

12.030 VEHICLES: ASSIGNMENT, USE, AND MAINTENANCE

Reference:

Administrative Regulation No. 51

Procedure 12.031, Automatic License Plate Recognition (ALPR)

Procedure 12.033, Mountain Bikes and Segways: Assignment, Use, and Maintenance

Definitions:

Take-home – The police vehicle may be used to commute to and from work, including responding to or from meetings, court, and recall situations.

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

Information:

Each vehicle must be inspected at the beginning of each shift. The purpose of the inspection is to ensure the vehicle is properly equipped, properly maintained, free of weapons and contraband, and has not been tampered with since last use.

All unmarked vehicles will be issued “Police Parking” placards to attach to the rear view mirror. The use of these placards is limited to officers on official duty. All other previously used placards are obsolete and may no longer be used, with the exception of lot-specific placards (e.g., CIS).

Procedure:

A. Assignment of Vehicles

1. After consultation with the assistant police chiefs, the Fleet Manager will assign motor vehicle equipment to Department units.
2. Forward a request for additional equipment on a Form 17, with supportive data, through the appropriate chain of command.
 - a. After reviewing the request, the affected assistant police chief will make a recommendation and forward it to Fleet Management.
 - b. The Fleet Manager will review the request, make a recommendation, and forward the report to the Police Chief for a final determination.
3. The Fleet Manager will provide a vehicle jacket containing all necessary information for each vehicle assigned to a police unit.
 - a. Retain the jacket in the unit file. When the vehicle is removed from service, return the jacket to Fleet Management.
 - b. If there are any special regulations about operating the vehicle, forward a copy of these regulations to the officer in charge (OIC) of the assigned unit. The operating unit will strictly adhere to these regulations.

B. Semiannual Rotation of Vehicles

1. Fleet Management will send a list of the vehicles scheduled for rotation to the affected units 30 days before the designated rotation date.
2. Rotating unit's responsibilities
 - a. Each unit receiving a list designating a vehicle(s) from their unit for rotation will:
 - 1) Inspect the vehicle(s) two weeks before the designated rotation date.
 - 2) Perform any maintenance due, or that will become due within 500 miles of the inspection date.
 - 3) Correct any defects found before rotation of the vehicle.
 - a) Ensure the vehicle has a FULL tank of fuel.
 - b) Ensure the vehicle has been thoroughly cleaned and taken through the car wash.
 - 4) Complete a Form 427, Vehicle Inspection Report. The unit supervisor will approve and sign the Form 427.
 - 5) After approval, place the Form 427 in the vehicle jacket for rotation.
3. Receiving unit's responsibilities
 - a. Each unit receiving vehicles through rotation will:
 - 1) Inspect the vehicle and review the vehicle jacket.
 - 2) Ensure the Form 427 is complete and accurate.
 - 3) Notify the supervisor approving the Form 427 of any discrepancies.
 - 4) Ensure the rotating unit corrects any problem/discrepancy before accepting the vehicle.

C. Use of Vehicles

1. All Department vehicles are used for the transaction of police business only. Only Department members or authorized service personnel will operate the vehicles.
2. Department personnel will not take Department vehicles home on a regular basis without the Police Chief's approval. Only the Police Chief may grant take-home or on-call status, except as listed in C.2.b.
 - a. Submit a Form 17 to the Police Chief for approval.

- b. If necessary, a district/section commander may authorize sworn personnel to take Department vehicles home overnight on a non-regular basis for the efficient completion of police-related duties.
3. The Police Chief and assistant chiefs are considered on-call and may use their city vehicles for all transportation needs.
4. Other Department personnel assigned take-home vehicles will use the following guidelines:
 - a. Officers identified as on-call may use their vehicles for all transportation needs while in on-call status.
 - b. Officers not in an on-call status will use their take-home vehicle for the following purposes only:
 - 1) For inspection during other than normal tours of duty.
 - 2) When attending a public gathering where a possible need for police service may arise, and/or good public relations may be promoted by their presence.
 - 3) When attending meetings or groups where police matters are a primary concern.
5. Other Department employees such as canine officers, special investigators, motorcycle officers, etc. assigned a take-home vehicle, will use the vehicle only for the following purposes:
 - a. Regular assignments.
 - b. Orders of superior officers.
 - c. Attendance at an official judicial hearing.
6. With the exception of the Police Chief and assistant chiefs, Department personnel assigned a take-home or on-call vehicle will record on a Form 429, Take-Home Vehicle Report, each time the vehicle is used for city business **before or after normal work hours**. Include a description of the city business and whether it was conducted as “overtime” or “recall”, if applicable.
 - a. Within one week after the end of each quarter, Department personnel will electronically submit the completed Form 429 directly to Fleet Management and forward a copy through their chain of command. Do not forward hard copies to Fleet Management.
 - b. Whenever an officer is transferred to or from an approved take-home/on-call vehicle assignment, supervisors must submit changes directly to Fleet Management. Officers will not be considered approved for the vehicle until the change is submitted to Fleet Management.
 - c. When take-home or on-call equipment is changed/exchanged during a quarter, the officer must complete a separate Form 429 for each vehicle to submit to Fleet Management.

7. Fleet Management will maintain a master list of positions authorized take-home or on-call. No changes to the list will be made without the direct written authorization of the Police Chief. The master list will be submitted semiannually in January and July through the Support Bureau for review and updating by the Police Chief.
8. It is the responsibility of each officer assigned to a position to know if that position has a take-home or on-call vehicle status. Officers with approval must submit a completed Form 429 directly to Fleet Management upon transfer out of an assignment with take-home/on-call approval.
9. Personnel will return personally assigned vehicles to the unit of assignment when an absence will exceed seven days.
10. No Department personnel will operate motor vehicle equipment without a valid driver's license.
 - a. Each January, district/section/unit commanders will ensure the driving record status is checked on all sworn and civilian employees under their command who operate a City or private vehicle on City time.
 - 1) The required driving record check **must be** conducted on the BMV website, <http://BMV.OHIO.GOV>. LEADS **will not** be used.
 - a) All sergeants must have an account with the BMV in order to have external access to the BMV website. To set up an account, a letter must be faxed to 614-995-7946 on Department letterhead requesting external access to the site. The letter will indicate the requesting sergeant's full name, email address, and contact number.
 - b. District/section/unit commanders will submit a completed Form 432, Annual Employee Driver's License Verification Report, to Personnel Management by January 31st each year containing the following operator's license information:
 - 1) Name of employee.
 - 2) Operators license number, type, state.
 - 3) Expiration date of the license.
 - 4) Date of verification and current status.
 - 5) Restrictions.
 - c. The district/section/unit commander will retain a file copy.
11. Department employees will operate all Department automotive equipment according to state laws, local ordinances and the Manual of Rules and Regulations and Disciplinary Process for the Cincinnati Police Department.

D. Motorized Vehicle Inspections

1. Department employees will make daily inspections of their assigned police vehicle before and after their tour of duty. The operator will carefully check the following:
 - a. Cleanliness: the vehicle will be clean inside and outside.
 - b. Tires: properly inflated; be alert for damage or unusual wear.
 - c. Body: dents or damage. Make any necessary reports of damage.
 - d. Lights: all working properly. Keep lenses clean
 - e. **Oil: maintain proper level.** Personnel **must** check their assigned vehicle's oil level within two hours of the start of their shift. Be alert for dripping oil. Check to see if overdue for preventive maintenance.
 - f. Siren/Emergency Lights: check that they are working properly.
 - g. Spot Lights/Auxiliary Lights: check that they are working properly.
 - h. Mobile Video Recorder (MVR): check if all parts, including the wireless microphones (2 per vehicle), are present and free from damage. Record the serial # where indicated.
 - i. Mobile Data Computer (MDC): check if working properly and all parts, including the antenna, are free of damage. Record the serial # where indicated.
 - j. Shotgun and Ammunition/Shotgun Box: check for condition of shotgun, shotgun box and supply of ammunition. Record the serial # where indicated.
 - k. Traffic Cones: check for condition and supply.
 - l. Flares: maintain a minimum of 12.
 - m. Any other factor that affects the safe, efficient, and economical operation of the vehicle should be carefully noted and corrected.
2. Department employees who become aware of a bed bug infestation in a city vehicle will notify a supervisor.
 - a. The supervisor will:
 - 1) Confirm the existence of bed bugs
 - 2) Take the vehicle out of service
 - 3) Notify the administrative assistant
 - 4) Complete a Cincinnati Health Department Incident Report and fax to Health Department (found in the "Forms" section of the City Intranet)
 - b. The administrative assistant will:

- 1) Contact Finance Management Section who will provide contact information for the vendor contracted with the city for eradicating bed bugs. (See Procedure 17.110, Requisition and Inventory Control: Equipment, Supplies and Service)
 - 2) Once the vehicle has been treated, the vehicle will remain out of service for 48 hours.
3. On the 4th Sunday of each calendar month the first shift OIC is responsible for completing a Form 427 on each vehicle. Each district/section/unit will designate one supervisor to coordinate the Preventative Maintenance (PM-A & B) program for the affected district/section/unit. This supervisor will ensure that all necessary vehicle maintenance is completed on schedule.
- a. The supervisor will initial all Forms 427 and prepare Form 427A, Maintenance Inspection Sheet, verifying that all necessary maintenance has been completed or is scheduled for completion.
 - b. The unit commander, or in his absence the acting unit commander, will initial these reports showing approval. Keep the Forms 427 and 427A on file at the unit of assignment.
 - c. If the inspecting employee discovers needed repairs or service, complete a Form 425, Motor Vehicle Repair Report.
4. The following items will be inspected during the monthly inspection and will be documented on the Form 427.
- a. Cleanliness: the vehicle will be clean inside and outside.
 - 1) Unauthorized bumper stickers or other markings will not be on the vehicle.
 - b. Tires: properly inflated; be alert for damage or unusual wear.
 - c. Body: dents or damage. Make any necessary reports of damage.
 - d. Lights: all working properly. Keep lenses clean.
 - e. Glass: check windows for cracks. Maintain clear visibility.
 - f. **Oil: maintain proper level.** Be alert for dripping oil. Check to see if overdue for preventive maintenance.
 - g. Cooling System: maintain proper coolant level.
 - h. Brakes: check the emergency brake to be sure it holds the vehicle.
 - i. Transmission: maintain proper fluid level. Check level when engine is running and transmission is in park.
 - j. Steering: check to see if it is too tight or too loose. Check fluid level.
 - k. Battery: no maintenance required.

- l. Windshield Wipers: check for proper working order. Check washer fluid level.
- m. Dashboard Instruments: check all dashboard instruments. Check that all lights work.
- n. Seats & Seatbelts: check to see if they are operational and will adjust easily, and verify all seatbelts are functioning properly.
- o. Siren/Emergency Lights: check that they are working properly.
- p. Spot Lights/Auxiliary Lights: check that they are working properly.
- q. Radio, LEERN: check to see if present and working properly.
- r. Mobile Video Recorder (MVR): check if all parts, including the wireless microphones (2 per vehicle), are present and free from damage. Record the serial # where indicated.
- s. Mobile Data Computer (MDC): check if working properly and all parts, including the antenna, are free of damage. Record the serial # where indicated.
- t. Automatic License Plate Recognition (ALPR): check all three mounted cameras on the light bar for damage. Inspect the Thumb Drive and USB cable for damage.
- u. Radar Equipment: check if present and working properly. Record the serial # where indicated.
- v. Shotgun and Ammunition/Shotgun Box: check for condition of shotgun, shotgun box and supply of ammunition. Record the serial # where indicated.
- w. Pepper Ball Gun: check for condition and supply of ammunition. Record the serial # where indicated.
- x. Chemical Irritant.
- y. Riot Shields: check for presence of and condition.
- z. Protective Equipment: "Safeskin" Nitrile Exam Gloves and Hand Cleaning Gel: maintain an adequate supply of both.
- aa. First Aid Kit, (5) Decontamination Wipes and Respiratory Bag Valve Mask: check for presence, condition and adequate supply.
- bb. Medical Pack (med pack) containing a tourniquet and gauze.
- cc. Spit Sock Hood.
- dd. Scout Car Equipment: check for presence and condition of stretcher, leather wrist and ankle restraints.
- ee. Fire Extinguisher: check that it is carrying proper pressure. Check that fire extinguisher is mounted upright.

- ff. Traffic Cones: check for condition and supply.
 - gg. Flares: maintain a minimum of 12.
 - hh. Citizen Complaint Forms 648: maintain an adequate supply of all.
 - ii. Citizen Complaint Information Brochures: maintain an adequate supply of all.
 - jj. Report of Favorable Police Conduct Forms: maintain an adequate supply of all.
 - kk. FRA Form: a copy of the City of Cincinnati financial responsibility letter.
 - ll. QOT: perform a query of outstanding tags, note any located.
 - mm. QW: perform a query of wanted persons, note any wants.
 - nn. Bed Bug Spray: stored in vehicle door pocket area, when available; to be used for application to personnel and equipment immediately after exposure to bed bugs.
 - 1) Bed Bug Spray solution is 99% rubbing alcohol, and therefore **flammable**. Caution must be exercised when using the spray. **Do not** use Bed Bug Spray in the proximity of an open ignition source.
 - 2) Personnel should avoid exposure to the face and eyes.
 - 3) Bed Bug Spray is effective only as a contact killer, not as a preventative pesticide. Once evaporated/dried, the spray offers no protection.
 - oo. Remarks: Any other factor that affects the safe, efficient, and economical operation of the vehicle should be carefully noted.
5. Mileage Report
- a. On the 4th Sunday of each calendar month, the first shift OIC or designee will complete a Form 426, Mileage Report, for all vehicular equipment assigned to the unit.
 - b. Complete the Form 426 as follows:
 - 1) State the correct dates for the beginning and ending period.
 - 2) Arrange in numerical order according to equipment numbers.
 - 3) Indicate all equipment assigned to the unit which is at Fleet Services.
 - a) Place equipment number in proper sequence on the report with the previous mileage reading. State alongside "In Garage." **This must be a 5-digit number, (e.g., 00289).**
 - 4) List all equipment borrowed from another unit.

- a) Record the equipment number and the present mileage reading in proper sequence on the report.
 - b) State from where the equipment is on loan.
- 5) List serial numbers of the Mobile Video Recorder (MVR), Mobile Data Computer (MDC), shotgun and parking placard if assigned to the equipment.
- 6) Total the mileage for the month.
- c. The unit commander will review this report for completeness and accuracy and forward it to Fleet Management through the Department's electronic mail system. Do not send a hard copy.

E. Shotguns

1. All marked patrol vehicles are equipped with a 12-gauge shotgun.
2. The shotgun, with four rounds in the magazine and six extra shells, is mounted in the front of the vehicle.
3. Each shift will ensure the shotgun and ammunition are in the vehicle.
 - a. When the vehicle is left at the garage, remove the shotgun.
4. When the shotgun needs repair, contact the Target Range and Firearms Training Squad.

F. Police Parking Placards

1. Each placard will be numbered and assigned to a specific unmarked vehicle.
 - a. Use of the placards in other vehicles is prohibited.
 - b. Reproducing/copying of the placards is prohibited.
2. If a vehicle is transferred to another unit within the department the placard remains with the vehicle.
3. When an unmarked vehicle is removed from the fleet, the placard will be reassigned to the replacement vehicle.
 - a. The receiving unit will notify Fleet Management of the change so the placard can be assigned to the new vehicle.
 - b. If an unmarked vehicle is removed from the fleet without a replacement, the placard will be returned to Fleet Management.
4. When a new unmarked vehicle is assigned, the receiving unit will contact Fleet Management to request a placard for the vehicle.
5. The placard number will be checked during monthly vehicle inspection and the serial number recorded on the Form 426 and Form 427.

G. Care, Maintenance, and Repair of Motorized Vehicles

1. The police operator and his supervisor are responsible to see that necessary service, maintenance, and repairs are coordinated through the designated district/section/unit Preventative Maintenance supervisor and completed.
 - a. Schedule police vehicles for maintenance as follows:
 - Beat & Scout Cars - 3,000 miles or 3 months, whichever comes first, PM-A oil change
9,000 miles or 9 months, whichever comes first, PM-B; necessary repairs with oil change
 - Passenger Cars, Vans, & Trucks - 6,000 miles or 6 months, whichever comes first, for PM-A
18,000 miles or 18 months, whichever comes first, PM-B
 - Motorcycles - 2,000 miles or 2 months, whichever comes first, PM-A
6,000 miles or 6 months, whichever comes first, PM-B
 - Synthetic Oil Equipped Cars – 3,000 miles oil to be checked
6,000 miles oil change
(AMSOIL identified on oil filler cap)
 - b. Scheduling of service will be done at any police district at least 24 hours in advance of PM-A or PM-B service.
 - 1) PM-As will normally take thirty minutes. PM-Bs will normally take four hours to complete.
2. The operator of the vehicle on the first shift is responsible for having the police vehicle washed and thoroughly cleaned inside and outside when needed.
 - a. During inclement weather, this will be done as often as conditions warrant and service demands permit.
 - b. The unit Preventative Maintenance supervisor will schedule vehicles for maintenance. Only one of the unit's vehicles will be out of service at any one time whenever practical.

H. Preventative Maintenance Supervisor

1. Each bureau/section/district is responsible for appointing a Preventative Maintenance supervisor.
2. The Preventative Maintenance supervisor will:
 - a. Oversee the safe, efficient, and economical operation of the motor fleet.
 - b. Be responsible for administering the motor vehicle inspection and preventive maintenance program for the unit using Forms 427 and 427A, and any other necessary forms.
 - c. Complete a thorough investigation of all police vehicle accidents involving personnel of the unit.

- d. Carefully analyze and evaluate all accidents involving unit personnel and make appropriate recommendations. The primary objective is identifying the accident-prone and negligent driver.
- e. Review and evaluate the accident experience, vehicle inspection reports, and driver evaluation examinations. Based on this analysis, execute the Department program in the following areas:
 - 1) Care of motor vehicles and equipment.
 - 2) Safe operation of vehicles and equipment.
 - 3) Preventive maintenance at the unit level.
 - 4) Motor vehicle inspection program.

I. Garage Facilities

- 1. Fleet Services, Central Parkway and Bates, provides 24-hour service.
 - a. All services, including PM-As and PM-Bs and all related repairs can be scheduled at any police district mechanic location.
 - b. PM-As can be scheduled at Fleet Services main facility at 352-3682 with 24 hours' notice.
 - c. Mechanics are on duty at all other times to make minor emergency repairs and road calls.
- 2. The auxiliary garages at each district will make most repairs and provide preventive maintenance to the motor fleet.
 - a. These auxiliary garages are open Monday through Friday, except holidays, during the following hours:
 - 1) District One 0800 to 1630 Hours
 - 2) District Two 0600 to 1430 Hours
 - 3) District Three 0600 to 1430 Hours
 - 4) District Four 0600 to 1430 Hours
 - 5) District Five 0600 to 1430 Hours
- 3. During inclement weather or other emergency occasions, mechanics respond to these auxiliary garage locations for service.
- 4. When delivering a vehicle to Fleet Services or one of the auxiliary garages for repair or service, the operator will verbally advise the garage supervisor or person in charge, of the needed repair.
 - a. If advised an extensive delay will be necessary to complete the work, the officer will:

- 1) Provide Fleet Services personnel with an appropriate contact name and telephone number before making arrangements to leave the vehicle for repair.
 - 2) Make arrangements to be picked up. Transfer all equipment from the disabled vehicle to the appropriate district or unit area.
 - a) Notify the unit of assignment of this transaction and make an appropriate blotter entry.
5. Police vehicles are repaired at Fleet Services or auxiliary garages only.
- a. Department leased vehicles are repaired at the lease vehicle contractor's designated site.
6. Promptly report recurring deficiencies in the operation or servicing of motor vehicles on a Form 17 to the Police Chief.

J. Push Bumpers

1. When repositioning a disabled vehicle utilizing the push bumpers officers will:
 - a. Visually inspect the disabled vehicle and police vehicle to determine the point of contact.
 - b. Position the police vehicle to allow the push bumpers to make contact with the disabled vehicle's bumpers.
 - c. Inform the operator of the disabled vehicle to:
 - 1) Unlock the steering wheel.
 - 2) Place the vehicle transmission in neutral.
 - 3) Maintain control of the vehicle (if the vehicle is unable to start, the disabled vehicle will only have manual brakes and manual steering).
 - d. When both vehicles are ready for repositioning, slowly accelerate the police vehicle enough to begin moving the disabled vehicle (5 miles per hour is the maximum speed).
 - e. If damage occurs to either vehicle during this process, complete a General Conditions Report in RMS and forward to Fleet Management. The incident will not be considered a vehicular accident.

K. Skid Chains

1. If appropriate, maintain a set of skid chains for each marked vehicle at the district garage.
2. Do not install skid chains on:
 - a. Any leased vehicles
 - b. Vehicles equipped with front wheel drive
 - c. Any Dodge Charger, Ford Interceptor or Chevrolet Caprice
3. Do not operate vehicles with skid chains having broken links. If unable to make a satisfactory repair to the chain, the operator will have the vehicle towed to the garage.
4. Operate vehicles equipped with skid chains at moderate speed (maximum 35 M.P.H.) to prevent damage from the chains.
5. The storing of salt, sand, or a mixture thereof in city vehicles, for use on slippery streets, is prohibited.