

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

502

Subject

Care of Police Vehicles and Vehicle Equipment

Date of Issue

February 3, 2020

Effective Date

February 3, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

2.5.2

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this General Order is to ensure that police vehicles and all related equipment are kept in good operating condition and that each officer shall be responsible and accountable for the condition of his/her assigned vehicle and equipment.

II. POLICY

It shall be the policy of this department that all police vehicles and related vehicular equipment be inspected by the assigned officer prior to that officer beginning his/her tour of duty.

III. DEFINITION

Police Vehicle - Any marked or unmarked vehicle owned or leased by this municipality, operated by a member of this department.

IV REGULATION

A. Inspection

1. Upon beginning a tour of duty, each officer shall inspect his/her assigned vehicle for cleanliness, both inside and outside. Should any damage or faulty equipment be observed, a Vehicle Problem Report will be filled out and the shift supervisor notified. If an officer places a vehicle "in-service" and leaves the Police Station without submitting a report or notifying a supervisor of any damage to that vehicle or its equipment, this officer shall then be held responsible for such damage. Officers finding damage

during the initial check shall have another employee witness same and document all pertinent information in a memorandum to the Lieutenant and Chief of Police.

2. Vehicles are to be searched at the beginning of each shift for contraband, weapons or implements of escape that may have been discarded during a prisoner transport.
3. Whenever a police vehicle has been involved in a motor vehicle accident, this accident shall be investigated by a police officer. The shift supervisor shall submit a copy of the report to the Chief of Police as soon as possible. In instances in which a police vehicle accident occurs in which there are injuries or a fatality, the Lieutenant and the Chief of Police shall be notified immediately.
4. Any damages which occur to a vehicle or equipment during a tour of duty shall be noted on the officer's daily activity report and memorandum or email forwarded to the shift OIC. A copy shall be submitted to the Chief of Police.
5. At the end of a tour of duty each officer shall again check his/her assigned vehicle, making sure to remove all reports, papers and personal items and equipment. Any debris or contraband that may have been accumulated during the tour of duty shall be removed by the officer leaving the vehicle to his/her relief officer.
6. Should major repairs be required to any police vehicle, they should be brought to the attention of the Shift Supervisor or OIC and a Vehicle Problem Report shall be submitted to him/her at the time. They shall then be responsible to see that the necessary arrangements for such repairs are completed.
7. All officers shall be responsible for all departmental equipment assigned to his/her vehicle. If any equipment is damaged, lost or stolen during a shift it is to be reported immediately to the shift supervisor.

B. Maintenance

1. All police department vehicles shall be refueled and preventative maintenance performed during each duty shift. Fluid levels, tire inflation and condition, all lights and flashers, sirens, radio etc. shall all be checked and in proper working order. These performances shall be done at the end of or close to the end of the tour of duty. The relieving officer shall receive a fully fueled and properly operating vehicle.
2. Special information about the vehicle or its equipment shall be communicated from the officer relinquishing the vehicle to the accepting officer. Any minor corrections which could be made immediately shall be made before the vehicle is placed into service.
3. Any police vehicle or equipment therein, which is faulty to the extent that it presents a danger to the officer or other person, shall be corrected before the vehicle is released for use.
4. At no time shall any police vehicle either be used to push another vehicle or shall they be pushed by another vehicle unless it is equipped for this purpose.

Michael Jackson

Michael Jackson
Chief of Police