

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

DRIVING, MAINTAINING POLICE VEHICLES
SUBJECT

DATE: March 1, 2005

NO: V-4

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

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Vehicle Maintenance
Driving/Maintaining Department Vehicles

I. POLICY

All personnel using a city vehicle shall drive it in a proper manner and see that it receives the necessary maintenance.

II. PURPOSE

To establish an effective maintenance program for city vehicles assigned to the Stockton Police Department.

III. PROCEDURE

A. Driver's responsibilities.

1. Drivers of city vehicles shall:

- a. Operate the vehicle in a safe and proper manner.
- b. Completely inspect the vehicle before operation and make visual inspections during and after operation in order to detect any malfunctions or damage.
 - (1) Field Operations personnel are responsible for having equipment such as flares, shotguns, M-16 rifles, first-aid equipment, spare tires, etc., in their vehicles before starting their shift.
 - (2) Although usually a function of the facility aides, it is the driver's responsibility before operating any vehicle that a complete inspection of the vehicle is conducted. This includes tires, engine oil, transmission fluid, brake fluid, and power steering fluid.
 - (3) Most supplies to maintain the vehicle are available in the sallyport at the Main Police Facility. Supplies for the North Police facility are kept in a cabinet adjacent to the west exit/entrance door.
 - (4) If the vehicle needs transmission fluid, brake fluid, or steering fluid, it is to be deadlined and the Vehicle Condition Report (Form PD-590) completed and signed.
- c. After an officer determines that damage or a malfunction exist, the officer will prepare a Vehicle Condition Report (Form PD-590) completed and signed.
 - (1) The Vehicle Condition Report will be placed in the box of the Administrative Services Division at the Headquarters Desk.
 - (2) Advise Headquarters personnel to deadline the vehicle and location of the vehicle if it is left somewhere other than at the Police Facility.

- (3) If any officer feels that the speedometer in a vehicle is driving needs calibration, this fact should immediately be brought to the attention of the Administrative Services Division for correction.
- (4) If the condition of the vehicle is such that extensive repair is needed, mechanical and or body damage, the officer will complete a Vehicle Condition Report which must be review by a sergeant prior to submitting the report to Fleet Maintenance.

B. Mechanical or radio trouble.

1. When a vehicle develops mechanical or radio trouble, the officer will:
 - a. Take the vehicle, if drivable, to the Corporation Yard (tow if necessary) or to the Radio Shop. If there is doubt concerning the drivability of a vehicle for safety or mechanical reasons, have the vehicle towed.
 - b. When the Corporation Yard or the Radio Shop is closed and the vehicle is drivable, leave it at the Police Facility. If it is towed, have it taken to the Corporation Yard. Watch personnel are on duty most nights between 2200 to 0600. All other times when the Service Center is closed, the entrance gate can be opened by using the gate code, which can be obtained by contacting the Telecommunications Center.
 - c. If the vehicle is left at the Corporation Yard or the Radio Shop, a Vehicle Condition Report or a note describing the defect will be left with the lead mechanic or service writer. Headquarters personnel will be advised of the situation. (NOTE: Shotguns, M-16 rifles, or other armaments will be removed from all vehicles left at any location away from the Police Facility).

C. Minor repairs.

1. If a flat tire occurs, a tow truck will be requested via the Telecommunications Center to respond and change the tire.
2. If minor repairs such as lights, fuses, slow leaking tires, etc., are necessary and the Corporation Yard is closed, the repairs should be noted on a Vehicle Condition Report and the vehicle deadlined.

D. Vehicle cleanliness responsibilities.

1. Each officer using a city vehicle will see that the interior is left in a clean condition.
2. Any complaints regarding the cleanliness of the car left by the off-going shift will be reported to the officer's immediate supervisor.

E. Parking city vehicles.

1. All personnel using a city vehicle will lock its doors when they are away from the unit except in an emergency situation.
2. All personnel authorized to use a city vehicle and are allowed to take the vehicle home will, when the vehicle is at their residence, park the vehicle off the street.
3. Shotguns, M-16 rifles, and other armaments will not be left in vehicles assigned to park under the Crosstown freeway.

- F. Parking private vehicles.
 - 1. No private or police vehicles are allowed to park in the red police parking zone at the Police Facility at any time. All personnel will conform to this order.

- G. Police vehicle parking lot (east and west side of facility).
 - 1. The parking stalls on the east side of the Main Facility are reserved for Personnel and Training, Internal Affairs, and the Administrative FTO vehicles only.
 - 2. The parking stalls on the west end of the facility are for use by Community Services and Traffic Section vehicles only.
 - 3. At the end of the employee's shift, the employee will park their assigned vehicle in its assigned stall only.

- H. Police vehicle parking lot (south side of facility)
 - 1. Private vehicles will not be driven through the police parking lot.
 - 2. Police vehicles at all times will be parked in their respective stalls.
 - 3. Police vehicles will not be parked in stalls 55 and 56 when barricades are present (as gasoline delivery is expected). Officer may use stalls 60, 61, 62 and 63 (north side of lot next to building) when barricades are present.
 - a. Officers will advise a Headquarters Clerk of the location of the vehicle upon securing.
 - 4. Police vehicles will be correctly positioned in their stalls and not backed in.

- I. Refueling of police vehicles.
 - 1. Facility aids, youth programs etc., will normally refuel the Police Vehicles at the end of the shift. It is still every officers responsibility to assure the vehicle is properly fueled prior to going in service.
 - a. The vehicle's engine will be turned off while the vehicle is being fueled.
 - b. There shall be no smoking within a 20-foot radius of the fuel pumps.
 - c. Personnel will input the correct vehicle information in the Gas Boy fueling system, such as vehicle mileage.

- J. Vehicle Damage/Collision Log
 - 1. Vehicle damage shall be noted in the "Vehicle Accident Report Log" in the Watch Commander's office.

- K. Modification of Department Vehicles
 - 1. No Department Vehicle may be modified without authorization.
 - a. Contact the Lieutenant in the Personnel and Training to request vehicle modifications of any kind.