

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

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 VEHICLE REPAIRS

Shift Supervisors may authorize minor emergency services and repair of squad cars during their shift when replacement cars are not available. Repairs shall be limited to items such as flat tires, replacing headlights, fan belts, radiator hoses, etc.

702.2.2 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.

702.2.3 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.

702.2.4 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 third party maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

702.3.1 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:

- Mobile Data Computer
- Mobile Audio Video recording device
- 2 ticket book containers (warnings and citations)

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- 3 Orange Traffic Cones
- 1 fully charged fire extinguisher
- 1 set of Ankle Cuffs
- 1 Nylon ankle hobble
- 1 Roll Crime Scene Barricade Tape
- 1 Ice Scraper
- 1 Push Broom
- 1 Evidence collection kit (paper sacks, laytex gloves, needle tubes, specimen cup, ziplock bags)
- Insurance Card
- Key ring (LRC, 704 Glover, Traffic Box, Stop Sign, Public works, etc.)
- Mobile "Speedpass" wand
- Automatic External Defibrillator (unmarked supervisor's vehicles)
- Ballistic Shield with Carrier bag (unmarked supervisor's vehicles)
- Less Lethal Shotgun and Less Lethal Ammunition (unmarked supervisor's vehicles)
- Extra ammunition for pistols (unmarked supervisor's vehicles)
- Smoke Canisters (unmarked supervisor's vehicles)
- Breaching Ram (unmarked supervisor's vehicles)
- Hooligan Bar (unmarked supervisor's vehicles)
- Cell Phone and charger (unmarked supervisor's vehicles)
- Key for parking "boot" (unmarked supervisor's vehicles)

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol 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.

Generally, 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.

702.6 OPERATION AND CARE OF DEPARTMENT VEHICLES

- Employees shall drive Department vehicles in a careful and prudent manner and obey all laws and Department Policies pertaining to such operation.
- When situations require parking in a restricted or prohibited area, vehicles will be parked in such a way as to reduce unnecessary interference with the movement of traffic.
- An employee must immediately report to a supervisor any suspension or other loss of driving privileges.
- Personnel assigned to operate a Department vehicle will be responsible for the proper use and care of that vehicle.
- Employees will check their assigned vehicles for damage and the presence and functioning of necessary equipment. Any deficiencies shall be reported to the appropriate supervisor.
- All patrol division officers are to do pre-tour-of-duty inspections and properly complete Vehicle Maintenance Logs. Problems discovered are to be noted in the logs and reported via e-mail to the designated person(s).
- Serious problems that may affect the safe and legal operation of the vehicle should be reported to a supervisor immediately. Such a vehicle should then be "deadlined" and noted as such on the Vehicle Status Board in the Patrol area. Officers and supervisors share this responsibility. The officer taking the vehicle out of service should leave notice inside the car so that other officers are aware the vehicle should not be driven.
- Standard equipment in or on the vehicle will not be changed, altered or removed from the vehicle without prior approval from the employee's supervisor.
- Any employee who, while operating or riding in a Department vehicle, has reason to believe that the vehicle may be in need of inspection or repair from "bottoming out," bumping into an object, scraping, hitting a curb or otherwise subjected to conditions that would lead a reasonable person to believe that the vehicle may be in need of repair, shall immediately report the same to his/her supervisor.
- The on-duty use of Department vehicles will be limited to normal work duties, court, training, travel to schools, and transportation for maintenance and repairs. Personal use of squad cars is prohibited without authorization of a supervisor. Those employees with assigned take-home vehicles may use the cars for personal use when traveling to and from home within the guidelines established by the City Administrative Policy.
- Except in emergency field situations or on traffic stops, employees shall not permit the engine of the vehicle to run while the vehicle is unattended with the key in the ignition. Where

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security may be an issue, vehicles will not be parked unless the key is removed. Vehicles shall not be left running when the temperature is over 32 degrees.

- Employees and all passengers shall use seat belts as required by the Illinois Vehicle Code.
- Police vehicles shall not be used to pull other vehicles. Officers may utilize attached push bumpers to push vehicles out of traffic only when necessary.
- Employees will not use their assigned Department vehicles for jumping other cars.
- When taking a supervisor's car out of service, all special equipment shall be removed and placed into another car to ensure availability when needed.
- It is the responsibility of Field Supervisors to promote compliance with this policy.

702.7 POLICY

The Urbana Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.8 GENERAL DUTIES

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