



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



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Chapter 36 Department Vehicles
Section 01 Marked and Unmarked Vehicles

GO 21-019, 07/16/2021
Supersedes GO 21-004

A. Policy

1. All personnel operating department vehicles shall exercise due regard for the safety of all persons.

B. Definitions

1. Marked Vehicles - A vehicle used by the Aberdeen Police Department which is plainly and predominately marked with lettering designating it as an Aberdeen police vehicle.
2. Unmarked Vehicle - All vehicles used by the Aberdeen Police Department not defined as marked vehicles shall be considered unmarked vehicles.
3. Unattended Vehicle - The officer is not in the immediate vicinity of the vehicle or the officer does not have the vehicle in clear observation.

C. Identification

1. Every motor vehicle of the Department shall be assigned an Aberdeen Police Department vehicle identification number, which shall be displayed on all marked units on both rear quarter panels.
2. Marked vehicles shall display MVA issued police registration plates.
3. Unmarked vehicles shall display the regulation Maryland registration plates issued for that particular vehicle.

D. Vehicle Operation

1. Unattended Vehicles
 - a. When Department vehicles are left unattended, Department employee shall remove the keys and lock all doors.
2. Passengers
 - a. Except as necessary in the performance of police duties and in emergencies, members of the police employee's family or persons not connected with the Department, other than full-time officers of another enforcement department, shall not be transported in patrol cars without the approval of the on-duty patrol supervisor while the officer is on duty.
3. Safety Restraint Devices
 - a. While on-duty or off-duty, Department employees operating or riding in vehicles owned by the Aberdeen Police Department or not owned by the Aberdeen Police Department, but being used in an approved official capacity, shall use safety restraint devices (lap belt and shoulder harness) provided by the manufacturer. (41.3.3)
4. Transporting Non-Department Personnel
 - a. When transporting individuals other than Department employees in Department vehicles, the driver shall insure that occupants use the required safety equipment.



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5. Transporting Children
 - a. Children between nine (9) and thirteen (13) years of age shall be transported in the rear seat.
 - b. Children eight (8) years of age or under, or a height of 4'9" before the age of 8, shall be secured with an approved child safety seat in the rear of an APD vehicle.
 - 1) The safety seat is stored the Sally Port.
 - 2) Officers shall install the child safety seat according to the safety seat manufacturing instructions and/or vehicle manual instructions.
 - 3) Officers shall consider the type of vehicle (hard plastic or soft back seat) that would be most appropriate to install the safety seat and transport the child.
 - c. Children 8 years old or younger may be transported without a child safety seat, in emergencies, when the total circumstances dictate a transport is necessary.
 - 1) The officer shall notify the supervisor of the situation.
 - d. Transport shall apply to on-duty travel and off-duty travel.
 - e. The officer shall document all child transport and the circumstances on the incident report.
6. Qualified Operators
 - a. Supervisors shall not allow any employee to operate a Department vehicle unless the employee possesses a valid driver's license for the class of vehicle being operated.
7. Only those persons specifically authorized by supervisors to operate Department vehicles may do so.
 - a. Exceptions may be made for those instances when Department vehicles are being road tested in connection with *bona-fide* repair services.

E. Vehicle Equipment (41.3.2)

1. The following equipment shall be carried in all Patrol vehicles:
 - a. Blanket (Disposable);
 - b. Crime Scene Barrier Tape - One roll;
 - c. Insurance Card - Kept in vehicle glove box;
 - d. Narcan;
 - e. Registration Card - Kept in glove box of vehicle;
 - f. Spare Tire;
2. The following equipment shall be carried in CID vehicles:
 - a. Fire Extinguisher (Charged);
 - b. Gate Opener;
 - c. Insurance Card - Kept in vehicle glove box;
 - d. Insurance Packet;
 - e. Registration Card - Kept in glove box of vehicle; and



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f. Spare Tire

F. Vehicle Inspections

1. All Department vehicles shall be inspected bi-annually by the Chief of Police or his designee.
2. CID-Assigned Unmarked Vehicles (41.3.2)
 - a. The Administrative Commander or designee shall record any deficiencies discovered and any supplies needing replenishment during the bi-annual inspection.
 - b. The Administrative Commander shall ensure deficiencies are corrected and shall record the corrections.
3. Assigned Marked Vehicles
 - a. Supervisors or their designees shall conduct monthly inspections of marked vehicles and equipment using Form 97 – Marked Vehicle Inspection. (53.1.1a) (53.1.1b) (53.1.1c)
 - b. Inspectors shall document on the Form any deficiencies (repairing, replacing, maintenance, replenishing (41.3.2), etc., needed). (53.1.1d)
 - c. Sergeants shall review the Marked Vehicle Inspections periodically to:
 - 1) Monitor the monthly inspections process; and
 - 2) To record on the Form corrected deficiencies and replenished supplies. (41.3.2) (53.1.1d)
 - d. The Patrol Commander shall review the forms at least bi-annually to: (53.1.1e)
 - 1) Verify that all Marked and Unmarked vehicles are inspected for supplies and equipment; and
 - 2) Ensure deficiencies have been corrected or are in process.
 - e. Officers and Investigators shall conduct inspections of their vehicles before and after their tours of duty and shall record on the daily Roll Call sheet with their initials and ID#s.
 - 1) They shall check the tire pressure and all fluid levels on the APD vehicle they operate at least once during the tour of duty.
 - 2) They shall keep vehicles looking professional by maintaining a clean interior and exterior appearance.

G. Maintenance (41.3.2)

1. The Administrative Commander or designee shall schedule every vehicle for periodic, regular, routine, Preventive Maintenance (PM) performed by an outside repair facility.
2. Supervisor Responsibilities
 - a. Ensure all drivers are aware of the PM schedule and procedure.
 - b. If a vehicle is not scheduled for a regular PM, notify the Administrative Commander.
 - c. Try to have a temporary fleet vehicle available for drivers while their assigned vehicles are at the repair facility.



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3. Driver Responsibilities
 - a. Deliver assigned vehicle to the repair facility during the morning hours to ensure the best possible probability that the work is done within the day.
 - b. Pick up the vehicle when the work is completed.
 - c. Fill the gas tank of the temporary vehicle at the end of duty.
 - (1) Do not turn in a temporary vehicle without first filling the gas tank.
 - d. If a temporary fleet vehicle is not available during PM, drivers should have a contingency plan.
 - e. Non-Routine Maintenance
 - 1) The officer shall notify his/her supervisor if a vehicle needs repair.
 - 2) The officer shall have prior approval before taking the vehicle to the repair facility.
 - 3) In an emergency, such as a smoking engine, the officer shall notify his/her supervisor as soon as practical.
4. The supervisor shall notify the Administrative Commander whenever a vehicle assigned to his/her shift has been approved for repairs.



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Chapter 36 Department Vehicles

GO 20-003, 01/23/2020

Section 02 Assigned Personal Patrol Vehicle Program (Take Home)

Supersedes GO 19-016

A. Policy

1. The Department will, as funding is available, provide an assigned take home vehicle to officers who meet qualifying criteria.
2. All personnel assigned a take home vehicle will abide by all rules and regulations governing the assignment, use, care and equipping of agency vehicles.
3. The purpose of the take home vehicle is to help officers better serve the citizens of Aberdeen.

B. Program Objectives

1. The Program's objectives are to:
 - a. Permit eligible officers to use their police vehicles while off duty under certain circumstances;
 - b. Enhance police visibility and capability for response within the City limits; and
 - c. Be operational as fiscal limits allow.

C. Eligibility Requirements

1. The assigned vehicle policy is voluntary and open to officers in good standing:
 - a. Who have satisfactorily completed their field training requirement; and
 - b. Are eligible to participate.
2. Residency
 - a. All participants must reside and have a permanent address within a 25-air-mile radius of the City boundaries.

D. Vehicle Location Restrictions

1. APD vehicles and/or any City vehicle or any vehicle leased for official use shall not leave the State of Maryland unless on official duty and approved by a supervisor.
2. Participants who live inside the 25 air-mile radius of City boundaries, but outside of the State of Maryland, shall:
 - a. Leave their Department vehicle in Maryland, within the 25-air-mile radius;
 - b. At a public safety facility; and
 - c. With written approval from:
 - 1) The facility representative; and
 - 2) The Chief of Police.
3. Participants who live outside of Harford County are prohibited from using the vehicle off-duty outside of Harford County.
4. These requirements may be modified by the Chief of Police, at his discretion, for those officers whose assignments require them to have an assigned vehicle.



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E. Selection of Participating Officers

1. The selection of officers to participate in the Program will be based on the following criteria in the following order:
 - a. Rank;
 - b. Seniority;
 - c. Residency; and
 - d. Job Assignment.
2. In situations when Program participants have the same rank and time in grade, the Chief of Police will take into consideration the following, which include, but are not limited to:
 - a. Subjectivity and availability for “call back”;
 - b. Expertise in a specialized field;
 - c. Demonstrated ability to care for and maintain a police vehicle;
 - d. The officer’s assignment within the Department; and
 - e. Consistency of acceptable performance.

F. The Daily Administration of the Program

1. Administrative Commander shall administer the Program.
2. Other duties and responsibilities of maintaining the Program shall consist of, and may not be limited to the following:
 - a. Ensure that all assigned vehicles are maintained properly and serviced in a timely manner;
 - b. Prior to any vehicle being assigned, an inventory of all Departmental issued equipment will be conducted with the officer to whom the vehicle is assigned;
 - c. Ensure that the officer assigned to the vehicle acknowledges receipt of the vehicle and its inventory by having said officer sign for the vehicle (disposable items, such as first aid supplies and road flares will not be a part of the inventory, and as new equipment is provided, it will be added onto the inventory record and acknowledged by the assigned officer); and
 - d. Inspect of the vehicle prior to being assigned to an officer recording any vehicle damage or obvious mechanical problems and acknowledged by the officer to whom the vehicle is to be assigned.

G. Participant Responsibilities

1. Officers participating in the program shall be responsible for strictly adhering to program rules, regulations, and requirements.
2. Rules, Regulations, and Requirements
 - a. Participating officers shall report to the Fleet Coordinator any deficiencies in the vehicle’s condition.
 - b. Participating officers shall initiate a CAD entry for any police activity generated while off duty.



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- c. Participating officers shall be personally responsible for the care and maintenance of the vehicle assigned to them.
- d. Scheduled preventive maintenance will be accomplished in a timely manner, according to the vehicle's maintenance schedule, and while the officer to whom the vehicle is assigned is off duty.
- e. On duty repairs or maintenance shall only be carried out in case of any emergency or with approval of the participating officer's supervisor.
- f. Participants will provide a consistent level of acceptable performance in order to continue as a participant.

H. When the Vehicle Is to Be Relinquished

- 1. Any participating officer who is on leave and not at his residence for more than seven days will turn in their assigned vehicle to either the coordinator or the on-duty shift supervisor.
 - a. The vehicle will be kept at the Police Department.
 - b. If possible, an assigned vehicle will not be used for general fleet use.
 - 1) If it becomes necessary to use the vehicle, the first priority for a temporary assignment will be to an officer in the program who is currently without an assigned vehicle or an eligible officer who has not yet been assigned a vehicle.
 - c. In the event a shortage of available police vehicles for patrol occurs, officers using assigned vehicles will be notified to bring their vehicle to the police station for patrol use.
 - 1) Failure to respond without good cause will subject the officer to administrative review and possible sanctions.
 - d. Any officer using another officer's assigned vehicle is responsible for its operation and contents.

I. Circumstances under Which an Assigned Vehicle May Be Used

- 1. Participating officers will only use their assigned vehicles in the following circumstances:
 - a. To travel to and from tours of duty;
 - b. To travel to and from court appearances;
 - c. Overtime assignments;
 - d. To travel to and from training assignments;
 - e. While conducting Departmental business outside the City limits;
 - f. Participating officers operating their assigned vehicle from their place of residence will not use the vehicle to conduct any personal business outside city limits of Aberdeen.
 - 1) Exceptions may be made by the Chief of Police for officers because of their call out status and must always be available to respond.
 - 2) Officers assigned to specialized units shall always have the necessary equipment to perform that job function in their assigned vehicle.



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- g. It is permissible to use an assigned vehicle to transport another member of this Department to or from work, if it is within the established range.
- h. Assigned vehicles may be used during part time employment.
 - 1) The use of a City Police Cruiser may not be a condition of an employment offer, as this provision is subject to revision at the Chief's discretion.
- i. Additionally, assigned vehicles may be used during "extra duty" employment without restriction.
- j. Assigned vehicles may be used to transport family members if it is within established guidelines.

J. How Participants Are to Be Dressed, Equipped While Operating a Department Vehicle

1. Officers are always considered ready for duty and while operating a Departmental vehicle must:
 - a. Be suitably armed with their Departmental issued handgun or an approved off duty weapon (in accordance with Department General Orders).
 - b. Have in their possession at least one pair of handcuffs, a flashlight, and their official badge and Department issued police credentials (in accordance with Department General Orders).
 - c. Participating officers are encouraged to carry some type of attire to make them readily recognizable as police officers.
 - d. Participating officers operating a take-home vehicle off-duty, and their passengers, shall not dress in a manner or exhibit conduct that will bring discredit to the Department.
 - 1) Prohibited clothing includes but may not be limited to:
 - a) Shirts without sleeves;
 - b) Form-fitting clothing; and
 - c) Shorts with hemlines more than four inches above the knee.
 - 2) The clothing worn by a participating officer shall be clean and free of holes.
 - 3) Participating officers and their passengers shall dress in a manner that promotes a positive image of the Department, and that does not create a safety hazard for the officers.

K. Special Considerations, Precautions, Prohibitions

1. Participating officers shall make traffic stops only for a serious traffic violation(s), or when the officer's inaction would reflect unfavorably on the Department as authorized by the mutual aid agreement with the Harford County Sheriff's Department.
2. Officers shall not use the vehicle to carry excessively large or heavy loads where objects protrude from the trunk or windows, except when required by the officer's official duties.



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3. Officers shall remove Department portable radios, shotguns, or other types of weapon(s) from the vehicle and shall store them at either the police facility or inside the officer's residence when the vehicle is unattended, unless secured with approved additional security measures.
4. Other Departmental equipment will be removed from the passenger section of the vehicle and placed in the vehicle trunk, secured in the officer's station locker or inside the officer's residence when their assigned vehicle is unattended for other than an extended period of time.
5. The officer shall ensure that no unauthorized persons handle Departmental weapons or equipment.
6. No unauthorized person is permitted to operate the vehicle, except in an emergency. Participants may borrow an assigned vehicle from another participant with the approval of the Chief of Police or coordinator.
7. Participants shall not use a fleet vehicle for take home purposes when their vehicle is down for repairs, unless such use is approved by the Chief of Police or designee.
8. Officers are prohibited from utilizing any APD vehicle when engaged in any type of political activities, to include, transportation to/from political rallies, caucuses, promotional events, or fund raisers.
9. No bumper stickers, placards, banners, decals, or insignia will be affixed or attached to any APD vehicle without the express approval of the Chief of Police.
10. Participating officers shall not engage in any type of inappropriate behavior while utilizing any APD vehicle to include rental units and vehicles on loan from other agencies. Such behavior includes displays of affection and any type of sexual activity. A violation of this section may result in the removal of the assigned vehicle in any above described vehicle; form the offender for a minimum of one year.
11. Participating officers operating any APD vehicle, shall neither possess nor purchase any type of alcoholic beverage in the vehicle, except as required in the official performance of his/her duties.
12. Participating officers shall not operate any APD vehicles after ingesting any type of drug, medication, or alcohol which impairs his/her ability to operate a motor vehicle.
 - a. Any officer who operates any Department vehicle with the slightest impairment due to alcohol or drug use, may be terminated from employment.
13. Personnel with temporary physical limitations due to injuries or personnel in certain disciplinary status shall not be permitted to operate a Departmental vehicle without the approval of the Chief.
14. Participating officers shall make no alterations, nor will they install any equipment in any APD vehicle.
15. Statewide authority regarding violations of the criminal code require APD officers to respond accordingly even though the officer maybe outside of his hiring authority's jurisdiction.



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16. When in a 10-8 Code 30 status all officers will maintain radio contact with dispatch.
 - a. This procedure will enable such units to be aware of and respond to those incidents which occur in the area that may require emergency response.
17. Any required follow through may entail being placed in an on-duty status:
 - a. Officers of the Aberdeen Police Department shall have statewide authority in matters of criminal violations as defined in the *Maryland Criminal Procedures, Article 2-102*.
 - b. This section does not authorize a police officer who acts under the authority granted by this section to enforce the Maryland vehicle law beyond the police officers sworn jurisdiction, unless the officer is acting under a mutual aid agreement.

L. Response to Calls or Incidents Off-Duty

1. Officers shall refrain from using the radio for other than official business and will use established radio procedures to denote that they are off-duty when using the radio in that capacity.
2. Officers off-duty and operating an APD vehicle shall to respond to serious incidents involving threats to life or property when they are in close proximity to the call.
 - a. Failure to respond to a call of this nature while off-duty will be considered neglect of duty and will be dealt with accordingly.
 - b. In addition to any disciplinary action imposed by the Chief of Police, the offender may be permanently disqualified from receiving an assigned vehicle.
3. Off-duty officers driving a Department vehicle may respond to calls of a less serious nature at their discretion within the limits of the City of Aberdeen.
4. Participating off-duty officers shall handle and clear minor incidents encountered.
5. When incidents of a serious nature are encountered off-duty, the officer shall request an on-duty officer to respond, and if no on-duty officer is available, the off-duty officer shall respond to the incident in accordance with reporting procedures.
6. Participating officers are responsible for the safety of their passengers.
 - a. If an emergency response situation requires actions, passengers will first be deposited at some convenient location before emergency runs and/or responses are initiated.
 - b. This procedure shall not apply when other police officers or injured/ill persons are riding as passengers in an APD vehicle while the operator is making an emergency run in the interest of protecting life and property.
7. Concern for a passenger's safety shall not be accepted as an excuse for failing to take proper police action when required.
8. Seat belts will be used by all officers operating Department vehicles, and by all passengers riding in Department vehicles.
9. Any officer transporting an infant shall use an approved child safety restraint seat in accordance with applicable State laws.
 - a. The child safety restrain seat shall be removed from the vehicle when it is not in use.



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10. Participating officers performing police duties while off-duty in a Department vehicle shall not be eligible for overtime compensation unless they are activated to on-duty status because of the incident they are involved in.
11. Advising that an off-duty officer is responding to a call does not constitute emergency call-in status.

M. Sanctions and Disciplinary Actions for Program Violations

1. An officer may be suspended or terminated from the Program, at the discretion of the Chief of Police, for any violation of *Department Policies and Procedures*.
2. Suspension or termination from the Program shall be a prescribed action for any officer's failure to comply with the mandates of the Program and/or for failure to consistently perform at acceptable levels.



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Chapter 36 Department Vehicles
Section 03 Special-Purpose Vehicles

GO 21-013, 06/04/2021
Supersedes GO 18-055

A. Policy

1. The Aberdeen Police Department will utilize special-purpose vehicles and equipment as needed throughout the city.

B. Definition

1. Special-Purpose Vehicle - a vehicle authorization for deployment and may require specialized operator training.

C. Administration

1. The Administrative Commander or designee is responsible for the condition and maintenance of these vehicles. (41.1.3c)

D. Bicycle

1. Used to augment and complement foot patrol, authorized by the Chief of Police or his designee. (41.1.3a)
2. Operators must have IPMBA or equivalent certification to use the bicycle. (41.1.3b)
3. Equipment kept in or on the vehicle: (41.1.3d)
 - a. Mounted headlight;
 - b. Auditory device;
 - c. Locking device; and
 - d. Luggage rack and bag.

E. Community Policing Vehicle

1. Used at community events to promote highway safety, authorized by the Chief of Police or his designee. (41.1.3a)
2. Valid driver's license is required to operate this vehicle. (41.1.3b)
3. A fire extinguisher is kept in the vehicle. (41.1.3d)

F. CSI Vehicle

1. Used for crime scene investigations, by the CSI Detective. (41.1.3a)
2. Valid driver's license is required to operate this vehicle. (41.1.3b)
3. Equipment kept in the vehicle: (41.1.3d)
 - a. Cameras and accessories;
 - b. Lighting equipment;
 - c. Viewing equipment;
 - d. Casting equipment;
 - e. Latent print equipment;
 - f. Evidence collection containers; and
 - g. Blood testing equipment.



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G. Pickup Truck

1. Used to transport over-sized equipment, special-use equipment, and some emergency equipment, authorized by the Chief of Police or his designee. (41.1.3a)
2. Valid driver's license is required to operate this vehicle. (41.1.3b)
3. Equipment kept in the vehicle: (41.1.3d)
 - a. Mounted lights and siren; and
 - b. Radio.

H. UTV (Utility Vehicle)

1. Used for adverse terrain conditions to transport officers and/or equipment, authorized by the Chief of Police or designee. (41.1.3a)
2. Valid driver's license is required to operate this vehicle. (41.1.3b)
3. Equipment kept in vehicle: (41.1.3d)
 - a. Winch.

I. Code Enforcement Vehicle

1. Used by the Code Enforcement Officer for travel to conduct property inspections in the service area. (41.1.3a)
2. Valid driver's license is required to operate this vehicle. (41.1.3b)
3. No equipment is kept in this vehicle. (41.1.3d)



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Chapter 36 Department Vehicles
Section 04 Bicycle Patrol

GO 13-019, 07/22/2013
Supersedes Original

A. Policy

1. This Department strives to provide a highly visible, pro-active police patrol and community service.
2. The Bicycle Patrol augments and complements foot and vehicle patrols, providing a comprehensive method of patrol in the City of Aberdeen.

B. Supervision and Scheduling

1. Bicycle patrol officers will work under the supervision of their regular patrol supervisors.
 - a. When the bicycle patrol officer is working a special detail, he/she will work under the supervision of that supervisor.
2. Bicycle patrol may be scheduled during night hours at the discretion of the officer and supervisor in charge.

C. Duties and Responsibilities

1. Bicycle patrol officers will answer calls in the designated geographical area of assignment.
2. Bicycle patrols will be deployed in either residential or commercial areas, or where they can address a specific need.
3. General patrol duties include, but are not limited to:
 - a. Enforcement of criminal laws.
 - b. Enforcement of parking regulations.
 - c. Enforcement of bicycle infractions.
 - d. Crime prevention activities.
 - e. Special details.
4. Bicycle patrols may participate in stationary traffic enforcement details such as
 - a. Seatbelt Checks,
 - b. DWI Checks, and/or
 - c. Any other enforcement determined to be safe by the Chief of Police or his/her designee.
5. Officers may patrol alone when the purpose of the patrol is high visibility, crime prevention, and the improvement of community relations.
6. When patrolling high crime/drug areas for special enforcement purposes, officers will ride in pairs.
7. Officers are expected to perform their duties in all types of weather conditions.
 - a. The suspension of bicycle patrols due to weather conditions will be determined by the shift supervisor and the Bicycle Patrol Officer.
 - b. Officers should check weather forecast prior to their tour of duty.



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c. If a forecast of inclement weather conditions (i.e. rain, snow, etc., excluding thunderstorms) is greater than 50%, officers should consider reporting for duty in regular duty uniform.

8. The bicycle officer may be called upon to act innovatively, because of increased mobility.
9. Officers should have the desire to learn, develop and implement pro-active approaches to this highly visible police function.

D. Bicycle Operation

1. Bicycle patrol officers will adhere to the rules and laws governing the operation of bicycles in accord with the Transportation Article,
2. Bicycle officers will operate bicycles according to the Maryland Motor Vehicle Code, with caution when operating on a sidewalk, park path, and in pursuit of a suspect or responding to an emergency situation.
3. The bicycle headlamp and rear red light will be activated when officers participate in nighttime patrol.
4. Officers may use their bicycles as a defensive mechanism.
5. Officers shall not use their bicycles as an impact weapon.
6. Officers will exercise caution when operating portable radios while the bicycle is in motion.
 - a. If possible, the bicycle should be stopped before using the radio.

E. Prohibited Activities

1. Officers will not discharge firearms while operating a bicycle.
2. Officers will not carry passengers or allow department bicycles to be used by unauthorized persons.
3. Bicycle patrols should not be used for motor vehicle stops.

F. Requirements for Bicycle Patrol Ancillary Duty Assignment

1. Assignment to bicycle patrol is voluntary.
2. Interested officers can request assignment to their shift supervisor.
3. Requests will be reviewed by the Chief of Police or designee, to ascertain suitability for assignment.
4. The officer must be in good physical condition and have no medical ailment or condition that would preclude him/her from riding a mountain type police bicycle.
5. A physical screening may be authorized if determined necessary and will be addressed on a case by case basis.

G. Specialized Training

1. The use and operation of police bicycles is restricted to members of the Department who have been properly trained.



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2. The newly appointed Bicycle Patrol Officer will attend and be certified through an approved International Police Mountain Bike Association (IPMBA) or Maryland Police Training and Standards Commission (MPTSC) basic police bicycle training course.

H. Bicycle Issuance and Handling

1. Bicycles will be assigned by the bicycle patrol coordinator.
2. Bicycle officers will secure and lock their bicycle when dismounted for non-emergency situations.
3. Bicycles and bike racks (carriers) will be returned to the sally port at the conclusion of the officer's tour of duty.
4. Unattended bicycles will be secured at all times.
5. When not in use, bicycles will be stored indoors.

I. Authorized Bicycle Patrol Uniform

1. The Department will issue to officers:
 - a. Shirt: Two-tone blue polo type with
 - 1) the word "Police" in reflective writing on back,
 - 2) the Aberdeen Police Department patch on each shoulder, and
 - 3) the sewn on cloth Aberdeen Police Department badge
 - b. Shorts/Pants:
 - 1) Navy blue with two rear pockets, and two cargo pockets on each thigh
 - 2) Includes a reflective strip on each thigh whenever possible
 - c. Helmet: White, Black, or Combination
2. Wearing of the Uniform
 - a. The following items are mandatory safety equipment, which will be worn by the bicycle patrol officer when operating a department bicycle:
 - 1) Issued helmet
 - 2) Biking gloves
 - 3) Body armor
 - b. Officers shall wear the authorized Bicycle Patrol uniform during the performance of their Bicycle Patrol duties.
 - c. Officers will not wear any part(s) of the Bicycle Patrol uniform when they are dressed in the regular duty uniform.
 - d. Court Duty
 - 1) Officers will wear the regular duty uniform to court.
 - 2) Officers will not wear Bicycle Patrol uniforms to court.



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3. Officers are allotted a shoe/boot allowance
 - a. Black low cut socks with limited markings
 - b. Black short/low style sneakers with limited markings
4. Eye and Hand protection are recommended
 - a. Bicycle riding style gloves
 - b. Safety goggles/glasses
5. The reflective vest will be carried by each bicycle patrol officer.

J. Bicycle Inspections

1. Bicycle patrol officers are responsible for the appearance and condition of their bicycles, equipment and uniforms.
2. Officers will conduct a mechanical inspection of their bicycles prior to patrol, and will advise their supervisor of any damage or unsafe condition of the bicycle.
3. Officers will conduct another inspection of their bicycles at the end of their patrol.
4. *IPMBA Bicycle Replacement Guidelines 9/23009* has set standards to ensure officer safety
 - a. The frame
 - 1) Frames should be inspected frequently for cracks, during routine service or at the least annually, by a qualified bike mechanic.
 - 2) If the frame is in good shape, everything else can be repaired or replaced.
 - 3) If the frame is damaged, it should be replaced.
 - 4) Parts from the damaged frame, if they are still serviceable, can be used on the new frame.
 - b. The fork
 - 1) Check for cracks and misalignment problems to prevent a catastrophic failure and rider injury.
 - 2) Check for internals that leak and damaged seals.

K. Damage to Bicycles

1. Supervisors will be required to conduct an investigation into accidents and damage to any department bicycle.
2. Supervisors will submit the results of the investigation to the Chief of Police through the chain of command.

L. Maintenance and Repairs

1. If it is determined that the bicycle is unsafe to operate, the officer will notify the supervisor, and document the noted deficiencies on APD Form # 37 Buck Slip and submit the form to the Bicycle Patrol Coordinator.



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Chapter 36 Department Vehicles
Section 04 Bicycle Patrol

GO 13-019, 07/22/2013
Supersedes Original

2. Any bicycle that is determined by the bicycle coordinator to be unsafe will immediately be placed out of service and repaired (by reputable bicycle repair mechanic) upon approval by the Administrative Lieutenant.
3. A repair request shall be submitted by the officer upon observation of a needed repair to the bicycle patrol coordinator.
4. The bicycles will serviced at least once a year to keep the bicycle in good working condition.
5. Other than minor adjustments and repairs, maintenance will be approved in advance by the Bike Patrol Coordinator.
6. Officers will not make any adjustments to issued bicycles and/or equipment, nor add any item and/or equipment for their use or for the bicycle itself without the authorization of the Chief of Police or designee.



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Chapter 36 Department Vehicles
Section 05 Small Unmanned Aircraft Systems (Drones)

GO 23-004, 04/17/2023

A. Policy

1. The Aberdeen Police Department may use Small Unmanned Aircraft Systems (UAS) to provide airborne support to police operations in a safe, responsible, and transparent manner to preserve the peace, reduce response times, and enhance the department's mission of providing a safe living and work environment.¹
2. The Aberdeen Police Department shall have all applicable authorizations, permits, or certifications of waiver required by the FAA prior to deploying or operating the UAS in the National Airspace System, and these authorizations, permits, and certificates of waiver shall be maintained and current.²
3. The Operations Division Commander shall have the direct responsibility for this program.

B. Definitions

1. **Certificate of Waiver or Authorization (COA)** - A waiver granted by the Federal Aviation Administration (FAA) giving permission to trained and certified pilots to fly within specific parameters and predetermined boundaries.
2. **Command System** – Remote controller and screen/application used to control and operate UAS.
3. **Federal Aviation Administration (FAA)** -The national aviation authority of the United States with powers to generally regulate all aspects of American aviation.
4. **Visual Observer (VO)** – Secondary operator who assists the pilot with approved missions.
5. **Pilot** – Authorized operator of the UAS.
6. **Program Manager** – Operations Division Commander
7. **UAS Supervisor** – Responsible for the direct supervision of the UAS Unit.
8. **Recorded Media** - Video signals recorded or digitally stored on a storage device or portable media.
9. **Small Unmanned Aircraft System (sUAS)** – Drone
10. **Unmanned Aerial Vehicle (UAV)** – An unmanned aircraft of any type that is capable of sustaining flight, whether programmed or remotely controlled.
 - a. UAVs are a component of an Unmanned Aircraft System (UAS).
11. **Unmanned Aircraft System (UAS)** – A UAS consists of an Unmanned Aerial Vehicle (UAV or Drone), under 55 pounds, and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means. (41.1.3d)

¹ 14 CFR Part 107 Small Unmanned Aircraft Systems <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>

² 14 CFR Part 107.200 Waiver Policy and Requirements <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107/subpart-E/section-107.200>



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12. **Flight Crew Member** - pilot, visual observer, camera operator or other person assigned to duties for a UAS flight.
13. **Remote Pilot in Command (Pilot)** - Person who holds a remote pilot certificate with an sUAS rating and exercises control over a sUAS during flight.
 - a. The Pilot has final authority and responsibility for the operation and safety of sUAS during operations.
14. **Visual Line of Sight** - the capability to see the aircraft with vision unaided by any device other than corrective lenses always.
15. **Visual Observer** – The flight crew member who assists the pilot by supplementing situational awareness and assisting with identification of other air traffic, objects, or hazards.

C. Training (41.1.3b)

1. Officers assigned as pilots, flight crew, or visual observers shall complete a basic training program to ensure proper use and operations of the equipment.
 - a. Pilots shall pass an FAA knowledge test and possess a remote pilot certificate (Part 107) before authorized to pilot the equipment.³
 - b. Pilots must demonstrate and possess the skills needed to navigate the UAS safely and proficiently in day and nighttime environments.
 - c. The training will include flight operations to ensure pilot proficiency, operational procedures, proper calibration, and performance of the equipment.
 - d. Each Remote Pilot in Command must maintain their competence in the use, operation, calibration, and performance of UAS equipment.
 - e. At a minimum, each Remote Pilot in Command must complete three takeoffs and landings every 90 days to maintain flight proficiency (these should be completed no closer than two weeks apart).
2. All Department personnel, including PCOs, with UAS responsibilities shall complete training in the local and federal laws and regulations, and policies and procedures governing the deployment and use of UAS.
3. Prior to UAS operation at night, the UAS Supervisor shall implement training procedures that specifically address physiological conditions which may degrade night vision and overcome visual illusions caused by darkness.

³ 14 CFR Part 107 Small Unmanned Aircraft Systems (<https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>)



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D. Drone Request or Call-Out

1. The UAS may be deployed upon request of any federal, state, local, or other agency sUAS support.
2. Requests shall be received by the Operations Division Commander and forwarded to the UAS Supervisor.
3. The Supervisor shall determine if the use of a UAS is appropriate for the situation and whether it can be deployed in a safe manner.
4. The pilot has final authority for the operation and safety of UAS operations.

E. Deployment Operations

1. The Pilot shall instruct the PCO to broadcast over the radio that a UAS flight is taking place.
2. The PCO shall initiate a second broadcast when the mission is complete and the UAS has terminated its flight.
 - a. The PCO shall record the times of flight deployment and flight termination in CAD.
3. Visual Observer
 - a. Mandatory during night operations.
 - b. At least one visual observer shall be designated within the flight crew to assist the pilot with situational awareness and assist with maintaining visual line of sight.
 - c. The pilot and the visual observer shall always maintain effective communication with each other.
 - d. Visual Observer during daytime operations is preferred but not required.
 - e. The Visual Observer, when present, shall be the only person who communicates directly with the pilot.
 - 1) The visual observer shall be responsible for handling communications between flight crew and those not associated with the operation of the UAS.
 - f. Anyone needing to communicate with the pilot will do so through the visual observer.
 - g. If a visual observer is not present, the pilot will designate an on-scene officer to serve as point of contact for communications.
 - h. While participating in a UAS mission, all members of the UAS Flight Crew will report to the designated pilot in command.

F. UAS Deployment Situations (41.1.3a)

1. Officers use the UAS to provide an aerial-visual perspective for investigations, emergency situations, and exigent circumstances, including but not limited to:
 - a. Search and Rescue:
 - 1) To assist missing person investigations, AMBER Alerts, Silver Alerts, and search and rescue missions;
 - b. Situational Awareness:



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- 1) To assist decision makers (e.g., incident command staff, first responders; local, state, and federal officials) in understanding the nature, scale, and scope of an incident and for planning coordinating an effective response;
- c. Tactical Deployment:
 - 1) To support the tactical deployment of officers and equipment in emergency situations (e.g., incidents involving hostage and barricades, support for large-scale tactical operations, and other temporary perimeter security situations);
- d. Visual Perspective:
 - 1) To provide an aerial perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security;
- e. Visual Inspection:
 - 1) To visually inspect government owned or leased infrastructure (e.g., buildings, communication towers, and Department property);
- f. Scene Documentation:
 - 1) To document a crime scene, crash scene, or other major incident scene such as disaster management, incident response, and large-scale forensic scene investigation;
- g. Large, outdoor public events where there could be a risk to public safety.
 - 1) Drones shall not be used for First Amendment related events; and
- h. Other events authorized by the Chief of Police or designee.

G. Restrictions and Prohibitions (41.1.3a)

1. Only Department personnel (pilots and crew members) who have been trained in the operation of the system and certified by the FAA shall operate the UAS.
2. Officers shall use the UAS only to support official law enforcement, public safety missions and training;
3. Officers shall not use the UAS for First Amendment related events;
4. The Pilot shall not operate the UAS in an unsafe manner or in violation of FAA rules; and
5. The UAS shall never be equipped with weapons of any kind.

H. Privacy

1. The use of UAS involves privacy considerations.
 - a. Crew shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy, absent a warrant, court order, or appropriate exigent circumstances.
 - b. Employees shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where a reasonable expectation of privacy exists.
 - c. Use of vision enhancement technology (e.g. thermal or other imaging equipment not generally available to the public) is permissible in viewing areas only:



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- 1) Where there is no protectable privacy interest; or
 - 2) When in compliance with a warrant, court order, or appropriate exigent circumstances.
2. Where there are specific and articulable grounds to believe the UAS will intrude upon reasonable expectations of individual privacy, officers shall obtain a search warrant prior to conducting the flight, absent exigent circumstances or other exceptions to the warrant requirements.
 3. If the pilot is unsure, the pilot shall consult with the States Attorney's Office.

I. Equipment Maintenance

1. The pilot is responsible for equipment maintenance. (41.1.3c)
2. The Pilot and Crew shall use reasonable care of the equipment to ensure proper functioning.
3. The pilot shall complete a pre-flight checklist to include inspecting and testing UAS equipment prior to each deployment to verify the proper functioning of all equipment and the airworthiness of the device.
4. The pilot and crew shall inspect the UAS equipment at the end of each deployment.
5. If any damage is found or if the equipment malfunctions, the Pilot shall take the equipment out of service and make arrangements for appropriate repair or replacement.
6. The Pilot shall document the damage on the *UAS Inspection Form*.

J. Documentation

1. The Pilot and Crew shall document the deployment mission in an incident report and shall include the following information:
 - a. The reason for the flight;
 - b. The date, time, and location of the flight;
 - c. The requestor of the deployment;
 - d. The flight crew members assigned; and
 - e. A summary of activities covered, actions taken, and outcomes from the deployment.

K. Reporting

1. The Pilot and Flight Crew Members shall complete an Incident Report on all deployments prior to the end of shift.
2. The UAS Supervisor and the Operations Division Commander shall review all deployments of the UAS at least quarterly and ensure that deployments are in compliance with this policy.
3. The UAS Supervisor will publish and submit to the Operations Division Commander an annual report documenting the Aberdeen Police deployment and use of the sUAS.
4. Any audio, video, or images captured during training flights shall be retained for at least 90 days.



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L. Drone Crash Mandatory Reporting to FAA⁴

1. The pilot shall report the crash to the FAA online (<https://faadronezone-access.faa.gov/#/>) within 10 calendar days after the incident:
 - a. Any occurrence where the use of a UAS causes serious injury or any loss of consciousness to any person; or
 - b. Damage to any property other than the UAS, only when:
 - 1) The cost of repair (including materials and labor) exceeds \$500; or
 - 2) The fair market value of the property exceeds \$500 in the event of total loss.
2. FAADroneZone Dashboard

Part 107 Accident Reports

The remote pilot in command must report any sUAS accident to the FAA no later than 10 days after a Part 107 operation that meets the following criteria:

- Serious injury to any person or any loss of consciousness; or
- Damage to any property, other than the small unmanned aircraft, unless one of the following conditions is satisfied:
 - The cost of repair (including materials and labor) does not exceed \$500; or
 - The fair market value of the property does not exceed \$500 in the event of total loss.

You currently do not have any accident reports.

REVIEW PART 107 ACCIDENT REPORTS

SUBMIT PART 107 ACCIDENT REPORT

M. Pilot Selection

1. Pilots will be selected through a process determined by the Chief of Police.
2. All pilots selected must shall:
 - a. Obtain FAA Part 107 certification;
 - b. Achieve proficiency in operation of Aberdeen Police sUAS; and
 - c. Be approved by the Chief or his designee.

⁴ 14 CFR Part 107.9 Safety Event Reporting
<https://www.ecfr.gov/current/title-14/chapter-1/subchapter-F/part-107/subpart-A/section-107.9>