



## Kingman Police Department

### Policy and Procedures

<b>Vehicle Use</b> <b>No. TRF.1.3</b>	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only serve for the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes:	
ALEAP Accreditation Standard: <b>21.3&amp;4</b>	
Date Implemented: <b>November 14, 2018</b>	Review Date: <b>January 1, 2025</b>

- I. Purpose:** The purpose of this policy is to provide guidelines associated with behavior, use, and operation of agency vehicles for the safety of the public and the employee, and while complying with applicable traffic laws and departmental procedures.
- II. Policy:** It is the policy of the Kingman Police Department that city-owned vehicles and the equipment they contain shall be used in accordance with all rules and regulations set forth in department policy, and be in compliance with all local, county, state and federal law.

#### III. Definitions:

- A. Take-home vehicle:** A city-owned vehicle assigned to or in possession of any department personnel that is permitted to be driven to and from a duty assignment.

#### IV. Procedures:

##### A. Vehicles

1. All department personnel who operate a motor vehicle shall possess a valid Arizona driver license, and shall ensure the presence of each of the following within the vehicle:
  - a. Current vehicle registration certificate,
  - b. Vehicle Accident Reporting Kit, and

- c. Proof of valid insurance.
- 2. No vehicle shall be operated on a public thoroughfare or right-of-way without all vehicle occupants in a passenger compartment being properly restrained by factory-installed or OEM-equivalent seatbelts, harnesses or other safety restraints designed to protect from injury during a collision. **(21.4)**
- 3. All department personnel shall only use a department vehicle, unless emergency situations dictate otherwise, to accomplish the department's mission. Certain regulations are established to avoid the misuse of equipment, as follows:
  - a. Police employees will not drive department vehicles into areas which are obviously hazardous to the mechanical operation of motor vehicles, (example: washes, off road areas in the mountains or open desert), except when absolutely necessary. Police employees observing matters requiring attention in these areas will proceed on foot whenever practical.
  - b. Unless equipped with a department-issued push-bar, pushing another vehicle with a department vehicle shall not be done unless such action is necessary to avoid injury or loss of life. Due care shall be exercised when such action is absolutely necessary. Police employees shall instruct persons operating the second vehicle regarding the "push" operation.
  - c. Vehicles equipped with proper push-bars may push other vehicles out of the roadway. Due care shall be exercised when such action is necessary. Police employees shall instruct persons operating the second vehicle regarding the "push" operation.
  - d. Under ordinary conditions, department personnel will obey all provisions of the law and department/city regulations, rules, and policies relating to the operation of motor vehicles.
  - e. Department personnel should avoid "jump-starting" department vehicles with other department vehicles unless urgency prevails. Other alternatives should be sought prior to resulting to jump-starting.
    - i. In the event jump-starting must occur, all powered aftermarket equipment shall either be disconnected from the main power supply or turned off.
    - ii. No vehicles other than city-owned vehicles shall ever be party to a jump-start.
  - f. As an alternative to leaving a take-home vehicle at the police station, take-home vehicles may be parked at the employee's residence when not in use, in a secure manner and off the street if possible.
  - g. When not in service, vehicles will be full of fuel and ready to respond in case of an emergency.
  - h. No take-home vehicle will be left unattended at an employee's home for any extended period of time. If an employee is away for more than two nights, the vehicle will be brought to the police station, parked on the upper lot and secured. The keys will be left with the employee's supervisor.
  - i. Any time the vehicle is used, the operator will be in appropriate dress for the assignment.
  - j. Whenever a marked or unmarked police vehicle is in use, police officers will be armed with an approved firearm.
  - k. Use of a city vehicle is authorized for meal breaks within the city limits or the area immediately adjacent to the city limits.

- l. At the beginning of an officer's shift or when checking on for another duty assignment, an officer will notify dispatch that they are in service. When the officer has completed their shift or duty assignment, the officer will notify dispatch that they are out of service. No unauthorized passengers are to be transported in a city-owned vehicle, on or off duty.
  - m. Under normal circumstances, department vehicles will not be used to transport injured persons. Should such abnormal circumstances occur where emergency medical help is not available, supervisors may authorize the transport of injured via a police vehicle.
  - n. Citizens shall be transported in department vehicles only when necessary to accomplish a police purpose. Such transportation shall be done only at the direction or with the permission of the supervisor.
  - o. Actions that violate Constitutional rights of citizens will not be tolerated. Such actions include transporting disabled, intoxicated, or any other person(s) from a public place to another location to facilitate his/her removal from the public's view because of a perceived or actual problem that may arise. This is not applicable to a citizen placed under arrest and transported pursuant to that arrest.
  - p. A city-owned vehicle will not be used for personal business unless it is "de minimis"; trifling or so minute as not to matter.
  - q. City-owned vehicles will not be driven for any reason if the assigned employee has been consuming alcohol or using medication that prohibits operating a motor vehicle.
    - i. The department would rather an employee advise a supervisor he/she cannot respond to a call-out, than take a chance operating a vehicle with diminished capacity.
  - r. Generally, city-owned vehicles are equipped to do the job required and will not be altered. If an employee wants additional permanent equipment in their assigned vehicle, such as a scanner or CB radio, the employee may request the same in writing. If approved, the employee will bear the cost of such equipment, its installation and its maintenance, unless waived by the Chief of Police. Employees will also be responsible for any damage to the vehicle that may be caused by defects in the custom equipment or its installation.
  - s. Transportation or installation of unauthorized weapons is forbidden.
4. Take-home vehicles may be used for the following functions:
- a. Duty assignments
  - b. Attendance at required city functions, required activities, physical fitness training and other assignments.
5. Vehicle maintenance
- a. Department personnel will ensure that assigned vehicles receive routine and required maintenance.
  - b. Vehicles in need of maintenance, service and repair shall be left at the city's vehicle maintenance facility with a service request.
  - c. If the vehicle is inoperable and located elsewhere from the vehicle maintenance facility, the employee shall coordinate with maintenance personnel to make necessary arrangements for conveyance and repair.
  - d. Anytime an employee leaves an assigned vehicle or other vehicle for repairs or other service, it is the employee's responsibility to ensure that all department

equipment and personal items are removed or secured in such a manner that they are safe from tamper or pilferage.

- e. Department personnel will ensure that assigned vehicles are stocked with emergency equipment as required.
  - f. Department personnel shall ensure and maintain the cleanliness of assigned vehicles.
  - g. To avoid undue wear-and-tear and the wasting of finite resources, department personnel shall not let an engine idle within an unoccupied City of Kingman vehicle unless required and necessary to accomplish a law enforcement function.
  - h. Supervisors shall conduct quarterly inspections of vehicles assigned to department personnel within their scope of control. See *TRF.1.3, Attachment #1; Vehicle Inspection Form*.
  - i. When an employee is involved in a traffic crash while operating a city-owned vehicle, the employee shall contact the duty supervisor immediately after the scene is made secure.
  - j. Any employee operating a department vehicle, or in control of same, shall immediately notify and document via memorandum any damage occurring to the vehicle.
6. Special purpose vehicles **(21.3)**
- a. All special purpose vehicles are subject to the conduct, laws and procedures set forth within this policy.
  - b. Special purpose vehicles under the control of this department include:
    - i. Armored vehicle
    - ii. Command post
    - iii. Patrol/traffic motorcycle
    - iv. Police bicycle
  - c. Personnel are only authorized control and operation of special purpose vehicles after proper training and/or exposure procedures.
  - d. Specialized training is required prior to the use of:
    - i. Armored vehicle
      - (i) 2-hour Armored vehicle Driver/Operator course
    - ii. Motorcycle
      - (i) Completion and/or graduation from an approved school or agency that specializes in police motorcycle tactics and operation.
    - iii. Bicycle
      - (i) Completion and/or graduation from an approved training program or regimen as approved by the Chief of Police or designee.
  - e. Exposure to procedures in the use, driving and care of the command post is required prior to deployment.

**On File**

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