

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 11.04
	REVISED Jul. 30, 2019	TOTAL PAGES 7
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. Division personnel shall not operate any Division vehicle while under the influence of alcohol or drugs of abuse.

Note: Personnel authorized to consume alcohol while on-duty shall not drive if impaired or if they would test over the legal blood alcohol content (BAC) limit.

C. Maintenance of Vehicles

1. Division personnel should obtain repair services from the Fleet Management facilities located at 4211 Groves Road or the Division's current contracted vendor when possible. The available shops and hours of operation are as follows:
 - a. Customer Service Shop (Door 2)
Monday–Friday, 7 **a.m.**–11:30 **p.m.**
 - b. Tire Repair Shop (Door 35)
Monday–Friday, 7 **a.m.**–3 **p.m.**
 - c. Body Shop (Door 5)
Monday–Friday, 7 **a.m.**–3 **p.m.**
 - d. Fire Repair Shop (Door 31)
24 hours a day (use only in emergencies)
 - e. Contracted vendor locations are listed on the Division intranet.
2. Supervisors shall ensure Division vehicles damaged as a result of a traffic crash and that require repair by Fleet Management are transported to the Groves Road Body Shop facility for evaluation within 72 hours of the incident.
3. Police Vehicle Radio and Emergency Equipment
 - a. ***Unmarked police vehicles assigned to sworn personnel in the following categories shall be equipped with lights and sirens:***
 - (1) ***General and Executive Staff***
 - (2) ***SWAT***
 - (3) ***Mayor's Security Officer(s)***
 - (4) ***Counter-Terrorism Unit***

(5) **Other sworn personnel who obtain written authorization from the Chief of Police and forward the documentation through the chain of command to the Evidence, Facilities, and Fleet (EF&F) Section Lieutenant**

b. Division personnel shall transport vehicles with a malfunctioning radio, rifle or shotgun rack, emergency lights, or siren to **the appropriate service facility** for repairs. **The available shops and hours of operation are as follows:**

(1) **Radio Equipment – Division of Support Services**

4252 Groves Road, Radio Room (Door 29)

Monday–Friday, 7 a.m.–3:30 p.m.

(2) **Vehicle Equipment, Power, and Wiring – Fleet Management**

4211 Groves Road, Customer Service Shop (Door 2 or 3)

Monday–Friday, 7 a.m.–11:30 p.m.

4. Personnel shall check the oil level when fuel is purchased and have oil added when needed.

a. Marked units, excluding tactical/specialty SWAT vehicles, shall have the oil changed every 3,000 miles or three months, whichever occurs first.

b. Unmarked and SWAT tactical/specialty vehicles shall have the oil changed every 5,000 miles or six months, whichever occurs first.

c. If the oil is low, officers may add surplus oil located at all substations. As a last resort, have the vehicle towed to the Groves Road facility to add oil.

5. Car Washes

a. Division personnel should use the Division's contracted car wash vendor.

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.

6. Biohazard and Pest 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 as outlined in Section II,D.

7. Division personnel shall not pick up a laid-in vehicle from the Groves Road facility until it has been released by Fleet Management personnel during Customer Service **Shop** operating hours.

D. 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.

E. Assigned Credit Cards

1. Each Division vehicle is assigned a specific credit card by brass tag number. Division personnel shall use the vehicle's assigned **credit card only for fuel purchases** and shall store the card in the assigned vehicle.

Note: In emergency situations, another vehicle's card may be used (for example, when the assigned card is not functioning properly and the vehicle urgently requires fuel).

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.

F. 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 assigned to the vehicle 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" **unless prior approval is obtained from a lieutenant or higher.**
5. During non-business hours, Division personnel may park cruisers in any available parking space in the Police Headquarters basement.

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 **Operations Bureau Commander** shall assign City-owned or leased vehicles for use by Division personnel. Personnel should refer to the current applicable collective bargaining agreement (CBA) for additional information.

2. Division personnel, ***including acting commanders serving for a period of 120 days or longer***, shall only obtain or use a loaner vehicle from Fleet Management with the prior approval of the ***EF&F*** Section Lieutenant.
 3. Division personnel requesting a remote-parked or take-home vehicle shall complete a Remote-Parked/Take-Home Vehicle Assignment and Authorization, form J-10.111, and receive approval ***from their bureau commander or higher*** prior to using the vehicle. ***This requirement applies to vehicles owned or leased by the City and to task force vehicles owned or leased by another entity.***
 4. Division personnel ***assigned a remote-parked or take-home vehicle*** shall:
 - a. Submit a ***new***, updated form ***annually in May and*** any time their parking location, vehicle, or work assignment changes.
 - b. ***Notify the EF&F Section Lieutenant by email when they change assignments or separate from the Division and will no longer use the vehicle.***
 5. ***Division personnel assigned a remote-parked vehicle shall:***
 - a. ***Park the vehicle at a government facility located within the City of Columbus or Franklin County.***
 - b. ***Return the vehicle's keys to their immediate supervisor prior to an extended leave of 120 hours or more to allow other unit personnel to use the vehicle during their absence.***
 6. The Support Operations Bureau ***Commander*** shall maintain an updated inventory of all remote-parked and take-home vehicles, their parking locations, and the personnel to whom they are assigned.
- I. Remote-Parked Vehicle Use
1. Division personnel shall only operate a remote-parked vehicle to and from their assigned work location and while on duty, ***or*** personnel may use a remote-parked vehicle to attend court.
 2. Sworn personnel may use a remote-parked marked cruiser for an approved special duty job only when the employer completes a Rental Agreement for Use of Police Vehicle, form S-30.100. Sworn personnel shall ensure the completed form is submitted to the Special Duty Office ***as outlined in the "Special Duty" directive.***
- J. Take-Home Vehicle Use
1. Division personnel may be assigned a take-home vehicle to benefit the mission and operation of the Division and only when one or more of the following conditions applies:
 - a. The employee is required or requested to respond to work-related duties outside his or her regular duty hours.

- b. The employee is required to report to work location(s) other than his or her regular duty location, and the vehicle will be used throughout the work day to fulfill essential services and responsibilities.
 - c. The employee is assigned a vehicle in accordance with the appropriate CBA.
2. Division personnel assigned a take-home vehicle shall have the vehicle available for a timely response to police-related functions and ongoing critical incidents and shall ensure it is properly maintained.
 3. Division personnel assigned a take-home vehicle shall be the primary driver, although other Division personnel may operate the vehicle when appropriate. Non-Division personnel shall not operate a take-home vehicle unless exigent circumstances exist.
 4. Commanders and lower-ranking Division personnel shall not use a take-home vehicle for personal reasons outside a 50 mile radius of Division headquarters except when commuting directly between their work location and residence.
 5. Deputy chiefs shall use take-home vehicles in accordance with the guidelines established by the Chief of Police.
- K. Division personnel shall not allow vehicles to idle in accordance with the City's anti-idling policy.

II. Procedures

A. Fleet Management Repairs

1. Transport the vehicle to the appropriate shop at the Fleet Management facility, **leave the master keys with the vehicle**, 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, **patrol rifle (if applicable)**, 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 during Customer Service **Shop** operating hours when notified that repairs are completed.

B. Vehicles for Out-of-State Travel

1. Contact the **EF&F** 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.
2. 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 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. Complete the Special Duty Cruiser Log, form S-30.109, at the Customer Service Shop desk.
- d. Park your personal vehicle in the designated parking area for X-Cruisers while using the X-Cruiser.
- e. 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.
- f. 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 area.
 - (3) Turn off all electrical equipment.
 - (4) Return the keys to the Customer Service Shop desk.
 - (5) List the time of return on the Special Duty Cruiser Log.
- g. 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.

Note: Precinct supervisors are responsible for forwarding completed logs to the Special Duty Office.

- 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. Biohazard and Pest **Exposure**/Cleaning of a Vehicle

1. Supervisor

a. Ensure the vehicle is taken out of service and **is**:

(1) Towed or driven by 4 p.m. on the day of the incident to the Division's current contracted vendor; or

(2) Parked on the lot of a Division facility after 4 p.m. on the day of the incident and towed or driven by 4 p.m. on the following business day to the Division's current contracted vendor.

b. Direct the tower or driver to leave the master keys with the vehicle and to inform the contracted vendor of the reason for the cleaning.

c. Update the precinct status board and place a notice inside the vehicle with the reason the vehicle is out-of-service.

d. Prior to the end of the shift, email GroveRoadServiceDesk@columbus.gov with the cruiser number or license plate number, brass tag, the reason for cleaning, and a statement explaining that the vehicle was towed or driven to the contracted vendor.

Note: Fleet Management personnel will notify the assigned unit when the vehicle can be picked up and where it is located.

E. **New, Annual, or Updated** Remote-Parked and Take-Home Vehicle Authorization

1. Division Personnel

a. Complete a Remote-Parked/Take-Home Vehicle Assignment and Authorization form and forward it through the chain of command to your **commander**.

b. Follow any additional requirements outlined in your unit's SOP **manual** regarding vehicle use.

2. **Commander**

Forward the **approved** Remote-Parked/Take-Home Vehicle Assignment and Authorization form to the Support **Operations Bureau Commander**.

3. Support Operations Bureau **Commander**

a. File the original Remote-Parked/Take-Home Vehicle Assignment and Authorization form and distribute copies to the Personnel Unit, involved employee, and Fraternal Order of Police, Capital City Lodge 9.

b. Maintain and update the Division's inventory of remote-parked and take-home vehicles.

4. Personnel Unit

File a copy of the Remote-Parked/Take-Home Vehicle Assignment and Authorization form in the employee's **Master Personnel File**.