


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date: April 26, 2021		APD.SOP.3150 Vehicle Management
Applicable To: All employees		Review Due: 2025
Approval Authority: Chief Rodney Bryant		
Signature: RB		Date Signed: 4/26/2021

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### 1. PURPOSE

To establish procedures for the use, care, and maintenance of the fleet of vehicles used by the Atlanta Police Department.

### 2. POLICY

The Department requires that the fleet shall be maintained in good mechanical condition to provide for safe and efficient operation. The fleet shall reflect the best image of the Department. The fleet shall be clean and the installed equipment shall be in good repair and operational.

### 3. RESPONSIBILITIES

- 3.1 Employees who operate city owned, leased, or rented vehicles are responsible for obeying traffic laws and driving in a safe manner.
- 3.2 All City employees shall wear safety restraints while inside city vehicles.
- 3.3 Employees shall inspect the vehicle for cleanliness and mechanical reliability. The inspection shall include checking all fluid levels (gas, oil, and coolant). The inspection results shall be recorded on the preventive maintenance checklist found on the back of APD Form 607 "Daily Activity Report." Any damage shall be brought to the attention of the appropriate supervisor.



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- 3.4 Supervisors shall ensure that vehicles are clean and scheduled maintenance is performed. Supervisors are responsible for inspecting vehicles and required vehicle contents every day.
- 3.5 Division and Section commanders shall determine the type and number of vehicles needed for the efficient operation of their commands. Commanders may authorize modifications to the standard configuration of a police vehicle to meet the needs of a specialized section or unit. They shall ensure that the employees under their command comply with this directive.
- 3.6 Section commanders shall maintain a sufficient fleet to allow for replacements when vehicles are out of service for repair.
- 3.7 The Chief Administration Office is responsible for purchasing vehicles, installing equipment and setting the criteria for the fleet. The Chief Administration Office is also responsible for the preparation of new vehicles added to the fleet and the proper registration of the existing fleet.
- 3.8 The Property Control Unit shall be responsible for the replenishment of supplies for police vehicles.
- 3.9 The Electronics Maintenance Unit (EMU) shall maintain an inventory of all radios and mobile data terminals installed in police vehicles. The EMU shall also be responsible for repair or replacement of radios, antennas, and mobile data terminals in police vehicles.
- 3.10 The Fleet Management Unit shall maintain a master inventory of all vehicles and an inventory of installed equipment, excluding electronics equipment. They shall monitor the maintenance of the fleet by coordinating with the City's Office of Fleet Services.
- 4. ACTION
  - 4.1 Operation of Police Vehicles
    - 4.1.1 Officers shall follow the State of Georgia Uniform Rules of the Road Act (Chapter 40-6 of the State Code) regarding authorized emergency vehicles.
    - 4.1.2 Officers and their passengers are required to wear seat belts when operating or riding in vehicles. (CALEA 6<sup>th</sup> ed. Standard 41.3.3)
    - 4.1.3 The "Crash Bumper", affixed to the front bumper of patrol vehicles shall not be used to assist in the removal of disabled vehicles from the roadway. This restriction may only be waived by a supervisor when emergency circumstances exist. In such instances, the officer shall document their actions using the appropriate RMS report after the scene has been made safe, denoting any damage caused by the incident.
  - 4.2 Marked Vehicles
    - 4.2.1 Marked vehicles shall be identified as Atlanta Police vehicles from every view. The markings shall be identifiable from long distances and at night. Markings should include reflective material placed on the sides and rear of the vehicle, such as reflective striping, lettering, or decals, as determined by the Chief Administration Officer, or their designee, in accordance with Georgia law. The Chief Administration Officer, or their designee, may approve specialized decals.



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Vehicle	Zone	Equipment Number	Utilization T i t l e	911 Decal	Beat Number	Accreditation Decal
Marked	Rt./Lt  fender	Rear left-side bumper Rt./Lt. C-  P i l l a r  Trunk Lid	Rt./Lt Front f Fender	Rt./Lt/ Rear Q t .  Panel	Rear Rt.  b u m p e r	Adjacent to 9 1 1  on Rt./Lt/  R e a r  Qt. Panel
Unmarked		Under hood o r  frame				

4.2.2 A standard marked patrol vehicle is a car, van, sport utility vehicle, or pick-up truck equipped with emergency blue lights, siren, public address speaker, and mobile radio. (CALEA 6<sup>th</sup> ed. Standard 41.3.1)

4.2.3 Marked patrol cars that are designated as beat, sector, or zone supervisor cars shall be further identified by being equipped with at least the following (CALEA 6<sup>th</sup> ed. Standard 41.3.2):

1. Reflective striping and decals representative of the Atlanta Police Department;
2. Zone number;
3. Beat or assignment number;
4. 911 decal;
5. Mobile data terminal (selected cars);
6. Lo Jack (selected cars);
7. Security screen (supervisor cars exempt);
8. Trunk mounted shotgun rack; and
9. Fully charged fire extinguisher.

4.2.4 Color/decals Scheme



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1. Scheme 1: (blue)



2. Scheme 2: (blue)



4.2.5 Zone supervisor cars shall be additionally equipped with a trunk pack containing the following (CALEA 6<sup>th</sup> ed. Standard 41.3.2):

1. Shotgun shells, 10 rounds (in a box);
2. Issued Handgun Ammunition, 100 rounds (in a box);
3. Crime scene tape, two rolls;
4. Traffic cones, two;
5. Flares, fifteen;
6. Measuring Wheel, one;
7. Flex cuffs, fifty;
8. Flex cuff side cutter, one;
9. Clean, dry blanket, one
10. Evidence bags, large and small, 5 each;
11. First aid kit, one;
12. Latent fingerprint kit, one; and



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13. Contagious disease kit containing:

- a. Protective disposable gloves, 10 pairs
- b. Red plastic bags and sealing ties, twenty-five
- c. Tags for marking plastic bags, twenty-five
- d. Tape marked "Danger Contaminated Area", one roll
- e. CPR protective masks with one-way valve, four;

4.2.6 Prisoner transport wagons shall be marked and equipped the same as standard marked patrol vehicles including emergency lights mounted on the roof. Prisoner transport wagons shall also carry flex cuffs, side cutters, and protective disposable gloves.

4.2.7 Police officers are required to have the following items while operating a marked patrol vehicle.

1. APD traffic safety vest;
2. Reflective or bright gloves
3. Whistle; and
4. Flashlight with attachable traffic wand.

4.2.8 Each precinct shall have available the following items:

1. Two child vehicle safety seats; and
2. Snow chains for each beat car.

4.3 Specialized Vehicles

Specialized vehicles, such as but not limited to, the High Intensity Traffic Team, SWAT vehicles, etc. shall be marked and equipped the same as standard marked patrol vehicles. Emergency equipment is optional and at the discretion of the section commander.

4.4 Motorcycles and Mini motors

4.4.1 Motorcycles of the Department shall be marked with special decals approved by the Chief Administration Officer, or their designee,

4.4.3 Mini-Motors

1. In order to be appointed to ride a mini-motor, the officer must be in good standing with the department, possess a valid class "M" driver's license, and pass an 80-hour Motorcycle Training course offered by the Training Academy. (CALEA 6<sup>th</sup> ed. standard 41.1.3)
2. Mini motors shall not be equipped with emergency equipment. Mini motors shall not perform traffic stops or vehicle pursuits. They are mainly used for visibility in high crime/traffic areas.



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3. The operation of mini-motors in the Field Operations Division offers visible patrols in high crime/high traffic areas. Each zone shall determine the objective of their operations based on their specific needs.
  4. Each zone commander shall determine the need and usage of mini-motors, but shall not supersede this directive.
  5. The zone commander shall designate a person responsible for the condition and maintenance of mini-motors. (CALEA 6<sup>th</sup> ed. Standard 41.1.3)
  6. The zone commander shall determine who is authorized to operate mini-motors based on disciplinary history, qualifications, and training. (CALEA 6<sup>th</sup> ed. Standard 41.1.3)
- 4.4.4 Whenever possible, motorcycles and mini-motors shall be stored under cover.
- 4.5 Unmarked Vehicles
- 4.5.1 Unmarked police vehicles may be equipped as a standard patrol vehicle. Vehicles assigned to an administrative, non-law enforcement, function may be exempt from this requirement.
- 4.5.2 Undercover vehicles shall be maintained to the same standards as the rest of the fleet. The Chief Administration Officer, or their designee, shall determine how the vehicle will be identified as property of the Department.
- 4.6 Three/Four-wheeled Specialty/Sport Vehicles
- Three/Four-wheeled Specialty/Sport vehicles of the Department shall be marked with special decals approved by the Chief Administration Officer, or their designee. The vehicles may display an amber colored light.
- 4.7 Vehicle Operations
- 4.7.1 While operating a police vehicle, employees shall have a valid Georgia Driver's license and their issued employee identification card with them. Sworn employees in undercover positions are exempt from carrying an employee identification card.
- 4.7.2 All employees operating or occupying a police vehicle (other than a motorcycle) shall wear a seat belt. The operator shall ensure that each passenger wears a seat belt while in a police vehicle. Employees operating motorcycles and Specialty/Sport vehicles shall wear helmets and eye protection. (CALEA 6<sup>th</sup> ed. Standard 41.3.3)
- 4.7.3 Employees shall only operate vehicles that have been assigned to them. Supervisors shall not, except in an emergency, allow employees to operate vehicles that have been designated for another specific use.
- 4.7.4 Prior to being issued a new fuel key, employees shall complete a fuel key request form and submit it to the SSD commander for approval. The Chief Administration Officer, or their designee, shall be responsible for submitting the form to the Office of Fleet Services and issuing the key to the employee. These keys shall only be used for the vehicle designated. If the key is lost or stolen, it shall be reported to the Chief Administration Officer immediately.



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- 4.7.5 The Fleet Management Unit shall maintain a master set of keys for all vehicles. A duplicate set of keys of all vehicles assigned to the section should be maintained by the section commander and easily accessible to supervisors.
- 4.7.6 Employees who use police vehicles that are scheduled to operate around-the-clock shall maintain a sufficient amount of fuel in the vehicle and shall not relinquish to the next operator a vehicle with less than a half tank of fuel.
- 4.7.8 Each division and section are responsible for shopping vehicles on a timely basis for all service, repairs, upkeep, emission tests, and vehicle inspections.
- 4.7.9 Replenishment of supplies for Departmental vehicles shall be handled through the Property Control Unit. Beat, sector, or supervisor vehicles that are missing or have used supplies designated in this directive shall be taken to the Property Control Unit during Day Watch hours to be replenished or replaced.
- 4.7.10 Officers shall ensure that the patrol vehicle is equipped with a fully charged operative fire extinguisher that is within its expiration date. Each time a fire extinguisher is used, a report shall be made. After use, the fire extinguisher shall be taken to the Property Control Unit and exchanged for a fully charged extinguisher. Unserviceable extinguishers shall also be taken to the Property Control Unit and exchanged for a serviceable extinguisher. If the fire extinguisher is missing, a report shall be made and a replacement extinguisher shall be obtained from the Property Control Unit.
- 4.7.11 Police vehicles contaminated by a bodily substance shall be driven to the maintenance shop for de-contamination, if practical. Employees shall follow the same procedures for de-contamination of a vehicle as for shopping a vehicle for repairs.
- 4.8 Vehicle Re-fueling
- 4.8.1 The following procedures will be followed with regard to refueling all City vehicles:
1. Enter the accurate mileage of the vehicle being fueled;
  2. Use Key Fob assigned to vehicle being fueled and wave it in front of the fueling console until you hear a "beep." Only the Key Fob assigned to fueling vehicle shall be used.
  3. Enter your City ID (People Soft Number) into the fueling console; and
  4. Fuel the City Vehicle.
- 4.8.2 Employees are prohibited from using a Key Fob that is not assigned to the vehicle being re-fueled.
- 4.8.3 Employees will only use their City ID (People Soft Number) when re-fueling a City Vehicle (use of another employee's People Soft Number is prohibited). It is prohibited for employee's to use their APD ID as well.
- 4.9 Transporting Prisoners in City Vehicles



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- 4.9.1 Any vehicle compartment/area used to transport prisoners must be free of weapons, property and contraband before and after the prisoner comes in contact with it. The transporting officer shall examine the vehicle at the beginning of his or her tour of duty, each time a prisoner is removed from it, and at the end of their tour of duty. At a minimum, the examination shall consist of the officer removing the rear seat cushion (if practical) and looking beneath the front seats in the driver's compartment to ensure that the vehicle is free of weapons, property, and contraband. (CALEA 6<sup>th</sup> ed. Standard 70.1.2)
- 4.9.2 All Department marked vehicles regularly used for transporting prisoners shall have the driver separated from the prisoner by a security screen. The vehicle's rear door and window mechanisms shall be disabled upon acquisition of the vehicle by the Department to minimize opportunities for prisoner escape. (CALEA 6<sup>th</sup> ed. Standards 70.4.1 and 70.4.2)
- 4.10 Maintenance Regulations
- 4.10.1 Employees with assigned vehicles shall be fully responsible for the general maintenance, appearance, and proper care of the vehicle. Vehicle maintenance and cleaning shall be done during the employee's on-duty hours.
1. Employees shall adhere to the Preventive Maintenance Schedule as posted on the upper left of the windshield or on the visor.
  2. Employees shall fuel vehicles, check lubricants and fluid levels, have any maintenance, regular vehicle service, non-emergency repairs, annual vehicle inspections, and emission tests completed during on-duty hours if possible.
  3. Employees shall clean their vehicles during on-duty hours and may utilize any of the designated car wash facilities.
  4. Employees shall not alter the body, general design, appearance, markings, mechanical, electrical, emergency systems or install personal property without approval through the chain of command by the division commander.
  5. Employees shall not use fuel, oil, lubricants, or other liquid additives in the vehicle other than those provided by Office of Fleet Services.
  6. Only Department approved and issued bumper stickers, decals, and plates shall be placed on police vehicles. The Department shall specify the exact location of approved bumper stickers, decals, and plates. Bumper stickers shall not be placed on the painted surface of vehicles or windows.
  7. Officers are prohibited from using patrol vehicles to give other vehicles (including patrol vehicles) a "jump start," as this may damage the radio or mobile data terminal (laptop). If a patrol vehicle requires a "jump," a supervisor must remove the mobile data terminal (laptop) from the mount prior to "jump starting" it.
- 4.10.2 The Office of Fleet Services has set a preventive maintenance (PM) schedule for vehicles:
1. All new vehicles shall have an oil change at 750 miles.
  2. Marked vehicles shall be serviced at 7,500 miles or four months, whichever comes first.





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3. Unmarked vehicles shall be serviced at 8,000 miles or six months, whichever comes first.
  4. Motorcycles shall be serviced at 3,000 miles or three months, whichever comes first.
  5. Mini-motors and three/four wheeled specialty/sport vehicles shall be serviced at three-month intervals, regardless of mileage.
- 4.10.3 When service or repairs require an extended downtime for an assigned vehicle, employees shall only operate a replacement vehicle that has been approved by the appropriate supervisor.
- 4.11 Shopping a vehicle
- 4.11.1 When a City vehicle needs repair or is to be shopped, the officer shall:
1. Notify his or her supervisor by radio or telephone of the vehicle being shopped;
  2. Ensure any weapons are removed;
  3. Ensure mobile data terminal is removed;
  4. In the case of supervisor's vehicle, ensure that all equipment specified in section 4.2.5 is removed, including mobile data terminal;
  5. Drive the vehicle or have it towed to the City Shop, located at 1370 Howell Mill Road NW;
  6. Complete and sign the Office of Fleet Services work order;
  7. Leave the keys with Office of Fleet Services; and
  8. Before leaving the City Shop, the officer should check if any other vehicles assigned to their zone, section, or unit are repaired and ready to be picked up.
- 4.12 Fleet Reports
- 4.12.1 Each unit within the police department is required to maintain a Fleet Report (APD Form 263 Monthly Vehicle Inventory Report). The purpose of the Fleet Report is to document that the vehicle is assigned to that particular unit, document the currently mileage monthly, and the next service date (Preventive Maintenance).
- 4.12.2 The number of vehicles listed on the Fleet Report should match the Fleet Management Master List of vehicles assigned to that particular unit or zone. Fleet Reports are to be submitted to Fleet Management Unit no later than the fifth day of every month. Fleets Reports can be sent by e-mail to the Fleet Management Unit Commander and a hard copy can be sent to the Fleet Management Unit by interdepartmental mail.
- 4.12.3 Each Section or Unit Commander shall designate an employee (Fleet Management Officer) under their command to act as a liaison to Fleet Management to address any issues or concerns involving that unit's fleet.



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- 4.13 Adding a Vehicle to the Department Fleet
  - 4.13.1 The Fleet Management Unit shall be notified of any vehicle or piece of equipment that is purchased with a grant or donated to the Department.
  - 4.13.2 No unit shall purchase or take custody of any vehicle without first notifying the Fleet Management Unit. Fleet Management shall be responsible for transferring the title over to the Office of Fleet Services at 23 Claire Drive S. E. Atlanta GA 30315. The Fleet Management Unit shall coordinate with the Office of Fleet Services to ensure a history sheet is done, the source of the vehicle (who is giving this vehicle to APD or what grant is this vehicle being purchased with), a brief explanation on how the source or which type grant came to give or purchase the vehicle for the Department, and an explanation of why the Atlanta Police Department wants this vehicle and what the Department intends to do with the vehicle.
  - 4.13.3 Unless a vehicle is in the Office of Fleet Services' database and is assigned a vehicle number it shall not be considered a city vehicle and shall not be serviced or receive fuel from the City.
- 4.14 Swapping Vehicles between Units or Zones:
  - 4.14.1 Vehicles that are currently assigned to a unit or zone shall not be swapped or transferred to another unit or zone without the approval of the section commander. If the section commander approves the transfer of a vehicle to another unit then the Fleet Management Unit shall be notified in writing so the master list can be updated. The zone or unit shall also make the changes in the Fleet Report.
  - 4.14.2 If a vehicle is only being borrowed by another unit or zone, the unit borrowing the vehicle shall be responsible to report the required information to the zone or unit that the vehicle is assigned to for the monthly fleet report. The zone where the vehicle is assigned shall continue to list the borrowed vehicle on their Fleet Report. (This does not include units from within the zone that share the same Fleet Report.)
- 4.15 Wrecker calls
  - 4.15.1 An officer shall notify the Communications dispatcher that their vehicle is disabled and shall state the location. He or she shall go to the City Shop to check the vehicle in for maintenance following the procedures in section 4.10.
  - 4.15.2 Only city approved wrecker companies shall be used to impound vehicles for the City of Atlanta Police Department. Wrecker Companies have thirty minutes to respond to the scene after being notified by Atlanta Police Communications. If after thirty minutes the wrecker company still has not arrived a second contract wrecker service shall be notified. The first wrecker service shall be notified by Atlanta Police Communications that their services shall no longer be needed and the second contract wrecker service shall impound the vehicle. Any complaints concerning contract wrecker companies shall be forwarded to the Fleet Management Unit Commander.
  - 4.15.3 APD Form 005 (Vehicle Record Impound Report) shall be completed anytime a vehicle is impounded and/or moved by an authorized police employee. If a vehicle is impounded for investigative purposes and the vehicle is later released without being transported to the wrecker yard, APD Form 005 still needs to be completed. When an incident involving a vehicle starts in one zone, but ends in another zone, the wrecker service that is assigned to the zone where the vehicle is recovered shall be the wrecker company that impounds the vehicle.



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- 4.16 Radio, MDT and Camera Repairs
  - 4.16.1 The Electronics Maintenance Unit (EMU), at 315 Chester Avenue (404) 658 6868), shall handle repairs to the mobile radio, in-car camera system, and exterior antennas. Upon advising a supervisor of the need for repair, the police vehicle shall be taken to EMU during day watch hours.
  - 4.16.2 The EMU at 180 Peachtree Street handles repairs to the mobile data terminals as well as installs the AVIL system or "Rocket" (Mobile tracking device). Upon advising a supervisor of the need for repair, the officer shall contact EMU by Detective radio channel to ascertain whether a technician is available during the watch.
- 4.17 Accidents and Incidents with Vehicle Damage
  - 4.17.1 All accidents and incidents with damage involving the Department's vehicles shall be reported immediately by following the guidelines specified in the APD.SOP.4010 "Traffic", Section 4.16.4, "Collisions Involving City Vehicles."
  - 4.17.2 The unit commander of the employee involved in the accident shall forward a copy of the Damage to City Property police report to the Fleet Management office.
- 4.18 Use of Department Vehicles Outside City
  - 4.18.1 Employees may drive a City vehicle outside City limits only for City business, including City-sponsored training.
  - 4.18.2 Employees conducting City business beyond the ten county metropolitan areas (defined by the Atlanta Regional Commission to include Cherokee, Clayton, Cobb, DeKalb, Douglas, Fulton, Fayette, Gwinnett, Henry, and Rockdale counties) must receive the Chief's prior approval through their chain of command on an APD Form 224 "Taking a City Vehicle Out of the City."
  - 4.18.3 The Mayor, or their designee, has the authority to give permission to use a City owned vehicle outside the state. These requests shall be submitted on an APD Form 224 "Taking a City Vehicle Out of the City" and an APD Form 11-M-194 "Vehicle Use out of State Travel Request" through the Chief of Police to the Director of the Office of Fleet Services.
- 5. DEFINITIONS
  - 5.1 AVIL SYSTEM (Rocket): An in-vehicle electronic surveillance/tracking system
- 6. CANCELLATIONS

APD.SOP.3150 "Vehicle Management", effective March 15, 2018.
- 7. REFERENCES

APD Form 11-M-194 "Vehicle Use out of State Travel Request"  
APD Form 224 "Taking a City Vehicle Out of the City"  
APD Form 263 "Monthly Vehicle Inventory Report"  
APD Form 607 "Daily Activity Report"

APD.SOP.2010 "Work Rules"



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#### APD.SOP.3151 "Vehicle and Vehicle Equipment"

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6<sup>th</sup> ed. Standards; 41.1.3, 41.3.1, 41.3.2, 41.3.3, 70.1.2, 70.4.1, 70.4.2, and 71.4.2.

Criminal Code of Georgia, section 40-6-273

City Code of Atlanta, section 2-1716

#### 8. SIGNIFICANT CHANGES

Addition of Section 4.8 Vehicle Re-fueling