inspections shall be conducted every Monday after "B" shift has completed their daily unit inspection, and shall be completed according to the following:

1. Supervisors shall inspect each department vehicle for the following:
 - a. Serviceability;
 - b. Cleanliness and condition;
 - c. Accessories and equipment (refer to APD Form # 333, Daily Unit Inspection Sheets filed during the previous week);
 - d. Valid NYS Inspection stickers (all vehicles);
 - e. Valid NYS Registration stickers (unmarked vehicles); and
 - f. Ensure that seatbelts are in proper working order.
2. Supervisors shall direct operators to correct minor deficiencies (i.e. cleanliness, burned out bulb), if services are open.
3. Supervisors shall complete a Weekly Vehicle Inspection Report, APD Form # 334 shown on pages 17 and 18 of this order.
 - a. All Daily Unit Inspection Sheets filed for the previous week shall be reviewed to identify any outstanding needs for repairs or equipment.
 - b. The Weekly Inspection Sheet shall be attached to the quantity of Daily Unit Inspection Sheets that were completed during the previous week. The unit/station supervisor shall then submit the packets to the ASB lieutenant.
 - c. The ASB lieutenant shall report results of inspections, as requested by the Chief of Police or his/her designee.
 - d. The ASB lieutenant shall store all compiled Weekly and Daily Unit Inspections with the master vehicle files, as per current New York State Records Retention and Disposition Schedule MU-1.

III. SEAT BELTS

A. When utilizing a Department vehicle, all Department employees shall properly adjust and securely fasten themselves to the seat using the safety belts installed in the vehicle by the vehicle manufacturer, when operating or riding in any department vehicle so equipped. This shall include the following:

1. Personnel shall not operate a department vehicle in which the driver's safety belt is inoperable;
2. No person shall be transported in a seating position in which safety restraints being utilized are inoperable;
3. Approved child safety restraints shall be used when transporting children. New York State Vehicle & Traffic Law prescribes the child's age, size and weight for such restraints;
4. Inspections of vehicle restraint systems shall be a part of normal shift vehicle inspections. Personnel who discover an inoperable restraint system shall report the defect and if necessary the unit shall be taken out of service for repair;
5. No person shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts, without express written authorization from the Chief of Police or his/her designee, except for vehicle maintenance or repair; and
6. Any non-departmental personnel (including prisoners) being transported in Department vehicles are also required to use the proper occupant

restraints. The operator of the police unit is responsible for insuring compliance.

IV. SPECIAL PURPOSE VEHICLES

A. It is the policy of the Albany Police Department to utilize several special purpose vehicles to supplement and enhance the Department's capabilities in the law enforcement field. Special purpose vehicles shall be operated by personnel trained in their use. The Chief of Police, by his/her standards, shall determine training and assigning of personnel and the responsibilities of maintaining these vehicles. These vehicles include the following:

1. The Command Bus - Unit # 600;
2. The Communications Van - Unit # 700;
3. Emergency Service Team (EST) vehicles;
4. Police Motorcycles; and
5. Police Bicycles.

B. Command Bus:

1. The Command Bus is used to establish initial incident command post operations.
2. The Command Bus is authorized to be used for the following:
 - a. Natural or manmade disasters;
 - b. Managing a critical incident scene or crime scene;
 - c. To support other law enforcement agencies or other departments requesting assistance;
 - d. Special events;
 - e. Crime scenes;
 - f. Mass arrests;
 - g. Training purposes; and
 - h. Any other purpose in which the Command Bus is necessary for the continuity of operations in the field, or as deemed appropriate by the Chief of Police or his/her designee.
3. The Command Bus shall not be used for routine patrol or to transport prisoners, as it is not equipped to do so.
4. Only those personnel who have successfully completed orientation on the vehicles operations shall be authorized to operate the Command Bus.
 - a. This orientation shall consist of familiarization of the components, equipment, and riding skills for the safe and effective operations of the Command Bus.
 - b. Personnel shall also successfully demonstrate proficiency in the safe handling and operation of the Command Bus.
 - c. The Traffic Safety lieutenant shall be responsible for developing the curriculum and testing on Command Bus operations.
 - i. A copy of the personnel authorized to operate the Command Bus shall be clearly posted inside the Command Bus.

- ii. Only those authorized personnel shall move the Command Bus from location to location.
 - iii. The ASB lieutenant shall be responsible for updating and posting this list every six (6) months, or as necessary.
- 5. ASB shall oversee the condition and routine maintenance/repair of the Command Bus.
- 6. Equipment assigned to this vehicle shall include, but not be limited to the following:
 - a. Audio/video equipment;
 - b. Notebook computers;
 - c. Wireless router;
 - d. Radio and/or radio equipment;
 - e. Fire extinguisher; and
 - f. Other equipment as required for the situation.

7. Procedures for requesting and utilizing the Command Bus:

- a. Notify the Commanding Officer of Special Operations and request the unit to respond to the desired location.
 - i. Indicate the specific need/nature of incident.
 - ii. Estimated length of deployment.
 - iii. Authorization for long term deployment must be granted by the Chief of Police.
- b. The Commanding Officer of Special Operations or his/her designee shall complete the following:
 - i. Approve or deny the request.
 - ii. Notify the authorized vehicle operator.
 - iii. Ensure timely delivery of the vehicle to the incident scene.
 - iv. Ensure that the operator establishes radio contact with Communications, as necessary.
 - v. Ensure that personnel authorized to operate the unit are made available to staff and operate the unit, as needed.
 - vi. Ensure that vehicle is properly returned to the designated storage location by an authorized operator, upon completion of deployment.
- c. When deployed for emergency purposes, the operator shall establish contact with the requesting supervisor and keep him/her informed of their estimated time of arrival to the scene.

C. Communications Van:

1. The Communications Van is used to establish initial incident command post operations.
2. The Communications Van is authorized to be used for the following:

- a. Natural or manmade disasters;
 - b. Managing a critical incident scene or crime scene;
 - c. To support other law enforcement agencies or other departments requesting assistance;
 - d. Special events;
 - e. Crime scenes;
 - f. Mass arrests;
 - g. Training purposes; and
 - h. Any other purpose in which the Communications Van is necessary for the continuity of operations in the field, or as deemed appropriate by the Chief of Police or his/her designee.
- 3. The Communications Van shall not be used for routine patrol or to transport prisoners, as it is not equipped to do so.
- 4. Only those personnel who have successfully completed orientation on the vehicles operations shall be authorized to operate the Communications Van.
 - a. This orientation shall consist of familiarization of the components, equipment, and riding skills for the safe and effective operations of the Communications Van.
 - b. Personnel shall also successfully demonstrate proficiency in the safe handling and operation of the Communications Van.
 - c. The Traffic Safety lieutenant shall be responsible for developing the curriculum and testing of the Communication Vans operations.
 - i. A copy of the personnel authorized to operate the Communications Van shall be clearly posted inside the Van.
 - ii. Only those authorized personnel shall move the Communications Van from location to location.
 - iii. The ASB lieutenant shall be responsible for updating and posting this list every six (6) months, or as necessary.
- 5. ASB shall oversee the condition and routine maintenance/repair of the Communications Van.
- 6. Equipment assigned to the Communications Van shall include, but not limited to the following:
 - a. Audio/video equipment;
 - b. Notebook computers;
 - c. Wireless router;
 - d. Radio and/or radio equipment;
 - e. Fire extinguisher; and
 - f. Other equipment as required for the situation.
- 7. Procedures for requesting and utilizing the Communications Van:
 - a. Notify the Commanding Officer of ASB and request the unit to respond to the desired location.
 - i. Indicate the specific need/nature of incident.

- ii. Estimated length of deployment.
 - iii. Authorization for long term deployment must be granted by the Chief of Police.
- b. The Commanding Officer of ASB or his/her designee shall complete the following:
 - i. Approve or deny the request.
 - ii. Notify the authorized vehicle operator.
 - iii. Ensure timely delivery of the vehicle to the incident scene.
 - iv. Ensure that the operator establishes radio contact with Communications, as necessary.
 - v. Ensure that personnel authorized to operate the unit are made available to staff and operate the unit as needed.
 - vi. Ensure that the vehicle is properly returned to the designated storage location by an authorized operator, upon completion of deployment.
- c. When deployed for emergency purposes, the operator shall establish contact with the requesting supervisor and keep him/her informed of their estimated time of arrival to the scene.

D. Emergency Services Team (EST) Vehicles:

- 1. EST vehicles are exclusively utilized by Team members during team activations and are authorized to be used for critical incidents or for training purposes.
 - a. EST vehicles shall may include:
 - i. (52) ~~Two Three specialized~~ response vehicles assigned to teamleadership members;
 - ii. (2) Utility cargo vans; and
 - iii. (1) ~~Armored utility vehicle (Humvee)~~
 - iii. (1) ~~Lence Ford~~ BearCat, unit 759
 - iv. (1) Ford F-250
 - 2. The vehicle can respond in an emergency fashion, if needed.
 - 3. The vehicle shall not be used for routine patrol or to transport prisoners as it is not equipped to do so.
 - 4. Only those personnel who have successfully completed orientation on the vehicles operations shall be authorized to operate an EST vehicle.
 - a. This orientation shall consist of familiarization of the components, equipment, and riding skills for the safe and effective operations of the EST vehicles.
 - b. Personnel shall also successfully demonstrate proficiency in the safe handling and operation of the vehicles.
 - c. The Traffic Safety lieutenant shall be responsible for developing the curriculum and testing on EST vehicle operations.

i. All EST personnel shall successfully complete this training.

5. The EST Commanding Officer shall oversee the conditions and routine maintenance/repair of the vehicles.
6. Equipment stored in EST vehicles shall consist of the following:
 - a. Specialized Response Vehicles
 - i. Any and all assigned equipment deemed necessary by the Team Leader and Assistant Team Leader.
 - b. Utility Cargo Vans
 - i. Any and all equipment in order to keep the vans in a state of operational readiness, and to be in-compliance with GO 3.9.15 – Emergency Services Team
 - c. Armored Utility Vehicle
 - i. No equipment shall be stored in the Armored Utility Vehicle.

7. Procedures for requesting and utilization of EST vehicles:

- a. The Department shall take every reasonable measure to avoid the use of EST specialized vehicles in response to peaceful protests. If there is credible information of a threat to peaceful protesters or a criminal element attempting to take over the peaceful protest then the Department shall take every reasonable measure to stage the EST specialized vehicles out of sight to avoid any escalation, but nearby should those resources be required for public safety.
- a.b. The incident commander shall notify the EST commanding officer to activate EST when managing a critical incident and the need for tactical support arises or is prudent;
- b.c. The EST commanding officer shall ensure that keys for the vehicles are readily accessible to unit squad leaders in the event of unit activations;
- c.d. The EST commanding officer shall ensure that vehicles are properly equipped with current gear needed by Team members to safely and effectively respond to critical incidents.
- d.e. The EST commanding officer shall ensure vans are parked in the detective garage, when not in use.
- e.f. The EST commanding officer shall ensure vans are locked when not in use or are unmanned.
- f.g. The EST commanding officer shall ensure the armored utility vehicle is parked in the [REDACTED], when not in use.

E. Police Motorcycles:

1. The Department's Traffic Safety Unit utilizes motorcycles for selective traffic enforcement and public relations.
2. Motorcycles shall only be used for departmental business which includes,

but is not limited to the following:

- a.** Patrolling assigned areas;
- b.** Responding for calls of service;
- c.** Special events;
- d.** Funerals; and
- e.** Any other purposes that assist the continuity of operations in the field, or as deemed appropriate by the Chief of Police or his/her

designee.

3. Motorcycles shall not be utilized when city streets are snow and/or ice covered. Operation during other inclement weather shall be at the discretion of the motorcycle officer and his/her supervisor.
4. Motorcycle operators shall not operate a department motorcycle in a manner that could endanger themselves, the safety of citizens, or could cause damage to the motorcycle. Officers shall follow mandates outlined in the New York State Vehicle and Traffic Law concerning the operation of the police motorcycle as an emergency vehicle.
5. Motorcycle operators must wear helmets, gloves, motorcycle uniforms, and equipment that is issued when operating a department motorcycle.
4. Motorcycle operators must possess a valid New York State Motorcycle Drivers License and must successfully complete a DCJS approved Police Motorcycle Operators Course in order to operate a department motorcycle.
6. Maintenance and vehicle repairs shall follow the procedures outlined General Order 3.3.05 – Repairs to Department Vehicles.
7. Motorcycles shall be equipped with the following equipment:
 - a. Emergency lights and siren;
 - b. Police radio;
 - c. Windscreen;
 - d. Saddle bags; and
 - e. Necessary department forms.

F. Police Bicycles:

1. The Department's Neighborhood Engagement Unit (NEU) utilizes bicycles in patrolling designated areas. Personnel, assigned to NEU, patrol a designated area and perform many community related functions.
2. Bicycles shall only be used for departmental business which includes, but is not limited to the following:
 - a. Patrolling assigned beats;
 - b. Responding to calls for service;
 - c. Special events; and
 - d. Any other purposes that assist the continuity of operations in the field, or as deemed appropriate by the Chief of Police or his/her designee.
3. Bicycles shall not be utilized when city streets and sidewalks are snow and/or ice covered. Operation during other inclement weather shall be at the discretion of the bicycle officer and his/her supervisor.
4. Bicycle operators shall not operate their bicycle in a manner that could endanger themselves, the safety of citizens, or could cause damage to their equipment. Officers shall follow mandates outlined in the New York State Vehicle and Traffic Law concerning the operation of the police bicycle as an emergency vehicle.

5. Bicycle operators must wear helmets, gloves, and bicycle uniforms that are issued when operating their bicycle. Black athletic type shoes must also be worn.
6. Officers must successfully complete a DCJS approved Basic Law Enforcement Bicycle Patrol Course in order to operate a Department police bicycle.
7. Maintenance of the bicycle shall be the responsibility of the officer(s) assigned to the bicycle. Any mechanical problems or damage to the bicycle should be brought to the attention of a supervisor immediately.
8. Bicycles shall be equipped with the following equipment:
 - a. Horn;
 - b. Headlight;
 - c. Reflective devices;
 - d. Luggage rack with utility bags; and
 - e. Necessary department forms.

V. TWENTY FOUR VEHICLES

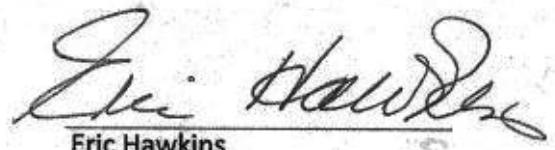
A. Twenty-Four (24) Hour Vehicles - Assignment Categories:

1. Special Use Vehicles are assigned to personnel for official use only. Any personnel having a special use vehicle is assigned to an operational division, section, or unit which requires the use of a vehicle to perform the required duties of his/her position.
2. Restricted Use Vehicles are assigned to personnel for official use only. Any personnel having a restricted use vehicle is subject to emergency call-in while off-duty.
3. Command Vehicles are assigned to positions of command responsibility critical to the operational efficiency of the Department, as designated by the Chief of Police. Personnel having a command assignment must be able to communicate with the Department at all times and is subject to immediate response when needed.

B. Twenty-Four (24) Hour Vehicle Usage:

1. All personnel who are assigned a twenty-four (24) hour vehicle shall comply with the following guidelines set forth in this policy:
 - a. When off-duty, all traffic laws must be adhered to except when law enforcement action is required or authorized;
 - b. No person, other than the assigned employee or another employee of the City of Albany Police Department, shall operate the vehicle;
 - c. If involved in an accident, he/she must notify the law enforcement agency for that jurisdiction to investigate the accident, and then, without undue delay, notify the on-duty lieutenant for the Albany Police Department; and
 - d. No employee shall, at any time, operate a police vehicle under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on his/her breathe.

2. The following vehicle restrictions shall apply to special use and restricted use vehicles:
 - a. Vehicles may only be used for official department business;
 - b. Non-departmental personnel shall not travel in the vehicles;
 - c. The vehicle shall not be used outside the city limits, unless the employee is conducting authorized police business or necessary commuting; and
 - d. Restricted use vehicles shall not be utilized to conduct personal business or errands.
3. The following vehicle restrictions shall apply to command vehicles:
 - a. Due to being subject to immediate, mandatory recall, command vehicles shall not be subject to the above limitations except when:
 - i. Mandatory recall is impossible due to extended leave; and
 - ii. Travel is outside of a distance in which one could reasonably respond to an immediate mandatory recall.
4. Personnel shall not secure department issued equipment in the passenger compartment of a vehicle or in the trunk area if access can be gained by an interior trunk release mechanism not dependant on a key, the ignition being on, or another locking mechanism.
5. Nothing in this policy shall prohibit the Chief of Police or his/her designee from authorizing any personnel the use of a twenty-four (24) hour vehicle for a limited period of time to address any identified need, such as commuting to authorized training. Said need shall be predicated upon achieving greater efficiencies through the temporary assignment of the vehicle.



Eric Hawkins
Chief of Police

DAILY UNIT INSPECTION SHEET

UNIT# _____ ZONE# _____ DATE: _____ TIME: _____

INSPECTING OFFICER: _____ OTHER OFFICER ASSIGNED TO UNIT: _____

NYS INSPECTION EXP: _____ MILAGE: STARTING: _____ ENDING: _____

DASHBOARD INDICATOR LIGHTS

FUEL LEVEL: _____

OIL LEVEL

CHECK ENGINE

TIRE PRESSURE

TIRES

(CIRCLE ONE)

TREAD DEPTH: ACCEPTABLE WORN: _____ Indicate which tire(s)

CONDITION: NO APPARENT DEFECTS DEFECTIVE: _____ Indicate which tire(s)

CLEANLINESS

(CIRCLE ONE)

EXTERIOR: CLEAN NEEDS WASH

INTERIOR: CLEAN NEEDS WASH

LIGHTING

(✓ = intact/functioning, NR = Needs Repair, NA = Not Applicable)

HEADLIGHTS

HIGH BEAMS

PARKING/TAIL

BRAKE LIGHTS

DIRECTIONALS

HAZARD LIGHTS

REVERSE LIGHTS

ALTERNATING HIGH BEAMS

ALTERNATING GRILL LIGHTS

LICENSE PLATE LIGHTS

INSIDE TRUNK FLASHER

DOME LIGHT

SPOT LIGHT

REAR DECK AMBER LIGHT BAR

REAR FLASHERS

360° FLASHERS

TAKE DOWNS

ALLEY LIGHTS

REAR DECK LIGHTS

TRUNK EQUIPMENT

(✓ = intact/functioning, NR = Needs Repair, NA = Not Applicable)

BLUE EQUIPMENT BOX

EXTINGUISHER

BIO-HAZARD KIT

BLANKET

AIRWAY / MASK

FIRST-AID KIT

FLARES

OTHER

(✓ = intact/functioning, NR = Needs Repair, NA = Not Applicable)

BANK SHEET

HAZ-MAT BOOK

SIGNAL BOX KEY

GAS PUMP FOB

W/S WIPERS

PA SYSTEM

SIREN(S)

RADIO

VEHICLE HORN

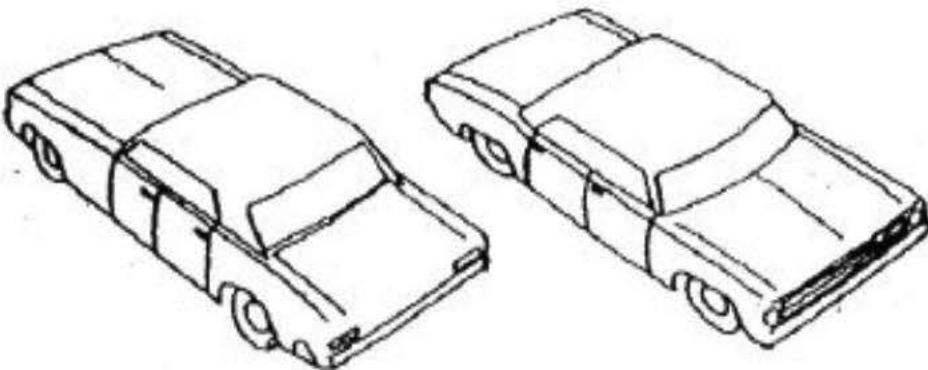
SNOW BRUSH

DAILY UNIT INSPECTION SHEET

TECHNOLOGY

(✓ = intact/functional, NR = Needs Repair, NA = Not Applicable)

LAPTOP	YES NO	PRINTER	YES NO	MOBILE DVR	YES NO
SCREEN	_____	ARM REST LATCH	_____	CAMERA	_____
KEYBOARD	_____	USB CABLE	_____	INTERIOR MIC	_____
TOUCH PAD	_____	POWER CABLE	_____	MIC DOCK	_____
CABLES	_____	PRINTER MOUNTS	_____	EXTERIOR MIC	_____
MOUNT	_____				
SCANNER	_____				
LPR	YES NO	RADAR INSTALLED			
LPR CAMERAS	_____	TUNING FORK (2)		YES NO	
LPR START-UP GUIDE SHEET	_____	REMOTE CONTROL		_____	
		TRANSCEIVER		_____	
		ANTENNA (2)		_____	



D=DENTED

S=SCRATCHED

M=MISSING

B=BROKEN

✓=OK

REMARKS: IF UNIT REPAIRS ARE REQUIRED, PLEASE EXPLAIN WHAT NEEDS TO BE REPAIRED BELOW

SUPERVISOR VEHICLES ONLY	
(✓ = intact/functional, NR = Needs Repair, NA = Not Applicable)	
TWO (2) ROLLS EVIDENCE TAPE	TWO (2) POLY GUARD SHIELDS
FIVE (5) RIOT BATONS	LARGE O.C. CANISTER (FOGGER)
ANIMAL CONTROL POLE	TACTICAL BACKPACK KIT
SPIKE STRIPS	
OFFICER'S SIGNATURE	
SUPERVISOR'S SIGNATURE	
SHIELD/PIN#	
PIN#	

APD Form #333 (Revised 04/14)



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



UNIT INSPECTION
WEEKLY REPORT FOR SUPERVISORS

Inspecting Supervisor _____
Station/Division _____

PIN _____
Week Ending _____

UNIT _____	NYS Inspection _____	NYS Registration (unmarked vehicles only) _____
Seat Belts <input type="checkbox"/> Intact/Functioning	<input type="checkbox"/> Needs Repair	Cleanliness <input type="checkbox"/> Clean <input type="checkbox"/> Needs Wash
Serviceability (Please Explain All Unit Repairs Needed) _____		
Equipment (Please Explain All Unit Equipment Missing) _____		

UNIT _____	NYS Inspection _____	NYS Registration (unmarked vehicles only) _____
Seat Belts <input type="checkbox"/> Intact/Functioning	<input type="checkbox"/> Needs Repair	Cleanliness <input type="checkbox"/> Clean <input type="checkbox"/> Needs Wash
Serviceability (Please Explain All Unit Repairs Needed) _____		
Equipment (Please Explain All Unit Equipment Missing) _____		

UNIT _____	NYS Inspection _____	NYS Registration (unmarked vehicles only) _____
Seat Belts <input type="checkbox"/> Intact/Functioning	<input type="checkbox"/> Needs Repair	Cleanliness <input type="checkbox"/> Clean <input type="checkbox"/> Needs Wash
Serviceability (Please Explain All Unit Repairs Needed) _____		
Equipment (Please Explain All Unit Equipment Missing) _____		

UNIT INSPECTION

WEEKLY REPORT FOR SUPERVISORS

UNIT _____	NYS Inspection _____	NYS Registration (unmarked vehicles only)
Seat Belts <input type="checkbox"/> Intact/Functioning <input type="checkbox"/> Needs Repair	Cleanliness	<input type="checkbox"/> Clean <input type="checkbox"/> Needs Wash
Serviceability (Please Explain All Unit Repairs Needed) _____		
Equipment (Please Explain All Unit Equipment Missing) _____		

UNIT _____	NYS Inspection _____	NYS Registration (unmarked vehicles only)
Seat Belts <input type="checkbox"/> Intact/Functioning <input type="checkbox"/> Needs Repair	Cleanliness	<input type="checkbox"/> Clean <input type="checkbox"/> Needs Wash
Serviceability (Please Explain All Unit Repairs Needed) _____		
Equipment (Please Explain All Unit Equipment Missing) _____		

UNIT _____	NYS Inspection _____	NYS Registration (unmarked vehicles only)
Seat Belts <input type="checkbox"/> Intact/Functioning <input type="checkbox"/> Needs Repair	Cleanliness	<input type="checkbox"/> Clean <input type="checkbox"/> Needs Wash
Serviceability (Please Explain All Unit Repairs Needed) _____		
Equipment (Please Explain All Unit Equipment Missing) _____		



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1789

REPAIR REQUEST FOR POLICE UNIT

DATE/TIME: _____

VEHICLE CONTROL # _____
(7 digit # affixed to vehicle)

YEAR/MAKE: _____

UNIT# & MILEAGE: _____

TOWED BY: _____

TOWED TO: _____

PROBLEM

RADIO CRASH

EMERGENCY LIGHTS/SIGNALMASTER MUFFLER/EXHAUST

WILL NOT START TIRES

MOTOR TRANSMISSION

EXPLAIN IN FULL: _____

AUTHORIZING SUPERVISOR: _____
OPERATOR: _____
DO NOT WRITE BELOW THIS LINE - FLEET TRACKING

<input type="checkbox"/> DESTINATION NISSAN (Albany Dodge)	<input type="checkbox"/> MOTOROLA
<input type="checkbox"/> DGS SIGN SHOP	<input type="checkbox"/> GEORGE'S UPHOLSTERY
<input type="checkbox"/> WATKINS SPRING	<input type="checkbox"/> CAPITAL VALLEY GLASS
<input type="checkbox"/> QUALITY TRANSMISSION	<input type="checkbox"/> SUPER SONIC CAR WASH

BODY SHOP QUAIL AUTO
 DESTINATION NISSAN (Albany Dodge)
 DEPAULA CHEVROLET
 LIA COLLISION

APP #436 (04/2014)