



ALL TERRAIN VEHICLES (ATV) AND UTILITY TERRAIN VEHICLES (UTV)		
new: ✓ rescinds: 42.1 ✓ amends: All previous		cross-reference: accreditation standards: NYSLEAP Standard(s): 42.1, 42.3, 42.4 & 55.3
effective date:	amend date: July, 2021	

I. PURPOSE

The purpose of this Order is to establish and describe the objectives for the Tompkins County Sheriff's Office All-Terrain and Utility Terrain Vehicles and to provide guidelines for their use.

II. POLICY

All-Terrain Vehicles (ATV) and Utility Terrain Vehicles (UTV) provide a police presence and enforcement in areas otherwise inaccessible to standard police practices and provide the ability to respond to and support special events and calls for service. It is the policy of the Tompkins County Sheriff's Office to properly equip and maintain vehicles that will be utilized for accomplishing the office's mission, goals, and objectives.

III. DEFINITION

All-Terrain Vehicles (ATV): For the purposes of this policy, an ATV is any four-wheeled vehicle designed for the operator to ride by straddling the seat and is equipped with a handlebar for steering.

Utility Terrain Vehicles (UTV): For the purposes of this policy, a UTV is a four-wheeled vehicle designed for use in rough terrain that is designed to carry the driver and at least one passenger in a "side by side" configuration and equipped with a steering wheel; all enclosed within a frame or cab.

IV. SITUATIONS FOR USING ATV AND UTV

- A. During special events when additional vehicles are necessary, or where special circumstances exist during the event.
- B. To conduct searches, surveillance or investigations where travel to and from the location is impractical by other means of transportation.

- C. During investigations or surveillance where the suspects may also be utilizing a similar vehicle in an effort to resist or hinder apprehension.
- D. To effect any medical or other rescue operation as may be necessary.
- E. Any other situation as authorized by the Sheriff.

V. GUIDELINES FOR USING ATV AND UTV

A. Training required for operation:

- 1. Except in an emergency and when approved by a supervisor, the Office ATV and UTV may only be operated by authorized members who have been trained in, have experience with, or who have shown proficiency in, the operation of such vehicles.
- 2. When utilized in trail or rough terrain situation, any employee who has not completed the approved training may only ride as a passenger.

B. Authorization for operation:

- 1. Deployment of the Sheriff's Office ATV and UTV shall be authorized by a Lieutenant, or higher authority. In an emergency situation, deployment may be authorized by a Sergeant, but notification shall be made to a Lieutenant as soon as practical.

C. Equipment and Uniform

- 1. All personnel operating an ATV shall wear protective equipment authorized and provided by the Sheriff's Office. The equipment will include, but is not limited to:
 - Safety Helmet (DOT approved)
 - Protective eyewear or face shield
 - Over-the-ankle-boots
 - Any additional protective equipment deemed necessary
- 2. All personnel operating an ATV or UTV shall wear the uniform approved by the Sheriff.
- 3. Any additional equipment or clothing may be worn if necessary due to weather conditions or as authorized.
- 4. A list of special equipment assigned to the unit, including individualized equipment, will be kept and maintained by the Road Patrol Lieutenant.
- 5. The following equipment will be available on all ATV and UTV:
 - Individual First Aid Packet
 - Hand held spotlight

5. The ATV and UTV shall be marked with lettering to indicate that it is a Sheriff's Office vehicle.
6. All personnel operating an ATV or UTV will maintain access to two-way radio communications.

D. Operation and Maintenance

1. The Fleet Manager shall be responsible for the condition and maintenance of the ATV and UTV.
2. The Sheriff's Office ATV and UTV will be operated at all time with due regard for safety of the operator, other office members, and the public.
3. The Sheriff's Office ATV and UTV, when operated on a public highway will be within the confines of the NYS Vehicle and Traffic laws as well as the vehicle operation guidelines as set forth in the Tompkins County Sheriff's Policy and Procedure manual.

Note: There may be occasions when operating the Sheriff's Office ATV and/or UTV on a public highway outside the confines of the NYS Vehicle and Traffic laws is operationally necessary. On such occasions, prior approval from a supervisor should be obtained and the vehicle shall still be operated within the guidelines set forth in the Tompkins County Sheriff's Policy and Procedure manual.

4. Use of the ATV and UTV is limited to operations as above in normal circumstances. The ATV and UTV shall not be used for routine traffic stops or pursuits.
5. All ATV and UTV operators will be responsible for checking the ATV or UTV before its use and for reporting any physical damage or mechanical defects noted. (Before operating the ATV or UTV the operators will physically and manually inspect all equipment, i.e. winch operation, lights, siren, emergency lights, all fluid levels etc.)
6. Any physical damage or mechanical defects incurred during use will be reported immediately to a supervisor.
7. Any requests for maintenance will be reported in writing to the fleet manager.
8. The Sheriff's Office ATV, UTV and pertinent equipment shall be stored and properly covered at the Public Safety Building when not in use, unless otherwise authorized by the Lieutenant, or higher authority.
9. When stored, after use, the Sheriff's Office ATV and UTV will be left in such condition that it is readily available for immediate response (i.e. fuel replenished, all grease points lubricated, consumable supplies replenished, mechanical defects reported or corrected, all mud and debris cleaned and removed, etc.)
10. The towing of Sheriff's Office ATV or UTV shall only be done by office vehicles, unless otherwise authorized by the Lieutenant, or higher authority.

11. A locking device shall always secure the Sheriff's Office ATV and UTV Trailer when not in use, and or when attached to the transport vehicle.
12. Members shall not allow civilians to operate, or ride upon (unless part of a rescue mission) Sheriff's Office ATV or UTV.
13. Sheriff's Office ATV and UTV shall not be used to tow privately owned ATV or UTV.

By Order Of

A handwritten signature in black ink, appearing to read "Derek Osborne".

Derek Osborne
Sheriff