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	Effective Date:	10-12-15
	Supersedes/Amends:	FO11-0711
Subject: VEHICLE ASSIGNMENT	Reference:	



I. Purpose

The purpose of this directive is to provide guidelines for assignment, maintenance and operation of vehicles assigned to the Field Operations Bureau.

II. Policy

It shall be the policy of the Field Operations Bureau that vehicles be assigned and operated so as to maximize their service span and usefulness, and that accountability for vehicle maintenance and repair are ensured.

III. Procedure

A. FIELD OPERATIONS BUREAU MOTOR POOL

1. The Field Operations motor pool will include:
 - a. marked and unmarked supervisors' vehicles,
 - b. marked and unmarked patrol vehicles,
 - c. marked patrol wagons,
 - d. marked special enforcement vehicles, and
 - e. special purpose vehicles (see PD-2001: *Department Vehicles*).
2. A current listing of vehicles assigned to the Field Operations Bureau will be maintained on the policeserver.
3. No employee will alter, install or remove any equipment, accessory, or other item on or from any departmental vehicle without the written authorization of the Deputy Chief of the Field Operations Bureau.

B. TOBACCO PRODUCTS

1. The use of tobacco products in any department vehicle is prohibited.

C. RESPONSIBILITIES

1. Division supervisors will be responsible for:
 - a. division vehicle assignments, and
 - b. ensuring that vehicles are properly operated, inspected and maintained by employees.
2. Scheduled vehicle inspections:
 - a. Motor pool vehicles will be inspected weekly with responsibility for motor pool vehicle inspections divided among the two patrol divisions.
 - b. Assigned and special purpose vehicles will be inspected monthly (generally on or before the 25th of each month), with the officer assigned the vehicle having responsibility for the inspection.
 - c. All vehicle inspections will be documented by means of an electronic Vehicle Inspection Form (form LPD-2006), located on the server, which will be submitted to the fleet manager.
3. Daily vehicle inspections:
 - a. Each employee operating a vehicle will be responsible for:
 - 1) inspecting the vehicle's condition and equipment prior to utilizing the vehicle,
 - 2) documenting and reporting any items of equipment that are missing,
 - 3) accurately maintaining the vehicle's log sheet,
 - 4) arranging for necessary vehicle maintenance, and
 - 5) promptly reporting any necessary vehicle repair.
 - b. The employee operating the vehicle may perform minor repairs (replacement of fuses, bulbs, etc.) or add fluids, if practical and if replacement parts or fluids are available.
4. Extra keys for motor pool vehicles will be maintained in the Field Operations Supervisors storage area; any employee utilizing a spare key will be responsible for returning the key at the end of his tour of duty.

5. Employees may be subject to disciplinary action for:
 - a. any willful damage to a vehicle or its equipment, and
 - b. any failure to comply with the provisions of this directive.

Original Signed

Major K.T.Swisher, Deputy Chief
Field Operations Bureau

October 12, 2015

Date