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- I. Issuance of Vehicles
 - A. All vehicle assignments shall be the responsibility of the appropriate Section Commander. That commander may remove an officer from their assigned vehicle when he/she, or a supervisor under his/her command, determines that the officer failed to take due care in the operation or maintenance of the vehicle.
 - B. Whenever an *employee* is first assigned a vehicle, he/she *along with their immediate supervisor* shall; promptly make an inspection of that vehicle noting its condition, complete and sign all necessary forms and forward them to *the fleet manager*.
 - II. General Provisions
 - A. *Employee's* will not allow any other person *outside of division personnel* to use or operate their assigned vehicles without written permission from the Chief, Park Police Division, or his/her designee.
 - B. The Commission *may consider* reimbursing *employees* for damages or loss of personal property or equipment in Division vehicles *on a case by case basis*.
 - C. Unattended vehicles must be locked at all times.
 - D. Seat belts will be used by all *employees* and all passengers.
 - E. Officers/*employees* will ensure that no other person uses or handles any issued equipment or weapons.
 - F. All Division portable radios, *MDT's, less lethal and lethal* weapons will be removed from the vehicle and stored at the officer's station or residence whenever the vehicle will be unattended for more than a short period of time or between tours of duty. Other issued equipment will be stored in such a manner that it is not readily accessible.
 - III. Prohibited Uses
 - A. The carrying of excessive loads or protruding objects, except in conjunction with official activities, is prohibited.
 - B. The use of drive-through service lanes at any business that dispenses alcoholic beverages is prohibited.
 - C. No officer will operate any vehicle within four hours after having consumed any alcoholic beverages or after taking any medication that impairs the ability to operate a motor vehicle.

- D. Officers are prohibited from using vehicles while engaged in political activities, such as putting up signs, attending rallies, caucuses, promotional events or fund raisers, and so forth.
- E. No materials, objects, bumper stickers, decals, insignias, banners, or plaques of any type may be attached to or displayed in vehicles *without the expressed written permission of the Assistant Chief Support Operations.*
- F. *The installation of any devices that are not issued or approved by the Division is prohibited. It is this Division's intent to permit the use of auxiliary devices provided they conform to standards outlined in this directive. The Assistant Chief, Support Operations must approve all non-issued devices and equipment. All approvals must be in writing and will be maintained by the Management and Technology Section. No devices or equipment may be installed/mounted/tied into any Division vehicle prior to approval.*
- G. *All auxiliary devices must be installed to insure occupant safety and without effecting Division installed equipment. Auxiliary devices/equipment will not be "wired" or "tied" directly to any vehicle. They must be self contained and powered by or through the cigarette lighter or by an existing auxiliary power port. There will be no splicing or adding additional ports. This includes but is not limited to GPS devices, lighting, satellite radio systems, mapping devices, gun racks, flashlight and mountschargers.*

Approved equipment/devices will be mounted as follows:

GPS/Navigation Devices - *Suction cup only on the driver's side of the windshield, as close to the dashboard as possible and immediately next to the "A" pillar (roof support), may not be tied into the MDT.*

Lighting - *2006 and newer vehicles, no additional lighting is permitted. 2005 and older vehicles, will be considered on a case-by-case basis. The lighting may not interfere whatsoever with the operation or deployment of the air bags. All approved lighting will be self-contained and not require any power source other than a traditional cigarette lighter or power port.*

Satellite or Radio Receivers - *Approved units will be mounted in accordance to the GPS/Navigation locations. If a GPS/Navigation and Satellite Receiver are approved together, they will be mounted vertically at the "A" pillar.*

Shotgun Racks – *Only division approved shotguns racks will be installed in Park Police vehicles.*

Flashlights – *Flashlight chargers or brackets may be mounted on the center console. You may use "cable ties" or double-sided tape to secure them. Existing holes may be used if available, but new holes are not permitted. Ensure that the mounting location will not interfere with air bag deployment or occupant safety.*

Organizers - *Report caddies or organizers are permitted as long as they are secured to a seat. All contents of the organizer also need to be secure to prevent a hazard in case of a collision/impact or abrupt braking.*

IV. Maintenance

- A. When vehicles are being commercially washed, officers will use only facilities approved by the Commission.
- B. No officer will perform any maintenance or repair work to any vehicle or make any alterations to their vehicle or equipment without prior written approval of the Assistant Chief, Support Operations, or his/her designee. Officers are permitted to perform day-to-day upkeep on vehicles (i.e. to check and add fluids, tire pressure, *wash vehicle*, or change flat tires).
- C. When leaving a vehicle at any Commission facility or other authorized facility for service or repair, all Division issued equipment will be removed from the vehicle and properly secured.
- D. Officers will keep the interior and exterior of their assigned vehicle clean and orderly, maintaining all equipment and accessories in a neat and orderly fashion and ensure that they operate properly.

V. Non- M-NCPPC Personnel in Vehicles

- A. When an individual, who is not employed by the M-NCPPC, occupies a Park Police vehicle for police assistance or transport, the officer will notify the Communications Section by radio.
- B. Officer will notify Communications immediately to advise them of the situation/need to transport individual(s) in the vehicle. The following information will be provided:
 - 1. Location.
 - 2. Odometer reading to the tenth of a mile.
 - 3. Name(s) and/or description of individual(s) being transported (prior to beginning transport, if possible).
 - 4. Destination(s)
 - 5. Notify Communications and advise them of arrival/odometer reading. If other destinations are part of the itinerary, above repeat steps for each location until final destination is reached.
 - 6. If delays are encountered between destinations, advise Communications of the reason and expected time of delay.

**Approved Park Police Document
Signed Original on File**

End of Directive