



**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.  
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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 campus community.

**Who Is Governed by This Policy**

All personnel, including sworn, nonsworn, and contractual or voluntary persons in service with the JHPD, are governed by this Directive.

**Purpose**

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

**Definitions**

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<b>Automatic Vehicle Locator (AVL):</b>	Software and/or hardware systems on or in the vehicle that allow the JHPD to identify the location of vehicles that have been equipped
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	with the Global Positioning System (GPS).
<b>Patrol Vehicle:</b>	A marked patrol vehicle assigned to several officers of the appropriate campus patrol area.
<b>Pool Vehicle:</b>	Vehicles assigned to Fleet Management for temporary on-duty use during vehicle maintenance, or by those members not assigned a patrol, special assignment, or staff vehicle.
<b>Special Assignment Vehicle (SAV):</b>	A marked or unmarked police vehicle assigned to a specialty unit or an officer based upon their assignment, on-call status, or rank.
<b>Staff Vehicle:</b>	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 is disconnected, and the rear interior door handle locks are adjusted to prevent the doors from being opened from inside the area of the vehicle designated for the transport of arrestees. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 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 the vehicle provided they are produced or authorized by the original equipment manufacturer.
- 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 to 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** (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 and magnetic holder
  - Public address equipment
  - Mobile Data Computer (MDC) with GPS antenna
  - Prisoner transport barrier with recording equipment
  - Patrol rifle safe/vault or rack with release
  - Preliminary breath test with tubes
  - Trunk/storage area organizer
  - Breaching tool
  - Doorstops
  - Ballistic shield
  - Vehicle unlocking kit
  - Jumper cables
  - Crash/crime scene processing kit (CALEA 83.2.4)
    - Crime scene tape

- Fingerprint kit
- Measuring tape
- Spray paint
- Evidence collection/packaging materials
- One digital camera
- One flashlight
- One pair of binoculars
- One dog leash
- First aid kit with Individual Patrol Officer Kit (IPOK)/tourniquet
- Safety kit, including:
  - Biohazard kit/gown, face shield, wipes, sanitizer, etc.
  - Spit hood
  - One box of disposable gloves
  - One disposable blanket
- One automatic external defibrillator (AED)
- One plate carrier
- Functional spare tire, lug wrench, and jack, if possible
- One box of road flares
- One fire extinguisher
- Restraints, including:
  - Three pairs of flex cuffs
  - One pair of ankle restraints
  - One 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:
  - Biohazard kit
  - Spit hood
  - One box of disposable gloves
  - One disposable blanket
- One AED

- One plate carrier
  - Functional spare tire, lug wrench, and jack
  - One box of road flares
  - One fire extinguisher
  - Restraints, including:
    - Three pairs of flex cuffs
    - One pair of ankle restraints
    - One 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 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 controls disconnected, and the rear interior door handle 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 are properly inflated.
    - A car wash card shall be assigned to or included with each vehicle to clean up the vehicle following inclement weather.
    - Use of the car wash will follow the procedures set forth by the Fleet Manager.
  - During inclement weather, members shall ensure that snow and ice are 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 over the mileage listed on the preventive maintenance mileage sticker without prior approval from the Fleet Manager. Regardless, members shall ensure that a vehicle is not driven more than 500 miles over the mileage listed on the preventive maintenance notice.
- F.** During nonbusiness 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 that is assigned to each vehicle.

#### **IV. 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 that are returned to the pool car area are clean, are 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 do the following:

- Ensure that any deficiencies are noted in a memorandum and forwarded to the on-duty supervisor.
- If the damage is indicative of a collision, immediately contact the supervisor.

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

- 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.

**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.
  - If contraband is recovered, the member will immediately notify the on-duty supervisor; initiate a “Found Property” incident; document 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 # 467, Evidence Collection & Preservation.
  - 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 seat belt alerts.

- Members shall not utilize patrol vehicles for personal use or to transport any unauthorized people, to include friends, family, or non-Johns Hopkins 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 MDC and activated during vehicle operations. This will allow supervisors to locate vehicles in real time for dispatch to calls for service. 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 to their MDC in their assigned patrol vehicle 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 vehicle, barring extenuating circumstances.
  - Off-duty members assigned a vehicle with an MDC are encouraged to log on to the MDC while their vehicle is in use.
- G.** Members are prohibited from vaping and smoking or carrying lighted tobacco or cannabis products in all JHPD vehicles.
- H.** Members shall ensure that all vehicles are free of trash and have 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.

**V. 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; JHPD Directive #350, Complaints Against Police Personnel; and JHPD Directive #441, Vehicle Pursuits.

**Policy Enforcement**

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



## Related Resources

<b>University Policies and Documents</b>
Personnel Procedure #350, Complaints Against Police Personnel Operational Procedure #441, Vehicle Pursuits Operational Procedure #443, Collision Investigations Operational Procedure #467, Evidence Collection & Preservation Operational Procedure #470, Field Reporting System
<b>External Documentation</b>
<b>Police Department Forms and Systems</b>
<a href="https://powerdms.com/ui/login">https://powerdms.com/ui/login</a>

## Contacts

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/Web Address</b>
Policy Clarification and Interpretation	Policy Management	(667)306-8618	<a href="mailto:jhpdpolicyinquiry@jh.edu">jhpdpolicyinquiry@jh.edu</a>