

Seattle Police Department Manual

13.040 – Patrol Operations Equipment, Police Vehicles, and Facilities

Effective Date: 12/05/2007

I. Equipment

A. Extra Equipment

1. Precinct and Section Captains will adopt procedures for the storage and dispensing of equipment in their precinct or section.

II. Police Vehicles

A. Use

1. Use the vehicle assigned to the patrol district or detail.
 - a. If the assigned vehicle is not available, use a spare vehicle.
2. Do not use vehicles assigned to another precinct or section.

Exception: Vehicles from another precinct may be used with permission of the appropriate Watch Lieutenant.

3. Maintain the vehicle during use.
 - a. Keep vehicle clean.
 - b. Ensure vehicle equipment is in working order.
4. Replace equipment used.
 - a. If replacements are unavailable, forward a memorandum to the Equipment and Facilities Coordinator (Stationmaster).
 - (1) Indicate the vehicle number.
 - (2) Indicate the equipment to be replaced.
5. Refuel the vehicle after use.
 - a. Do not leave the next officer with less than a half-full tank of gas.

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B. Identification

1. Precinct patrol vehicles have the following stickers for identification purposes.
 - a. The stickers' colors denote the vehicle assignment. The stickers are located.
 - (1) On the upper middle front windshield; and
 - (2) On the lower middle rear window.
 - (3) The Precinct assignment color codes are as follows:
 - (a) West Pct.-----Red
 - (b) North Pct.----White
 - (c) South Pct.----Yellow
 - (d) East Pct.-----Green
 - (e) Southwest Pct.-----Blue
 - b. The stickers' shape is also important.
 - (1) Square sticker indicates a district vehicle.

C. Pre-Shift Inspection

1. Inspect the vehicle for damage.
 - a. Report new and/or unreported damage to a sergeant.
 - b. Note the damage on Vehicle Damage Form (form 1.35) and forward to the Stationmaster.
2. Check for serviceability.
 - a. Look for faulty and/or inoperative equipment.
 - b. Give special attention to
 - (1) Brakes
 - (2) Tires
 - (3) Lights
 - (4) Emergency equipment (overhead light-bar, siren)

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c. Repair faulty equipment immediately or report it to the Stationmaster.

3. Verify the vehicle contains all proper equipment.

a. Patrol vehicles will contain

- (1) Fully charged fire extinguisher
- (2) First-aid kit
- (3) Evidence kit
- (4) Blankets
- (5) Road flares
- (6) Bio-Hazard Kit
- (7) Tire Chains
- (8) Crime Scene Tape
- (9) WMD Kit
- (10) Stop sticks
- (11) Bolt cutters & Crowbar
- (12) AED

b. In addition to the above items, Sergeant's vehicles will contain the following equipment.

- (1) Evidence packing materials
- (2) Crime tape

4. It is the officer's responsibility to check the patrol car trunk at the end of their shift. All unauthorized items must be removed.

D. Maintenance

1. Minor maintenance.

a. Take the vehicle to the appropriate maintenance shop.

2. Major or unknown maintenance.

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- a. Complete a City of Seattle Defective Equipment Report if vehicle is left at the shop.
- b. Address complaints about the quality of service to the Stationmaster.

E. Parking

1. Park in the appropriate parking stall or designated area.
2. Keep parking lot entrances and exits clear.
3. Clear prisoner load zones and sally ports as soon as possible.

III. Facilities

A. Do not tape or tack anything to

1. Windows
2. Doors
3. Tables
4. Lockers' exterior

Exception: Permission from the Precinct or Section Captain.

- a. Do not write on lockers.
 - b. Store all gear and equipment inside lockers.
 - c. Do not leave items on top or around lockers.
5. Do not store items around the precinct.
 6. Officers may padlock lockers.
 7. If the locker has to be entered due to exigent circumstances, the lock may be cut.

Note: The Department will not reimburse officers for cut or damaged locks.

IV. Disposal of Police Records

- A. Place the following in shredding baskets: Do not leave them in wastebaskets

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1. All police reports.
2. Roll call sheets.
3. Crime analysis information.
4. Other police paperwork of a restricted nature.

V. Mobile Precinct

A. Mobile precincts are vehicles equipped with workstations, galley, and toilet. The mobile precinct will be used for mobile command purposes, and to supplement field activities.

B. The communication van is a vehicle equipped as a mobile precinct but includes additional communications equipment to serve as a command center during a major event requiring police involvement.

C. The mobile precinct and the communication van will be used as follows:

1. One mobile precinct assigned to West Seattle as specified by the Seattle City Council.
2. The communication van assigned to the West Precinct for use as a mobile precinct:
 - a. Any use of this vehicle outside of the West Precinct must be approved by the director of the Communications Section.
 - b. The Communications Section needs immediate access to the communications van in the event of a major event requiring a command center.
3. The third mobile precinct will be used in the North and East Precincts, and the Rainier Valley portion of the South Precinct.
 - a. The Patrol Operations Bureau Chief will determine each precinct's need and priorities for assignments.
 - b. It will be shared throughout the city.
4. The Precinct Captain will ensure that the mobile precincts, or the communication vans are deployed on a regular basis to augment patrol in the precincts.

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5. The mobile precinct shall be maintained by DAS; routine maintenance scheduling is the responsibility of the Equipment and Facilities Coordinator.
6. Only those officers who have been trained in the operation of the mobile precinct are authorized for its operation. Watch Lieutenants are required to maintain a current list of authorized officers.
7. Mobile precincts shall be stocked with commonly used reports and equipment (flares, crime scene tape, etc.), similar to that which is maintained at each precinct.