

# PROCEDURE MANUAL

## 10-02



MICHIGAN STATE POLICE

## Department Vehicles: Maintenance and Equipment

**Purpose:** This manual provides guidance and procedures on required maintenance of department vehicles, how the maintenance can be performed, and what equipment is required for specific vehicle types.

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## Definitions:

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None

## Section 1: Vehicles Maintenance, Repair, and Equipment

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### 1.1 Preventative Maintenance

- a. The commander of the worksite to which a vehicle is assigned shall ensure compliance with the service requirements outlined in this Procedure Manual and the MAP Guide.
- b. Tires

Patrol tires should be ordered using the most recent [Nokian Tire Acquisition Procedure](#). Contact MAP at 1-800-937-8149 for tire replacement or repair authorization on all other vehicles.

- i. Tires shall be removed at or before the time the tread wear indicators become visible. These indicators are molded into the bottom of the tread grooves and will appear as 1/2-inch-wide bands when the tread depth is worn to 2/32 inch.
- ii. During inclement weather, winter tire performance decreases substantially once the tire tread depth falls below 5/32 inch. Tires may be replaced at 5/32 inch during the months of December, January, and February.

- iii. The same model tire shall be mounted to all four-wheel positions and the spare tire. Tires shall not be mixed.
- iv. Improper front-end alignment and/or wheel balancing may cause unusual tire wear. Realignment and/or wheel balancing shall be conducted as required.
- v. Tire pressure shall be maintained at the manufacturer recommended air pressure which can be found on the door sticker located on the lower portion of the "B" pillar. CVED Tahoe tire pressures shall be maintained at the manufacturer recommended air pressure or 40 psi, whichever is higher.
- vi. Tires, including spares, used on patrol cars and other vehicles in high-speed applications, which become damaged due to road hazards, shall not be repaired. Instead, the damaged tire shall be replaced with a new tire.

c. Car Washes

Members may use any of the following car wash options:

- i. For members in the Lansing area, the Department of Technology, Management, and Budget car wash facility located at the Secondary Complex, 6951 Crouner Drive, Lansing is open from 7:30 a.m. to 4:30 p.m.

Although the facility includes vacuums and fuel pumps, there are no detailing services offered.

- ii. Automatic car washes located at gas stations if they accept the Wright Express WEX card for payment.
- iii. Drivers are not allowed to pay for a car wash and request reimbursement from VTS.
- iv. When obtaining a car wash on a fee-for-service basis, members shall follow these guidelines:

1. Basic Car Wash

- a) No tire-shine, vacuuming, or cleaning the inside of the vehicle.
- b) Car wash service should be obtained as needed, but barring extenuating circumstances, shall not exceed once a week.

2. Car Wash/Cleaning

- a) Car wash, including vacuuming of inside, inside window cleaning, tires, and interior vinyl cleaning.
- b) Barring extenuating circumstances, this service shall be performed no more than once a month.

3. Detailing

- a) Car wash, cleaning, and shampooing upholstery and carpet.

- b) This service shall be performed no more than once a year unless accidents, illness, or some other reason justifies more frequent detailing.
- v. For more information and details, see the [Vehicle and Travel Services Car Wash Policy](#).
- d. Motorcycle Cleaning
  - i. Motor officers shall be given two hours of operational support time each pay period to thoroughly clean their assigned motorcycle. Motorcycles shall otherwise be cleaned and wiped down daily.
  - ii. Motor officers shall take care to avoid spraying water or cleaning solutions on their motorcycle's electrical equipment, especially the emergency equipment on the handlebars.
- e. Spotlights
  - i. Members shall check spotlights for general operability. It is extremely important that spotlights are mechanically operated on a weekly basis to prevent unnecessary repairs. Checking the bulb alone is not sufficient. Difficulty in turning or aiming a spotlight shall be repaired immediately.
- f. Emergency Equipment
  - i. Members shall check all patrol vehicle emergency equipment, which includes emergency lighting, audible siren, and public address system, prior to the use of any patrol vehicle or motorcycle.

## 1.2 Maintenance of Motorcycles

- a. Motor officers shall be responsible for seeking repairs and scheduled maintenance for their assigned motorcycle in accordance with the MAP Guide.
- b. Repairs and service must first be approved by a supervisor. If the estimate for repairs or service exceeds \$75.00, the repair facility must also obtain authorization from MAP.
- c. Transporting disabled motorcycles shall only be performed by a wrecker service capable of doing so or the Motor Unit's specially designed trailer. Motorcycles shall not be transported by any other means.
- d. Equipment, fluids, and other supplies necessary to properly maintain the motorcycles shall be stored at each worksite to which motorcycles are assigned.
- e. Motor officers shall immediately wipe up fuel, engine oil, and other petroleum product spills to avoid damage to their uniform or their motorcycle's painted surfaces.
- f. Motor officers shall use the minimum grade of fuel allowed by their motorcycle's manufacturer.

## 1.3 Vehicle Preventative Maintenance Form Retention

Because of MAP, there is no longer a requirement to maintain a preventative maintenance file on each vehicle. Because of occasional billing or entry errors, the Fleet Unit recommends keeping receipts on file until they appear in the fleet management system (Fleetview).

## 1.4 Vehicle Repairs

- a. Any dealership can be used for warranty repairs.
- b. The repair vendor is required to obtain pre-approval for all repairs and maintenance services over \$75.00, not included in the maintenance schedule. A MAP Pack with billing instructions for repair vendors is provided with each vehicle and should be presented when service is requested.
- c. Members are encouraged to contact Wheels Inc. to determine the location for repairs to be made. However, Wheels Inc. shall be contacted when the following is required:
  - i. Tire repair or replacement
  - ii. Glass repair or replacement
  - iii. Towing
    1. For towing of marked patrol vehicles, members may choose a towing vendor nearby, however Wheels Inc. needs to be notified of the service.

## 1.5 Vehicle Replacement Policy

The Budget, Financial, and Facilities Division shall contact the district or division commander when an approved replacement vehicle is scheduled.

- a. VTS, the Budget, Financial, and Facilities Division, or the Department of Technology, Management and Budget, Radio Installation Unit, shall advise the worksite when the replacement vehicle is ready for pickup.
- b. Mileage

Vehicles shall be replaced when VTS has determined the mileage criteria have been met.
- c. Vehicle Condition
  - i. Whenever significant mechanical or body repairs are required, the decision to replace the vehicle rather than repair it shall be made by VTS or MAP before repair authorization is granted.
  - ii. Special concerns regarding vehicle condition shall be brought to the attention of the Fleet Unit or the vehicle can be brought to the VTS garage in Lansing for inspection.

## 1.6 VTS Vehicle Supplies

- a. The VTS Parts Department shall only stock certain patrol vehicle parts and equipment. Should a patrol vehicle require replacement equipment or parts, the work unit shall contact the parts department at 517-322-5135. The parts department will be able to identify the correct parts number upon contact.
- b. Supplies, such as spark plugs and air or fuel filters, shall be purchased from local vendors at the time services are performed.

## 1.7 Fuel

- a. Fuel Cards
  - i. Fuel cards have been issued to each vehicle.

- ii. Fuel purchases require entry of the last six digits of the fueler's employee identification number and the vehicle's odometer reading.
  - iii. All credit card charges must be itemized on the credit card receipt. Use of the fuel card is strictly limited to fuel, car washes, fluids (oil to top off only), windshield wipers, and light bulbs.
  - iv. Fuel cards are not to be used to charge other repairs, maintenance (including oil changes), or personal items. Purchases of miscellaneous items not itemized in this Procedure Manual will be the responsibility of the work unit.
- b. All drivers are required to economize by obtaining fuel at State-operated facilities. If a state facility is not available, drivers should use the fuel credit card at self-serve sites designated through the fuel card program.
  - i. Drivers shall purchase unleaded regular gasoline only.
  - ii. Drivers shall not purchase super unleaded or premium fuel.
  - iii. Drivers shall not purchase fuel at full-service pumps.
- c. Members unable to comply with this policy shall purchase fuel using their own funds and request reimbursement through the Time and Expense Reimbursement System.
- d. Members shall use alternative fuels such as ethanol, methanol, and compressed natural gas (CNG) in vehicles designed to flex or use dedicated fuels.

Members shall ensure that they know how to fuel CNG vehicles by viewing the video instructions or by following the laminated instruction card in the glove box of the vehicle before doing so.
- e. Lost, Damaged, or Stolen Fuel Card
  - i. Members shall call MAP at 1-800-937-8149 to report a card lost, damaged, or stolen.
  - ii. Members shall be prepared to provide their vehicle's assigned Wheels number (not the same as the license plate number), address where the replacement card is to be delivered, and the method of delivery (regular mail, express mail, etc.).
  - iii. As with all credit cards, once a card is reported lost, damaged, or stolen, it is cancelled in the fuel card system and will not be honored.

### 1.8 Renumbering or Reassigning Vehicles

Vehicle numbers and assigned location shall not be changed without the approval of the Budget Financial, and Facilities Division. This procedure ensures that billing, inventory, and unit cost reporting can be controlled.

- a. To ensure the vehicle renumber or reassignment meets the established criteria (funding, grant requirements, etc.), the Fleet Manager assigned to the work unit shall be contacted.
  - i. Appropriate funding for the new location must be confirmed.
  - ii. Compliance with grant requirements, if any, must be confirmed.

- iii. Vehicles shall not be reassigned to or driven by other agencies or bureaus without approval by both bureau commanders.
- b. The [renumber form](#), including required command approval, shall be completed and submitted to the Fleet Unit.
  - i. Reassignment to another bureau requires approval of both bureaus' commander.
  - ii. Reassignment to another district or division requires approval of both district or division commanders.
  - iii. Reassignment within a district or division requires that district or division commander's approval.
- c. Investigative vehicles (i-cars) require a [Vehicle Assignment, ADM-009](#), be submitted to the Fleet Unit for any personnel movement that affects a vehicle. This form identifies the driver assigned to the vehicle.
- d. If a vacancy is not immediately filled, the vehicle may need to be redeployed. The Fleet Unit shall be contacted for direction.
- e. Vehicles may be renumbered or moved to the new location only after approval is received from the Fleet Unit.
- f. An IT-066 shall be submitted to the Communications Unit for all vehicle reassignments affecting radios.

NOTE: The Wheels vehicle number is located on the bottom left-hand side of the fuel card along with the last six digits of the vehicle identification number.

### 1.9 Adding Non-Patrol Vehicles to the Fleet

- a. Worksite commanders shall submit a completed [Request to Add or Upgrade Unmarked Vehicle, ADM-019](#), through their chain of command to bureau for approval. Approved forms should be sent by bureau to the Fleet Unit.
- b. The Fleet Unit will obtain approval from the Director before submitting the request to the BFFD Director for VTS approval.
- c. The Fleet Unit will notify the requester when BFFD and VTS provide approval.
- d. The requesting worksite will submit a completed [DTMB-064](#) form to the Fleet Unit and an IT-066 to the Communications Unit if a radio will be needed. A [Vehicle Assignment, ADM-009](#) will be required for investigative vehicles (i-cars) only.
- e. The worksite will be notified when the vehicle is ready.

### 1.10 Other Requirements

- a. VTS requires written approval to add equipment or modify a state owned/leased vehicle. The worksite commander shall complete the [DTMB-0068 form](#), which must be submitted to the Fleet Unit for approval and submission to VTS. In most cases, funding will have to be provided to cover the equipment.

- b. VTS shall not be billed for traveling expenses. Storage, tolls, and parking charges are direct traveling expenses and should be submitted for employee expense reimbursement via SIGMA.
- c. The addition of emergency lighting to non-pursuit rated vehicles must be approved through chain of command by the affected bureau commander. If approved, a lighting specification will be developed by the Precision Driving Unit and submitted to the Fleet Unit, in accordance with written directives related to slick top, semi marked, special service, and unmarked vehicles. The Fleet Unit will coordinate with the approved vendor for installation.

### 1.11 Automotive Glass Repair

Members shall contact MAP Glass Service at 877-891-1366 to report vehicle glass damage and arrange for repair.

### 1.12 Vehicle Equipment

#### a. Patrol Vehicles

Patrol vehicles shall be equipped with the following:

- i. Litter bag
- ii. Flex cuffs (2)
- iii. 100' Tape measure
- iv. Flare box, filled with flares
- v. First aid kit, fully supplied
- vi. 4-Way lug wrench
- vii. Paper blankets (2)
- viii. Fire extinguisher, fully charged
- ix. Battery booster (jumper) cables
- x. Safety goggles
- xi. Emergency response guidebook
- xii. Shovel
- xiii. Wrecking bar
- xiv. County and state maps
- xv. Front and rear license plates
- xvi. Leather work gloves
- xvii. Rescue disk

#### b. Motorcycles

- i. Motor officers shall ensure that their motorcycle contains the following equipment:
  - 1. First aid blankets



2. Flares
  3. First aid kit
  4. Forms packet
- ii. Motor officers shall ensure consistency in weight when loading the saddlebags. Equipment and gear shall be loaded in a manner which ensures both saddlebags are equally weighted. Failing to properly have equal amounts of weight in each saddlebag will adversely affect the handling characteristics of the motorcycle and could lead to serious injury.

c. CVED Patrol Vehicles

CVED vehicles shall be equipped with the following:

- i. Litter bag
- ii. Flex cuffs (2)
- iii. 100' Tape measure
- iv. Flare box, filled with flares
- v. First aid kit, fully supplied
- vi. 4-Way lug wrench
- vii. Paper blankets (2)
- viii. Fire extinguisher, fully charged
- ix. Battery booster (jumper) cables
- x. Safety goggles
- xi. Emergency response guidebook
- xii. Front and rear license plates
- xiii. Leather work gloves
- xiv. County and state maps
- xv. Set of portable scales
- xvi. Blocks
- xvii. Height measuring stick
- xviii. Creeper
- xix. Wheel chocks
- xx. Rescue disk

d. Fire Investigator Vehicles

Fire investigator vehicles shall be equipped with the following:

1. First aid kit, fully supplied
  2. Fire extinguisher, fully charged
  3. Battery booster (jumper) cables
  4. [Emergency Response Guidebook](#)
  5. Leather work gloves
- e. Unmarked Field Services Bureau Vehicles
- District detective vehicles shall be equipped with the following:
1. First aid kit, fully supplied
  2. Fire extinguisher, fully charged
  3. [Emergency Response Guidebook](#)
- f. Special Operations Division Vehicles
- Equipment assigned to Special Operations Division vehicles shall be designated by division policy.
- g. Department Vehicles Not Covered Above
- All other department vehicles shall be equipped with the following minimum requirements. Work unit policy may dictate additional equipment in assigned vehicles.
- i. First aid kit, fully supplied
  - ii. Fire extinguisher, fully charged
  - iii. Battery booster (jumper) cables
  - iv. Ice scraper

Replacement of the minimum equipment listed is the responsibility of the worksite to which that vehicle is assigned. For questions regarding the appropriate method of replacement, members can contact the Fleet Unit.

### 1.13 Vehicle Inspections

a. Assigned Vehicles

Assigned vehicles shall be inspected in accordance with Procedure Manual 18-02 – Line Inspections and documented on the UD-100.

b. Pool Vehicles

Pool vehicles shall be inspected quarterly at a time and by a department member designated by the worksite commander. The vehicle inspection shall be documented on the Worksite Fleet Patrol Vehicle Inspection Slip, UD-024. Commercial Vehicle Enforcement Division (CVED) pool vehicle inspections shall be documented on the Motor Vehicle Inspection Slip, MC-024.

## Section 2: Calibration of Patrol Vehicle Speedometers

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### 2.1 Speedometer Calibration Requirements

For purposes of this section, "patrol vehicle" means a fully marked or semi-marked patrol car.

- a. VTS shall calibrate new patrol vehicle speedometers on a dynamometer prior to field assignment.
- b. A speedometer calibration chart shall be completed for each patrol vehicle. The initial calibration shall be recorded by the VTS dynamometer operator, and the speedometer calibration chart shall be placed in the Preventative Maintenance Package. For court purposes, the chart shall be kept on file at the worksite for two years after the patrol vehicle has been returned to VTS.
- c. Upon request, patrol cars may have a current Speedometer Calibration Sticker, UD-049, affixed inside the patrol vehicle and positioned so the sticker can be easily seen by the driver.
- d. After the initial calibration, patrol vehicle speedometers shall be re-calibrated only if the patrol vehicle has undergone any of the following: transmission repair, major body repair, or a tire or wheel size change. Re-calibration of patrol vehicle speedometers is the responsibility of the commander at the location where the patrol vehicles are assigned, e.g., post commander for patrol vehicles assigned to a post, district commander for patrol vehicles assigned to a district, etc.
- e. If a speedometer malfunction is suspected or any of the above-mentioned changes are made to the patrol vehicle, the speedometer shall be re-calibrated.
- f. Patrol vehicle speedometers that are + or - three miles per hour or more from any one of the three calibrated speeds shall be repaired or replaced.
- g. Non-patrol vehicles used for covert speed enforcement may have speedometers calibrated at the request of the worksite commander using the guidelines in this directive. For safety and liability reasons, non-patrol vehicles are not to be used for traffic enforcement involving high speeds unless the vehicle has been produced by the manufacturer with a full-service police package. Full-service police package vehicles have a "Manufacturer Certified Speedometer" and the speedometer is clearly marked "Certified."
- h. Speedometer calibration or re-calibration shall only be performed through or in coordination with VTS.

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**Review Responsibility:** Professional Development Bureau; Field Services Bureau,  
Budget, Financial, and Facilities Division

**Accreditation Standards:** N/A