



# SACRAMENTO POLICE DEPARTMENT

## OFFICE OF OPERATIONS



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### 420.01 USE OF DEPARTMENT VEHICLES 09-16-91

#### **PURPOSE**

To describe procedures to regulate use of department vehicles.

#### **POLICY**

To properly account for and control use of the Department's vehicle fleet to minimize thefts, damage, and vandalism.

#### **PROCEDURE**

##### A. PARKING VEHICLES

1. At the end of shift, all marked and unmarked vehicles shall be returned to the correct parking lot and the assigned parking space/area for that vehicle by personnel who last used the vehicle. Personnel going on duty shall obtain their vehicles from the appropriate parking area.
2. Each watch commander shall have the area around their police facility checked for vehicles that have not been returned to their assigned space and have them returned to their correct location. The watch commander shall start the necessary documentation and disciplinary procedures for personnel who fail to comply with this order. For purposes of accountability, the senior officer shall be deemed to be the officer responsible for the vehicle.

##### B. OUT OF SERVICE VEHICLES

1. Under no circumstances shall personnel use a vehicle that has a raised hood or has been secured by garage personnel.
2. If no other vehicles are available, the watch commander shall consult the garage supervisor to determine availability.

##### C. REFUELING

1. At the end of shift, personnel shall check the fuel gauge of the vehicle. If the vehicle has less than 1/2 tank, it shall be refueled.
2. Always check the fuel gauge prior to leaving the yard.

##### D. TRASH

1. ALL TRASH shall be removed from the vehicle at the end of shift. Watch commanders and supervisors shall take appropriate disciplinary action against personnel leaving trash in a vehicle at the end of watch.
2. Personnel shall properly dispose of any trash removed from their vehicle.
3. Before starting a shift, at the end of shift, and after transporting a prisoner(s), officers shall remove the back seat of the vehicle and inspect the area under the seat for evidence and/or property the prisoner(s) may have hidden and/or lost.

##### E. POLICE GARAGE

1. Personnel shall not loiter around the police garage.
2. All business shall be conducted with the shop foreman/supervisor on duty.