706 CITY-OWNED VEHICLE USE, MAINTENANCE, AND EQUIPMENT

706.1 PURPOSE AND SCOPE

This policy establishes a system of accountability to ensure City-owned Department vehicles are used, maintained, and equipped appropriately for their intended use. For the purposes of this policy, "City-owned" includes any vehicle owned, leased or rented by the City, for use by police department personnel, with the exception of vehicles used for undercover, covert operations, or special purpose vehicles (S.W.A.T. vehicle, Command Post, ATV's).

706.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on a determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations. Employees are responsible for the proper use of Department vehicles and assuring they are properly equipped, maintained, refueled and present a clean appearance.

706.3 USE OF CITY-OWNED VEHICLES

City-owned vehicles shall only be used for official business and, when approved, for commuting to allow employees to respond to department-related business outside their regular work hours.

Employees shall not operate a City-owned vehicle at any time when impaired by drugs and/or alcohol.

Any employee who is "in-service" and available for calls and operating a vehicle equipped with a two-way communications radio, MCT and/or a GPS device shall ensure the devices are on whenever the vehicle is in operation.

Seat belts shall be used when operating or riding in a department vehicle. Specific guidelines for transporting prisoners and children are located in Columbia Police Department policy 1022 which follows the policy listed in the Department of Finance Risk Management policy titled Seat Belt Policy.

706.3.1 VEHICLE INSPECTIONS AND DOCUMENTATION

Employees shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and again at the conclusion of the shift.

Inspections of marked patrol vehicles shall be documented by audio/video recording using the officer's body worn camera (BWC) (does not apply to non-patrol personnel who are not assigned a BWC or do not have MAV access). Each patrol vehicle will have a laminated checklist to be used as a template for completing the pre and post-shift vehicle inspections. Inspections shall be narrated verbally as they are completed.
supervisors should conduct and document monthly random reviews of officers body worn camera video to ensure the pre and post-shift vehicle inspections are being completed correctly. The reviews should be documented on a Vehicle Inspection Sheet located on PowerDMS and placed in the officer’s folder. The inspection sheet will be scanned and sent to the Accreditation Manager via email for accountability and proof of compliance purposes.

Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with a patrol vehicle shall be promptly reported to a supervisor and documented as described above and in appropriate reports. Additionally, issues that require repairs or maintenance shall be documented as described in section 706.8.1.

Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with a CPD unmarked vehicle (non-patrol use such as CID, TRU, Evidence Unit, pool cars) shall be immediately reported to the employee’s supervisor or a shift supervisor for appropriate documentation. Additionally, issues requiring repair or maintenance shall be documented as described in section 706.8.1.

The inspecting officer shall replenish any mandatory vehicle equipment/supplies that do not meet the requirements established in this policy prior to checking the vehicle out of service at the end of their shift or prior to taking the vehicle into service at the beginning of a shift. If an officer finds his/her assigned vehicle lacking required equipment/supplies/fuel during the pre-shift inspection, that information shall be documented on the body worn camera recording and reported to a supervisor.

The interior of any vehicle used to transport a detainee shall be inspected for weapons, contraband and/or other unauthorized items at the beginning of the officer’s shift. The vehicle interior will be searched again prior to placing a detainee in the vehicle and again after the detainee is removed. This is to ensure that no weapons, contraband or unauthorized personal items have been left in the vehicle. Any items found during these inspections shall be documented as outlined above and handled appropriately.

706.3.2 SHIFT ASSIGNED PATROL VEHICLES

Employees who use a patrol fleet vehicle as part of their work assignment will be assigned a vehicle. Vehicle assignments will be made available daily to employees via the shift roster. Employees shall use only the vehicle assigned to them unless their assigned vehicle is marked red on the shift roster for repair/maintenance. If an assigned vehicle is marked red on the shift roster, and an alternate not already assigned by a supervisor, the affected officer will contact a shift supervisor for a new vehicle assignment. The supervisor will contact front desk personnel and ask for a temporary alternate vehicle assignment for the officer and adjust the shift roster as needed. Employees shall not (unless exigent circumstances exist) take a vehicle for which they have not been assigned. If for any reason during the shift an officer needs to exchange a vehicle, the same process outlined above shall be followed.
706.3.3 UN_SCHEDULED USE OF PATROL VEHICLES

Employees utilizing a patrol vehicle for any purpose other than regularly assigned duties shall first notify a field supervisor of the reason for use and, after gaining approval, receive a vehicle assignment from front desk personnel. This section does not apply to employees permanently assigned an individual vehicle (e.g., command staff, S.W.A.T., etc.), who regularly use the vehicle on an unscheduled basis as part of their normal assignment.

706.3.4 UNMARKED VEHICLES

Except for use by the assigned employee, unmarked units shall not be used without first obtaining approval from the supervisor of the unit to which the vehicle is assigned (e.g., CID, TRU, etc).

706.3.5 POOL VEHICLES

The Department has a limited number of pool vehicles available for employees not assigned a vehicle. Employees should obtain approval from a supervisor prior to checking out a pool vehicle. Pool vehicle keys will be kept on a locking peg board system in a central location where all employees may have access. Employees will use their assigned peg key to access the keys for a pool car and log their name, vehicle used, date, time taken, anticipated time of return, and destination/reason for use on the form next to the peg board. When the employee returns with the vehicle, the key will be replaced on the pegboard and the actual return time should be logged. Pool vehicles shall be returned with adequate fuel (above half a tank). Any defects or maintenance issues shall be promptly documented and removed from service as outlined in section 706.8.1.

706.3.6 AUTHORIZED PASSENGERS

Employees operating City-owned vehicles shall not permit persons other than City employees or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

706.3.7 PARKING

Except when responding to an emergency or other urgent official business, employees driving City-owned vehicles should obey all parking regulations. Exceptions can be made at the CPD and immediate surrounding area during times when the number of CPD vehicles exceeds the number of parking spaces designated for CPD vehicle use.

706.3.8 PRIVACY

All City-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.
706.4 ASSIGNED TAKE-HOME VEHICLE EXPECTATIONS

Employees who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The following expectations will be followed:

a. The employee must live within a specified range of his/her regularly assigned work location.

b. Except in approved circumstances, time spent during normal commuting is not compensable.

c. City-owned vehicles shall not be used for personal errands or other personal business unless the employee is in on-call status or otherwise approved by a supervisor for exceptional circumstances.

d. The employee will be responsible for ensuring care and maintenance of the vehicle is completed in a timely manner by communicating maintenance/repair needs via the vehicle tracking system in use by the department at the time.

e. Generally, vehicles shall be locked and keys removed from the ignition when not attended or in use for official business. This does not include leaving the vehicle running to protect sensitive equipment needed for police operations. In such situations the vehicle will be locked when unattended and running.

f. If the vehicle is not secured inside a locked garage when the employee is out of service, all firearms, weapons, Narcan or other sensitive equipment shall be removed from the interior of the vehicle and properly secured.

g. When the employee will be away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored in a secure garage at the employee’s residence or at an appropriate department facility.

The assignment of vehicles is at the discretion of the Chief of Police. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

706.5 KEYS AND SECURITY

Officers will be issued a vehicle key for patrol vehicles which use a universal fleet key. The loss of any key shall be promptly reported in writing through the employee’s chain of command.

All City-owned vehicles shall be locked and the vehicle key removed from the ignition when parked or unattended and not in use. This does not include K-9 vehicles in which the K-9 partner is inside the locked vehicle and the vehicle is left running for cooling purposes, or situations such as a traffic stop, but does include situations where the vehicle is left parked or unattended and the employee is a significant distance away from or out of sight of his/her vehicle. Any vehicle left unlocked and unattended due to an exigent circumstance should be secured as soon as practicable by any officer responding to the scene.

706.6 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work or outside of the jurisdiction of the Columbia Police Department, an officer should avoid becoming directly involved in enforcement actions except, in those circumstances where a potential threat to life or serious property damage exists.
Officers may render public assistance (e.g., to a stranded motorist) when deemed prudent.

Officers shall, at all times while driving a marked City-owned vehicle, be armed, appropriately attired and carry their department-issued identification.

### 706.7 CIVILIAN EMPLOYEE USE OF MARKED POLICE VEHICLES

Civilian employees operating marked police vehicles shall only do so for repair/maintenance or other fleet related purposes and shall ensure all weapons are removed from the vehicle and secured prior to transferring the vehicle to the service location. Civilian employees shall not operate the emergency lights or siren of any vehicle except for reasons related to repair, maintenance, or exigent circumstances in which the use of such equipment is necessary for the protection of life. In such instances where the equipment is used for an exigent circumstance, the employee shall notify Boone County Joint Communications by police radio if available of the exigent circumstance and request the appropriate assistance.

### 706.8 CITY-OWNED VEHICLE MAINTENANCE

#### 706.8.1 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative, in need of a repair that affects the safety of the vehicle, or is performing poorly, that vehicle shall be removed from service for repair or maintenance. Proper documentation, in the vehicle data tracking system in use by the department, shall be promptly completed by the employee who becomes aware of the defective condition. Information entered into the vehicle tracking system will be promptly forwarded to vehicle maintenance for repair.

The employee’s supervisor and front desk personnel should be notified when an assigned vehicle becomes inoperative, needs repair, or is performing poorly. Front desk personnel will make the appropriate documentation and indicate the vehicle is marked RED for repair/maintenance on the patrol shift roster.

#### 706.8.2 SEVERE USE INSPECTION

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's use parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Severe conditions may include rough roadway or off-road operation, hard or extended braking, pursuits or prolonged high-speed operation. An employee who operates a vehicle under these conditions should make the proper notifications to a supervisor and front desk personnel and complete the appropriate documentation in the vehicle data tracking system as described above in 706.8.1 for vehicle maintenance. Front desk personnel will ensure the vehicle is marked RED for repair/maintenance on the patrol shift roster.
706.9 REMOVAL OF WEAPONS

All firearms, weapons and kinetic impact weapons shall be removed from the vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

706.10 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-half tank of fuel. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the level falls below one-half tank. Vehicles shall only be refueled at an authorized location (Does not apply to vehicles needing fuel that are outside of City limits due to exigent circumstances such as an extended pursuit, or away for training or other department business). Vehicles shall not be running while fueling.

706.11 WASHING OF VEHICLES

All units shall be kept clean 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 the shift. Unneeded confidential documents shall be placed in a designated receptacle provided for the shredding of confidential/sensitive material.

706.12 VEHICLE EQUIPMENT

Proper equipment is essential for employees to safely and adequately perform the various duties expected of a police officer. The kind of equipment, amount and location within like vehicles will be standardized so that employees can easily locate needed equipment, no matter what vehicle they have access to, and be confident the vehicle is adequately supplied. Officers are expected to verify that the mandatory equipment is present in the proper amount and location during their pre-shift and post-shift vehicle inspections and replace items as necessary. All personal items and property will be removed by the assigned officer at the completion of his/her shift. Only required items found in the list below should be present during an officer's pre-shift inspection. Unauthorized items or property should be documented on the officer's pre-shift inspection recording and handled appropriately. The following is a list of required items for patrol vehicles:

706.12.1 PATROL VEHICLES

a. Patrol shotgun and approved ammunition
b. Patrol rifle and approved ammunition
c. 20 emergency road flares-minimum (replacements obtained at CPD or City Grissum building)
d. 1 roll crime scene barricade tape-minimum
e. 1 trauma kit and CPR mask
f. 1 blanket (emergency)
706.12.2 PATROL SERGEANT VEHICLES

a. Patrol shotgun and approved ammunition
b. Patrol rifle and approved ammunition
c. Less lethal shotgun and approved ammunition
d. Mace fogger
e. 20 emergency road flares-minimum
f. 1 roll crime scene tape-minimum
g. Crime scene markers
h. 1 trauma kit and CPR mask
i. 1 blanket (emergency)
j. 1 fire extinguisher
k. 1 shield
l. Spare ammunition cans
   1. One ammo container with 25 fully loaded Glock magazines (9mm Luger);
   2. One ammo container with 18 fully loaded M4 magazines; and
   3. One bandoleer containing 55 shotgun shells.
m. Forcible entry kit
n. Bullhorn
o. Hand sanitizer (optional to be left in vehicles)

706.12.3 UNMARKED VEHICLES (PATROL RELATED ONLY e.g. Lieutenant Vehicles)

a. 20 emergency road flares-minimum
b. 1 roll crime scene barricade tape-minimum
c. 1 trauma kit and CPR mask
d. 1 blanket (emergency)
e. 1 fire extinguisher
f. Hand sanitizer (optional to be left in vehicles)

706.13 PATROL VEHICLES LIGHTS, SIRENS, AND MARKINGS

Patrol vehicles (except Lieutenant Vehicles) will be conspicuously marked so as to be easily identifiable by the public from every angle, from a considerable distance, even at night, and equipped with operational lights and sirens. These markings should include at a minimum exterior mounted emergency lights, our agency name, and reflective materials on the sides and rear such as reflective striping, lettering or decals. Patrol vehicles will be equipped with a public address speaker, at least one exterior spotlight, and alley lights on vehicles equipped with a rooftop mounted light bar.
706.14 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or removal of any equipment or accessories shall be made to the vehicle without written authorization.