

## 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 DAMAGE, DEFECTIVE, OR POOR PERFORMING VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift. 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. Notice describing the problem shall be promptly forwarded to vehicle maintenance for repair. Employees shall be responsible for notifying the Corp Yard when service for their assigned vehicle is due. The notification shall be sent within 500 miles of the next designated service interval.

#### 702.2.1 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.

#### 702.2.2 REMOVAL OF WEAPONS

All firearms and less lethal munitions shall be removed from a vehicle and properly secured anytime a non-sworn city employee or vendor has unsupervised interior access to that vehicle for the purposes of maintenance 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 PATROL VEHICLES

Officers should inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment is present in the vehicle:

- Emergency road flares
- Roll Crime Scene Barricade Tape
- First aid kit
- Fire extinguisher
- Protective gloves
- Sharps container
- Traffic Safety Vest

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### **702.3.2 UNMARKED VEHICLES**

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

- Emergency road flares
- Roll Crime Scene Barricade Tape
- First aid kit
- Protective gloves
- Sharps container
- Traffic Safety Vest

### **702.4 VEHICLE REFUELING**

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

### **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.

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.