

# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



**NUMBER:** 1320  
**TOPIC:** VEHICLE MAINTENANCE & USE  
**EFFECTIVE DATE:** 03/30/2026  
**SUPERCEDES:** 01/30/2025

/s/ Doreen Jokerst  
Chief of Police

/s/ Ryan Miller  
Deputy Chief

/s/ Eric Blevins  
Public Safety Attorney

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- I. PURPOSE**
  - II. PROCEDURE**
    - A. GENERAL VEHICLE OPERATING GUIDELINES
    - B. DAILY VEHICLE USE
    - C. VEHICLE DEADLINE PROCEDURE
    - D. ELECTRONIC MAINTENANCE REQUEST FORMS
    - E. PATROL VEHICLE INSPECTIONS
    - F. DETECTIVE VEHICLE MAINTENANCE
    - G. SPECIAL SERVICE VEHICLE OPERATION
    - H. MOTORCYCLE OPERATION
    - I. MOTORCYCLE MAINTENANCE
    - J. TAKE HOME VEHICLES
    - K. PROHIBITED USES OF TAKE-HOME VEHICLES
    - L. CHANGING FLAT TIRES
    - M. OIL CHANGES
    - N. TOWING POLICE OR CITY VEHICLES
    - O. USE OF POLICE PUBLIC ADDRESS SYSTEMS
    - P. POLICE & CITY VEHICLE DISPOSAL
    - Q. USE OF KANSAS AUTHORITY TRANSPONDERS (KTAG)

[CALEA References: 41.2.1, 41.3.2](#)

- I. PURPOSE**
  - A. This procedure establishes guidelines for maintaining, operating, and disposing of Department vehicles and supplements COP 204, Automobile and Vehicle Policy.
- II. PROCEDURE**
  - A. GENERAL VEHICLE OPERATING GUIDELINES [41.2.1](#)
    - 1. Police personnel will always operate Department vehicles safely and in compliance with all laws and written directives.
    - 2. As outlined in Section J, personnel will only transport community members in Police vehicles for Police purposes. Other community member transports will be approved by a supervisor.

3. Vehicles in a "patrol capacity" will be fully equipped to include a rifle, shotgun, mobile data terminal, in-car video recording, and functional emergency equipment. Barring articulated exigency, ignition keys will be removed, and vehicles will be locked when they are unattended.
4. To ensure vehicles are available for patrol functions for all shifts and ensure equipment availability during personnel callbacks, the ignition keys for all marked patrol vehicles will be assigned to a Police station by the Fleet Operations Supervisor.
5. When not in use, ignition keys will be stored in their respective equipment room at the vehicle's assigned police station. *(A marked Police vehicle has an OPPD logo and complete emergency lights and siren equipment package. This includes Animal Control vehicles.)*
6. Ignition keys to unmarked police vehicles will be stored in their assigned Division. During emergencies, these keys and vehicles are accessible to supervisors or Division Members.

#### B. DAILY VEHICLE USE AND EQUIPMENT [41.3.2](#)

1. Motorized vehicles used primarily for patrol (including but not limited to the Patrol Division, Traffic Unit, ESS, and COPPS vehicles) will be assigned specific equipment such as traffic cones, fire extinguishers, weapons, and other equipment used in patrol duties. Before going into service, officers will inspect their vehicles to ensure that all equipment is working properly and properly stocked. Any equipment found to be missing will be promptly reported to a supervisor. Consumable supplies (first aid supplies, flares, blankets, etc.) will be properly restocked by officers using these supplies before the end of their shift
2. Members are accountable for any vehicle assigned to them or while in their use. Before operating a Department vehicle, Members will ensure they are familiar with the vehicle, equipment, and any unique vehicle operation and handling characteristics.
3. Vehicles will only be driven when in safe operable condition. Before going into service, Members will conduct a walk-around inspection looking for: damage to the vehicle, equipment, improperly functioning, or worn out equipment. It will be the officer's responsibility to report any damage, mechanical problems, or unsafe equipment immediately
4. Members will ensure vehicles are returned at the end of each shift clean, properly serviced, with at least a half-tank of fuel. Every time a vehicle is refueled, Members will check all fluid levels. If any fluid besides windshield washer fluid or oil needs refilling, an electronic maintenance request will be completed.
5. Police patrol vehicles may need to idle in certain circumstances, such as at crash scenes or when performing traffic control. Unnecessary idling should be avoided whenever possible. Idling wastes fuel, contributes to air pollution, and increases wear on the engine. Even brief periods of idling can greatly affect resources and public health. Idling is only recommended when essential for vehicle operation, emergency responses, or to power necessary equipment. Generally, technology equipment in patrol-equipped vehicles will continue to run for 30 minutes when a vehicle's engine is turned off. Officers should make every effort to turn off engines when safe and practical, per COP 248 *Energy Conservation of City Vehicles Police*.

## C. VEHICLE DEADLINE PROCEDURE

1. Anytime a Member finds a Police vehicle needing repair, they will notify a supervisor of the problem. A supervisor must authorize the dead-lining of the vehicle. The vehicle problem will be reported and handled according to current procedures for vehicle maintenance.
  - a) Complete the appropriate Fleet Work Request Form.
  - b) When dead-lining a vehicle for body repair, the vehicle's MDT must be removed in addition to the equipment listed above.

## D. ELECTRONIC MAINTENANCE REQUEST FORMS

1. Fleet Work Request Forms are available on the OPNet Home Page >Applications >EAM (Lucity). Select the maintenance request that corresponds to the issue being reported
2. Forms should be accurately completed and electronically routed to designated recipients.

## E. PATROL VEHICLE INSPECTIONS

1. Supervisors will inspect their assigned vehicles monthly and ensure missing equipment has been replaced and vehicle deficiencies have been corrected. Supervisors will log and track inspections.

## F. NON-PATROL VEHICLE MAINTENANCE

1. Maintenance responsibilities for each non-patrol vehicle will be assigned to a specific Division Member who will ensure it is properly maintained as outlined per this procedure's requirements.

## G. SPECIAL SERVICE VEHICLE OPERATION

1. Special Service vehicles will only be operated by trained, certified, and authorized personnel. Members will ensure their familiarization with and/or completion of all training requirements related to unique vehicle operation and handling.

## H. MOTORCYCLE OPERATION

1. Police motorcycles are assigned to the Traffic Unit and are primarily used to enforce traffic laws. When special events, parades, escorts, and processions occur within the Overland Park city limits, the Traffic Captain, or designee, may assign motorcycles for traffic control. Official requests for motorcycle escorts in support of a line-of-duty death within the eight-county Kansas City metropolitan area may be approved by the Parkway Division Commander or designee. Requests for motorcycle escorts outside the Kansas City metropolitan area must be approved by the Chief of Police or their designee.
2. Officers authorized to operate motorcycles will be restricted to those who:
  - a) Are properly licensed.

- b) Have completed an OPPD-approved police motorcycle training course and all applicable annual or refresher courses.
  - c) Officers assigned to the Traffic Unit.
  - d) Wear all OPPD-issued motorcycle safety equipment while operating.
3. Unless approved by a Traffic Unit supervisor, motorcycles will not be operated:
- a) When inclement weather, in the supervisor's opinion, precludes safe operation. Inclement weather conditions may include, but are not limited to, snow, ice, sleet, heavy rain, high winds, extreme heat, or extreme cold.
  - b) Between 2200 hours and 0600 hours.

## I. MOTORCYCLE MAINTENANCE

1. Members should upright a motorcycle that has fallen on its side using the methods provided in the motorcycle rider certification course. Members assigned motorcycles will ensure regular maintenance is conducted to include, but not limited to:
- a) Maintaining cleanliness.
  - b) Identifying needed repairs and maintenance.
  - c) Coordinating transports to and from repair facilities.
  - d) Forwarding service receipts and documents to Fleet Operations for record-keeping.

## J. TAKE HOME VEHICLES

1. Certain positions are assigned city vehicles to commute between their home and their assigned duty station. These positions require personnel to be able to respond to work immediately or with minimal delay based on the Member's responsibilities for responding to critical incidents or major emergencies within the community. The following positions are authorized to take home vehicles:
- a) Chief of Police
  - b) Lieutenant Colonels
  - c) Majors
  - d) Captains
  - e) Dispatch Manager
  - f) Detectives, when on call or assigned to a major criminal case on a round-the-clock basis, or assigned to a Task Force
  - g) Patrol/ESS K-9 Handler
  - h) Therapy K-9 Handler
  - i) Public Information Officer
2. The maximum allowable commuting time is 60 minutes. Patrol/ESS K-9 handlers must reside within 30 minutes. The time is calculated from the Member's residence to the nearest city limits. The Chief of Police may authorize any exception to the 60-minute commuting rule if the exception substantially benefits the organization. Members commuting in a city-owned vehicle must notify the Chief's office anytime a Member changes their permanent residence. Upon notification, the Bureau Commander where the Member is assigned will reevaluate the Member's eligibility to use a city-owned vehicle to commute to and from work, within the eligibility guidelines of this policy. Sworn Members operating take-home vehicles must be, at a minimum, armed with a department-approved weapon, badge, and portable or mobile police radio.

3. Take-home vehicles may be used for:
  - a) Responding to and from work and purposes incidental thereto,
  - b) Off-duty response to an emergency,
  - c) Other department-related business.
4. Take-home vehicles may be used for personal use only if such usage is incidental to their City employment. Examples of incidental use would include:
  - a) While proceeding to and from their residence in a city-owned vehicle, stopping at the grocery store, or dropping off children at school.
  - b) During their lunch hour, they drive a city-owned vehicle to a restaurant for lunch.
  - c) During the business day, they leave their office and drive a city-owned vehicle to a doctor's appointment.
5. The Fleet Maintenance Supervisor is responsible for managing the assignment of take-home vehicles to individual Members. Vehicle assignments should be made with environmental and fiscal responsibility in mind. If a take-home vehicle is deadlined for extended repairs, a loaner will be assigned by the Fleet Maintenance Supervisor.
6. Division Commanders may authorize temporary, short-term assignments of take-home vehicles to commute to/from training assignments, or in support of major criminal cases or similar investigations.
7. Except for K-9 cars, take-home vehicles will be limited to only unmarked SUVs or sedans.

#### K. PROHIBITED USES FOR TAKE-HOME VEHICLES

1. Using take-home vehicles for private business or pleasure is prohibited under K.S.A. 8-301. All Members using take-home vehicles are expected to exercise good judgment and decision-making. If there is a questionable use of the vehicle, the Member will discuss the usage with their supervisor before using the vehicle.
2. Take-home vehicles may not be used to commute to or from off-duty employment at any time. Members are prohibited from using a take-home vehicle in the performance of off-duty or secondary employment, per K.S.A. 8-301.
3. All sworn Members (including K-9 handlers) are prohibited from leaving any firearm in a take-home vehicle during non-duty hours unless the operator can secure the firearm in a vehicle-mounted department-authorized locker or locking mechanism, and the vehicle is secured in the garage of their residence. Firearms assigned to vehicles not stored in the garage of a residence must be secured in a department-owned firearm safe. Members at the rank of Captain and above will not be issued rifles or shotguns.
4. Members who are on paid or unpaid administrative leave, alternate duty, or FMLA leave that extends more than 40 consecutive hours are prohibited from having take-home vehicle privileges without approval from the Chief of Police.

#### L. CHANGING FLAT TIRES

1. Drivers of vehicles will change their vehicles' flat tires. If a vehicle is not equipped with a spare, tires can be found in the sally port at Scafe or Sanders. Flat tires will be placed in the appropriate station sally port for repair, and a Fleet Work Request will be completed.

2. The Fleet Operations Supervisor will ensure tire repairs are completed as soon as practicable using the City's procurement policies.

#### M. OIL CHANGES

1. The Fleet Operations Supervisor will coordinate oil change schedules. Officers should ensure patrol-type vehicles have been driven a minimum of 1,000 miles, but not more than 4,000 miles, between oil changes. Vehicles equipped with an oil life monitor system that indicates an oil change is needed, officers will tell the Fleet Operations Supervisor.
2. Staff and other non-patrol vehicles will be driven at least 2,500 miles, but not more than 5,000 miles, between oil changes.
3. The Division Commander or designee will assign non-patrol vehicles to specific Members to ensure regularly scheduled maintenance is accomplished.
4. Members with take-home vehicles are expected to monitor the need for oil changes and handle this task themselves at a vendor approved by the Fleet Operations Supervisor.

#### N. TOWING POLICE OR CITY VEHICLES

1. Police Members or City employees requiring tow truck services should contact Dispatch and request a tow for their City vehicle. A dispatcher will request a Rotation Tow to move vehicles to the most appropriate location.

#### O. USE OF POLICE PUBLIC ADDRESS SYSTEMS

1. Most marked vehicles and some unmarked vehicles are equipped with public address (PA) systems. PA systems may be used when verbal communications alone are impossible, impractical, or hazardous.

#### P. POLICE & CITY VEHICLE DISPOSAL

1. The Fleet Operations Supervisor or designee will:
  - a) Project each City-owned vehicle's mileage.
  - b) Ensure vehicle acquisition and disposal comply with City policies.
  - c) Replace police vehicles after considering, but not limited to, whether
    - i) Vehicles have been driven for a minimum of 100,000 miles.
    - ii) Safety, resale value, or maintenance expenses make vehicles no longer cost-effective.
2. Used vehicles should be disposed of via a dealer auction or trade-in, as directed by the Fleet Operation Supervisor and the Deputy Chief of the Operations Bureau. Vehicles with limited auction value may be sold for scrap value if the Fleet Operations Supervisor, in consultation with the Deputy Chief of the Operations Bureau, determines it is financially advantageous. The Fleet Operations Supervisor will coordinate police vehicle auctions. Other City Department vehicles will be similarly disposed of upon written authorization by the appropriate Department Director.

Q. USE OF KANSAS AUTHORITY TRANSPONDERS (KTAGS)

1. Kansas Turnpike Authority Transponders (KTAGs) are authorized for Police Department vehicles. The utilization of KTAGs will be strictly authorized for official business use only when traveling on Kansas Department of Transportation (KDOT) roadways. Official business usage includes:
  - a) Responding to calls for service within the KDOT roadway or enroute to a call for service, both as an emergency vehicle or non-emergency vehicle;
  - b) Enforcement initiatives or patrolling activity along US-69 Highway, including the US-69 Express lanes;
  - c) Traveling to and from court, training classes, duty assignments, and includes traveling between duty stations and home.
    - i) Members will not be reimbursed for toll fees while driving privately-owned vehicles, unless authorized by COP 206.
2. Employees are prohibited from using a Department-owned KTAG or transponder for personal travel. Any unauthorized use of a Department-issued KTAG transponder may result in disciplinary action.
3. KTAGs are designated for specific vehicles and must be semi-permanently attached to the glass windshield. Consequently, KTAGs semi-permanently attached to windshields shall not be moved or used in a different vehicle. Removable KTAGs may be checked out from the Police Administration Supervisor, and can be used for official travel in vehicles without a semi-permanently attached KTAG.
4. Agency-Annual-Rate KTAGs are also valid on other tolled roadways, where standard KTAG rates will apply for billing.
5. KDOT and the City reserve the right to monitor usage and revoke at any time. Inquiries of inappropriate usage will be routed to the Office of the Professional Standards Unit for review. If a Member is suspected of engaging in possible misconduct, KTAG may be consulted as evidence in a resulting investigation.
6. The Fleet Supervisor will maintain a log of assigned KTAGs and vehicles. Additionally, the Fleet Unit will be responsible for the replacement of KTAGs as necessary (i.e., changing a new vehicle over, replacement of a windshield, etc.).
7. The Budget and Grants Finance Officer will process invoices and payments related to the use of the KTAG transponders.

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