



# Colorado Springs Police Department

## General Order

### 1525 Police Vehicles

#### Section 1500 – Assigned Equipment

Effective Date: 2/22/2025

Supersedes Date: 6/28/2024

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### **.01 Purpose**

The purpose of this directive is to establish a vehicle plan for patrol divisions, outline the assignment of police vehicles to officers, and identify the standard equipment package in vehicles used by the department.

### **.02 Cross-Reference**

[GO 900 Vehicles: Normal Operations](#)

[GO 906 Take Home Vehicles](#)

[GO 1740 Fleet Maintenance Support](#)

### **.03 Discussion**

Police vehicles are an important resource and will be assigned as efficiently and effectively as possible. A vehicle assignment and equipment plan ensure employees have the vehicles they need to accomplish their mission.

### **.04 Policy**

Designated vehicle assignments at each division will be made for officers assigned to patrol shifts, detectives, specific supervisory positions, divisional specialized assignments/functions, and other staff as necessary.

Each marked unit will have a vehicle unit number assigned.

### **.05 Definitions**

*City Vehicle:* Non-emergency vehicles either assigned to department personnel or available for use as a pool vehicle. These vehicles may be operated by sworn or civilian department staff as necessary.

*Marked – Sworn Vehicle:* Emergency vehicles with police insignia and equipment (e.g., radio, emergency lights and siren, partition/cage, rifle/carbine/shotgun mount) that identify the vehicle as being a police vehicle. These vehicles may only be operated by sworn department personnel,

except as required for routine maintenance, repair, or movement by fleet drivers or mechanics, or as otherwise authorized by a sworn police commander.

*Quartermaster on Q (QoQ)*: The department database used to track vehicles and equipment.

*Undercover – Sworn Vehicle*: Non-emergency vehicles that are used by sworn personnel in undercover assignments (e.g., Metro Street teams, etc.). These vehicles may only be operated by sworn department personnel, except as required for routine maintenance, repair, or movement by fleet drivers or mechanics, or as otherwise authorized by a sworn police commander.

*Unmarked – Sworn Vehicle*: Emergency vehicles that do not display insignia that clearly identify them as a police vehicle. These vehicles contain police-related equipment (emergency lights, siren, etc.). These vehicles may only be operated by sworn department personnel, except as required for routine maintenance, repair, or movement by fleet drivers or mechanics, or as otherwise authorized by a sworn police commander. These vehicles may be assigned to patrol or as otherwise needed.

*Specialized Vehicle*: Emergency and non-emergency vehicles assigned to a specialized purpose (e.g., armored vehicle, crime scene investigations van, etc.). Emergency vehicles may only be operated sworn department personnel, except as required for routine maintenance, repair, or movement by fleet drivers or mechanics, or as otherwise authorized by a sworn police commander. Other specialty vehicles may be operated as directed by the unit supervisor responsible for the vehicle.

## **.10 Standard Vehicle Equipment Packages**

The following standard equipment packages apply to vehicles purchased by the department:

*City Vehicle*: These vehicles are primarily assigned as pool vehicles for civilian employee use. They will not be equipped beyond what the vehicle manufacturer provides.

*Marked – Sworn Vehicle*: These vehicles will be equipped with full CSPD markings, a complete overhead and front/rear/side emergency light package, a siren, a hard-mount police radio, a push bumper, a spotlight, an MDC mount, a complete prisoner compartment, a shotgun/rifle secure rack, secure storage compartments (e.g., trunk, safe, etc.), interior lighting for nighttime operations, window tint, vehicle seat covers, technology ports, and equipment required for various department systems (e.g., Body Worn Camera).

*Undercover Sworn Vehicle*: These vehicles will be equipped as needed by the division receiving them. Equipment requirements will be discussed between the requesting division commander, Management Services Division commander, and Logistics Support manager.

*Unmarked Sworn Vehicle - Patrol*: These vehicles will be equipped the same package as fully marked sworn vehicles, except CSPD exterior markings, push bumper, spotlight, and an overhead light package. The overhead light package will be replaced with an adequate interior/covert emergency light package.

*Unmarked Sworn Vehicle – Non-Patrol:* These vehicles are primarily assigned to detectives, Crime Prevention Officers, and similarly assigned positions. These vehicles will be equipped with a covert emergency light package, siren, window tint, and secure storage compartments (e.g., trunk). These vehicles will not be equipped with a hard-mount radio absent an identified operational need beyond the employee’s assigned handheld radio. Vehicles assigned to command staff will be equipped with a hard-mount radio, due to their involvement in command incidents.

*Specialized Vehicles:* If a division has a specialized vehicle need, or a vehicle requiring equipment beyond that outlined above, that division commander will discuss the need with the Management Services Division Commander and Logistics Support Manager. Employees below the rank of commander are not authorized to request vehicles or vehicle equipment without commander approval.

Because of the specialized vehicle needs of the Specialized Enforcement Division, Investigations Division, and Metro Division, those division commanders will discuss anticipated upcoming vehicle needs with the Management Services Division commander and CSPD Finance Director during each annual budgetary preparation cycle. The Management Services Division Commander will then discuss these requests with the Operations Support deputy chief for inclusion in the annual budget request.

## **.15 Standardized Patrol Vehicle Distribution Plan**

The following table represents a standard vehicle distribution plan that may be adjusted based on the available number of vehicles in the fleet and year-to-year replacement budget.

<b>Patrol Assignment</b>	<b>Vehicles Authorized</b>	<b>Type</b>
Patrol Commander	1 Unmarked	Unmarked Sworn Vehicle – Non-Patrol
Patrol Lieutenants	1 Unmarked per division 1 for DART/HOT lieutenant 1 for SRO lieutenant	Unmarked Sworn Vehicle – Non-Patrol
Patrol Sergeants	Fully Marked - # dependent on staffing in division	Fully Marked Sworn Vehicle
School Resource Sergeant	1 Fully Marked per sergeant	Fully Marked Sworn Vehicle
School Resource Officer	1 Fully Marked per SRO	Fully Marked Sworn Vehicle
DUI Officer	1 Fully Marked per DUI officer	Fully Marked Sworn Vehicle
Crime Prevention Officer	1 Unmarked per CPO	Unmarked Sworn Vehicle – Non-Patrol

Patrol Officers	Number assigned will vary based on division staffing & requirements	Fully Marked Sworn Vehicle
Patrol Officers	1-2 unmarked	Unmarked Sworn Vehicle – Patrol
Spare Vehicles & Extra Duty	Number assigned will vary based on division staffing & requirements	Fully Marked Sworn Vehicle

## **.20 Assignment of Patrol Vehicles**

Each patrol commander will designate a sergeant within their division to oversee the division's police vehicles. This sergeant will serve on the department's Vehicle Standards Committee, will oversee vehicle inspections and assignments, communicate division vehicle needs to the Logistics Support manager in the Management Services Division, and undertake other vehicle duties as assigned.

The vehicle sergeant will determine what vehicles may be unavailable due to scheduled maintenance or dead-lined vehicles pending maintenance and communicate changes to their division's supervisors.

Additionally, the vehicle sergeant will assign vehicles to shifts within their division. Assignment to individual employees will be conducted as follows:

- At the beginning of each new year, the vehicle sergeant will ensure officers assigned to each shift select a permanently assigned vehicle from those available to their shift. These vehicle assignments will be conducted based on department seniority as a sworn employee.
- If an employee does not have enough seniority to be permanently assigned a vehicle (e.g., there are 20 officers assigned to a shift with 15 vehicles), they will be assigned a vehicle by the shift sergeant at the beginning of their tour of duty. In this instance, vehicles will be assigned in reverse order of seniority, starting with the oldest vehicle available to the shift (e.g., the least senior officer without a permanently assigned vehicle will be assigned to the oldest available patrol vehicle, the second least senior officer will be assigned the second oldest available vehicle, etc., continuing upwards from the oldest available vehicle).
- Officers who do not have a permanently assigned vehicle will not take newer vehicles if an older vehicle is available on their shift (e.g., an officer will not take a 2024 Ford Police Interceptor if a 2016 Dodge Charger is available).
- Sergeants will not assign newer vehicles to officers without a permanently assigned vehicle, if older vehicles are available for use.
- Shift lieutenants are responsible for ensuring sergeants and officers on their shift are following the directions of this policy.

Utilizing QuartermasterOnQ, shift supervisors will ensure all vehicles are signed out at the beginning of shift and checked in at the end of shift.

Officers will not delay going into service due to the absence of their permanently assigned vehicle at the division. The officer will check with the shift sergeant, who will find an alternate vehicle. Sergeants will obtain the vehicle from their own shift. If no other vehicles are available on the shift, the sergeant will use a division spare.

## **.25 Use of Patrol Vehicles for Extra Duty and Overtime Assignments**

The primary function of marked and unmarked vehicles assigned to the Patrol Bureau is uniformed patrol. Each division has three (3) marked sworn vehicles for extra duty and non-patrol scheduled overtime (e.g. – parades, traffic control, traffic enforcement, etc.).

Personnel working an extra duty or scheduled overtime assignment will use the assigned extra duty/scheduled overtime vehicles. If these vehicles are not available, they will use the oldest patrol vehicle available. Newer vehicles are not to be used for extra duty or scheduled overtime assignments.

The only exception to this is specialized unit personnel, who may use a vehicle assigned to them or their division if it meets the requirements of the extra duty or scheduled overtime assignment.

## **.30 Assignment of Specialized Unit & Non-Patrol Vehicles**

Specialized vehicles will be assigned by operational necessity, as determined by that division commander. Permanent vehicle assignments for sworn personnel will be assigned by seniority as a sworn employee. Any sworn employee in a specialized assignment who is not assigned a permanent vehicle will follow the same requirements for patrol vehicle use.

Some civilian assignments (e.g., Crime Lab, Victim Advocacy, etc.) have specialized vehicles. Those vehicles will be assigned as determined by the unit supervisor.

All other vehicles not used by sworn personnel will be placed into a pool at their respective facility, available for use by civilian employees needing them. Employees using a pool vehicle will sign them out in the manner determined by the Logistics Support Manager.

Take Home Vehicles will be assigned & utilized in accordance with [GO 906 Take Home Vehicles](#).

## **.40 Vehicle Requisition & Replacement**

Throughout the year, the Management Services Division Commander and Logistics Support Manager will review the department fleet and, with City Fleet personnel, plan for the annual vehicle requisition and replacement cycle. The commander will present the requisition and replacement plan to the Operations Support Bureau Deputy Chief for approval in the fourth quarter of each year, with updates or revisions being presented throughout the year as necessary.

Division commanders with a special vehicle needing replacement will notify the Management Services Division Commander as soon as possible.

The Logistics Support manager is not authorized to obtain, move, or replace vehicles without approval of the Management Services Division commander.

## **.41 Annual Review & Realignment of Patrol Vehicles**

In the fourth quarter of each year, the Logistics Support Manager will review the department's vehicle fleet with personnel from City Fleet and the Vehicle Standards Committee. The purpose is to ensure vehicles are equitably distributed across divisions.

The review will include, at a minimum, an assessment of:

- The current condition of the department's fleet;
- Identified issues or concerns with vehicles, requisition, or allotment;
- Recommendations for vehicle realignment based on factors including, but not limited to: vehicle year/make/model, age, condition, mileage, idle time, and operational requirements.
- The number of vehicles assigned across the department and by division, including a determination of any inequities (e.g., a division has fewer vehicles than another, when adjusting for staffing numbers, etc.)

The review will be provided in an appropriate format to the Management Services Division Commander, who will then discuss it with the affected division commanders. The approved review will be returned to the Logistics Support Manager and division vehicle sergeants no later than December 1 of each year, with realignment completed between January 1 and January 15 of the following year.

## **.42 Assignment of Extra Duty & Training Academy Police Vehicles**

As resources allow, each patrol division will maintain at least three (3) marked sworn vehicles solely for extra duty use.

The Training Academy will also retain the number of marked sworn vehicles necessary for training purposes. Each year, these vehicles will be assigned as follows:

1. When new marked sworn vehicles are received in the fleet as a replacement for older vehicles, the Management Services Commander and Logistics Support Manager will assign the new vehicles as outlined in section .31.
2. The old marked sworn vehicles being removed from the main fleet will be assigned as extra duty cars in the appropriate patrol divisions, replacing older extra duty vehicles.
3. The replaced extra duty vehicles will be assigned to the Training Academy, replacing older training vehicles.
4. The old training vehicles will be removed from the fleet and dispositioned/sold/scrapped as appropriate.

The Management Services Division Commander and Logistics Support Manager are responsible for ensuring this rotation occurs as new vehicles are received, at least on an annual basis and more often if necessary.