



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: Police Department Vehicle Use
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PURPOSE

The Crystal Police Department uses city-owned (department) vehicles in a variety of applications operated by department personnel. To maintain a system of accountability and ensure that department vehicles are used appropriately, regulations relating to the use of these vehicles have been established.

VEHICLE USE

Employees of the police department will be assigned a primary vehicle for use while on duty. Employees will only use their primary assigned vehicle unless prior approval from their supervisor has been obtained.

UNSCHEDULED USE OF VEHICLES

Personnel utilizing a vehicle for any purpose other than their normally assigned duties, such as attending training, shall notify the shift supervisor and make the appropriate notation on the roll call board including the operator's name, vehicle number, and the reason for using the vehicle. This does not apply to personally assigned vehicles under CPD Policy 8.7.

VEHICLES SUBJECT TO INSPECTION

All city-owned vehicles are subject to inspection and/or search at anytime by a supervisor. No employee assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

VEHICLE MAINTENANCE, DAMAGE & POOR PERFORMANCE

Employees in the police department vehicles shall report promptly to their supervisor all needed repairs and maintenance requirements of their assigned car. Employees will additionally complete a maintenance/repair card for submission to the city mechanics. They shall, before going on duty, inspect the car assigned them and report to their supervisor any damage done to the car since last used by them or any missing equipment. They shall be held responsible for the damage to a department car entrusted to their care if they have failed to report such damage to their supervisor or have not made a written report of the damage. They shall also be held responsible if the lack of any supply prevents them from efficiently performing their duty.

An employee finding damage to a care to which they are assigned, and that damage is such that the car is unsafe to drive, shall file a damage report and then request to be assigned another vehicle. The supervisor will inspect the vehicle and either:

- A. Take note and record the request for a change, but request that the employee take the car regardless; or
- B. Have the damaged car taken to the garage and another care driven by the employee.

Employees operating a city vehicle that has any type of mechanical problem will fill out a maintenance/repair card describing the problem. Employees are responsible for checking the oil change monitoring card in each vehicle they drive to ensure that regular and timely routine service is obtained. The day Shift Commander shall be responsible for seeing that the repairs slip and vehicle are taken to the city mechanic as soon as possible after 8:00 am on normal working days.

Maintenance and care schedules may be prescribed for department vehicles and in these cases, the schedule be followed by personnel operating the vehicle.

INOPERABLE SEATBELTS

No department vehicle shall be operated if the seatbelt in the driver's position is inoperable. No person shall be transported in a seating position in which the seatbelt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who will do so only with the express authorization from the Chief of Police.

Employees who discover an inoperable restraint system shall promptly report the defect to the appropriate supervisor. Prompt action will be taken to repair or replace the system.

VEHICLE REFUELING

Officers driving patrol vehicles shall make sure their vehicle has sufficient fuel to properly respond to emergency calls and perform essential job functions.

Department employees operating a shared fleet vehicle shall refuel the vehicle prior to the end of their duty shift.

CLEANLINESS OF VEHICLES

Employees will have all vehicles washed as needed to maintain a clean and professional appearance, unless there is a work overload, inclement weather or the car wash is not open.

Employees using a vehicle will remove any trash or debris at the end of shift.

Employees who share a fleet vehicle will not store personal property in city vehicles when they are not on duty.

OTHER REGULATIONS

Employees are required to abide by safety rules and regulations. Employees shall use the seat belts that are provided.

It is the intent of this policy that all employees wear seat belts whenever reasonably possible. However, it is understood that in certain tactical situations or unusual circumstances, wearing seatbelts may hinder rather than help licensed peace officers in the performance of their duties. Police officers shall use seatbelts in compliance with MSS §169.686.

When the police radio in any patrol car is inoperable, the police officer shall contact the on-duty technician at Hennepin County Radio and request a repair. If the repair cannot be made immediately, a repair time is to be scheduled and a request for another vehicle shall be made to that employee's supervisor. Under no circumstances will repairing or tampering with the radio set or its accessories by the police officer or any other unauthorized person be permitted.

Police officers shall maintain the volume level of their car radios so that all radio communications are plainly audible.

Police officers shall not repair any signal box or mechanical or electrical equipment unless they are specifically assigned to the task.

Police department vehicles shall not be left running and unattended unless equipped with an ignition security switch. These vehicles may be left running if the temperature falls below 30 degrees Fahrenheit or to keep the vehicle clear of excessive snowfall or sleet which could delay response time if allowed to build up.

Police department personnel will not operate specialized equipment unless they have been trained in the use of the equipment. Specialized equipment includes, but may not be limited to:

- Mobile Command Post and accompanying equipment
- Portable generators and electrical systems
- Commercial vehicle scales

TRANSPORTING CHILDREN

All department employees shall transport in accordance with MSS §169.685.