# Vehicle Use, Assignment, and Maintenance

Eff. Date 2/19/2024

## Purpose

Proper vehicle use and maintenance are essential elements to the efficient operation of the Madison Police Department's (MPD) ability to deliver services. The following procedures will be in effect for vehicle use and maintenance. Compliance and cooperation is needed by all MPD vehicle operators.

## Procedure

### VEHICLE USE

#### All MPD Vehicles

1. Vehicles are to be used for City business only.
2. When traveling outside of Dane County in a City car, MPD employees must have written permission (email) from a supervisor to have a passenger in the vehicle, unless that passenger is also on-duty. Any potential passenger must be identified before permission is granted.
3. **MPD vehicles are not to be left idling while unattended, even if locked, unless one of the following exemptions is present** (Note: After a squad engine is turned off, the Arbitrator in-car video system will stay powered for up to one (1) hour and the computer system will stay powered for up to two (2) hours.):
   a. The overhead emergency lights are in use.
   b. The weather is extremely cold or inclement and shutting down the vehicle would delay the deployment of patrol resources (clearing snow, ice, or fogging from windows and lights) to respond to a call for service.
   c. Canine vehicles with the dog in the vehicle.
4. If it is necessary to leave any MPD vehicle parked and unattended on the street at the end of an employee's tour of duty, the employee, or a supervisor, shall notify the Officer in Charge (OIC) to make arrangements to return the vehicle to its normal storage location.

#### Patrol Vehicles

1. All officers not using a permanently assigned squad for a patrol shift shall notify the Dane County Public Safety Communications (911) Center of their vehicle number for that patrol shift.
2. Marked patrol squads are assigned to various districts or stations. If a vehicle is taken from a station, it should be returned to that location barring an issue requiring maintenance, or a special circumstance. Notification by email to the District Commanders impacted is required.

#### Non-Patrol Vehicles

1. All non-patrol vehicles, except loaner/pool cars, are assigned to specific employees or units for specific purposes. These vehicles may only be used by other employees after a check with the assigned employee, unit supervisor, or a commanding officer for the unit impacted.
2. Employees must be trained in the proper operation of specialty vehicles; uses of these vehicles are limited to trained personnel.
3. The Captain of Traffic & Specialized Services will maintain the listing of MPD vehicle assignments.

### SPECIAL DUTY RESTRICTIONS

1. Marked squad cars shall not be used for off-duty assignments unless the request for off-duty employment form indicates a squad car is necessary.

2. Officers must get OIC or District Command approval before taking a squad to ensure there is adequate availability of marked squads for on-duty patrol shifts.

**MAINTENANCE AND REPAIR OF VEHICLES**

1. All employees should check the interior and exterior of the vehicle to be used at the beginning and throughout their shift. Any damage discovered shall be reported to a supervisor.
2. Crashes are to be reported immediately; refer to the Traffic Enforcement and Crash Investigation standard operating procedure (SOP) for specific procedures and documentation.
3. Preventive maintenance is regularly scheduled. MPD's Fleet Coordinator will try to provide a temporary loaner vehicle during longer maintenance/repair times. If necessary, the MPD Fleet Coordinator may need to reassign vehicles within Districts as well. ~~The MPD Fleet Coordinator will provide a temporary vehicle during maintenance when possible.~~
4. When a vehicle is disabled or in need of repair, it must be towed or driven to the Fleet Service on Nakoosa Trail. These vehicles should not be left at the District Stations. If time doesn't permit vehicle shuttling/towing during your shift, the next shift should be notified to facilitate vehicle shuttling/towing. When a vehicle is left at Nakoosa, the vehicle must be locked and all weapons must be removed from the vehicle. Please report the issue to Fleet Service as soon as possible by email, fleet@cityofmadison.com, or by calling the shop office at (608) 246-4541. Copy MPD's Fleet Coordinator on all emails to Fleet Service. Include the vehicle number and brief description of the problem in the email/voicemail. ~~When a vehicle is disabled or in need of mechanical repair during a tour of duty, it must be towed or driven to the Fleet Services garage on Nakoosa Trail. When the garage is closed, the vehicle is to be locked. Please report the issue to Fleet ASAP by emailing fleet@cityofmadison.com or calling the shop office at (608) 246-4541. Include the vehicle number and brief description of the problem in the email/voicemail.~~
5. Technology issues: In Car Video, Toughbooks, and connectivity should be reported to Information Management and Technology (IMAT) via the support line Monday-Friday 8:00am-4:30pm at 608-261-9655 or send an email containing the district, vehicle number and problem to imat@cityofmadison.com.
6. Vehicles shall be fueled if the gas gauge indicates one quarter of a tank or less and vehicles are to be kept clean.
7. Occasionally a police vehicle may be driven in a manner that could compromise later safe operation of the vehicle (e.g., jumping curbs, prolonged high-speed pursuit, driving on unpaved roadways). In order to identify potential hidden damage, any extreme use should be checked by Fleet Service staff as soon as possible. Fleet Service staff will conduct a more thorough safety inspection of the vehicle. ~~documented on the Vehicle Problem Report so that Fleet Services personnel can conduct a more thorough safety inspection of the vehicle.~~
8. Reports of damage from a crash or other problem also require the supervisor to whom the crash or damage was reported to complete a Squad Damage Log entry in SharePoint as soon as practicable prior to the end of the supervisor's shift, in addition to the documentation necessary under bullet point number 2 listed above.

**GPS/AVL**

Department vehicles may be equipped with technology that provides real-time and historical Global Positioning System (GPS) location/automatic vehicle locator (AVL) information. This technology is intended to enhance officer safety and to improve departmental efficiency.

Employees shall not remove, disable, or tamper with GPS devices in any way without prior authorization from the Chief or designee. Any observed problems with GPS functionality must be reported promptly to MPD Information Management and Technology (IMAT) personnel no later than the end of the shift in which the problem is noted. Employees are only permitted to access or view GPS data for legitimate work-related purposes in conjunction with their official duties.

While the primary focus of this technology is not discipline or performance evaluation, GPS data may be utilized for appropriate internal purposes (complaint investigation, audits, crash or pursuit review, etc.).

Employees with personally assigned vehicles equipped with GPS technology are encouraged to log out of their mobile data computer (MDC) at a district station prior to ending their shift and traveling home.

Historical GPS data will be maintained in accordance with MPD's records retention schedule. These records may only be released in accordance with MPD's SOP on Records Inspection and Release.

Original SOP: 12/23/2015
(Revised: 12/02/2019, 01/14/2022, 10/03/2022, 01/03/2024, 2/19/2024)
(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017)