



# Colorado Springs Police Department

## General Order

### 900 Vehicles: Normal Operation

#### Section 900 – Vehicle Procedures

Effective Date: 6/28/2024  
Supersedes Date: 2/1/2021

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### **.01 Purpose**

The purpose of this directive is to establish procedures for the routine operation of department vehicles and establish guidelines for civilians to check out vehicles from the civilian vehicle pool at the Police Operations Center.

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

[GO 242 Extra Duty Program](#)

[GO 1320 Towing and Impound Procedures](#)

[GO 1510 Mobile Computer Procedures – Police Equipment and Vehicles](#)

[GO 1525 Police Vehicles](#)

[GO 1620 Enhanced Tactical Communications System](#)

[GO 1740 Fleet Maintenance Support](#)

[DL-1305-03 Traffic Crashes Involving City Employees, City Vehicles, & Other Public Safety Professionals](#)

### **.03 Discussion**

Instructions in this policy apply to all department vehicles unless the context or specific language indicates limited applicability, such as for marked vehicles.

### **.04 Policy**

Department personnel will obey laws relating to the operation of vehicles in the same manner required of any other person. The exception to this is the emergency police vehicle operation by sworn personnel, which will comply with applicable policy and law.

All personnel are responsible for ensuring that their assigned vehicles are in safe and operational condition.

The use of department vehicles is limited to operations which support the department mission.

## **.05 Definitions**

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## **.10 Patrol Vehicle Assignments**

To ensure the department is obtaining the maximum benefit from its equipment, the following procedures are applied to the assignment of marked police vehicles in the patrol bureau:

- Each patrol division will have a certain number of vehicles assigned to it based on assigned staffing. The vehicles will be split between shift start times, with the 0530 and 1700 shifts sharing vehicles, the 0900 and 2100 shifts sharing vehicles, and with the 1400 start time being assigned its own vehicles.
- Patrol vehicles will be assigned in accordance with General Order 1525.16: Police Vehicles – Assignment of Police Vehicles.

## **.12 Vehicle Assignments Outside Patrol**

No department vehicle will be used, except upon approval or assignment by a supervisory or command officer. Each unit will designate a system to track how their vehicles are assigned to their personnel.

## **.13 Civilian Vehicle Pool**

The civilian vehicle pool is located at the Police Operations Center and is available to all police department civilian staff who meet the requirements of the Civilian PPM, state law, and municipal ordinances. The vehicle will be used for work purposes only and keys may only be checked out at the time of the use of the vehicle and must be returned once the employee has returned to the POC.

Civilian personnel operating a department-owned vehicle will comply with Civilian PPM #54: Vehicles – Usage of City-Owned and #55: Employee Responsibilities for City-Owned and Personal Vehicles for Business Use.

Instructions for use of the civilian vehicle pool are attached to this policy.

## **.14 Personal Use Prohibited**

No member of the department will use a department vehicle for personal purposes without approval of a supervisor or command officer.

## **.16 Driving**

Vehicles will be driven at speeds that permit action whenever a situation is observed that requires a police response.

Vehicles will be driven in a manner that does not hinder the flow of traffic or pose risks to anyone.

In all situations, members will follow applicable law and policy for vehicle operations, consider the conditions present, use reasonable judgment, and drive with due regard for the safety of all persons and property.

## **.20 Transporting Citizens**

Citizens will be transported in department vehicles only when necessary to accomplish a police purpose. When an exception to this rule is believed necessary, members will obtain prior approval to transport non-police personnel from a command officer or their designee.

## **.25 Transporting Injured Persons**

Department vehicles will not be used to transport injured persons from the scene of an injury to a hospital, and medical personnel should be summoned in these circumstances. Exceptions may be made to this rule whenever the officer at the scene believes it necessary because of unusual or exigent circumstances.

## **.30 Use of Seat Belts**

When operating or riding in a department vehicle or any vehicle used to conduct department business, all employees will use seat belts and restraining devices provided by the manufacturer. The lap belt and shoulder harness, as well as any other safety devices provided, will be used in accordance with the intended use and design of the manufacturer.

*Exceptions:* This policy does not apply to any employee possessing a written statement from a physician that, for medical or physical reasons, the employee is unable to wear a seat belt. The physician's statement must be on file with CSPD Human Resources (HR).

The department also realizes exigent circumstances may cause a restraining device to become a hindrance to normal law enforcement functions. Department supervisors may grant exceptions for special situations in which the efficiency of operations outweighs the safety benefit, such as

the release of the restraining device immediately before arrival at the scene of an in-progress call, or a foot chase from the scene of a crime that escalates into a vehicular pursuit.

## **.32 Transporting Children in Police Vehicles**

The National Highway Traffic Safety Agency (NHTSA) has established guidelines that children being transported in child protection safety seats should not be transported in police cruisers equipped with cages of the type utilized by this department. The guidelines state that there should be 28" to 32" of head excursion limits. In other words, there needs to be this amount of room between the point that the child's head would rest in the safety seat and the cage.

In the event that a child under the age of eight years of age and/or less than 4'9" in height needs to be transported, officers will request that either a supervisor's vehicle or another divisional vehicle not equipped with a cage (e.g., a CSO vehicle) be dispatched to the scene for the transport.

If the child is either less than four years of age or weighs less than 40 pounds, the transport vehicle must use a child safety seat.

If the child is between four and eight years of age or weighs more than 40 pounds or is less than 4'9" in height, a booster seat should be utilized. Both types of seats are available at all divisions.

In the event the officer or driver of the transport vehicle is not familiar with the proper installation of either type of seat, a Child Passenger Safety Seat Technician can be called to assist. The officer or driver may also refer to the NHTSA website for guidance (<https://www.nhtsa.gov/car-seats-and-booster-seats/car-seat-installation-tips>).

In the event of exigent circumstances that require the immediate removal of the children from the area/scene, a supervisor may authorize deviation from this policy. Alternative methods of transport may include having an adult hold the child on their lap or strapping the safety seat in the front seat.

## **.34 Prisoners' Seat Belt Use**

Prisoners will be secured in their vehicle seat via seat belt unless, by insisting the seat belt be secured, a situation may be aggravated and cause further safety concerns for the officers.

## **.36 Failure to use Seat Belts or Vehicle Seat Belt Devices**

Failure to use vehicle restraining devices as directed will result in disciplinary action and may result in a chargeable violation of the law.

Department personnel may also lose a portion of Worker's Compensation benefits, in the event of injury while failing to wear a seatbelt and operating or riding in a department vehicle.

## **.40 Interior Cleanliness**

Each employee will remove any trash or debris that has accumulated in the vehicle to ensure the vehicle is in a clean condition for the next user.

## **.42 Inspection of Vehicles**

At the beginning of each shift, members having an assignment that involves the use of a department vehicle will make a thorough inspection of the vehicle and its equipment. Items that will be inspected or checked include the following:

- Condition of tires, wheels, and body
- Emergency equipment operation
- Locking mechanisms
- Condition of other equipment, brakes, lights, radios, PA system, upholstery, spare tire, jack, etc.
- Presence of any contraband, evidence, or weapons

In any event, employees will ensure, as much as possible, that the vehicle to be used is in a condition that allows safe completion of a shift.

## **.50 Damaged Vehicle or Inoperative Equipment**

When the inspection of a vehicle reveals damage or inoperative equipment, members will notify an on-duty supervisor and document the damage in accordance with department policy.

When the damaged or inoperative equipment is such that the vehicle should not be used, the member's supervisor will be contacted to obtain another vehicle and to assure proper documentation of such damage or inoperative equipment. These same procedures apply should the damage be sustained, or equipment fails during a shift.

## **.52 Reporting Damages to Department Vehicles**

Reporting damages to all city-owned vehicles will be conducted in accordance with department policy.

## **.54 Non-Scheduled Maintenance**

In the event a department vehicle requires non-scheduled maintenance (e.g., flat tire, mechanical failure, etc.), the vehicle operator will notify the Communications Center, who will call for the service(s) needed. Personnel should avoid performing any non-scheduled maintenance.

Non-scheduled maintenance will be conducted in accordance with department policy.

## **.56 Towing of Inoperable Department Vehicles**

Towing of inoperable department vehicles will be conducted in accordance with department policy.

## **.58 Offsite Vehicle Service**

At times, department vehicles require repair or service outside the preventative maintenance schedule monitored by City Fleet staff, auto bodywork, and work at the radio shop. In such cases, it is important the vehicle be properly prepared for service. Vehicle preparation includes the removal of all weapons (AR-15 rifles and shotguns), the laptop computer, all personal items belonging to officers, and any other items of value.

CSPD fleet drivers will notify the respective area command duty desk supervisor of the need to take a vehicle for specialty work and of the date and time they plan to pick up the vehicle. The duty desk supervisor receiving such notification is responsible for ensuring the vehicle is properly prepped and all removed equipment and property is properly stored or secured.

Under no circumstances will the City Fleet mechanics or PD fleet drivers remove or install weapons, laptop computers, or personal items belonging to officers. Division Commanders will ensure that assigned division employees do not direct the contracted fleet mechanics to remove or install weapons, laptop computers or personal items.

Prior to test driving or transferring CSPD marked vehicles, City fleet mechanics will use “Out of Service” magnetic decals to cover any/all “Police” markings to mask the identity of the vehicle. Two sets of “Out of Service” magnetic decals will be supplied by PD for each patrol division and the Police Operations Center.

## **.60 Removal of Keys and/or Fobs**

Ignition keys and/or associated key fobs will be removed from all department vehicles when leaving the immediate vicinity of the vehicle. This protects not only the vehicle but also the equipment carried.

## **.62 Locking of Department Vehicles**

To prevent theft and vandalism of department property, members will ensure department vehicles are locked at all times, with windows closed, whenever not immediately needed. This includes vehicles parked in the division parking lots.

## **.70 Fueling of Police Vehicles**

Marked police vehicles will be fueled at the end of the driver's shift. Fueling of both marked and unmarked vehicles will be done at each area command's fueling facilities, whenever practical, but, when necessary, department vehicles can be fueled at Colorado Springs Utilities facilities.

Civilians are required to fill the fuel tank once it reaches the half-empty mark.

When fueling vehicles under normal conditions, the vehicle designation number, mileage, and quantity of fuel will be automatically recorded by vehicle software

## **.72 Use of Master Fuel Keys**

A master fuel key is located in the duty desk office at each area command. The master fuel key will only be used when the vehicle's fuel monitoring system does not function.

In the event of such a malfunction, the damage will be documented in accordance with department policy.

## **.80 Oil and Windshield Washer Solvent**

Department members will periodically check the vehicle oil and windshield solvent levels. Solvent will be added as needed. When oil is needed, fleet personnel should be contacted to complete the work.

## **Attachments**

[Vehicle Pool Checkout Instructions](#)