



## PARADISE VALLEY POLICE GENERAL ORDER

### Department Vehicles

Order Number

17.2

Date

11-01-19

## 17.2 Department Vehicles

### 17.2.1 General Requirements

A. *Employees shall:*

1. drive only vehicles they are authorized to drive;
2. abide by all state and local laws and *Town* and *Department* policies;
3. not drive any vehicle unless trained and qualified in the safe operation of that type of vehicle;
4. report any damage to the vehicle or its assigned equipment immediately to a *supervisor*;
5. drive only with a valid Arizona driver license for the class of vehicle driven;
6. immediately report any civil or criminal citation or a suspension, restriction or revocation of their license to a *supervisor*;
7. always wear a seatbelt when driving or riding as a passenger in a moving motor vehicle;
8. ensure that all passengers, including children, and all prisoners in a motor vehicle use either seat belts or appropriate restraint devices;
9. not smoke in any *Town* vehicle;
10. not swap or exchange assigned vehicles without the express approval of a *supervisor*;
11. not take a vehicle out of service for maintenance or repair without notifying a *supervisor*;
12. not make any modifications to *Department* vehicle bodies, systems, electrical/electronic components, or markings without first receiving written permission from the *Chief* or designee.



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- B. A vehicle *may* be assigned on a 24 hour take home basis to a specific *employee*, as determined by rank or assignment. Only assigned vehicles *may* be taken home and only if the *employee* lives within thirty (30) miles of the Police Department, or is given permission by a *supervisor*.

**17.2.2 Vehicle Equipment and Maintenance**

- A. An *employee* is required to inspect a vehicle for proper operation and for the presence of required equipment assigned to the vehicle at the beginning of each *shift*. Any required repairs or service and any damage, missing property or equipment *shall* be reported to a *supervisor*. Any vehicle that is found in need of repair *should* be reported to Fleet Services through the e-mail system and the vehicle key board *should* be changed to indicate that the vehicle is "downed."
- B. Any vehicle used for prisoner transport *shall* be *searched* before and after each *shift* for contraband, weapons, etc. At the end of the *shift*, the vehicle *shall* have at least one-half tank of fuel, all trash *shall* be removed and the keys *shall* be returned to the assigned location.
- C. The security of *Town* vehicles and the equipment within those vehicles is the responsibility of the *employees* using the vehicle. All vehicles *shall* be locked when left unattended, any provided steering wheel locking device or security system shall be engaged, and the vehicle shall be turned off unless at the scene of an incident.
- D. Every police vehicle will contain a first aid kit, traffic cones, traffic flares, and a fire extinguisher.
- E. Vehicles used in routine or general patrol service, whether or not marked as police vehicles, shall be equipped with operational emergency lights and a siren.

**17.2.3 Collisions Involving *Town* vehicles**

- A. *Personnel* shall immediately report to Communications who *shall* notify a *supervisor* of any collision involving:
1. a *Town* owned or leased vehicle.



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2. an *employee's* privately owned vehicle when the *employee* is on *Town* business and has been formally authorized to use a private vehicle.
3. an *officer's* privately owned vehicle when the *officer* is on the way to or from work.

If the collision occurs in another police jurisdiction, the local law enforcement agency *shall* also be contacted.

- B. If within *Town jurisdiction*, the *Department shall* investigate minor collisions, whether it occurred on a public roadway or on private property. The investigating *officer shall* complete a traffic accident *report* with a detailed narrative (when appropriate), a diagram, and *shall* take any appropriate enforcement action, including the issuance of citations. Photographs *shall* be taken. Investigation and documentation *shall* occur even when there is no obvious damage and no injury is alleged. *Department* vehicles that have been damaged in a collision *shall* not be placed in service, even if serviceable, until a safety inspection arranged by fleet services has been completed.

If the accident occurs within *Town boundaries*, or within a reasonable distance from the *Town*, the *shift supervisor shall* respond to the accident scene. If the *shift supervisor* responds they *will* take photographs and/or video, document their observations and assessment of the accident, and forward a *report* to the Accident Review Committee.

- C. Collisions involving *serious physical injury* and/or death *shall* be investigated by an outside agency.
- D. The final *reports will* be forwarded to the *employee's supervisor* and the Accident Review Committee for review.
- E. The Accident Review Committee *shall* be comprised of the division *commander* of the *employee* driving when the accident occurred and two members of the division *commander's* choosing of equal or greater rank than the *employee* being reviewed. The Accident Review Committee *will* complete their review and submit a formal analysis with a finding of "Preventable" or "Unpreventable" based on the totality of the circumstances to the *Chief* within 30 days of the incident occurrence absent extenuating circumstances. The Accident Review Committee

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analysis *will* also address any training and policy issues identified. Any delay beyond 30 days requires approval from the *Chief*.

- F. The *Chief will* review the final *reports* and the Accident Review Committee analysis and finding. The *Chief will* then determine if *disciplinary action* is required. In determining *disciplinary action* the *Chief will* review the *employee's* prior accident history, prior *disciplinary actions*, and *disciplinary actions* given to other *employees* involved in similar accidents. Corrective or disciplinary action will be considered without regard to any enforcement action that may have been taken.

**17.2.4 Automatic Vehicle Locator**

- A. Selected *Department* vehicles *will* be equipped with AVL systems. The *Department's* AVL is a Global Positioning System based within the software for the Mobile Data Computer and the *Computer Aided Dispatch* systems. The AVL promotes *officer* safety, assists in tactical operations, and assists in improving response times to radio calls.
- B. The AVL system *may* be used as an aid in any criminal and/or administrative investigation.
- C. Employees *will* not make any attempt to disable the AVL system in any way.