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POLICE DEPARTMENT
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**DEPARTMENT VEHICLES: EQUIPMENT
GENERAL ORDER NO: 3.3.25**

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PURPOSE: The purpose of this policy is to establish procedures for utilization and maintenance of department vehicle equipment.

POLICY: It is the policy of the Albany Police Department to equip and maintain the department's vehicles and associated equipment to accomplish the department's mission, goals, and objectives.

DEFINITIONS: **Sky Watch Mobile Observation Tower** - The Sky Watch Mobile Observation Tower provides the department with a reliable surveillance platform whenever one is needed. This unit offers the department nearly unlimited location flexibility and affords an additional line of sight from an elevated position that enhances command and control capabilities necessary for any temporary security venture.

Variable Message Sign - The Variable Message Sign is an electronic traffic sign that is ultra-bright and highly legible and is often used on roadways to give vehicle and pedestrian traffic information.

I. SKY WATCH MOBILE OBSERVATION TOWER

A. The Sky Watch Mobile Observation Tower is authorized to be used for the following:

1. Natural or manmade disasters;
2. Managing a critical incident scene;
3. To support other law enforcement agencies or other departments requesting assistance;
4. Special events;
5. Crime scenes;
6. Mass arrests;
7. Training purposes; or
8. Any other purpose in which the Sky Watch Tower is necessary for the continuity of operations in the field, or as deemed appropriate by the Chief of Police or his/her designee.

B. The Sky Watch Mobile Observation Tower shall not be used to transport any

person at any time, as it is not equipped to do so.

C. Special Operations staff designated to transport the Tower shall be trained in the use of and proper set up of the Tower.

1. Keys for the unit are located at each station.
2. The Tower shall be unhitched from the towing vehicle and the outriggers/balance jacks engaged.
3. The cab shall not be raised if expected wind gusts or sustained winds exceed 40 mph.
4. The control panel shall remain locked whether the tower is staffed or not (unless actively using the controls located therein).

D. The Lieutenant of the Administrative Services Bureau shall oversee the routine maintenance/repair of the Sky Watch Tower and the equipment stored within shall consist of items necessary to fulfill its mission.

E. Procedures for Requesting and Utilizing the Sky Watch Tower:

1. Notify the Commanding Officer of Special Operations and request the unit to respond to the desired location.
2. Indicate the specific need/nature of incident.
3. Estimated length of deployment.
4. Authorization for long term deployment must be granted by the Chief of Police or his/her designee.

F. The Commanding Officer of Special Operations or his/her designee, shall complete the following:

1. Assess the availability of use;
2. Contact the Coordinator of Traffic Engineering to determine the exact placement of the Tower;
3. Have the Tower transported to location desired;
4. Ensure timely delivery of vehicle to incident scene;
5. Oversee the routine inspection/maintenance of the Tower's batteries and fuel level; and
6. Ensure that vehicle is properly returned to designated storage location by an authorized operator upon completion of deployment.

II. TRAILERS

A. The department currently utilizes service trailers to complete unit specific goals. These service trailers are utilized according to the following:

1. The Mounted Unit utilizes horse trailers to transport the Unit's mounts to deployment areas.
 - a. The Mounted Unit has two (2) full service trailers that are deployed using Mounted Unit # 358 and # 359, which are equipped with trailer hitches that match up with the vehicles.
 - b. The Mounted Unit has one (1) reserve trailer that is deployed using

Mounted Unit # 377, which has a trailer hitch that matches up with that vehicle.

- i. These trailers are to be used by the Mounted Unit and as authorized by the Mounted Unit sergeant.
- c. The Lieutenant of the Administrative Services Bureau shall oversee the routine maintenance/repair of the Mounted Unit service trailers.

2. The Training Unit utilizes a service trailer to transport training related equipment.

- a. The Training Unit has one (1) service trailer that is deployed using Training Unit # 755, which is equipped with a trailer hitch that matches up with the vehicle.
- b. The Training Unit trailer will consist of items necessary to fulfill training related goals.
- i. The trailer shall be used by the Training Unit and as authorized by the Training Unit sergeant.

c. The Lieutenant of the Administrative Services Bureau shall oversee the routine maintenance/repair of the Training Unit service trailer.

III. VARIABLE MESSAGE SIGN

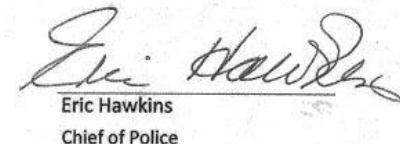
A. The Variable Message Sign is an electronic traffic sign that is ultra-bright and highly legible and is often used on roadways to give vehicle and pedestrian traffic information.

1. The Variable Message Sign can be used for multiple reasons, including but not limited to the following:

- a. Speed limits;
- b. Traffic construction and/or road closures;
- c. Snow emergencies;
- d. AMBER Alerts;
- e. Traffic enforcement reminders;
- f. City Civil Service announcements;
- g. Community messages; or
- h. Any message approved by the Chief of Police or his/her designee.

2. The Variable Message Sign is operated by Traffic Engineering under the supervision of the Coordinator of Traffic Engineering.

3. The Coordinator of Traffic Engineering shall oversee the routine maintenance/repair of the Variable Message Sign.



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