

- A. **PURPOSE.** To outline responsibilities for the operation and maintenance of motor equipment operated by the Department.
- B. **ORGANIZATION.** The Motor Equipment Section is comprised of a Fleet Manager and a Vehicle Service Worker (VSW). The section falls under the command of the Support Services Division Commander.
- C. **VEHICLE SERVICE WORKERS** shall:
1. Ensure all Police Department vehicles are clean and prepared for future assignments. When notified, the VSW will ensure all bio-hazardous maintenance/cleanup of Police Department vehicles is complete.
  2. Assist the City Motor Equipment Services (MES) Director and the Police Department Fleet Manager, by ensuring police vehicles are regularly serviced and vehicles needing repair are taken out of service. Prior to vehicles being delivered to MES, ensure sensitive items are removed from the vehicle and appropriately stored (i.e. long guns)
  3. Supervise trustee prisoners and temporary service workers assigned to work in the motor pool
  4. Assist the Fleet Manager with providing vehicular support to Department personnel on official business.
  5. Conduct periodic inspections and inventories of fleet vehicles, vehicle equipment, mileage, condition and contents, and make replacement of vehicle supplies as necessary.
  6. Conduct periodic inventories of section supplies, replacing as needed.
  7. Maintain Motor Equipment office, garage, bike garage, supply cage, and entrance/exit ramps in safe, clean, and orderly condition.
  8. Maintain spare key box in the Motor Equipment office
- D. **FLEET MANAGER** shall:
1. Ensure the vehicle fleet is maintained and is able to meet the priorities and operational needs of the Grand Rapids Police Department (GRPD).

2. Assist the City Motor Equipment Services (MES) Director by identifying fleet vehicles nearing the end of their service requirements. When vehicles are identified to be decommissioned the Fleet Manager shall coordinate with Radio Services, Information Technology (IT), MES, and other stakeholders to ensure vehicle replacement does not inhibit the operational capability of any unit or the GRPD.
3. Evaluate fleet equipment to ensure the systems are operational and relevant. When necessary make recommendations to the Support Services Division Commander regarding replacement equipment and systems.
4. Prepare vehicle operators list and distribute prior to Spring/Fall shift changes/bids. The operator list will be displayed in the motor pool and a copy will be maintained in the Watch Commander's Office.
5. Manage the motor pool

E. Operation of Department Motor Vehicles (applies to all employees)

1. Any Damage to a motor vehicles will be articulated in an incident report (Damage to City Property). Operators who damage a motor vehicle shall notify a supervisor of the circumstances. The supervisor shall ensure the damage is photographed and complete a follow up report.
2. The UD-10 State of Michigan Traffic Crash Report, shall be taken for all Department vehicle traffic accidents regardless of damage amount. (For collisions that occur in the motor pool, collisions with other departmental vehicles that do not meet the UD-10 reporting requirements, and intentional acts, a "Damage to City Property" report is the only required report).
3. Vehicle operators who detect a vehicle malfunction shall submit a repair request using the computer in the motor pool and take the vehicle out of service so the malfunction can be addressed. The operator shall provide their badge number, identify the problem category, and clearly describe the nature of the malfunction.

4. Vehicles involved in a bio-hazardous exposure shall have a repair request submitted by using the computer in the motor pool and taking the vehicle out of service. The vehicle's hood shall be raised and magnetic bio-hazardous signs shall be affixed to both the front driver and passenger side doors in order to prevent use until clean-up is completed. The operator must clearly identify the nature of the bio-hazardous condition, to include the location and the source of the hazard, if known.
5. Vehicles which are found to be unsafe to drive shall be parked in the motor pool with the engine hood raised. A repair request shall be completed and submitted using the computer in the motor pool.
6. At the end of service, vehicles shall be returned to the motor pool with no less than 3/4 tank of gas. The vehicle will be completely shut down, this includes the engine and all accessory equipment shut off (video camera, radio, MDC, etc.). The vehicle will be cleaned of trash and parked in an available designated parking spot with the windows rolled up. The ignition key is to be left in the vehicle.
7. Operators who realize a need for stocking and equipping a vehicle shall notify the VSW. In the absence of the VSW, operators shall themselves take action to stock and equip the vehicle.