

## Vehicle Maintenance

### 702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean, and professional appearance.

### 702.2 DEFECTIVE VEHICLES

When a Department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. The employee who first becomes aware of the defective condition, shall notify their immediate supervisor or the Watch Commander. The employee and supervisor will complete the proper documentation and report all vehicle maintenance needs to the Department's Fleet Maintenance Coordinator. Once a vehicle has been identified as needing repair, it shall not be utilized until it has been repaired.

#### 702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

#### 702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

#### 702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the Department armory prior to the vehicle being released for maintenance, service or repair.

### 702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Department vehicles for emergency purposes and to perform routine duties.

#### 702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- Emergency road flares
- Sticks yellow crayon or chalk
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit

# Santa Monica Police Department

Santa Monica Police Department Policy Manual

## *Vehicle Maintenance*

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- 1 Blanket
- Protective gloves
- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Hazardous Materials Emergency Response Handbook

### **702.3.2 UNMARKED VEHICLES**

An employee driving unmarked department vehicles shall ensure that the minimum following equipment is present in the vehicle:

- Emergency road flares
- 1 Roll Crime Scene Barricade Tape
- 1 First aid kit
- 1 Blanket
- Protective gloves
- 1 Sharps container
- 1 Hazardous waste disposal bag
- 1 Hazardous Materials Emergency Response Handbook

### **702.4 VEHICLE REFUELING**

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

### **702.5 WASHING OF VEHICLES**

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from the dispatcher before responding to the car wash.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

### **702.6 PROFESSIONAL APPEARANCE OF VEHICLE**

In order to maintain the professional appearance of all City owned or rented vehicles, members shall not place unauthorized decals, emblems, or stickers on the exterior or interior of the vehicle. The only decals, emblems or stickers approved for application on the vehicles are the City seal, the Santa Monica Police Department identification, unit type (i.e., traffic, K9, harbor guard,

# Santa Monica Police Department

Santa Monica Police Department Policy Manual

## *Vehicle Maintenance*

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etc.), rank identifiers, safety markings, K9 vehicle safety markings, and the vehicle identification (shop) numbers.

### **702.7 CIVILIAN MEMBER EMPLOYEE USE**

Civilian member employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian member employees shall also prominently display the “out of service” placards or lightbar covers at all times. Civilian member employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.