

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 11.04
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Motor Vehicle Fleet		



I. Policy Statements

- A. Division personnel, passengers, and prisoners shall use available seat belts or restraining devices while operating or riding in a **City-owned or leased** motor vehicle, or in any privately-owned motor vehicle used while on-duty.
- B. Maintenance of Vehicles
1. Division personnel should obtain repair services from the Fleet Management facilities located at 4211 Groves Road when possible. The available shops and hours of operation are as follows:
 - a. Customer Service Shop (Door #2)
Monday - Friday, 7:00am-11:30pm
 - b. Tire Repair Shop (Door #35)
Monday - Friday, 7:00am-3:00pm
 - c. **Body Shop (Door #5)**
Monday - Friday, 7:00am-3:00pm
 - d. Fire Repair Shop (Door #31)
24 hours a day (**use only in emergencies**)
 2. Supervisors shall ensure that damaged Division vehicles requiring repair by Fleet Management are transported to the Groves Road facilities for evaluation within 72 hours of the incident.
 3. Police **Vehicle Radio and Emergency Equipment**
The Communications Shop is open Monday-Friday, 7:00am-3:30pm. Division personnel shall transport vehicles with a malfunctioning radio, emergency lights, or siren to the Communications Shop for repairs.
 4. Personnel shall check the oil level when fuel is purchased and have oil added when needed.
 - a. Marked units, **including SWAT vehicles**, shall have the oil changed every 3,000 miles.
 - b. Unmarked vehicles shall have the oil changed every 5,000 miles.
 - c. **If the oil is low, officers may add surplus oil located at all sub-stations. As a last resort, have the vehicle towed to the Groves Road facility to add oil.**

5. Division personnel may use the vehicle's assigned credit card to purchase the following services for the vehicle when it is inconvenient to obtain **them** at a Fleet Management facility:
 - a. Car washes
 - b. Fuel
 6. Car Washes
 - a. Division personnel shall purchase the lowest priced exterior car wash available.
 - b. Car wash supplies are available in the basement garage of Police Headquarters for use by Division personnel, and vacuums are available at some Fleet Management fueling locations.
 7. **Bio-hazard Exposure/Cleaning of a Vehicle**

Division personnel shall notify their supervisor of the exposure, take the vehicle out of service, and notify Fleet Management to have the vehicle cleaned.
 8. ***Division personnel shall not pick up a laid-in vehicle from the Groves Road facility until it has been released to a Division supervisor by Fleet Management personnel.***
- C. Fuel
1. Division personnel shall use 87 octane gasoline **in** all Division vehicles, unless the vehicle is authorized for use **with** a different fuel.
 2. Shared Division Vehicles

Division personnel **should** maintain at least a half tank of fuel in Division vehicles when **practical**. Personnel using a Division vehicle **should** not leave it with less than a half tank of fuel at the end of the shift.
- D. Assigned Credit Cards
1. Each Division vehicle is assigned a specific credit card by brass tag number. Division personnel **shall** use the credit card for the vehicle to which it is assigned, **unless specific circumstances require multiple vehicles to be fueled**, and shall store the card in the assigned vehicle.
 2. Division personnel shall choose the credit card option when prompted and shall not use the card as a debit card.
 3. Division personnel shall enter the appropriate information when prompted.
 4. The credit card should not be placed next to other magnetized items or stored in a manner that may damage the card. Contact Fleet Management **at 614-645-8281** to have a lost or damaged card replaced.

E. Parking Division Vehicles

1. Division personnel shall park Division vehicles in compliance with the applicable parking signs when parking at Police Headquarters. Personnel using vehicles that have assigned parking in the immediate vicinity of Police Headquarters should not use the parking spaces at Police Headquarters provided for other police vehicles.
2. Division personnel shall park Division vehicles in their assigned locations after use.
3. Division personnel shall display the “Official Police Business” placard on the dashboard of unmarked police vehicles when parking in spaces designated “Police Vehicles Only.”
4. Division personnel shall not park unmarked police vehicles in parking spaces designated “Marked Police Vehicles Only.”
5. During non-business hours, Division personnel may park cruisers in **any available parking space** in the Police Headquarters **basement**.

F. Remote-Parked Vehicle Use

Sworn personnel assigned a remote-parked vehicle shall be prohibited from driving that vehicle anywhere other than to and from their assigned work location, with the exception of a marked cruiser that is being driven to and from a special duty job in which the employer completes a Rental Agreement for Use of Police Vehicle, form S-30.100.

G. Title and Registration of Division Vehicles

Motor vehicles intended for Division use shall be titled or registered to the City of Columbus and inspected by Fleet Management.

H. Assignment of City-Supplied Motor Vehicles

1. The Support Services Subdivision Deputy Chief shall assign **City-owned or leased** vehicles for use **by** Division personnel. Personnel should refer to the current applicable **collective** bargaining agreement for additional information.
2. Division personnel shall only obtain or use a loaner vehicle from Fleet Management with the prior approval of the **Administrative Support Section Lieutenant**.

II. Procedures

A. Fleet Management Repairs

1. Transport the vehicle to the appropriate shop at the Fleet Management **facility**, and complete a City of Columbus Fleet Management Division Equipment Repair Request form. Contact the Communications Bureau to have a wrecker transport disabled/**unsafe** vehicles. Give the completed Equipment Repair Request form to the wrecker operator when the vehicle is towed.

Note: Ensure the shotgun, computer, and modem are removed from the vehicle before it is towed.

2. **Email GroveRoadServiceDesk@columbus.gov with the cruiser and brass tag number of the vehicle after hours or on the weekend.**
 3. Retrieve the vehicle when notified that repairs are completed.
- B. Unmarked Motor Pool Vehicles
1. To use a vehicle for out-of-**state** travel:
 - a. Contact the **Administrative Support Section Lieutenant** to advise **him or her** of the destination and duration of the trip, and provide a copy of the routing sheet once approval for travel is received.
 - b. **Fleet Management will make the arrangements with the rental car company and advise the employee of the appropriate travel procedures.**
- C. Special Duty **Cruisers**
1. **X-Cruiser Motor Pool**
 - a. Obtain keys for the X-Cruisers at the Fleet Management's Customer Service Shop desk. X-Cruisers are parked on the **northeast** corner of the Fleet Management facility parking lot.
 - b. Contact the security guard at the Customer Service Shop when the Customer Service Shop is closed.
 - c. Contact the Customer Service Shop or security guard no more than one hour in advance to reserve an X-Cruiser.
 - d. Complete the **Special Duty Cruiser Log, form S-30.109**, at the Customer Service Shop desk.
 - e. Park your personal vehicle in the parking spot for the X-Cruiser while using the X-Cruiser.
 - f. Upon completion of the Rental Agreement **for Use of Police Vehicle**, give a copy of the form to the representative of the company renting the vehicle. Advise the company representative to make a check payable to the Treasurer, City of Columbus, and mail it to the Special Duty Office. **Ensure the original Rental Agreement is sent to the Special Duty Office.**
 - g. Returning the X-Cruiser
 - (1) **Return with at least a half tank of fuel in the vehicle and ensure that the oil has been checked.**
 - (2) Back the X-Cruiser into its assigned location.
 - (3) Return the keys to the Customer Service Shop desk.
 - (4) List the time of return on the **Special Duty Cruiser Log**.
 - (5) Turn off all electrical equipment.
 - h. Follow the procedures in Section II,A, or advise Special Duty Office personnel when an X-Cruiser needs repairs.

2. Relief Cruisers

- a. Notify the on-duty precinct sergeant for the need/use of a cruiser for special duty and receive authorization from an on-duty zone lieutenant for its use.**
- b. Sign-out the cruiser on the Special Duty Cruiser Log.**
- c. Upon completion of the Rental Agreement for Use of Police Vehicle, give a copy of the form to the representative of the company renting the vehicle. Advise the company representative to make a check payable to the Treasurer, City of Columbus, and mail it to the Special Duty Office. Ensure the original Rental Agreement is sent to the Special Duty Office.**
- d. Return the cruiser to the appropriate substation when no longer needed and list the time of return on the Special Duty Cruiser Log.**

D. Bio-hazard Exposure/Cleaning of a Vehicle

1. Supervisor

- a. Ensure the vehicle is taken out of service and parked on the lot of a Division facility.**
- b. Email GroveRoadServiceDesk@columbus.gov with the cruiser number or license plate number, brass tag, location of the vehicle that needs cleaning, and the reason for cleaning/exposure prior to the end of the shift.**