



# SHERMAN POLICE DEPARTMENT

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ERIC C. SMITH, CHIEF OF POLICE



## SHERMAN POLICE DEPARTMENT

### GENERAL ORDER

SUBJECT: Operation of Department Vehicles	DATE ISSUED: March 30, 1999
NUMBER: 99-2	AMEND: Policy 9-1-11-2 of the Sherman Police Department Policy Manual

General order 99-2 rescinds general order 99-1 of February 18, 1999 effective immediately.

#### 9-1-11-2: OPERATION OF DEPARTMENT VEHICLES:

- A. No Officer shall operate a Department vehicle unless he/she has a valid Illinois operators license.
- B. Officers may be assigned a take home squad with direction from the Chief of Police as long as the officer lives within the corporate limits of the Village of Sherman.
  - 1. At the discretion of the Chief of Police, officers may be required to keep the squad in a garage.
  - 2. If said squad is to be used by a part-time officer during this period of time, the officer shall make sure that the part-time officer has access to the squad for his/her shift.
- C. Sherman Police Department Vehicles are not to leave the Village of Sherman for any reason except the following:
  - 1. Departmental vehicles may be driven in unincorporated areas as long as it is while on patrol and is traveling in a reasonable path to get from one incorporated area to another incorporated area.
  - 2. The officer has been dispatched to a call outside the Village of Sherman by either the Sangamon County or State Police Dispatch Centers.
  - 3. In the event an officer safety issue arises from an officer of another Law Enforcement Agency within a reasonable distance of the Village.
    - a. In this event the officer must return to the Village as soon as the officer safety issue is no longer present.

- b. In the event an officer makes the decision to respond to one of these situations, a full detailed informational narrative report shall be completed by the end of the shift the incident occurred in and shall be put into the Sherman Chief of Police mail box. This type of report is to be done for each and every occurrence.
  4. Responding with the Sherman Fire Department on Emergency calls only, but not mutual aid calls to other fire districts.
  5. Squads being sent for repair at a professional mechanical or body shop by the Chief of Police only.
  6. Attending court, court related errands, meetings, classes and purchasing errands for the Department after approval by the Chief of Police only.
- D. Departmental vehicles shall never be used for personal business or pleasure.
  - E. Every officer of the Department assigned to operate a Departmental vehicle shall be held accountable for the proper use and care of the vehicle, and of all accessories, equipment, and tools assigned to such vehicle. Standard equipment of vehicles shall not be changed, interchanged, altered, or removed from such vehicles unless directed by the Chief of Police. Any additional equipment shall not be added to the standard equipment without prior approval from the Chief of Police.
  - F. At the beginning of each tour of duty officers assigned to a Departmental vehicle shall carefully inspect the vehicle to assure that it is in serviceable condition and is not damaged. If any defect or damage is discovered, the officer shall report it verbally to his immediate superior and later in writing. Any defect, damage, or loss reported after the vehicle has been inspected and placed into service shall be construed to have occurred during the tour of duty of the officer reporting same and said officer shall be held responsible.
  - G. A uniformed officer shall not ride in a vehicle other than the Department vehicle to which he/she is assigned, except upon the direction of the Chief of Police or in case of emergency.
  - H. Operators shall not allow persons other than authorized employees of the Village or trustees to ride in or upon the vehicle under their control except in the performance of duty unless authorized by the Chief of Police.
  - I. Officers of the Department, while on duty and operating any Departmental vehicle, shall not consider themselves strictly as drivers, but shall perform and assist in performing any and all police duties whenever the occasion arises. Failure to perform such duty or render assistance shall be deemed neglect of duty.
  - J. Departmental vehicles may be driven within and without the unincorporated areas and within and without the county as long as such routes are reasonable and within the line of duty. It is understood that an assignment may require an officer to go into another Village, City, or County.
  - K. No officer shall operate the mobile data terminals in the squad cars while operating said squad car other than to run license plate checks, and then only be done with extreme caution.