

JACKSONVILLE POLICE DEPARTMENT

Policy: 16-6
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POLICE SEGWAY

PURPOSE: To provide our officers with guidelines for the use, management, and storage of the Police Segway's.

POLICY: It is the policy for the Jacksonville Police Department employees to operate the Police Segway in a safe and effective manner while observing all applicable traffic laws and common courtesy with regards to pedestrian traffic.

DEFINITIONS:

- I. **POLICE SEGWAY:** a two-wheeled, self-balancing, and electric powered transportation device that is able to turn in place and is designed to transport a single person for law enforcement purposes.
- II. **WIRELESS INFO-KEY CONTROLLER:** a detachable wireless device that controls the operation of the police Segway.

PROCEDURES:

- I. **OBJECTIVES**
 - A. To provide officers a safer, quicker mode of transportation when traveling on school grounds.
 - B. To enhance the safety and security of the school community.
 - C. To show an obvious police presence during community activities, the Police Segways will be used for other activities such as parades, city festivities, and other city events where the community gathers.
 - D. Additional Department employees will be trained to operate the Police Segways.
- II. **SELECTION AND TRAINING REQUIREMENTS**
 - A. Each employee selected for Police Segway Operator Training shall have successfully completed their Department annual physical examination.
 - B. Each employee selected to participate in Police Segway Operator Training shall successfully complete all training requirements established by the Jacksonville Police Department and be approved by the Chief of Police.
- III. **UNIFORM REQUIREMENTS**
 - A. Employees shall wear the uniform of the day:
 - B. Employees shall wear their uniform at all times while operating Police Segway with the current Department issued bicycle helmet with chinstrap securely fastened.
 - C. Employees shall wear some type of protective eyewear.
 - D. Employees shall wear Department issued visibility vest in low lighting conditions or Department issued outer garments which contain a retro-reflective material within the uniform, and worn in the same manner as the mountain bicycle uniform.

- E. Employees shall not wear sunglasses during periods of darkness or reduced visibility unless an exemption from this requirement is approved by the Department Physician due to an eye condition that requires tinted glasses.
- F. Employees shall carry their Department issued radio and carrying case.
 - 1. Radios equipped with a microphone may be worn attached to the Department issued belt along with the required shoulder strap.
 - 2. Radios shall not be attached to a Police Segway.
- G. The helmet and protective eyewear shall be maintained with the Police Segway at all times.

IV. OPERATIONAL REQUIREMENTS

- A. Prior to operating a Police Segway, the operator shall conduct a thorough inspection of the vehicle to ensure that all necessary equipment and lights are present and operational.
- B. Employees shall immediately report any damage or malfunction of the Police Segway or any equipment that is missing to their Supervisor. If their Supervisor is not available, an on-duty Supervisor shall be contacted.
- C. Any Police Segway that is malfunctioning or is not properly equipped shall not be placed in service.
- D. Employees shall operate the Police Segway properly and safely at all times, including:
 - 1. Keeping both hands on the handlebar except when operating the police radio or giving hand signals.
 - 2. Before dismounting, assessing the situation to determine the likely length of separation from the Police Segway and also activating the internal security system or using the issued locking mechanism.
 - 3. Employees shall not transport another person on the Police Segway.
 - 4. Employees shall not smoke while operating the Police Segway.
 - 5. Employees shall not operate the Police Segway on access highways and freeways, except in emergency situations when authorized to do so by a Supervisor and then only when exercising the greatest degree of caution.
- E. When making traffic stops, employees shall conduct the stop in the same safe and proper manner as a patrol officer. These stops are only permissible on private or city owned property.
 - 1. Employees shall not utilize the Police Segway as an emergency vehicle to engage in a vehicular pursuit or for blocking roadways.
 - 2. Employees shall assess the safety of the location of the stop and dismount as soon as practical to affect contact with the operator of the stopped vehicle.
- F. Employees assigned to a Police Segway who make a physical arrest shall call for a patrol unit to transport the arrestee. The employee shall then secure the Police Segway and go to the Department to process the prisoner.

V. GENERAL MAINTENANCE AND CARE

- A. Before and after each use, the Segway must be wiped down with a dry rag.
- B. Do not spray a Segway with water, especially when pressurized, to include that from a water hose which can damage electronic components and internal bearings.
- C. If water is needed to clean the Segway, use a damp cloth.
- D. At the completion of each shift, ensure that the motor and any attachments are free of debris and batteries are plugged in and charging.

VI. PROHIBITED ACTS

- A. Employees shall not perform any unsafe maneuvers, such as stunts, tricks, or other hazardous acts that would endanger the rider, a bystander, or the Police Segway.
- B. Employees shall not operate the Police Segways when there are threats of or during inclement weather conditions.
 - 1. The Police Segways shall not be operated in temperatures below thirty-two (32°) degrees Fahrenheit.
 - 2. The Police Segways shall not be operated in standing water or icy conditions.
- C. Violations of this policy may result in disciplinary action up to and including termination.

VII. OFFICER RESPONSIBILITIES

- A. Police Segway operators will obtain the Wireless Info-key Controller at the beginning of their shift from their supervisor and will return it at the end of their shift to their supervisor.
- B. Employees assigned to a Police Segway shall be responsible for its operation and care.
- C. Employees assigned to a Police Segway shall complete the Police Segway Logbook (JPD Form 16-7) maintained by the Support Service Division prior to removing the Police Segway from inventory at the beginning of their shift and shall complete the logbook when returning the Police Segway to inventory at the end of their shift.

VIII. SUPERVISOR RESPONSIBILITIES

- A. Supervisors shall enforce this policy when they observe any improper driving action by a Police Segway operator.
- B. Supervisors shall conduct proper and timely investigations as assigned for report of damage to or accident involving a Police Segway.
- C. Supervisors not within the Support Service Division will send their request to the Support Service Division Sergeant within twenty-four (24) hours in advance detailing the date/time and length of time they are requesting the Police Segways to use. In the event the Sergeant is not available, the Commander of Support Service Division shall be given the request.
- D. The Wireless Info-key Controllers will only be given to the Supervisor requesting the Police Segways and properly signed for upon receipt and upon return to Support Service Division along with Police Segway Logbook.
- E. Supervisors shall assign only those employees properly trained and qualified to operate a Police Segway as an operator.
- F. Supervisors shall forward any reports of accidents, damage, missing equipment, or unsafe conditions that make the Police Segways inoperable for safety reasons to the Support Service Division Sergeant as soon as possible. If an incident occurs after regular hours of the Support Service Division, the Commander and Sergeant shall be notified and the Sergeant should receive copies of the Incident Report, photographs, and any other pertinent documents shall be placed in his inbox to be reviewed upon return to duty. These documents shall be formatted similar to a Police Vehicle Accident Packet.

IX. ADMINISTRATIVE RESPONSIBILITIES

- A. The Police Segways are under the direct supervision of the Support Services Division.
- B. The Division Commander shall select employees for Police Segway operator training, ensuring the employees have passed their last annual physical.
- C. The Division Commander shall restrict the Police Segways from being operated in inclement weather conditions.

- D. The Division Commander shall ensure the reports of damaged Police Segways and accidents involving Police Segways are properly investigated in a timely manner.
- E. The Division Commander shall forward reports of accidents involving a Police Segway to the Chief of Police.
- F. The Division Commander shall assign an employee the responsibility for coordinating the repair of and equipment repair or replacement for the Police Segways.
- G. The Division Commander shall establish an area where the Police Segways can be secured and protected from the weather.
- H. The Division Commander shall be responsible for assigning permanent fleet identification numbers to each Police Segway.



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