

	SFASU POLICE DEPARTMENT	
	Policy 7.22 All-Terrain Vehicle Operations	
	Effective Date: 01/11/2021	Replaces:
	Approved: John Fields Chief of Police	
	Reference: IACLEA 9.2.1a - d	

I. POLICY

It is the policy of this department to utilize several forms of transportation to deter, prevent and respond to criminal activity. The Stephen F. Austin State University Police Department is committed to enhance officers' response times, visibility and direct contact with the public. The use of All Terrain Vehicles (ATVs) will help accomplish these objectives and improve our Community Policing efforts (IACLEA 9.2.1a).

II. PURPOSE

The purpose of this policy is to establish guidelines for the proper use of ATVs.

III. PROCEDURES

- A. Prior to operating an ATV, personnel must successfully complete a TCOLE or State of Texas approved operator's course and the university's Multipurpose Utility Vehicle training (IACLEA 9.2.1b).
- B. ATVs will be utilized for patrol activities throughout the campus and for special events approved by the Chief of Police or his/her designee.
- C. ATV operators must always obey local and state traffic laws, and follow the safety measures instituted by the agency and university. All operators shall follow the strategy of SIPDE, which will minimize risks and accidents. The acronym SIPDE stands for:
 - S – **Scan** / Search
 - I – **Identify** Hazards
 - P – **Predict** what may happen
 - D – **Decide** what to do
 - E – **Execute** your decision
- D. At all times, operators shall be aware of their surroundings and pay close attention to pedestrian and animal traffic, and to the type of surfaces available for operations.

- E. The policy and procedures established for patrol vehicle operations shall apply to ATVs, which includes the use of emergency equipment and care and maintenance of university property.
- F. ATVs may not be utilized in pursuit of a motor vehicle and/or to initiate felony traffic stops.

IV. PRE-RIDE INSPECTION

- A. All pre-ride inspections must evaluate the following equipment prior to use:
 - 1. Seatbelts (required of all operators and passengers when ATV is in use);
 - 2. Tires and wheels (air pressure, wheel bearings and lug nuts);
 - 3. Controls and cables;
 - 4. Lights and electronics;
 - 5. Oil and fuel levels; and
 - 6. Driveshaft, chassis and suspension.
- B. Any maintenance problem(s) must be immediately reported to a supervisor and to the equipment sergeant.

V. POST RIDE GUIDELINES

- A. Toward the end of each duty shift, ATV operators must re-fuel and clean/rise the vehicle (if needed) prior to going off-duty.
- B. The ATV doors and equipment toolbox must be secured at all times when not in use.
- C. The ATV should be secured in the designated parking space located on the first floor of Parking Garage 2 and keys returned to the proper location.

VI. QUARTERLY OPERATIONAL READINESS INSPECTIONS

- A. The equipment sergeant is responsible for scheduling and documenting quarterly operational readiness inspections performed by university (motor pool) personnel (IACLEA 9.2.1c).
- B. The equipment sergeant will maintain a list of equipment required to be kept in or on the vehicle, and this list will be provided to all approved operators (IACLEA 9.2.1d).