



**ORANGE COUNTY SHERIFF'S OFFICE
GENERAL ORDER
ALL - TERRAIN VEHICLES**



| DATE ISSUED | DATE EFFECTIVE | REVISION NUMBER | REVISION DATE | PAGE |
|-----------------|-----------------|-----------------|-----------------|---------------|
| 05/01/05 | 05/01/05 | 15-01 | 07/20/15 | 1 of 2 |

To: All Deputy Sheriffs and Personnel
 From: Sheriff Carl E. DuBois
 Subject: General Order - All-Terrain Vehicles

PURPOSE: The purpose of this General Order is to establish guidelines to ensure the safe handling, usage and maintenance of the Sheriff's Office All Terrain Vehicle's

I. DEFINITION.

- A. All-terrain vehicle (ATV) - a vehicle that travels on low pressure tires, with a seat that is straddled by the operator, along with handlebars for steering control. An ATV is designed to handle a wider variety of terrain than most other vehicles. ATV's are intended for use by a single operator.
- B. Utility terrain vehicle (UTV) - a multi passenger vehicle equipped with side by side seating arrangement, seat belts, rollover protection, that is designed to handle a wider variety of terrain than most other vehicles

II. SITUATIONS OF USE.

III. GUIDELINES FOR USE.

- A. Before a Deputy can be assigned to operate an ATV/UTV, they will receive the proper training.
- B. No personnel will operate an ATV/UTV unless they have completed a certification course in ATV/UTV operation and safety. The Sheriff or a person of competent authority shall authorize such course. The course shall be equal to or greater than the training offered by the NYS Department of Environmental Conservation police for All Terrain Vehicle operation.

IV. AUTHORIZATION FOR OPERATION.

- A. No personnel will operate the ATV/UTVs unless they have been assigned to its use or have authorization from a Sergeant or a person of competent authority.

V. EQUIPMENT AND UNIFORM.

- A. All personnel operating said ATV/UTVs will wear protective equipment authorized and provided by the Sheriff's Office. The equipment will include, but is not limited to:
 - 1. Ballistic Vest
 - 2. Safety Helmet
 - 3. Protective eyewear or face shield (mandatory for ATV use. Not mandated for UTV use, but is strongly encouraged)
 - 4. Any additional protective equipment as deemed necessary
- B. All personnel operating said ATV/UTV will wear the unit issued uniform that will consist of a Class B uniform.
- C. Any additional equipment or clothing may be worn if necessary due to weather conditions or as approved.

VI. OPERATION AND MAINTENANCE.

- A. The ATV/UTVs will be operated at all times with due regard for the safety of the operator, other Sheriff's Office members and members of the general public.
- A. When operating an ATV/UTVs on a public highway, it shall be operated within the provisions of the NYS Vehicle and Traffic Laws as well as the vehicle operation guidelines as set forth in the Policy and Procedure.
- C. Pursuits of other vehicles on or off road will only be within the guidelines of the Office's policy on vehicle pursuits.
- D. Prior to the operation, all ATV/UTV operators will be responsible for checking the ATV/UTVs for any physical damage or mechanical defects to include all fluids, tires, brakes, emergency lights, winch operation and any other equipment installed. Any defects observed will be reported to a supervisor before operation.
- E. Any physical damage or mechanical defects incurred during use will be reported immediately to a supervisor.
- F. Any requests for maintenance will be reported in writing to the supervisor assigned to the unit.
- G. When stored, after use the ATV/UTVs will be left in such condition that it is readily available for immediate use. (i.e. fuel replenished, all grease points lubricated, consumable supplies replenished and thoroughly washed.)

REFERENCE: ACCREDITATION STANDARD 42.4