
	Florida State University Police Department	
Special Purpose Vehicles		
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Policy.

Special purpose vehicles shall be utilized as set forth in this general order. The purpose of this general order is to establish policy and guidelines for the safe and efficient use of special purpose vehicles. The special purpose vehicles utilized by the Department are bicycles, motorcycles, gas/electric carts, Segway, T-3, All Terrain Vehicles (ATVs) and Humvee (HMMWV). The vehicles are restricted to the main campus and surrounding areas including the Southwest campus with the exception of the Police motorcycles which may be driven around the surrounding areas of campus for specific purposes as discussed subsequently in this general order.

Procedures.

A. **Police & Security Bicycles**

1. **Objective**

Sworn Officers, Security Guards, and Public Safety Officers assigned to use agency bicycles shall be supervised by a Patrol Division shift supervisor or a supervisor commanding a special event or detail.

Unless directed otherwise, sworn officers assigned to police bicycle duties shall have the same responsibilities as sworn officers assigned to motor vehicles or foot patrol including, but not limited to, assignment as primary or back-up unit on dispatched calls for service.

Sworn officers may be assigned to a specific area to perform specialized traffic and bicycle enforcement, disseminate information regarding the responsibilities of bicyclists and pedestrians, or patrol for suspicious persons and criminal activity.

2. **Instructions, Conditions, and Limitations [CFA 14.02 A]**

Sworn Officers, Security Guards, and Public Safety Officers using Department bicycles shall comply with all applicable provisions of Section 316.2065, Florida Statutes, except as necessary to perform official law enforcement duties.

Bicycles utilized by the Department are not furnished with emergency equipment. This does not preclude sworn officers from pursuing other bicycles on campus, or suspects on foot, but caution will be exercised.

Security Guards and Public Safety Officers may be assigned to bike to perform their normal day to day duties and for special events.

3. Authorization for Use

The use of Department bicycles is restricted to official on-duty use or special events.

4. Qualifications and Training [CFA 14.02 B]

Sworn Officers, Security Guards, and Public Safety Officers authorized to use the Department's bicycles shall have successfully completed a Department approved course in the operation and use of police bicycles. The Training section of the Department shall maintain a list of the training records of authorized officers.

5. Equipment [CFA 14.02 D]

The Department uses twenty-one (21) speed mountain type bicycles. The bicycles are marked with the word "POLICE" or "SECURITY" on both sides of the frame. Police bicycles are equipped with one (1) front light and one (1) rear light that are battery powered and a black carry bag with the word "POLICE" prominently displayed on both sides. The Department bicycles are not equipped with emergency lights or a siren.

Sworn Officers on bicycle patrol should, at a minimum, have within their carry bag a traffic vest, gloves, Personal Protective Equipment and all necessary paperwork to complete routine patrol functions. Sworn officers should also have within their carry bag any supplementary equipment that can be reasonably carried (i.e. slim jim, first aid kit).

Bike Officers shall dress appropriately for bicycle duties as specified in General Order titled, "Uniforms, Dress Code and Appearance".

B. Harley Davidson Police Motorcycles.

1. Objective

FSU police motorcycles are patrol vehicles for assigned officers within the Patrol Division. FSU PD officers who are assigned motorcycle patrol duties will utilize the motorcycles while on duty unless instructed otherwise by the shift supervisor.

2. Instructions, Conditions, and Limitations [CFA 14.02 A]

FSU PD police motorcycles shall provide law enforcement services in support of the Department's mission, to include:

- a. Routine patrol of assigned zones;
- b. Response to calls for service and criminal investigations;
- c. Traffic law enforcement to include directed efforts responding to citizen complaints; and
- d. Special operations:
 - 1) FSU PD motorcycles may be used to assist at special events requiring the use of motorcycles;

- 2) FSU PD police motorcycles may be used to assist with escorts and parade management; and
 - 3) FSU PD motorcycles may be utilized to assist with Department displays and presentations.
- e. FSU PD motorcycles can participate in motor vehicle pursuits as discussed in General Order titled, "Motor Vehicle Pursuits".
- f. There shall be no time restrictions when the FSU PD motorcycles can be utilized for patrol, details or special events.

3. **Authorization for Use**

Only FSU PD officers who have a valid State of Florida motorcycle license, has been selected and trained for the Motorcycle Patrol assignment are authorized to ride the Department's motorcycles. The Training section of the Department shall maintain the training records of authorized motorcycle officers.

4. **Qualifications and Training [CFA 14.02 B]**

The positions for Motorcycle patrol will be announced along with requirements and expectations. Officers interested in a position shall submit their request in writing to the Associate Chief of Police for Operations. Officers shall be selected based upon the following criteria:

a. Minimum candidate requirements for selection:

- 1) Minimum of two years' service with the Department;
- 2) Possession of a valid state driver's license with motorcycle endorsement or ability to obtain such endorsement;
- 3) Willingness to change schedules to accommodate Department needs;
- 4) Ability to lift the motorcycle off the ground onto the wheels in the event the motorcycle falls over;
- 5) Average or above average traffic enforcement, DUI enforcement, and/or crash investigation experience;
- 6) No disciplinary action exceeding an oral reprimand during the previous calendar year (365 days);
- 7) Both radar and laser certified; or the ability to achieve this certification within 6 months after the assignment, and
- 8) Willingness to commit to a minimum of three years of service with the Motorcycle Patrol unit.

- b. Each officer assigned to the Motorcycle Patrol unit shall receive and pass a police motorcycle patrol operator's course before being allowed to operate a Department motorcycle on duty.
- c. Motorcycle Patrol officers shall receive periodic and regular in-service training to maintain their skills and proficiency.
- d. Each Motorcycle Patrol officer shall successfully pass an annual re-certification test. Officers who have not met this requirement within the prior fourteen months shall not be authorized to operate FSU PD motorcycles until the requirement is met.

5. Equipment [CFA 14.02 D]

Each motorcycle will be equipped as required by Chapters 316, 330, and 322, Florida Statutes, and shall also be equipped with the ABS braking system, Emergency LED lights with a minimum of two (2) forward, two (2) rear, two (2) right & two (2) left, a 100 watt or greater multi-tone siren system, hard saddle bags, a tire pressure gauge, Personal Protective Equipment and a First Aid Kit.

Motorcycle Officers shall dress appropriately for duties as specified in General Order titled, "Uniforms, Dress Code and Appearance".

C. Segway and T-3

1. Objective

The primary use for the device is to facilitate transportation of personnel in confined areas not suited for full sized motor vehicles, or where other pedestrian traffic is a concern.

2. Instructions, Conditions, and Limitations [CFA 14.02 A]

- a. Safety for the operator and the public is paramount when operating the Segway/T-3.
- b. The Segway/T-3 will be operated in a safe manner, having due regard for safety of persons and property.
- c. For operator safety a department approved helmet will be worn during the operation of the Segway/T-3.
- d. The Segway/T-3 cannot and will not be driven in the sand, on stairs, or on and off curbs.
- e. When operating the Segway/T-3 in an area designated only for pedestrians, i.e. sidewalks and special events, the officer will use the Segway/T-3 in a courteous and cautious manner.
- f. The Segway/T-3 is designed to transport one person at a time. Under no circumstances will the operator give anyone a ride.
- g. At no time will the operator allow an unauthorized and/or untrained person to operate the Segway/T-3.
- h. The Segway/T-3 will not be used to conduct traffic stops or traffic control, or engage in vehicle pursuits.
- i. The battery operated headlight must be illuminated when operating the Segway/T-3 at night.

- j. Each operator is responsible for the safe operation of the device while assigned and the overall security of the Segway/T-3 and all assigned equipment.
- k. The maximum weight limit including all gear is recommended not to exceed 260 pounds.
- l. Operators are required to prepare a trip sheet to ensure inspections are completed.
- m. The Segway/T-3 will be plugged in for recharging at the end of each use.

3. Authorization for Use

The Segway/T-3 may be utilized during special events, sporting events and community service events.

The Segway/T-3 will be used as an option for transportation for an officer when approved by the on duty Shift Supervisor.

4. Qualifications and Training [CFA 14.02 B

The Segway/T-3 will be used only by officers who have received documented training by a Department instructor. The Training section of the Department shall maintain a list of the training records of authorized officers.

5. Equipment [CFA 14.02 D]

For night time usage, the Segway/T-3s are equipped with a front and rear light. Segway/T-3s will also be equipped with a first aid kit.

When not in use, the Segway/T-3 will be stored under the covered area east of the Tanner Hall building, or in the case of the Panama City campus, the garage area of the Administration Services building the Police Department resides in.

D. All Terrain Vehicles (ATVs).

1. Objective]

The ATV is a specialized, off-road 4-wheel drive vehicle that is particularly suitable for driving on land surfaces not amenable to other types of law enforcement vehicles. They are most suitable for Departmental use within and upon open areas of the main campus and Southwest campus. ATVs, as specialized vehicles, are to be used for patrol, rescue, and special event purposes within and upon open areas of the University. The objective of ATV usage is to facilitate the provision of regular and specialized police services when the use of other types of vehicles is not considered practical.

2. Instructions, Conditions, and Limitations [CFA 14.02 A]

- a. No employee of the FSU Police Department shall operate an ATV in an emergency mode except in extenuating circumstances. FSU PD employees operating an ATV shall ensure that these vehicles are operated in a safe and cautious manner to ensure the safety of operators, pedestrians, and drivers of other vehicles. When being driven for routine duties, no ATV shall be driven at more than 20 mph.
- b. ATVs are not authorized to be utilized in a vehicle pursuit.
- c. ATVs shall not be used for recreational purposes.

d. ATVs operated on the roadway pursuant to section 316.2074 FSS shall be driven in accordance with all applicable traffic laws and with due regard to the safety of other drivers and pedestrians.

3. **Authorization for Use**

Because the ATV is an official vehicle of the Police Department, only sworn Department members are authorized to use the ATV.

Any operator of the departmental ATV must meet the training guidelines described in section D.4 below.

4. **Qualifications and Training [CFA 14.02 B]**

All FSU PD members who are authorized to drive ATVs are required to have at least a valid state driver's license. All supervisors within the Department, before authorizing any employee to drive an ATV, shall ensure that the employee has successfully completed appropriate training. This training shall consist of transportation, maintenance, operation, and care of ATVs. The Training section of the Department shall maintain an up-to-date list of employees who have successfully completed ATV training.

5. **Equipment [CFA 14.02 D]**

The ATV is equipped with lockable container, Emergency lights with a minimum of two (2) forward & two (2) rear, a siren, a headlight that will wig-wag when activated in the emergency mode and a First Aid Kit.

Officers on ATV patrol should, at a minimum have a traffic vest, gloves, Personal Protective Equipment and all necessary paperwork to complete routine patrol functions. ATV officers should also have within their container any supplementary equipment that can be reasonably carried (i.e. slim jim, first aid kit).

Officers shall dress appropriately as specified in General Order titled, "Uniforms, Dress Code and Appearance," including the use of a departmentally approved helmet and eye protection.

E. Gas and Electric Carts.

1. **Objective**

The objective for the use of the carts is to increase patrolling capabilities of security and public safety officers, provide an efficient means of travel through open areas of campus and to transport one or more persons or small pieces of equipment from one part of the campus to another, i.e., the use of a cart is more feasible and economical than using a Departmental motor vehicle.

2. **Instructions, Conditions, and Limitations [CFA 14.02 A]**

The carts should avoid driving on any streets and use parking lots and green spaces to traverse the campus.

No Cart shall be used in vehicle pursuits.

3. **Authorization for Use**

All Departmental personnel—sworn and non-sworn—are authorized to drive the carts to accomplish Department-related business. The Special Operations Lieutenant and/or any member of the command staff may authorize other qualified FSU employees or students to drive the carts for business pertaining to FSU Police Department operations, providing that they have successfully completed an approved training course.

4. **Qualifications and Training [CFA 14.02 B]**

All drivers for the Department's Carts are required to have a valid state Drivers Licenses. In addition, all supervisors within the FSU PD, i.e., shift supervisors of sworn personnel and administrative supervisors of non-sworn personnel, shall ensure that their subordinate employees who will drive these special vehicles have successfully completed the appropriate training. Rosters of employees successfully completing this training shall be maintained by the Training section of the Department.

5. **Equipment [CFA 14.02 D]**

There is no special equipment contained within the gas/electric carts (other than what has been originally installed by the manufacturers).

F. **HUMVEE**

1. **Objective**

The Department's Humvee is an armored, highly mobile, four-wheel-drive tactical vehicle. The objective of the HUMVEE usage is to facilitate specialized police services when the use of other types of vehicles is not considered practical.

2. **Instructions, Conditions, and Limitations [CFA 14.02 A]**

The Humvee will be utilized as a response vehicle during critical incidents (i.e. active shooter), during critical weather, natural disasters, rescues and in terrains where normal vehicles are ineffective. The Humvee will also be utilized in training events and special events, including parades, crime prevention programs and agency displays/promotions.

3. **Authorization for Use**

Because the HUMVEE is an official vehicle of the Police Department, only sworn Department members are authorized to utilize the HUMVEE.

Any operator of the departmental HUMVEE must meet the training guidelines described in section 4 below.

4. **Qualifications and Training [CFA 14.02 B]**

All supervisors within the Department, before authorizing any employee to drive the HUMVEE, shall ensure that the employee has successfully completed the required Department Training. The Training section of the Department shall maintain an up-to-date list of employees who have successfully completed HUMVEE training.

5. **Maintenance [CFA 14.02 C]**

Any necessary repairs or replacements for the HUMVEE shall be brought to the attention of the Lieutenant for Uniform Operations who is responsible for vehicle maintenance.

6. **Equipment [CFA 14.02 D]**

When in service, the HUMVEE will be equipped with, but not be limited to: emergency lights, siren, fire extinguisher and first aid kit. The HUMVEE is not equipped with lockable doors, therefore other specialized equipment/items cannot be secured properly inside. When operating the HUMVEE in “tactical” or other high risk situations, specialized equipment (i.e. entry and breaching tools, rifle(s)) will be retrieved from the appropriate storage location prior to departure.

7. **Maintenance of Special Purpose Vehicles [CFA 14.02 C]**

Officers using any of the above special purpose vehicles will conduct a thorough check of the vehicle prior to operation to ensure it is safe to operate. Any necessary repairs shall be brought to the attention of the Lieutenant of Operations or designee who is responsible for their maintenance.

Glossary.

Police Bicycle – Any bicycle owned by the FSU Police Department and equipped for law enforcement use.

Security Bicycle – Any bicycle owned by the FSU Police Department and equipped for non-sworn security use.

Police Motorcycle – Any motorcycle owned by the FSU Police Department and equipped for law enforcement use.

Segway – a single-operator, self-balancing personal transportation device with two wheels; can operate in any level pedestrian environment

T-3 Police Vehicle – A single operator, three-wheeled, battery-operated electric vehicle used by this Department for transportation in areas, e.g., pedestrian areas, not suitable for other Departmental vehicles.

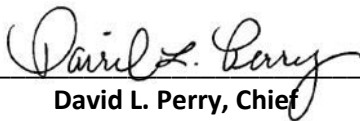
ATV- A single operator, all terrain vehicle, owned by the FSU Police Department and equipped for law enforcement use.

HUMVEE - High Mobility Multipurpose Wheeled Vehicle (HMMWV).

Indexing. This general order shall be indexed as:

All Terrain Vehicle (ATV)
Motorcycle Patrol unit
Operating Restrictions, Special Vehicles
Segway and T-3 Police Vehicle
Police Bicycle
Security Bicycle
Bicycle
Operating Restrictions, Special Vehicles
Qualifications, Special Vehicles
Maintenance, Special Vehicles
Golf Carts
Gas Carts
Electric Carts
HUMVEE
HMMWV

Attachments. None.

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