


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	SECTION(S):	DISTRIBUTION:
	Vehicle Assignment, Maintenance, Inspection, Damage and Repair DPS SOP 2007-51	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
CRAIG A. STONE ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		November 30, 2007 REVISED DATE: June 21, 2023	Revised IACLEA

Vehicle Assignment, Maintenance, Inspection, Damage & Repair

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REFERENCES:

- 2011-22 Line Inspections
- 2010-04 Operation of & Accidents with University Owned/Controlled Vehicles
- 2010-34 Responding to Priority Calls Utilizing Vehicle Emergency Equipment
- Vehicle Equipment List (in Forms Folder on G Drive) (9.1.4 a) (9.2.1 d)
- Bicycle Inspection Form (In Forms Folder on G Drive)
- Supervisor Vehicle Inspection Report (In Forms Folder on G Drive)
- Vehicle Repair Log (In Forms Folder on G Drive)
- Record of Vehicle Repair (In Forms Folder on G Drive)
- On-Call Vehicle Use Log – Individual User (Forms Folder on G Drive)
- Annual Vehicle Use Policy Acknowledgement and Confirmation Form (Forms File on G Drive)

ATTACHMENTS: Vehicle Equipment List

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to establish and communicate a policy and procedures for affecting the maintenance, inspection and repairs of the vehicle fleet assigned to DPS. The Department of Public Safety vehicles are an essential resource, vital to the success of the mission of the department and are costly to operate and maintain. Accordingly, the department has developed procedures to minimize vehicle out-of-service time, and to keep department vehicles fully serviceable, safe, as well as being clean, and presentable. This SOP will help ensure DPS vehicles are maintained, equipped and supplied in a manner that enhances their availability, safe operation and is at the same time fiscally efficient. This SOP will establish and define responsibilities of vehicle operators, supervisors and the fleet manager for conducting operational and line inspections of the vehicles, reporting damage, and obtaining maintenance and repairs for DPS vehicles. This SOP defines a part of the department's line inspections program as it relates to vehicles.

III. POLICY: It is the policy of Syracuse University that University owned or leased vehicles are only to be used in the performance of authorized University business. Such vehicles are to be kept on University premises when not in use unless the officially authorized University business purpose requires the vehicle to be kept off premises.

It is further the policy of the DPS to ensure that all vehicles in the fleet are properly maintained and inspected regularly and only driven by properly trained, DPS certified and approved operators. DPS Patrol vehicles contain emergency response equipment and supplies and are to be equipped with operational emergency lights and sirens and are conspicuously marked with the agency name and phone number. It is also imperative that all vehicle damage reporting procedures are followed and that mechanical or physical defects are brought to the immediate attention of the administration to facilitate timely repairs and where appropriate, discipline if sufficient member culpability is associated with an adverse vehicle condition or use covered by this policy. (9.1.4 a, b) (41.3.1)

IV. DEFINITIONS:

- A. Line Inspections: Line Inspections are conducted on a more routine and periodic basis by line supervisors and unit Commanders who have and will maintain responsibility for persons, facilities, equipment, or procedures being audited. These inspections may be required for a fixed period of time, like monthly, quarterly or annually as appropriate.
- B. Operational Inspections: Operational Inspections are those inspections of assigned equipment completed by line officers as a portion of their reporting for duty protocols. The Pre-Patrol Inspection of vehicles by officers at the start of a tour of duty is an example of an Operational Inspection.
- C. Informal Line Inspection: Supervisors conduct informal line inspections during the course of regular duties to ensure compliance with DPS policies and procedures. Informal inspections are considered to be routine and are practiced at every level of the command hierarchy although they are most commonly conducted by first line supervisors. Immediate action is normally taken and no reports are required unless a critical problem needs to be taken up the chain of command. The daily shift supervisory inspection of officers' vehicles on their shift is an example of an Informal Line Inspection.
- D. Formal Line Inspection: Conducted for the purpose of preparing a written report for the DPS Command Staff. The report should detail the findings of the inspections and document specific actions taken to remedy deficiencies, and/or long term strategies to deal with them.

V. PROCEDURES: DPS Vehicle Assignment and Use Guidelines and Protocols:

- A. **General Use Protocols**: The department vehicles shall be inspected by assigned operators prior to and after being used. Any damage, maintenance problem or lack of cleanliness should be reported promptly to a supervisor who will file a memo to the Quartermaster, who is the department's fleet manager. The Quartermaster may delegate some of the fleet manager duties to a person so designated.

A failure to report damage or other condition requiring action will make the last officer of that vehicle deemed responsible for the condition of the vehicle and/or any unreported damage.

- 1. Vehicle Operators Trained and DPS Approved: The operators of all DPS vehicles must be trained and certified as operators of the type of vehicle before they may operate the vehicle without being under the supervision of a certified trainer.
 - a. All Employees: Must have successfully completed the classroom and practical portion of the driver training program conducted by the Syracuse University Fire and Life Safety Services (FLSS).
 - b. Sworn Personnel: Must have successfully completed the NYS DCJS Approved Emergency Vehicle Operator's Course (EVOC) as a part of their basic training, or as otherwise required.
 - c. Bicycle Operations: DPS Members assigned and riding DPS Bicycles as a part of their work assignment must have successfully

completed the NYS DCJS Approved Bicycle Operator's Course and have been approved and assigned by DPS to operate the bicycle as a part of their duties at that time. Refer to SOP 2013-05 Bicycle Operations for details of bicycle assignment, maintenance and use.

(9.2.1 b) (41.1.3 b)

- d. **Utility Terrain Vehicle Operations:** DPS Members assigned and operating the DPS Utility Terrain Vehicle (UTV) as part of their work assignment must have successfully completed a UTV operators training as directed and approved by the Training and Recruitment Sergeant. **(06/21/23)**

- 2. Assignment of Vehicles: Vehicle Sign Out: All vehicle equipment shall be signed in and out of the Gun/Equipment Room using the key/equipment sign in/out computer program.

No vehicle shall be operated by a person not DPS authorized, qualified, approved and assigned to operate that vehicle at that time. **(9.2.1 a) (41.1.3 a)**

- a. The signing in and out of the vehicle keys/equipment should be done by use of the issue key fob for Peace Officers. A Supervisor may be required to provide access to vehicle keys for some CSO's if necessary.
 - i. At the completion of the tour of duty, the vehicle keys will be returned to the electronic key cabinet by the same officer who signed them out.
 - ii. Keys will not be transferred to another officer utilizing the same vehicle.
- b. Each command officer and supervisor will review the electronic vehicle usage record for each of their direct reports each month.
 - i. The electronic key system will automatically generate an email to such commanders and supervisors that includes the record needed for review on the first of each month for the previous month. (Electronic records will also be compared with "On Call Vehicle Use Logs" as identified in section 3,b,i below)
 - ii. The record review and an initiation of any follow up related to anomalies will be undertaken by the fifteenth of each month.
 - iii. Any detected anomalies will be investigated and appropriate actions taken where necessary.
 - iv. Anomalies requiring action will be documented to the supervisor the next level above the reviewer.
- c. Vehicle Use Authorization Required: Vehicles are not to be removed from the DPS Parking Lot without authorization. When vehicles are taken for repair, the vehicle shall be signed out and the condition of the vehicle noted on the vehicle repair log upon return.

- i. Unauthorized use of a vehicle will be considered a serious violation and may result in disciplinary action.
- 3. Authorization for off campus, on-call or Special Assignment use of DPS vehicles:
 - a. The Associate Vice President and Chief or Deputy Chief may authorize use of a department vehicle for off campus use as necessary for
 - i. On-call duties and responsibilities of command officers and/or detectives.
 - Each command officer and each detective will review and sign an "Annual Vehicle Use Policy Acknowledgement" by September 1st of each year, and forwarded to the office of the Associate Vice President and Chief.
 - ii. Training events as an instructor or student.
 - iii. Assignment to special law enforcement details in collaboration with other law enforcement agencies.
 - iv. Special assignments associated with the transportation or other services associated with university officials and dignitaries.
 - v. Assignment to special surveillance or other campus law enforcement details.
 - vi. Other functions that serve an official university purpose.
 - b. Uses specified above may include authorization for the vehicle to be kept off premise until the completion of the assignment or on-call status.
 - i. On-call users will make entries in an On Call Vehicle User Log for each use when a vehicle is kept off premise and sign confirming that the vehicle has not been used for personal use.
 - ii. Each on-call user will maintain such logs and submit them to their immediate supervisor on the first business day after the first of the month, each month, for review and comparison to electronic records. Logs will be submitted to the office of the Associate Vice President and Chief after supervisory reviews are completed.
- 4. Vehicle Identification: All department vehicles are assigned numbers for vehicle use assignment and fleet management record keeping purposes. The vehicle numbers have no effect on or relationship to radio call numbers, or post assignment numbers.
- 5. Prudent/Careful Use of Vehicles: Members shall employ safe driving philosophy and techniques at all times and shall obey traffic laws unless in emergency operation as permitted by law and in which cases they shall be

in conformance with regulations and procedures set forth in SOP 2010-34 Responding to Priority Calls Utilizing Vehicle Emergency Equipment.

6. Unattended Vehicles Secured: When officers leave their vehicles they shall generally remove the keys from the ignition and secure the vehicle as is appropriate to the situation.
 - a. Vehicles may be locked and running to allow for the vehicle equipment to continue working when at the scene of an investigation or on traffic details.
 - b. Vehicles shall always be secured when parked in the Department Parking Lots, or adjacent to Sims Hall and never left running while unlocked and unattended.
7. Refueling Vehicles: Members shall ensure that before the end of their tour of duty the DPS vehicles they have operated are adequately fueled for subsequent use by the next person assigned or using that vehicle.
 - a. Half Tank Minimum: As a general rule, no DPS vehicle shall be parked at the end of a tour of duty or after use with less than ½ tank of fuel.
8. Daily Patrol Vehicle Inspection (41.3.1 / 41.3.2 / 41.1.3 d)

At the start of every tour of duty, each DPS employee shall inspect the assigned patrol vehicle to insure it is ready and safe for service. A DPS Patrol Vehicle Daily Inspection form will be completed and electronically submitted. This form can be found at <https://dcil.syr.edu>. Vehicles are also inspected to determine that no contraband or weapons are in the vehicle prior to and at the completion of an officer's shift.

- a. DPS employees shall check and note damage, condition of tires, replenish the trunk, emergency supplies, check the proper operation of the vehicle and of the emergency lights and siren and communications equipment. The Vehicle Equipment form attached to this SOP has a listing of required vehicle equipment. **(9.1.4 a, b) (9.1.5 a, b)**
 - i. Emergency supplies in patrol vehicles shall consist of a first aid kit, road flares, bolt cutter, trauma pack, master key ring and box, PPE kit, fire extinguisher, vehicle log book and flashlight. **(9.1.4 b) (41.3.2)**
 - ii. If the vehicle is not left in proper condition, including the cleanliness of the interior and exterior the officer shall take steps to correct the situation and notify his/her shift supervisor.
 - iii. Unsightly/dirty vehicles will be washed prior to being placed in service, or as soon as possible after the start of the officer's tour of duty consistent with other duty/patrol assignments.

- iv. The Supervisor shall ensure that a repair slip is completed if the supervisor has been notified, or has discovered that a repair is required.
 - v. Any mention of observation of unreported damage shall be investigated by the on-duty Supervisor, and a full and complete memo submitted.
 - vi. If the start of shift inspection is not completed because of an assignment, the vehicle will be inspected as soon as possible after the matter is handled.
 - vii. The rear seats must be checked for contraband after each prisoner transport and at the start of a tour of duty. **(70.1.2)**
 - viii. Upon completion of the officer's shift, the vehicle interior will be checked and any trash and personal items are to be removed from the vehicle.
 - b. Upon completion of the officer's shift, the vehicle interior will be checked and any trash and personal items are to be removed from the vehicle.
9. Reporting Damage Discovered at Start of Tour: Responsibility for reporting damage to department vehicles shall rest with the individual member to whom the vehicle is assigned when the damage is incurred or discovered.
- a. Before Driving Vehicle: Members finding any damage shall check with the on-duty Supervisor to determine if the damage has previously been reported. If the damage has not been reported, the member shall complete a written memo to the on-duty supervisor and the supervisor shall investigate and submit a memo as stated above.
10. Accidents Involving DPS Vehicles: When damage that is related to a motor vehicle accident occurs during a member's tour of duty, the member shall immediately report the accident/damage to the On-duty Supervisor. Check with others involved in the accident regarding injuries and inquire if medical assistance is needed, while awaiting the arrival of the supervisor/investigator. As practical, the member shall not move the vehicle until a supervisor arrives.
- a. Operator Responsibilities after an Accident: For Details regarding operator responsibilities after becoming involved in an accident refer to SOP 2010-04 Operation and Accidents with University Owned or Controlled Vehicles.
 - b. When a motor vehicle accident involves a DPS vehicle and another vehicle, an appropriate outside law enforcement agency should be requested to complete the investigation and report.
 - c. Notify the DPS Duty Officer of the accident as soon as possible after providing first aid and securing the accident scene.

- d. Only the extended unavailability of an SPD officer, or other police agency with jurisdiction might permit a DPS supervisor to conduct the investigation and complete a report.
 - e. The investigation of DPS vehicles/personnel involved in motor vehicle accidents is treated more thoroughly in SOP 2010-04 Operation & Accidents of University owned or Controlled Motor Vehicles (Found in Part VI).
 - f. Minor DPS involved property damage single vehicle accidents, with no injuries may be investigated by a DPS supervisor. If, however, a DPS related motor vehicle accident results in any injury, an outside agency should initiate and complete the investigation. Refer to SOP 2011-01 Traffic Accident Investigation for details.
 - g. Notification via e-mail will be made to the DPS Quartermaster of the accident as soon as practical with information regarding which DPS vehicle(s) were involved.
11. Reporting Any Other Vehicle Damage: Members shall notify the on-duty Supervisor of any damage to a DPS vehicle. The Supervisor will investigate by contacting the previous operator to determine the origin of the damage. A full and complete memo will be sent to the Quartermaster or his/her designee. All damage must be logged in the vehicle damage log book located in each vehicle.
12. Vehicle Maintenance:
- a. Routine Maintenance of tire pressures and fluid levels: Prior to using a department vehicle, members shall check the vehicle to ensure that engine oil, brake fluid, engine coolant, washer fluid, and transmission fluid are at the appropriate levels.
 - i. If necessary the appropriate fluid may be added and so noted on the DPS Patrol Vehicle Daily Inspection form.
 - ii. Vehicle tires shall be observed to see that they are not soft, in need of inflation, or worn and therefore unserviceable and that they are inflated as per the vehicle tire inflation chart on or near the driver's door frame.
13. Cleaning Supplies/Items: When members require cleaning supplies/items, they will notify the on-duty Supervisor who will retrieve the supplies needed for the officer.
14. Vehicle Maintenance and Repair Including Vehicle Damage: (41.1.3 c)
- a. Quartermaster to Coordinate Repairs: The Quartermaster or designee will coordinate all repairs with appropriate service shops.
 - i. Should any questions arise regarding vehicle repair, notify the Quartermaster or any of the Command Staff in the Quartermaster's absence.
 - b. The Quartermaster or his /her designee is responsible for transporting all vehicles to and from service shops.

- c. Request for Routine Repair:
 - i. Officer will send an e-mail to dpsquarter@ot.syr.edu with the subject "V-(Vehicle Number)". Ex. "V-32".
 - ii. In the e-mail narrative briefly explain the maintenance or repair issue need for the vehicle.
 - d. Repair Request – Serious Nature: (In addition to above)
 - i. If the request is of such a nature that the vehicle should not be driven, the vehicle should be placed in the DPS Parking Lot and a repair order should be filled out by the reporting officer.
 - ii. The officer will send an e-mail to dpsquarter@ot.syr.edu with the subject "V-(Vehicle Number)". Ex. "V-32".
 - iii. In the e-mail narrative briefly explain the maintenance or repair issue need for the vehicle.
 - iv. The Supervisor will mark the vehicle as being down by placing a down tag on the vehicle's assigned hook in the key cabinet.
 - e. Removal of Property: Members shall check any vehicle for which they have initiated a vehicle repair report to ensure they have removed all:
 - i. Their personal property **and**
 - ii. Portable Department equipment.
15. Towing DPS Vehicles: If a vehicle has been towed because of an emergency situation, make note on the Repair Log:
- a. Name of the service/company the vehicle was towed by;
 - b. Note the location the vehicle was towed to;
 - c. Supervisors will file a memo to the Quartermaster if there are extenuating circumstances for the tow.

B. Utility Terrain Vehicle (UTV) Operations: (06/21/23)

1. Guidelines For Use:

- a. No DPS members will operate an UTV unless they have completed a certification course in UTV operation and safety as approved by the Training and Recruitment Sergeant.

2. Situations of Use:

- a. UTVs may be used during special events when additional vehicles are necessary, or where special circumstances exist that requires their use.

b. UTVs may be used to conduct surveillance or investigations where travel to and from the location is impractical by other means of transportation.

c. UTVs may be put into service on a detail or operation which has been directed by the Chief of Public Safety, their designee or supervisor.

3. Operation and Maintenance:

a. The UTVs will be operated at all times with due regard for the safety of the operator, other DPS members and members of the university community.

b. When operating an UTVs on a public highway, it shall be operated within the provisions of the NYS Vehicle and Traffic Laws as well as the vehicle operation guidelines as set forth in the DPS Standard Operating Procedures.

c. UTVs will be operated only upon paved surfaces (roadways, driveways, sidewalks, etc) and may only be operated on grass or dirt surfaces during responses to emergency's or other urgent situations

d. Pursuit operations while operating UTVs are prohibited.

e. Prior to the operation, all UTV operators will be responsible for checking the UTVs for any physical damage or mechanical defects to include all fluids, tires, brakes, emergency lights and any other equipment installed. Any defects observed will be reported to a supervisor before operation.

f. Any physical damage or mechanical defects incurred during use will be reported immediately to a supervisor.

g. Any requests for maintenance will be reported to the DPS Quartermaster as outlined in "V.A.14.c" of this SOP.

h. When stored the DPS UTVs will be parked and locked in Comstock Garage with the other DPS Vehicles and will be left in a readily available condition.

i. The UTV will be equipped with a battery-operated flashlight, toolkit and small first aid kit. UTV operators will ensure these items are stocked and in working order.

B. Prohibited Practices:

1. Jump Starting Other Vehicles: As a general rule DPS vehicles shall NOT be used to jump start civilian cars because of the potential of damage to either vehicle and associated liability and expense.

- a. If special circumstances warrant, supervisors may authorize jump starting other vehicles.
2. Pushing Other Vehicles: Other than in emergency situations, no department vehicles shall be used to push another vehicle.
3. Smoking Not Permitted in Vehicles: As per Syracuse University policy, there will be no smoking in University owned/operated vehicles.
4. Unauthorized Off-Campus Vehicle Storage: DPS vehicles are to be stored on campus when not in use unless the operator is specifically authorized pursuant to section V.A.3 above.
5. Idling of DPS vehicles: DPS vehicles will not be left idling while not engaged in an emergency situation and/or stopped at a fixed position. The following are examples of situations that would allow for the idling of occupied and/or unoccupied DPS vehicles:
 - a. The vehicle is occupied in the course of law enforcement activities (e.g., monitoring traffic, surveillance, working stationary radar, writing reports, etc.)
 - b. DPS vehicles working traffic enforcement details.
 - c. Inclement weather situations
 - d. When an officer is involved in an emergency incident (e.g., traffic stop, motorist assist, traffic accident, traffic direction, etc.)
 - e. When necessary to provide uninterrupted service (e.g., radio transmission, computer network service, or operation of the vehicle's emergency equipment, etc.)

C. Duties and Responsibilities of the Patrol Sergeants:

1. Patrol Sergeants shall conduct both informal and formal line inspections of departmental vehicles in a random fashion during their tour of duty and complete and submit a memorandum listing units inspected and that derelictions were corrected at the time of inspection or for a formal inspection, a DPS Vehicle Inspection Form for each vehicle inspected.
2. When completing a vehicle inspection form, it is important that a repair form be completed if a condition requiring repair is noted or repair requested.
3. Patrol Sergeants are expected to perform random inspections of vehicles while on patrol, pay particular attention to unreported damage, vehicle appearance and cleanliness as well as other maintenance performance and safety items.
4. It is expected that these supervisory inspections will be frequent enough to maintain and insure the proper operational status of the fleet.
5. Officer and employees assigned and driving vehicles inspected will be expected to assist in the process of clearing any delinquency noted.

D. Duties and Responsibilities of the Quartermaster/Fleet Manager: (41.1.3 c)

The Quartermaster or a designee is responsible for the overall maintenance of the department's vehicle fleet. It will be their responsibility to ensure that all policies and procedures are being adhered to. Violations of policies and procedures will be documented and followed through by the Quartermaster or designee.

1. The Quartermaster or designee, will compile a statistical report to the Commander of Administrative and Operational Support when requested.
2. Quarterly QM's Inspections of DPS Fleet: The Quartermaster or designee, will submit a written quarterly report of the fleet status (operational readiness) including special purpose vehicles, to the Commander of Administrative and Operational Support. **(9.2.1 c) (TS)**

E. Duties and Responsibilities of Command/Administrative Staff (Non-Patrol)

when Using a DPS Vehicle: All command and administrative staff that are approved to utilize a department vehicle during the course of their workday will sign out the vehicle as per policy, utilizing the sign in/out computer program located in the gun/equipment room, report any damage discovered or incurred and with the half (½) tank minimum of fuel or mark the keys of vehicles low on fuel when completed with the vehicle use.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Reviewed and Revised re titles and format	03/26/13
2	Updated Vehicle Inspection Form, Changes Pgs. 3, 4, 9	7/19/13
3	Updated Daily Inspection Log & Summary, Review of Content	08/01/14
4	SOP Reviewed Summary Removed	02/25/15
5	Reviewed/ Revised re IACLEA, QM Fleet Inspection Pg. 10	11/20/15
6	Updated Vehicle Sign Out Key Return Procedures Pg. 4	06/17/16
7	Add List of Vehicle Supplies re CALEA	06/18/20
8	Revise for IACLEA 2 nd Ed., Remove Requirement for Log Sheet and Vehicle Inspection Log	11/21/22
9	Updated Prohibited Practices	05/01/23
10	Revised re: UTV	06/21/23

Vehicle Equipment List

The following marked patrol vehicles will have the equipment listed:

V-1,3,4,6,7,8,9,10,11,13,14,15,19,20,21,22,23,24,27,28,32,34,35,36,37.

Located in the glovebox / front seat area:

1. Bio Bag – 2
2. Chemical Bag
3. Flashlight

Located in the trunk:

1. Key box
2. Fire Extinguisher
3. 12 Flares in container
4. Police Tape
5. Orange and Black bag containing
 - a. First Aid Kit
 - b. Protective garment bag
 - c. Emergency blanket
6. Active Shooter Response Kit (Ballistic Helmet, Rifle Plate Rack, Medical Trauma Kit)

If any of these items are missing from your vehicle or are used for an emergency, please contact the Quartermaster so the items can be replaced.

No Oil, brake fluid or washer fluid should be in the trunk of any vehicle. These items are located at the Syracuse University Auto Garage. If no staff members are available at the auto garage please send an e-mail to dpsquarter@ot.syr.edu to request that the fluids be replenished.

Contents of First Aid Kit:

- | | |
|--|----------------------------|
| 1. Instant cold pack | 10. Antibiotic Cream |
| 2. Mylar rescue blanket | 11. Iodine Prep Pads |
| 3. Rubber gloves – 1 pr. Large | 12. Eyewash in a bottle |
| 4. Plastic tweezers | 13. Finger & hand Bandages |
| 5. Antiseptic wipes | 14. Ace Bandage |
| 6. Respiratory stimulant – Ammonia capsule | 15. Triangular Bandage |
| 7. Aspirin | 16. Gauze Pads |
| 8. Small pair of scissors | 17. Eye Pads (oval) |
| 9. Band-Aids – assorted sizes | 18. Medical Tape |

Contents of Protective Garment bag:

- | | | |
|---------------------------|---------------------------------|--------------------|
| 1. Disposable face shield | 3. 2 pair of gloves, 1 Med/1 Lg | 5. Disposable bags |
| 2. Goggles | 4. Alcohol wipes | 6. Paper Suit |