

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 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, 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 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of their shift to verify the vehicle and equipment are ready for use. Officers shall activate their body worn cameras to record the exterior of the vehicle at the beginning and end of each shift to document the condition of the vehicle. Any unreported damage discovered at the start of a shift, or damage that occurs during a shift, shall be promptly reported to a Supervisor. Officers shall ensure that the following equipment, at a minimum, is present in the vehicle:

- Emergency road flares
- Traffic cones
- Sticks of yellow crayon or chalk

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- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, trauma kit and CPR mask
- Fire extinguisher
- Protective gloves
- Traffic paint
- Spit mask
- Traffic Safety Vest
- 40mm Less Leathal Launcher
- Evidence collection kit

Patrol vehicles shall be backed into parking spaces when parking at the Department at all times, to aid in rapid response and minimize the possibility of damage. Specialized units with exterior mounted equipment attached to the rear of a patrol vehicle, such as a bicycle rack, may be authorized by the Chief of Police or their designee to be exempt from this procedure.

702.3.2 UNMARKED VEHICLES

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

- 1 Roll Crime Scene Barricade Tape
- Protective gloves
- 1 Evidence collection kit

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 one-quarter 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 obtain clearance from the dispatcher before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

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.

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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.

702.7 SPEEDOMETER CALIBRATION

All patrol vehicles shall have the speedometers calibrated annually by the Automobile Club of Southern California or similar agency. Records of annual calibrations shall be maintained for each vehicle for court purposes.