
PURPOSE:

To provide an outline for the duties, responsibilities, care, and safe operation of department vehicles, buildings, and property.

POLICY:

The importance of department vehicles, buildings and property to a community cannot be overstated. The duties, responsibilities, maintenance and safe operation of department vehicles, building and property is necessary for officers to carry out the mission of protecting and serving the public.

PROCEDURE – SQUADS/POLICE VEHICLE:

1. All department vehicles will be inspected on a regular basis as dictated by Chief, Sergeant or Corporal. Squad Inspection Reports shall be completed then forwarded to the shift supervisor for approval. If no immediate repairs are necessary the supervisor will then forward the form to the Chief of Police.
2. During routine operation of the vehicle any deficiencies shall be immediately reported to the shift supervisor. If deficiencies cannot be immediately corrected notification shall be made to the Chief of Police.
3. An officer operating a squad car will be responsible for the squad car while assigned to it.
4. All conditions of disarray, uncleanness or mess found by an officer upon taking the car for a shift should be reported to the shift supervisor. The supervisor will discuss the situation with the offending officer and take the necessary action.
5. Purchase or repair less than \$1000 may be approved by the Corporal or Sergeant. Purchase or repair exceeding \$1000 will need the final approval of the Chief of Police.
6. Squads should be refueled whenever the tank becomes half-empty.
7. Because of existing policies and duties performed by this department, including the ride along program, emergencies, aids to people such as stalled vehicles, and other hardships, family members of officers in this department will be treated in the same manner as the general public. However, to save criticism when it is necessary for a family member to ride in a squad car, the Sergeant or Chief of Police shall be notified of this happening in advance, if possible.
8. Seat belts and/or harnesses shall be used whenever department/patrol vehicles are in motion, by both the driver and passenger(s).

9. Squad cars should not be left idling for extended periods of time.

10. Squads should be locked, ignition key removed, and the laptop screen should be turned down or set to black out after two minutes of inactivity when left unattended.

11. In the event an officer has a major breakdown of the patrol vehicle, or has reason to believe the vehicle may be damaged by further operation, the officer will retire that vehicle to the police department. The shift supervisor will be notified immediately of the problem.

12. Repairs and routine maintenance will be performed by local businesses.

13. Officers are prohibited from using Police Department property or vehicles for their own personal or private use, either on or off-duty. Exception is call time use within the City limits.

***Officers with assigned squads will be allowed to take their squads home to their residence at the end of their shifts. This includes officers who assign their self a squad at the beginning of their shift or work stretch. This will have the following limitations:**

- This option is only available to patrol officers that live within 3 miles of city limits or as approved by the Chief of Police.
- The squad car may be parked on a public street near the officer's residence but must be within a half block distance from the residence.
- Officers will go 10-8 and 10-7 from within the city limits. Officers will be logged into the squad computer immediately after going 10-8 and will not log off until going 10-7. If the officer resides outside the city limits the above rules apply as you enter city limits.
- If the officer is required to take official action outside the city limits they may go 10-8 early or extend the shift while waiting for relief from an appropriate agency. This will be rare and will require approval/ notification of a supervisor.
- The officer is responsible to make sure the squad gets washed regularly.
- The officer must make arrangements to switch the squad to and from their assigned squad partner prior to going 10-8 or after going 10-7.
- The Chief of Police has discretion over this policy and may alter the restrictions on an individual basis.

PROCEDURE – BUILDING:

1. NO material shall be affixed in any part of any departmental building without specific authorization from the Chief of Police.
2. Officers shall not mark, alter, or deface any posted notice of the department.
3. Officers are prohibited from possession, making, or allowing to be made any duplicates of any department keys without the approval of the Chief of Police.
4. Department desks, cabinets, lockers, etc., shall be considered department property and subject to department inspection.

PROCEDURE - DEPARTMENT EQUIPMENT AND PROPERTY:

1. Officers are prohibited from using Police Department property or vehicles for their own personal or private use, either on or off-duty. Exception is call time use within the City limits.
2. Department supplies shall be issued or obtained only through properly authorized procedures.
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4. No department record shall be destroyed or permanently removed from its file except on the order of the Chief of Police.
5. All officers shall be responsible for the good care of department property, whether fixed or movable, assigned to their use of keeping.
6. The department shall retain ownership of all property issued.
7. Officers shall promptly report to the Chief of Police the loss of, damage to, or unserviceable condition of such property. Roughness or carelessness in the handling of such property shall not be tolerated and may be made the subject of charges. Any officer guilty of loss, mutilation, or destruction of City property, whether through willingness or negligence, may be required to pay all costs of repairs or replacement therefore, in addition to suffering any penalty imposed for the violation of this section.
8. Officers shall immediately report to the Chief of Police any defects or hazardous conditions existing in any department property.