

Vehicle Maintenance and Inspection

702.1 PURPOSE AND SCOPE

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

702.2 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment.

The following should be performed as outlined below:

- a. Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- b. It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- c. All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- d. The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- e. When leaving the vehicle at the maintenance facility, the member will notify the maintenance personnel and the Administrative Services Corporal via email, explaining the service or repair.
- f. All weapons shall be removed from any vehicle left for maintenance.
- g. Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

702.3 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of a 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 becomes aware of the defective condition. Paperwork, describing the correction needed, shall be promptly forwarded to vehicle maintenance personnel and the Administrative Services Corporal for repair.

The employee's supervisor should be notified when an assigned vehicle becomes inoperative or needs of repair.

702.3.1 SUSPECTED DAMAGE OR POOR PERFORMANCE

Vehicles that may have suffered damage, perform poorly or whose control or safety features has been diminished shall be immediately removed from service for inspection and repair.

Vehicle Maintenance and Inspection

702.3.2 SEVERE USE INSPECTION

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

702.4 VEHICLE EQUIPMENT

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

702.4.1 PATROL VEHICLES

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

- Emergency road flares
- 2 sticks yellow crayon or chalk
- 1 roll crime scene barricade tape
- 1 first-aid kit, CPR mask
- 1 blanket
- 1 fire extinguisher
- 1 bloodborne pathogen kit, including protective gloves and NIOSH particulate respirator mask
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit

702.4.2 MARKINGS AND OTHER REQUIREMENTS

Vehicles used in general patrol service must be conspicuously marked so they are readily identifiable as law enforcement vehicles. Markings should include:

- a. The department name.
- b. Mounted emergency lights such as those mounted on rooftop light bars.
- c. An emergency telephone number.
- d. Reflective materials placed on the sides and rear of the vehicle, such as reflective striping, lettering or decals.

Patrol vehicles must also be equipped with a siren and a two-way communications radio.

Vehicle Maintenance and Inspection

Vehicles used primarily for traffic enforcement, covert or other non-patrol purposes do not have to meet the above requirements.

702.4.3 UNMARKED VEHICLES

An employee driving an unmarked Department vehicle shall ensure that, at minimum, the equipment listed below is in the vehicle:

- Emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit, CPR mask
- 1 blanket
- 1 bloodborne pathogen kit, including protective gloves and NIOSH particulate respirator mask
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit

702.5 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. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the level falls below one-quarter tank. Vehicles shall only be refueled at an authorized location.

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

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

702.7 MEMBER INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Inspections help identify and articulate

Vehicle Maintenance and Inspection

deficiencies and damages, and ensure vehicles are properly equipped. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner, or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

702.8 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from the vehicle before going into service. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

702.9 MONTHLY VEHICLE INSPECTIONS

Shift Sergeants shall conduct a monthly vehicle inspection documenting at a minimum the following:

- Fuel level
- Vehicle damage
- Cleanliness
- Functionality of emergency lights
- Headlights
- Brake lights
- Gas Card
- (6) Emergency road flares
- (2) Sticks of yellow chalk
- Crime scene tape
- First Aid kit
- CPR mask
- Blanket
- Fire extinguisher
- Bloodborne pathogen kit

Vehicle Maintenance and Inspection

- Hazardous waste disposal bag
- Hazardous materials emergency response guidebook
- Evidence collection kit
- (5) Traffic cones

Monthly vehicle inspections shall be documented utilizing the scheduling software digital form. Shift Sergeants will ensure that missing supplies are restocked and that damaged equipment is repaired or replaced.

