

TITLE: POLICE DEPARTMENT VEHICLES

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PURPOSE

The purpose of this directive is to establish general guidelines for the assignment and maintenance of Department vehicles.

DISCUSSION

Vehicle assignments will be to the areas of greatest need.

POLICY AND PROCEDURE

It is the policy of the Santa Fe Police Department to provide for the maintenance, inspection, and issuance of all department vehicles on an on-going basis. In keeping with this policy, sworn personnel are assigned a vehicle to be utilized on-duty for the performance of police duties. Vehicle assignment does include take-home privileges and the responsibility for upkeep and maintenance of that vehicle.

VEHICLE ASSIGNMENT

87.1.01 The Chief of Police has the authority to assign Department-owned vehicles in a manner that addresses the best interest of the Department and in a manner to facilitate service to the community. A Memorandum of understanding currently exists with the City of Santa Fe and the S.F.P.O.A. titled "Car Plan." This document will be an appendix to this directive. Normally, the following criteria will determine unit assignment:

- A. Special Purpose Vehicles are agency-owned vehicles, which serve a purpose other than emergency or routine response to calls for service. Special purpose vehicles are normally assigned to components, and a specific person is designated to be responsible for repair, maintenance, and upkeep of the vehicle. This classification of vehicles includes, but is not limited to..:
 - 1. Mobile Command Post - Special Operations
 - 2. SWAT Tactical Vehicles - SWAT Team
 - 3. EOD Command Vehicle - EOD Team
 - 4. CNT Command Vehicle- CNT Team
 - 5. Motorcycles - Support Operations
 - 6. Mobile Crime Scene Unit - Violent Crimes/Crime Scene Technicians
 - 7. Crime Prevention Unit vehicles; hummer, Mustang, etc.
 - 8. All-terrain vehicles - Support Operations
- B. Personnel assigned to the operation of motorcycles and all-terrain vehicles shall have completed training requirements as set forth by the Motorcycle Safety Foundation and the Santa Fe Police Department's ATV Rider Course.
- C. Normal use vehicles are assigned to individual members by the Chief of Police with the assistance of the Fleet Manager. Criteria for assignment is listed as, but not limited to:
 - 1. Position on the vehicle replacement seniority list and per the fleet replacement policy.
 - 2. Seniority in the Department;
 - a. Failure to properly care for an assigned vehicle may be grounds for the Chief to deny assignment of a new vehicle, regardless of rank or seniority in the Department.
 - b. Chargeable accidents, as defined by the City of Santa Fe safety manual, may be grounds to bypass a member for new unit assignment, regardless of rank or seniority.

D. Other Department Vehicles assigned to personnel or specific units include:

- 1. Prisoner Transport Van
- 2. Crime Scene Vehicles
- 3. SWAT Vehicles
- 4. TEMS Vehicles
- 5. EOD Vehicles
- 6. K-9 Vehicles

VEHICLE TAKE-HOME POLICY

87.1.02 The City of Santa Fe, the Santa Fe Police Department, and the Santa Fe Police Officers Association have instituted a Police Department vehicle take-home agreement/policy to promote the following:

- A. Increase the number of police units available to respond to the scene of the reported crime or other urgent calls for assistance.
- B. Increase the visibility of “presence” and display to citizens that there are police in Santa Fe ready to respond when needed, thereby contributing to their peace of mind.
- C. Enhance the Police Department’s ability to summon off-duty police officers in emergencies and have them report in equipped police vehicles directly to the site that they are needed.
- D. To improve the maintenance and reliability of police vehicles by placing responsibility for the care of each vehicle on an individual police officer.

87.1.03 Provisions of the take-home policy

- A. The take-home policy of this department is a privilege and not a right. Violations of policy are subject to disciplinary action and temporary or permanent loss of this privilege, in accordance with the SFPOA Collective Bargaining Agreement.
- B. Only the Chief of Police or the City Manager can grant exceptions to this policy.

87.1.04 General Regulations Covering the use of City-Owned Vehicles Under the take-home Policy:

- A. **ASSIGNED VEHICLES WILL NOT BE DRIVEN WITHIN EIGHT HOURS AFTER AN EMPLOYEE HAS CONSUMED ALCOHOLIC BEVERAGES OR HAS TAKEN PRESCRIPTION OR NON-PRESCRIPTION SUBSTANCES THAT MAY AFFECT DRIVING ABILITY.**
 - 1. Violation of this portion of the directive will subject an officer to disciplinary action, up to, and including dismissal from the Department.
- B. Officers will not presume any special privileges with the City-owned vehicle while off duty, (e.g., parked in a no parking or reserved parking area.)
- C. General rules of conduct covering an officer on duty will also apply to an officer off-duty if he/she is driving the city-owned vehicle.
- D. Officers shall exercise judgment in operation of the vehicle and shall not drive or use the vehicle in a manner, which could cause an unfavorable comment or discredit to the department.
- E. The city-owned vehicle will not be utilized for carrying heavy or excessive loads, and will not have objects protruding from the trunk or windows, except as authorized by the officer’s supervisor.
- F. Officers will not use the city-owned vehicle to travel to, or from, an outside job, nor shall it be used as part of that employment.
- G. Off-duty use of an assigned vehicle is limited to travel to, and from court appearances, administrative hearings, police training sessions, department meetings, vehicle maintenance and travel required to turn in evidence either to this department or the State Crime Laboratory.
- H. Vehicles will not be used to attend any social function, nor will they be used to go to nightclubs, bars, etc., unless on official business.
- I. Police personnel are the only persons permitted to operate the city-owned vehicle.

1. Officers are strictly prohibited from allowing unauthorized passengers in the vehicle. There are exceptions which are outlined in the Appendix titled "Car Plan.
- J.** Off-duty officers who are operating a city-owned vehicle should be appropriately attired to effectively perform a police function. Officers should have the following items in their vehicle at all times:
1. An outerwear garment (Windbreaker, jacket, etc.) with all Police patches on it;
 2. Badge, commission; and
 3. Service weapon or authorized off-duty weapon.
 4. A pair of serviceable slacks or pants if athletic clothes are being worn.
- K.** Off-duty officers are required to activate and monitor the police radio when operating the vehicle. Radio communications will be restricted to Department business.
1. Off-duty officers are not required to notify dispatch of their location or activity unless a situation requires action. In this case, the officer will follow on-duty radio procedures.
- L.** Off-duty officers may request an on-duty officer to handle minor situations encountered while in the vehicle. The off-duty officer will standby and assist until the assigned unit arrives. In the event immediate action is necessary, the off-duty officer will handle the situation.
1. Officers driving police vehicles off-duty will be required to respond to any assistance calls by officers on duty.
- M.** Officers living in a remote area shall park their unit at police headquarters when weather conditions could cause the unit to become stuck or require towing.
- N.** Officers and non-sworn employees hired on or after April 1, 2012, will not utilize vehicles more than forty-five (45) radius miles from the City of Santa Fe municipal limits, except on official business. Officers and non-sworn employees hired before April 1, 2012, are at this moment allowed up to sixty (60) roadway miles from the City of Santa Fe municipal limits and shall not

utilize their vehicles more than this roadway mileage, except on official business. Failure to adhere to this rule may result in disciplinary action, to include loss of take-home privileges, suspension, demotion, or termination from the Department.

1. Officers who reside outside the forty-five or sixty-mile limit are required to park their assigned vehicle at the Police Department, a secure parking facility, or another secure area. Failure to park the vehicle in a secure area while unattended may be deemed negligence.
 - a. Department issued weapons, and personal weapons shall never be left in an unoccupied police vehicle unless they are secured in the trunk or by an electronic locking device.
2. If the vehicle is to be parked at any location other than the officer's residence, written permission must be obtained from the Chief of Police.
3. The designated limits in section 87.1.05 N does not preclude the use of an assigned vehicle to travel to assigned schools, meetings, or other functions approved by the Office of the Chief.

CARE/MAINTENANCE AND UPKEEP OF ASSIGNED VEHICLES

- 87.1.05** The responsibility for the care and maintenance of the vehicle rests with the officer assigned to that vehicle, and he/she will be held strictly accountable for any lack of maintenance or damage to the vehicle through negligence.
- A.** The vehicle will be ready for official use at all times. No abuse of vehicles will be tolerated. No excuse will be accepted for a vehicle not being able to be on the line when needed by assigned officers unless the vehicle is deadlined for repairs or maintenance.
1. Failure to properly maintain and/or care for an assigned unit may be grounds for disciplinary action, and/or loss of vehicle

take-home privileges for not less than ninety (90) days.

- B.** Units will be kept clean, both interior and exterior, as is reasonably possible.
- C.** Officers shall assure that all required equipment is properly and safely stored in the vehicle.
- D.** Police vehicles will be inspected, by the operator before they are driven each shift for the proper equipment, obvious mechanical defects, damage, contraband or weapons.
- E.** All personnel will use the operator and vehicle computer keys when fueling the police vehicles at the city warehouse. When fueling vehicles other than at the city warehouse, approval must be obtained from a commander.

87.1.06 Maintenance Regulations Covering the Use of City-Owned Vehicles:

- A.** All officers are responsible for the general maintenance and proper care of their assigned vehicle.
- B.** All officers shall refrain from:
 - 1.** Performing major mechanical work that would alter the body, general design, appearance, markings, mechanical or electrical system.
 - 2.** Making any repairs or having any repairs made to the vehicle other than at the City of Santa Fe maintenance yard, or as authorized by the Office of the Chief of Police or the Fleet Manager.
 - 3.** Adding accessories or equipment without obtaining written approval from the Chief of Police, or his/her designee.
- C.** Officers will change flats when on or off duty. Repairs to the tires will be made at the City Warehouse.
- D.** Officers will be required to have all maintenance and service work, including repairs, done on the vehicle during off-duty hours. Maintenance, service work, and repair work are to be scheduled ahead of time through the Fleet Maintenance Manager. The only exception to this will be in an emergency and with the approval of a commander.

- 1.** Oil Changes and lubrication services will be conducted every 5,000 miles or as reasonably close to this mileage as possible.
 - 2.** All other preventative maintenance will be scheduled as per the schedule submitted by the provided by the Fleet Maintenance Manager and City Warehouse personnel.
- E. Police Vehicles In Need of Repair:**
- 1.** Vehicles in need of repair or service are not to be taken to the warehouse unless the Fleet Maintenance Manager has been notified. The proper forms will be completed at the warehouse to include the unit number, Vehicle Identification Number, year, license number, repairs/service needed, and the budget expenditure number.
 - 2.** Vehicles that must be left unattended at the warehouse for repairs and/or service will have all department issued property, including hand-held radios, shotguns, handguns, etc., removed by the assigned officer.
 - a.** Personnel will be held responsible for the loss of any issued property left unattended in the vehicle.
 - b.** The City of Santa Fe shall not be responsible for any personal property left in the vehicle.
 - c.** If personnel are incapacitated and are unable to secure their department issued property or personal property, it will be the responsibility of their commander or the Fleet Maintenance Manager to ensure that the property is properly secured.

F. Gallons per Vehicle per Week:

Sworn Personnel – Uniformed
(Patrol, Traffic) 45 gallons

Sworn Personnel - Plain Clothes (to include Under Cover (UC) Vehicles)
30 gallons

Sworn Personnel – Administrative

(Training, Crime Prevention, Recruiting)
25 gallons

Civilian Personnel – Uniformed
(Animal Control) 60 gallons

Civilian Personnel – Uniformed
(Public Safety Aides/Patrol Safety
Aides) 40 gallons

Civilian Personnel - Plain Clothes
(Crime Scene Technicians; Fleet
Manager) 20 gallons

EQUIPMENT REQUIRED

87.1.07 Special purpose vehicles shall be equipped as outlined in the area Standard Directive. For further information, refer to the listing of Special Purpose vehicles contained in this Directive.

- A.** Vehicles Assigned to the Patrol Division shall have the following equipment installed:
1. Exterior emergency red and blue light bar with a siren, exterior spotlight, and alley lights.
 2. The smooth top marked patrol vehicles will be exempt from the overhead light bar regulation due to their enforcement program. These vehicles have front/rear deck emergency lights and siren installed instead of the light bar.
 3. P.S.A. Vehicles will have amber and blue revolving lights and be equipped with a radio transceiver.
 4. All unmarked and patrol vehicles will be equipped with a mobile radio transceiver with public address capabilities.
- B.** Markings and emblems:
1. The “Santa Fe Police” design will be displayed along both sides of the vehicle.
 2. Vehicle numbers, striping, and Emergency 911 will be displayed on the vehicle with the use of reflective decals.
- C.** Seatbelts will be standard equipment, and **ALL** department personnel shall utilize seat belts when operating, or riding as a passenger in City-owned vehicles, as per New Mexico State law, and Safety regulations, unless exempted by a supervisor when specific situations override safety considerations.
1. This requirement shall not preclude an officer from disengaging the seat belt before arrival at a scene where there are tactical or safety concerns.
- D.** All patrol vehicles that are routinely utilized to transport prisoners shall be equipped with a security screen that separates the front and rear seats.
1. Also, doors/windows that access areas designated for prisoner seating are disabled to prevent escape.
 2. In vehicles that have temporary disabling devices installed, the devices shall be engaged at all times a prisoner is being transported.
- E.** All officers assigned patrol vehicles that are equipped with electronic locking devices for weapons shall utilize those devices to store the weapon. In vehicles that have no locking device, the weapons shall be stored in the trunk.
- F.** Each vehicle assigned to the Patrol Division will contain, at a minimum, the following equipment to be utilized by officers at crime scenes or traffic accident investigations:
1. One organizer;
 2. One first-aid-kit and CPR mask;
 3. One Roll-a-Tape and measuring tape;
 4. One camera;
 5. One fingerprint kit;
 6. One fire extinguisher;
 7. Two blankets;
 8. Six 18” traffic cones;
 9. Twelve flares;
 10. Ten pairs of latex gloves/glove case;

11. Clipboard, marking crayon/paint, Accident Investigation template, and sufficient accident supplemental and accident reports;
 12. Sketch materials;
 13. Evidence collection materials;
 14. One flashlight;
 15. One roll of crime scene tape; and
 16. Department Directives.
- G. Unmarked vehicles shall have the following equipment installed:
1. Mobile radio transceiver;
 2. Front grill/deck emergency lights and sirens.
 - a. This equipment shall be operated by the Department Directive entitled, "Pursuit/Emergency Driving."
 3. Unmarked vehicles may be equipped with spotlights if installed as standard police equipment at the factory.
- H. All unmarked vehicles that are routinely utilized to transport prisoners shall be equipped with a security screen that separates the front and rear seats.
1. Also, doors/windows that access areas designated for prisoners seating are disabled to prevent escape.
 2. In vehicles that have temporary disabling devices installed, the devices shall be engaged at all times a prisoner is being transported.
- I. All officers' assigned unmarked vehicles that are equipped with electronic locking devices for weapons shall utilize those devices to store the weapon. In vehicles that have no locking device, the weapons shall be stored in the trunk.
- I. Unmarked police vehicles due to the nature of assignment will not be marked with emblems, numbers, etc.
- J. Each unmarked vehicle will contain, at a minimum, the following equipment to be utilized by officers at crime scenes, or to render emergency aid:

1. One first-aid-kit and CPR mask;
2. One camera (if utilized for crime scene processing);
3. One Fingerprint kit;
4. One fire extinguisher;
5. Twelve flares;
6. Ten pairs of latex gloves/glove case;
7. Sketch materials;
8. Evidence collection materials;
9. One flashlight;
10. Equipment organizer;
11. One roll of crime scene tape;
12. One sharp knife; and
13. Department Directives.

VEHICLE INSPECTIONS

87.1.08 Special Purpose Vehicles

- A. Special purpose vehicles shall be inspected on a bi-monthly basis to assure operational readiness.
- B. The Fleet Maintenance Manager shall inspect vehicles that are not assigned to a specific component on a bi-monthly basis.

87.1.09 Normal Use Vehicles

- B. Vehicle inspections shall be conducted on a bi-monthly, in conjunction with regular line inspections.
 1. Captains shall physically inspect vehicles assigned to Lieutenants or Sergeants directly under their command.
 2. Lieutenants shall physically inspect vehicles assigned to Sergeants or officers directly under their command.
 3. Sergeants shall physically inspect each vehicle assigned to officers/civilians under their command.
 4. Captains and above are exempt from bi-monthly inspections, however, are required to comply with all Department Directives

regarding Police vehicles. Documentation of deficiencies will be by the Department Directive entitled, "Line Inspections.

- B.** The inspection shall include:
1. Cleanliness; interior and exterior;
 2. Maintenance schedule, to include the scheduled date and mileage;
 3. All assigned and installed equipment shall be in/on the vehicle and shall be maintained in proper condition and working order.
 4. Inspection for any damage, or to assure that any previous damage has been repaired.
- C.** Inspection forms will be kept on file by the shift commander and available for review.
- D.** Substandard inspections
1. If a commander/supervisor detects any condition that could cause damage to the vehicle, the officer shall have three (3) days to have the vehicle properly serviced.
 2. The commander/supervisor shall then re-inspect the vehicle and note the action on the inspection form.
 3. Failure to properly service the vehicle within the three (3) days may be grounds for disciplinary action, and/or loss of vehicle take-home privileges for not less than ninety (90) days.
 4. If a commander/supervisor notes a condition requiring immediate repair, the vehicle shall be deadlined until the condition is corrected and the officer must arrange for the loan of another vehicle.
 - a. The condition will be noted on the inspection form, and the vehicle will be re-inspected after the required work is completed.
 - b. Failure to immediately correct this type of condition in an assigned unit shall be grounds for disciplinary action, and/or loss of vehicle take-home privileges for not less than ninety (90) days.
- E.** Commanders/supervisors shall keep inspections on file in the area offices for twelve (12) months.

- F.** The inspection forms shall be a part of the overall evaluation of personnel.

CRASHES INVOLVING POLICE DEPARTMENT VEHICLES

87.1.10 Duties of Commanders/Supervisors

- A.** Crashes involving Police Vehicles, no matter how minor, will be recorded and documented by an outside agency. A New Mexico Uniform Crash report will be executed along with the City of Santa Fe Safety Report.
1. A copy of the investigation report shall be submitted with the original Supervisor's First Report.
- B.** Uniform commanders and sworn supervisors are responsible for conducting a preliminary investigation, establishing the facts, preparing the proper report form(s), which will then be referred to the Crash Review Committee for review and upon completion of the review, returned to the Commander for further action if necessary.
- C.** The employee's commander/supervisor must also complete a Supervisor's First Report of Accident, as per the City of Santa Fe Safety Manual. (i.e., Blue Team)
1. The investigating commander/supervisor conducting the investigation will be available to answer questions regarding the accident if requested to do so by the Safety Representative and/or the Safety Office.
- D.** The employee's commander/supervisor shall also recommend disciplinary action for any City employee who is found to be at fault in a chargeable accident, as per the Department Directive entitled, "Disciplinary Procedures.
1. Supervisors are to review an employee's file for any previous incidents to make an appropriate recommendation. Submittal of Disciplinary/Corrective action reports and forms are the responsibility of the investigating supervisor.

- E. If serious injuries or damage is involved, the investigating commander/supervisor will notify the Office of the Chief of Police.
- F. The City Safety Office and/or Safety Representative will be notified immediately during normal working hours, or at home during other hours. This also includes personal injury to any city employee whether it involves a vehicle or other causes.
 - 1. A current listing of telephone numbers for Safety Office personnel will be maintained in dispatch.
 - 2. Accidents involving City vehicles will be reviewed by the safety office.
- G. A sketch or scale diagram shall be completed, at the discretion of the investigating commander/supervisor.
- H. The investigating commander/supervisor will make an attempt to obtain written statements from drivers, passengers, and witnesses on all police vehicle accidents.
 - 1. If the drivers, passengers, or witnesses are non-residents, the investigating officer should request a written statement on all police vehicle accidents.

87.1.11 Duties of Sworn Personnel

- A. When an accident occurs involving a police vehicle, personnel involved in the accident, unless incapacitated, will:
 - 1. Render aid to the injured;
 - 2. Secure the scene from further damage/injury, and preserve evidence;
 - 3. Contact Emergency Dispatch to request a Commanding officer to investigate;
 - 4. Request Emergency Dispatch Personnel notify emergency medical personnel (if necessary); and
 - 5. Refrain from making any statements as to the guilt or liability of any party involved in the accident.
 - 6. Any employee involved in a work-related accident, and/or receives an injury, as a

result of a work assignment must immediately notify his/her direct supervisor.

- 7. If an injury occurs between 8:00 and 5:00 p.m., Monday through Friday, the employee should attempt to obtain treatment through the City's Worker's Compensation provider. This only includes accidents that do not require immediate medical treatment. The current provider's name will be listed in the Emergency Dispatch Center.
- 8. The injured employee may seek medical treatment through St. Vincent's Hospital if the accident requires immediate medical treatment or if it occurs after 5:00 p.m. or on the weekend.
- 9. Prescriptions for Worker's Compensation claims will be handled by a pharmacy approved by the City of Santa Fe, and their information will also be maintained in the Communications Center.

87.1.12 Disposition of Police Vehicles

- A. If damage to the police vehicle is severe enough to require towing from the scene of the accident, the investigating commander/supervisor will:
 - 1. Conduct an inventory of all accessories and equipment which will be submitted with the accident/Supervisor reports;
 - 2. Contact the wrecker service, which is next in line on the towing log. No preference will be given to any particular company; and
 - 3. Have the vehicle towed to the Huey Road lot until the Fleet Maintenance Manager makes all arrangements for repair or replacement. No weapons or evidence will be left in the vehicle.
- B. If the vehicle is driveable but must be left at the Police Station pending repair, an inventory list shall be prepared by the investigating commander/supervisor or the officer.
 - 1. All weapons, uninstalled equipment, and evidence will be removed from the vehicle.

FLEET MANAGEMENT

purpose vehicles in conjunction with the assigned components and/or officers.


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87.1.13 The Technical Services Lieutenant/Captain and/or Administrative Deputy Chief is in charge of the Fleet Management Unit of the Santa Fe Police Department. The designated commander supervises one civilian employee who is responsible for managing and overseeing all support activities related to the operation of the police fleet.

A. The primary function of the Fleet Management Unit is to ensure that all departmental vehicles are operating properly while keeping the vehicles maintained in accordance with the City of Santa Fe Maintenance requirements and safety standards.

B. Additional responsibilities include:

1. Assisting in developing policies and procedures about the use, maintenance, repair and operation of the police vehicle fleet;
2. Scheduling, overseeing and implementing vehicle maintenance and repair;
3. Maintaining updated, comprehensive, and accurate files on all departmental vehicles;
4. Acting as a liaison with other city departments and private business entities as necessary for the upkeep of the fleet;
5. Ordering, maintaining and arranging for the installation and repair of miscellaneous equipment on vehicles as required. (i.e. light bars, sirens, communication equipment, etc.)
6. Assisting in the development of specifications for fleet vehicles;
7. Having a clear understanding of the budgetary process and thorough knowledge of departmental and City of Santa Fe, and State of New Mexico procurement systems;
8. Maintaining records to assist in the administration of the safe driver program; and
9. Conducting monthly inspections of the mobile command post and other special

APPROVED: 

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Chief of Police

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