

## Vehicle Maintenance

### 704.1 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 appearance.

### 704.2 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. Proper documentation shall be promptly completed in the PlanIt web-based system by the employee who first becomes aware of the defective condition, describing the correction needed.

#### 704.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that have new damage that impacts safety, further damage to the vehicle, or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

#### 704.2.2 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.

#### 704.2.3 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.

### 704.3 VEHICLE EQUIPMENT

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

#### 704.3.1 PATROL VEHICLES

Excluding specialty patrol vehicles i.e. Canine, 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 or in individual officer's personal equipment bags:

- Duty Rifle
- Less Lethal Shotgun
- 1 Case of emergency road flares
- 1 First aid kit, CPR
- 1 Roll Crime Scene Barricade Tape
- Emergency blankets (min. 2)

# Union City Police Department

## Union City PD Policy Manual

### *Vehicle Maintenance*

---

- 1 Fingerprint kit
- 1 Fire extinguisher
- Yellow chalk
- Traffic Safety Vest
- Halligan Tool
- 1 Complete "Go Bag/Bail Out Bag"
- Personal Protective Equipment pursuant to the Communicable Disease Policy
- Current version of the Hazardous Materials Response Handbook
- Bolt Cutters
- Sharps container

#### 704.3.2 PATROL SUPERVISOR VEHICLES

- Duty Rifle
- Less Lethal Shotgun
- Shield
- Ram
- Helmets
- Bolt Cutters
- Pole Camera
- Wrap Device
- GSR Kits
- Critical Incident Organizer
- Markers/Eraser
- Dry Board Cleaner
- Halligan Tool
- Traffic Safety Vest

#### 704.3.3 UNMARKED VEHICLES

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

- 1 Case of emergency road flares
- 1 First aid kit
- Crime Scene Barricade Tape

# Union City Police Department

## Union City PD Policy Manual

### *Vehicle Maintenance*

---

- 1 Fire extinguisher
- 1 complete "Go Bag" (sworn positions only)
- Traffic Safety Vest
- Sharps container

#### **704.4 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 authorized locations.

#### **704.5 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 notify dispatch prior to responding to the Corporation Yard for fuel or maintenance. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

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.

Officers who are aware of a vehicle that needs to be professionally cleaned should notify the Vehicle Maintenance Supervisor.

#### **704.6 CIVILIAN STAFF EMPLOYEE USE**

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

#### **704.7 VEHICLE MAINTENANCE PROGRAM MANAGER**

The Vehicle Maintenance Program Manager is currently assigned as a collateral duty to a Field Operations Division Lieutenant.

#### **704.8 REVISIONS**

Revised: May 4, 2016

Revised: August 3, 2017

Revised: June 21, 2019