

		Policy & Procedures			No. 4.14	
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CALEA STANDARDS

41.1.3 41.3.2 41.3.5

41.3.1 41.3.3 61.3.3

GENERAL CONSIDERATIONS AND GUIDELINES

All Canton Police Department personnel who operate department motor vehicles will comply with safe driving procedures herein, with particular attention paid to procedures for responding to calls for police service or engaging in pursuits. Emergency warning lights and siren shall be used in a manner consistent with safe performance of the police function and the safety of the public and police personnel.

Police vehicles are conspicuous symbols of authority on the streets, and the actions of police drivers are observed by many. This places the responsibility on each police driver to set a visible example of good driving behavior and habits.

Chapter 89, Section 7-B, of the Massachusetts General Laws:

" The driver of a vehicle of a fire, police, or recognized protective department, and the driver of an ambulance shall be subject to the provisions of any statute, rule, regulation, ordinance, or bylaw relating to the operation or parking of vehicles, except that a driver of fire apparatus while going to a fire or responding to an alarm, or the driver of a police or a recognized protective department or the driver of an ambulance, in an emergency and while in performance of a public duty or while transporting a sick or injured person to a hospital or other destination where professional medical services are available, may drive such vehicle at a speed in excess of the applicable speed limit if he exercises caution and due regard under the circumstances for the safety of persons and property, and may drive such vehicle through an intersection of ways contrary to any traffic signs or signals regulating traffic at such intersection if he first brings such vehicle to a full stop and then proceeds with caution and due regard for the safety of persons and property, unless otherwise directed by a police officer regulating traffic at such intersection."

"The driver of any such approaching emergency vehicle shall comply with the provisions of Mass. Gen. Law, Chap. 90, Sec 14, when approaching a school bus which has stopped to allow passengers to alight or board from the same, and whose red lamps are flashing."

PROCEDURES

- I. **SAFE DRIVING OF POLICE VEHICLES:** The driver of any department vehicle shall operate said vehicle in a reasonable and safe manner, exercising due caution and judgment. S/He shall operate the department vehicle in compliance with the motor vehicle laws and traffic regulations of the Commonwealth. Seatbelts must be worn by all occupants (see policy on Detainee Transport) ***WHEN IN AN ACTUAL PURSUIT OR WHEN RESPONDING TO AN EMERGENCY, S/HE SHALL STRICTLY ADHERE TO THE DRIVING PROCEDURES ESTABLISHED FOR THE OPERATION OF EMERGENCY VEHICLES, MASSACHUSETTS GENERAL LAW, CHAPTER 89, SECTION 7B. 41.1.4 D***
- II. **LICENSE REQUIREMENTS** No person shall operate a department vehicle of any kind unless he/she has a valid license to operate such vehicle. **41.1.3**
- III. **AUTHORITY TO OPERATE:** No person shall operate a department vehicle without receiving orders or permission from a superior officer authorized to give such orders or permission. **41.1.3**
- IV. **PASSENGERS:** No person shall be permitted to be an occupant or to ride as a passenger in a department vehicle, except when necessary for the performance of a proper police duty or unless otherwise authorized by the Chief of Police or his designee.
- V. **SEATBELTS - POLICE OFFICERS: It is the policy of the Canton Police Department that all employees utilize seatbelts when a driver or an occupant in any Department owned vehicle and that vehicle is set in motion. 41.3.3 (2,3)**
The use of seatbelts can have a significant effect in reducing the number of deaths and the severity of injuries resulting from motor vehicle accidents. Seatbelts also assist officers in maintaining proper control of their vehicles during pursuit or emergency high speed operations. In addition, officers using seatbelts during the deployment of the air bag in a collision will be held in a position to receive maximum protection. **41.3.3 (2,3)**
- VI. **SEATBELTS - CIVILIANS:** In all cases, civilian passengers must wear safety seatbelts when riding and/or a passenger in a department vehicle. **41.3.3 (5)**
- VII. **SICK AND INJURED PERSONS:** Under normal circumstances sick and injured persons are to be transported by ambulance. Police officers are first responders in many instances, and as such will provide what assistance they can to sick or injured persons until the ambulance arrives. Police officers may transport Canton Officers with injuries or illnesses at the direction of the Shift Supervisor.

- VIII. RESPONSIBILITY FOR VEHICLE:** Any member of the department who is assigned as the operator of a department vehicle, shall be responsible for the instant serviceability of the vehicle assigned to his use. **41.1.3 E**

Officers who operate police vehicles shall at the beginning of their tour of duty inspect the vehicle assigned to them. The officer will immediately notify his/her Shift Supervisor of any damage or deficiencies the vehicle may have. The Shift Supervisor will log the damage, record it on the Shift Activity Report sheet and Fleet Maintenance Board and notify the Fleet Maintenance Officer with a phone call and/or text. Failure to inspect the condition of the vehicle upon receipt by the member shall be regarded as neglect of duty. Superior Officers shall periodically spot check vehicles. **41.3.2 (2)**

Officers who operate vehicles are to search their assigned vehicle at the beginning of the tour of duty for the presence of weapons, contraband, or other items, such as evidence. Officers will report the findings of all weapons, contrabands, evidence or other items to the Shift Supervisor immediately. All officers shall conduct a similar search before and after transporting detainees.

- IX. CLEANLINESS OF VEHICLES:** All members of the department shall keep the interiors of department vehicles clean of litter. Any member who is assigned to a vehicle that he finds to be littered shall note this condition on the Shift Activity Report Form, and shall also notify his superior officer.
- X. PLACING OF ARTICLES IN TRUNKS:** No member of the department is to place any article in the trunk of a department vehicle that may cause damage to radio equipment, electrical wiring, or other authorized equipment. When in doubt, officers should request permission from a superior officer before transporting items in the trunk. Articles that might cause damage if placed in the trunk should be transported by the Department pickup truck or the Department of Public Works. No dead animals shall be placed in the trunk. The DPW shall be called and notified of the location and advised to remove the animal.
- XI. PUSHING OR JUMP STARTING ANOTHER VEHICLE:** No department vehicle shall be used for the purpose of pushing another vehicle unless exigent circumstances exist. If any damage is incurred to the department vehicle or the pushed vehicle, an incident report will be prepared. No department vehicle shall be used for "jump starting" a vehicle other than another department vehicle unless exigent circumstances exist.
- XII. TOWING OF DEPARTMENT VEHICLES:** Towing of department vehicles shall be done only by towing services contracted by the department, unless otherwise decided by a Superior Officer.
- XIII. OPERATING DEPARTMENT VEHICLE WITH A FLAT TIRE OR MECHANICAL DEFECT:** No member shall operate a department vehicle with a flat tire or an apparent mechanical defect without prior authority from the Shift Supervisor. In the event a department vehicle sustains a flat tire, the operator of the vehicle shall notify the Shift Supervisor and arrangements shall be made to have the flat fixed in a timely manner. The flat tire shall then be noted on the Daily Log and arrangement shall be made

to have the repaired flat picked up or a new spare placed in the trunk of the vehicle. If necessary, the spare from another vehicle may be used.

XIV. OPERATING DEPARTMENT VEHICLE WITH SERIOUS MECHANICAL DEFECT. Officers shall immediately notify a Shift Supervisor or Superior Officer upon discovery of a mechanical defect, which would affect the safe operation of the vehicle or could lead to vehicle damage. A superior officer, upon receipt of such notification, shall remove the vehicle from service for evaluation and repair, and notify the Fleet Maintenance Officer.

XV. UNATTENDED POLICE VEHICLES: The operator of a department vehicle shall lock the ignition and doors as well as remove the keys from his/her vehicle upon leaving the vehicle unattended (except at accident and/or crime scenes where the vehicle is under the direct control of the officer.)

XVI. SECURING VEHICLE AT END OF TOUR OF DUTY: At the end of their tour of duty, officers are to make certain that their vehicles are refueled, windows rolled up, and lights, radio and ignition are turned off and doors are locked. Deviation from above will be done at the direction of the Shift Supervisor. The Keys shall be returned to the Cruiser Key Rack.

XVII. ACCIDENTS INVOLVING DEPARTMENT VEHICLES: All accidents involving department vehicles shall be investigated by or under the direct supervision of a superior officer. The following procedures shall be followed by all officers.

- A. Immediately contact the Shift Supervisor, who shall respond to the scene. If a Shift Supervisor or another superior officer is operating the department owned vehicle, the Deputy Chief shall be notified. He/she will determine who should investigate the accident. If the Deputy Chief is not available, the Chief of Police may be notified.
- B. Do not move vehicles prior to the arrival of the superior officer if personal injury or substantial property damage has occurred.
- C. Request appropriate assistance (Ambulance, Rescue, etc.). **41.2.4**
- D. Assist the injured.
- E. Cooperate and assist in the investigation as requested by a superior officer.
- F. The investigating officer shall conduct a thorough investigation of the accident and shall, when appropriate:
 - 1. Issue citations.
 - 2. If personal injury or substantial property damage has occurred, the superior officer assigned shall request that the Deputy Chief or his/her designee be notified forthwith.

- G. All accidents involving Department owned vehicles shall be photographed.
- H. The officer operating the department vehicle shall submit a complete report to his/her Shift Supervisor, who shall forward this report to the Lieutenant or Deputy Chief.
- I. The superior officer assigned shall submit a report to the Shift Lieutenant or Deputy Chief. He shall set forth his findings and recommendations relative to the responsibility or negligence on the part of the operator(s).
- J. The Lieutenant or Deputy Chief shall review all documentation and submit a report with his findings and recommendations to the Chief of Police.

XVIII. USE OF SIRENS AND BLUE LIGHTS: Officers operating department vehicles are to activate sirens and blue lights as necessary and appropriate. Officers are to exercise good judgment in the use of sirens when approaching nursing homes or medical facilities having regard for established quiet zones.

XIX. PUBLIC ADDRESS SYSTEMS: All marked patrol vehicles have a public address system capability which may be used to broadcast emergency messages or to hear radio transmissions while out of the vehicle for an extended period. Care must be taken that appropriate volume levels are maintained.

XX. ALLEY LIGHTS AND SPOT LIGHTS: All marked cruisers are equipped with spot lights and alley lights. Officers are to use these lights as appropriate, but in doing so must make certain that their use does not create a hazard by blinding or interfering with the vision of operators of approaching vehicles.

XXI. HAZARDOUS WARNING LIGHTS (EMERGENCY FLASHERS): When stopping a cruiser in a potentially hazardous location, operators should activate their emergency flashers and any other lights necessary to maximize the vehicle's visibility.

XXIV. SPECIAL PURPOSE VEHICLES: The special purpose vehicles utilized by the department are the Special Operations Vehicle (Supervisor's Cruiser), Motorcycles, Utility Terrain Vehicle (Kubota), and Manual Bicycles. **41.1.3**

- A. **AUTHORIZATION FOR USE:** Special **purpose** vehicles shall be used only by authorized members who are properly licensed. The Chief of Police, Deputy Chief or a Lieutenant may give authorization for a member to utilize any of the special purpose's vehicles. He/she will set the conditions and limitations of usage. **41.1.3 A,B**

If a member wants to utilize a special purpose vehicle for a function other than authorized in these procedures, he must first obtain the permission of a superior officer. **41.1.3 A**

- B. MOTORCYCLE:** The Motorcycle is only to be driven by an officer that has taken a law enforcement motorcycle safety course and has successfully passed. S/He must also have the proper license to operate a motorcycle. The motorcycles shall be under the control of the Head of the MOPS Unit as well as the Administrative Lieutenant. The Head of MOPS Unit will be responsible for the maintenance and condition of all department motorcycles. **41.1.3 A, D,E**

1. **Purposes:** The motorcycle serves the following purposes:

- a. The motorcycle is a great vehicle for maneuvering through traffic. It is also a great means for traffic enforcement and escorts. Motorcycle Units can be utilized to respond special events such as fairs, demonstrations or to an area that may need additional police presence will increase exposure. **41.1.3 B**

The motorcycle will only be used in locations and weather conditions that are safe for the operator. **41.1.3 C**

2. **Equipment:** The Motorcycle shall be equipped with blue lights, siren, radio, and the following: **41.1.3 (1A); 41.3.2**

- a. First aid kit including nasal narcan;
b. Citation book
c. Other safety equipment such as glasses

- C. SUPERVISOR/SPECIAL OPERATIONS VEHICLE:** The Supervisor/Special Operations vehicle is a sport utility vehicle.

1. **Purposes-**The Supervisor/Special Operations Vehicle shall be under the control of the Shift Supervisor. It is utilized by the department for both patrol purposes and to serve as an initial mobile command post for critical incidents such as riots, demonstrations, search and rescue missions, mass arrest situations and serious accidents or incidents. **41.1.3 A**

2. **Equipment** –The Special Operations Vehicle shall be equipped with a blue light, radio, siren and first aid kit. Additional equipment will include but is not limited to lethal and non-lethal weapons, ammunition for all weapons, crime scene and accident scene investigative tools and any other equipment authorized by the Chief of Police. As the equipment that is kept in the Special Operations Vehicle is likely to change given the needs of a particular situation/operation, it is not possible to list all possible equipment. The vehicle/equipment should be checked for operational readiness on a daily basis by the Supervisor riding in it. Any deficiencies or missing equipment will be noted on the Shift Summary Sheet as well as on the fleet maintenance board so that they may be corrected and/or replaced. The Fleet Maintenance Officer is to be notified forthwith. (S)he is responsible for the maintenance and condition of the vehicle. **41.1.3 B,E (1A); 41.3.2**

- D. BICYCLE:** The Administrative Lieutenant shall ensure that officers assigned to bicycle patrol have the training (police bicycle training/COBWEB) and ability necessary to perform the required functions assigned to these units. **41.1.2 A**

1. **Purpose:** The bicycle patrol unit serves the following purposes: **41.1.2 B**

- a. Traffic safety and enforcement
- b. Parking enforcement
- c. Investigation of routine calls for service, patrolling business districts in the town, lakes and river ways, parks, and elderly and other housing projects in the town
- d. Minor accident investigations
- e. Community Policing

The bicycle patrol will only be used in locations and weather conditions that are safe for the rider. They can be used both during the daytime and evening hours and can be assigned by a Shift Supervisor. The senior officer of the Mountain Bike Unit will be responsible for the condition and maintenance of the bicycles. **41.1.3 C**

2. **Equipment:** The bicycle shall be equipped with lights (front and rear), first aid kit, nasal narkan, lock, pump, water bottle and any equipment authorized by the Chief of Police. No other equipment unless authorized by the Chief of Police shall be added to any bicycle. All bikes shall be clearly marked with "POLICE" either on the frame or on the rear bag.
41.1.3 (1A)

E. Detainee Transport Van: 41.1.3 – As of 2/2022 CPD no longer has a van

1. **Purpose:** The Detainee Transport Van shall be under the control of the shift supervisor and his/her designee and will be maintained by the Fleet Maintenance Officer. The Detainee Transport Van serves as a means for arrestees to be safely and securely transported from one location to another. All personnel will adhere to the procedures as set forth in the Transport of Detainees Policy #3.01, when operating the Detainee Transport Van. No officer shall operate the van without the approval and assignment of the Shift Supervisor or other superior officer. While the purpose of the van is not for patrol, if when operating the van an officer observes a serious incident that they must address, they may do so but should immediately call for a fully marked unit to respond and assist. If a detainee(s) is present in the van, officers will adhere to the strict regulations and allowable circumstances as set forth in the Transporting Detainees Policy, to determine if it is allowable for a stop to be made. Those officers assigned the van will at no time transport more detainees that can safely and securely be transported within the unit. At no time shall the Detainee Transport Van be involved in a High-Speed Pursuit.
All detainees must be secured with a seatbelt. **41.3.3 (4)**

2. Equipment: 41.1.3 D

1. First Aid Kit
2. Department Radio
3. Overhead lights
4. Extra hand restraint devices

F. Utility Terrain Vehicle (UTV) – Kubota 41.1.3 B,E

1. **Purpose:** The UTV comes under the control of the Administrative Lieutenant or his/her designee. The condition and maintenance will be maintained by the Fleet Maintenance Officer. This officer will be responsible for giving instructions on its use prior to any officer operating it. The purpose of the all-terrain vehicle is to allow for quicker access to locations that are otherwise inaccessible via a traditional patrol unit. It may be assigned to any police officer within the agency. Uses may include but are not limited to:

- a. access to wooded areas searching for lost, injured or sick persons
- b. access on off-road trails searching for lost, injured or sick persons
- c. traffic flow assistance at special events such as parades
- d. enforcement of the applicable laws pertaining to off road vehicles
- e. other legal purposes as identified and authorized by the Chief of Police or his designee

The UTV will only be operated by a licensed operator in locations and weather conditions that will allow for the safe operation of this vehicle. The UTV will not be involved in a High-Speed Pursuit. **41.1.3 A,C,D**

2. Equipment: 41.1.3 (1A)

1. First Aid kit
2. Functioning lights
3. Blue light
4. Audible horn

G. Unmarked Vehicles:

1. **Chief of Police-** The Chief of Police is on call twenty-four (24) hours a day, seven days a week and at any given time may have to respond to various emergencies, crime or incident scenes. The Chief of Police shall use his/her department vehicle at any time for any lawful purpose. There shall be no restrictions on the carrying of civilians. The Chief of Police needs to monitor operations intermittently and communicate quickly via radio or cellular phone which are accessible in his department vehicle.
2. **Deputy Chief-** The Deputy Chief is on call twenty-four (24) hours a day, seven days a week (with exception of sick leave and long-term vacation) and at any given time may have to respond to various emergencies, crime

or incident scenes. The Deputy Chief shall use his/her department vehicle at any time for any lawful purpose. There shall be no restrictions on the carrying of civilians. The Deputy Chief may assume command in the Chief's absence and is also expected to monitor operations.

3. **OIC Of the Detective Bureau-** Must be able to monitor operations of the department at any given time, and shall respond to emergencies, crime or incident scenes as necessary. The detective shall be allowed to use his/her vehicle at any time for any lawful purpose when on call with exception of sick leave and long-term vacation. There shall be no restrictions on the carrying of civilians.
4. **Lieutenant-** Lieutenants are assigned an unmarked vehicle while on their shift. The only exception would be for a call out involving one of the specialized units (METRO). There shall be no restrictions on the carrying of civilians.

NOTE- When on call, Department vehicles may be driven anywhere within the State. No department vehicle shall be driven out of State at a distance greater than a 2 Hour Response Time without the authority of the Chief of Police or his designee.

XXV. EMERGENCY/ACCIDENT POLICE VEHICLE EQUIPMENT: At a minimum, the following emergency equipment shall be carried in all marked police vehicles. Vehicles shall be checked daily by the officers riding in them. Any deficiencies shall be noted on the shift summary sheet and board by the shift supervisor and replenished in a timely manner. The Shift Supervisor is responsible for notifying the proper officer in charge of that piece of equipment via email and text, notifying them of the deficiency. **41.3.2**

- A. Complete first aid kit;
- B. AED;
- C. Nasal Narcan;
- D. Spare tire, jack and wrench;
- E. Patrol Rifle
- F. Crime Scene tape **41.3.2**

XXVI. UNMARKED POLICE VEHICLE EQUIPMENT: At a minimum, the following equipment will be included in every unmarked patrol car: **41.3.2**

- A. First aid kit;
- B. Nasal Narcan
- C. Crime scene tape;
- D. Reflective vest;
- E. Ballistic vest **41.3.5 (5,6)**

XXVII. POLICE ESCORT SERVICES 61.3.3

To ensure the safety of the community, patrol vehicles equipped with emergency lights and sirens may provide escort for oversized vehicles, or vehicles carrying hazardous or unusual cargo. A patrol officer may provide assistance for a short-term situation such as a construction, delivery or maintenance vehicle crossing or temporarily blocking a roadway. If it appears that traffic will be affected for more than a few minutes, a supervisor will determine if an overtime detail needs to be hired. A supervisor will determine if a private escort will be needed for any oversized vehicles or any vehicles carrying hazardous or unusual cargo. **61.3.3 A**

Patrol vehicles will use their emergency lights and sirens (if appropriate) to provide the escort of public officials, dignitaries, funeral processions, large pedestrian groups such as parades, marching bands, protest marches, runners or bicyclists in a race, etc. With the Chief's prior approval, these escorts may go out of town.

Patrol vehicles may provide assistance to other emergency vehicles by using lights and sirens to clear traffic or to block an intersection.

Patrol vehicles shall not be used to escort civilian vehicles to a medical facility. If there is a medical emergency, an ambulance will be called to provide transportation. **61.3.3 B**