

**TITLE: Fleet Replacement Policy**

**CODIFIED:** 87.2  
**EFFECTIVE:** 09/14/2015  
**RESCINDS/AMENDS:** New Policy  
**PAGES:** 3

**PURPOSE**

To establish guidelines for operation for the Fleet Replacement Program by maintaining vehicles, replacing vehicles based on their mileage, safety rating, years in fleet, division and usage. The guidelines are based on an Equipment Replacement Evaluation and a five prong criteria.

**DISCUSSION**

The Santa Fe Police Department's goal is to ensure the safety of the employees and community by issuing vehicles within the fleet that are well maintained and replaced appropriately. The Santa Fe Police Department's goal is to be as effective and efficient in the replacement of vehicles as possible.

**POLICY**

This policy applies when selling, operating, converting or replacing vehicles belonging to the Fleet Replacement program. The policy applies to the Santa Fe Police Department employees.

**PROCEDURE**

**Fleet Replacement Schedule**

**87.2.01** At the direction of the Chief of Police, the Fleet Manager will be in charge of the Fleet Replacement Program.

A. The Fleet Manager will supply quarterly reports to the Chief of Police, or his designee in reference to the condition of the fleet. These reports will include, but not be limited to; current mileage of vehicles, vehicles in need of replacement due to condition issues, vehicles forecasted to incur 100,000 miles within the year, cost of replacement, maintenance cost, vehicles set for auction, fleet assignment, and fleet usage.

B. The Fleet Manager will ensure that vehicles going to auction will be prepared for auction in a reasonable amount of time. This will include having all equipment and Santa Fe Police markings removed upon decision to remove from the fleet, to make the auction process efficient. Once it is decided that a vehicle will be removed from fleet, the Fleet Manager will have 60 days to prepare the vehicle. The Chief of Police will make exceptions as to what vehicles will not go to auction.

C. The Fleet Manager will ensure that vehicles that are being converted or recycled for another department's use are prepared in a reasonable amount of time. This will include having all equipment and Santa Fe Police markings removed upon decision that a vehicle will be removed from the fleet.

**87.2.02** It is recommended that vehicles be evaluated for replacement based on a Fleet/Equipment Replacement Evaluation and a five prong criteria system: age, mileage, maintenance cost, condition, and Comments and Other Consideration(s). At any point a vehicle meets three of the five criteria's outlined, the vehicle should be replaced.

- Age: Is based on the manner in which the vehicle is operating in, national averages, and what affords the City to

maximize the amount it receives in resale.

- Mileage: Is based on national averages, the manner in which the vehicle is operating in, and what affords the City to maximize the amount it receives in resale.
- Maintenance Cost: Criteria established through the Fleet Manager and maintenance personnel. Considerations are the cost of repair versus current value. Criteria are documented with a Vehicle/Equipment Evaluation Summary Report.
- Condition: A physical evaluation will be conducted and documented by the Fleet Manager to determine if each vehicle meets or exceeds base standards. Base standards include: Age, Mileage and Maintenance Costs.
- Comments and Other Consideration(s): The Fleet Manager can/will make any recommendation for replacement based on vehicle history, mileage, maintenance/repair costs, technological changes, safety items, etc. that should be considered in an evaluation.

Finally, it is recommended there may be cases where new technology or features on new equipment might increase productivity or provide other benefits to the City that might make replacement a viable option.

**87.2.03** It is recommended Vehicles issued to Santa Fe Police Department's patrol division be retained for 5 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

- A. It is recommended that the Santa Fe Police Department motorcycles be retained for 60,000 miles at which point they will go to auction, unless otherwise deemed by the Chief of Police.
- B. It is recommended that vehicles assigned to Santa Fe Police Department Traffic Division be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

- C. It is recommended that vehicles assigned to Santa Fe Police Department DWI unit will be retained for 5 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.
- D. It is recommended that vehicles assigned to Santa Fe Police Department Criminal Investigations be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.
- E. It is recommended that vehicles assigned to Santa Fe Police Department Administration be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.
- F. It is recommended that vehicles assigned to Santa Fe Police Department Police Community Relations be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.
- G. It is recommended that Santa Fe Police Department specialty response vehicles to include, but not limited to the SWAT Bearcat, EOD vehicle, Mobile Command Post, all-terrain vehicles and the Mobile Crime Scene Unit shall be exempt from the mileage recommendation. These vehicles will be evaluated based upon mileage, years, usability, condition and cost.
- H. It is recommended that Santa Fe Police Department vehicles issued to civilians be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.
- I. It is recommended that Santa Fe Police loaner vehicles be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.
- J. It is recommended that Santa Fe Police Department transport vans and vehicles be retained for 7 years/100,000 miles at which



point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

- K. On a case by case basis, if a vehicle exceeds 100,000 miles it may be recycled or converted for a different use within the police department or the City of Santa Fe if deemed by the Chief of Police.
- L. Auxiliary equipment placed inside vehicles will be monitored for continued use and determined if replacement is a consideration based on condition and industry standards life span. Obsolete equipment will be replaced and/or updated if it deemed appropriate by the Chief of Police or his designate.
- M. It is recommended that vehicles assigned to the Animal Control Division be retained for 7 years/100,000 miles at which point the vehicle will go to auction unless otherwise deemed by the Chief of Police.

**87.2.04** If a vehicle is considered unsafe, or the cost to maintain/repair the vehicle exceeds the value of the vehicle, an exception to the recommended year and mileage policy will be made by the Santa Fe Police Department's Fleet Manager.

- A. The decision to make an exception to the Fleet Replacement Criteria shall lie with the Fleet Manager. Criteria should serve as a guide and should no way be interpreted as a substitute for maintenance evaluation and recommendations. Documentation shall be made with the Fleet Evaluation Summary Report and shall be the responsibility of the Fleet Manager. Replacement of the vehicle before 100,000 miles will be made in conjunction with information from vehicle inspections, recommendation from the City of Santa Fe warehouse logs, body repair shop costs, Risk Management, and any outside entity that has serviced the vehicle.
- B. Vehicles must be maintained in accordance to policy and inspections must be adhered to according to 87.1 Police Vehicles.

**87.2.05** At all times there will be a minimum of a 13% of total fleet, to exclude those listed in "G", on reserve ready for issue at the Huey Lot.

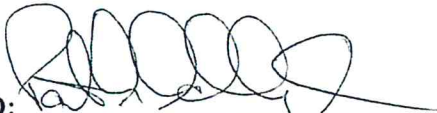
A. The 13% reserve of fleet will be based on the number of sworn personnel that are employed by the Santa Fe Police Department. This number will not reflect specialty response vehicles that are not issued to employees.

B. The reserve fleet will be utilized, but not limited to, loaner vehicles, and new hire issuance.

**87.2.06** On a continuous bases, the department will evaluate if vehicles are to be replaced or removed from fleet inventory because the need for such vehicle is no longer present. The Fleet Manager will recommend replacement or removal from fleet inventory on the Vehicle/Equipment Evaluation Summary Report.

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APPROVED:   
Patrick G. Gallagher  
Chief of Police  
DATE: 9/14/15