

## Vehicle Maintenance

### 702.1 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.

### 702.2 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 the Administrative Services Manager who is in charge of vehicle maintenance for repair.

### 702.3 VEHICLE EQUIPMENT

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

#### 702.3.1 PATROL VEHICLES

Marked police vehicles shall be parked in the secure police parking lot at the end of each officers shift. Each vehicle should be backed into the parking stall to allow for easy exit.

Patrol sergeants are to inspect each assigned patrol vehicle in accordance with the published inspection schedule. All equipment will be inspected for operability, accountability, servicing and cleanliness. Any irregularity shall be noted in the vehicle log and immediate action will be taken to rectify the issue.

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:

- Emergency road flares
- Sticks yellow crayon or chalk
- Roll Crime Scene Barricade Tape
- First aid kit, CPR mask
- Blanket
- Personal Protection to Exposure kit
- Hazardous waste disposal bag
- Traffic Safety Vest
- Evidence collection kit

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### **702.3.2 UNMARKED VEHICLES**

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

- Emergency road flares
- Roll Crime Scene Barricade Tape
- First aid kit, CPR mask
- Blanket
- Personal Protection to Exposure kit
- Hazardous waste disposal bag
- Traffic Safety Vest
- Hazardous Materials Emergency Response Handbook
- Evidence collection kit
- Gun safe

### **702.4 VEHICLE REFUELING**

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

### **702.5 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 supervisor and notify 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.

### **702.6 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.