

OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



NUMBER: 1160
TOPIC: MOTOR POOL PROCEDURES
EFFECTIVE DATE: 1021/2016
SUPERCEDES: 12/18/2007

SIGNATURE: /s/ Frank Donchez /s/ Michael Ernst
Chief of Police Bureau Commander

I. PURPOSE

II. PROCEDURE

- A. PRIMARY & SECONDARY POLICE VEHICLES
- B. MOTOR POOL USE AND CHECKOUT PROTOCOL
- C. MOTOR POOL MAINTENANCE

[ATTACHMENT A](#)

CALEA references: None

I. PURPOSE

This procedure establishes police vehicle service level designations and Department Motor Pool protocols.

II. PROCEDURE

- A. PRIMARY & SECONDARY POLICE VEHICLES

Primary vehicles are those budgeted for and scheduled for replacement. They provide emergency or first-line law enforcement responses.

Secondary vehicles are those not budgeted for and not scheduled for replacement and have or nearly have completed their primary assignments. These vehicles are assigned to officers not providing critical police responses.

Some secondary vehicles will still be fully equipped and will be available as needed for temporary first line service. Fleet Operations will maintain a Department Motor Pool.

Primary use of these vehicles will be in the day-to-day activities of fleet maintenance, but they will be available for checkout. When available, new vehicles that have yet to be converted for police service may also be checked out.

- B. MOTOR POOL USE & CHECKOUT PROTOCOL

Motor pool vehicles must be checked out through the office of the supervisor of Fleet Operations. Members are expected to plan ahead and make timely requests for vehicles. In the event a need arises outside of normal hours, Members will tell the Watch Commander

when taking a motor pool vehicle. It is particularly important to note any overnight or out of town travel.

Prior to use of any Motor Pool vehicle, Members will consider fuel conservation, assignment type and travel needs, and checkout the most appropriate pool vehicle. Inspect the pool vehicle for any exterior damage, and ensure any new damage identified is promptly and properly reported. Members will checkout vehicles contiguous with times of actual need and not with excessive lead time.

During pool-vehicle use, operators will maintain vehicle cleanliness, monitor fuel and fluid levels and return the vehicle with at least a half tank of fuel. Promptly return keys to Fleet Operations and report any unclean or non-maintained vehicles to the Fleet Operations Unit.

Fleet Operations personnel will make appropriate supervisory notification when Members do not comply with this procedure. Supervisors receiving notifications regarding procedural non-compliance should appropriately follow-up, take appropriate corrective action and update Fleet Operations.

C. MOTOR POOL MAINTENANCE

Fleet Operations will be responsibility for the routine maintenance on all motor pool vehicles.

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