

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Discretionary NYSLEAP- 8.7 - 42.1

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

Discretionary

The Syracuse Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Discretionary

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

Discretionary MODIFIED

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service and placed in the downed vehicle section at Patrol East. The vehicle shall not be parked back in its normal spot until it becomes operable. An email shall be promptly sent to garagehelp@syracusepolice.org by the member who becomes aware of the defective condition and forwarded for action.

If a vehicle becomes inoperable while a member is on-duty, the member shall notify the 9-1-1 Center. If the malfunction occurs during the working hours of the Syracuse Police maintenance garage (6 AM – 12 PM) the garage shall be notified by phone or the 9-1-1 Center. If the malfunction occurs outside of the garage hours, the 9-1-1 Center will notify the appropriate private towing facility.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Discretionary

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 REMOVAL OF WEAPONS

Discretionary

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

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702.5 VEHICLE EQUIPMENT

Discretionary MODIFIED

Certain items shall be maintained in all department vehicles. Whenever the inventory of emergency equipment in Departmental vehicles is found deficient at inspection, or is used during the course of duty, the officer assigned to that unit shall replenish the equipment. Officers shall request the needed equipment via a 10.1 which shall be submitted to the Emergency Management Section at emergencymanagement@syracusepolice.org. Officers shall request road flares, fire extinguishers and crime scene tape via a 10.1 which shall be submitted to the Transportation Division at garagehelp@syracusepolice.org. Once Departmental equipment has been issued to a vehicle, that equipment will remain with that vehicle. Officers will not move the equipment from one vehicle to another.

702.5.1 PATROL VEHICLES

Discretionary MODIFIED NY_CALEA6.13 - 41.3.2 NYSLEAP- 8.7 - 42.1 (A)

Officers shall inspect the patrol vehicle at the beginning of the shift and document the results in the officer's daily log to ensure that the following equipment, at a minimum, is in the vehicle:

- Disposable bag mask resuscitator
- First-aid kit / Medical supplies
- Road flares - minimum of twelve
- Disposable blanket
- Fire extinguisher - sealed/charged
- Crime scene tape

702.5.2 UNMARKED VEHICLES

Discretionary MODIFIED NY_CALEA6.13 - 41.3.2

Members driving unmarked department vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

- Roll crime scene barricade tape
- First-aid kit
- Blanket

702.6 VEHICLE REFUELING

Discretionary MODIFIED

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-half tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-half tank of fuel. Vehicles shall only be refueled at the authorized location. If the fuel is less than one-half of a tank of gas, the officer should ascertain from the dispatcher if they are clear to be placed out of service on a detail for gas. If the dispatcher puts the Unit out,

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the officer shall proceed to the pumps on an in-service basis, available for emergency calls. The officer shall clear a fueling detail on a code 41.

702.7 WASHING OF VEHICLES

Discretionary **MODIFIED**

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Patrol officers shall obtain clearance from the 9-1-1 Center to conduct vehicle maintenance as required by this policy.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.