

P.O. 242 Vehicle Use, Maintenance, and Repair

Effective From:	05-10-2019	Effective To:	Current
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PP. P.O. 242 - *Vehicle Use, Maintenance, and Repair*

1. VEHICLE USE AND MAINTENANCE

i) Eligibility

- a) Only those individuals who are full-time commissioned State Police / DPS officers shall be assigned a vehicle.
- b) The Superintendent may, at his discretion, personally assign vehicles to other State Police employees who because of their job duties, assignment, on-call status or other circumstances require the immediate access to agency transportation. Such employees, however, are not permitted the off-duty use of their vehicles as outlined elsewhere in this order.

2. VEHICLE USAGE LIMITATIONS AND REQUIREMENTS

- i) State police vehicles shall not be operated by non-agency employees, except in an emergency.
- ii) Personnel shall drive all Department vehicles with prudence and care, mindful that abuse, misuse or recklessness reduces the operating efficiency of the Department's fleet.
- iii) Officers shall not permit non-agency personnel to accompany them while on-duty without specific authorization from the officer's Commander. When such authority is granted, those passengers must adhere to the regulations outlined in this order.
- iv) Personnel are prohibited from making emergency runs when vehicles are occupied by non-commissioned passengers except when absolutely necessary. The initiating officer must notify the local Troop of the emergency and destination.
- v) Personnel shall monitor the State Police radio at all times when the vehicle is being utilized.
- vi) Personnel shall observe all traffic laws and agency regulations when operating Department vehicles. Officers are granted specific exemptions in [LRS 32:24](#). Unjustifiable speeding is expressly prohibited.
- vii) No employee shall operate a Department vehicle after consuming alcoholic beverages unless an officer must do so as part of an official agency investigation. Only those officers who are working in an official, undercover capacity shall be given the latitude to consume alcoholic beverages during the course of an investigation. If an officer has been authorized to consume alcoholic beverages in conjunction with his assignment and he realizes that he will have to operate a Department vehicle, it becomes incumbent upon the officer not to indulge to the extent that his capacity to drive is impaired.
- viii) Employees involved in motor vehicle traffic crashes or incidents in fleet vehicles must consent to a chemical test for intoxication upon the request or directive of the investigating officer to be used for administrative purposes.
- ix) Unauthorized operation of a fleet vehicle after consumption of alcoholic beverages shall be prima facia evidence of intent to violate this order.
- x) Officers shall stop and assist all disabled motorists regardless of duty status, unless on an emergency assignment. If such an assignment prevents an officer from rendering assistance, the officer shall see that appropriate assistance is requested.
- xi) Officers are subject to the same rules and regulations both on and off-duty as with regard to the operation and care of their assigned units.
- xii) Individually assigned units may be used by officers while off-duty subject to the limitations of this order and any supplementary order issued by the Superintendent.
- xiii) Personally assigned units may be used incidental to work-related travel on days when officers are otherwise working regular duty, overtime or departmentally authorized details.
- xiv) Off-duty usage of individually assigned units is prohibited on days off except as outlined

below:

- a) To, from and in conjunction with military training or other military duty obligations;
 - b) To, from and in conjunction with an officer's enrollment obligations with an institution of higher learning (except instructional responsibilities);
 - c) To, from and in conjunction with activities associated with personal fitness and health maintenance; and
 - d) To, from and in conjunction with LSTA affiliated or sponsored activities.
- xv) Officers of the rank of Captain and above are authorized to utilize their units throughout the state. Officers of the rank of Lieutenant and below must obtain permission from their Commander to use units outside their duty station residence areas. Advance permission is necessary for each occurrence; no general or "blanket" permission may be granted.
 - xvi) Non-commissioned personnel may not be transported in a Department vehicle when the officer is off-duty. Officers may, however, pick up and drop off family members when traveling to or from work so long as the location is along the route to work.
 - xvii) Unless authorized in conjunction with an official assignment or expressly permitted by the Superintendent, officers may not utilize personally assigned vehicles to attend any function, event, or activity where alcohol is served or offered for consumption by attendees. This provision does not prohibit officers from utilizing their personally assigned vehicles when driving to restaurants, grocery stores or other commercially licensed establishments.
 - xviii) Officers shall be held accountable for themselves and their passengers' personal appearance, conduct and decorum while operating Department vehicles.
 - xix) Officers operating a Department vehicle off-duty should use good judgment and discretion in reacting to observed violations of the law.
 - a) Officers must take affirmative, responsive action when confronted with a violation presenting a clear and present danger to the public.
 - b) Officers who observe other violations of the law should take measured action appropriate to the circumstances, particularly if failure to do so would subject the officer or the Department to criticism.
 - c) Officers who are not wearing a uniform and are driving an unmarked car shall comply with [LRS 49:121\(I\)](#). An officer shall consult his Commander when the permissibility of any planned vehicle use is questionable.
 - xx) When an officer utilizes his personally assigned unit off-duty, he must have his commission card, badge and an authorized weapon immediately available.
 - xxi) Subject to other limitations which may be imposed, officers shall adhere to the current regulations of the Department and the Division of Administration regarding the off-duty use of vehicles.
 - a) Interstate travel must be approved by the Superintendent, except for travel to or from north Louisiana through Mississippi en route to or from south Louisiana.
 - b) Assigned vehicles must be parked at a Department facility at any time an employee will be absent from his work assignment for more than twenty-one (21) consecutive days.

3. VEHICLE MAINTENANCE AND CARE

- i) Personnel shall take reasonable measures to provide for the safety and security of individually assigned units and equipment when the vehicles are not in use.
 - a) Weapons will be removed from the vehicle and stored in a gun locker or other secure place when the unit is unattended.
 - b) Any loss of unsecured weapons will be borne by the officer.
 - c) Unattended vehicles shall be locked at all times.
- ii) Each officer shall be held personally responsible for the care, maintenance and cleanliness of his individually assigned unit.
- iii) Every vehicle is issued with a maintenance schedule specific to the assigned unit, and each

officer shall be held accountable for servicing the unit assigned to him in accordance with the maintenance schedule.

- iv) Officers shall ensure their unit's oil is changed every 5000 miles.
- v) The maintenance schedule shall be available with the unit at all times and shall be presented upon demand to any authorized party for inspection.
- vi) Personnel operating Department vehicles will be expected to service their vehicles (gas, oil, maintenance) at Troop facilities, substations, Headquarters in Baton Rouge or other state facilities as designated by the Superintendent.
 - a) At no time will a commissioned officer acquire gasoline or oil by any other non-authorized means except in an emergency in which case the purchase by credit card shall be limited to that which is necessary to proceed to an authorized facility.
 - b) When fueling vehicles at authorized remote fueling sites, employees shall purchase the lowest fuel grade available.
 - c) When purchasing fuel from a non-state source, officers should procure a printed receipt verifying the grade and cost of fuel. If unleaded premium is purchased, the officer shall submit his purchase receipt to the Troop / Section Commander.
- vii) Fleet vehicles are issued with all necessary accessories.
 - a) Employees shall not remove any issued equipment from their personally assigned vehicle.
 - b) No additional equipment, decorations or decals may be added without the permission of the appropriate Deputy Superintendent.
 - c) No painting or alteration of the body, chassis, engine, exhaust system, electrical system or accessories may be made without the prior approval of the appropriate Deputy Superintendent.
 - d) Officers may tint the windows on their assigned unit, with the exception of the windshield, in accordance with R.S. 32:361.1. Officers electing to tint the windows of their assigned units shall do so at their own expense and only use experienced installers approved by their Troop / Section Commander. Officers shall be responsible for the condition of the window tint. Poor installation, bubbles, cracks, or other defects that create a vision obscurement or detract from the appearance of the vehicle shall be reason for the trooper to be ordered to remove the tint from the vehicle and restore the vehicle's windows to their original condition, including removal of adhesive. There shall be no reimbursement due the trooper for the cost of the window tint, installation, or removal for any reason, including ordered removal or vehicle reassignment.
 - e) Troop / Section Commanders may authorize window tint under the provisions of R.S. 32:361.3 for special service vehicles such as K-9, protective services, or other uses as determined by the Troop / Section Commander at the expense of their troop/section.
- viii) Fleet vehicles used for patrol shall be equipped with the required equipment listed on the Personnel Inspection Report Form ([DPSSP 3360](#)). It shall be the officer's responsibility to make sure he has all the necessary items outlined on the form.
- ix) Officers shall be inspected quarterly using the [DPSSP 3360](#). The form shall be maintained at the Troop / Section for a period of 1 year.
- x) This policy does not prohibit supervisors and / or command staff from conducting periodic inspections of any officer under their command.

4. VEHICLE REPAIRS

- i) All transactions concerning fleet vehicles involved in fleet crashes or incidents shall be conducted through the Support Services Section, Fleet Operations Unit.
 - a) Estimates on vehicle damage will be conducted by Sedgwick Insurance Appraiser and submitted to Fleet Operations.
- ii) When a fleet vehicle is stored at a private storage yard due to damages from a crash or incident, the Executive Officer of the vehicle's command shall contact the Fleet Operations

Unit supervisor within three days to ensure the vehicle's movement to a State Police facility.