
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.21.1	
Subject:		Distribution:
Police Vehicle/Equipment Use		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 04-2
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to assure the proper use, care and maintenance of department vehicles and equipment.

POLICY

The care, use and maintenance of police vehicles and other equipment is the responsibility of all department employees. All employees are to use and maintain all issued equipment according to procedures outlined in this directive. Employees will also comply with other policies or procedures that regulate the proper use, care and maintenance of issued equipment.

Additionally, to avoid any dangers of second-hand smoke, improve the cleanliness of vehicle interiors and to prevent damage to sensitive electronic/electrical equipment installed in department vehicles, the smoking of, or the carrying of a lighted cigarette, pipe or cigar shall be prohibited in all department vehicles. This policy shall pertain to all marked and unmarked vehicles and shall include shared vehicles and those vehicles that have been assigned to limited or sole use.

The use of personal or department issued cell phones or Mobile Data Computers while operating any department vehicle is prohibited.

PROCEDURE

- A.** It is the responsibility of each officer assigned to a patrol vehicle to inspect and maintain the vehicle and the equipment assigned to it. The police vehicle shall be inspected inside and out for damage and cleanliness prior to use and at the end of the shift. Equipment that is missing from a vehicle, or that is damaged, is to be documented on the Vehicle Equipment Sheet, reported to a supervisor, and replaced as soon as practical according to established procedures.

- B.** Officers using a police vehicle or other piece of equipment, with unreported damaged or missing equipment, will be held accountable when they fail to properly report the damaged or missing equipment.
- C.** The inspection of all equipment listed on form [AUX-38](#), must be accomplished on a daily basis. The inspection is to determine if the equipment is functioning properly, are sufficiently charged, or there is sufficient supply on hand. Items discovered lacking sufficient supply should be replaced or resupplied immediately.
- D.** Officers shall check the fluid levels of assigned vehicles each time it is refueled. Vehicles may be refueled at the Public Safety Building (PSB). The alternate site for refueling is the Township Public Works Complex. At least once each daywork shift, the car is to be taken to the Township Fleet Maintenance facility where all the fluid levels are to be checked by Fleet Maintenance personnel. Vehicle lighting equipment should be checked during this service check and required repairs made.
- E.** Police Motorcycle Units are to be operated only by properly trained and approved personnel. The department issued helmet, eye protection, and gloves are to be worn during operation.
- F.** Officers transporting any persons (non-Township employees) for any reason shall provide the communications center with the starting location, mileage and destination of the transport. Upon arrival at the destination, the officer shall give his/her ending mileage. All vehicle occupants are required to wear a seatbelt.
- G.** Supervisors are to conduct a weekly vehicle inspection on either a Saturday or Sunday 0700 to 1900 hours shift, complete the weekly inspection report and forward the report to the Watch Commander's and records section distribution list. This inspection is to be done on whatever cars are in service at the time of the inspection and located in the west PSB parking lot. The Watch Commander's Office will maintain a file on vehicle inspections for six months from the date of the inspection.
- H.** Through periodic personal inspections of vehicles and the monitoring of daily shift changes, supervisors will insure that all vehicles and their equipment are properly maintained. Supervisors are to immediately investigate and document any damaged or missing equipment.
- I.** Violations of this directive will result in progressive discipline.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.