



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

3004 R-6

DEPARTMENT VEHICLES

Effective Date: 06/06/2011

Revision Dates: *Previously G.O. 1013*; R-1 09/28/2011; R-2 12/21/2012;
R-3 11/11/2013; R-4 12/17/2013; R-5 10/01/2016; **R-6 01/26/2022**

INTRODUCTION

The Durham Police Department's (DPD) fleet is purchased by the City Fleet Management Department in accordance with budget constraints and justification of Departmental need. DPD is fiscally responsible for managing its fleet by maintaining and assigning vehicles only after careful consideration of Department necessity. Each vehicle procured and assigned will be evaluated for administrative value as well as operational contribution to the protection and well-being of the community.

FLEET MANAGEMENT

DPD will assign a Police Fleet Coordinator to the Operations Bureau Executive Officer. This position will coordinate the general maintenance, repair, and assignment of the City-owned vehicles assigned to the Police Department. The Police Fleet Coordinator is the primary liaison with the Fleet Maintenance Division of the Fleet Management Department and the Communications Maintenance Division of the Durham Emergency Communications Department. The Police Fleet Coordinator will provide specifications for new and replacement Police Department vehicles when the Fleet Management Department conducts bids.

Vehicle replacement for the Police Department is the responsibility of the City Fleet Management Department. Their replacement criterion is based on an evaluation of each vehicle's mileage, age and maintenance history.

Employees shall adhere to all State laws, and City and Department policies regarding the operation, use and care of City vehicles. All drivers of City vehicles will ensure that they are knowledgeable of and understand these laws and policies.

VEHICLE ASSIGNMENT

The Police Fleet Coordinator will assign vehicles based on recommendations of the Executive Command Staff. Final authority for assignment of vehicles rests with the Executive Command Staff. Priority of vehicle assignment will be given to field operations and remaining assignments are based upon the responsibilities and duties of the employee, such as:

- Nature of duties - equipment required to be carried, etc.;
- Frequency of use - during and after duty hours;
- Call-back status - likelihood, urgency;

- Rank responsibility - management of 24-hour police operations when transportation is needed to monitor subordinate field activities, to respond to police calls or to frequently perform administrative functions at other locations.

Vehicle assignment will fall under the following categories:

- Pool Vehicles - vehicles shared by members of an assigned District/Division or Unit, including Beat patrol vehicles.
- Individually Assigned Vehicles - vehicles assigned to individual members for on-duty use.
 - Take Home - Specified individually assigned vehicles are authorized for Take Home status in accordance with City of Durham policy [FLT-100-3](#).

Vehicle assignments given to a non-sworn member must have prior approval from the Chief of Police.

In accordance with City of Durham policy [FLT-100-3](#), the Operations Bureau Executive Officer will coordinate a documented annual review of vehicle assignments. If it is determined that an assignment is no longer necessary based upon the above criteria, they will notify the appropriate Assistant Chief of the review's findings.

ACCOUNTABILITY OF VEHICLES

Each District/Division Commander or Manager will assign a fleet liaison who will be responsible for maintaining an accurate inventory of vehicles assigned either individually or as pool vehicles within their areas of responsibility. The Operations Bureau Executive Officer will be the fleet liaison for the Office of the Chief and Executive Command staff. Each fleet liaison will supply the Police Fleet Coordinator on request a report of the following:

- The five-digit fleet number, make, model, color, and license number of all division vehicles;
- The unit to which it is assigned;
- The name of the approved driver, or in the case of a pool vehicle, the function it serves;
- All police equipment items, such as light bars and mobile cameras, installed on the vehicle; and
- Whether the take home vehicle operator's home address is within or outside of Durham County and, if out of county, the address at which the vehicle is parked.

AUTHORIZED USE

Use of an individually assigned vehicle is a privilege that may be suspended or revoked for operational need or administrative purposes, as determined by an individual's chain-of-command. Members may not loan their assigned vehicle to other personnel for any purpose without first obtaining advance approval from their Division/District Commander or Manager. The individual the vehicle is originally assigned to will maintain responsibility for the condition and contents of that vehicle for the duration of the assignment, even if it is loaned to another member.

Employees are authorized to drive the vehicle to and from duty *within* Durham County **or**, with written authorization from their Assistant Chief, *outside* Durham County but not outside a 25-mile radius from headquarters under any circumstances without prior approval of the Chief of Police other than when on call. For purposes of complying with these geographical restrictions, if the vehicle is to be parked at a location other than a residence, the Assistant Chief must approve where the vehicle will be left. Those employees scheduled for an on-call/stand-by rotation do not need to file an authorization form for that shift. All authorization forms will be filed with the Police Fleet Coordinator.

A Department member may be working outside of the City of Durham for an extended period while attending a multiple day training class, conference, approved event or activity. These situations shall authorize exceptions to the restrictions that are normally applied to City vehicle operation. Recreational trips to meals, events, or entertainment during such out-of-town travel and personal errands such as trips to laundry services and shopping are authorized as long as they are not specifically prohibited in City Policy [FLT-100-3](#). In these situations, Department members may allow members from other agencies that are involved in the same class or other activity as the Department member to ride in, but not operate, the City vehicle.

Take Home vehicles may be driven at times other than regularly scheduled duty hours only under the following circumstances:

- Between residence and police/duty station.
- Between residence and court in which the member is scheduled, subpoenaed, or otherwise ordered to appear in connection with his/her employment with the City.
- Between residence and a designated maintenance facility or vehicle wash facility.
- Between residence and the location at which a police officer is scheduled for secondary employment, when such a service has been authorized per [General Order 2017 - Secondary Employment](#) and unit SOPs. Exceptions may be made due to budgetary constraints.
- Between residence and an approved location by a Division Commander for a specific work-related purpose, to include training.

Members who are on transitional or administrative duty may not take home an assigned departmental vehicle, however while working in such capacity they may operate an unmarked vehicle.

Members on leave for greater than twenty-nine (29) calendar days are required to leave their take home/individually assigned departmental vehicle at an appropriate DPD facility and leave the keys to that vehicle with a supervisor until they return to work.

In accordance with City of Durham policy [FLT-100-3](#), all members with a take home vehicle are required to document each callback utilizing the City's Vehicle Usage Log. These completed logs will be submitted to the Operations Bureau Executive Officer, through the member's chain of command quarterly.

USE OF CITY VEHICLES OUTSIDE OF NORTH CAROLINA

City vehicles may operate out of state under the following conditions:

- To attend approved training classes, professional seminars, or conferences that are unavailable within North Carolina;
- To further the investigation of a crime that necessitates travel out of North Carolina; To extradite a prisoner that has been apprehended outside of North Carolina;
- To deliver a prisoner to a jurisdiction outside of North Carolina; During a pursuit that is approved and within policies promulgated by General Order [4019 - Vehicle Pursuits](#); or
- Other circumstances as approved by the Chief of Police.

Before taking a vehicle out of North Carolina, it is required that the permission of the officer's District/Division Commander or Manager be obtained. In pursuit situations, the Watch Commander will grant or deny permission to travel out of state.

The City of Durham is a certified self-insurer only within the state of North Carolina. This certification might not be recognized in other states, and City vehicles may therefore be considered "uninsured" when taken out-of-state. In order to alleviate confusion should a City vehicle be involved in an out-of-state accident, operators must carry, when circumstances permit, a copy of the State Self-insurance Certification and a form letter from Risk Management explaining the procedure for making claims against the City of Durham.

- The Police Fleet Coordinator will advise the assigned member and the fleet liaison when the replacement of equipment will take a vehicle out of service for more than forty-eight (48) hours.
- The vehicle must have all preventive maintenance performed as scheduled.
- The employee to whom a vehicle is individually assigned shall be responsible for maintaining the general cleanliness of the vehicle at his or her own expense. Employees found in violation of this policy will be billed for the costs associated with the unauthorized washing of vehicles and may be disciplined.
- Pool and loaner vehicles may be cleaned at the Department's expense only at assigned car wash facilities and with specific services as determined by the Police Fleet Coordinator.

EQUIPMENT INSTALLATION AND MODIFICATION

The Police Fleet Coordinator must approve all equipment installations or modifications. Such work will be ordered by completing an approved build sheet that is delivered to the Communications or Fleet Maintenance Manager. In order to minimize expense and enable flexibility in vehicle assignments, cars will generally adhere to standard outfitting plans determined by the function of the unit to which it is assigned.

Employees are prohibited from modifying, disabling, altering, or tampering with any equipment on a City vehicle.

TOBACCO USE IN CITY VEHICLES

The use of tobacco products or electronic cigarettes of any kind is prohibited in all City vehicles including those which are rented or leased for the purpose of conducting City business. This includes vehicles assigned by outside agencies for the use of Task Force officers.

VEHICLE MAINTENANCE

Preventive maintenance is required by the Police Department to prolong the life of fleet vehicles and to minimize operating costs for repairs. The City Fleet Maintenance Division will provide a monthly calendar to exhibiting the due dates for vehicles to receive preventive maintenance. The Police Fleet Coordinator will ensure that fleet liaisons are given updated copies of the calendar as needed.

City Fleet Maintenance will also provide the Police Fleet Coordinator with a list of vehicles that have not complied with the established schedule. The Police Fleet Coordinator will notify in writing the assigned operators of such vehicles, the appropriate fleet liaison, and the operator's supervisors of the non-compliance.

The assigned employee is responsible for notifying Fleet Maintenance as soon as possible of any mechanical repairs needed and for transporting their vehicle to Fleet or any other location as directed by Fleet Maintenance to have repair work/ preventative maintenance performed.

VEHICLE REPAIRS

Routine as well as minor vehicle repairs shall be performed by the City Fleet Maintenance Division. Vehicles needing repair will be taken to Fleet Maintenance as soon as operationally possible after the need is detected by the operator of the vehicle. When taking vehicles to City Fleet Maintenance for repair, the operator will notify their assigned fleet liaison.

If the vehicle is inoperable due to a minor repair issue (i.e. flat tire, dead battery), the operating employee or appropriate fleet liaison will contact Fleet Maintenance during business hours (0630 to 1500 hours) for repair. If the vehicle becomes inoperable after business hours and requires immediate repair or moved to a secure location, the operator will contact DECC who will contact the City contract wrecker. Any officer having a vehicle towed back to Fleet must notify the Police Fleet Coordinator of the circumstances surrounding the tow.

When City vehicles are driven out-of-town for business purposes and the vehicle becomes inoperable the operator is responsible for ensuring that City Fleet Maintenance is immediately contacted for instructions. If the vehicle requires towing, the operator is responsible for contacting a local tow truck operator, obtaining an estimate for the tow to a manufacture-approved dealership, and providing that information to Fleet Maintenance. Fleet Maintenance will provide the employee with a City credit card number to pay for the tow after receiving authorization from the City's Finance Department. The employee shall provide a copy of the tow bill to Fleet Maintenance immediately upon his/her return to work.

Before performing any work, the dealership must fax a copy of the cost estimate to City Fleet Maintenance. Fleet Maintenance will review the estimate and call the City's Finance Department to get authorization to pay the bill using one of the city's credit cards.

VEHICLE REPAIR SCHEDULING AND DROP-OFF

In order to process maintenance issues at City Fleet Maintenance in an expedient manner, the following procedures should be followed:

During regular business hours Monday-Friday 0700-1600:

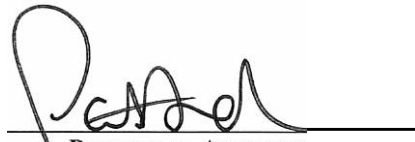
- Vehicles identified as needing mechanical repair or maintenance during regular business hours will be delivered to the Fleet Maintenance facility. The operator will contact the Service Writer to fill out a work request and to request a loaner vehicle if necessary and available. Once repairs have been completed, the Service Writer will notify the operator that the vehicle is ready for pickup.
- Vehicles identified as having an electrical issue during regular business hours, will be delivered to the Radio Shop and the operator will make contact with a service technician there to explain the work request. The operator may obtain a loaner vehicle from the Fleet Service Writer if necessary and available. Once the repair has been made, the service technician at the Radio Shop will notify the operator that the vehicle is ready for pickup.

After business hours:

The operator is responsible for reasonably determining whether the vehicle can be safely operated until the next business day. If it cannot, the vehicle will be delivered to the Fleet Maintenance facility and parked outside the gate entrance. All vehicles left for repair must be locked and the operator must retain the keys. If the service problem involves any damage that leaves the car's interior or equipment vulnerable to rain damage, then the operator must take the appropriate steps to protect the interior and equipment. The operator must then send an e-mail to the Police Fleet Coordinator and Fleet Service Writer (for mechanical issue) or Radio Shop Manager (for electronic equipment issue) describing the following:

- Vehicle fleet number;
- Operator's name and employee number;
- Cell phone number of the operator, and Unit or District phone number with a point of contact;
- Time and date dropped off at Fleet; and,
- The repair issue with the vehicle and an explanation of any symptoms.

The operator must contact the Service Writer to ascertain the availability of a loaner vehicle. If a loaner vehicle is temporarily assigned to an operator, the operator must turn it in prior to being allowed to take their repaired vehicle, and employees must return loaned vehicles to Fleet as soon as their need for the vehicle has expired.



PATRICE V. ANDREWS
CHIEF OF POLICE