

# Vehicle Maintenance

## 702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining agency vehicles so that they are properly equipped, maintained, refueled and present a clean appearance.

## 702.2 DEFECTIVE VEHICLES

When an agency vehicle becomes inoperative or in need of a 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 becomes aware of the defective condition. Paperwork, describing the correction needed, shall be promptly forwarded to vehicle maintenance for repair.

The employee's should notify the supervisor responsible for squad assignments when an assigned vehicle becomes inoperative or in need of repair.

### 702.2.1 SUSPECTED DAMAGE OR POOR PERFORMANCE

Vehicles that may have suffered damage, perform poorly or whose control or safety features has been diminished shall be immediately removed from service for inspection and repair.

### 702.2.2 SEVERE USE INSPECTION

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceeds the manufacturer's use parameters, may be removed from service and subjected to a safety inspection as needed. Severe conditions may include rough roadway or off-road operation, hard or extended braking, pursuits or prolonged high-speed operation.

### 702.2.3 REMOVAL OF WEAPONS

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

## 702.3 VEHICLE EQUIPMENT

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

### 702.3.1 PATROL VEHICLES

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

- Road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit
- 1 blanket
- 1 fire extinguisher

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- 1 spare tire, jack, and lug wrench
- Bolt cutters
- Cones
- Shovel
- Broom
- Heat-resistant gloves
- Dog snare
- Floating rescue disk

### **702.3.2 UNMARKED VEHICLES**

An employee driving an unmarked agency vehicle should ensure that the following equipment, at a minimum, is in the vehicle:

- 1 roll crime scene barricade tape
- 1 first-aid kit
- 1 spare tire, jack, and lug wrench

### **702.4 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, deputies driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the level falls below one-quarter tank. Vehicles shall only be refueled at an authorized location. Deputies shall refuel their vehicles at the end of their respective shifts absent an emergency or supervisor approval.

### **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.

Employees using a vehicle shall remove any trash or debris at the end of the shift. Confidential documents should be placed in a designated receptacle provided for the shredding of this material.

### **702.6 CIVILIAN EMPLOYEE USE**

Civilian employees using marked vehicles shall ensure all weapons are removed from the vehicle before going into service. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.