



## OPERATION OF DEPARTMENT VEHICLES

Operations Order

**6.1.00**

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### 1. GENERAL INFORMATION

- A. It is the policy of the Department to use reasonable force and driving tactics necessary to conduct lawful public safety activities.
- B. Employees will comply with vehicle laws contained in [Arizona Revised Statutes \(ARS\) Title 28](#) and [City Codes](#) at all times when operating a city-owned, rented, leased, or seized vehicle.
- C. Employees shall possess a valid Arizona driver license appropriate to the type of vehicle being driven.
- D. Employees will not use Department vehicles/trailers without the permission of a supervisor and for other than official police business.
- **Prior** to using any City off-road vehicle (side-by-side, all-terrain vehicle (ATV), etc.), four-wheel drive truck or sport utility vehicle (SUV), and/or trailer, employees will complete Department familiarization training on the use of the vehicle/trailer (contact the Tactical Driving Detail at 602-256-4210 for training information).
    - \* Supervisors will ensure employees have completed the required Department familiarization training prior to authorizing the use of the above listed Department vehicles/trailers.
- E. Employees will use seat belts in all vehicles so equipped and will require all non-custodial passengers to do the same (refer to [Operations Order 7.7.02, Transporting Prisoners](#), for prisoner seat belting requirements).
- F. Employees will not utilize electronic devices in vehicles while driving unless it is necessary to perform a police function.
- Employees must exercise due regard for the safety of themselves and others in these situations.
- G. Employees will not drive off roadways unless absolutely necessary to perform a police function.
- Employees will enter off-road areas on foot, whenever practical.
- H. On duty employees will not leave city limits, except when on official police business, and will advise radio of their destination/purpose.
- This may not apply to detectives or undercover officers who have been given authorization from their supervisor.
- I. Proper vehicle maintenance is the responsibility of all employees.
- J. Energy Conservation - In order to conserve energy, employees will comply with these guidelines, whenever possible:
- Drive at reduced speeds
  - Avoid fast starts and quick stops
  - Use vehicles manufactured or modified to run on alternative fuels, such as compressed natural gas (CNG), flex fuel, hybrid, or electric when applicable
  - Limit prolonged engine idling
  - Combine trips
  - Carpool
- NOTE:** Employees will not let the engine idle in an **unoccupied** City owned, rented, leased, or seized vehicle unless absolutely necessary to perform a police function.
- K. In order to allow consistent handling of vehicles, equipment coordinators will adhere to the Police Equipment Manager's guide provided and updated by the police fleet manager (PFM) with input from equipment coordinators and administrative personnel.



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1. L. The PFM will oversee the administration of all fleet issues including the implementation of management directives in reference to vehicle matters.
  - The PFM is authorized to manage the fleet as deemed necessary to realize the most efficient and cost-effective fleet operation, which may include vehicle rotation.
  - All bureaus/precincts will establish a liaison for fleet matters, such as, an equipment coordinator, who will report to the PFM regarding fleet management and effect any necessary changes as directed by the PFM.
  - All bureaus/precincts will establish a system to best assign vehicles including vehicles available for use by all bureau/precinct personnel.
  - The vetting, selection, and monthly review of vehicles will be the responsibility of the specific bureau/precinct/unit and its liaison: for example, Traffic Unit and motorcycles, Air Unit and aircraft, and Special Assignments Unit (SAU) and armored vehicles.
- M. A fully visible “Out of Service” cover **will be** placed over the red and blue emergency lights when a civilian employee other than a Downtown Operations Unit (DOU) police assistant (parking enforcement), is driving a marked patrol vehicle.

**NOTE:** Civilian employees, including DOU police assistants, are not allowed to drive under the provisions of Operations Order 6.1.01, Emergency, Enforcement, and Pursuit Driving.

## 2. GENERAL/ADMINISTRATIVE PROCEDURES

### A. Police Vehicle Security

- (1) Personnel will lock police vehicles when leaving them unattended except when:
  - (a) Parked at a City parking lot supervised by an on-duty parking lot attendant (ignition keys will be left with the attendant).
  - (b) It would be unsafe to lock the vehicle while involved in a police incident when use of the vehicle radio or MDC appears likely, or when immediate access to the vehicle is possible.
  - (c) The vehicle is parked at a secure police facility.
  - (d) The vehicle is left at the mechanical maintenance shop.

**NOTE:** When any police vehicle is left for an extended period of time for repairs, all equipment will be removed from the vehicle and secured at a police facility.

### B. Fueling Police Vehicles

- (1) All police vehicles will routinely be fueled at precinct stations, City service centers, City fuel islands, or authorized contracted vendors except for the below situations:
  - Police motorcycles which require premium fuel and cannot utilize fuels containing alcohol
  - Authorized undercover vehicles
  - Vehicles used for out-of-town travel
  - When City fuel is not available (employees must have prior supervisor approval)



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2. B. (1) (a) When a fuel site does not require the vehicle's odometer reading to pump gasoline, the employee will call City Fleet Services at 602-534-3835 with the current odometer reading to assist with tracking vehicle maintenance (when fueling, employees will use the six-digit vehicle identifier at all times).
- (2) Purchase of Fuel for Police Vehicles
  - (a) When employees purchase fuel for police vehicles at a service station, they will:
    - Utilize their assigned City credit card.
    - Legibly sign their name and serial number on the credit card receipt after the quantity, price per gallon, and total cost of the purchase has been written on the receipt by the station attendant.
    - Write the equipment number and license plate number on the receipt.
    - Obtain a receipt from the pump if "pay-at-the-pump" is utilized.
    - Submit all gasoline receipts to their supervisor.
    - If it is necessary to charge more than one vehicle's fuel on a credit card transaction, the employee's supervisor should be notified, and a notation made on the receipt.
  - (b) Supervisors will review receipts and compare the employee's purchases with the gasoline bill to ensure accuracy and prevent improper use of gas credit cards.
    - Billing discrepancies will be referred back to FMB who will resolve the matter with the credit card company.
    - Supervisors will have five business days to review the receipts with the receipts attached to the bill and forwarded to FMB for payment.
    - Supervisors should document review of gas receipts in the employee's monthly notes.
    - Quarterly inspections will be conducted randomly by bureau/precinct lieutenants or administrative sergeants of selected fuel purchases with a written report submitted to their respective commander.
    - Review of the inspection reports will be conducted by the Organizational Integrity Bureau (OIB).
  - (c) If a receipt is lost, employees will submit a memorandum to their supervisor documenting the circumstances.

**NOTE:** The memorandum will include the date, time, location and number of gallons purchased.
  - (d) Employees on authorized out-of-town travel are required to:
    - Contact FMB to check out a fuel credit card if in a City vehicle.
    - Purchase gasoline on their own and apply for reimbursement through FMB, if in their personal vehicle.
  - (e) Undercover officers will refer to their bureau's manual for policies governing credit card fuel purchases.
  - (f) Additional information reference fueling site locations is available through Inside Phoenix's web-site under Departments, Public Works, Public Works Intranet Site, Menu, Fleet Services, Fuel Site List.



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## 2. C. Maintenance of City-Issued Vehicles

(1) All police vehicles will be inspected at the beginning of each shift and employees will:

- Report any damage in writing prior to using the vehicle.
- Check red lights, siren, spotlight, and radio for proper operation.
- Visually inspect tire pressure for proper inflation.
- Search the vehicle at the start and end of each shift and as soon as practical after a prisoner has been transported in the vehicle.
- Ensure vehicle has adequate gasoline, oil, and engine fluid supply during their assigned shift.
- Keep their vehicle clean and free of trash.
- Photograph any considerable damage.
- Replenish supplies for operational readiness.

(2) Refer to the following chart for equipment required to be carried in marked police vehicles:

<b>(1) Marked Police Car</b>	<ul style="list-style-type: none"> <li>• Fully charged fire extinguisher</li> <li>• Flares</li> <li>• Crime scene tape</li> </ul>
<b>(2) All Uniformed Employees</b>	<ul style="list-style-type: none"> <li>• Helmet,</li> <li>• Traffic vest,</li> <li>• Whistle</li> <li>• Print kit,</li> <li>• Flashlight</li> </ul>
<b>(3) Supervisor's Vehicles</b>	<ul style="list-style-type: none"> <li>• Ballistic shield</li> <li>• Ram</li> <li>• Door Pick</li> <li>• Rake and Break</li> <li>• Telescopic Ladder</li> <li>• Extrication device</li> <li>• jumper cables</li> <li>• Crime scene tape</li> </ul>
<b>NOTE:</b> Employees are not required to carry first aid supplies due to the availability of Fire Department personnel to render aid.	

(3) Malfunctions observed during a shift will be immediately reported to a supervisor.

- (a) Vehicles in an unsafe condition will not be driven.
- (b) Breakdowns occurring on the street will be reported immediately to the Fleet Services Division supervisor either by telephone or through the Communications operator.

## D. Rental and Lease Vehicles

(1) Bureau/precinct commanders/administrators will notify the Fiscal Management Bureau (FMB) via memorandum whenever their employees rent or lease a vehicle to be used by on duty employees.

- The memorandum will include the name of the rental/lease agency and number of vehicles rented.

(2) This same procedure will also be followed for seized vehicles retained for use by the Department prior to placing them into service.



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### 2. E. Utilization of Seized/Forfeited Vehicles

- (1) Bureau/precinct commanders who need seized/forfeited vehicles will coordinate with the Investigations division administrative officer.
  - (a) Priority for assignment of forfeited vehicles will be based on need.
  - (b) The bureau/precinct/unit's authorized vehicle limit will not be exceeded without written approval of the Investigations assistant chief, executive assistant chief, and the City Budget and Research Department.
- (2) Each bureau/precinct/unit which uses forfeited vehicles will have the responsibility for operation, maintenance records, and reports regarding use of assigned vehicles in accordance with Department policy.
- (3) Seized/forfeited vehicles which are no longer economical to repair will be identified for replacement or disposal through the Investigations division administrative officer.
- (4) Operational Guidelines
  - (a) Forfeited vehicles will be operated only with the approval of a supervisor.
  - (b) **All** Department policies contained in this order regarding operation of Department vehicles will apply to forfeited vehicles.
  - (c) Forfeited vehicles will not be taken home without the approval of the affected assistant chief.
    - Once approved, an Annual Permit to Keep Vehicle Off Shift or In Alternate Location Form 150-83D will be completed in accordance with [Administrative Regulations \(AR\) 2.97, Vehicle Permits and Motor Pools](#).
  - (d) Mileage, operation expenses, and required reports will be completed by operators of the forfeited vehicles to their supervisor and bureau/precinct commander.
  - (e) Detailed procedures regarding the forfeiture, acquisition, and disposition process will be contained in the Drug Enforcement Bureau (DEB) manual.

### F. Police Escorts

- (1) Patrol personnel will not provide police escorts.
- (2) The Homeland Defense Bureau (HDB) is responsible for escorts of public officials and dignitaries.
- (3) Police escorts for vehicles hauling hazardous or unusual cargo, oversized vehicles, or funeral processions will only be conducted when authorized by a supervisor.
- (4) Medical escorts will not be conducted.
  - (a) If appropriate, fire paramedics will be called to assist.
  - (b) If immediate attention is imperative, the employee may transport the injured person to the nearest medical facility with a supervisor's permission. The decision to transport does not automatically allow for emergency response driving conditions.
  - (c) If the above procedures are unacceptable to the involved party, they will be advised they must continue to the medical facility unassisted.



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Last Organizational Review:

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