



CHAPTER 21: VEHICLES	POLICY # 21.3 VEHICLE MAINTENANCE
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Date Implemented: 11/01/2019	Review Date:

POLICY

This policy establishes guidelines and procedures for the proper use, care and operation of police vehicles.

It is each officer's responsibility to see that his or her vehicles are properly maintained. Engine Oil should be changed at least every 5,000 miles. Any maintenance or repairs needed to his/her vehicle shall be done in a timely manner.

PROCEDURE

Vehicle Service

Submit a request to the Assistant Chief of Police.

Upon approval, each officer is responsible for scheduling an appointment with the department-approved maintenance garage.

Each officer is responsible for arranging to get their vehicles to and from the service representatives.

Inspections

Officers are responsible, daily, to check the cleanliness, general operability of equipment, and fluid levels (oil, gas, etc.) of their assigned vehicles. Officers should ensure that their vehicles fuel tank is full prior to ending their tour of duty.

Officers should also ensure that unless exigent circumstances exist, cruiser fuel levels should not be below one-half tank at any time during their shift.

Officers are responsible for seeing that their assigned vehicles are properly equipped with routine equipment (first aid kit, road flares, fire extinguisher, etc., as appropriate or required for their duties) at the beginning of their shift.

Officers shall examine their vehicles at the beginning and the end of their shifts for damage. Officers shall report any damage to the Assistant Chief of Police.

Officers shall examine their vehicles after transporting passengers or prisoners, to search for evidence, contraband, or property discarded by said prisoners or others. Such examination shall also be made if the vehicle

has been in possession of another individual, such as being used by another officer or at a service facility to receive maintenance or repair.

Officers who discover a police vehicle in need of extensive repair shall immediately inform the Assistant Chief of Police.

If, in the opinion of the Chief of Police, vehicle damage resulted from the abuse or neglect of an officer, disciplinary action may result.

The Chief or Assistant Chief of Police may conduct an inspection on all vehicles at any time.