

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number LOG-008
	Subject Maintenance of Department Commissions	
	Special Instructions Replaces FSS-008 dated December 27, 2018	Effective Date March 10, 2026

I. PURPOSE

Establish guidelines for the proper maintenance of Department commissions.

II. POLICY

All employees who are assigned or operate a Department commission shall be responsible for the general maintenance and appearance of the commission and shall report any unusual issues or problems with the commission.

Employees may forfeit the use of a Department commission or be subject to disciplinary actions for violating the rules of proper maintenance and care of a Department commission as outlined in this procedure.

III. PROCEDURE

A. Employees who are assigned or who operate any Department commission shall:

1. Operate the commission with reasonable care to conserve operating efficiency. For specific details on the operation of a Department commission refer to [ENF-001](#);

2. Be responsible for general maintenance and appearance of the commission;

3. Not alter the mechanical or electrical equipment of the commission except as authorized;

4. Maintain the vehicle in good mechanical condition by checking the oil level during every other stop for fuel and adding oil when necessary;

5. Cause a service to be completed every 5,000 miles (unless otherwise instructed);

a. Regular service/maintenance/repairs shall be performed at a district facility, IDOA garage or at an authorized service dealer (as approved by the Department); however,

b. Under extenuating or emergency circumstances (e.g. severe weather, out-of-state travel, after-hours, etc.) service/maintenance/repairs may be, with approval of the Logistics Division Commander, conducted outside the normal requirements. In these situations:

(1) Contact must be made with the Commander, or a designee, for approval prior to any work being done; and

(2) Billing* should be sent directly to the Fiscal Division (with a copy sent to or delivered by the employee) to the Logistics Division.

*NOTE: For work completed in-state, State taxes shall not be included.

6. Keep the commission clean by hand-washing or washing at a soft-cloth/touchless carwash facility and hand-waxing with a good grade of car wax once per year, at a minimum;
7. Identify and cause any malfunction to the commission to be repaired;
8. Have all repairs authorized by the appropriate commander except those made at a district or Logistics Division garage. A Department work order number must be obtained before taking a commission to an authorized contract service provider; and
9. Shall be prompt and timely with regards to all scheduled appointments for repair, service or installation. Employees who may be late for, or must cancel an appointment, shall contact the location (e.g. district garage, Logistics garage, or third-party vendor, etc.), prior to the appointment time to ensure the appointment can be kept or must be rescheduled.

NOTE: It shall be the responsibility of the mechanic and employee to monitor the oil pressure gauge immediately following service of the vehicle to ensure the proper oil pressure is obtained before driving the commission.

B. Window Tint

1. Is authorized on all Department commissions in accordance with Indiana code 9-19-19-4. All window tint placed on Department commissions shall meet the State statutory requirements to allow more than 30% light transmittance on the front side, rear side and rear windows
2. Window tint shall only be installed by an [approved vendor](#) as follows:
 - a. Windshield - No film is to be applied to the front windshield, including brow tint;
 - b. Front Side Windows – Must allow more than 30% light transmittance;
 - c. Rear Side and Rear Windows for passenger vehicles – Must allow more than 30% light transmittance.

NOTE – Pre-installed tint is included in the total light transmittance measurement.

3. All window tint applications are to be documented on the [Window Tint Compliance Form](#) and sent to the Logistics Division Commander within seven (7) days of the tint application.
4. All tint-related costs, including installation, removal, or correction, are solely the responsibility of the officer.
5. All commissions are subject to random window tint compliance testing. A reading of 28% visible light transmission or higher is considered compliant with this policy.

C. All interior equipment shall be installed only by authorized Automotive Section installers/mechanics or other authorized personnel.

D. Equipment indicated in this subsection may be installed by authorized Department personnel without written authorization. All other additions or changes shall receive prior approval from the Logistics Division Commander.

1. Splash or stone guards and scanners are authorized. The only holes authorized to be drilled are for

the installation of stone guards and scanners.

2. Electrical connections, for all authorized non-issued equipment, shall be made only by an Automotive Section installer.

3. Department equipment shall not be moved from the location originally installed.

4. Authorized non-issued equipment shall not be connected to the police radio antenna.

5. Authorized non-issued equipment shall be physically mounted a minimum of two (2) inches from the electronic siren amplifier and radio control head on vehicles without the console between the bucket seats.

6. The only authorized wheel covers are those on the commission when it is issued.

7. Only bumper stickers, decals or license plates issued and/or approved by the Department shall be displayed on Department commissions.

a. Approved license plates.

(1) Shall only be displayed on the front license plate mount of Department commissions.

(2) Standard issued front license plate with ISP shield;

(3) Authorized specialty team license plates for any approved specialty team. The specialty team license plates may be attached to those commissions assigned to active specialty team members or former members who served a total of five (5) years on a specialty team and then left in good standing; or

(4) Military service license plates.

(a) Only personnel who have served in or are serving in one of the branches of the United States Armed Forces (Air Force, Army, Coast Guard, Marines or Navy) or have been Honorably Discharged, officially retired, or are currently active in a military reserve program may display a military vanity plate;

(b) Authorized military vanity plate shall consist of either a:

(i) A standard size, commercially sold vanity plate depicting a branch of military service; or

(ii) A standard issued front license plate containing the ISP shield on the right side of the plate and a similar sized sticker depicting a branch of military service to the left. The stickers shall be equally spaced (left to right and top to bottom).

(c) All vanity plates must be in good taste and not detract from the professionalism of the commission or the Department. The Department may reject any plate not meeting these guidelines.

E. Use of non-Department issued (loaned or borrowed) equipment is prohibited, except as outlined below:

1. Use of non-issued equipment for research, testing and evaluation purposes shall follow the guidelines outlined in [SSU-001](#).

2. Use of non-issued equipment must be requested and will be considered as outlined in [FIS-002](#).

3. If non-issued equipment is approved for use, installation shall be coordinated with the Logistics Division (at GHQ or local district).

F. Personnel receiving a new or reissued commission shall ensure the commission (issued or pool) to be turned in is clean both inside and outside (inspection condition quality is not required). Commissions turned in to be sold should have as little fuel in the tank as possible.

G. Replacement procedures for Department-issued Tire Deflation Devices (TDD):

1. Record the incident using the Vehicle Pursuit Report form in RMS. Information regarding the effectiveness and results shall be placed on page two in the Comments section;

2. Commanders shall request a replacement TDD by completing a PD49 Form - Equipment Loss in RMS. A copy of a Vehicle Pursuit Report shall be attached. Upon receipt of these forms, quartermaster shall initiate replacement; and

3. The Logistics Division shall take the necessary steps to provide a replacement TDD. The responsible commander shall dispose of the used TDD. If it is relatively evident that a deployed TDD was used during an incident that will end up in litigation, the TDD should be held as evidence until all legal avenues have been exhausted.

H. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.