



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Vehicle Use, Assignment and Maintenance

Eff. Date 12/23/2015

Purpose

Proper vehicle use and maintenance are an essential element 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. **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 car is turned off the Arbitrator camera system will stay powered for up to one (1)-hour, and the computer system will stay powered for up to two (2)-hours.)
Exemptions:
 - 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.
3. 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 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 911 Center of their vehicle number.
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 e-mail 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 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 assure 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 SOP: Traffic/Parking Enforcement and Crash Investigation for specific procedures.
3. Preventive maintenance is regularly scheduled. The Automotive Service Worker will provide a temporary vehicle during maintenance when possible.
4. When a vehicle is disabled or in need of mechanical repair during a tour of duty, it must be towed, or driven to the First Street Garage. When the garage is closed, the vehicle is to be locked. A "Vehicle Problem Report" form must be completed and left on the dashboard of the vehicle.
5. Vehicles shall be fueled if the gas gauge indicates one quarter of a tank or less, and vehicles are to be kept clean.
6. 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 off of paved roadways). In order to identify potential hidden damage, the extreme use should be documented on the Vehicle Problem Report so that Fleet Services can conduct a more thorough safety inspection of the vehicle.
7. Reports of damage from a crash or other problem require the investigating supervisor to report the damage through the reporting system with routing to the Captain of Traffic; and record the damage in the Vehicle Damage Book in the OIC's Office prior to the end of that shift.

(Reviewed Only: 01/22/2016, 11/01/2016, 12/26/2017)