

	<u>SUBJECT</u> T-3 Electric Mobility Vehicle Operating Procedures		<u>NUMBER</u> 409/67
	EFFECTIVE DATE: 09-01-09	AMENDS: New Issue	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA / IACLEA / TPCAF	

- .10** The [T-3 Electric Mobility Vehicle](#) shall be utilized for duties by officers assigned per the posted schedule unless otherwise directed by the Shift Supervisor.
- A. Two T-3 Electric Mobility Vehicles, shall be assigned to each campus (NLC, NVC, PAC, SAC, SPC) and each [Campus Coordinator](#) shall bear responsibility for ensuring:
1. Each unit is utilized as per the posted schedule by the assigned officer.
 2. The care and maintenance of each unit assigned to their campus to include:
 - i. Safe keeping of the unit.
 - ii. Accountability of the unit and associated equipment.
 - iii. Charging of batteries.
- B. Each campus shall have one unit marked police which will be utilized by assigned Police Officers.
- C. Each campus shall have one unit marked security which will be utilized by assigned Security Officers.
- .20** No one other than Alamo Colleges Police Officers or Alamo Colleges Security Officers are permitted to operate the T-3 Mobility Vehicle without the prior approval of the Chief of Police.
- .30** Protective equipment (helmet) will be used at all times when in operation of the T-3 Mobility Vehicle.
- A. Officers assigned to the T-3 Mobility Vehicle may utilize either the Class A or bicycle uniform when operating the unit.
- .40** The T-3 Mobility Vehicle will be secured to a fixed object when left unattended for long periods of time and out of the sight of the assigned officer. Officers will utilize the chain lock that has been provided. The lock key and the unit key are to remain with the operator at all times.



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- .50** All officers shall complete a one hour “hands on” training course which includes a review of the [operations manual](#) for the safe operation of the unit.
- .60** Operation of the T-3 Mobility Vehicle is limited to the main campus where assigned unless directed / assigned by a supervisor for special details / assignments.
- .70** A supervisor is to be notified if the unit is damaged or the operator falls from the unit. A written report will be filed if any of the above conditions exist. If there is no supervisor working and there is damage, a report is to be generated. If there is an injury, the Deputy Chief of Police / Patrol is to be notified.
- .80** The unit will be plugged in to charge immediately following the shift. If the unit is needed for additional duty, there is a spare set of fully charged batteries that are to be changed. The uncharged batteries are to be plugged in to be recharged.
- .90** The T-3 Mobility Vehicle is ***not to be*** utilized in the rain, snow, or if any other conditions exist that may constitute a hazardous situation i.e.: fog, ice, etc.
- .100** Security Officers are not to utilize emergency lighting equipment or siren. Under no circumstances is the T-3 Mobility Vehicle to be utilized as a pursuit unit.