



Cover Memorandum

Fleet Management, JHPD Directive #209

Purpose of the Directive

The purpose of this Directive is to establish procedures and guidelines for the assignment, use, and maintenance of Johns Hopkins Police Department (JHPD) vehicles.

Summary of Directive Requirements

JHPD will utilize a fleet of specialty vehicles and well-equipped, conspicuously marked patrol vehicles to ensure the continuous delivery of public safety services throughout the Johns Hopkins (JH) community. This Directive describes the various types of JHPD vehicles (patrol, special assignment, pool, and staff), including their purposes and the units/positions to whom they will be assigned. The Directive provides a detailed list of what equipment will be required in each vehicle and describes the process for requesting replacement equipment.

The Directive also discusses vehicle maintenance and cleaning requirements. Members are personally responsible for the care and maintenance of their assigned vehicles, including cleaning the cars, removing trash, and maintaining proper fluid and air tire pressure. Sergeants are required to complete a detailed monthly inspection of each vehicle assigned to their squad, and a Commander will complete unannounced vehicle inspections on a quarterly basis.

The Directive sets forth guidance on the use and operation of JHPD vehicles, including how to obtain keys, daily inspections for contraband and any safety issues, the use of seat belts and child safety seats, and the use of global positioning system (GPS) and mobile data computers (MDCs). The Directive also discusses procedures and reports that must be completed for any collision involving a JHPD vehicle. JHPD collisions will be immediately reported to the on-duty supervisor, who will notify the Deputy Chief, who will notify the Chief of Police. A supervisor or collision reconstructionist from the Baltimore Police Department (BPD) will investigate JHPD collisions occurring in the City of Baltimore, while those that occur outside of Baltimore will be reported to the nearest police department having jurisdiction in the area of occurrence.

Finally, the Directive discusses preventable collisions, which include any collision in which the vehicle operator failed to do anything they might have done to avoid it. The Directive describes the National Safety Council's categories of preventable collisions, including collisions that take place: at intersections; with vehicles ahead and behind; when passing or being passed; with oncoming vehicles, fixed objects, or pedestrians; and while backing up the vehicle.

Blueprint for the Policy Development Process

The draft JHPD policies (hereinafter referred to as “directives”) shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD’s draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall’s Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police Department. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

- a. **Publicly available policies from municipal police departments that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;
- b. **National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.
- c. **National and local higher education institutions that are based in comparable environments and make policies publicly available**, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community's public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT

FLEET MANAGEMENT

**ADMINISTRATIVE
PROCEDURE #209**

Responsible Executive:
Chief of Police
Responsible Office:
Vice President for Public Safety
Approved by:
Dr. Branville G. Bard, Jr.
Issued: [full date]
Revised: [full date]

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Policy Statement

The Johns Hopkins Police Department (JHPD) will utilize a fleet of specialty vehicles and well equipped, conspicuously marked patrol vehicles to ensure the continuous delivery of public safety services throughout the Johns Hopkins (JH) campus community.

Who is Governed by this Policy

All personnel, including sworn, nonsworn, and contractual or voluntary persons in service with the Johns Hopkins Police Department (JHPD) are governed by this Directive.

Purpose

This directive establishes procedures and guidelines for the assignment, use and maintenance of JHPD vehicles.

Definitions

Automatic Vehicle Locator (AVL):	Software and/or hardware systems on or in the vehicle that allow the JHPD to identify the location of vehicles that have been equipped with the Global Positioning System (GPS).
Patrol Vehicle:	A marked patrol vehicle assigned to several officers of the appropriate campus patrol area.
Pool Vehicle:	Vehicles assigned to Fleet Management for temporary on-duty use during vehicle maintenance, or by those members not assigned a Line, Special Assignment or Staff vehicle.
Special Assignment Vehicle (SAV):	A marked or unmarked police vehicle assigned to a specialty unit, or an officer based upon their assignment, on-call status, or rank.
Staff Vehicle:	An unmarked, non-police rated vehicle assigned to essential personnel at the discretion of the Chief of Police.

Policy

The JHPD will maximize the safety of all members and the community by providing procedures for the upfitting, maintenance and use of all JHPD vehicles.

Procedures

I. Vehicle Assignment

The Fleet Manager coordinates the acquisition, assignment, and maintenance of JHPD vehicles. With input from the Chief, Deputy Chief, and operational commanders, vehicles will be assigned by the Fleet Manager to JHPD officers in the following manner:

- A. **Patrol Vehicles** - Patrol vehicles are clearly marked and equipped with audible and visual signaling equipment for emergency driving or traffic control operations. These vehicles will be assigned to Patrol officers. The Fleet Manager shall ensure that all Patrol Vehicles meet the following minimum specifications:
- To facilitate the safe transport of persons in JHPD custody, rear window cranks are removed, the power to the rear electric windows disconnected, and the rear interior door handle locks adjusted to prevent the door from being opened from inside the area of the vehicle designated for the transport of arrestees. (70.4.2)
 - Shoulder/lap belt extensions will be utilized to enhance the safety of JHPD officers and persons in their custody in the transport area of vehicle provided they are original equipment manufacturer (OEM) produced or

authorized products.

- B. Special Assignment Vehicles** – The Fleet Manager may assign a Special Assignment Vehicle to a member of a JHPD investigative unit or other specialized position requiring on-call or unique work and frequent traveling or transport operations.
- The Fleet Manager shall ensure that Special Assignment Vehicles are unmarked but are equipped with operational emergency lights and sirens.
- C. Pool Vehicles** – The Fleet Manager shall ensure that Pool Vehicles for temporary on-duty use during vehicle maintenance, or by those members not assigned a Patrol, Special Assignment or Staff vehicle, are available and appropriately assigned JHPD members when necessary.
- D. Staff Vehicles** – The Fleet manager shall ensure that Staff Vehicles, unmarked, non-police rated vehicles without audible and visual signaling equipment required for emergency driving or traffic control operations and, without the equipment required to transport a person in JHPD custody, are appropriately assigned to JHPD members, when necessary.

II. Authorized Equipment (Commission on Accreditation for Law Enforcement Agencies (CALEA) 41.3.2)

- A.** The Fleet Manager shall ensure that JHPD Patrol Vehicles are conspicuously marked and equipped in the following manner:
- Exterior mounted red/blue emergency lights
 - Spotlight
 - Official Police Department decal package
 - Siren
 - Radio with Hand Mic & Magnetic Holder
 - Public Address equipment (PA)
 - Mobile Data Computer (MDC) with GPS Antenna
 - Prisoner Transport Barrier w/ recording equipment
 - Patrol Rifle Rack with Release
 - Preliminary Breathalyzer Test (PBT) with Tubes
 - Trunk/Storage Area Organizer
 - Breaching Tool
 - Doorstops
 - Ballistic Shield
 - Vehicle Unlocking Kit
 - Jumper Cables
 - Crash/Crime Scene Processing Kit (83.2.4)

- o Crime Scene Tape
- o Fingerprint Kit
- o Measuring Tape
- o Spray Paint
- o Evidence collection/ packaging materials
- One (1) Digital Camera
- One (1) Flashlight
- One (1) pair of Binoculars
- One (1) Dog Leash
- First Aid Kit with Individual Patrol Officer Kit (IPOK)/ Tourniquet
- Safety Kit, including:
 - o Biohazard Kit/ Gown, face shield, wipes, sanitizer, etc.
 - o Spit Hood
 - o One (1) box of disposable gloves
 - o One (1) disposable blanket
- One (1) Automatic External Defibrillator, (AED)
- One (1) Plate Carrier
- Functional Spare Tire, Lug Wrench, and Jack, if possible
- One (1) box of Road Flares
- One (1) Fire Extinguisher
- Restraints, including:
 - o Three (3) pairs of Flex Cuffs
 - o One (1) pair of Ankle Restraints
 - o One (1) Waist Transport Belt

B. At minimum, the Fleet Manager shall ensure that **all** other vehicles are equipped with the following items:

- First Aid Kit with IPOK
- Safety Kit, including:
 - o Biohazard Kit
 - o Spit Hood
 - o One (1) box of disposable gloves
 - o One (1) disposable blanket
- One (1) Automatic External Defibrillator, (AED)
- One (1) Plate Carrier
- Functional Spare Tire, Lug Wrench, and Jack
- One (1) box of Road Flares
- One (1) Fire Extinguisher
- Restraints, including:
 - o Three (3) pairs of Flex Cuffs
 - o One (1) pair of Ankle Restraints
 - o One (1) Waist Transport Belt

- C. All members shall ensure that requests for replenishment of issued vehicle equipment will be submitted to the Logistical Services Coordinator on a Public Safety's Office Request for Office Supplies/ Equipment Request Form
- D. All members shall ensure that vehicles used to transport persons in custody have the rear window cranks removed, the power to the rear electric window control disconnected, and the rear interior door handles locks adjusted to prevent the door from being opened from inside the vehicle.
- E. Officers desiring modifications or additions to any JHPD vehicle shall submit the request in writing to the Logistics Manager through the chain of command. All approved requests for additions and modifications will be completed or arranged by the Logistics Manager.

III. Maintenance

- A. JHPD members are personally responsible for the care and maintenance of assigned vehicles and will work with their supervisor to ensure delivery of their assigned vehicle to the appropriate repair facility when directed by the Fleet Manager.
 - Members are responsible for the cleanliness of their assigned vehicle and equipment. This will include the interior and exterior of the vehicle, ensuring that trash is removed, all fluids are at proper levels and the tires properly inflated.
 - o A Car Wash card assigned/ included with each vehicle to clean-up operations in inclement weather,
 - o Use of the Vehicle Equipment Wash will follow the procedures set forth by the Fleet Manager.
 - During inclement weather, members shall ensure that snow and ice is removed from the vehicle before operation. Members shall make sure that the area behind the hood at the base of the windshield and all lights are free of snow and ice.
- B. Not later than the 15th of each month, Sergeants will complete a detailed inspection of each vehicle assigned to their squad, the results of which will be documented on a Monthly Vehicle Inspection Report and submitted to the Commander. The supervisor completing the Monthly Vehicle Inspection Report shall ensure that:
 - Any deficiencies are noted, and corrected to the extent possible, and
 - Any deficiencies that cannot be corrected are brought immediately to the attention of the Deputy Chief of Support Services and Fleet Manager.

- C. Quarterly, the Commander will complete an unannounced inspection of all vehicles to ensure serviceability, cleanliness, and accountability. The results will be submitted to the Deputy Chief of Support Services in report format.
- D. All members shall ensure that preventive maintenance and other nonemergency repairs are timely scheduled with the Fleet Manager 500 miles before the deadline.
- E. Members will not operate vehicles more than the mileage listed on the preventative maintenance mileage sticker without prior approval from the Fleet Manager. Regardless, members shall ensure that a vehicle is not driven over 500 miles of the preventative maintenance notice.
- F. During non-business hours, members shall ensure that the on-call tow contractor is requested, and the vehicle removed to the appropriate repair facility, when necessary, as directed by the Fleet Manager.
- G. All members shall ensure that all vehicles are fueled using the JHPD issued gas card, which is assigned to each vehicle

V. Operation & Use of Department Vehicles

The Fleet Manager shall maintain a vehicle assignment roster of all JHPD vehicles. Any member operating a vehicle not assigned to them will notify the Fleet Manager.

- A. After normal business hours, if a member requires use of a Pool Vehicle keys will be obtained from the key box located in the JHPD Operations Commander Office.
 - Keys will be signed in and out by the on-duty supervisor.
 - Members shall ensure that Pool Vehicles are returned to the Pool Car area are clean, free of trash, and have a full tank of gas.
- B. Prior to operation of a Pool Vehicle, a member authorized to use a Pool Vehicle shall inspect the vehicle for contraband, safety equipment, and damage. The members shall ensure that:
 - Any deficiencies are noted in a memorandum, and forwarded to the on-duty supervisor,
 - If the damage is indicative of a collision, the member shall immediately contact the supervisor.

If contacted by a member concerning damage to a vehicle, the supervisor will direct or investigate, and

- The supervisor is responsible for completing all appropriate forms and

ensures that the damage is reported to the Logistics Manager and the Public Safety Accountability Unit (PSAU).

- C. At the beginning of the tour of duty, members assigned or operating a vehicle shall inspect the vehicle for contraband, general safety, issued equipment, and damage.
- Results of the inspection, including any deficiencies will be documented by members on a Daily Vehicle Inspection Form.
 - o If contraband is recovered, the member will immediately notify the on-duty supervisor, initiate a “Found Property” incident, documenting the recovery in conformance with JHPD Directive #470, Field Reporting System and submit the contraband to the Evidence Control Unit in accordance with JHPD Directive #469, Property & Evidence Management.
 - o The supervisor will make all reasonable attempts to locate the source of the contraband and will act as required based on that investigation.
- D. Any vehicle deemed unsafe will not be operated by the members and will be removed from service by the on-duty supervisor. The Fleet Management Technician and the on-duty Operations Commander shall be immediately notified of the problem and location.
- E. When operating any JHPD vehicle, all JHPD members and their passengers, including persons in custody, will utilize seat belts and child safety seats. (CALEA 41.3.3) All members are prohibited from adjusting or tampering with the vehicle safety devices, such as the seatbelt alerts.
- Members shall not utilize Patrol Vehicles for personal use or to transport any unauthorized people, to include friends, family, or non-JH staff. This does not include the transportation of persons in need of assistance on campus, all members are authorized to transport persons in need of assistance on campus when necessary.
- F. If the vehicle is equipped with a GPS Antenna, it will be connected to the Mobile Data Computer (MDC) and activated during vehicle operations. Officers shall not attempt to manipulate or disable any of the AVL software and/or hardware.
- Officers assigned to patrol operations are required to log-on their MDC in their assigned Patrol Vehicles during their shift and use it consistent with established MDC procedures.
 - Officers not assigned to patrol operations, but responding to support a

patrol function are required to log on to the MDC in their assigned vehicles, barring extenuating circumstances.

- Off-duty members, assigned vehicles with MDC's, are encouraged to log on to their MDC while their vehicles are in use.
- G.** Members are prohibited from vaping and the smoking or carrying of lighted tobacco, and cannabis products in all JHPD vehicles.
- H.** Members shall ensure that all vehicles are free of trash and with a full tank of gas.
- I.** Members shall ensure that the MDC and all firearms are removed from the vehicle before it is delivered for maintenance.

VI. Department Vehicle Collisions

- A.** Members will follow the requirements of the following Directives, where applicable, for any collision involving a JHPD vehicle, JHPD Directive #443, Collision Investigations, #350, Complaints Against Personnel, and #441, Vehicle Pursuits.

Policy Enforcement

Enforcement	Police Department managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Policy should be reported to the Chief of Police.

Related Resources

University Policies and Documents
Operational Procedure #469, Property & Evidence Management Operational Procedure #470, Field Reporting System
External Documentation
Police Department Forms and Systems
https://powerdms.com/ui/login

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation			

DRAFT