

State of Iowa Department of Corrections

Policy and Procedures

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Applicability: CBC
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Chapter 3: COMMUNITY-BASED CORRECTIONS (CBC)
Sub Chapter: HIGH RISK UNIT (HRU)
Related DOC Policies: N/A
Administrative Code Reference: N/A
Subject: HRU VEHICLE OPERATIONS
PREA Standards: N/A
Responsibility: Sally Kreamer
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Authority:

1. PURPOSE

To ensure that members of the HRU are operating their assigned vehicles in a safe manner and in accordance with the Department's needs.

2. POLICY

HRU Officers spend a great deal of time traveling in District owned vehicles. Officers are to operate these vehicles in a manner that is equally safe to themselves, any potential passengers and to the general public.

3. DEFINITIONS - as used in this document:

- A. Emergency - A situation in which there is a high probability of injury or death to a person that could be averted or reduced by the presence of a Certified Peace Officer.
- B. Emergency Vehicle – An IDOC District HRU vehicle equipped with emergency lights and siren becomes an emergency vehicle when those devices are activated.

- C. Forcible Felony - A forcible felony is any felonious child endangerment, assault, murder, sexual abuse, kidnapping, robbery, arson in the first degree, or burglary in the first degree (**Iowa Code 702.11**).

4. PROCEDURES

A. Emergency Vehicle Operation

1. When operating District vehicles while in the performance of regular duties, officers will abide by all traffic laws and ordinances.
2. Officers shall use District owned vehicles for business only. Officers shall not allow family members or other unapproved persons to ride in District owned vehicles.
3. Officers shall ensure that the vehicle log is properly filled out each time the vehicle is used. All logs and attached receipts shall be forwarded for review to the HRU Supervisor at the end of each month.
4. Regardless of the nature of the emergency, officers shall not drive in such a manner as to endanger the life or property of another. Officers shall always consider road, traffic, and weather conditions and their ability to control vehicles under adverse conditions.
5. HRU Vehicles shall only be operated as emergency vehicles when the officer has reasonable cause to believe a life is in danger or when their immediate assistance is requested by another law enforcement agency.
6. The following are examples of emergency situations necessitating the operation of an HRU vehicle as an emergency vehicle:
 - a. Officer needs assistance calls;
 - b. Reports of a forcible felony in progress;
 - c. Maintaining contact with a vehicle identified in an Amber Alert.
7. Officers shall **NOT** conduct vehicle traffic stops unless one or more of the following conditions is met:
 - a. An occupant of the vehicle being stopped is identified as an offender currently on supervision; and the Officer has reason to believe the offender has violated the rules of their supervision.

- b. The Officer believes that the offending motorist is a traffic hazard that could be an imminent threat to the safety of other motorists or pedestrians. In these cases, the local law enforcement agency with jurisdiction will be requested to respond to take over the stop.
 - c. The Officer is requested by another law enforcement agency to stop a vehicle until the requesting agency or agent can respond.
8. Officers shall **NOT** engage in any high speed pursuit/driving unless there is imminent threat to innocent lives and there is no other means available to maintain contact with the perpetrator.
 9. If an Officer engages in a high speed pursuit, a detailed incident report will be completed to report the circumstances and justification for this action prior to going off of duty.
 10. Any time an Officer uses their assigned vehicle as an Emergency Vehicle, they will concisely report the circumstances and justification for this action on their Daily Report Log.

The Daily Report Log must be transmitted to the HRU Supervisor before the end of the Officer's tour of duty in these cases.

B. Mobile Data Computer (MDC) Use

1. Officers using the MDC shall comply with all federal and state regulations and shall use the MDC in a professional manner, in accordance with District procedures.
2. Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.
3. Officers forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any departmental technology system.
4. The use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.
5. If Officers are assisting with a bomb call they will not communicate on their MDCs when in the area of the suspected device.

C. Maintenance

1. The District shall ensure that District owned vehicles are in good working order.
2. HRU Officers will inspect their assigned vehicle prior to going on duty.
3. HRU Officers are responsible for ensuring that vehicles are kept in proper working order, including emergency equipment, tire pressure, fluid levels, etc.
4. HRU Officers are responsible for ensuring basic upkeep and service is performed on their assigned vehicle.
5. HRU Officers are responsible for cleaning their vehicles, inside and out, on a regular basis.
6. HRU Officers shall immediately report vehicle problems to the HRU Supervisor for resolution.

D. Accidents

Any vehicle accident involving a HRU Officer will be promptly reported and investigated as completely as possible.

1. HRU Officers will do everything necessary to assist in investigating any traffic accidents they are involved in.
2. The immediate responsibilities of an Officer involved in an accident are:
 - a. If possible, render aid to injured parties involved;
 - b. Notify the appropriate law enforcement agency to investigate;
 - c. Notify the HRU Supervisor of the accident;
 - d. If possible, photograph the accident scene and damage to vehicles; and
 - e. Complete a detailed incident report and submit it to the HRU Supervisor as soon as possible.