

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>OPERATIONS</b>	
<b>314.00</b>	<b>APPROVED:</b> <i>Brian F. Layton, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 02/20/2025

## PATROL VEHICLES

**314.00 – Patrol Vehicle Identification** – With the exception of supervisor vehicles, vehicles assigned to the detective division and special administrative-use vehicles, all other police department vehicles are marked and equipped pursuant to department policy and specifications. All marked patrol vehicles are readily identifiable as law enforcement vehicles. All patrol vehicles are conspicuously marked and are equipped with emergency blue lights and a siren. [41.3.1]

**314.01 – Patrol Vehicle Equipment** – The equipment carried in Patrol vehicles is listed on the Police Motor Vehicle Inspection form.

Procedures for replenishing equipment are:

- If an item is missing, some spare equipment is maintained in the Sally Port for easy replacement.
- For items not maintained in the Sally Port, a vehicle/equipment check sheet shall be completed noting the missing item and forwarded to the Support Services Division Administrative Specialist for replacement.
- Day shift officers are responsible to inspect Patrol vehicles weekly and report any equipment needing repair or replacement. [41.3.2]

**314.02 – Vehicle Inspection** – Officers shall inspect their assigned vehicle prior to use. The inspection shall include, but is not limited to the following:

- Exterior and interior of the vehicle
- Tires, (including the spare tire)
- Standard vehicle equipment (lights, horn, radios, spotlight, emergency lights)
- Trunk and contents (all issued equipment and accessories)

Department vehicles shall also be checked on a weekly basis for adequate fluid levels including: oil, transmission, brake, coolant, and windshield washer fluids. Detective and administrative vehicles shall be checked on a monthly basis. A Police Motor Vehicle Inspection Report shall be completed to document the weekly/monthly vehicle check and forwarded to the Support Services Division.

With the exception of transmission fluid, vehicle fluids are maintained in the Police Department sally port. Department employees are expected to add fluids as necessary to maintain proper fluid levels except transmission fluid which should be added by the City Shop.

Inspection results shall be indicated on the Police Motor Vehicle Inspection Report and submitted to the Support Services Division Commander through the employee's supervisor.

**314.03 – Mechanical Problems** – At any time an employee operating a Department vehicle notices a mechanical discrepancy, which might constitute a hazard, he/she will report the situation to their immediate supervisor as soon as possible. The supervisor shall make the necessary decision whether to take the vehicle out of service. If the vehicle is taken out of service, such action will be reported to the Support Services Division through the chain of command so appropriate repair or maintenance can be initiated.

When changing flat tires, place the bad tire back in the trunk of the vehicle from which it came and document the need for the tire repair on a Police Motor Vehicle Inspection Form. Supervisors shall ensure the form is forwarded to the Support Services Division. **Important Note:** These tires have sensors in them that will not function properly unless they are repaired and put back on the correct vehicle properly.

**314.04 – Mileage** – Mileage for each departmental vehicle shall be provided to the Support Services Administrative Specialist, no later than the 7<sup>th</sup> of each month for detective and administrative vehicles and weekly for patrol vehicles, on the Police Motor Vehicle Inspection Report. Supervisors are responsible to ensure that personnel assigned to their command report the mileage for their assigned vehicles, with special attention given to personnel assigned take-home vehicles.

**314.05 – Vehicle Fuel** – Police vehicles will only be fueled at approved fueling locations unless:

A variance is authorized by a supervisor, or;  
The employee is on an extradition transport, or;  
The employee is using a City vehicle for a training class with extended travel

Each employee shall choose a PIN unique to the employee to be used with the gas card system. The PIN may only be given to the designated Support Services Division person in charge of overseeing this function.

On the rare occurrence the employee's assigned card breaks or simply doesn't work the officer is to notify Support Services Division for a replacement. If an employee needs to use another employees gas card, the employee will send an e-mail to the Support Services Division.