

Vehicle Maintenance

704.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

704.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

704.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

704.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

704.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Fingerprint kit
- 1 Fire extinguisher
- 1 Evidence collection kit

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- AED
- Personal Protective Equipment per § 1016 and § 1024

704.3.2 UNMARKED VEHICLES

An employee driving unmarked department vehicles shall ensure that the minimum following equipment is present in the vehicle:

- 1 First aid kit, CPR mask
- 1 Evidence collection kit
- Personal Protective Equipment per § 1016 and § 1024

704.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

704.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from the dispatcher before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

704.6 NON-SWORN EMPLOYEE USE

Non-sworn employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Non-sworn employees shall also prominently display the “out of service” placards or lightbar covers at all times. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.7 VEHICLE INSPECTION

(a) Every employee shall inspect and inventory their assigned vehicle prior to its use and again at the end of their shift. This inspection shall include an inventory of related equipment, noting any damage, and the observation of any contraband/evidentiary items left in the vehicle. The Vehicle Inspection Log and Vehicle Inventory/Damage Report are maintained in the trunk of each vehicle. The employee shall complete the Vehicle Inspection Log at the beginning and end of their shift. Employees are to replace used supplies or equipment after use.

(b) If damage occurs to the vehicle the responsible employee is to, as soon as practical and prior to the end of shift, immediately report that damage to the on-duty supervisor. The employee

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shall make a notation of the damage on the Vehicle Inspection Log, complete an Equipment Accident/Damage Report, take photos of the damage, and if applicable the on-duty supervisor will assign another employee to initiate an accident investigation. The supervisor shall facilitate the investigation, documentation and make a notation in the Master Vehicle Damage Log maintained in the Watch Commander's office.

(c) If an employee discovers damage to the vehicle they shall immediately compare the Vehicle Inspection Log with the Vehicle Damage/Inventory Report. If an employee learns the damage is unreported a notation is to be made the Vehicle Damage/Inventory Report and directed to the on-duty supervisor immediately. The supervisor shall verify the damage and sign the Vehicle Inspection Log and Vehicle Damage/Inventory Report. The supervisor will ensure that a duplicate entry of the damage is put on the Master Vehicle Damage Log. The verifying supervisor shall take immediate investigative steps to identify the person responsible for the damage and promptly report the incident via the chain of command. If contraband or other item(s) of evidence are located in the vehicle, the on-duty supervisor will be notified immediately; the employee will initiate a police report and book the item(s) into the property and evidence section as evidence.