

**POLICY
1214**

**EFFECTIVE
DATE
7-19-19**

**Eugene
Police Department**



Department Vehicles

1214.1 DEPARTMENT VEHICLES

This policy is designed to provide all guidance required pertaining to vehicles. This policy shall be used in conjunction with all other policies.

1214.1.1 Guidelines

- a. Operate city vehicles in a careful and prudent manner, obeying all pertinent laws and City and department rules and policies.
- b. Employees must have their driver's license in their possession when operating a vehicle. Employees must inform their supervisor if their driver's license is canceled, suspended, revoked, restricted, or expired.
- c. Unless tactical considerations do not permit, lock all unattended vehicles and retain the ignition keys.
- d. Unless tactical considerations do not permit, officers and passengers must use seat belts.
- e. Do not transport citizens except for a police purpose or on an approved ride-along, or in accordance with section 1214.7.
- f. Use special-use vehicles (e.g., SWAT, MCI) only for their intended purposes, unless otherwise authorized by a command officer.

1214.1.2 Transportation of children

- a. Transport children under the age of 12 in the back seat of any vehicle equipped with a passenger-side air bag.
- b. Use a child safety system meeting the requirements of *ORS 815.055* whenever transporting a passenger who is under eight years of age and who weighs 80 pounds or less.
 1. Place the child safety system in the rear seat if the vehicle is equipped with a passenger-side air bag.
 2. If there is difficulty properly installing the child safety system in the rear area of a patrol vehicle equipped with a plastic rear seat, use a car with stock seats and safety restraints (e.g.,

supervisor's vehicle.)

1214.2 Fueling Vehicles and Maintenance

1214.2.1 Fueling Vehicles

- a. Fuel patrol cars by the end of watch.
- b. Gas tanks on *all* department vehicles should be kept at least half full at all times.
- c. All vehicles should be fueled at city-owned fueling sites unless prevented by tactical situations.
- d. Gas cards may be used for out of town travel and training.
- e. Report any missing gas cards to Operations Support, who will order new cards. If the original cards are subsequently found, return the duplicate set to Operations Support.

1214.2.2 Vehicle Maintenance

Officers must assume responsibility for proper care of any vehicle they drive.

- a. Inspections
 1. At the beginning of watch, drivers shall conduct a vehicle inspection to ensure that the vehicle is safe and serviceable and has no unreported damage.
 2. Deadline any vehicle that is unsafe.
 - a. Complete an Equipment Service Request Form and place it with the vehicle keys.
- b. Care and maintenance
 1. If a vehicle becomes disabled, notify Fleet (682-4865) during hours they are working (normally Monday-Friday, 0630-1800). At other times, have the vehicle towed to the City Shops.
 2. If the vehicle has a flat tire during the officer's watch:
 - a. Contact Fleet for assistance during their working hours.
 - b. Contact the Squad Car Maintenance Team (SCMT) to have them bring a spare tire from the vehicle maintenance room. The tire should be changed, and the flat tire placed in the vehicle maintenance room.
 3. At end of watch (or any other time when the officer will be away from the vehicle for a prolonged period), the lights, radio, mobile PC or anything else that may draw current from the battery should be turned off utilizing the "Kill switch."

4. Remove all garbage from the vehicle at the end of each watch and ensure that the vehicle is in serviceable condition for the next person.

1214.2.3 Damage

Any undocumented damage should be reported to the officer's supervisor. The supervisor will have the officer document the damage in the "Patrol Vehicle Damage Log."

1214.2.4 Responsibilities and Procedures for Supervisors and Command Personnel

- a. Supervisors shall ensure that damage is properly documented, in the "Patrol Vehicle Damage Log" and Blue Team. Also, damage should be noted on E-mail via the "Eugene Police Chief Briefing" for that watch.
- b. Supervisors will conduct an inquiry into any unreported damage.
- c. If the damage needs repair, supervisors will notify the Fleet manager.

1214.3 Vehicle Assignment

1214.3.1 Assignment

The department will assign vehicles by seniority at the watch rotation. If an officer's vehicle is replaced, they will receive the replacement vehicle.

1214.3.2 Use of vehicles

- a. Officers must drive their assigned vehicle if it is available. If it is not available, officers shall select another vehicle in this order:
 1. Another vehicle assigned to the same team.
 2. A vehicle from the unassigned vehicle pool.
 3. A vehicle assigned to another team.
- b. An Equipment Service Request Form should be placed with the keys on the key board when the vehicle needs repairing or attention. The description of the problem should be as specific as possible.

1214.4 Contaminated Vehicles

1214.4.1 Department vehicles

- a. Substantial contamination

If the vehicle has substantial contamination from blood or other body fluids:

1. Take the vehicle out of service.
2. Place bio-hazard stickers on the windows of the vehicle so they are clearly visible to anyone approaching the vehicle.
3. Place a note with the keys indicating the bio-hazard, and request that the vehicle be by sending an email to - *SquadCarMaintenanceTeam@eugene-or.gov*.
4. Park the vehicle at headquarters, in the front lot.
5. Remove the tablet from the vehicle.
6. Notify the Squad Care Maintenance Team (SCMT).

b. Minor Contamination

If the contamination in or on the involved vehicle is minor (e.g, a small spot of blood), officers may remove it without risk of personal contamination by following these procedures:

1. Wearing protective gloves and eye protection, clean it with “Envirox Critical Care” cleaner or similar.
2. Allow the cleaned area to air dry.
3. Once the vehicle is decontaminated, there is no need apply bio-hazard stickers to it.

1214.5 Vehicle Equipment

1214.5.1 Patrol Vehicles

The Squad Care Maintenance team maintains a full list of equipment that needs to be stored in each marked and unmarked patrol vehicle.

a. Marked Patrol vehicles

1. Are painted dark blue
2. In addition to the equipment that is listed with the SCMT, marked vehicles will also have:
 - Exempt license plates
 - Red and blue emergency lights to the front and rear
 - Electronic siren
 - Fixed-mount mobile radio
 - Locking rifle mount and vault
 - Prisoner screen
 - Spotlight(s)
 - Measuring wheel
 - Marking crayon
 - Length of rope
 - Teddy bear

- Spike strips
- Breaching Tools

b. Unmarked patrol vehicles

1. These vehicles are normally painted a solid color, with regular passenger car plates and no police markings.
2. In addition to the equipment listed with the SCMT list, these vehicles will also have:
 - Red and blue emergency lights to the front and rear
 - Electronic siren
 - Spotlight(s)
 - Bolt cutters
 - Crime scene security tape (yellow and red)
 - Fixed-mount radio
 - Breaching Tools

1214.5.2 Unmarked police vehicles

- a. These vehicles are not painted or marked in any particular manner. They may bear exempt or regular passenger car plates as approved by the involved division commander.
- b. They will carry the following equipment:
 - First aid kit
 - Flares (minimum of 5)
 - Dry chemical fire extinguisher
 - Red and blue emergency lights to the front and rear
 - Electronic siren
 - Crime scene security tape (yellow and red)
 - Fixed-mount radio

1214.5.3 CSO vehicles

- a. Vehicles used by CSOs will be marked and equipped with emergency lights and siren.
- b. They will carry the following equipment:
 - Flares (case)
 - Jump Cables
 - Sharps Container
 - Traffic Cones 14-18
 - Push Broom
 - Large Dustpan
 - 5 Gal Bucket
 - Catch Pole
 - Bolt Cutters

- Flat Nose Shovel
- Large Garbage Bags
- Laser Thermometer
- Crime Scene Tape Red and Yellow
- Bungie Cords
- First Aid Kit
- Emergency Blanket
- Saline Bottles
- Alcohol Wipes
- Hand Sanitizer Gel and Foam

1214.5.4 Special use vehicles

- a. These vehicles are marked and equipped according to their purpose. Examples of special use vehicles are the SWAT vehicles, EDU vehicles, MCI vehicles, and police motorcycles.
- b. Police motorcycles will have equipment specified by the TEU supervisor.
- c. All other special use vehicles have at least:
 - First aid kit
 - Flares (minimum of 5)
 - Dry chemical fire extinguisher

1214.6 Push Bumpers

Vehicle push bumpers may be used to push a disabled vehicle out of a roadway in order to expedite the return of the normal flow of traffic.

The following considerations and requirements will be met:

- a. The affected driver must provide clear consent for their vehicle to be pushed, and acknowledge that EPD will not be held liable for any damages incurred. This consent should be gained when possible with a recording device activated (ICV/BWV).
- b. The vehicle should be pushed to the nearest safe place where it is no longer obstructing traffic (e.g., parking lot, parking area along a curb, or a side street).

Prior to attempting to push a vehicle:

- c. Make every effort to ensure a proper match of bumpers.
- d. Ensure there is a relatively smooth roadway.
- e. Explain what to expect to the driver, as well as what their duties include.
- f. Check with the driver regarding their competence in performing those duties.

Do not push any vehicle:

- g. Larger than a light pickup.
- h. With obstructions inhibiting the free movement of any tire/wheel (e.g., locked brakes, broken wheel mounts, crash damage).
- i. For the purpose of restarting the engine.
- j. To a repair facility, unless that facility complies with 12.9.3.b.

Department vehicles without push bumpers may not be used to push other vehicles. A tow truck should be utilized if there is any doubt about the ability to safely move the disabled vehicle.

1214.7 Take-Home Vehicle Use

- a. Vehicles may be used for all work related functions.
- b. Prior to, during, or after a work shift, employees may complete brief personal stops while traveling to or from their home and work. Examples include but are not limited to purchasing food, getting a haircut, picking up and dropping off kids at school. These personal errands must be immediately before, during, or after work, and must be reasonably near or on the regular driving route of the employee.
- c. Personal stops may only be made by those driving unmarked vehicles.
- d. Only immediate family members may be transported in a city vehicle for this purpose, and a liability waiver must be signed by the employee, and any direct family members over the age of 18.
- e. Employees should utilize their best judgment in deciding when, how, and if to respond if an emergency call comes out while they have a family member in the vehicle.

**Chris Skinner
Chief of Police**