EXECUTIVE ORDER

DISTRICT OF COLUMBIA

I. PURPOSE

The purpose of this executive order is to inform Metropolitan Police Department (MPD) members of the procedures for the wheelchair accessible van (WAV).

II. REGULATIONS

A. The WAV is considered a patrol wagon, and members shall adhere to all relevant Department policies for patrol wagons and Department vehicles including, but not limited to, GO-SPT-301.01 (Vehicle Operation and Maintenance) and GO-OPS-301.03 (Vehicular Pursuits) when operating and maintaining the WAV. Members shall be aware that the WAV lift has a maximum weight capacity of 800 pounds.

**NOTE:** Attachment A of this order is an instruction sheet for the WAV.

B. The WAV shall only be operated by trained MPD members.

C. Unless otherwise authorized by the field commander, members shall ensure the WAV is **only** used for the transportation of arrestees who:

1. Use a wheelchair or motorized chair that cannot be transported in the member’s Department vehicle or other Department vehicle; and

2. Are being transported to district stations, the Central Cellblock (CCB), hospitals, the Comprehensive Psychiatric Emergency Program (CPEP), or other authorized holding facilities.

D. The Commanding Official of the Command Information Center (CIC) shall:

1. Be responsible for controlling access to the WAV.

2. Ensure the WAV is stored at MPD Headquarters in its designated parking space.
3. Ensure a PD Form 775AW (Weekly Wheelchair Accessible Van Inspection Checklist) is completed weekly (Attachment B).

III. PROCEDURES

A. Requesting Use of the WAV

1. When members determine transportation of an arrestee who uses a wheelchair or motorized chair may be necessary, members shall make immediate notification to their watch commander to request use of the WAV unless the arrestee states that he or she is able to walk and his or her wheelchair can be transported in a regular patrol vehicle.

2. The watch commander shall:
   a. Notify the Watch Commander of the CIC of the need for the WAV.
   b. Send a WAV-trained member to MPD Headquarters to pick up the WAV.
   c. Note the request for the WAV on the PD Form 150 (Watch Commander Report).

3. Retrieving the WAV
   a. Members sent to retrieve the WAV shall report to the CIC.
   b. The watch commander of the CIC or a designated official shall provide the member with the key to the WAV and a PD Form 775W (Wheelchair Accessible Van Activity Report) (Attachment C).
   c. The member in consultation with the watch commander of the CIC or designated official shall activate his or her body-worn camera, inspect the WAV, and begin filling out the PD Form 775W prior to using the WAV.

B. Transporting Arrestees with the WAV

1. Members shall ensure that no more than two arrestees are transported in the WAV at a time.

2. Absent exigent circumstances, members shall not handcuff an arrestee to his or her wheelchair or motorized chair.

3. Members shall ensure arrestees transported in the WAV are thoroughly searched for contraband prior to being placed inside the WAV in accordance with GO-PCA-502.01 (Transportation and Searches of Prisoners).
4. Members shall note any existing damage to the arrestee’s wheelchair or motorized chair in the Arrest Report and record the damage with their BWC.

5. Members shall operate the WAV in accordance with Department training.

6. For safety, members shall ensure all emergency lighting on the WAV is activated while loading and unloading the arrestee. Members are reminded, in accordance with GO-SPT-301.01, that when two or more members are present and it is practicable, a member who is operating the WAV and backing up shall only do so with the assistance of the other member who shall be positioned outside of the WAV to direct the driver.

7. Members shall ensure the arrestee and the wheelchair or motorized chair are securely fastened in the WAV, in accordance with Department training and Attachment A, before beginning transport.

8. If at any time during the transport the arrestee complains of illness or injury, members shall act in accordance with GO-PCA-502.07 (Medical Treatment and Hospitalization of Prisoners).

9. If more than two wheelchair arrestees need to be transported:
   a. Members shall make immediate notification to the CIC and to an official of their organizational element.
   b. The CIC shall promptly notify available companies to arrange for a transport and shall notify the member of the name of the company and the expected time of arrival.
   c. Members requesting the transport shall note the time notification was made to the CIC and the name of the notified company in the narrative portion of the Arrest Report.

10. The watch commander shall document the transport and note any prisoner process delays on the PD Form 150.

C. Returning the WAV

1. Members returning the WAV shall:
   a. Park the WAV in its designated parking spot at HQ.
   b. Complete the PD Form 775W, in conjunction with the watch commander of the CIC or designated official, and return the PD Form 775W and the keys to the WAV to the watch commander or a designated official of the CIC.

2. The watch commander of the CIC or a designated official shall sign, date, and time stamp the PD Form 775W and maintain it in accordance with the
Department’s records retention schedule regarding the PD Form 775 (Daily Vehicle and Inspection and Activity Report).

D. Traffic Crashes and Other Incidents Involving the WAV

1. Members who are involved in a traffic crash while operating the WAV shall immediately notify an official and follow the procedures outlined in GO-SPT-401.03 (Traffic Crash Reports).

2. The assigned member’s watch commander shall be responsible for obtaining incident summary (IS) numbers and notifying the Fleet Services Division and Watch Commander of the CIC of traffic crashes or other incidents involving the WAV.

3. The assigned member’s chain of command officials shall be responsible for handling any incidents [e.g., notices of infraction (NOIs)] and conducting any administrative investigations involving their members and the WAV.

IV. ATTACHMENTS

1. Attachment A: WAV User Instructions.

2. Attachment B: PD Form 775AW (Wheelchair Accessibility Van Inspection Checklist)

3. Attachment C: PD Form 775W (Wheelchair Accessibility Van Activity Report)

Peter Newsham
Chief of Police

PN:KDO:MOC:JC
SECURE WHEELCHAIR

1) Position wheelchair to face forward. Engage wheel locks. Power-off motorized units.
2) Locate 4 tie-downs (retractors). Attach and lock-in to floor anchorage.
3) Attach 4 tie-downs to solid frame members of wheelchair. Do not:
   - Pass straps through wheels of a wheelchair.
   - Allow the straps to conform or bend around any object such as wheels or footrests.
   - Cross-connect the securement strap assemblies.
4) Rear tie downs (See Figures 1 and 3):
   - From back of wheelchair, straps should never be closer than 12" (305 MM).
   - Straps should extend out of wheelchair at 10° angle with the vertical.
   - From side of wheelchair, straps should be at 30-45° with horizontal.
5) Front tie downs (See Figures 2 and 3):
   - From front of wheelchair, straps should never be closer than 12" (305 MM).
   - Straps should extend out of wheelchair at 25° angle with the vertical.
   - From side of wheelchair, straps should be at 40-60° angle with horizontal.
6) Make sure tie downs are locked and properly tensioned.

SECURE PASSENGER

AMF-Bruns of America's restraints are designed to bear upon the bony structure of the body and shall be worn low and snug across the front of the pelvis, with the junction between the lap and shoulder belts located near the passenger's hip.

Lap Belts (See Figures 4, 5, and 6):
1) Use the back of your hand when making physical contact with passenger.
2) Ensure that lap belt is snug and flat against the body. Lap belt should never be twisted or go over or around the arm rests, side panels or any other object.
3) Make sure lap belt is under the arm rest. Lap belt should be worn low on the pelvis.
4) Attach the other end of the lap belt to the tongue on the right rear retractor.
5) Protect seat belt webbing from sharp edges and corners.

Lap Belt (See Figures 4, 5, and 6):
1) Take the end of the shoulder belt from the anchor point on the vehicle wall.
2) Place over the center of the passenger's shoulder and attach the end-buckle to the tongue buckle attached to the lap belt.
3) Ensure the belt does not travel across the passenger's neck. Adjust the height of the shoulder belt if necessary to ensure a proper positioning on the passenger's shoulder.
4) Shoulder belt upper anchorage or guide support should always be positioned so that:
   a) Belt webbing lies across the center of wheelchair passenger's chest and shoulder.
   b) It extends upward and rearward of the wheelchair occupant's shoulder level to avoid any downward force on the spine.

RELEASE PASSENGER

1) Carefully remove passengers' lap and shoulder belts.
2) Unlock front and rear tie downs from wheelchair and floor anchorage.
3) Unlock wheels or turn power on if motorized unit.

PLEASE AFFIX DECAL IN VEHICLE NEAR WHEELCHAIR LOCATION.

WARNINGS

- Do not allow webbing to get into the seat belt retractor.
- Wheelchair accessories and equipment should be removed from wheelchair and stored in the AMF-Bruns storage pouch.
- Whenever possible items attached to wheelchair in front of passenger (e.g. trays) should be removed and secured separately.
- Lap and shoulder belt should not be held away from passenger's body by wheelchair components (e.g. wheelchair wheels, arm rests, panels or frame).
- Never rely on wheelchair's seat belt or postural support belt unless properly approved and crash-tested.
- Wheelchair securement systems should be used as shown in these instructions.

- Systems should only be used with forward-facing wheelchairs.
- Report all potential damage and defects to your supervisor.
- For questions relating to installation and use of wheelchair and occupant securement systems and components, contact AMF-Bruns of America.
- If vehicle is towed away, the wheelchair tie down and occupant restraints system components — including straps, belts and anchorage — must be replaced even if there is no visible damage.
- Do not attach belt hooks to wheels or the plastic or removable parts of wheelchair.
- Wheelchair securement systems should be used as shown in these instructions. For additional information, visit www.amfbrunsamerica.com.

02/2017 Part Number: TR 800-001
EO-20-049 (Wheelchair Transport Vehicle)
**WEEKLY WHEELCHAIR ACCESSIBLE VAN (WAV) INSPECTION CHECKLIST**

**Unit Call Number** | **Tag #** | **Year** | **Model** | **Mileage**
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**ITEM IS IN GOOD SERVICEABLE CONDITION.**

**[X] ITEM MISSING, NEEDS REPAIR, REPLACEMENT, ETC. EXPLAIN IN REMARKS.**

**EXTERIOR**

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<th>ITEM NO.</th>
<th>REMARKS: (List any damage – note if reported: Use Reverse Side if Necessary.)</th>
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**EQUIPMENT**

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**ITEM NO.** | **REMARKS: (List any damage – note if reported: Use Reverse Side if Necessary.)**
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EO-20-049 Transporting Prisoners with a Wheelchair
Accessible Van (WAV) Attachment B
PD Form 775AW
September XX, 2020
## Wheelchair Accessible Van Activity Report

### Section A: Activity Log

<table>
<thead>
<tr>
<th>Time Received</th>
<th>Time Arrived</th>
<th>Back in Service</th>
<th>Time Expired</th>
<th>Location</th>
<th>Nature/Type of Run</th>
<th>Disposition/CCN</th>
<th>Body-Worn Camera Activated?</th>
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Section B: Daily Vehicle Inspection Check List

**Instructions:** Check a box to indicate item discrepancy; missing item; or item that needs repair, replacement, etc. // Leave check box blank to indicate item is in good serviceable condition and/or equipped. // * Indicates item is applicable to motor scooters/HD Motorcycles. Notify an official when items are missing and/or damaged. // Explain deficiencies in Remarks section.

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<th>Section C: Daily Vehicle Inspection Check List</th>
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<tr>
<th>Equipment</th>
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<td>Metal Parts</td>
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<td>Metal Parts</td>
<td>Mounting Hardware</td>
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<td>Mounting Hardware</td>
<td>Floor Anchorages</td>
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<td>Floor Anchorages</td>
<td>Shoulder Belt Anchorages</td>
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<tr>
<td>Floor and Sidewall Anchorages</td>
<td>Inspection and Operation of Lift System</td>
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<td>Inspectors and Operation of Lift System</td>
<td>Function of Total Restraint System</td>
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<td>Inspectors and Operation of Lift System</td>
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**Discrepancy Notification**

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<th>TIME</th>
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**Remarks**

(Explain discrepancies; note any rear vehicle damage)

**Vehicle Key Issued By:**

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<th>1. MEMBER ASSIGNED: NAME</th>
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<td>Body-Worn Camera Assigned?</td>
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<th>2. MEMBER ASSIGNED: NAME</th>
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<td>Body-Worn Camera Assigned?</td>
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**Signature of Reviewing Official**

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<th>TIME</th>
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EO-20-049 (WAV) PD Form 775W Attachment C September xx, 2020