

## **9.03.000 ASSIGNED VEHICLE PROGRAM (CPO)**

9.03.005

### **POLICY STATEMENT:** 01/07

It is the Sheriff's Office policy to effectively manage department vehicles to ensure the safety and security of citizens of King County. These goals may be obtained by:

1. Promoting the safety and security of the citizens of King County by greater police visibility and presence of police vehicles on the roads and highways of King County.
2. Increasing police/community relations through a better understanding of department objectives by increasing personal contacts and services performed by King County Sheriff deputies.
3. Deterring crime by limiting the apparent opportunity for criminals to commit an unlawful act by the presence of more vehicles.
4. Providing quicker police response times to certain types of calls and, by doing so, increase the opportunity to apprehend criminals.
5. Reducing the maintenance cost on vehicles in the fleet through individualized control and responsibility.
6. Providing quicker response of off-duty personnel when called back to duty because of an emergency.
7. Providing additional service to the citizens of King County by increasing the amount of time each deputy spends on patrol.

9.03.010

### **DEFINITIONS:** 01/99

For the purpose of this policy:

**"Vehicle"** means any automobile, motorcycle, van, truck, or utility vehicle owned or leased by the King County Sheriff's Office.

**"Department member, deputy, police officer, or officer"** means anyone employed by the King County Sheriff's Office.

9.03.015

### **VEHICLE ASSIGNMENTS:** 01/11

1. Acceptance of a vehicle is voluntary and incurs all the duties and responsibilities incorporated in this policy.
2. Vehicles shall be assigned to Divisions by the Undersheriff.
  - a. Division Commanders and Precinct/Section Commanders shall make further assignments to precincts, sections, units, or individuals.
  - b. When practical, vehicles appropriate for the assignment can be retained by members when they transfer to another unit, section or division.

3. Department members shall complete and submit a twenty four (24) Hour Take Home Vehicle Authorization (KCSO Form #A-147) to the Fleet Administrator via chain of command within one (1) working week of being assigned a vehicle.
  - a. Department members shall update this form upon any changes and resubmit it to the Fleet Administrator within one (1) week of any changes.
4. Vehicles shall be parked at the member's residence unless approved by a Precinct/Section Commander.
5. Vehicle assignment may be rescinded for just cause.

9.03.020**USE OF DEPARTMENT VEHICLES:** 01/23

Vehicles are assigned to department members for use on-duty or off-duty assignments authorized by the Sheriff's Office.

1. Department vehicles may be used for:
  - a. Transportation to and from work.
    - i. When en-route to or from work members may transport family members to work, to day care or school as long as it does not unreasonably alter their normal route to and from work.
    - ii. The Sheriff's Office must have a valid hold harmless agreement on file.
    - iii. When en-route to and from work, members may stop along the way to conduct incidental personal business, such as going to the gym, cleaners, kids sporting events, market, etc. as long as it does not unreasonably alter their normal route to or from work.
  - b. Official department business.
  - c. Court.
  - d. Training.
  - e. Other functions approved by a Precinct/Section Commander.
2. Department members assigned to weekend On-Call status may use their vehicle to transport themselves to and from personal commitments within King County and within the 25 mile limit set in section 7 of this policy.
  - a. Does not include family members.
3. When off-duty, department members are encouraged to monitor the radio frequency of the nearest King County Precinct when operating a department vehicle equipped with a police radio.
4. Precinct/Section Commanders or above are authorized to use department vehicles as needed to fulfill any responsibility of their command.
5. Department members shall not:
  - a. Use department vehicles without authorization.
  - b. Use department vehicles outside King County except:
    - i. In fresh pursuit of suspects.
    - ii. On authorized official business.
    - iii. When in On-Call status.
    - iv. When authorized to take the vehicle home outside King County.

- c. Allow any unauthorized person to operate or ride in a department vehicle.
- 6. Department members shall use police vehicles for secondary employment assignments unless exempted by policy (See GOM 4.03.030).
- 7. Department members residing outside the boundaries of King County may be authorized take home privileges if their residence is within twenty-five (25) driving miles using the most reasonable and expeditious route from a border of King County.
  - a. For purposes of this section twenty-five (25) driving miles includes miles traveled on a Washington State Ferry. If members are relying on the ferry system miles to stay within the 25 mile limit they must calculate these miles and commute using the ferry system.
  - b. Department members, regardless of rank or assignment, who reside more than twenty-five (25) driving miles from a boundary of King County may not commute in their department vehicles beyond the 25 miles of the boundary.
- 8. The department will not pay tolls or ferry charges for off-duty use of the vehicle.
  - a. If a department member resides in King County (Vashon Island) tolls or ferry charges shall be paid if use of the vehicle is duty related.
- 9. Take home cars shall be issued to student deputies in accordance with the current collective bargaining agreement.
  - a. Entry level student deputies shall not be assigned a take home vehicle unless they have completed Phase II of the PTO Program.
  - b. Lateral hire deputies in Phase-II training may be assigned a take home vehicle.
- 10. Anyone who is suspended from duty must surrender the assigned vehicle during any period the suspension is in effect.
- 11. Patrol deputies participating in the program are expected to drive to and remain in their assigned district(s) during their normal duty hours unless directed to another area by higher authority, or by the requirements of their assignment, or as otherwise indicated in this manual section.
  - a. Deputies who choose not to take a vehicle home or whose vehicle take home authorization has been suspended shall be required to begin their shifts consistent with existing department policy and procedure.
- 12. Patrol sergeants who participate in the program shall begin and end their shift at their respective precinct to review incoming reports and exchange relevant information with the supervisor who is securing from duty.
- 13. Members who elect not to take a vehicle home, or who reside beyond the twenty-five (25) driving mile boundary, may leave that vehicle at an alternative King County facility or at an approved-secure government facility within a twenty-five (25) driving mile boundary of King County, if approved by their Precinct/Section Commander.

**9.03.025****GENERAL REGULATIONS:** 04/19

- 1. Department members assigned vehicles on a personal basis shall exercise good judgment in utilizing such vehicles and shall not drive, use, or park vehicles in a manner that will cause unfavorable comment or discredit to the department.
  - a. Citations/Infractions incurred by department members shall be the responsibility of the member.

2. Department members will not presume any special privileges with a vehicle when off-duty, (e.g. any deputy living in an apartment complex will park his/her vehicle in the designated area at all times, (not in a reserved" or "no parking" area).
3. Deputies on transitional duty or disability status for an extended period will have marked police vehicles removed from personal assignment until such time as the deputy can return to full duty status.
  - a. Transitional duty deputies shall not drive marked vehicles at any time.
  - b. Assigned vehicles for plain clothes commissioned members can be used for transitional duties if approved by a Precinct/Section Commander.
  - c. Members who normally drive marked vehicles and are on transitional duty shall be considered on a case-by-case basis when requesting the use of an un-marked vehicle.
4. Except in an emergency, unattended vehicles of all members shall be locked at all times. During off-duty hours, furlough days, all firearms, portable radios, computers and other items of obvious value will be locked in the trunk or removed from the vehicle.
5. When a vehicle is left unattended at any garage or other service facility for maintenance or repair, the employee shall remove all firearms, portable radios, computers and other items of value from the vehicle.
6. When a member is on approved leave for a period that exceeds five (5) days, exclusive of furlough days, the vehicle shall be left at the member's home, precinct parking lot, or other secure location approved by a supervisor.
  - a. The member is responsible for notifying their supervisor of the vehicle location and ensuring that they have access to the vehicle keys so that it may be used by other personnel if needed.
7. Vehicles assigned to Contract Cities, Metro, etc., may have other general regulations for use of those vehicles.
8. Absent of an emergency, members driving single occupant unmarked vehicles may not use HOV lanes during restricted hours.

9.03.030

**LAPTOP COMPUTERS:** 03/11

1. Department laptops contain highly sensitive information and shall be protected from loss, theft or unauthorized access. These devices contain information on suspects, but they also contain sensitive information on the victims of crime, and on department members.
2. Department members while on duty:
  - a. Shall protect mounted laptops by locking keyboards (using Ctrl-Alt-Del) and lowering the screen so it cannot be viewed outside the vehicle before leaving the vehicle.
  - b. Un-mounted laptops shall remain with the member or shall be locked in the vehicle's trunk.
3. Department members while off duty:
  - a. Shall not leave their assigned laptop in the vehicle mount or on the seats when not on duty.

- b. The laptop shall be stored at the appropriate worksite, locked in the vehicle trunk or taken inside the member's residence.
  - i. Members must maintain information sensitivity and access to the equipment by unauthorized people while at home.
4. Laptops taken on trips remain subject to the same protection requirements.

9.03.035**OFF-DUTY VEHICLE OPERATION REQUIREMENTS:** 05/08

1. Use of department vehicles during off-duty employment is addressed in GOM 4.03.000.
2. Deputies using a vehicle off-duty are not required to check in and out of service, but should advise the radio dispatcher when they are near an emergency call for police services.
  - a. Deputies are normally expected to respond to emergency or felony "in-progress" calls while off-duty and in the area.
3. Deputies may be dispatched to in-progress details while on off-duty status.
  - a. It is the responsibility of the duty field supervisor and the Communication Center dispatcher to minimize the use of off-duty deputies
4. Deputies shall summon an on-duty deputy to handle minor details.
  - a. If immediate action is necessary, the off-duty deputy shall handle the call.
5. Overtime pay begins when an off-duty deputy is dispatched or on-views an incident.
6. Off-duty deputies who respond to incidents without being dispatched will not be placed in an overtime capacity unless authorized or allowed by a supervisor.
  - a. Overtime shall be paid according to the collective bargaining agreement.
7. It may also be necessary for deputies in an off-duty status to take enforcement action against traffic violators or persons committing other crimes that the deputy may on-view.
  - a. In these situations where law enforcement action is taken against violations of criminal statutes, the off-duty deputy will be in an overtime pay capacity beginning with notification to the Communications Center.
  - b. Where no criminal enforcement action is taken or the situation did not merit police intervention, overtime compensation will not be paid unless the involved deputy can justify the legitimacy of the off-duty police involvement.

9.03.040**VEHICLE ACCESSORIES:** 10/02

1. All permanently attached accessories shall be approved in writing by the appropriate Division Commander, some examples include:
  - a. Flashlight battery chargers.
  - b. Baton holders.
  - c. Cellular phones.
  - d. Rifle racks.
2. Authorized accessories shall be professionally installed at the member's expense.

- a. Installation shall not affect the buy-back or resale value of the vehicle.
3. Electrical accessories should be inspected by the Radio Shop to ensure that they will not interfere with either the vehicle's electrical system or police radio.
4. Department members shall not purchase or install accessories with department funds without written approval by a Division Commander or his/her designee.
5. Installation of Citizen Band radios and permanently mounted police/fire frequency scanners is specifically prohibited upon installation of the 800 MHz radio system. Portable scanners (non-hard wire) are authorized.
  - a. EXCEPTION: Specific vehicles assigned to Special Operations, the Skykomish area and the North Bend Substation area may be equipped with Citizen Band radios upon the recommendation of the Precinct/Section Commander and with the approval of the Chief of Field Operations or designee. Upon reassignment to a different area these radios must be removed from the vehicle.

## 9.03.043

**VEHICLE APPEARANCE:** 06/22

1. Department members shall not place unauthorized stickers, advertisements, license plate frames, or other ornamentation in or on department vehicles.
2. Occasionally the KCSO may wish to display support for significant dates, events, celebrations, or other things of importance to the community. The Sheriff or Undersheriff may authorize temporary display of window stickers in support of such milestones or occurrences for up to one month.
3. The Sheriff or Undersheriff may authorize the permanent display of a window sticker memorializing KCSO members who have died in the line of duty.
4. Department members may request authorization to display a window sticker by submitting a memo through their chain of command requesting approval. The memo shall describe the milestone or occurrence they wish to support, how that milestone or occurrence is important to the community, and how it serves the mission and values of the KCSO. The memo should include a detailed description of the sticker and an image of the sticker if available.
5. Any window sticker displayed shall meet the following specifications:
  - a. Temporary stickers may be displayed for up to one month.
  - b. Stickers shall be a size that does not interfere with vehicle operation or officer safety.
  - c. Stickers shall be displayed in the lower left corner of the rear window.
  - d. Only one sticker may be displayed on a vehicle at any time.
  - e. Stickers shall be kept clean and in good condition.
  - f. Stickers shall be professional in appearance and have significance during the time of display.

## 9.03.045

**VEHICLE MAINTENANCE:** 06/22

1. Department members shall be responsible for the general maintenance of their vehicle (i.e., checking the oil and other fluids regularly).
2. Department members shall keep their vehicle clean.
  - a. Vehicles should only be washed at authorized vendor car washes.

- b. Vehicles may be washed at a refueling station when the wash is included with the refueling of the vehicle.
- 3. All non-emergency maintenance or cleaning of vehicles shall be performed during normal duty hours.
  - a. Compensation shall not be paid for vehicle maintenance on off-duty time unless prior arrangements are made with the member's supervisor.
  - b. On-duty maintenance should be approved by the shift supervisor before taking the vehicle out of service.
- 4. Department members shall not:
  - a. Make anything but minor repairs (i.e., lights, fuses, etc.).
  - b. Alter the body, general design, appearance, markings, and mechanical or electrical systems.
  - c. Request King County Fleet Administration to add, exchange, or modify equipment.
    - i. All requests shall be made through the Precinct Vehicle Coordinator.
  - d. Have any repairs made to the vehicle, other than at an authorized facility.
  - e. Use fuel, oil, lubricants, or other additives in the vehicle other than those approved.
- 5. Department members are responsible for taking vehicles in for warranty and other services (i.e., factory recalls, oil and lube changes, safety checks, etc.).

9.03.050

**ASSIGNED VEHICLE MAINTENANCE PROGRAM: 01/07**

- 1. The King County Fleet Administration is responsible for maintenance of sirens, tires, light bars, spotlights, rear window lights, grill lights, engines, transmissions, differentials, and shall perform other services to ensure vehicle safety.
- 2. Members requesting that non-routine repairs or non-routine work be performed by the Motor Pool or Radio Shop must first obtain approval through PMU.
- 3. Members shall review vendor maintenance forms for accuracy. The form should include:
  - a. Vehicle equipment number.
  - b. License plate number.
  - c. Printed name of operator.
- 4. Members shall sign the vendor maintenance and safety check forms.
- 5. Members should document any service complaints and forward a copy to the Precinct Fleet Coordinators.

9.03.055

**REPAIR OF DEPARTMENT VEHICLE BODY DAMAGE: 04/15**

- 1. When a department vehicle is damaged, department members shall notify their immediate supervisor.

2. The County garage shall obtain bids and initiate the necessary repairs when the damage exceeds one thousand (1,000) dollars or when the vehicle is disabled.
3. Department members may be asked to obtain bids on serviceable vehicles when the damage is minor. When asked, deputies shall:
  - a. Obtain three (3) repair estimates and forward the original copies to the County Garage supervisor, within five (5) working days of the request.
  - b. Deliver the vehicle to the selected vendor upon notification by County Garage Supervisor.
  - c. Inspect the vehicle when repairs are completed by the vendor.
  - d. Sign and forward the vendor's invoice to the County Garage Supervisor.

9.03.060

**INSPECTIONS BY SUPERVISORS: 05/09**

1. Supervisors shall personally conduct annual inspections of department member vehicles under their control to ensure they are in good condition and all equipment complies with regulations.
2. Supervisors shall ensure that a Fleet Control Inventory (Form A-169) is on file and the 24-Hour Take Home Vehicle Authorization (Form A-147) are properly completed and reflects the proper information on the vehicle and equipment assigned to the vehicle.

9.03.065

**FLEET CONTROL: 10/02**

1. The KCSO Fleet Administrator shall have the overall responsibility for:
  - a. All department vehicles.
  - b. All department equipment used in department vehicles.
  - c. All undercover license plates used on department vehicles.
  - d. All issues relating to fleet operations.
2. Supervisors shall fill out a Vehicle Inventory Form (A-169) when:
  - a. A new vehicle is assigned to the department's fleet.
  - b. When there is a substantial change in the configuration or outfitting of a specific vehicle.
  - c. As requested by the KCSO Fleet Administrator.

9.03.070

**PRECINCT/SECTION FLEET COORDINATORS: 10/02**

1. Precinct/Section Fleet Coordinators are individuals assigned from all major work locations to assist in maximizing the use of Sheriff's Office vehicles at their work sites. Precinct/Section Fleet Coordinators shall:
  - a. Keep track of all department vehicles at their work locations.
  - b. Be the primary issuing authority for vehicles and related equipment.
  - c. Be the primary issuing authority for issuing fuel cards at their work locations.
  - d. Ensure department vehicles are maintained according to Fleet Administration schedules.
  - e. Maintain Precinct pool cars.

9.03.075

**UNDERCOVER PLATES:** 03/11

1. Deputies/detectives, driving fleet vehicles, shall use undercover plates issued by Washington State.
2. Members requesting undercover plates for fleet vehicles shall make the request to the Fleet Administrator via the chain of command.

9.03.080

**EQUIPMENT, DEPARTMENT VEHICLES:** 02/21

1. Department vehicles (excluding leased and direct charge) shall have the following equipment:
  - a. Current Voyager Card.
  - b. Current Pacific Pride Card
  - c. Fire Extinguisher.
  - d. At least 2 Blankets.
  - e. Flares.
  - f. Tire Chains.
  - g. Complete Jack and Lug Wrench.
  - h. Spare tire properly inflated.
2. Vehicles assigned to the specific areas listed below shall have the following additional equipment:

**PATROL CARS**

- a. First aid kit with CPR mask.
- b. Shovel.

**UNDERCOVER VEHICLES**

- a. First aid kit with CPR mask.
- b. Undercover emergency lighting.
- c. Other equipment as may be required for the specific duty assignment.

**SPECIALTY VEHICLES**

- a. First aid kit with CPR mask.
  - b. Other equipment as may be required for the specific duty assignment.
3. Department members are responsible for replenishing required items when needed.

9.03.085

**VEHICLE REFUELING:** 04/15

1. Department vehicles shall be refueled at Pacific Pride, King County refueling facilities or at other in-house fueling facilities when practical if the member has been issued the proper in-house fuel card.
2. All refueling entries shall have the driver's People Soft Number and correct vehicle mileage.

3. County refueling facilities are located at:

Black Diamond	20827 Auburn-Black Diamond Road, Auburn
Bruggers Bog/Cadman	19547 25 <sup>th</sup> Ave NE, Shoreline
Fall City	4343 Preston-Fall City Road, Fall City
Precinct 3	22300 SE 231 <sup>st</sup> Street, Maple Valley
Renton ER&R	155 Monroe Ave NE, Renton
Renton Wastewater Treatment	1200 Monster Road, Renton
Vashon	10021 SW Cemetery Road, Vashon Island

4. Pacific Pride locations are at: <https://www.pacificpride.com/location-search/>
5. Department members shall purchase "regular unleaded" gas at the least expensive fueling stations when they are unable to refuel at county facilities or Pacific Pride.

9.03.090

**VOYAGER AND PACIFIC PRIDE CREDIT CARD USE GUIDELINES: 04/15**

Voyager and Pacific Pride credit cards are assigned to each Fleet Administration motor vehicle.

1. Only the Voyager and Pacific Pride cards assigned to that vehicle shall be used.
2. Department members shall purchase "regular unleaded" gas at self-service pumps when they are unable to refuel at county facilities.
  - a. Purchase of "premium" or "super" requires a supervisor's approval.
3. All transactions shall include the driver's People Soft number and the correct vehicle mileage.
4. If the Voyager card does not work, call the 1-800 number on back of card and explain the problem.
  - a. If the problem is not solved, contact a supervisor.
5. Department members shall have a supervisor's approval making any emergency repairs over twenty-five (25) dollars.
  - a. After making emergency repairs, ensure the voyager card receipt contains the:
    - i. Signature and printed name of the authorized driver.
    - ii. Vehicle equipment number.
    - iii. Correct Mileage.
  - b. Supervisors shall:
    - i. Review the Voyager slip for approval.
    - ii. Sign the back of the credit slip and forward it to the Fleet Administrator.

9.03.095

**TOWING OF DEPARTMENT VEHICLES: 10/02**

1. The towing company with the current contract for that area shall be called for Fleet Administration vehicles
  - a. Wrecked Department vehicles shall be towed to the Renton maintenance facility.
  - b. Mechanically disabled vehicles shall be towed to the nearest County maintenance facility.

- c. Temporary disabled vehicles (vehicle stuck in mud, etc.) may be towed by the nearest tow company if the arrival of the contractual tow company will take too long.
    - i. Supervisor approval is required before using the nearest tow company.
- 2. Operators of Department leased vehicles shall familiarize themselves with any towing requirements set forth by the Department's Leased Vehicle Coordinator. Under no circumstances will the operator of a leased vehicle authorize a tow service to be charged to King County Fleet Administration.
- 3. Operators of Department owned (Direct Charge) vehicles shall contact:
  - a. Their supervisor, or
  - b. The Precinct Vehicle Coordinator, or
  - c. The Fleet Administrator, or
  - d. The Property Management

9.03.100

**EMERGENCY EQUIPMENT ON PRIVATE VEHICLES, PROHIBITED: 06/92**

- 1. Department members shall not install or carry on their private motor vehicles any type of emergency equipment without written permission from the Sheriff.