

Segway and S-3 Segway Transporters

711.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the operation, procedure and responsibilities for the safe and efficient utilization of all University of Maryland, Baltimore Police Department (UMBPD) issued Segway and S-3 Segway Transporters.

711.2 POLICY

- (a) **Purpose of Use** - The Segway and S-3 Segway personal transportation devices are both effective and efficient devices allowing the user to travel further, faster and carry more than would be possible on foot. Using no gas, they are environmentally friendly, technologically advanced, and easy to use. When controlled in the correct manner, they can provide substantial benefits to the University of Maryland, Baltimore (UMB). However, inappropriate use can lead to problems including personal injury and/or damage to both the machine and University property.
- (b) **Policy Statement** - This policy is intended to provide clear guidelines for the use of the Transporters on the University campus by both sworn patrol officers and security officers.

711.3 PROCEDURAL GUIDELINES

- (a) **Selected Enforcement**
 - 1. The UMBPD has and utilizes specially equipped Segway Transporters to complement foot patrols conducted by Sworn Officers in the conduct of routine and directed patrol activities, selective enforcement, and special events.
- (b) **Security Officers**
 - 1. Security Officers will be assigned to a Segway to enhance the Department's presence and report suspicious or criminal activity.
- (c) **Operators**
 - 1. Members are only authorized to operate departmentally issued Transporters. Those utilizing the Transporters shall be trained and certified. Sworn members are considered foot patrol officers with increased mobility. Security and Sworn Officers shall each perform normal duty assignments.
- (d) **Segway and S-3 Segway Coordinator**
 - 1. The Transporter Coordinator will be the Lieutenant or designee responsible for managing the UMBPD Vehicle Fleet.
 - 2. The duties and responsibilities of the Transportation Coordinator include:
 - (a) Developing special operating procedures pertaining to maintenance, inspection, assignment, selection, training, skill development, and certification of the operators;

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- (b) Supervising and inspecting the activities of authorized operators;
- (c) Preparing and disseminating any required or requested analytical reports pertaining to Transporter operations;
- (d) Recommending to the Chief of Police the revocation of approval to operate a Transporter for a member's poor performance or physical inability to meet operational requirements; and
- (e) Coordinating with the Chief of Police or designee, the use of Transporter operators for other than routine patrol activities.

(e) Uniforms and Equipment

1. Operators are required to wear the uniform designated for the duty position as described in Policy 1024 (Uniforms and Civilian Attire). Sworn members currently assigned to the bike unit may wear the bike uniform.
2. Only Departmental issued helmets meeting ASTM F1492 code will be worn, with the chinstraps securely fastened.
3. Eye protection shall be worn at all times while operating the Transporter. Operators shall not wear sunglasses during periods of darkness or reduced visibility.
4. Operators are required to carry their UMBPD issued radio and carrying case. Due to the size of the Transporter storage compartments, there is no equipment that must be attached to them, kept in or on them, this shall include radios.
5. Operators are not to use a cellular device while actively driving a Transporter unless a situation arises where the need to communicate is essential for public safety.

(f) Training and Certification

1. No person is permitted to operate a Segway on campus unless they are fully trained or currently undergoing supervised training.
2. Practical training is to be conducted by a certified Segway and/or S-3 Segway instructor, and a new operator is required to undertake a minimum of three (3) hours training before they are permitted to operate solo. It is acknowledged that additional training may be required depending on the confidence of the trainee and the instructor.
3. Training shall include viewing the Segway and/or S-3 Segway training video.
4. Recruitment/Selection - The opportunity to operate a Transporter is available to any member who can fulfill the following criteria:
 - (a) Application - Interested police or security officers shall submit a written request through the chain of command to the Chief of Police or designee. Members shall include any previous Transporter riding experience, type, and level of training.
 - (b) The final stage of the process shall include the successful completion of a certified Transporter training class.

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See attachment: [UMBPD Form 17-009.pdf](#)

711.4 SEGWAY AND S-3 SEGWAY TRANSPORTER OPERATIONS

(a) Administration

1. The use of a Transporter does not denote a specialized assignment. Operators are part of the shift constant and those conducting routine Transporter operations will be part of the shift strength unless they are working a special detail.

(b) Sworn Law Enforcement Activities

1. Sworn operators will maintain high visibility when conducting Transporter operations, and will perform routine patrols around the University campus, parking garages, and lots.
2. Sworn Officers shall patrol their assigned post in the same manner as if they were assigned to a patrol vehicle.

(c) Operation during an Emergency and Responding to Emergency Situations

1. Only sworn officers respond to calls for service. Officers must keep in mind that although it is important to respond swiftly to emergencies, it is equally important to reach the destination safely. To this end, extreme caution must be exercised in the areas of crowded sidewalks, schools, intersections, and other such locations where a potential danger may arise to the public or to any member of the UMBPD.

(d) Standards for Emergency Responses

1. Only sworn officers are allowed to utilize the pedestrian alert warning device.
2. While operating a Transporter with the pedestrian alert audible alarm and warning devices activated, officers shall comply with the following minimum standards:
 - (a) Stop before entering an intersection when a red signal is displayed;
 - (b) Slow to a safe speed when a green signal or a flashing yellow signal is displayed;
 - (c) Stop before entering an intersection when four-way pedestrian walk signals are displayed; and
 - (d) When approaching an intersection controlled by a stop sign, the operator shall stop before entering the intersection.
3. When approaching an uncontrolled intersection or an intersection controlled by yield signs the officer shall:
 - (a) Slow to a safe speed before entering the intersection, and
 - (b) Comply with all other laws applicable to uncontrolled intersections or intersections controlled by yield signs.

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4. When responding to an emergency call for service, no Transporter shall be operated in an unsafe manner.

(e) Using Pedestrian Alert Warning Device

1. Only sworn officers are allowed to utilize the Pedestrian Alert Warning Device.
2. In the interest of safe performance, officers operating Transporters shall make minimum use of pedestrian alert warning devices.
3. When responding to calls for service that require an emergency response, the call shall be dispatched consistent with Policy 1133 (Calls for Service). Police officers may activate pedestrian alert equipment when in the opinion of the operator, an emergency exists or is imminent, or the use of the pedestrian alert equipment is necessary for the operator, pedestrian safety, protect life or render necessary police service.
4. The pedestrian warning device is only intended to alert those on a sidewalk of your presence.

(f) Prohibitions

1. Sworn Officer Operational Prohibitions:
 - (a) Discharging a firearm from a Transporter is prohibited;
 - (b) Operators shall not conduct traffic stops while operating the Transporter; however, operators may write parking citations; and
 - (c) Sworn operators shall patrol assigned posts and on days when changing weather excludes the utilization of Transporters, the Patrol Supervisor will reassign the officers; when reassigned, the Transporter patrol officer shall wear the uniform of the day, (not the bicycle patrol uniform).
2. Operational Prohibitions for all Operators:
 - (a) Operational prohibitions include operating in ice, snow, heavy rain, freezing rain or any other weather conditions that would unnecessarily compromise the safe operations of Transporters or the health of Transporter operators;
 - (b) In addition, without specific approval from the Chief of Police, off-duty use and operating a Segway for patrol on days and shifts that are not specifically established by the Operations Commander or designee are also prohibited.

(g) Training Requirements

1. The Education and Training Lieutenant or designee will ensure all members are certified to ride the Transporter and complete training or retraining.
2. The training or retraining includes
 - (a) Demonstrate proper lifting technique for the Segway
 - (b) Define/Recognize a safety shutdown

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- (c) Demonstrate proper turning techniques (turn in place, turn while moving)
 - (d) Demonstrate starting /stopping technique;
 - (e) Ensure members satisfactorily complete a prescribed obstacle course with a properly equipped Transporter in two (2) minutes or less; an
 - (f) Remain stationary on the Segway for one (1) minute
3. The retraining requirements does not preclude any operator from participating in remedial training and skills assessment if instructed to do so
 4. Remedial or retraining shall occur if the employee demonstrates poor performance while utilizing the Segway Transporter or S-3 Segway.
 5. To ensure sufficient certified operators, initial training may be conducted as needed.
- (h) **Record Keeping**
1. The Education and Training Lieutenant or designee will provide the Support Services and Operations Commanders with the names of Transporter operators who meet and/or fail to meet required UMBPD Segway and/or S-3 Segway patrol standards. This documentation will be kept in the employee's training file
- (i) **Equipment /Operation**
1. Prior to operating any Transporter, the operator shall utilize the Segway Inspection Form, UMBPD Form 18-017 or the S-3 Segway Inspection Form, UMBPD Form 17- 009 to conduct a thorough inspection, ensuring that all necessary equipment and lights are present and functioning.
 2. The police Transporters are equipped with a high visibility lighting device and an audible pedestrian warning device which are only intended to be utilized by sworn officers to safely and effectively light the member's path and audibly announce a police presence
 3. The equipment shall not be used to announce the police Transporters as an emergency vehicle
 4. Operators should keep both hands on the handlebar except to operate the radio or when giving hand signals
 5. When dismounting, operators shall activate the internal security system and secure the info key
 6. Operators shall bring the Transporters to a halt in a safe location, out of the flow of traffic to use the radio. Only under exigent circumstances will sworn members utilize a portable radio while in motion
- (j) **Maintenance**
1. Transporter operators shall not alter or attempt repairs or adjustments to Transporters. All repairs will be performed by an approved Segway and/or S-3 Segway repair facility.

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2. UMBPD owned Transporters will be sent to an approved repair facility for maintenance checks annually or at every 1500 miles
- (k) **Securing the Segway or S-3 Segway**
1. All departmental Transporters will be securely stored at a designated location and charged upon the completion of the operators shift
 2. Upon dismounting the Transporter for extended periods, operators shall activate the security function which includes an alarm
 3. The security function is intended for use when you remain in the general area of the Transporter and are able to respond to the alarm
 4. If you must leave your Transporter unattended in a location that is not secure, activate the security function with the Info Key controller and use a lock
 5. The security function discourages tampering but is not an anti-theft mechanism. Whenever possible, operators shall keep the Segway in plain sight at all times.

711.5 REGULATIONS

- (a) Operators shall comply with provisions of House Bill 869, Chapter 546 under Vehicle Laws-Electronic Personal Assistive Mobility Device. Transportation Article 11-176 (Vehicle), 21-1206 (Carrying Articles), 21-1208(Securing EPAMD), 21-1209 (Throwing Object), 21-1210 (Wearing Earplugs).
- (b) Sworn Operators are considered foot patrol officers with increased mobility and, as such shall comply with the applicable provisions of Policy 1114 (Patrol Officers).
- (c) The main objective of having a Security Officer on a Segway is to enhance the UMBPD's presence and report suspicious or criminal activity. In addition, they shall comply with Policy 1110 (Security Officer).

711.6 LIMITATIONS

- (a) **Weight**
 1. Operators must weigh at least 100 pounds and no greater than 250 pounds, with full duty equipment on to operate a Transporter.
- (b) **Height**
 1. Due to the Transporter having an operational height of 6-8 inches from ground level, operators must consider all safety hazards on Campus to include but not limited to height restrictions such as low tree limbs, low signage, and door jams.
- (c) **Garage Restrictions**
 1. The following is a list of UM current garages that UMBPD currently monitors and checks. Operators should take note of the following posted height restrictions:
 - (a) Lexington Garage- 6'9" Posted
 - (b) Saratoga Garage – 9'6" Posted

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- (c) Plaza Garage- 6'4" Posted
- (d) Baltimore Grand Garage- 6'9" Posted
- (e) Penn Garage- 6'9" Posted
- (f) Pratt Garage- 7'6" Posted
- (g) Pearl Garage- 7'1" Posted
- (h) Poppleton- 8'2" Posted

Attachments

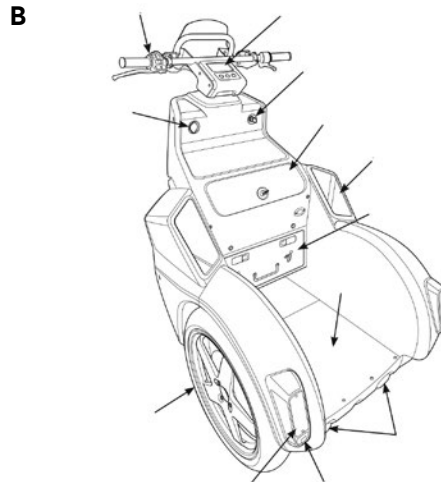
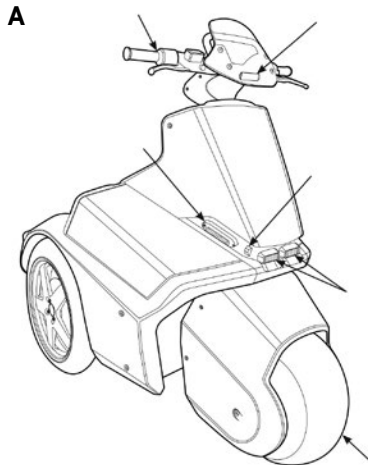
UMBPD Form 17-009.pdf

SE-3 Segway / Inspection Form

Instructions

“√” or “OK” indicates items are in good serviceable condition. “X” Indicates item missing, needs repair, replacement, etc. Explain in Remarks section.

- 1. Beginning Mileage
- 2. Ending Mileage
- 3. Cleanliness Compartment Storage Bag 4. Battery A B
- 5. Tires Air Pressure General Condition 6. Emergency Flasher
- 7. Pedestrian Audible Alert
- 8. Operating Performance Motor Flashlight Tires Kickstand
- 9. Damage Category Light Medium Heavy



Damage Notification

Supervisor Notified:

Date:

Time:

Complaint Number: (If report was made)

Remarks:

Tour of Duty Assignment

Officer Assigned:

Relieving Officer:

Hours Relieved: From:

To:

Reason for Relief:

Signature of Reviewing Official:

Date: