

PURPOSE:

To provide an outline for the care and safe operation of department vehicles.

POLICY:

The importance of patrol vehicles to a community cannot be overstated. The maintenance and safe operation of police vehicles is necessary for officers to carry out the mission of protecting and serving the public.

PROCEDURE:

1. All department vehicles will be inspected on a regular basis as dictated by the fleet manager and a Squad Car Condition Report shall be completed then forwarded to the shift sergeant. If no immediate repairs are necessary the sergeant will then forward the form to the fleet manager.
2. During routine operation of the vehicle any deficiencies shall be immediately reported to the shift supervisor. If deficiencies can't be immediately corrected notification shall be made to the fleet manager.
3. An officer operating a squad car will be responsible for the squad car while assigned to it.
4. All conditions of disarray, uncleanness or mess found by an officer upon taking the car for a shift should be reported to the shift supervisor. The supervisor will discuss the situation with the offending officer and take the necessary action.
5. Purchase or repair less than \$1000 may be approved by a sergeant. Purchase or repair exceeding \$1000 will need the final approval of the Chief or Captain.
6. Squads should be refueled whenever the tank becomes half-empty.
7. Because of existing policies and duties performed by this department, including the ride along program, emergencies, aids to people such as stalled vehicles, and other hardships, family members of officers in this department will be treated in the same manner as the general public. However, to save criticism when it is necessary for a family member to ride in a squad car, the sergeant on duty shall be notified of this happening in advance, if possible.
8. Seat belts and/or harnesses shall be used whenever department/patrol vehicles are in motion, by both the driver and passenger(s).
9. Marked squads are equipped with an ignition bypass that permits engine operation while at the same time, locking the steering and transmission. Should the officer desire to leave the squad running while not in immediate attendance of the vehicle, the bypass should be used, and the key removed from the vehicle. Squad car should not be left idling for extended periods of time.
10. Squads should be locked, ignition key removed, and the laptop screen should be turned down or set to black out after two minutes of inactivity when left unattended.
11. In the event an officer has a major breakdown of the patrol vehicle, or has reason to believe the vehicle may be damaged by further operation, the officer will retire that vehicle to the police garage. The shift supervisor will be notified immediately of the problem.
12. Major vehicle repairs will be handled on a bid basis.
13. Repairs and routine maintenance will be performed by local businesses.

Officers with assigned squads will be allowed to take their squads home to their residence at the end of their shifts. This will have the following limitations:

- This option is only available to patrol officers that live within 10 miles of city limits or as approved by the chief of police.
- The squad car may not be parked on a public street at the officer's residence. They do not need to be parked in an enclosure, but must be on the officer's property in a safe location.
- Officers will go 10-8 and 10-7 from within the city limits. Officers will be logged into the squad computer immediately after going 10-8 and will not log off until going 10-7. If the officer resides outside the city limits the above rules apply as you enter city limits.
- If the officer is required to take official action outside the city limits they may go 10-8 early or extend the shift while waiting for relief from an appropriate agency. This will be rare and will require approval/ notification of a supervisor.
- The officer will be responsible to ensure the vehicle will start which means plugging it in when the temperature drops.
- The officer shall remove the laptop from the vehicle and secure it inside their residence when the temperature is below freezing.
- The officer is responsible to make sure the squad gets washed regularly.
- The officer must make arrangements to switch the squad to and from their assigned squad partner prior to going 10-8 or after going 10-7.
- The Chief of Police has discretion over this policy and may alter the restrictions on an individual basis.

Reference or Revision Date(s):

A. REVISION DATE(S):