

City of Johns Creek Police Department

<i>Subject:</i> Fleet Management, Maintenance and Inspection		<i>Number:</i> 01-07
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 08/09	<i>Review Date:</i>	<i># of</i> 6
<i>Revised:</i> 06/25		<i>Pages:</i>

PURPOSE:

Establish guidelines for purchasing, leasing, replacement, care, maintenance, repair and regular inspection of Department issued vehicles.

POLICY (01-07):

The Department, in accordance with City purchasing practices, shall establish a fleet management procedure whereby the City maximizes investments in its assets. The Department shall establish a plan wherein the fleet shall be classified in three categories relative to the severity of service of individual vehicles; removal from service based upon the assigned category including, as a factor, costs to maintain, repair and operate said vehicle; shall include criteria for assignment to other units, divisions, or other city departments those vehicles still serviceable. The plan shall also direct the purchasing and/or leasing of new and replacement vehicles.

For the fleet management system to be effective and cost efficient, maintenance and service schedules must be adhered to, and accurate and complete records must be maintained for those services and repairs. These records shall include itemized records of the service or repair and shall contain an accurate accounting of the expenditures on the vehicles, both individually and collectively.

Further, regularly scheduled inspections by division Deputy chiefs, supervisors or their designees, shall be conducted with a primary goal of extending the useful service of the vehicle. The inspection shall cover the condition of the vehicle, maintenance and repairs, excessive wear of tires or other visible components, etc.

PROCEDURES:

Fleet Management 01-07-01

A. Service Classification

To ensure effective and efficient management of the Department's fleet of vehicles, the type of service performed by the vehicle must be considered. Paramount in this consideration must be the safety of the operator and the public. To provide for these considerations, the vehicles shall be classified by the type of service rendered. The classifications shall be:

1. *Severe Service* are those vehicles assigned to and performing the patrol functions of the Department. The requirements of this service require extensive low speed and idling, frequent events of rapid acceleration and hard braking

during emergency call responses and high speed operation. This category shall also include the motorcycles.

2. *Critical Service* vehicles assigned to command staff and support vehicles assigned to investigative functions of the Department. The requirements of this service have fewer sustained incidences of severe operation, however are subjected to constant low and idle speeds and less frequent events of high speed and hard braking operation.
3. *Non-Critical Service* vehicles designated for transportation functions or special events of the Department. These vehicles may be called upon to function in the other categories, however do so very infrequently. Usage of these vehicles are involved in responses to emergencies, occasionally require rapid acceleration and hard braking, however rarely are involved in sustained high speed operation.

B. Fleet Management Officer (FMO)

1. The Chief of Police shall appoint an employee to monitor and manage the maintenance and replacement of the fleet.
2. The FMO shall have the authority and responsibility to designate the status of the vehicles under his/her charge. The status shall be determined by the criteria contained in this procedure and shall be presented to the Chief of Police for disposition.
 - a. He/she shall receive and compile the data regarding the service and maintenance of the Department's vehicles, shall monitor the costs and frequency of repairs of said vehicles, and shall present to the Chief of Police reports supporting the retention or replacement of individual vehicles.
 - b. The Fleet Management Officer shall monitor the inspections and maintenance records of the fleet to ensure scheduled maintenance and service is completed in a timely manner, shall instruct employees to comply with maintenance schedules, and may cause employees to be disciplined for failing to comply. He/she shall monitor the charges of the vendors to ensure the department is not receiving unfair or unnecessary repairs, billing, etc.

C. Retention and Replacement Criteria

Vehicles selected by the FMO for replacement shall meet or exceed the following minimum criteria:

1. When the FMO determines it is no longer cost effective to retain the vehicle;
2. When either mileage or age reaches or exceeds:

Severe Service	120,000 miles	or	5 years service
Critical Service	120,000 miles	or	7 years service
Non-Critical Service	150,000 miles	or	10 years service

3. Vehicles damaged in accidents shall be inspected by the FMO to determine the feasibility of repairs. If it is determined the vehicle is beyond repair proper insurance procedures shall be followed to obtain a replacement. Determination shall be based upon the costs of repairs and the value of the vehicle.
4. The FMO shall, based upon prior service and potential service, determine those vehicles to be retired, those destined for a lesser level of service within the Department, those which may be rotated to other City Departments, and those which may fulfill continued valued service within the City's motor pool. The criteria shall be:
 - a. Safety of operation in the existing usage and in potential usage;

- b. Cost effectiveness in potential usage;
 - I. As is; and
 - II. Refurbishing
- c. Age and condition;

D. Planning and Purchasing

1. Purchasing of new or replacement vehicles shall be based on current City purchasing procedures. For the purposes of this procedure, purchasing and leasing shall be synonymous.
2. Each year during budget preparation, the FMO shall submit to the Chief of Police or designee, his/her *recommendations* regarding the status of the fleet, *proposed* vehicles for removal from service, requirements for replacements and costs. Budget preparations for the next fiscal year begin in June of that year. Criteria utilized in this planning include:
 - a. It is estimated department vehicles average 15,000 miles per year. Therefore, when a department vehicle reaches 100,000 miles, plans are to be made in June to schedule that vehicle to be removed from service within that next fiscal year.
 - b. If a vehicle is nearing or past the “years of service” schedule, plans shall be made to remove that vehicle from service.
 - c. If a vehicle is exceeding cost projections for maintenance and repairs, it shall be proposed to remove said vehicle from service.
3. He/she shall also provide projections on costs for service, maintenance and repairs for the remaining vehicles of the fleet.

Cleanliness of Vehicle (01-07-02)

The vehicle will be clean, inside and out. Particular attention will be given to any loose items inside the vehicle that have the potential to be used as a weapon against the operator or would hinder the safe operation of the vehicle.

Idling (01-07-03)

Unoccupied Johns Creek Police Department vehicles will not be left parked and “idling” for periods of time when personnel are engaged in administrative activities at headquarters or other locations, attending training, or during meal breaks. Unoccupied JCPD vehicles are authorized to remain running during police calls for service.

Pre-Shift Inspection (01-07-04)

Officers who will operate a vehicle during his/her shift shall perform the following inspection procedures:

- A. Check that the tires are in good condition and properly inflated.
- B. Check that the brakes, lights, windshield wipers and washers, horn, emergency equipment, and other electrical equipment is operating correctly.
- C. Check for any damage to the exterior and interior of the vehicle.
- D. Check for any mechanical defects. Unfortunately, certain conditions such as a defective exhaust, steering mechanism irregularities, or other mechanical defects can only be discovered after the vehicle is operational.
- E. Log into CAD to ensure Automatic Vehicle Locator (AVL) is operational; AVL must be operational for the officer’s entire shift.
- F. Ensure in-car mobile/audio video recording system is functioning properly.

These conditions, or any of the above not readily corrected, shall immediately be reported to the shift supervisor on duty and a vehicle maintenance report filed. An employee shall not operate an unsafe vehicle.

Other Routine Inspections (01-07-05)

Gauges should be checked regularly to ensure that the vehicle is operating within the proper ranges. The spare tire should be checked for inflation and safe operating condition.

Oil and water levels should be checked each time the vehicle is refueled.

Authorized/Standard Equipment (01-07-06)

The following equipment will be maintained (and/or authorized) by the Department for all patrol/emergency vehicles. No equipment will be deleted, added or deactivated by individual officers without the expressed written consent of the Chief of Police or FMO.

- A. Blue emergency lights for all marked cars
- B. Siren
- C. Mobile radio transceiver
- D. Public address system - utilized to render information during natural disasters, inform crowds of police action and lawful orders, and make traffic stops with multiple occupants. The public address system will not be used in any fashion not related to police functions.
- E. Fire extinguisher
- F. Traffic specialists should ensure that their vehicle is equipped with the accident investigation kit prescribed by the Traffic Division.
- G. All cars which will be transporting prisoners or detaining suspicious persons should be equipped with a barrier utilized to separate prisoners from officer(s). The rear doors and windows of these cars should be inoperable from the interior of the vehicle.
- H. Accident/crime scene equipment.
- I. Exterior spotlight (optional)
- J. Automatic Vehicle Locator (AVL).
- K. In-Car Mobile/Audio Video Recording System (L3)

Routine Inspection by Supervisor (01-07-07)

Supervisors will inspect all vehicles once per month utilizing the Monthly Vehicle Inspection Report in the inspection module in RMS. Additionally, all vehicles should be inspected for the following:

- A. The vehicle is clean and maintenance has been performed as scheduled.
- B. All required equipment is present.
- C. All required paperwork is present.
- D. No dangerous or unnecessary items are in the vehicle.
- E. All emergency equipment is operating correctly.
- F. AED is properly working and inspected.
- G. Ballistic Helmet, Tactical Vest, and Shield (if assigned) are present and in good/operable condition.

Routine Maintenance (01-07-08)

The local vendor having City contract will be used for all routine maintenance. Standard lube, oil and filter changes should be completed every 4,000 miles for severe service vehicles and 5,000 for all others or as directed. Other maintenance schedules should be followed as indicated in the vehicle owner's manual.

Repairs (01-07-09)

If a vehicle needs repairs not considered standard maintenance, a repair request form, email

or SYSAID, describing the nature of the complaint shall be completed by the officer and submitted to the Fleet Management Officer. He/she will ensure the repair is completed. Officers should not operate any vehicle determined or believed to be physically unsafe.

Spare Vehicle Accountability (01-07-10)

The department will maintain spare vehicles, for use. The following procedures shall be adhered to for spare vehicle issuance and accountability:

1. Keys to each spare vehicle will be stored in a designated area by the Fleet Management Officer.
2. This area will be accessible by personnel in the rank of Sergeant or above.
3. Authorization to utilize a spare vehicle may be given by supervisors or the Fleet Maintenance Officer.
4. Supervisors issuing a spare vehicle to an officer must complete the Spare Vehicle Sign-out Log. The following will be documented:
 - a. Date the vehicle is issued
 - b. Vehicle number
 - c. Whether a gas FOB is present at the time of checkout
 - d. Officer assigned to vehicle
 - e. Issuing supervisor
 - f. Date the vehicle is returned
 - g. Returning supervisor initials
5. Any employee who discovers necessary repairs or issues with spare vehicles will notify the on-duty supervisor and address the issue with the Fleet Maintenance Officer as soon as possible.
6. Some spare vehicles will be designated specifically for use by the Reserve Officer Program. The Fleet Maintenance Officer or on-duty supervisor will only issue those vehicles designated for use by the Reserve Officer Program, to reserve officers. If the designated ROP vehicles are out of service, another spare vehicle may be issued, by the on-duty supervisor or Fleet Maintenance Officer. If an on-duty supervisor issues an alternate vehicle to a reserve officer for use, he/she will notify the Fleet Maintenance Officer.

Accidents Involving City Vehicles (01-07-11)

Accidents involving Department vehicles shall be reviewed to determine whether or not the accident was chargeable. The Accident Review Process will occur as follows:

- A. Prior to the end of the shift rotation, the on-duty supervisor shall complete the required fields in OSSI, and ensure all available accident reports, supplementals, reports, photographs, and videos are uploaded. The on-duty supervisor will also enter the accident into Guardian Tracking as "Fleet Accident pending" for each officer involved. The on-duty supervisor is responsible for instructing the employee involved to complete any required drug or alcohol screening, as outlined in the City of Johns Creek Employee Handbook. Questions regarding drug or alcohol testing related to employee accidents that occur outside the City of Johns Creek or outside normal business hours should be directed to Risk Management and the Human Resources Department for guidance.
- B. After the on-duty supervisor has completed the required reporting the Unit Captain/Lieutenant responsible for the involved employee shall ensure all reports related to the accident are entered into the fleet accident module in OSSI. The Unit Captain/Lieutenant will conduct an administrative review of the accident. The review

shall determine if the accident was chargeable or non-chargeable, whether the policy should be modified or revised and if additional training is required. The Unit Captain/Lieutenant shall, within ten days of the accident, document his/her findings in OSSI with “Chargeable” or “Non-Chargeable”.

- C. Once the Captain/Lieutenant’s administrative review has been completed, the Traffic Safety Unit Lieutenant shall review the accident to determine whether the accident was chargeable or non-chargeable. The Traffic Safety Unit Lieutenant shall, within ten days of the incident, document his/her findings in OSSI with “Chargeable” or “Non-Chargeable”.
- D. Once the Traffic Safety Lieutenant has completed their review, the Division Deputy Chief shall, within ten days, review the accident review findings and document if he/she finds the accident to be “chargeable” or “non-chargeable”. The Division Deputy Chief should conduct their review with consideration of the Unit Captain/Lieutenant and Traffic Lieutenant’s administrative review. The sign off shall be completed in OSSI.
- E. If the review determines that the accident was chargeable, the report shall be forwarded back to the Unit Captain/Lieutenant for discipline and any training recommendations. Training recommendations should be approved by the Training Unit. The procedures for the disciplinary process shall be adhered to at this point.