


# Fort Collins Police Services

## Policy Manual

 <b>FORT COLLINS POLICE</b>	<b>POLICY</b>	<b>704</b>
	<b>TITLE</b>	Vehicle Maintenance

### 704.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Agency vehicles so that they are properly equipped, maintained, refueled, and present a clean appearance.

### 704.2 DEFECTIVE VEHICLES

When an Agency vehicle becomes inoperative or in need of a repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition. Paperwork, describing the correction needed, shall be promptly forwarded to the Service Center for repair.

The employee's supervisor should be notified when an assigned vehicle becomes inoperative or needs repair.

Except for emergencies, all maintenance, service work, and repair work will be scheduled with the City Service Center or a designated vendor during an employees' off-duty time.

#### 704.2.1 SUSPECTED DAMAGE OR POOR PERFORMANCE

Vehicles that may have suffered damage, perform poorly, or whose control or safety features has been diminished shall be immediately removed from service for inspection and repair.

#### 704.2.2 SEVERE USE INSPECTION

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceeds the manufacturer's use parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Severe conditions may include rough roadway or off-road operation, hard or extended braking, and pursuits or prolonged high-speed operations.

#### 704.2.3 REMOVAL OF WEAPONS

All firearms, weapons, and kinetic impact weapons shall be removed from a vehicle and properly secured in the officer's home or in the Agency's armory prior to the vehicle being released for maintenance, service, or repair.

#### 704.2.4 NEGLIGENT USE

Officers are held strictly accountable and subject to disciplinary action for damage caused by abuse or negligence, or for the loss of equipment or property.

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In addition to traditional disciplinary action, the officer may be charged for damage expense as follows:

- (a) Damage up to and including \$1000 – reimbursed by the officer.
- (b) Damage above \$1000 – decided on an individual basis; however, it may not be any less than for damage up to \$1000.
- (c) Damage caused by abuse or negligence could result in a temporary or permanent suspension of the officer's vehicle privileges.

### **704.3 VEHICLE EQUIPMENT**

Certain items shall be maintained in all Agency vehicles for emergency purposes and to perform routine duties.

#### **704.3.1 PATROL VEHICLES**

Supervisors shall inspect the patrol vehicle annually to ensure that the following equipment, at a minimum, is in the vehicle:

- (a) Mobile field force protective equipment
- (b) Four emergency road flares
- (c) Chalk
- (d) One roll crime scene barricade tape
- (e) First aid kit
- (f) Fire extinguisher
- (g) Traffic safety vest
- (h) Four traffic cones

#### **704.3.2 UNMARKED VEHICLES**

An employee driving an unmarked Agency vehicle shall ensure that, at a minimum, the equipment listed below is in the vehicle:

- (a) Mobile field force protective equipment
- (b) Traffic safety vest

### **704.4 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, employees driving patrol vehicles shall not place a vehicle in service that has less than three-quarters of a tank of fuel. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the level falls below one-quarter tank. Vehicles shall only be refueled at an authorized location.

Upon the end of shift, all pool vehicles shall be returned fully fueled and all electronics turned off.

### **704.5 WASHING OF VEHICLES**

All units shall be kept clean at all times and, weather permitting, shall be washed as necessary to enhance their appearance. Employees using a pool vehicle shall remove any trash or debris at the end of the shift.