

Vehicle Use Policy

704.1 PURPOSE AND SCOPE

The Department utilizes City owned motor vehicles in a variety of applications operated by department personnel. In order to maintain a system of accountability and ensure City owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term "City owned" as used in this section also refers to any vehicle leased or rented by the City. Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 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. A Vehicle Service Repair slip shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The slip shall be placed on the fleet keyboard and if there are safety issues/concerns place the out of order placard on the rear view mirror.

704.2.1 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.

704.2.2 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.

704.2.3 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.

704.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- 20 Emergency road flares
- 2 Sticks yellow crayon or chalk
- 1 Roll Crime Scene Barricade Tape

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- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Blood-borne pathogen kit, Incl. protective gloves
- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Traffic Safety Vest
- 1 Hazardous Materials Emergency Response Handbook
- 1 Evidence collection kit

704.3.2 UNMARKED VEHICLES

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

- 20 Emergency road flares
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit, CPR mask
- 1 Blanket
- 1 Blood-borne pathogen kit, Incl. protective gloves
- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Traffic Safety Vest
- 1 Hazardous Materials Emergency Response Handbook
- 1 Evidence collection kit

704.4 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.

704.5 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.

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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.

704.6 PROFESSIONAL STAFF EMPLOYEE USE

Professional Staff employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Professional Staff employees shall also prominently display the “out of service” placards or lightbar covers at all times. Professional Staff employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.7 VEHICLE USE

704.7.1 SHIFT ASSIGNED VEHICLES

Personnel assigned to routine scheduled field duties shall enter the following applicable information into the Radio Log via their Mobile Data Computer (MDC) at the beginning of their shift:

- Vehicle number
- Starting mileage

If the vehicle is not equipped with a MDC, personnel shall notify the Communications Center for entry of the above information in the Radio Log. If the employee exchanges vehicles during the shift, the new information shall be entered.

The shift Sergeant shall ensure a copy of the Watch Summary indicating personnel assignments and vehicle numbers is completed for each shift. The shift supervisor shall also ensure the watch summary indicates the equipment that each officer is deploying with daily in his/her patrol vehicle. Officers are required to complete the equipment log book at the beginning and end of their shift to log the equipment out/in. The following shall be logged:

- Cite Machine
- Less Lethal
- Lidar/Radar
- PAS device

A copy of the Watch Summary will be maintained for a minimum of two years.

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 their shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented in the Vehicle Damage Log and a Vehicle Repair Request form.

704.7.2 UNSCHEDULED USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties shall notify dispatch to account for vehicles in the field.

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704.7.3 UNDERCOVER VEHICLES

Unmarked units, if not assigned to an individual employee, shall not be used without first obtaining approval from the respective unit supervisor.

704.7.4 DETECTIVE VEHICLES

Special Services Division vehicle use is restricted to Detective personnel unless approved by the Detective Sergeant. After hour use of Special Services Division vehicles shall not be authorized by personnel not assigned to the Special Services Division unless approved by the Detective Sergeant.

704.7.5 AUTHORIZED PASSENGERS

Personnel operating department 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 unless approved by the Chief of the Police.

704.7.6 PARKING

City owned vehicles should be parked in their assigned stalls. All City owned vehicles will be backed into the designated stall. Parking under the breezeway between the police station and garage is permitted for loading and unloading only. Vehicles shall otherwise use the marked stalls when conducting on-duty business. While parked in the station lot, the vehicle ignition shall be turned off with the exception of vehicle assigned to Canine Officers.

Employees may park privately owned vehicles in any stall assigned to a City owned vehicle as long as the employee is parking his/her privately owned vehicle in the parking spot utilized by the City owned vehicle that the employee is assigned to drive. Employees may not park in areas of the parking lot not designated as a parking space unless authorized by a supervisor. Privately owned motorcycles shall be parked in the south side of the workout room.

704.8 ASSIGNED VEHICLES

Vehicles assigned to detectives and canine officers shall only be used for work-related purposes and shall not be used for personal errands, or transports, unless special circumstances exist and the specific unit Sergeant provides authorization.

In general, the employee is responsible for the vehicle's care and maintenance. The Department will provide necessary care/maintenance services. The assignment of vehicles is at the discretion of the Chief of Police. Assigned vehicles may be changed or withdrawn at any time.

- The Traffic Unit supervisor shall inspect each motorcycle every 12 months. This inspection will assess the overall condition and maintenance of the motorcycle. It shall be the responsibility of the Traffic Unit Sergeant to ensure the mileage on each motorcycle is equitable to the other motorcycles in the fleet. When significant disparities in mileage are noted, the motorcycles shall be rotated to ensure no motorcycle(s) has significantly more mileage than another motorcycle(s).
- The Canine Unit supervisor shall inspect each canine vehicle every 12 months. This inspection will assess the overall condition and maintenance of the canine vehicle. It

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shall be the responsibility of the Canine Unit Sergeant to ensure the mileage on each canine vehicle is equitable to the other canine vehicles in the fleet. When significant disparities in mileage are noted, the canine vehicle shall be rotated to ensure no canine vehicle(s) has significantly more mileage than another canine vehicle(s).

- Command staff vehicles, and related use policies, are at the discretion of the Chief of Police.
- Special Services Division management staff vehicles, and related use policies, are at the discretion of the Chief of Police.

704.8.1 VEHICLES SUBJECT TO INSPECTION

All City owned vehicles are subject to inspection and or search at any time by a supervisor and no employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.9 SECURITY

Employees who take home City owned marked vehicles shall meet the following criteria:

- The employee lives within a one hour response time of the Citrus Heights City limits.
- Off street parking shall be utilized at the employee's residence.
- Off duty Traffic Officers shall park their assigned motorcycle in a garage or other enclosed secure structure.
- Vehicles shall be locked when not attended.
- All firearms and kinetic impact weapons shall be properly secured (refer to Firearms policy § 312.32 regarding safe storage of firearms at home).

When an employee is on Annual Leave or Sabbatical, or out of the area in excess of one month, the marked vehicle or a vehicle assigned to a detective shall be stored at the police facility.

704.9.1 KEYS

All uniformed field personnel approved to operate marked patrol vehicles shall be issued their own personal unit key as part of their initial equipment distribution upon hiring. Personnel assigned a permanent vehicle shall be issued keys for their respective vehicle. The loss of any assigned key shall be promptly reported in writing through the employee's chain of command.

704.10 ENFORCEMENT ACTIONS

When driving an assigned vehicle to and from work, outside of the jurisdiction of the Citrus Heights Police Department, personnel are discouraged from becoming involved in enforcement actions except in those circumstances where a potential threat to life or serious property damage exists. Officers driving marked vehicles shall be armed at all times. Personnel may render public assistance, e.g. to a stranded motorist, when deemed prudent.

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704.11 MAINTENANCE

1. Each employee is responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicle. With the approval of their Sergeant, Officers may take a City owned vehicles to the fleet approved car washes for interior and exterior cleaning.
2. Employees shall make daily inspections of their assigned vehicle for service/maintenance requirements and damage.
3. Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to employees under their command to ensure the vehicles are being maintained in accordance with this policy.
4. Routine maintenance and oil changes shall be done in accordance with the department's Fleet Technician.
 - (a) When requesting maintenance, the employee will complete a vehicle repair form explaining the service or repair, and leave it on the Police Fleet Key Board display near Sergeants' cubicles.

704.11.1 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from the Fleet Sergeant.

704.12 REPORTING DAMAGE, ABUSE, AND ACCIDENT

1. Any damage to a vehicle, not caused by a traffic collision (Refer to Policy 502.4.2 for traffic collisions), shall be immediately reported within the shift in which the damage was discovered, documented in a memorandum and forwarded to the shift Sergeant.
2. Sergeants are responsible for completing the Supervisor's Damage and Collision report and forwarding the completed report to the Fleet Sergeant. Additionally, the handling Sergeant will ensure the Vehicle Damage Log and Vehicle Repair Request form are completed for all damage occurring to the fleet and posted on the Police Fleet Key board, as well as sending an email to PDcollision@citrusheights.net. The handling Sergeant will ensure the incident is documented in Blue Team.
3. At the discretion of the reviewing Sergeant, an administrative investigation may be conducted to determine if there was any vehicle abuse or misuse.

704.13 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges. Pursuant to the non-revenue policy of the toll roads, law enforcement agencies responding to an emergency or incident on the toll roads, while on duty, are exempt from paying the toll. Commuting, or returning to the City after an emergency does not qualify for this exemption and personnel using City owned vehicles are subject to the toll charge. To avoid unnecessary toll road violation charges, all employees operating a City owned vehicle upon the toll road shall adhere to the following:

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- All employees operating a City owned vehicle for any reason other than an initial response to an emergency shall stop and pay the appropriate toll charge. Employees may submit for reimbursement from the City for any toll fees.
- All employees passing through the Toll Plaza or booth during a response to an emergency shall draft a memo to their respective Lieutenant within five working days explaining the circumstances.