

Vehicle Maintenance

702.1 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.

702.2 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 in PlanIt shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

702.2.1 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.

702.3 VEHICLE EQUIPMENT

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

702.3.1 PATROL VEHICLES

Deputies shall inspect the patrol vehicle at the beginning of a shift or at the beginning of the work week, if using a vehicle pursuant to the vehicle take home policy. The inspection is to ensure that the following equipment, at a minimum, is present in the vehicle:

- Shotgun & assigned/authorized rifle
- Spike strip
- Camera & Cell phone
- Flashlight
- Print kit
- Fire extinguisher
- Crime scene tape (Yellow)
- Flagging tape
- Nark kit
- Emergency road flares
- First aid kit

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- Body fluid kit
- Roll of toilet paper
- Spare tire
- Jack
- Latex gloves
- Evidence envelopes
- Evidence bags
- CHP 180 forms
- Property forms
- Spit shield-mouth

702.3.2 UNMARKED VEHICLES

An employee driving unmarked (non-administrative) department vehicles shall ensure that the minimum following equipment is present in the vehicle:

- Crime scene tape (Yellow & Red)
- First aid kit-CPR mask
- Blood borne pathogen kit
- Flashlight with charger
- Shotgun or Rifle
- Raid vest
- Binoculars
- Camera
- Fire extinguisher
- Latex gloves
- Basic evidence collection materials (Paper bags, envelopes, etc.)
- Spare tire

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702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, deputies 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 the authorized location. All patrol vehicles should be refueled at the end of each shift.

702.5 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.

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.

702.6 NON-SWORN EMPLOYEE USE

Non-sworn employees shall prominently display the "out of service" placards or light bar covers at all times. Non-sworn employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.