

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, and affects the ability to safely operate that vehicle, the 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.

702.2.1 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.

702.2.2 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.

702.2.3 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.

702.3 VEHICLE EQUIPMENT

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

702.3.1 SERGEANT VEHICLES

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

- * Fire Extinguisher
- * Disposable gloves
- * First aid kit
- * Police crime/barricade tape
- * Bolt cutters
- * Rolla-tape (traffic)

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- * Paper jump suit
- Blanket
- * Spit sock
- Chalk
- * Breaching tools
- * Ballistic Shield
- * Misc. Tool bag /kit
- * WRAP device

Items noted with an "*" symbol should be in the vehicle at all times.

702.3.2 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:

- * Fire Extinguisher
- * Disposable gloves
- * First aid kit
- * Police crime/barricade tape
- * Orange traffic cones
- * Rolla-tape (traffic)
- * Paper jump suit
- Blanket
- * Spit sock
- chalk
- AED (6 total)
- WRAP (5 total)
- Misc. Tool bag/kit
- Sharps container
- * Evidence collection kit

Items noted with an "*" symbol should be in the vehicle at all times.

702.3.3 CSO VEHICLE

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

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- Fire Extinguisher
- Disposable gloves
- First aid kit
- Bolt cutters
- Misc. Tool bag/kit
- Battery Jump
- Lock out Kit (issued)
- Orange traffic cones

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than 3/4 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 notify the dispatcher before responding to the car wash.

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 CIVILIAN EMPLOYEE USE

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