



Approved:
Chief Marcia Harnden

Subject:

720. Vehicle Use and Maintenance

Effective:
December 12, 2017

Revised:
June 21, 2022

CALEA Standards: 41.3.2, 70.1.2

Page:
1

720.1: PURPOSE AND SCOPE

This policy provides guidelines for the proper care for and maintenance of Department vehicles, and to establish a system of accountability to ensure department vehicles are used appropriately.

This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Albany to provide assigned take-home vehicles.

720.2: POLICY

It is the policy of the Albany Police Department to provide vehicles for department-related business and assign patrol and unmarked vehicles as appropriate based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations. Members shall maintain Department vehicles so that they are properly equipped, properly maintained, properly refueled, and present a clean appearance.

720.3: USE OF VEHICLES

720.3.1: ON-DUTY USE

- a. Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status.
- b. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

720.3.2: SHIFT-ASSIGNED VEHICLES

The Shift Supervisor shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift, and retained in accordance with the established records retention schedule.

- a. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

720.3.3: UNMARKED VEHICLES

- a. Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor.
- b. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Supervisor on the shift assignment roster.

720.3.4: CIVILIAN USE OF VEHICLES

- a. Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service.
- b. Civilian employees driving marked patrol vehicles shall also prominently display the "out of service" placards or light bar covers at all times.
- c. Civilian employees shall not operate the emergency lights or siren of any vehicle off city property unless expressly authorized by a supervisor.
- d. Marked vehicles released to non-members for service or any other reason shall have all weapons removed and "out of service" placards or light bar covers in place.

720.3.5: ASSIGNED VEHICLES

- a. Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status.
- b. Residence within 5 road miles of the City of Albany is a prime consideration for assignment of a take-home vehicle.
- c. Members who reside outside the City of Albany may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.
- d. Members using assigned take-home vehicles shall abide by the following:
 - 1) Members who are assigned vehicles and take them home are expected to respond back to the City of Albany within 60 minutes of having access to the take-home vehicle.
 - 2) The vehicle shall only be driven by authorized personnel. Members may use the vehicle for police business.
 - 3) Members may only use the vehicle for personal business while enroute to work or from work. Examples include but are not limited to stopping at daycare, working out at a gym, shopping, or attending an event.

- 4) The member (whether on-call or not) may carry their spouse/domestic partner and/or their child/children, or other authorized member, only when commuting to/from City of Albany Police Department. If the airbag on the passenger's side is disabled, all passengers must ride in the backseat. Child/children is defined as the member's biological, adopted, step, foster, legal wards, domestic partner's child, or a child of a person standing in loco parentis.
- 5) No family members are allowed in the vehicle other than during the member's commute to and from City of Albany Police Department.
- 6) Except as may be provided by a collective bargaining agreement, time spent during normal commuting is not compensable;
- 7) Vehicles will not be used when off-duty except:
 - A. In circumstances when a member has been placed on call by the Chief of Police or Division Captain and there is a high probability that the member will be called back to duty;
 - B. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function;
 - C. When the member has received permission from the Chief of Police or Division Captain;
 - D. When the vehicle is being used by the Chief of Police, Division Captains, or members who are in on-call administrative positions;
 - E. When the vehicle is being used by on-call investigators.
- 8) While operating the vehicle, authorized members will carry and have accessible their department identification, their duty firearms (if applicable), and be appropriately attired and prepared to perform any function they would be expected to perform while on-duty;
- 9) The two-way communications radio, MDT and vehicle location system, if equipped, must be on and set to an audible volume when the vehicle is in operation;
- 10) Unattended vehicles are to be locked and secured at all times;
 - A. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
- 11) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee.
- 12) All firearms, weapons and control devices, computers, department identification, and portable radios will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

- 13) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
- A. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
- B. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- 14) The member is responsible for arranging the care and maintenance of the vehicle.
- 15) When driving a take-home vehicle to and from work outside of the jurisdiction of the Albany Police Department or while off-duty, an officer should not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the [Off-Duty Law Enforcement Actions: Policy 853](#) and [Law Enforcement Authority: Policy 100](#)).
- 16) Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

720.3.6: UNSCHEDULED TAKE-HOME USE

Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

- a. The circumstances are unplanned and were created by the needs of the Department.
- b. Other reasonable transportation options are not available.
- c. Off-street parking will be available at the member's residence.
- d. Vehicles will be locked when not attended.
- e. All firearms, weapons and control devices, computers, department identification, and portable radios will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

720.3.7: ATTIRE AND APPEARANCE

- a. When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity.
- b. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

720.3.8: OTHER USE OF VEHICLES

Members utilizing a patrol vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor.

- a. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.
- b. This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance facility or car wash.

720.3.9: AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the [Ride-Alongs: Policy 892](#).

720.3.10: ALCOHOL

- a. Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work).
- b. Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

720.3.11: PARKING

- a. Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.
- b. Department vehicles should be parked in assigned stalls.
- c. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.
- d. Privately owned motorcycles shall be parked in designated areas.

720.3.12: 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 practical.

- a. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

720.4: DEPARTMENT VEHICLE COLLISIONS

- a. When any department vehicle is involved in a traffic collision, the involved member shall promptly notify a supervisor.

- 1) A traffic collision report shall be filed with the agency having jurisdiction (see the [Traffic Collision Investigation: Policy 310](#)).

720.5: VEHICLE MAINTENANCE

- a. Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.
- b. Cleaning and maintenance supplies will be provided by the Department.
- c. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:
 - 1) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage;
 - 2) It is the member's responsibility to ensure that their assigned vehicle is maintained according to the established service and maintenance schedule;
 - 3) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
 - 4) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

720.5.1: VEHICLE INSPECTIONS

- a. Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be reported to a supervisor during the shift in which the damage was discovered and documented as appropriate.
 - 1) If the damage is deemed significant, an administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.
- b. The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed to ensure that unauthorized or personal items have not been left in the vehicle.
- c. When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.
- d. All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

- e. During the pre-shift inspection, employees shall ensure that all systems, lights, and emergency equipment are in good working order. Sirens should be tested away from residential areas.

720.5.2: DEFECTIVE VEHICLES

- a. When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, including, but not limited to, the lack of a working siren, recording equipment, emergency lights and/or radio communications, that vehicle shall be removed from service for repair.
- b. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed, and the paperwork shall be promptly forwarded to the Vehicle Maintenance Clerk for repair.
- c. Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practical.
- d. All firearms, weapons, control devices, and computers shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

720.6: PATROL VEHICLE EQUIPMENT

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:

- a. Emergency road flares;
- b. Crime scene barricade tape;
- c. First aid kit and CPR mask;
- d. Blanket;
- e. Fire extinguisher;
- f. Blood borne pathogen kit and protective gloves;
- g. Sharps container;
- h. Hazardous Materials Emergency Response Handbook;
- i. Evidence collection supplies.

720.6.1: MOBILE DATA TERMINAL

- a. Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty.

- b. If the vehicle is not equipped with a working MDT, the member shall notify the Communications Center.
- c. Use of the MDT is governed by the [Mobile Data Terminal Use: Policy 632](#).

720.6.2: VEHICLE LOCATION SYSTEM

- a. Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location.
- b. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.
- c. Members shall not make any unauthorized modifications to the vehicle location system.
- d. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.
- e. System data may be accessed by supervisors at any time; however, access to historical data by personnel other than supervisors will require approval of a Division Captain.
- f. All data captured by the system shall be retained in accordance with the established records retention schedule.

720.6.3: KEYS

- a. Members approved to operate marked patrol vehicles will utilize their department issued peg board key, which will be issued as part of the member's initial equipment distribution, to check out a vehicle from the key management peg board.
- b. Members shall not duplicate keys.
- c. If a member loses a vehicle key, they shall report the loss promptly, in writing, to their supervisor.

720.6.4: ACCESSORIES AND MODIFICATIONS

No member shall make modifications, additions or removal of any equipment or accessories without written permission from the Support Division Captain.

720.7: VEHICLE REFUELING

- a. Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not return a vehicle to service that has less than one-quarter tank of fuel.
- b. Vehicles shall only be refueled at the authorized location.
- c. Vehicles should be fueled at the end of each shift.

720.8: WASHING OF VEHICLES

- a. All vehicles shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.
- b. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.
- c. 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.

720.9: ALL-TERRAIN VEHICLE

The Albany Police Department equips and maintains an all-terrain vehicle (ATV) to be utilized:

- a. In the patrol areas where use of conventional patrol vehicles is not practical or suitable.
- b. In any instance where the Police Department deems the use of the ATV would better serve the needs of the public.

720.9.1: ATV TRAINING

- a. ATV patrol officers must complete the Oregon ATV Education course and possess an Oregon ATV Safety Education Card in order to operate the ATV.
- b. Initial training shall be provided by the community resource unit sergeant, which includes the following:
 - 1) ATV patrol strategies;
 - 2) ATV safety and crash prevention;
 - 3) Operational tactics using an ATV; and
 - 4) Basic ATV operation and care.

720.9.2: ATV CARE AND MAINTENANCE

- a. An annual inspection of the ATV shall be performed by the community resource unit sergeant by completing the [ATV Inspection: Form A55b](#).
- b. ATV officers shall conduct an inspection of the ATV prior to use to insure proper working order of the equipment. Officers are responsible for the routine care and maintenance of the ATV (e.g., tire pressure, fuel, overall cleaning).
- c. If a needed repair is beyond the ability of the officer, a repair work order will be completed and forwarded to the community resource unit sergeant for repair by an approved technician.
- d. The ATV will have scheduled maintenance once yearly to be performed by a department approved repair shop/technician.