

Subject: Adopt Dillingham Public Safety Operations Manual – Snow Machine Operating Procedures

Agenda of: April 11, 2013

Council Action:

Manager: Recommend approval.

City Manager: *Carol Shade, Acting*
Rose Loera

Route To:	Department / Individual	Initials	Remarks
X	Public Safety / Chief Pasquariello		
X	City Clerk / Janice Williams	<i>JW</i>	

Fiscal Note: Yes _____ No X Funds Available: Yes _____ No _____

Other Attachment(s):

- Copy of Snow Machine Operating Procedures

Summary Statement.

The Snow Machine Operating Procedures will be incorporated into the Dillingham Public Safety Operations Manual after it is adopted. This document was introduced at the March 7, 2013 Council Meeting and is being brought back with the recommended changes from that meeting. The changes, highlighted in gray-coloring on the document, are as follows:

Under Item II. Policy, added:

- C. Operators will adhere to the City of Dillingham's Fleet Management Operating Procedures, which includes preventive maintenance.

Under Item III. Procedures, added:

- I. Snow machines will be equipped with a rope and a shovel at a minimum.

PASSED and ADOPTED by a duly constituted quorum of the Dillingham City Council on April 11, 2013.

SEAL:

ATTEST:

Janice Williams
Janice Williams, City Clerk

Alice Ruby
Alice Ruby, Mayor



DILLINGHAM PUBLIC SAFETY OPERATIONS MANUAL

Title	SNOW MACHINE OPERATING PROCEDURES	Reference	Fleet Management Operating Procedures
Resource	DLG Public Safety Manual	Recommended	Dillingham City Council
Adopted	April 11, 2013	Issued By	City Manager Rose Loera

I. PURPOSE

To establish policies and procedures to ensure that the Public Safety Department has clear guidance on the use of company-owned snow machines on the job.

II. POLICY

- A. City of Dillingham will provide for the use of snow machine travel for the Public Safety Department.
- B. No vehicle/motorized equipment will be operated with a known safety deficiency.
- C. Operators will adhere to the City of Dillingham's Fleet Management Operating Procedures, which includes preventive maintenance.

III. GENERAL PROCEDURES

- A. Officers will NOT use snow machines for routine patrol.
- B. If a need exists, Officers may use the department's snow machines for:
 - 1. investigative purposes;
 - 2. fugitive apprehensions;
 - 3. EMS calls.
- C. Permission must first be obtained from:
 - 1. a Patrol Sergeant; or
 - 2. Chief of Police.
- D. Officers are responsible for performing a check of the snow machine's fuel and oil levels prior to operation. Any maintenance problems will be brought to the attention of a supervisor.
- E. Officers will operate snow machines in pairs for safety purposes.
- F. Officers will make sure that they have a functioning radio and cell phone when operating a snow machine.
- G. Officers will advise Dispatch of their intended purpose and destination prior to departure.



DILLINGHAM PUBLIC SAFETY OPERATIONS MANUAL

- H. Officers will wear helmets and appropriate cold weather clothing when operating a snow machine.
- I. Snow Machines will be equipped with a rope and shovel at a minimum.
- J. Officers will NOT engage in vehicle pursuits while driving a snow machine.
- K. The snow machines may be used by other City of Dillingham departments for official business. Permission must first be obtained from the Chief of Police.