

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 professional appearance.

704.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperable or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. A Fleet Maintenance Department work order or other City form shall be promptly completed by the employee who first becomes aware of the defective condition. The work order or other form shall describe, in detail, the vehicle description, the area of the vehicle affected, and any unusual or re-curring condition that has caused the unsafe operation of the vehicle. The work order or other form shall be promptly forwarded to the City Fleet Maintenance Department.

All noted vehicle body damage shall be reported to the on-duty Watch-Commander immediately upon notice by any Department employee. All vehicle damage caused by an employee shall be reported to the on-duty Watch-Commander immediately, or as soon after the damage is sustained as practical. Any employee damaging City vehicles and failing to notify the on-duty Watch-Commander or that employees' immediate supervisor may be subject to disciplinary action.

Before any Department vehicle is removed for service by an outside agency or the Fleet Maintenance Department, all firearms and other weapons shall be removed from the vehicle and secured in the Department armory or other approved location.

704.2.1 VEHICLE ASSIGNMENT

The Department reserves the exclusive right to assign vehicles to employees assigned to specific details or assignments within the Department to better enhance the direct and immediate response to emergencies by certain Department personnel. Any employee assigned a Department vehicle must show due care and caution for the safe operation and professional appearance of the assigned vehicle. All regular maintenance shall be performed by the City Fleet Maintenance Department, or outside contractor as approved and designated by the Fleet Maintenance Department. Employees assigned a Department vehicle shall not, alter, repair, remove items, add items, or otherwise change any Department vehicle without the permission or direction of the City Fleet Maintenance Department or Chief of Police.

UNMARKED VEHICLES

- (a) Administrative Vehicles: The Chief of Police, Police Captain, and Division Commander(s) shall be assigned an unmarked vehicle for their respective administrative duties. As with other Department employees, the Chief of Police, Police Captain, and Division Commander(s) are responsible for the regular scheduled maintenance (through the City Fleet Maintenance Department), operation, and appearance of any vehicle assigned to that position during the duration of the vehicle assignment.

Barstow Police Department

Policy Manual

Vehicle Maintenance

- (b) **Detective Vehicles:** Each assigned Detective/Investigator assigned to the Detective Division of the Barstow Police Department may be assigned a Department vehicle for use while on-duty. The exception to the on-duty rule is any Detective/Investigator placed in an on-call status may be assigned their respective vehicle for the duration of the on-call status, to include 24-hour use of the vehicle for call-outs or other official duties. All Detectives/Investigators assigned a Department vehicle are responsible for the regular scheduled maintenance (through the City Fleet Maintenance Department), operation, and appearance of any vehicle assigned to that position during the duration of the vehicle assignment.
- (c) **Marked Vehicles (Patrol Units):**
1. Marked police vehicles shall be assigned to the patrol division for use by any officer assigned to that division. Special vehicle assignments and K-9 Unit assignments may be an exception to the general use of any marked unit by any employee assigned to the patrol division.
 2. Prior to the beginning of each assigned shift or assignment, the officer assigned to the marked police vehicle shall inspect the exterior and interior of the vehicle and be satisfied that the vehicle is in an acceptable condition for use in performing law enforcement duties. Any unacceptable condition shall be immediately, or as soon as practical, verbally reported to the on-duty Watch-Commander. Any additional action(s), including placing the vehicle "Out-of-Service", reporting the condition to the Division Commander, or other appropriate action shall be at the discretion of the Watch-Commander.
 3. All vehicles assigned to an officer during their assigned shift shall be the responsibility of that officer during the entire duration of the shift or assignment. Any change in assigned vehicles during an officer's work shift or assignment shall be approved by the Watch-Commander and immediately reported to the Police Dispatcher for inclusion in the officer's assignment history. Any officer assigned a marked unit is responsible for the regular scheduled maintenance (through the City Fleet Maintenance Department), operation, and appearance of any assigned vehicle during the duration of the vehicle assignment.
 4. All officers experiencing exterior damage, interior damage, or mechanical failure/damage during the assignment of any Department vehicle must report the condition immediately, or as soon as practical, to the on-duty Watch-Commander. If the damage or failure is such a condition that continued operation of the vehicle may result in permanent or more severe damage, the vehicle should be moved to a safe location and the operation of the vehicle ceased immediately, which may include turning off the vehicle or other immediate action to safeguard the vehicle from more severe or permanent damage.
 5. The Watch-Commander may require an officer reporting damage to any Department vehicle to prepare a written report to explain the damage and how the damage occurred, if the officer has knowledge, or is suspected to have knowledge of the damage or how the damage occurred.
 6. Any employee observing abuse or mis-use of any Department vehicle shall report the condition(s) or action(s) to the on-duty Watch-Commander at the first available opportunity. The Watch-Commander shall prepare a written report of the abuse or mis-use to the Division Commander prior to the end of the current work assignment, but in no case later than 24-hours after the notification by an officer.

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Barstow Police Department

Policy Manual

Vehicle Maintenance

7. Should a disabled Department vehicle require towing or mechanical service in the field or out-of-the-area, such service(s) must be authorized by the Watch-Commander or member of the administrative staff of the Department. All disabled vehicles should be towed directly to the City of Barstow Corporation Yard. All firearms must be removed prior to towing, or the officer must accompany the towed vehicle to the Corporation Yard and then all firearms must be removed.
8. All officers must inspect their assigned vehicle at the end of each work shift or assignment, and any previously unnoticed or undetected damage must be reported to the on-duty Watch-Commander.

704.3 VEHICLE EQUIPMENT

Specialized law enforcement equipment or emergency response items shall be maintained in all Department vehicles for emergency purposes and to perform routine duties by any officer assigned to a Department vehicle. In order to maintain the adequate supply and working condition of all necessary equipment, the listed items shall be checked by officers beginning the assigned shift or assignment, and any missing, used, or damaged item(s) shall be replaced or reported to the on-duty Watch-Commander for replacement.

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:

- Police Shotgun
- Police Rifle w/ Loaded Magazine
- Less-Lethal Shotgun
- Emergency Road Flares
- Yellow Crayon or Chalk
- Crime Scene Barricade Tape
- Trauma Mask
- Spit Socks
- Traffic Safety Vest
- Hazardous Materials Emergency Response Handbook
- Camera
- Extra Loaded Rifle Magazine
- Bio-Hazard Kit
- First-Aid Kit
- Tire Chains or Cables

704.3.2 UNMARKED VEHICLES

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

- Emergency Road Flares
- Crime Scene Barricade Tape
- Yellow Crayon or Chalk

Barstow Police Department

Policy Manual

Vehicle Maintenance

- Trauma Mask
- Spit Sock
- Police Rifle w/ Loaded Magazine
- Evidence Collection Kit
- Camera
- Fire Extinguisher
- First-Aid Kit
- Police Shotgun (Optional)
- Extra Loaded Rifle Magazine

704.4 VEHICLE REFUELING

It is the policy of the Barstow Police Department to maintain vehicles that are fueled and ready for immediate police service when necessary. All Department vehicles will be fueled at an approved fueling station and shall be left with a full tank of fuel at the end of each work shift assignment. All officers, as well as certain volunteer employees and certain specialized Department vehicles, will be issued a fuel card. The use and security of those issued fuel cards will be detailed in this policy.

REFUELING PROCEDURE

- (a) All officers, pre-determined volunteer employees, and specialized Department vehicles, shall be assigned a "Goodspeed Auto Fuel System" fuel card and Personal Identification Number (PIN). Use of the fuel card and/or PIN may be revoked at any time at the sole discretion of the City Manager, Chief of Police, or their designee.
- (b) The fuel card and PIN are to be used exclusively for the purchase of fuel for Department or City vehicles and related equipment used in the performance of assigned duties. The PIN assigned to each employee shall be kept confidential and is for use by the assigned employee only. The PIN should not be kept with the fuel card.
- (c) No personal vehicles or equipment shall be fueled using the "Goodspeed Auto Fuel System" card or PIN. Any misuse or abuse of the fuel card or PIN may result in disciplinary action up to and including termination of employment and criminal charges where applicable.
- (d) All Department vehicles will be fueled at the "Goodspeed Cardlock Station" located at 2370 West Main Street in the City of Barstow. The exception will be for instances when the "Goodspeed Cardlock Station" is inoperable due to maintenance/repair/testing, or out of fuel, or vehicles that are out of the area and in need of fuel. For vehicles out of the area, every attempt should be made to use other "Cardlock Stations" by checking the website at www.goodgas.us, or as a last resort any fuel station accepting the Department issued fuel card.
- (e) At the end of each shift every officer shall re-fuel their assigned vehicle. Officers shall use only their assigned fuel card, or the fuel card assigned to specialized vehicles.
- (f) When re-fueling any Department vehicle, the engine must be turned-off and caution must be used in avoiding the spillage of fuel from the fuel dispenser. No vehicle being re-fueled shall be left unattended during the fueling procedure.
- (g) When a Department vehicle has been taken out of the area for prisoner transports, crime investigations, behavioral health transports, or other purposes, the vehicle

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