

# **PINEVILLE POLICE DEPARTMENT**

## **GENERAL ORDER**

**SECTION: 16 EQUIPMENT OPERATIONS**

**SUBJECT: 1600 USE OF VEHICLES**

**EFFECTIVE: 01/01/2015**

1. **PURPOSE.** The purpose of this policy is to prescribe the proper operation of vehicles under all conditions involving routine, emergency, and pursuit situations.
2. **POLICY.** Use of vehicles is essential to the performance of law enforcement activities. At the same time, the use of vehicles creates special responsibilities for members of the department. Employees have the responsibility to operate their vehicles in a safe and skillful manner. Employees shall at all times give due consideration to the safety and welfare of the general public. Employees shall obey all laws and department policies pertaining to the routine, emergency and pursuit operation of official vehicles.
3. **USE OF VEHICLES.** Members who are authorized to utilize city owned vehicle shall:
  - A. Use vehicles only for official city business;
  - B. Unmarked vehicles may be used by on-duty members with supervisory approval.
4. **REGULATIONS OF VEHICLE USE.** Vehicles shall be used in accordance with the following regulations:
  - A. Members shall operate city vehicles in a lawful manner at all times and are expected to drive defensively.
  - B. Members shall not operate a city vehicle unless they are authorized to do so and are in possession of a valid driver's license with proper endorsements.
  - C. Members assigned to operate city vehicles are responsible for the operation, care and condition of the vehicle. Members assigned to operate city vehicles are also responsible for cleanliness of the vehicle at the end of the period of use.
  - D. Members operating a department vehicle shall utilize seat belts while the vehicle is in motion, unless the operator determines the use of the seat belt to be a tactical disadvantage when the vehicle is traveling at a slow rate of speed. All passengers riding in a department vehicle shall utilize seat belts while the vehicle is in motion. It is the responsibility of the member operating the vehicle to ensure that all passengers utilize seat belts.
  - E. Members shall not permit city owned or possessed vehicles to be driven or operated by nonmembers of the department except as authorized by the Chief of Police or his designee.
  - F. Members may be held responsible for any damage to vehicles when the damage is a result of employee negligence.
  - G. Before and after use, members shall examine city vehicles assigned to them, report unrecorded damage or operational defects to their superior, and submit the necessary written reports.
  - H. Members shall report any damage to department vehicles immediately to their supervisor and submit the necessary written reports.

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- I. Members shall not transport persons in police vehicles except in connection with Department business.
  - J. Members will lock each department vehicle whenever it is left unattended and out of the member's view.
  - K. Members are prohibited from applying or placing any signs, decals, posters, insignia, bumper stickers, window stickers or any other items on city vehicles, unless authorized to do so by the Chief of Police.
  - L. Members shall not smoke in assigned vehicles.
5. OPERATION OF POLICE VEHICLES. All members shall operate their assigned vehicles with due regard to safety. Even when responding to an emergency situation or when in pursuit of another vehicle, members shall be mindful of road conditions, surrounding traffic and other hazards, and shall operate emergency lights and sirens as required by law and in accordance with Department procedures or approved by a supervisor.
6. OPERATION OF VEHICLES OUT OF JURISDICTION. Members shall not leave the city in a police vehicle unless on official business, as a necessary police response, or as authorized by the Chief of Police or his designee. Travel in a city vehicle out-of-state must be pre-authorized by the Police Chief or his designee.
7. APPROPRIATE VEHICULAR SPEED. When practical, all patrols shall be at the designated road speed or slower. When traffic conditions make such speeds impractical, the vehicle shall be operated in accordance with the flow of traffic.
8. EMERGENCY RESPONSES. Members shall operate all department vehicles in a careful and prudent manner and, at all times, shall give high regard to the safety and welfare of the general public. Members shall obey LRS 32:24 dealing with emergency vehicle operation and all department rules and regulations pertinent to the operation of emergency vehicles in non-emergency, emergency, and pursuit situations.
9. RESPONSE CODES. Department personnel assigned or otherwise responsible to respond to an emergency call shall proceed to the location of the incident as rapidly as is practical with safety.
- A. CODE ONE (1): Applies to routine calls for service such as crimes that are not in progress, non-injury/non-hazard traffic accidents, missing persons, and administrative calls. A safe response without the use of emergency lights or sirens while obeying all traffic laws and ordinances is required. Members may take enforcement action during a Code One response on any traffic violation or other offense that occurs in their presence.

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- B. CODE TWO (2): Applies to situations requiring immediate attention, such as crimes that have just occurred or are in progress but there is no immediate danger of loss of life or property. The use of lights and sirens is authorized in those instances where a lengthy delay would result from traffic congestion and a quicker response is required. A Code Two response requires a complete stop at all stop signs and red traffic signals before entering an intersection while using emergency lights and sirens.
  - C. CODE THREE (3): Applies to "Emergency Situations" of a critical nature such as a "officer needs help" or the threat to a person's life or physical well-being. The response shall be in a safe and prudent manner that insures the arrival of responding members. The member shall use emergency lights and sirens as required
10. PARKING VEHICLES. Vehicles shall be parked in such a manner that they are in a position to exit quickly and easily in an emergency situation.
11. PUSHING AND TOWING. Department vehicles shall not be used to push or tow other vehicles except in an emergency situation or to eliminate a hazard.
12. VEHICLE ACCIDENTS. When a Department vehicle is involved in an accident, members shall render necessary aid to the injured, remove any hazards to life or property, contact their supervisor promptly and complete the necessary and required accident reports.
13. EMERGENCY ASSISTANCE. It is the policy of this department to offer aid to any disabled, stranded or otherwise needful highway or street user. The assistance may include, but is not limited, to the following:
- A. Summoning a tow service or other mechanical help.
  - B. Summoning a friend, parent, or relative to respond to the scene.
  - C. Transporting the person(s) to the nearest public transportation after applying the appropriate rules to ensure officer safety.
  - D. Members should not attempt to repair, jump-start, push or tow start vehicles or leave motorists stranded without a solution to their problem.
14. MAINTENANCE AND CARE REQUIREMENTS
- A. Personnel shall take reasonable measures to provide for the safety and security of assigned units and equipment when the vehicles are not in use.
    - 1. Weapons will be removed from the interior of the vehicle and stored in the trunk or other secure place when the unit is unattended.
    - 2. Any loss of unsecured weapons will be borne by the officer.
    - 3. Unattended vehicles shall be locked at all times.

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- B. Each officer shall be held personally responsible for the care, maintenance and cleanliness of his/her assigned unit.
  - C. At the beginning of each tour of duty each officer will check the oil, power steering fluid, brake fluid, water level in the radiator reservoir and in the battery. Check the tire air pressure, which should be 38psi. Call in the starting mileage to dispatch to be logged.
  - D. Every vehicle has a maintenance schedule specific to the assigned unit (**Oil Change every 3,000 miles + or – 200 miles**) and each officer shall be held accountable for servicing the unit assigned to him in accordance with the maintenance schedule. Each and every unit WILL have a full check-up at 30,000, 60,000, and 90,000 miles. This part of the maintenance schedule will be the responsibility of the officer in charge of vehicle maintenance and the officers only responsibility will be to report that this maintenance is due.
  - E. Personnel operating Department vehicles will be expected to service their vehicles (gas-oil-maintenance) only at authorized facilities.
  - F. At no time will a member acquire gasoline, oil or any product or service by any non-authorized means except in an emergency and with the approval of the shift supervisor.
  - G. When utilizing automated fuel distribution systems, personnel shall insure that accurate mileage is keyed into the system.
  - H. Fleet vehicles are issued with all necessary accessories.
    - 1. Employees shall not remove any issued equipment from their assigned vehicle.
    - 2. No additional equipment, decorations or decals may be added without the permission of the Chief of Police.
    - 3. No painting or alteration of the body, chassis, engine, exhaust system, electrical system or accessories may be made without the prior approval of the Chief of Police.
15. VEHICLE FUEL. Only “Regular” fuel will be used in Police Department vehicles. No one is authorized to use “Regular Plus” or Premium” fuel.
16. VEHICLE INSPECTION. Shift / Bureau Supervisors will inspect vehicle assigned to their personnel. Vehicle Inspection Checklist will be completed and forwarded to the appropriate Bureau Commander at the end of each shift. All deficiencies and/or defects will be noted on a work order and rectified as soon as practical. Any vehicle with a defect that the Supervisor deems to be a hazard will be parked until the defect can be repaired.

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17. PATROL VEHICLES – EMERGENCY EQUIPMENT REQUIRED. The purpose is to provide a directive which specifies what equipment must be installed or carried in each marked patrol vehicle.

## **A. PERMANENT EQUIPMENT**

1. Each marked patrol vehicle will have at least the following equipment installed or mounted, all of which shall be maintained in good working order.
  - a. Emergency (blue) lights installed on the vehicle roof (except as otherwise authorized by the Chief of Police)
  - b. A siren.
  - c. A public address system capable of directing police transmissions to the exterior of the vehicle.
  - d. A mobile radio transceiver.
  - e. A shotgun rack (as issued by the department) with a twelve gauge shotgun (department issue)

## **B. OTHER EQUIPMENT**

1. Each marked patrol vehicle will also carry at least the following items, in the location indicated, and in the amounts indicated.
  - a. Five rounds of 2 3/4 inch buckshot (9 pellet) 12 gauge ammunition carried in the officers duty bag.
  - b. A fully inflated spare tire and jack kept in the trunk.
  - c. Jumper cables
  - d. First aid kit
  - e. Fire extinguisher
  - f. Traffic vest
  - g. Flares
  - h. Blanket
  - i. Lock jock
  - j. B thru I all will be in the trunk in the plastic box supplied
  - k. Leg restraints in the glove box
  - l. Gas card also in the glove box

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## **18. CUPANT RESTRAINT DEVICES**

- A. ALL department personnel will use occupant restraint devices (seat belts & shoulder harnesses) when driving or riding in Department vehicles.
- B. Department personnel should advise citizens who are guests or riding in department vehicles that restraint device use is mandatory.
- C. Subjects who are in custody will be seat belted when they are transported unless exigent circumstances exist.

## **19. VEHICLE ASSIGNMENTS.**

Definitions: Take-home means the police vehicle may be used to commute to and from work, including responding to or from meetings, court, and recall situations.

On-Call means the police vehicle may be used for all transportation needs. On-call status is granted to officers who must respond directly to the point of recall without first responding back to their residence to pick up the police vehicle.

- A. After consulting with the Bureau Commanders the Logistics Chief will make vehicle assignments.

**By order of**

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Darrell Basco  
Chief of Police